



MINUTES  
District of Sooke  
Regular Council Meeting  
January 15, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Berger  
Councillor Kasper  
Councillor Logins  
Councillor Pearson  
Councillor Reay

**STAFF PRESENT:**

Teresa Sullivan, Chief Administrative Officer  
Carolyn Mushata, Corporate Officer  
Brent Blackhall, Director of Finance  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety  
Tara Johnson, Planner II  
Jennifer Royer-Collard, Corporate Services Assistant

**ABSENT:**

Councillor Parkinson

**1. CALL TO ORDER**

Mayor Tait called the closed portion of the Regular meeting of Council to order at 6:04 p.m., in the Municipal meeting room.

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

**2018-01**

**MOVED by Councillor Berger, seconded by Councillor Kasper:**

THAT this meeting be closed to the public under section 90(1)(c), (g), (i) and (k) of the *Community Charter* as it pertains to labour relations, litigation or potential litigation, advice subject to solicitor-client privilege, and negotiation related discussions respecting municipal service(s).

**CARRIED.**

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

**Absent:** Councillor Parkinson

**3. CALL TO ORDER - OPEN PORTION**

Mayor Tait called the open portion of the Regular meeting of Council to order at 7:02 p.m. in the Council Chambers.

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

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

**5. APPROVAL OF THE AGENDA**

**2018-02**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT the agenda for the January 15, 2018 Regular meeting of Council, be adopted, as amended:

- Item No. 13.1., *Sooke Seniors Activity Centre - Request Agreement in Principle*, be moved to follow Public Question and Comment Period.
- Item No. 11.1., *Murray Road Staircase*, be moved to immediately follow Item No. 13.1.
- Item No. 10.4., *Sooke Core Sewer Specified Area Proposed Boundary Adjustment for 2298 Phillips Road*, be moved to follow Item No. 9.1.
- Addition of New Business/ Supplementary Information:
  - Item No. 11.1., Supplemental Information for Murray Road Staircase
  - Item No. 12.1., Mayor & Council Open House
  - Item No. 12.2., Development & Engagement Committee, Terms of Reference

**CARRIED.**

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

**Absent:** Councillor Parkinson

**6. ADOPTION OF MINUTES**

**Minutes of the Regular meetings of Council:**

- December 11, 2017 - Regular

**2018-03**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT the minutes of the December 11, 2017 Regular meeting of Council, be adopted as circulated.

**CARRIED.**

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

**Absent:** Councillor Parkinson

**7. DELEGATIONS**

**7.1. Habitat for Humanity**

Ms. Meijer addressed Council and spoke regarding the plan for property Habitat for Humanity's has purchased on Murray Road in Sooke. Ms. Meijer provided an overview of the program, the requirements of potential home ownership, and that the projects focus will be for families from Sooke.

Habitat for Humanity's application for this location will be submitted in 4-8 weeks, they wanted to ensure Council was informed of the upcoming plans in the community.

**2018-04**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council allow an additional 5 minutes for the Habitat for Humanity delegation.

**CARRIED.**

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

**Absent:** Councillor Parkinson

**7.2. Team Sooke/Juan de Fuca**

The Corporate Officer spoke on behalf of Team Sooke/ Juan de Fuca, providing an overview of their request to reallocate the 2017 Community Grant Funding they received for the refugee family who immigrated to Canada. The Community Grant policy requires Council's approval for the change in the provision. At the time of application, the bus pass program was not available, but has since become a no charge program for the family. The request is to use the funds to supplement their rental costs.

**2018-05**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council authorize the 2017 Community Grant for Team Sooke/Juan de Fuca in the amount of \$3600 to be re-purposed for rent.

**CARRIED.**

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

**Absent:** Councillor Parkinson

**7.3. Friends of Sooke Community Policing and Officer Appreciation**

Ms. Day, representative for the Friends of Sooke Community Policing and Officer Appreciation, proposed a memorial statue in front of the RCMP station to signify Officer Appreciation. This would be a life size bronze statue of a police officer, providing recognition to officers who serve and protect the community. The request is a one time \$5,000 donation, assistance with District permits, and for Mayor and Council to host and officiate the unveiling ceremony. Ms. Day has canvased neighboring communities, from Port Renfrew to the West Shore, receiving positive interest in contributing to the project.

**Council Discussion:**

- This project does not meet the requirements of the community grant application, as it is not a non-profit organization.
- The Director of Development Services, advised that the community enhancement fund is for publicly owned property.

**2018-06**

**MOVED by Councillor Reay, seconded by Councillor Logins:**

THAT Council direct staff to provide options for funding sources and ability to proceed with the request to Council during budget deliberations contingent upon additional information on fiscal host and Revenue Canada information to be provided by the applicant.

**CARRIED.**

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

**Absent:** Councillor Parkinson

## **8. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following member of the public:

1. Herb Haldane, 3118 C Otter Point Road, spoke to item 11.1., regarding the engineering information provided in the report and the previously identified storm drain issues. Mr. Haldane questioned the liability of limitations within the contract, regarding the engineering content from a different project being used for the Murray Road Staircase RFQ.

### **13.1. Sooke Seniors Activity Centre - Request Agreement in Principle**

Mayor Tait provided an overview of the documents requesting support for a senior's activity center on Lot A on Wadams Way. In order for the group to obtain funding, an agreement in principle from the District of Sooke.

#### **Council Discussed:**

- A variety of mixed use including housing on the upper floors and activity space on the bottom, is preferred for the proposed building.
- There is no future commitment if funds are not raised, the District's support provides the opportunity to apply for grants with a potential location for the facility.
- There was concern with authorizing any facilities or buildings, on the property with the absence of a concept plan.
- Council requested a staff report containing an overall vision for Lot A, permitted uses, housing options and a development plan.

**2018-07**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council authorize the use of a portion of Lot A for a Senior's Drop In Center, in principle.

**CARRIED.**

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

**Opposed:** Councillor Berger

**Absent:** Councillor Parkinson

**2018-08**

**MOVED by Councillor Reay, seconded by Councillor Logins:**

THAT Council direct staff to provide a report on the six remaining bullets outlined in the letter dated December 14, 2017 from the Sooke Seniors Drop In Centre.

**CARRIED.**

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

**Absent:** Councillor Parkinson

**11.1. Murray Road Staircase**

The Director of Finance provided background information contained in the staff report, highlighting the initial repairs approved were within the budget. The failure that occurred resulted in a higher cost, which was in addition to the scheduled repairs.

**Council Discussion:**

- There was concern expressed about the documents provided to bidders, specifically that the Sunriver stairs engineering report may have been used without proper permission. Specifics of the individual project should always be provided.
- There was concern that work started prior to Council approving the budget transfer.
- There was a lack of clarity surrounding the tendering process time frame.
- Cost estimates are not appropriate, the specific costs should be identified and quoted, the successful proponent is expected to deliver the project based on that.
- There was confusion with how contracts are awarded; Council would prefer to see a list of all proponents bidding on contracts.

**2018-09**

**MOVED by Councillor Reay, seconded by Councillor Logins:**

THAT Council direct staff to re-tender the Murray Road Staircase project.

**CARRIED.**

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

**Absent:** Councillor Parkinson

**9. BYLAWS**

**9.1. Bylaw No. 688 (600-49), Zoning Amendment - 2298 Phillips Road**

The Planner II provided a PowerPoint presentation and overview of the proposed development, highlighting that prior to final adoption the owner enter into a Section 219 covenant to address; parking, secure a cash contribution as a provision of Affordable Housing Bylaw No. 259, the parkland dedication and Geo technical report are requirements.

**Council Discussion:**

- Sight line improvements should be made at the connection with Phillips Road.
- There were concerns with traffic flow to and from the proposed subdivision.
- There was dissatisfaction with increased sewer connections in areas not within the Sewer Specified Area.
- In response to an inquiry regarding lots sizes, the Director of Development Services advised this area is bare land strata which can result in varied lot sizes. A reduction in lot size can occur provided that compliance with all setbacks is met.
- Councillor Kasper is opposed as the property is not within the existing Sewer Specified Area boundary and future sewer capacity is unclear.

**2018-10**

**MOVED by Councillor Reay, seconded by Councillor Logins:**

THAT Council give First and Second reading to *Zoning Amendment Bylaw No. 688, (600-49), 2017* to rezone 2298 Phillips Road from Rural (RU2) to Medium Lot Residential (R2).

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Logins, Councillor Pearson, and Councillor Reay

**Opposed:** Councillor Kasper

**Absent:** Councillor Parkinson

**2018-11**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT a Public Hearing be scheduled for Zoning Amendment Bylaw No. 688 (600-49) in accordance with Section 466 of the *Local Government Act*.

**CARRIED.**

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

**Absent:** Councillor Parkinson

**2018-12**

**MOVED by Councillor Reay, seconded by Councillor Logins:**

THAT prior to final adoption of *Zoning Amendment Bylaw No. 688 (600-49)*, the owner enter into section 219 covenants to address the following:

1. Secure thirteen (13) additional parking spaces within the development and require design standards for suite parking on lots;
2. Secure provision of a \$5,000.00 cash contribution to Bylaw No. 259, *Housing Reserve Fund Establishment Bylaw, 2006*;
3. Accept the area noted on Map "A - Proposed Park" to be given as parkland dedication at time of subdivision; and
4. Require a Geotechnical Report to be submitted by the owner prior to development permit or subdivision, whichever comes first

**CARRIED.**

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

**Absent:** Councillor Parkinson

10.4. **Sooke Core Sewer Specified Area Proposed Boundary Adjustment for 2298 Phillips Road**

Petition for Local Area Service and the enlargement of the Sooke Core Sewer Specified Area. First, Second and Third reading for Bylaw No. 690 (147-34).

**2018-13**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT Council receive the Petition for Local Area Service for the property located at 2298 Phillips Road (legally described as Lot 1, District Lot 27, Sooke District Plan VIP69505, Except part in Plan VIP75446).

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Logins, Councillor Pearson, and Councillor Reay

**Opposed:** Councillor Kasper

**Absent:** Councillor Parkinson

**2018-14**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT Council give First, Second and Third Readings to *Sooke Core Sewer Specified Area Amendment Bylaw No. 690 (147-34)*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Logins, Councillor Pearson, and Councillor Reay

**Opposed:** Councillor Kasper

**Absent:** Councillor Parkinson

13.4. **Sponsorship Request - Daniel Reinon**

**2018-15**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT Council extract from the correspondence, and discuss, email dated December 18, 2017 from Daniel Reinon.

**CARRIED.**

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

**Absent:** Councillor Parkinson

Scholarship request from an International student attending EMCS, requesting financial assistance to attend the National Youth Band of Canada event in Montreal.

**Council Discussed:**

- There was debate as to the amount requested and the merit of the request.
- Staff are to provide a letter to the requester advising Council is unable to provide financial support.

**10. REPORTS REQUIRING ACTION**

**10.1. Development Variance Permit - 2196 French Road South**

Development Variance Permit to allow for a variance to relax side lot line setback.

**2018-16**

**MOVED by Councillor Berger, seconded by Councillor Reay:**

THAT Council authorize the issuance of Development Variance Permit PLN01344 for 2196 French Road South required for a proposed subdivision, to allow the following variance from section 202.7 Minimum Setbacks in Bylaw No. 600, *Sooke Zoning Bylaw, 2011*:

1. Relax side lot line setback for the existing principal building from 1.2m to 0.8m on proposed Lot B as shown on attached plan.

**CARRIED.**

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

**Absent:** Councillor Parkinson

**10.2. Budget Reporting and Timelines**

The Director of Finance suggested that the proposed dates for budget discussion change to allow time to adjust the budget, in light of the Murray Road Staircase re-tender request by Council, as this could result in budget reallocation.

**Council Discussion:**

- There was support to change the timeline to ensure Finance is adequately prepared, this will ultimately limit budget transfers in the future.
- The desire was to set a date for budget introduction, as a starting point.
  - The introduction of the budget will be at a Committee of the Whole meeting on January 22, 2018, where a report with future potential dates will be provided.
- The community grant applications will be reviewed at a February 5, 2018 Special meeting of Council.
- A report outlining the sewer system financials was requested, specifically identifying any savings or unexpected expenditures.

**2018-17**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT Council receive the 2017 Budget to Actual report for information.

**CARRIED.**



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

**Absent:** Councillor Parkinson

**2018-18**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT Council direct staff to provide a new report for alternative budget meetings; and

THAT the draft budget be brought to the January 22, 2018 Committee of the Whole meeting; and

THAT the community grant applications are reviewed on February 5, 2018 at a Special meeting of Council.

**CARRIED.**

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

**Absent:** Councillor Parkinson

10.3. **Budget Transfers**

The budget transfers requested are for capital works projects started in 2017 to continue into 2018.

**Council Discussion:**

- There was concern with the Electric Car Charging Station location for which the District has a property lease agreement at Evergreen Center. This project had a change in scope to install a faster charging station requiring a hydro drop.
  - The past report on the Electric Car Charging Station was requested to be sent to all of Council.
- It was confirmed that the projects were nearing completion but required an extension; there was no deviation from the budgeted amounts.
- Removal of the Murray Road Staircase transfer until a future report is brought forward.

**2018-19**

**MOVED by Councillor Pearson, seconded by Councillor Logins:**

THAT Council authorize the budget transfers for capital project carry overs as follows:

Project	Amount	Funding Source	Funding Source	Funding Source
Tempest ePlan	\$36,000	Gas Tax	(Gas Tax also for 2017 costs)	
Roundabout	\$311,570	Gas Tax \$240,570	Revenue Smoothing \$71,000	

## **Minutes for the Regular Council Meeting of the District of Sooke - January 15, 2018**

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Electric Car Charging Station	\$80,000	Gas Tax \$40,000	Grants \$40,000	
Demamiel Creek Crossing Study	\$50,000	Surplus \$50,000		
Sooke River Road Drainage	\$150,000	Surplus \$150,000		
Public Space Enhancement	\$78,594	Casino \$39,294	GST \$19,650	Gas Tax \$19,650

**CARRIED.**

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

**Absent:** Councillor Parkinson

### **11. REPORTS FOR INFORMATION**

#### **11.1. Elected Official Compensation Report from the District of Central Saanich**

**2018-20**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council receive the report for information.

**CARRIED.**

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

**Absent:** Councillor Parkinson

### **12. NEW BUSINESS**

#### **12.1. Development & Engagement Committee**

Councillor Berger provided an overview of the proposed terms of reference, a combination of the past Land Use Committee and Development and Engagement Committee.

- The name of the committee will be Development and Land Use Committee.
- The previously adopted date needs to be removed.
- The addition of Mayor as ex-officio, is required.
- Selection of members should be open to all members of the public through an application process.

**2018-21**

**MOVED by Councillor Berger, seconded by Councillor Logins:**

THAT Council accept the terms of reference for the proposed Development and Land Use Committee.

**CARRIED.**

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

**Absent:** Councillor Parkinson

**2018-22**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT Council direct staff to advertise for Development and Land Use Committee members.

**CARRIED.**

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

**Absent:** Councillor Parkinson

**12.2. Mayor and Council Open House**

The Mayor expressed the importance of providing the opportunity for the community to address Council in an open and transparent environment. The following details were proposed:

- Date: Thursday, March 15, 2018.
- Time: 6:30 - 8:00 p.m.
- Location: District of Sooke, Council Chambers.

**2018-23**

**MOVED by Councillor Berger, seconded by Councillor Logins:**

THAT Council approve a Mayor and Council Open House on Thursday, March 15, 2018, in the District of Sooke Council Chambers from 6:30 - 8:00 p.m.

**CARRIED.**

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

**Absent:** Councillor Parkinson

**13. CORRESPONDENCE**

**13.1. Letter of Congratulations**

**2018-24**

**MOVED by Councillor Reay, seconded by Councillor Berger:**

THAT Council direct staff to send a letter of congratulations to Sooke resident Kris Winter for doing 5,200 consecutive squats.

**CARRIED.**

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

**Absent:** Councillor Parkinson

13.3. **Correspondence for December 5, 2017 - January 8, 2018**

**2018-25**

**MOVED by Councillor Reay, seconded by Councillor Berger:**

THAT the correspondence received for December 5, 2017 - January 8, 2018, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Parkinson

**14. COUNCIL VERBAL REPORTS**

No items were brought forward.

**15. RISE AND REPORT OF IN-CAMERA ITEMS**

There were no items released.

**16. NOTICES OF MOTION**

There were no Notices of Motion.

**17. ADJOURNMENT**

**2018-26**

**MOVED by Councillor Reay, seconded by Councillor Berger:**

THAT the January 15, 2018, Regular meeting of Council be adjourned at 9:30 p.m.

**CARRIED.**

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

**Absent:** Councillor Parkinson

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
January 29, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Berger  
Councillor Kasper  
Councillor Pearson

**STAFF PRESENT:**

Brent Blackhall, Director of Financial Services, Acting CAO  
Carolyn Mushata, Corporate Officer  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety  
Tara Johnson, Planner II (left at 7:31 p.m.)  
Danica Rice, Planner II (left at 8:49 p.m.)  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Logins  
Councillor Parkinson  
Councillor Reay

**1. CALL TO ORDER**

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

The Mayor acknowledged Corporate Officer Carolyn Mushata, who has completed her probationary employment period.

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

Supplemental Information was received with the Approval of the Agenda.

**3. APPROVAL OF THE AGENDA**

**2018-34**

**Moved by Councillor Kasper, seconded by Councillor Pearson:**

THAT the agenda for the January 29, 2018 Regular meeting of Council, be adopted with the following amendments:

- Item No. 9.1 Bylaw No. 688 (600-49) - 2298 Phillips Road be moved to follow adoption of minutes
- Item No. 9.2 Bylaw No 689 (600-50) - 3018 Manzer Road be moved to follow item 9.1

- Addition of Supplemental Materials to Item 7.1 Delegation – Greater Victoria Green Team, and Item 9.1 PH-1 Bylaw No. 688, Zoning Amendment Bylaw (600-49) – 2298 Phillips Road
- Item 12.1 Emergency System Update moved to immediately follow Item 10.2
- 11.1 10-Minute Response Time moved to an upcoming Committee of the Whole Meeting

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

#### **4. ADOPTION OF MINUTES**

Minutes of the Regular and Special meetings of Council:

- January 15, 2018 Regular Council meeting

**2018-35**

**MOVED by Councillor Kasper, seconded by Councillor Berger:**

THAT the minutes of the January 15, 2018 Regular meeting of Council, be adopted as circulated.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Mayor Tait, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

#### **9. PUBLIC HEARINGS AND RELATED BYLAWS**

##### **9.1. Bylaw No. 688, Zoning Amendment Bylaw (600-49) - 2298 Phillips Road**

The Planner II presented a PowerPoint Presentation and provided an overview of the proposed development, recommending Council give Third reading to Bylaw No. 688, Zoning Amendment Bylaw (600-49) 2017 for 2298 Phillips Road, to rezone the property from Rural (RU2) to Medium Lot Residential (R2).

##### **Council discussion:**

- A pedestrian bridge linking Sunriver to Poirier Elementary and Journey Middle School was been discussed. Staff advised a tender for further analysis of potential crossings of Demamial Creek has been issued.

Mayor Tait read a written statement advising that any person who believes their interest in the property is affected by the proposed bylaw, would be given a reasonable opportunity to be heard and to have their written submission presented at the Public Hearing.

Mayor Tait called the Public Hearing for Bylaw No. 688, Zoning Amendment Bylaw (600-49) 2017 - 2298 Phillips Road to order at 7:13 pm.

##### **Public Submissions:**

- Glenn Harrison, 2330 Demamial Place, stated that his property backs immediately onto the proposed access road shown for 2298 Phillips Road. Mr.

Harrison questioned how the difference in elevation between the two properties will be addressed, and if the proposed access road will be at the higher elevation of his backyard, or the lower elevation of 2298 Phillips Road.

- In response to questions regarding road elevation, staff advised that the engineering designs for the road have not been submitted, but that the applicant could speak to plans for road development.
- Glenn Harrison, 2330 Demamial Place, spoke regarding the existing tree line between Demamial Place and 2298 Phillips Road and questioned if the existing trees will remain.
- John Kelly, applicant, stated that although engineering designs for the access road have not been completed, intentions are not to build the road up to the higher elevation of the Sunriver lots, but rather to bring the road down closer to the elevation of 2298 Phillips Road. Mr. Kelly also stated that there is a 5-metre parkland buffer between Sunriver and 2298 Phillips Road and trees within that buffer will not be removed. However, some tree removal will take place on the 2298 Phillips Road property.
- John Kelly, applicant, spoke additionally regarding the letter submitted by Kevin McArthur. Mr. Kelly stated that the development of multi-family homes was considered, but that the proposed layout of single family homes provides as many units as would be allowed under the multi-family zoning, with larger lots. Housing affordability was also considered, and the addition of suites in the single-family homes contributes to overall affordability.

The Public Hearing was closed at 7:20 p.m.

**Council Discussion:**

- The proposed development is contiguous with large development in Sunriver, with adequate green space and parking considerations.

**2018-36**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council give third reading to the bylaw cited as *Zoning Amendment Bylaw No. 688, (600-49), 2017*.

**CARRIED.**

**In Favour:** Councillor Kasper, Councillor Pearson, Mayor Tait, and Councillor Berger

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

9.2. **Bylaw No. 689, Zoning Amendment Bylaw (600-50) - 3018 Manzer Road**

The Planner II presented a PowerPoint Presentation and provided an overview of the proposed development, recommending Council give Third reading to Bylaw No. 689, Zoning Amendment Bylaw (600-50), 2017 for 3018 Manzer Road, to rezone the property from Rural Residential (RU4) to Rural (RU2).

Mayor Tait read a written statement advising that any person who believes their interest in the property is affected by the proposed bylaw, would be given a reasonable opportunity to be heard and to have their written submission presented at the Public Hearing.

Mayor Tait called the Public Hearing for Bylaw No. 689, Zoning Amendment Bylaw (600-50) 2017 - 3018 Manzer Road to order at 7:28 pm.

**Public Submissions:**

- None.

The Public Hearing was closed at 7:29 p.m.

**Council discussion:**

- Discussion of affordable housing requirement.
- In response to Council discussion, staff advised that the applicant proposes that the creation of an additional home on the property will create affordable housing for a family member.

**2018-37**

**MOVED by Councillor Pearson, seconded by Councillor Berger:**

THAT Council give Third reading to the bylaw cited as *Zoning Amendment Bylaw No. 689 (600-50), 2017*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

**5. DELEGATIONS**

**5.1. Greater Victoria Green Team**

- Green Team Activities in Sooke Region

Amanda Evans, Program Manager for the Greater Victoria Green Team provided a PowerPoint presentation and overview of the Green Team's projects, including past park clean-up initiatives in Sooke. Ms. Evans highlighted the Green Team's volunteer focus, collaboration with local environmental groups and formalised partnerships with municipalities. Ms. Evans and the Green Team presented a proposal for a formal partnership with the District of Sooke.

**Council discussion:**

- Cost to the District of Sooke. Clarification from Ms. Evans that the cost is \$2000 per activity and that the District of Sooke would be responsible for half of the cost. Each activity is determined in conjunction with parks staff based on community need, and the cost of the activity includes all expenses such as volunteer recruitment and engagement, insurance, disposal costs etc.



- Possibility of Community Grant funding. The Director of Finance advised that a Community Grant could be considered, but that parks clean-up may better fit into the Community Space Enhancement budget.
- Discussion of how the impact of each activity is measured.

**2018-38**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT staff bring forward a report regarding activities, the agreement and how the program fits within the existing budget.

**CARRIED.**

**In Favour:** Councillor Kasper, Councillor Pearson, Mayor Tait, and Councillor Berger

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

5.2. **Sooke Economic Development Group**

- Jeremy Wilson and David Evans

Jeremy Wilson and David Evans, representing the Sooke Economic Development Group addressed Council and provided an overview of the work they have been undertaking in the past year. The Sooke Economic Development Group consists of 6 local entrepreneurs and business owners, including Mr. Wilson and Mr. Evans, Doug Wittich, Scott Taylor, Wolfgang Richter, and Randy Clarkston. The group's mandate has been to identify areas for potential improvement in Sooke, and to advocate and partner to make those improvements. The #dividedby14 movement to improve Highway 14 was an initiative of the group, and they also look to work with local organizations to improve tourism infrastructure. The Sooke Economic Development Group requested a District of Sooke representative to collaborate on economic development issues.

**Council discussion:**

- Council has been interested in learning about the work undertaken by the Sooke Economic Development Group.
- Councillor Berger was previously appointed to a regional economic development initiative and is interested in liaising with the local Sooke Economic Development Group. Councillor Berger will act as the Council liaison for all economic development work in the community.

**2018-39**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council appoint Councillor Bev Berger as the Economic Development liaison to the Sooke Economic Development Group.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

**6. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

- Derek Lewers, Sooke resident, spoke regarding item 11.2., and expressed concern that there is not a long-term capital replacement plan for municipal assets, including fire apparatus.
- John Brohman, Otter Point resident, spoke regarding item 10.1, expressing his support for the rezoning application as a neighbouring property owner. Mr. Brohman also indicated the sightlines at the intersection of West Coast Road and Tominny Road are impeded by large trees.

## **10. BYLAWS**

### **10.1. Bylaw No. 691, Zoning Amendment Bylaw (600-51) - 6882 West Coast Rd, 1841/1843 Tominny Rd**

The Planner II gave a PowerPoint presentation and overview of the proposed application to rezone the subject property from Tominny Road Comprehensive Development (CD6) to (R2) Medium Lot Residential and (R3) Small Lot Residential.

#### **2018-40**

**MOVED by Councillor Pearson, seconded by Councillor Kasper:**

THAT Council give First and Second reading to *Zoning Amendment Bylaw No. 691 (600-51), 2018* to rezone the properties known as 6882 West Coast Road, 1841 & 1843 Tominny Road from Tominny Road Mixed Use Comprehensive Development (CD6) to Medium Lot Residential (R2) and Small Lot Residential (R3).

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

#### **2018-41**

**MOVED by Councillor Pearson, seconded by Councillor Berger:**

THAT a Public Hearing be scheduled for the *Zoning Amendment Bylaw No. 691 (600-51)* in accordance with Section 466 of the *Local Government Act*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

#### **2018-42**

**MOVED by Councillor Pearson, seconded by Councillor Berger:**

THAT the outdated covenant be removed from title and that any particulars remaining for future subdivision and development permit requirements be addressed in a new Section 219 covenant at the time of subdivision should the rezoning be approved.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

10.2. **Bylaw No. 692, Zoning Amendment Bylaw (600-52) - 6726 Eustace Road**

The Planner II provided a PowerPoint presentation and overview of the proposed application to rezone the subject property from *Community Facility* (P2) to *General Commercial* (C2).

**Council discussion:**

- Potential impact on the Legion's eligibility for a Permissive Tax Exemption. Staff provided clarification that a change of use would need to be considered by Council, and that the Legion would need to reapply and demonstrate they still provide a public benefit in line with the requirements for a Permissive Tax Exemption.
- Jan Watson, representing the Royal Canadian Legion Branch No. 54, stated that the Sooke branch is one of the first branches to apply, but that there are others on Vancouver Island who intend to rezone in an effort to increase revenue, advertising opportunities and diversify clientele.

**2018-43**

**MOVED by Councillor Kasper, seconded by Councillor Berger:**

THAT COUNCIL give First and Second reading to *Zoning Amendment Bylaw No. 692 (600-52)*, 2018 to rezone 6726 Eustace Road from *Community Facility* (P2) to *General Commercial* (C2).

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

**2018-44**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

AND THAT a Public Hearing be scheduled for the *Zoning Amendment Bylaw No. 692 (600-52)* in accordance with Section 466 of the *Local Government Act*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

**12. REPORTS FOR INFORMATION**

12.1. **Emergency System Update**

The Fire Chief & Director of Community Safety provided a verbal report on the January 23 tsunami warning.

- Several notification systems are in place including a Capital Regional District subscriber-based system and the Emergency Management BC system, which alerted the Fire Chief.
- The nature of tsunami warnings is there are typically several hours to monitor the potential impact and react accordingly.

- An Emergency Operations Center was initially activated at Level 1 and scaled up to Level 2 as more information became available. Emergency Service personnel acted as Information Officers, and Section Chiefs as required. Mobile units were dispatched to geographic areas of concern, including Kaltasin and Whiffin Spit.
- Conversations have been happening in the community regarding the benefits of a tsunami siren. Should an evacuation be required, it would apply to select few neighbourhoods below a 4m elevation. A siren would alert the entire community, creating confusion, clogging evacuations routes etc. Emergency Services personnel are able to alert properties in the evacuation zone as needed.
- An analysis of local communication options will be undertaken by staff.
- An Emergency Preparation Open House will be held on February 20 at 7:30 in the Council Chambers.

**Council discussion:**

- Tsunami wave modelling was completed for the Capital Regional District in 2013. Knowledge of the results of this extensive study and the potential impacts for Sooke would help to lower the fear of residents. Council requested that staff post this information.
- Evacuation zones, routes and locations of reception centres should be communicated with the public.
- Staff clarified that the municipal Emergency Plan contains a wealth of local information and is available in the emergency planning section of [www.sooke.ca](http://www.sooke.ca) and will also be highlighted at the February 20th Open House.

**11. REPORTS REQUIRING ACTION**

**11.1. 10-Minute Response Time**

This item was postponed to a future Committee of the Whole meeting.

**11.2. 2018 Capital Project Tenders**

The Director of Finance provided an overview of the written staff report requesting Council approval to issue tenders for three capital projects; the Five-Year Road Program, Fire Department Water Tender Vehicle, and Manhole Repairs.

**Council discussion:**

- Timeline for new water tender vehicle to arrive is 5-12 months.
- Clarification that a Capital Asset Replacement Plan is currently being developed and will be brought forward this year.
- Discussion of the Five-Year Road Program goals for year one, and rationale for grouping certain roads together. Staff clarified there is a potential cost savings associated with localised repairs.

**2018-45**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT COUNCIL approve a 2018 budget transfer of \$450,000 from the Church Road Collector Widening account to the Road Program account.

AND THAT COUNCIL authorize staff to issue 2018 tenders for the following capital projects:

- Five Year Road Program (2018 component - draft budget of \$700,000)
- Fire Department Water Tender Vehicle (estimate of \$350,000)
- Manhole Repairs (estimate of \$25,000)

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

11.3. **RCMP Accommodation Costs**

The Director of Finance provided an overview of the written staff report.

**Council discussion:**

- Clarification regarding accommodation costs for the RCMP.
- Staff stated that the municipality is billed quarterly for all RCMP accommodation costs, including furniture such as workstations. The procurement process for the local detachment is much longer through RCMP headquarters, and the municipality will incur the cost regardless.

**2018-46**

**MOVED by Councillor Pearson, seconded by Councillor Kasper:**

THAT COUNCIL approve a 2018 budget transfer of \$5,500 from the Operating Contingency Account to the Contract with the RCMP account.

AND THAT COUNCIL approve the acquisition of two workstations by the RCMP detachment for an amount not exceeding \$5,500 with the funds coming from the Contract with RCMP account.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

11.4. **Sale of Surplus Assets Bids - Lot A Logs**

**Council discussion:**

- One expression of interest was received in response to the call for disposal of assets.

**2018-47**

**MOVED by Councillor Berger, seconded by Councillor Kasper:**

THAT Council direct staff to proceed with the sale of the entire lot of raw logs to Roger van Kempenseket for 1503.99 + GST

AND THAT the funds be allocated to the Community Grants account for 2018.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

11.5. **Sooke Program for the Arts (SPA) Committee - Proposed Terms of Reference**

The Corporate Officer provided a history of the Sooke Program of the Arts (SPA) Committee Terms of Reference.

**Council discussion:**

- Once established, the Sooke Program of the Arts Committee would make recommendations to Council and require Council approval to spend funds.
- Advertisement for public members will be required. Staff indicated that advertisements for both the SPA Committee and the Development and Engagement Committee will be placed in the coming weeks, as well as posted on [www.sooke.ca](http://www.sooke.ca)

**2018-48**

**MOVED by Councillor Pearson, seconded by Councillor Berger:**

THAT Council repeal the existing Terms of Reference for the Sooke Program of the Arts Committee and adopt the proposed Terms of Reference.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

**2018-49**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council direct staff to place the advertisement for committee members in the Sooke Pocket News and the Sooke News Mirror and draft a media release.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

11.6. **AVICC/UBCM Resolution - Protection of Native West Coast Salmon**

**Council discussion:**

- If the resolution passes at AVICC, it will automatically be brought forward to UBCM in the fall.
- As the sponsoring community, Sooke should have some comments planned as the resolution is introduced.

**2018-50**

**MOVED by Councillor Pearson, seconded by Councillor Berger:**

THAT the District of Sooke bring forward the following resolution to be considered at the Association of Vancouver Island and Coastal Communities 2018 Annual General Meeting for consideration:

**Protection of Native West Coast Salmon**

WHEREAS British Columbia's native west coast wild salmon can be negatively impacted by commercial salmon farms due to increased levels of diseases and parasites from farmed salmon; degradation of their genetic makeup through interbreeding with escaped farmed salmon; and ecological competition with escaped farmed salmon;

THEREFORE BE IT RESOLVED that AVICC and UBCM urge the Province of British Columbia to enact legislation that would protect British Columbia's wild salmon stock from the negative impacts of commercial salmon farms up to and including banning open water fish farms.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

**13. NEW BUSINESS**

**14. CORRESPONDENCE**

**14.1. Correspondence received January 8 - January 24, 2018**

**Council discussion:**

- Correspondence from Phillips Road residents regarding an alternative bridge crossing.
- Possibility of exploring an alternative foot bridge and options for crossings along Sooke River.
- Residents to be invited to attend Emergency Planning Open House on Feb 20th. Staff to provide mapping for this event showing sections of Phillips Road/Sooke River Road with municipal rights-of-way or other land dedications.

**2018-51**

**MOVED by Councillor Pearson, seconded by Councillor Berger:**

THAT the correspondence received January 8 - January 22, 2018, be received and filed accordingly for the record.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

**14.2. AVICC Resolution Submission Notice**

The Corporate Officer advised Council that if they wish to submit further resolutions to the AVICC Annual Convention, the deadline is February 14, 2018.

**2018-52**

**MOVED by Councillor Pearson, seconded by Councillor Berger:**

THAT the correspondence regarding the AVICC Resolution Submission Notice be received and filed accordingly for the record.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

14.3. **2018 RGS Bylaw 4017 – Referral for Municipal Acceptance**

**Council discussion:**

- Councillor Kasper has attended the Regional Growth Strategy mediation process on behalf of the District of Sooke.

**2018-53**

**MOVED by Councillor Kasper, seconded by Councillor Berger:**

THAT Council accept Regional Growth Strategy Bylaw NO. 4017, the "Capital Regional District Regional Growth Strategy Bylaw No. 1, 2016"

AND THAT staff be directed to notify the Capital Regional District of their acceptance.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Mayor Tait, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

**15. COUNCIL VERBAL REPORTS**

Mayor Tait reported on:

- Announcements regarding improvements to highway 14.
- Mayor and Council Open House scheduled for March 15.
- The Primary Health Care Service Working Group is pursuing a funding opportunity to improve primary health care in the region and have drafted a community health plan. More information will be shared as available.

Councillor Pearson reported on:

- Attending the Juan de Fuca Water Commission meeting.

**16. NOTICES OF MOTION**

There were no Notices of Motion.



**17. REPORT OF RELEASED IN-CAMERA RESOLUTIONS**

There were no in-camera items released.

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

**2018-54**

**MOVED by Councillor Berger, seconded by Councillor Kasper:**

THAT the In-Camera meeting be reconvened at 9:35 p.m.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

**18. ADJOURNMENT**

**2018-55**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT the January 29, 2018 Regular Council meeting be adjourned at 10:00 p.m.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Logins, Councillor Parkinson, and Councillor Reay

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
February 13, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Berger  
Councillor Kasper  
Councillor Parkinson  
Councillor Reay

**STAFF PRESENT:**

Brent Blackhall, Acting Chief Administrative Officer  
Carolyn Mushata, Corporate Officer  
Kenn Mount, Fire Chief & Director of Community Safety  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Logins  
Councillor Pearson

**3. CALL TO ORDER - OPEN PORTION**

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

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

New Business was received with Approval of the Agenda.

**5. APPROVAL OF THE AGENDA**

**2018-56**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT the agenda for the February 13, 2018 Regular Meeting of Council, be adopted with the following amendments:

- Item 8.1 *Wastewater Capacity and Condition Overview* to be removed from the agenda
- Addition of Item 10.3 *Revenue Anticipation Borrowing Bylaw* as New Business
- Item 13.1 *CSA Z240 Standard Manufactured Homes* to be moved to immediately follow Public Question and Comment Period

**CARRIED.**

**In Favour:** Councillor Parkinson, Councillor Reay, Mayor Tait, Councillor Berger, and Councillor Kasper

**Absent:** Councillor Logins and Councillor Pearson

**Council discussion:**

- Rationale for Committee of the Whole to be scheduled mid-meeting.

**6. ADOPTION OF MINUTES**

**Minutes of the Committee of the Whole Meeting of Council:**

- January 22, 2018 - Committee of the Whole

**2018-57**

**MOVED by Councillor Berger, seconded by Mayor Tait:**

THAT the minutes of the January 22, 2018 Committee of the Whole meeting of Council, be adopted as circulated.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Reay

**Absent:** Councillor Logins and Councillor Pearson

**6.1. Recommendations from January 22, 2018 Committee of the Whole meeting:**

- Council to consider recommendations

**2018-58**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

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.

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.

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.

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.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Reay

**Absent:** Councillor Logins and Councillor Pearson

**Council discussion:**

- Fees and Charges Bylaw to be reviewed to determine how "donations" are noted.
- Previous budgets showed a Memorial Bench Replacement Reserve fund. Request for a breakdown of this account.

**6.2. Minutes of the Regular Meetings of Council:**

- January 29, 2018 - Regular Council meeting

**2018-59**

**MOVED by Councillor Berger, seconded by Councillor Reay:**

THAT the minutes of the January 29, 2018 Regular meeting of Council be adopted as circulated.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Reay

**Absent:** Councillor Logins and Councillor Pearson

**7. DELEGATIONS**

**7.1. Delegation - Laurie Hicks**

- Manufactured/Modular Homes

Laurie Hicks, Sooke resident, addressed Council and provided a timeline of her application for a Building Permit to situate a Z240 Manufactured Home on her property. Ms. Hicks indicated that she has repeatedly asked for clarification from staff as to why her building permit has not been issued, and that she has not received it.

Ms. Hicks asked for clarification regarding how four other properties in the District of Sooke have been permitted similar homes. Additionally, Ms. Hicks questioned how another home in her neighbourhood has been allowed to build three residences.

**Council discussion:**

- Question to Ms. Hicks regarding the costs she has incurred so far. Ms. Hicks indicated she was told her septic field wouldn't pass inspection, therefore she replaced the system at a cost of \$16,550. Additionally, she has placed a \$15,000 deposit on the home; however the manufacturer has said this may be refundable.

**7.2. Delegation - Sooke Saltwater Series**

- Sponsorship Request

Ron Neitsch provided an overview of the Sooke Saltwater Series and its economic impact on the community. The Saltwater Series requested a \$2,500 sponsorship.

**Council discussion:**

- Staff to provide clarification regarding a budget line item for sponsorships during budget deliberations.

**2018-60**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council provide a sponsorship to the Sooke Saltwater Series in the amount of \$2,500;

AND THAT funding come from Council Contingency.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Reay

**Absent:** Councillor Logins and Councillor Pearson

**8. UNFINISHED BUSINESS**

**8.1. Wastewater Capacity and Condition Overview**

- Stantec Engineering

This item was removed from the agenda and will be rescheduled to an upcoming meeting.

**9. PUBLIC QUESTION AND COMMENT PERIOD**

There were no Public Questions or Comments.

**Council discussion:**

- Public Input will be added to the Committee of the Whole portion of the meeting to allow for comment on item 11.1 *10-Minute Response Time* following the presentation.

**10. BYLAWS**

**10.1. Bylaw No. 683, Zoning Amendment Bylaw (600-46), 2017**

**2018-61**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT the bylaw cited as *Zoning Amendment Bylaw No. 683 (600-46), 2017* be adopted.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Reay

**Opposed:** Councillor Parkinson

**Absent:** Councillor Logins and Councillor Pearson

10.2. **Bylaw No. 689, Zoning Amendment Bylaw, (600-50), 2017**

**2018-62**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT the bylaw cited as *Zoning Amendment Bylaw No. 689 (600-50)* be adopted.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Reay

**Absent:** Councillor Logins and Councillor Pearson

**11. COUNCIL TO MOVE INTO COMMITTEE OF THE WHOLE**

\*\*\*\*\*

Councillor Reay left the meeting at 8:22 p.m.

\*\*\*\*\*

Council moved into Committee of the Whole.

11.1. **10-Minute Response Time**

The Fire Chief & Director of Community Safety gave an overview of the written staff report, including:

- Implications of 10-Minute response time related to building construction and siting.
- Mapping of estimated response times in the District of Sooke.
- Key performance indicators and measurements.
- Comparison with other BC municipalities.
- Factors that influence response time.
- Possible staffing models to reduce response time.

**Public Input:**

- Kenn Ebbs Canavan, Sooke resident and member of the Sooke Fire Services Commission, spoke in support of increasing fire protection services. Mr. Ebbs Canavan stated that community safety should be a top priority of Council, including protecting the safety of firefighters by providing them with the resources and tools they require to respond appropriately.
- Cam McIntyre, Sooke resident and member of the Sooke Fire Services Commission, stated that he would like to see more detail regarding the proposed staffing models. Mr. McIntyre further encouraged the fire department to review their Standard Operating Guidelines as compared to WorkSafe regulations, which he finds to be contradictory in some areas.

**Council discussion:**

- As Council considers the implications of fire response times, conversations will evolve to consider numerous aspects.
- Staff is seeking direction as to whether Council would like a more detailed report.

- Council requested further information regarding the following issues to be brought forward to a future meeting:
  - Additional information on when a 10-minute response time is required/recommended.
  - Further information on the benefits of providing 10-minute response time, including development potential, insurance savings etc.
  - Comparisons with local fire departments such as Langford, Colwood and View Royal - including their populations, staffing levels, call volume and type of calls, means of measuring response time, road infrastructure, and their commercial and industrial tax base.
  - Analysis of mutual aid implications, both positive and negative.
  - Information on "paid on call" staffing model, benefits and financial implications.
  - A long-term staffing model that outlines a phased approach.
  - Current information on medical call volume and impact on firefighter "burnout" and retention.
  - Response time to medical calls vs. other call types.
  - Implications of allowing burning and blasting in our community.
  - Impact of climate change on Fire Underwriters Survey.
  - Next steps, including completing a new Fire Underwriters Survey.
- Discussion of the Structural Firefighters Competency and Training Playbook ("the playbook"), training requirements and service levels.
- Clarification regarding response time vs. turnout time.
- Options for decreasing response time and implications on firefighter safety.

**2018-63**

**MOVED by Councillor Kasper:**

THAT the Committee of the Whole receive the report for information.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Parkinson

**Absent:** Councillor Logins, Councillor Pearson, and Councillor Reay

**2018-64**

**MOVED by Councillor Parkinson:**

THAT the Committee of the Whole recommend that Council direct staff to prepare a detailed report containing costs, recommendations and resources required to move towards implementing a 10-Minute response time.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Parkinson

**Absent:** Councillor Logins, Councillor Pearson, and Councillor Reay

**2018-65**

**MOVED by Councillor Kasper:**

THAT the Committee of the Whole Rise and Report.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Parkinson

**Absent:** Councillor Logins, Councillor Pearson, and Councillor Reay

**12. REPORTS REQUIRING ACTION**

**12.1. Fire Department Operating Equipment**

**2018-66**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT Council authorize the Fire Chief to purchase the SCBA units and cylinders for 2018.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Parkinson

**Absent:** Councillor Logins, Councillor Pearson, and Councillor Reay

**12.2. Knox Vision Society Housing Project**

**2018-67**

**MOVED by Councillor Kasper, seconded by Councillor Berger:**

THAT Council waive the eligible Development Cost Charges (\$171,173.10) and Building Permit fees (\$37,218.27) for the Knox Vision Society's affordable housing project;

AND THAT Council grant back the non-eligible Development Cost Charges (\$8,672.35) and Building Permit fees (\$1,885.63) to the Knox Vision Society with funds to come from Operating Contingency.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Parkinson

**Absent:** Councillor Logins, Councillor Pearson, and Councillor Reay

**Council discussion:**

- Staff to inquire as to whether the Knox Housing project has applied for financial assistance under the Regional Housing Trust Fund.

**13. REPORTS FOR INFORMATION**

**13.1. CSA Z240 Standard Manufactured Homes**

The Acting Chief Administrative Officer provided an overview of the written staff report, including timelines associated with Ms. Hicks building permit application. Staff will be engaging an external planning consultant to determine options for amending the Zoning Bylaw to allow various forms of affordable housing.



Staff received three addresses from Ms. Hicks and provided Council with further information regarding the specifics of these homes.

**Council discussion:**

- Affordable housing is a regional and local concern and needs to be considered in the context of overall community planning.

**2018-68**

**MOVED by Councillor Berger, seconded by Councillor Kasper:**

THAT Council direct staff to draft an amendment to the Zoning Bylaw to strike "manufactured home and park model trailers" under the definition of Dwelling, Single-Family.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Mayor Tait, and Councillor Parkinson

**Opposed:** Councillor Reay

**Absent:** Councillor Logins and Councillor Pearson

**Council discussion:**

- CSA certified homes meet all requirements of the Canadian National Building Code, the issue is not with the standard of the home, but rather that it is specifically prohibited in the District's Zoning Bylaw.
- Removal of the words "excludes manufactured homes and park model homes" from the definitions section of the Zoning Bylaw may address this specific issue, but a text amendment to the Zoning bylaw would have a sweeping affect across all zones.
- Amending the Zoning Bylaw to allow manufactured homes in certain zones will require a minimum of two meetings, with a Public Hearing.
- Staff will examine options with the assistance of a planning consultant and will bring a report to the next Regular Council meeting with options for Council's review.
- Examples of similar Council discussions may include non-enforcement of the Sign Bylaw and modification to the Zoning Bylaw to allow car washes on the south side of West Coast Road.

**2018-69**

**MOVED by Councillor Kasper, seconded by Councillor Berger:**

THAT Council authorize a building permit to accommodate a double wide manufactured home.

**DEFEATED.**

**In Favour:** Councillor Kasper

**Opposed:** Mayor Tait, Councillor Berger, Councillor Parkinson, and Councillor Reay

**Absent:** Councillor Logins and Councillor Pearson

**Council discussion:**

- Desire to work with the applicant to promote affordable housing.
- Staff advised that Council doesn't have the authority to issue a building permit under Bylaw No. 70, *Building Regulation Bylaw*

- History of the building permit application and complaint against this specific applicant in contravention of the Zoning Bylaw.

**14. NEW BUSINESS**

**10.3. Bylaw No. 693, Revenue Anticipation Borrowing Bylaw, 2018**

**2018-70**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council give first reading to the bylaw cited as Revenue Anticipation Borrowing Bylaw No. 693, 2018

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson,

**Absent:** Councillor Logins, Councillor Pearson and Councillor Reay

**2018-71**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council give second reading to the bylaw cited as Revenue Anticipation Borrowing Bylaw No. 693, 2018

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson,

**Absent:** Councillor Logins, Councillor Pearson and Councillor Reay

**2018-72**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT Council give third reading to the bylaw cited as Revenue Anticipation Borrowing Bylaw No. 693, 2018

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Reay

**Absent:** Councillor Logins and Councillor Pearson

**15. CORRESPONDENCE**

**15.1. Correspondence from Capital Regional District**

- Council support for Bylaw 4093, Regional Transportation Service

**Council discussion:**

- Similar proposal has come before Council in the past.
- Colwood, Langford and Metchosin have all stated their opposition.
- Benefit to Sooke vs. cost of implementation.

**2018-73**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

THAT Council reject Bylaw No. 4093 "Capital Regional District Transportation Service Establishment Bylaw No. 4093, 2018".

**CARRIED.**

## **Minutes for the Regular Council Meeting of the District of Sooke - February 13, 2018**

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

### **15.2. Correspondence from Sooke Car Show**

- Sponsorship Request

**2018-74**

**MOVED by Councillor Parkinson, seconded by Councillor Berger:**

THAT Council sponsor the Sooke Car Show in the amount of \$100

AND THAT funding come from Council Contingency

**CARRIED.**

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

### **15.3. Correspondence received January 22, 2018 - February 6, 2018**

**2018-75**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

THAT the correspondence received January 22, 2018 to February 5, 2018, be received and filed accordingly for the record.

**CARRIED.**

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

## **16. COUNCIL VERBAL REPORTS**

**Mayor Tait reported:**

- Attended the Provincial throne speech, where issues such as affordable housing, childcare, healthcare, a commitment to tackling the opioid crisis, and addressing mental health issues emerged as priorities.
- Will attend upcoming UBCM Advocacy Days.
- Additional Council meetings will need to be scheduled for Community Grants and Budgets. Reminder to Councillors to please send your availability to staff.

## **17. NOTICES OF MOTION**

There were no Notices of Motion presented.

## **18. REPORT OF RELEASED IN-CAMERA RESOLUTIONS**

There were no released In-Camera items.

**19. ADJOURNMENT**

**2018-76**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT the meeting, be adjourned at 9:55 p.m.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Parkinson

**Absent:** Councillor Logins, Councillor Pearson, and Councillor Reay

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
February 26, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Kasper  
Councillor Logins  
Councillor Parkinson

**STAFF PRESENT:**

Carolyn Mushata, Corporate Officer & Acting CAO  
Rob Howat, Director of Development Services  
Danica Rice, Planner II  
Jennifer Royer-Collard, Corporate Services Assistant

**ABSENT:**

Councillor Berger  
Councillor Pearson  
Councillor Reay

**GUEST:**

Staff Sergeant Jeff McArthur

**3. CALL TO ORDER**

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

The Mayor announced that Teresa Sullivan is no longer employed with the District as Chief Administrative Officer, and that the Director of Finance, Brent Blackhall, will be Acting for the interim. Staff were thanked for their continued dedication to the District. As well, the Provincial budget has been released and further details are to be revealed in the coming weeks.

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

Supplementary Information was received with the Approval of the Agenda.

**5. APPROVAL OF THE AGENDA**

**2018-77**

**MOVED by Councillor Logins, seconded by Councillor Kasper:**

THAT the agenda for the February 26, 2018 Regular Meeting of Council, be adopted as amended:

- Addition of Supplementary Information for Item No. 8.2., *Bylaw No. 692, Zoning Amendment Bylaw (600-52), 2018*.
- Item No. 8.1. *Bylaw No. 691, Zoning Amendment Bylaw (600-51), 2018*, be moved to follow the Approval of the Minutes.
- Item No. 8.2. *Bylaw No. 692, Zoning Amendment Bylaw (600-52), 2018*, move to follow Item No. 8.1.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Berger, Councillor Pearson, and Councillor Reay

**6. ADOPTION OF MINUTES**

**Minutes of the Regular meeting of Council**

- February 13, 2018 - Regular

**2018-78**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT the minutes of the February 13, 2018 Regular meeting of Council, be adopted as circulated.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Berger, Councillor Pearson, and Councillor Reay

**8. PUBLIC HEARINGS AND RELATED BYLAWS**

**8.1. Bylaw No. 691, Zoning Amendment Bylaw (600-51), 2018**

The Planner II provided a Power Point presentation and overview of the proposed development, recommending Council give Third reading to Bylaw No. 691, *Zoning Amendment Bylaw (600-51), 2018*, to rezone 6882 West Coast Road and 1841 & 1843 Tominny Road from Tominny Road Mixed Use Comprehensive Development (CD6) to Medium Lot Residential (R2) and Small Lot Residential (R3).

Mayor Tait read a written statement advising that any person who believes their interest in the property is affected by the proposed bylaw, would be given a reasonable opportunity to be heard and to have their written submission presented at the Public Hearing.

Mayor called the Public Hearing to order at 7:10 p.m.

**Public Submissions:**

- Ellen Lewers, 5526 Sooke Road, questioned the zoning allowances, height restrictions, stratification, and affordable housing contribution presented.
- Jeff Bateman, 7083 Briarwood, inquired about the District's build green priorities and how they are implemented.

The Public Hearing was closed at 7:25 p.m.

**Council Discussion:**

- Confirmation of the maximum number of proposed dwellings for the property and clarity surrounding duplex allowances.
- Assurance regarding parking concerns and ample visitor spaces are allocated.

**2018-79**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT Council give Third reading to *Zoning Amendment Bylaw No. 691 (600-51)*, 2018, to rezone the properties known as 6882 West Coast Road, 1842 and 1843 Tomlinny Road from Tomlinny Road Mixed Use Comprehensive Development (CD6) zone to (R2) Medium Lot Residential and (R3) Small Lot Residential.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Berger, Councillor Pearson, and Councillor Reay

**2018-80**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT prior to final adoption of Zoning Amendment Bylaw No. 691 (600-51), the owner enter into a section 219 covenant to secure provision of a \$2,000.00 donation to Bylaw No. 259, Housing Reserve Fund Establishment Bylaw, 2006 and that the District of Sooke issue a tax receipt for the donation.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Berger, Councillor Pearson, and Councillor Reay

8.2. **Bylaw No. 692, Zoning Amendment Bylaw (600-52), 2018**

\*\*\*\*\*

Councillor Parkinson declared a conflict @ 7:29 p.m.

Quorum was lost and therefore Councillor Berger, who was unable to attend, joined the meeting via telephone at 7:30 p.m.

Councillor Parkinson left the room at 7:31 p.m.

\*\*\*\*\*

The Planner II provided a PowerPoint presentation and overview of the proposed development, recommending Council give Third reading to Bylaw No. 682, *Zoning Amendment Bylaw (600-52)*, 2018, to rezone 6726 Eustace Road from Community Facility (P2) to General Commercial (C2).

Mayor Tait read a written statement advising that any person who believes their interest in the property is affected by the proposed bylaw, would be given a reasonable opportunity to be heard and to have their written submission presented at the Public Hearing.

Mayor Tait called the Public Hearing to order at 7:38 p.m.

**Public Submissions:**

- Ellen Lewers, 5526 Sooke Road, inquired whether alternative access to the site and surrounding area would become a priority and expressed concern with limited parking.

- Sandy Jarvis, 2349 French Road North, attending on behalf of the Sooke Seniors Diamond Jubilee Housing Society, would like to ensure parking stalls at their facility remain available to residents and their visitors.
- In response to questions regarding the tax exemptions, the Acting Chief Administrative Officer stated:
  - As a non-profit organization they will be allowed to apply for exemption, this will be evaluated at time of application.

The Public Hearing was closed at 7:50 p.m.

**Council Discussed:**

- Liquor license application.
- Parking concerns.

**2018-81**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT Council give Third reading to the bylaw cited as *Zoning Amendment Bylaw No. 692 (600-52), 2018*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Logins

**Absent:** Councillor Parkinson, Councillor Pearson, and Councillor Reay

\*\*\*\*\*

Councillor Berger left the meeting at 7:50 p.m.

Councillor Parkinson returned to the meeting at 7:51 p.m.

\*\*\*\*\*

**7. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

1. Gail Hall, 2517 Sooke River Road, spoke to Item No. 10.2., inquired whether the property in question was within a strata and expressed concern with the blanket zone change.
  - The Director of Development Services advised that it was not within a strata.
2. Ellen Lewers, 5526 Sooke Road, spoke in opposition to Item No. 10.2., expressing concern with multiple zones being changed to allow for manufactured homes, instead of processing site specific requests.



**9. REPORTS FOR INFORMATION**

**9.1. RCMP Quarterly Report**

The Sooke Detachment Staff Sergeant provided a verbal update on the following items:

- A new Sergeant has been hired and will start early April, as the Operations Officer.
- Clarification surrounding the compliment of officers at the detachment; Operations are at full strength with 17 members, 13 funded by the District and 4 by the Province.
- The current focus of the detachment is on impaired drivers, and monitoring and enforcement of speed in high traffic areas.
- In April the annual performance planning will be conducted, Council was invited to review and provide their input, after internal documentation is complete.

**10. BYLAWS**

**10.1. Bylaw No. 693, Revenue Anticipation Borrowing**

**2018-82**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT the bylaw cited as *Revenue Anticipation Borrowing Bylaw No. 693, 2018*, be adopted.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Berger, Councillor Pearson, and Councillor Reay

**10.2. Bylaw No. 696, Zoning Amendment Bylaw 696 (600-55)**

Amendments to the Zoning Bylaw to allow Z240 Manufactured Homes as a permitted Principle Use in rural residential zones.

The Acting CAO identified that spot zoning is not recommended, as it can create confusion when reviewing individual applications and that site specific zones are anomalies to the bylaw. She clarified there will an opportunity for public input at the Public Hearing. Statutory requirements do not require individual notification as more than 10 parcels are subject to the bylaw amendment; advertisements will be taken out in the local newspaper.

**Council Discussed:**

- The status of hiring a Consultant to review of Zoning Bylaw.
- Clarity surrounding only one Z240 would be permitted per property.
- Concerns with blanket zoning.

**2018-83**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT Council give First and Second reading to *Zoning Amendment Bylaw No. 696 (600-55), 2018*;

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, and Councillor Logins

**Opposed:** Councillor Parkinson

**Absent:** Councillor Berger, Councillor Pearson, and Councillor Reay

**2018-84**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT a Public Hearing be scheduled for *Zoning Amendment Bylaw No. 696 (600-55), 2018* in accordance with section 466 of the *Local Government Act*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Berger, Councillor Pearson, and Councillor Reay

**11. REPORTS REQUIRING ACTION**

**11.1. Communities in Bloom 2018**

Participation in the Communities in Bloom program for 2018 and approval for an additional \$2500 to hire a coordinator for the project.

The Acting CAO identified that there is no staff support available to undertake this project but will work with the Coordinator as needed.

**Council discussed:**

- Ensuring that the coordinator has access to staff to ensure District knowledge, expertise and resources are made available.
- Staff were directed to advertise for volunteers for Communities in Bloom, to ensure the program will be able to proceed.

**2018-85**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT Council support the additional \$2,500 and engage a coordinator.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Berger, Councillor Pearson, and Councillor Reay

**12. NEW BUSINESS**

There were no New Business items.

**13. CORRESPONDENCE**

**Correspondence January 26 - February 21, 2018**

**Council Discussed:**

- Send a letter of congratulations to the new SD62 Superintendent.
- Send a card to the retiring Superintendent, thanking him for his contributions.
- The Sooke Rotary Club will not host it's annual Spring Fair and Auction this year but rather a dinner on May 12, 2018.

**2018-86**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT the correspondence received January 26 - February 21, 2018, be received and filed accordingly for the record.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Berger, Councillor Pearson, and Councillor Reay

**14. COUNCIL VERBAL REPORTS**

**Councillor Parkinson:**

- Attended the Te'mexw Treaty Advisory Committee meeting, Sooke Region Historical Society meeting, ESS information session, and Sooke's Seedy Saturday.
- Reminded everyone of Pink Shirt day in support of anti-bullying.

**Councillor Kasper:**

- Attended the CRD Integrated Resource Management Advisory Committee meeting on behalf of the Mayor.

**Councillor Logins:**

- Attended the Vancouver Island Regional Library AGM and the taste of BC event in Sooke.

**Mayor Tait:**

- The UBCM Executive meetings discussed 3 main goals: housing, opioid crisis and infrastructure.
- Primary Health Care, in conjunction with Island Health, has put forward a grant application for expansion of an emergency care facility in Sooke.

**15. REPORT OF RELEASED IN-CAMERA RESOLUTIONS**

There were no In-Camera items released.

**16. ADJOURNMENT**

**2018-87**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the February 26, 2018, Regular meeting of Council be adjourned at 8:45 p.m.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Berger, Councillor Pearson, and Councillor Reay

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
March 12, 2018 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, Interim Chief Administrative Officer  
Carolyn Mushata, Corporate Officer  
Rob Howat, Director of Development Services  
Danica Rice, Planner II (left at 9:07 p.m.)  
Paul Butterfield, Engineering Technologist (left at 9:39 p.m.)  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Berger

**1. CALL TO ORDER**

Mayor Tait called the Regular Council meeting to order at 7:03 p.m. in the Council Chamber.

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

There were no New Business or Supplementary items presented.

**3. APPROVAL OF THE AGENDA**

**2018-88**

**MOVED by Councillor Logins, seconded by Councillor Reay:**

THAT the agenda for the March 12, 2018 Regular Meeting of Council, be adopted with the following amendments:

- Item 7.1 - Bylaw No. 696, Zoning Amendment Bylaw (600-55), 2018 moved to immediately follow Adoption of Minutes

**CARRIED.**

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

**Absent:** Councillor Berger

**4. ADOPTION OF MINUTES**

**Minutes of the Regular meetings of Council:**

- February 26, 2018 - Regular

**2018-89**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the minutes of the February 26, 2018 Regular meeting of Council, be adopted as circulated.

**CARRIED.**

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

**Absent:** Councillor Berger

**5. DELEGATIONS**

**5.1. Sponsorship Request**

- Sooke Region Earth Day Celebration
- Marlene Barry & Jeff Bateman

Marlene Barry, representing Transition Sooke and the Sooke Region Earth Day Celebration presented a PowerPoint presentation and overview of the Planet Earth Party initiative scheduled for April 22, 2018.

**Council discussion:**

- Options for helping fund the event could include the District's Community Grant program, sponsorship, corporate sponsorship, and third party granting through the CRD or Mainroad Contracting.
- Detailed budgeting information would be helpful to understand how funds will be spent. Ms. Barry provided an overview in her PowerPoint presentation.
- Discussion of how Climate Tax Rebate Reserve fund can be used.

**2018-90**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council provide a sponsorship in the amount of \$5,500 to Transition Sooke for the Sooke Region Earth Day Celebration

AND THAT funding come from:

\$2,500 from Carbon Tax Rebate Reserve Fund

\$2,000 from Sponsorship Fund

\$1,000 from Council Contingency

**CARRIED.**

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

**Absent:** Councillor Berger

5.2. **Letter of Support Request**

- Potential Fin Fish closure west of Sooke
- Tory Howe & Ron Neitsch

Tory Howe & Ron Neitsch, addressed Council and requested a letter of support regarding a potential fin fish closure west of Sooke. Mr. Howe and Mr. Neitsch stated that they are not representing the Sooke Charter Boat Association but are concerned anglers looking to preserve halibut fishing in the region.

**Council discussion:**

- Impact of fishing closures on local economy is significant.

**2018-91**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council direct staff to write a letter to the Department of Fisheries and Oceans requesting:

- Relocation of proposed eastern boundary of area 20-4;
- Continued recreational halibut fishing permitted throughout proposed fin fish closure period

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-92**

**MOVED by Councillor Logins, seconded by Councillor Pearson:**

THAT the Department of Fisheries and Oceans be invited as a delegation to an upcoming Regular Council or Committee of the Whole meeting to provide an overview of issues affecting our region;

AND THAT the letter of invite outlines local salmon enhancement activities;

AND THAT MLA John Horgan and MP Randall Garrison be copied on the letter.

**CARRIED.**

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

**Absent:** Councillor Berger

**6. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

- Frank Antonsen, Sooke resident, representing the Caravan Stage Company provided history regarding the company's origins in Sooke and their desire to schedule a performance in the Sooke Harbour in July. The Caravan Stage Company is requesting that Council review their Community Grant application, so they are able to finalize their summer performance schedule.

- Jeff Bateman, Sooke resident, representing Transition Town Sooke and the Planet Earth Party event, acknowledged that a working budget was missing from their presentation and indicated they would provide one.

**7. PUBLIC HEARINGS AND RELATED BYLAWS**

**7.1. Bylaw No. 696, Zoning Amendment Bylaw (600-55), 2018**

The Corporate Officer provided an overview of the proposed zoning amendment recommending Council give third reading and adoption to Bylaw No. 696, Zoning Amendment Bylaw (600-55), 2018, allowing Z240 manufactured homes as a permitted Principle Use in rural residential areas.

Mayor Tait read a written statement advising that any person who believes their interest in the property is affected by the proposed bylaw, would be given a reasonable opportunity to be heard and to have their written submission presented at the Public Hearing.

Mayor called the Public Hearing to order at 7:08 p.m.

**Public Submissions:**

- Ellen Lewers, Sooke resident, stated that when applied to one property only this amendment is essentially a spot zoning, and it could be better dealt with by the Board of Variance. As applied to multiple zones, Ms. Lewers believes it is a change to the Official Community Plan and should have public consultation.
- Mark Jarvis, Sooke resident, stated his support for manufactured homes on large, rural properties only to ensure that the character of the community as a whole is not altered.
- Jeff Bateman, Sooke resident, spoke in support of the modern wave of manufactured housing, which he believes are a form of quality affordable housing. Mr. Bateman additionally stated that allowing Z240 homes as a principal dwelling is not a change in density.
- Ellen Lewers, Sooke resident, questions whether two manufactured homes could be adjoined by a breezeway and considered a duplex, which would have an impact on density. Ms. Lewers further stated that she is not opposed to manufactured homes, but that she would like to see changes to community planning addressed through the process of the Official Community Plan.

The Public Hearing was closed at 7:21 p.m.

**Council Discussion:**

- Clarification that the Board of Variance would not be appropriate for this type of application. The Board of Variance addresses setbacks and site restrictions, not the type of housing permitted.
- Issue of affordable housing needs to be addressed, and Z240 manufactured homes are a quality, affordable option.
- Discussion regarding the definition of duplex.



- Wording in the existing zoning bylaw may have erroneously excluded Z240 manufactured homes.
- Building Permits for applicants waiting for permission to construct Z240 homes in rural zones will now be available for pick up.

**2018-93**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT Council give Third reading to the bylaw cited as *Zoning Amendment Bylaw No. 696 (600-55), 2018*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, and Councillor Pearson

**Absent:** Councillor Berger

**2018-94**

**MOVED by Councillor Logins, seconded by Councillor Kasper:**

THAT Council adopt the bylaw cited as *Zoning Amendment Bylaw No. 696 (600-55), 2018*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, and Councillor Pearson

**Absent:** Councillor Berger

**8. BYLAWS**

**8.1. Bylaw No. 691, Zoning Amendment Bylaw (600-51), 2018**

- 6882 West Coast Road, 1841 & 1843 Tominny Road

**2018-95**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT the Bylaw cited as *Zoning Amendment Bylaw No. 691 (600-51), 2018* be adopted.

**CARRIED.**

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

**Absent:** Councillor Berger

**8.2. Bylaw No. 692, Zoning Amendment Bylaw (600-52), 2018**

- 6726 Eustace Road

Councillor Parkinson declared a conflict of interest and left the meeting at 8:17 p.m.

\*\*\*\*\*

**2018-96**

**MOVED by Councillor Pearson, seconded by Councillor Kasper:**

THAT the Bylaw cited as *Zoning Amendment Bylaw No. 692 (600-52), 2018* be adopted.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Parkinson

\*\*\*\*\*

Councillor Parkinson returned to the meeting at 8:18 p.m.

**9. REPORTS REQUIRING ACTION**

**9.1. 6717/6723 Ayre Road- Development Permit Application**

The Planner II presented a PowerPoint and overview of the written staff report.

**Council discussion:**

- Adequate parking and infill development well suited to the Town Centre.
- Request to have balance of Affordable Housing Reserve Fund available when developers are contributing. Clarification that contribution for this development will be \$5,000, not \$2,000 as indicated in the staff report.

Council invited the applicant to speak:

- John Selesky, applicant, addressed Council and spoke to how he believes the proposed development will improve the neighbourhood. Mr. Selesky requested that Council direct staff to conduct an inspection on the neighbouring property as he believes it to be a safety hazard.

**2018-97**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT COUNCIL approve and issue Development Permit PLN01348 for the purposes of constructing 10 townhouse unit residences located at 6717 and 6723 Ayre Road.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-98**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT the Bylaw Enforcement Officer and Director of Community Safety be directed to conduct an inspection of the property at 2076 Otter Point Road.

**CARRIED.**

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

**Absent:** Councillor Berger

9.2. **2359/2363 Galena Road - Development Variance Permit**

The Planner II presented a PowerPoint presentation and overview of the written staff report.

**Council discussion:**

- Discussion of options for development, timelines for requesting studies and legal options for ensuring studies are completed before buildings can be constructed.

Council invited the applicant to speak:

- Randy Clarkston and Lisa Perkins, applicants, addressed Council and indicated they did not believe that they should be required to provide geotechnical and riparian area studies prior to approval of the Development Variance Permit due to the cost.

**2018-99**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT COUNCIL issue a development variance permit for the purposes of varying sections 202.4 of Bylaw 600, Sooke Zoning Bylaw, 2013 to reduce the minimum lot widths from 15 m to 13.75m and 13.18m at 6359 and 2363 Galena Road.

**DEFEATED.**

**In Favour:** Councillor Kasper and Councillor Pearson

**Opposed:** Mayor Tait, Councillor Logins, Councillor Parkinson, and Councillor Reay

**Absent:** Councillor Berger

**2018-100**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT COUNCIL issue a development variance permit for the purposes of varying sections 202.4 of Bylaw 600, Sooke Zoning Bylaw, 2013 to reduce the minimum lot widths from 15 m to 13.75m and 13.18m at 6359 and 2363 Galena Road;

AND that section 219 covenants be registered as follows:

1. Prior to building permit, that a Stormwater Management plan be prepared for each lot;

2. Prior to subdivision, that a Riparian Area Assessment report be prepared and that a biologist provide a recommendation for a site disturbance and site mitigation appropriate for future development as per the Ministry of Environments comments related to the provincial Develop with Care Guidelines.

3. Prior to subdivision, that a Geotechnical Assessment report be prepared to provide development recommendations including building envelope siting, site access design options and site mitigation prescriptions including erosion and sediment control plans for each new lot.

4.To prohibit suites and secondary suites, unless a satisfactory on-site parking plan can be designed to the satisfaction of the Planning Department or Director of Development Services.

**CARRIED.**

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

**Absent:** Councillor Berger

9.3. **EV Charging Station RFP Selection**

The Engineering Technologist presented an overview of the written staff report.

**Council discussion:**

- Multiple Level 1 Chargers could be installed throughout town for a similar price to one Level 2 Fast Charger.
- Options for funding chargers could include grants and private development.
- Locations for charging stations, public land vs. private enterprise.
- Staff to seek grant funding opportunities as they arise, with a focus on installing sharing stations at public locations.

**2018-101**

**MOVED by Councillor Reay, NO SECONDER**

THAT Council receive the report on EV Charging Station RFP Selection, for information.

**DEFEATED**

**2018-102**

**MOVED by Councillor Pearson, seconded by Councillor Logins:**

THAT Council direct staff to write a report outlining possible locations for chargers in strategic locations throughout the District, using the existing budget;

AND THAT staff enter into preliminary discussions with the Prestige Hotel to partner on funding an additional charger;

AND THAT Council direct staff to apply for grant funding with the intention of installing a DC Fast Charger at the future library on Lot A if the grant application is successful.

**CARRIED.**

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

**Absent:** Councillor Berger

9.4. **DeMamiel Creek Pedestrian Crossing**

**Council discussion:**

- Option to utilize the same contractor throughout the project for continuity. Staff clarified that the current tender was for design only, but that the successful

proponent may have a construction division that could bid on subsequent phases.

- Developing alternate pedestrian access during emergencies and safer routes to school are important priorities.

**2018-103**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT Council approve ISL Engineering and Land Services as the successful proponent under the request for proposals for the conceptual design of the DeMamiel Creek Pedestrian Crossing;

THAT Council authorize the Acting CAO and Mayor to enter into a General Services Agreement with ISL Engineering and Land Services; and

THAT Council authorize a 2018 capital budget transfer of \$4,512 from the Public Space Enhancement Program account to the Demamiel Creek Crossing account.

**CARRIED.**

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

**Absent:** Councillor Berger

9.5. **Purchasing and Disposal of Assets Policy**

The Director of Finance/Acting CAO & the Corporate Officer presented an overview of the written staff report.

**Council discussion:**

- Addition of "definitions" adds confusion regarding types of contracts covered by the policy.
- Existing policy required updated expenditure limits.
- Further amendments will be required to the policy in the future, including definitions of emergency purchases, and clear detail on when expenditures must come to Council for approval,

**2018-104**

**MOVED by Councillor Pearson, seconded by Councillor Kasper:**

THAT Council amend the Purchasing and Disposal of Assets Policy to include the following "Limitations of Delegated Authority";

- Council - \$25,000 or more
- Chief Administrative Officer – Up to \$25,000
- Department Director– Up to \$20,000
- Department Manager - Up to \$15,000

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-105**

**MOVED by Councillor Pearson, seconded by Councillor Logins:**

THAT Council direct staff to bring the *Purchasing and Disposal of Assets Policy* to a future Council meeting for further discussion after 2018 budget discussions.

**CARRIED.**

**In Favour:** Councillor Logins and Councillor Pearson

**Absent:** Councillor Berger

9.6. **Budget Timeline**

**Council discussion:**

- Discussion of Community Grant applications and deadlines for submission.
- Community Grant Policy should be amended to allow for more than one intake per year.

**2018-106**

**MOVED by Councillor Logins, seconded by Councillor Reay:**

THAT Council direct staff to schedule the following meeting dates for review of the 2018 – 2022 Five Year Financial Plan.

- March 21– departmental budget presentations
- March 22– Continuation (if necessary) of departmental budget presentations / First and Second reading of the bylaw and explanation of departmental budgets
- March 26– Formal public consultation and Third reading of the bylaw.
- April 16 - Community Grants Review

**CARRIED.**

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

**Absent:** Councillor Berger

9.7. **LIBOA Conference Accommodation**

**2018-107**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT Council approve the request of the Bylaw Enforcement Officer to stay in Victoria accommodation during the LIBOA Conference, which would enable attendance at evening networking events.

**CARRIED.**

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

**Absent:** Councillor Berger

**10. NEW BUSINESS**

There were no New Business items presented.

**11. CORRESPONDENCE**

**11.1. Correspondence received February 19 - March 6, 2018**

**Council discussion:**

- Portable Speed Reader could be installed on Phillips Road to address concerns regarding speeding.
- The Sooke Community Association opened the campground for vehicle access when Phillips Road was obstructed by downed power lines.

**2018-108**

**MOVED by Councillor Reay, seconded by Councillor Kasper:**

THAT Council direct staff to write a letter of thanks to Joe and Georgia Medwedrich, caretakers of Sooke Campground, for their assistance in opening the campground during the closure of Phillips Road.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-109**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT the correspondence received February 19 - March 6, 2018, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Berger

**11.2. Letter of Support Request**

- North American Indigenous Games

**2018-110**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT Council direct staff to write a letter in support of the Songhees Nation's bid to host the 2020 North American Indigenous Games.

**CARRIED.**

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

**Absent:** Councillor Berger

11.3. **Correspondence received from Caravan Stage Company**

- Community Grant application

**Council discussion:**

- Staff to advise the Caravan Stage Company that all Community Grant applications will be reviewed on April 16, 2018.

**12. COUNCIL VERBAL REPORTS**

Councillor Parkinson reported on:

- The RCMP Musical Ride will be brought to Sooke on August 18 and 19, 2018.

Mayor Tait reported on:

- Acknowledging the passing of Norman Nelson, conductor of the Sooke Philharmonic.

**13. REPORT OF RELEASED IN-CAMERA RESOLUTIONS**

**2018-111**

THAT the following resolutions from the March 12, 2018 In-Camera meeting be released to the public:

THAT the following individual be appointed to the Board of Variance:

- Fredrick (Rick) Armour

THAT the following individuals be appointed to the Sooke Program of Arts Committee:

- Peter Jonassen
- Lorraine (Lou) Pawlivsky-Love
- Tanya Darling

**14. ADJOURNMENT**

**2018-112**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the meeting, be adjourned at 10:34 p.m.

**CARRIED.**

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

**Absent:** Councillor Berger



**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Special Council Meeting - Budget Deliberations  
Meeting  
March 21, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Kasper  
Councillor Logins  
Councillor Parkinson  
Councillor Pearson

**STAFF PRESENT:**

Brent Blackhall, Interim Chief Administrative Officer  
Carolyn Mushata, Corporate Officer  
Rob Howat, Director of Development Services  
Dan Skidmore, Manager of Wastewater Services  
Brian Derrick, Engineering Technologist  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Berger  
Councillor Reay

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 7:01 p.m.

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

There were no New Business or Supplementary items presented.

**3. APPROVAL OF THE AGENDA**

**Council discussion:**

- Meeting will be scheduled to end at 9:00 p.m.

**2018-113**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT the agenda for the March 21, 2018 Special Meeting of Council, be adopted with Supplemental Information.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Reay

**Minutes for the Special Council Meeting - Budget Deliberations  
District of Sooke - March 21, 2018**

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**4. PUBLIC QUESTION AND COMMENT PERIOD**

Public Question and Comment to follow each section of budget presentations.

**5. PRESENTATIONS & REPORTS**

**2018 - 2022 Five Year Financial Plan**

- Information to be distributed when available
- See Financial Planning section of District of Sooke website for updated information <https://sooke.ca/municipal-hall/plans-reports/financial-plan/>

**5.1. Financial Services - Revenues and Expenditures**

The Interim Chief Administrative Officer gave an overview of the 2018 budget, including an overview of planned expenditures, total revenues, cost drivers, historical budget and tax information, risk factors, budget components, including debt servicing, capital expenditures, transfers to reserves, and operating expenditures.

**Council discussion:**

- Implication of federal Cannabis regulation and impact on Bylaw Enforcement.
- Debt retirement savings and potential savings for taxpayers.
- Emergency Snow Removal Reserve Fund to be maintained at \$150,000.
- Funding for Seniors/Youth Centre is scheduled to conclude in 2018.

**Public Question and Comment:**

- Britt Santowski, Sooke resident, spoke regarding the washroom at Ed McGregor Park which has been closed for a year and asked why Council would consider adding a washroom at John Phillips Memorial Park if washrooms can't be maintained.

**5.2. Parks and Environmental Services**

The Interim Chief Administrative Officer provided an overview of the proposed capital expenditures in the proposed 2018 Parks budget, as outlined in the *2018 - 2022 Five Year Financial Plan*.

**Council discussion:**

- Clarification that throughout the budget process Council will allocate funding to projects, staff will bring reports forward with project details and refined cost details before proceeding with capital projects.
- Additional Bylaw Enforcement and RCMP costs will need to be addressed.

## Minutes for the Special Council Meeting - Budget Deliberations District of Sooke - March 21, 2018

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### Public Question and Comment:

- Cam McIntyre, Sooke resident, questioned whether parks equipment has been stolen, or if budget for equipment replacement is in anticipation of loss due to theft.
- Herb Haldane, Otter Point resident, inquired regarding revenues earned from leasing space at the Kaltasin Works Yard.
- Ellen Lewers, Sooke resident, spoke regarding increased budget for Parks department and use of parks employees to maintain Highway 14.

### 5.3. Sanitary Sewer

The Interim Chief Administrative Officer and Manager of Wastewater provided an overview of the proposed 2018 budget for the Wastewater Treatment Plant as outlined in the *2018 - 2022 Five Year Financial Plan*.

### Council discussion:

- Clarification of next steps for determining sewer capacity. Staff advised that water infiltration issues need to be addressed first, then capacity can be studied and required infrastructure such as centrifuges can be examined. Budget for improvements is estimated for a completely engineered project, including all required components. Project completion may be postponed to 2019.
- Discussion of demands placed on existing wastewater equipment, which is aging and reaching its estimated life span.
- Options for funding wastewater improvements and expansion.
- History of sewer parcel tax and sewer generation charges.
- More detailed information regarding "contractors and consultants" line item requested.

### Public Question and Comment:

- John Reynolds, Sooke resident, spoke to several items in the Sanitary Sewer budget including a detailed cost breakdown of what is included in "critical parts", a proposed extension of the existing building, and consideration of the specific brand of pump that may be purchased.
- Ellen Lewers, Sooke resident, inquired as to how existing costs compare to the costs incurred under the EPCOR contract. Council and staff clarified that capital costs would still be the responsibility of the municipality but would be subject to an additional management fee. Ms. Lewers inquired further into the possibility of turning sludge into compost and the cost of operating the Prestige Hotel lift station.
- Herb Haldane, Otter Point resident, spoke against a water usage fee structure for sewer, as families and suite owners would pay more while vacant land would not have to pay. Mr. Haldane also questioned whether storm water from developments such as Mariner's Village and the Prestige Hotel is being diverted into the Sanitary Sewer system.
- Ellen Lewers, Sooke resident, inquired as to storm water infrastructure and whether consideration had been given to charging a fee to landowners who have non-permeable driveway surfaces.

**Minutes for the Special Council Meeting - Budget Deliberations  
District of Sooke - March 21, 2018**

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5.4. **Corporate Services**

The Corporate Officer provided an overview of the Corporate Services budget in the proposed *2018 - 2022 Five Year Financial Plan*.

**Council discussion:**

- Costs for advertising are increasing to provide for individual meeting dates in advertisements.
- Hiring of election officials for advanced and general polling dates.

6. **ADJOURNMENT**

**2018-114**

**MOVED by Councillor Logins, seconded by Councillor Kasper:**

THAT the Special Council meeting be adjourned at 9:14 p.m.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Reay

**Certified Correct:**

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**Maja Tait  
Mayor**

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**Carolyn Mushata  
Corporate Officer**



MINUTES  
District of Sooke  
Special Council Meeting - Budget Deliberations  
Meeting  
March 22, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Berger  
Councillor Kasper  
Councillor Logins  
Councillor Parkinson  
Councillor Pearson

**STAFF PRESENT:**

Brent Blackhall, Interim Chief Administrative Officer  
Rob Howat, Director of Development Services  
Laura Hooper, Manager of Parks and Environmental Services  
Dan Skidmore, Manager of Wastewater  
Brian Derrick, Engineering Technologist  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Reay

**1. CALL TO ORDER**

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

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

Supplemental Information received with Approval of the Agenda.

**3. APPROVAL OF THE AGENDA**

**2018-115**

**MOVED by Councillor Parkinson, seconded by Councillor Berger:**

THAT the agenda for the March 22, 2018 Special Meeting of Council, be adopted with the addition of Supplemental Information.

**CARRIED.**

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

**Absent:** Councillor Reay

**Council discussion:**

- Meeting will be scheduled to end at 9:00 p.m.

**4. PUBLIC QUESTION AND COMMENT PERIOD**

## Minutes for the Special Council Meeting - Budget Deliberations District of Sooke - March 22, 2018

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Public Question and Comment to follow each section of budget presentations.

### 5. PRESENTATIONS & REPORTS

#### **2018 - 2022 Five Year Financial Plan**

- Information to be distributed when available
- See Financial Planning section of District of Sooke website for updated information <https://sooke.ca/municipal-hall/plans-reports/financial-plan/>
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#### **Capital Expenditures**

The Interim Chief Administrative Officer provided an overview of the proposed Capital Expenditures, as outlined in the *2018 - 2022 Five Year Financial Plan* and introduced departmental staff.

#### 5.1. **Engineering**

The Manager of Parks and Environmental Services and the Engineering Technologist provided an overview of the proposed 2018 budget for the Engineering department, as outlined in the *2018 - 2022 Five Year Financial Plan*.

#### **Council discussion:**

- Council recently approved the award of a contract for the design of the Demamial Creek Pedestrian Crossing, which was a budget item carried over from 2017.
- Staff report requesting award of a contract for the Murray Road Staircase project will be brought forward to the next Regular Council meeting.
- Council to be kept updated on 5-year road improvement plan and prioritization of road repairs.
- Sidewalks from Otter Point Road to Hope Centre on West Coast Road have been an outstanding budget issue since 2016. Council would like this project prioritized. Staff are involved in ongoing conversation with the Ministry of Transportation and Infrastructure to engineer sidewalks along West Coast Road to Nordin Road.
- Staff to also work with the Ministry of Transportation and Infrastructure to light three crosswalks in Town Centre near the roundabout, and to have banner stands installed along West Coast Road near Otter Point Road.
- Design of Beaton Road sidewalks can be used as a design template for future sidewalk projects.
- Streetlights should be installed during sidewalk installation wherever possible as many neighbourhoods could benefit from additional lighting.
- Beaton and Charters Roads are proposed as future DCC roads as they now serve as main thoroughfares to subdivisions beyond.
- Speed sign trailer proposed to allow for portability of speed reader board. The speed sign displays vehicle speed, but also tracks and logs speed data for

**Minutes for the Special Council Meeting - Budget Deliberations  
District of Sooke - March 22, 2018**

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later analysis.

- Transit Stop enhancement done in conjunction with BC Transit planning department and focused on stops with high passenger departure. District of Sooke name is not displayed on the structure, staff will investigate if it can be added.
- Repairs to assets such as trails can be requested through the calls for service program.

**Public Question and Comment:**

- Cam Macintyre, Sooke resident, inquired as to whether the RCMP or URSU could benefit from the speed reader board.
- Ellen Lewers, Sooke resident, spoke against the purchase of a speed sign trailer, and in support of the Gatewood Road connection. Ms. Lewers also spoke in support of transit stop design the includes solar lighting, more transit stops in rural areas, increased visibility of street signs.
- Gail Hall, Sooke resident, spoke regarding Sooke River Road drainage and suggested that costly repairs are not necessary as it is only an issue for 3 - 4 months per year. Ms. Hall also expressed her opposition to the purchase of a speed sign trailer.

**2018-115**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT Council direct staff to work with the Ministry of Transportation and Infrastructure to find placement for ornamental light standards during the process of designing sidewalks for West Coast Road;

AND THAT in the interim, banner poles be installed.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-116**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT Council direct staff to remove the speed sign trailer from the budget and direct staff to liaise with RCMP to see if they are interested in speed sign.

**DEFEATED.**

**In Favour:** Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Reay

**Council discussion:**

- Staff will investigate less expensive options for using the speed reader board and will report back to Council.



**Minutes for the Special Council Meeting - Budget Deliberations  
District of Sooke - March 22, 2018**

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**5.2. Sanitary Sewer**

The Manager of Wastewater provided an overview of the proposed 2018 budget for the Wastewater Treatment Plant, as outlined in the *2018 - 2022 Five Year Financial Plan*. The Acting Chief Administrative Officer provided further information on how administrative costs are allocated.

**Council discussion:**

- Increased sewer parcel tax to cover remaining sewer debt, should also be applied to the sewer generation charge in the same proportion. Staff will make changes and allocate increase between the two charges.
- Staff to determine if borrowed Development Cost Charge funds related to the sewer need to be replenished.
- Request for additional information regarding payments to "contractors and consultants".
- Request for 2016 Condition Assessment Report to be recirculated to Council.

**Public Question and Comment:**

- John Reynolds, Sooke resident, inquired as to several items included in the proposed budget including increased cost for chemicals, how totes of polymer will be moved, how remediation of manhole covers will be inspected, how flow levels are monitored, and the addition of a capital expenditure for "Westcoast Road Force Main".
- Ellen Lewers, Sooke resident, inquired as to the increase cost of vehicle insurance at the Wastewater Treatment Plant.

**2018-115**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT staff calculate the amount of Sewer Parcel Tax and Sewer Generation Charge required to cover the principle payment on the remaining sewer debt.

**CARRIED.**

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

**Absent:** Councillor Reay

**5.3. Parks and Environmental Services**

The Manager of Parks and Environmental Services provided an overview of the proposed 2018 budget for the Parks department, as outlined in the *2018 - 2022 Five Year Financial Plan*, as well as details of planned Capital Expenditures.

**Council discussion:**

- Contributions to "Seniors/Youth Centre" budget are scheduled to conclude in 2018. Discussion of changing the name of the line item to be more inclusive of all community members,
- Challenges of washroom at Ed McGregor Park include repeated vandalism. Currently the washroom is open only for special events. Staff will bring back a

**Minutes for the Special Council Meeting - Budget Deliberations  
District of Sooke - March 22, 2018**

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report with options for new washroom facilities at other locations, including analysis of how to prevent vandalism.

- Ed McGregor Park mosaic and welcome sign require repair. Staff will accommodate the cost into the parks maintenance budget.
- Terms of Reference for the Whiffin Spit Study have not been determined, but could include addressing challenges with parking, adding interpretive signage, additional washrooms, user groups and dog owners, sensitive ecosystems, fisheries, and First Nations concerns, as examples. Consultant will engage public participation and feedback.
- Discussion of Sunriver Playing Fields Reserve account and allowable uses.
- Rationale for purchasing a new long-box truck for the parks department.
- Discussion of current vehicle fleet.

**Public Question and Comment:**

- Ellen Lewers, Sooke resident, spoke in support of renaming the "Seniors/Youth Centre" line item.

**2018-115**

**MOVED by Councillor Logins, seconded by Councillor Berger:**

THAT the line item currently called "Seniors/Youth Centre" be changed to Community Centre Facilities.

**DEFEATED.**

**In Favour:** Mayor Tait, Councillor Berger, and Councillor Logins

**Opposed:** Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Absent:** Councillor Reay

**2018-116**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT staff be directed to remove the purchase of a new long box truck from the Parks Equipment budget.

**DEFEATED.**

**In Favour:** Councillor Kasper

**Opposed:** Mayor Tait, Councillor Berger, Councillor Logins, Councillor Parkinson, and Councillor Pearson

**Absent:** Councillor Reay

**6. ADJOURNMENT**

Additional Special Council meeting to be called for Tuesday, March 27th for continued budget deliberations.

**Minutes for the Special Council Meeting - Budget Deliberations  
District of Sooke - March 22, 2018**

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**2018-115**

**MOVED by Councillor Berger, seconded by Councillor Logins:**

THAT the Special Council meeting of March 22, 2018 be adjourned at 9:42 pm.

**CARRIED.**

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

**Absent:** Councillor Reay

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
March 26, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Councillor Berger  
Councillor Kasper  
Councillor Parkinson  
Councillor Pearson  
Councillor Reay

**STAFF PRESENT:**

Brent Blackhall, Interim Chief Administrative Officer  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety  
Chris McCrea, Fire Department Captain  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Mayor Tait  
Councillor Logins

**MOTION TO CLOSE THE MEETING TO THE PUBLIC**

THAT this meeting be closed to the public under section 90(1)(c),(g) and (i) of the *Community Charter* as it pertains to labour relations, litigation and legal advise.

**1. CALL TO ORDER**

Acting Mayor Pearson called the open portion of the Regular Council meeting to order at 7:04 p.m. in the Council Chamber.

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

There were no New Business/Supplementary items presented.

**3. APPROVAL OF THE AGENDA**

**2018-116**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT the agenda for the March 26, 2018 Regular Meeting of Council, be adopted with items 7.1 - 7.3 moved to immediately follow Delegations.

**CARRIED.**

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

**Absent:** Mayor Tait and Councillor Logins

**4. DELEGATIONS**

**4.1. RCMP Musical Ride - Sooke**

Steve Wright and Al Beddows, representing the Sooke RCMP Musical Ride Committee, provided Council with an update of plans for the event scheduled for August 18 & 19, 2018 at Fred Milne Park. Approval to host the event was given on March 5, 2018 and a full budget has not yet been developed. The estimated overall cost to host is \$25,000. Funding will be sought from local businesses and the Capital Regional District, with any excess funds raised donated to the Cops for Cancer Tour de Rock.

**Council discussion:**

- Clarification as to when final budget will be available.
- Discussion as to the amount of spectator seating available. Organizers are hoping to secure bleacher seating and chairs for 2000 people per show. Tickets will be pre-sold to Sooke residents for \$5 per seat and donated to local families in need.
- Riders and their families will be staying in Sooke and participating in eco-tourism activities.
- Discussion of "adopt a horse campaign" - 34 horses at \$100 each. Additional details will be forthcoming.

\*\*\*\*\*  
Councillor Parkinson declared a conflict of interest and left the meeting at 7:24 p.m.  
\*\*\*\*\*

**2018-117**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT Council direct staff to transfer \$10,000 from the operating contingency fund;

AND THAT the 2018 Sooke RCMP Musical Ride be awarded \$10,000.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Councillor Pearson, and Councillor Reay

**Absent:** Mayor Tait, Councillor Logins and Councillor Parkinson

\*\*\*\*\*  
Councillor Parkinson returned to the meeting at 7:26 p.m.  
\*\*\*\*\*

**7 BYLAWS**

**7.1. Bylaw No. 686, Zoning Amendment Bylaw - 2150 Melrick Pl**

**2018-118**

**MOVED by Councillor Reay, seconded by Councillor Berger:**

THAT Council adopt the bylaw cited as *Zoning Amendment Bylaw No. 686 (600-47), 2017*.

**CARRIED.**

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

**Absent:** Mayor Tait, Councillor Logins

7.2. **Bylaw No. 688, Zoning Amendment Bylaw (600-49) - 2298 Phillips Road**

**2018-119**

**MOVED by Councillor Reay, seconded by Councillor Kasper:**

THAT Council adopt the bylaw cited as Zoning Amendment Bylaw No. 688, (600-49), 2017.

**CARRIED.**

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

**Absent:** Mayor Tait, Councillor Logins

7.3. **Bylaw No. 690, Sooke Core Sewer Specified Area Amendment - 2298 Phillips Road**

**2018-120**

**MOVED by Councillor Berger, seconded by Councillor Reay:**

THAT Council adopt the bylaw cited as Sooke Core Sewer Specified Area Amendment Bylaw No. 690 (147-34), 2017.

**CARRIED.**

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

**Absent:** Mayor Tait, Councillor Logins

**5. UNFINISHED BUSINESS**

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

- Community Safety Department Presentation

The Fire Chief/Director of Community Safety and Fire Department Captain presented a PowerPoint presentation and provided an overview of the Community Safety department budget and Capital Asset Replacement Plan as presented in the draft 2018 - 2022 *Five Year Financial Plan*.

**Council discussion:**

- Clarification regarding vehicle condition rating system used.
- Previous direction to have a new Fire Underwriters Survey conducted to update the previous report from 2010.
- Possibility of refurbishing vehicles rather than replacing.

**Public Question and Comment:**

- Cam McIntyre, Sooke resident, inquired as to the vehicle rating system used, how necessary repairs to equipment are prioritized, and the driving qualifications of firefighters. Mr. McIntyre spoke in support of vehicle refurbishment over replacement and detailed reporting on vehicle condition.
- Ken Ebbs-Canavan, Sooke resident, inquired as to the number of career firefighters, the qualifications of each member of staff, training and performance standards, duty officer and first responder shifts, overtime amounts and salaries paid. Mr. Ebbs-Canavan spoke further regarding the Sooke Fire Commission and their findings after a thorough review of Fire Department operations, indicating he will be seeking an opportunity during an upcoming Council meeting to discuss their recommendations.

**6. PUBLIC QUESTION AND COMMENT PERIOD**

There were no additional questions or comments from members of the public.

**7. REPORTS REQUIRING ACTION**

**7.1. Water Tender Apparatus Replacement**

**2018-121**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council approve Fort Garry Industries as the successful proponent under the request for proposals for the purchase of a new water tender apparatus in the amount of \$366,449.00 + levies + taxes.

**Council discussion:**

- Apparatus should be purchased with required equipment supplied.
- Cost savings to be sought where possible to utilise accessories and equipment from existing water tender.

**CARRIED.**

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

**Absent:** Mayor Tait, Councillor Logins

**7.2. Murray Road Stairs RFQ Process Selection**

The Director of Development Services provided an overview of the written staff report.

**Council discussion:**

- Drawings included in the RFP package are not site-specific, rather a template staircase design.
- Confirmation that inspections will be conducted on finished project to ensure it meets all specifications outlined in the geotechnical report.

- Construction material on site will be removed.
- Clarification regarding amount paid to previous contractor and overall cost of project.

**2018-122**

**MOVED by Councillor Kasper, seconded by Councillor Berger:**

THAT Council award the Murray Road Staircase project to Luxton Construction.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Councillor Pearson, and Councillor Reay

**Opposed:** Councillor Parkinson

**Absent:** Mayor Tait and Councillor Logins

**7.3. Expedited Building Permit**

**Council discussion:**

- Development and Engagement Workshop participants took on the process of improving permitting efficiencies and this work will continue with the newly established Development and Land Use Committee. The Director of Community Safety will be included in Committee meetings.

**2018-123**

**MOVED by Councillor Reay, seconded by Councillor Berger:**

THAT Council receive the report on Expedited Building Permits for information.

**CARRIED.**

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

**Absent:** Mayor Tait and Councillor Logins

**8. NEW BUSINESS**

There were no New Business items presented.

**9. CORRESPONDENCE**

**9.1. Correspondence received March 6 - March 16, 2018**

**Council discussion:**

- Clarification that staff will be in contact with Joel and Vivian Perot to discuss process to petition for sewer inclusion.

**2018-124**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**



## **Minutes for the Regular Council Meeting of the District of Sooke - March 26, 2018**

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THAT the correspondence received March 6 - March 16, 2018 be received and filed accordingly.

**CARRIED.**

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

**Absent:** Mayor Tait and Councillor Logins

### **10. COUNCIL VERBAL REPORTS**

Councillor Berger reported on:

- Planned SEAPARC expansion and grant funding received.
- Demamiel Creek golf course will open for the season in April.

Councillor Parkinson reported on:

- Attending the Mayor and Council Open House on March 15.
- Attending Sooke RCMP Musical Ride planning meetings.

Councillor Pearson reported on:

- Attending the Mayor and Council Open House on March 15.

### **11. REPORT OF RELEASED IN-CAMERA RESOLUTIONS**

The following resolution from the In-Camera portion of the March 26, 2018 Regular Council meeting was released:

THAT the following three individuals be appointed to the Development and Land Use Committee:

- Lynn Saur
- Randy Clarkston
- Herb Haldane

### **12. ADJOURNMENT**

**2018-125**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT the March 26, 2018 Regular Council meeting be adjourned at 9:09 p.m.

**CARRIED.**

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

**Absent:** Mayor Tait and Councillor Logins

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Special Council Meeting - Budget Deliberations  
Meeting  
March 27, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Brent Blackhall, Interim, Chief Administrative Officer  
Rob Howat, Director of Development Services  
Sarah Temple, Corporate Services Assistant

**1. CALL TO ORDER**

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

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

Supplementary Information was received with Approval of the Agenda

**3. APPROVAL OF THE AGENDA**

**Council discussion:**

- Addition of Notice of Motion from Councillor Parkinson
- Meeting will be scheduled to end at approximately 9:00 p.m.

**2018-126**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the agenda for the March 27, 2018 Special Meeting of Council, be adopted with the addition of Supplementary Information.

**CARRIED.**

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

**4. PUBLIC QUESTION AND COMMENT PERIOD**

## Minutes for the Special Council Meeting - Budget Deliberations District of Sooke - March 27, 2018

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Public Question and Comment Period to follow each section of budget presentations.

### 5. PRESENTATIONS & REPORTS

#### 5.1. 2018 - 2022 Five Year Financial Plan

- Continuation of departmental presentations

#### Proposed Council budget:

The Interim Chief Administrative Officer provided an overview of the 2018 - 2022 Five Year Financial Plan noted as "received at the March 27, 2018 Special Council meeting" and distributed as Supplementary Information.

- Includes the addition of a CRD Arts Development Service fee.
- Special Account for Local Charities has been added.
- All Community Service Agreements have been adjusted for inflation.

#### **Council Discussion:**

- Clarification of CRD Arts Development Services previously presented to Council. Additional information was provided regarding the fee structure and Sooke's cost is \$32,400 and would be included in the CRD portion of property taxes.
- Possible addition of line items for the Sooke Food Bank and Sooke Community Arts Council.
- Purpose of "Special Account for Local Charities."
- Increasing cost of travel for conferences.
- No wage increases approved for Council.

#### **2018-127**

##### **MOVED by Councillor Berger, seconded by Councillor Logins:**

THAT Council direct staff to create a line item for the Sooke Food Bank Milk Program in the amount of \$10,000.

#### **Council discussion:**

- Community Grant application for the Sooke Food Bank Milk Program to be withdrawn from the Community Grants process and the Food Bank be informed of the line item.

**CARRIED.**

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

#### **2018-128**

##### **MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT the Council travel/conference/education line item be increased to \$30,000 for 2018.

**CARRIED.**

**Minutes for the Special Council Meeting - Budget Deliberations  
District of Sooke - March 27, 2018**

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

**2018-129**

**MOVED by Councillor Reay, seconded by Councillor Kasper:**

THAT the "Special Account for Local Charities" be removed from the Financial Plan.

**Council discussion:**

- Clarification that this line item was created to deposit proceeds of sales that create surplus revenues, for example the raw logs from Lot A, with the intention that the funds be donated to local charities.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Councillor Logins, Councillor Parkinson, and Councillor Reay

**Opposed:** Mayor Tait and Councillor Pearson

**2018-130**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT the proceeds of the sale of raw logs from Lot A be moved into the Community Grants budget.

**CARRIED.**

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

**2018-131**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council direct staff to move \$62,500 from the Operating Contingency in to Council Contingency for the years 2018 - 2022.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Opposed:** Mayor Tait, Councillor Logins, and Councillor Reay

**2018-132**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council create a line item for the Sooke Community Arts Council in the amount of \$4,000.

**WITHDRAWN.**

**Council discussion:**

- History of funds granted to the Sooke Community Association.
- Clarification that organizations can be added as line items following the Community Grant application process.

**Minutes for the Special Council Meeting - Budget Deliberations  
District of Sooke - March 27, 2018**

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**2018-133**

**MOVED by Councillor Reay, seconded by Mayor Tait:**

THAT the CRD Arts Development line item be removed from the 2018 - 2022 Financial Plan.

**Council discussion:**

- Value for local arts organizations.
- Required commitment to CRD Arts Development program.
- Clarification that local arts groups can access CRD funding through the Arts Development program, but also through the District of Sooke Community Grants program.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Councillor Logins, and Councillor Reay

**Opposed:** Mayor Tait, Councillor Parkinson, and Councillor Pearson

5.2. **Proposed CAO Office Budget:**

The Interim Chief Administrative Officer provided an overview of the Proposed CAO Office budget as outlined in the 2018 - 2022 Five Year Financial Plan.

- Budget line item for Official Community Plan review and update.
- Legal expenditures and professional development budgets have been reduced from 2017 Financial Plan.

**Council discussion:**

- Clarification of "membership" vs. "professional development."

**2018-134**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT the line item for "legal" in the CAO Office budget be reduced to \$100,000.

**Council discussion:**

- Upcoming Official Community Plan update and proposed bylaw changes will require legal input.

**DEFEATED.**

**In Favour:** Mayor Tait, Councillor Berger, and Councillor Reay

**Opposed:** Councillor Kasper, Councillor Logins, Councillor Parkinson, and Councillor Pearson

**Minutes for the Special Council Meeting - Budget Deliberations  
District of Sooke - March 27, 2018**

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**5.3. Proposed Human Resources, Reception and Building Budget:**

The Interim Chief Administrative Officer provided an overview of the proposed Human Resources, Reception and Building Budget as outlined in the 2018 - 2022 Five Year Financial Plan.

- Includes the addition of a Property Maintenance FTE in the proposed salaries.

**Council discussion:**

- Clarification that salary amounts includes the Head of Human Resources, General Support Clerks (2 FTE) and salary for one Property Maintenance position proposed to begin in September, 2018.
- Property Maintenance position not intended to replace custodial duties. A Certified Tradesperson will be sought for repairs and renovations to Municipal Buildings.
- Updated Organizational Chart requested by Council.
- Additional "Property Maintenance" line item is for capital costs of materials required.

**Public Question and Comment:**

- Cam McIntyre, Sooke resident, requested clarification regarding the Occupational Health and Safety line item.

**5.4. Proposed Financial Services Budget:**

The Interim Chief Administrative Officer provided an overview of the proposed Financial Services Budget as outlined in the 2018 - 2022 Five Year Financial Plan.

- Includes the addition of a Deputy Director of Finance position starting in 2018.
- Increase to Geographical Imaging Services "Asset Management Strategy", which is funded by Gas Tax.
- Addition of IT support person in 2017, reflected in updated 2018 costs.

**Council discussion:**

- Proposal from province that SIN numbers to be collected on Home Owner Grant applications. Safekeeping of this information will have an impact on organization.
- Discussion regarding cost of coffee for staff, volunteers and guests.

**2018-135**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT coffee be supplied free of charge to volunteers and for hospitality purposes only.

**Council discussion:**

- Comparison to other places of business and levels of government.
- Clarification of actual cost of supplying coffee. Staff to report back amount to Council.

**DEFEATED.**

**Minutes for the Special Council Meeting - Budget Deliberations  
District of Sooke - March 27, 2018**

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**In Favour:** Councillor Kasper

**Opposed:** Mayor Tait, Councillor Berger, Councillor Logins, Councillor Parkinson, Councillor Pearson, and Councillor Reay

5.5. **Proposed Development Services Budget:**

The Director of Development Services provided an overview of the proposed Development Services Budget as outlined in the 2018 - 2022 Five Year Financial Plan.

- Geographical Imaging Services staff member recognized recently by Canada-wide magazine.
- Road Maintenance contract with Mainroad Contracting up for renewal.
- Vacant positions in Planning department will be filled shortly.

**Council discussion:**

- Clarification of line painting program, which is focused on major roads but has been limited to water based paint which fades quickly.
- Importance of safety, visibility and continuity of cyclist and pedestrian lanes.

**2018-136**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT the budget for "line painting and signage" be increased to \$31,000.

**Council discussion:**

- Bike lane lines on Grant Road were to have been removed previously.
- Increased budget amount to encourage improved line painting throughout the District.
- Staff to investigate other types of line paint that have greater longevity.

**CARRIED.**

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

**2018-137**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council direct staff to bring forward a report outlining the provisions of the Mainroad contract and the use of municipal property in relation to the contract.

**Council discussion:**

- Mainroad Contracting currently utilising Kaltasin Works Yard for storage of equipment. Clarification sought as to whether the Juan De Fuca Electoral Area is also serviced by this equipment and if a portion of the cost of storage should be recovered.

**CARRIED.**



## Minutes for the Special Council Meeting - Budget Deliberations District of Sooke - March 27, 2018

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

### 5.6. **Proposed Parks/Community Spaces Budget:**

The Director of Development Services provided an overview of the proposed Parks/Community Spaces Budget as outlined in the 2018 - 2022 Five Year Financial Plan.

- First full year of Parks operations.
- Salaries in Development Services include a portion of the Director's salary allocated to relevant departments.

#### **Council discussion:**

- Amount of "Seasonal Adornment" to be purchased and expansion of seasonal lighting throughout the community.
- Value of existing parking leases.
- Salaries amount adjusted from previously presented draft Financial Plan, as the line item mistakenly contained an additional seasonal labourer. Salaries amount adjusted and now contains Head of Parks and Environmental Services, Lead Hand (1 FTE), Parks Labourer (1 FTE), Parks Auxiliary Worker (8 month position), 2 seasonal/temporary labourer who are called in to work as required, as well as a portion of the Director of Development Service's salary.
- Comparison of costs related to creation of Parks Department vs. previous contracts.

#### **Public Question and Comment:**

- Cam McIntyre, Sooke resident, inquired as to the purpose of the Rainwater Infrastructure Maintenance budget, and the advertisement for Temporary Parks Labourers prior to approval of the budget.

### **2018-138**

#### **MOVED by Councillor Kasper, seconded by Councillor Berger:**

THAT the Downtown Parking Lease be terminated at the end of the lease term.

#### **Council discussion:**

- Use of parking lot by local businesses vs. Community Association and/or special event organizers.
- Should be determined who is benefiting from the use of this parking area.

**DEFEATED.**

**In Favour:** Councillor Berger and Councillor Kasper

**Opposed:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Minutes for the Special Council Meeting - Budget Deliberations  
District of Sooke - March 27, 2018**

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**2018-139**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council direct staff to meet with the owner of the land used for the "Downtown Parking Lease" prior to expiry of the lease term to negotiate a lease rate;

AND THAT a staff report be brought back to Council.

**CARRIED.**

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

**2018-140**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council direct staff to meet with the owner of the land used for the "Boat Launch Parking Lease" prior to expiry of the lease term to negotiate a lease rate;

AND THAT a staff report be brought back to Council.

**Council discussion:**

- Clarification regarding prior resolution to restrict parking on West Coast Road and subsequent discussions with the Ministry of Transportation and Infrastructure (MOTI).
- Issue can be re-addressed with MOTI, especially as they develop and announce plans for improvement to Highway 14.

**CARRIED.**

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

**5.7. Next Steps:**

The Interim Chief Administrative Officer highlighted remaining sections of the Proposed 2018 - 2022 Five Year Financial Plan yet to be discussed, including confirmation of planned capital expenditures.

Additional Special Council meetings to be scheduled for April 3, 2018 and April 5, 2018 to complete Financial Plan review and allow for first and second readings of the Financial Plan and Sewer Parcel Tax bylaws. Public Input and third reading of bylaws is proposed for April 9, 2018, with adoption targeted for April 23, 2018.

**6. NOTICES OF MOTION**

**6.1. Notice of Motion from Councillor Brenda Parkinson:**

THAT the District of Sooke post an employment opportunity for a Deputy Director of Finance.

**Minutes for the Special Council Meeting - Budget Deliberations  
District of Sooke - March 27, 2018**

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**7. ADJOURNMENT**

**2018-141**

**MOVED** by Councillor Parkinson, seconded by Councillor Reay:  
THAT the meeting be adjourned at 9:45 p.m.

**CARRIED.**

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Special Council Meeting - Budget Deliberations  
Meeting  
April 3, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Berger  
Councillor Logins  
Councillor Parkinson  
Councillor Pearson

**STAFF PRESENT:**

Brent Blackhall, Interim CAO & Director of Financial  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety  
Jennifer Royer-Collard, Corporate Services Assistant

**ABSENT:**

Councillor Kasper  
Councillor Reay

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 7:01 p.m.

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

There was no New Business/ Supplementary Information.

**3. APPROVAL OF THE AGENDA**

**2018-142**

**MOVED by Councillor Berger, seconded by Councillor Logins:**

THAT the agenda for the April 3, 2018, Special Meeting of Council, be adopted as circulated.

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

In response to a question, the Mayor allowed for the addition of reconsideration of the CRD Arts recommendation to follow Public Question & Comment.

**4. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

## Minutes for the Special Council Meeting - Budget Deliberations Meeting of the District of Sooke - April 3, 2018

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1. Christa Rossner, Sooke Fine Arts Society, spoke with concerns regarding access to funding grants and provided an overview on links between arts and the investment connection between arts, the economy, community & tourism.
2. Dianna Jack, Sooke Philharmonic, expressed concern with the removal of CRD funding option from the budget. Ms. Jack noted that the District's Community Grants has a maximum 3-year application term, with a cap at \$7k, and that additional funding could be made available if Sooke participates in the CRD Arts Council.
3. Linda Gordon, Sooke Community Arts Council, spoke regarding free community events provided with fundraising and grants, and that increased funding sources will allow for continued no, or low, cost events in the community.
4. Herb Haldane, Otter Point Resident, suggested Council consider alternatives such as District managed in-house arts funding, and expressed his concern with Sooke money getting pulled out of the community.
5. Sheila Wallace, Sooke Community Choir, expressed concern with the required hiatus when the consecutive grant period of three years is reached. This will limit the abilities of arts related organizations to provide events in the community.
6. Gregory Varano, Sooke Community Arts Council, spoke in favor of Sooke's participation in the CRD Arts Council. Highlighting the opportunity to participate as a collective and eclectic group, connecting our region with the larger regional area.

### 5. PRESENTATIONS & REPORTS

#### Reconsideration - CRD Arts Development Participation

##### **Council Discussion on the motion:**

- The desire to review options and details of participation.
- Review and compare other CRD functions participated in by the District.
- Assess the quantity of District grants that are distributed, as many may not be arts related.
- Value of participation.
- Allocation of funding with potential limited return into the Community.
- Access for all organizations and funding sources.

**2018-143**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council reconsider the vote on resolution 2018-133 relating to the CRD Arts.

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

**Minutes for the Special Council Meeting - Budget Deliberations Meeting of the District  
of Sooke - April 3, 2018**

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**CRD Arts Development Participation**

**Council Discussion:**

- Additional funding opportunities.
- Economic enhancement.
- Concerns with returned of funding into the Community.
- Disagreement with funding transfer from the Sooke Program of the Arts account.
- Participation for one 2-year cycle with renewal option reviewed.

**Staff Information:**

- Funding sources; Tax implications, reserve funding, transfers.

**2018-144**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT Council participate in the CRD Arts Development program; and  
THAT the funding come out of the Sooke Program of the Arts Fund.

**2018-145**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT motion 2018-144 be divided into two parts.

**CARRIED.**

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

**Opposed:** Councillor Berger

**Absent:** Councillor Kasper and Councillor Reay

**2018-146**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council participate in the CRD Arts Development Service Program.

**CARRIED.**

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

**Opposed:** Councillor Berger

**Absent:** Councillor Kasper and Councillor Reay

**2018-147**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the funding be allocated from the Sooke Program of the Arts Reserve.

**DEFEATED.**

**In Favour:** Councillor Berger and Councillor Pearson

**Opposed:** Mayor Tait, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Kasper and Councillor Reay

## Minutes for the Special Council Meeting - Budget Deliberations Meeting of the District of Sooke - April 3, 2018

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**2018-148**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the funding be split 50% between the Council and CAO Contingency.

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

### 5.1. **2018 - 2022 Five Year Financial Plan** (Continuation of presentations)

#### **Proposed Council Budget:**

The Interim Chief Administrative Officer provided an overview of the 2018-2022 Five Year Financial Plan noted as "received at April 3, 2018 Special Council meeting".

- Finalization of the Capital budget expenditures.
- The need for a building assessment and analysis of the current buildings status.
- Extensive plumbing upgrades are anticipated to overhaul fire suppression in the building.
- Accessibility assessment through the Rick Hansen Grant Program.

#### **Council Discussion:**

- Review of the Electric Car Charging Station(s).
- Change in the name of the Seniors, Youth and Community Facility (notice of motion to review the bylaw at an upcoming meeting).
- Fire Department budget: plan for spending, alternative options before full replacement.
- Engineering text amendments: EV Charging Station (add s), John Phillips Washroom (change to Community Washrooms).

#### **Public Question and Comment:**

- Ken Ebbs-Canavan, Sooke resident, inquired into sprinkler system shortcomings and building compliance requirements. He also expressed his discomfort with the allocation of salaries and overtime for Fire Fighters.
- Cam McIntyre, Sooke resident, expressed concerns regarding the Duty Officer role and funding allocations.
- Mark Jarvis, Sooke resident, spoke regarding the Murray Road Staircase and the cost associated with large equipment purchases.

## 6. **ADJOURNMENT**

**2018-149**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the meeting be adjourned at 8:55 p.m.

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

**Minutes for the Special Council Meeting - Budget Deliberations Meeting of the District  
of Sooke - April 3, 2018**

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**Certified Correct:**

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**Maja Tait  
Mayor**

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**Carolyn Mushata  
Corporate Officer**





MINUTES  
District of Sooke  
Special Council Meeting - Budget Deliberations  
Meeting  
April 5, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Berger  
Councillor Kasper  
Councillor Logins  
Councillor Parkinson  
Councillor Pearson

**ABSENT:**

Councillor Reay

**STAFF PRESENT:**

Brent Blackhall, Interim CAO & Director of Financial  
Jennifer Royer-Collard, Corporate Services Assistant

**1. CALL TO ORDER**

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

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

New Business/ Supplementary Information was received with the approval of the agenda.

**3. APPROVAL OF THE AGENDA**

**2018-150**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT the agenda for the April 5, 2018 Special Meeting of Council, be adopted as amended:

- Addition of the New Business/ Supplementary information:
  - Item No. 5.1., *2018-2022 Five Year Financial Plan*
  - Item No. 6.1., Bylaw No. 697, *Five Year Financial Plan Bylaw, 2018*
  - Notice of Motion, from Councillor Parkinson.

**CARRIED.**

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

**Absent:** Councillor Reay

**4. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

## Minutes for the Special Council Meeting - Budget Deliberations Meeting of the District of Sooke - April 5, 2018

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1. Herb Haldane, Otter Point resident, spoke to Item No. 5.1. & 6.1., specifically additional staffing, exempt positions and interest in an organization chart and wages being made available.

2. Cam McIntyre, Sooke resident, spoke to Item No. 5.1. & 6.1., concerned with advertising a position prior to approval of funding, requested clarity of the hiring process, and suggested a detailed break down of positions, associated wages and acquired overtime be accessible to the public.

3. Ken Ebbs-Canavan, Sooke Resident, spoke regarding Item No. 5.1. & 6.1., expressing concern with Fire Department overtime pay out for career Fire Fighters, and suggested a line item for overtime be added to the budget. Mr. Ebbs-Canavan suggested Council take an active role by attending fire & police meetings.

In response to questions, the Interim Chief Administrative Officer provided the following:

- Positions being created: Building Official III, Bylaw Enforcement Officer, career Fire Fighter, Manager of Capital Projects, Deputy Director of Financial Services, Financial Services Support Clerk, Building Maintenance Worker. All positions to be started in late 2018.
- The Exempt Employee Handbook has the schedule of wages and the SOFI report provides detailed wages.
- New positions do not post until funding is in place. Previously approved positions left unfilled were budgeted for the previous year's 5-year financial plan and maintained until replacement bylaw is adopted. of positions that are vacant.
- If Council desires a schedule of yearly salaries, associated to positions, this can be added to the plan.

### 5. PRESENTATIONS & REPORTS

#### 5.1. 2018 - 2022 Five Year Financial Plan

The Interim Chief Administrative Officer provided an overview of the 2018-2022 *Five Year Financial Plan* noted as "received at April 3, 2018 Special Council Meeting" and distributed as Supplementary Information.

#### **Council Discussion:**

- Request for detailed report on additional positions, cost savings and funding sources, reported to Council.
- Salaries identified individually to clarify impact of new positions.

#### **CRD Art Development Program**

#### **Council Discussion:**

- Process takes approximately 3 months, to join the CRD Arts Development program, early submission allows for an opportunity for arts groups to access funding.

# Minutes for the Special Council Meeting - Budget Deliberations Meeting of the District of Sooke - April 5, 2018

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**2018-151**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT Council direct staff to prepare a letter of intent to the CRD Arts Development Commission to join as of January 2019, for a 2-year trial period; and

THAT the letter be prepared by April 30th, 2018, to ensure it meets the CRD bylaw amendment process.

**CARRIED.**

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

**Absent:** Councillor Reay

## **2018 - 2022 Five Year Financial Plan (continued)**

### **Council Discussion:**

- New line with overtime, Full Time Employee (FTE) instead of each individual employee salaries.
- Remuneration for Duty Officers, volunteers & Career Fire Fighters, tracked separately.
- Concerns with Capital spending; speed reader should be provided through policing, new Parks truck purchase prior to sale of old vehicle, and the New Fire Truck purchase versus refurbishment.
- Fire Protection reserve fund depletion concerns.
- Fiscal responsibility, requiring reports prior to purchases with all applicable information.
- All new vehicle purchases should be required to review the option of refurbishment.

The Interim Chief Administrative Officer reminded Council of their Purchasing Policy, all major purchases are brought forward to Council for review and approval.

**2018-152**

**MOVED by Councillor Berger, seconded by Councillor Kasper:**

THAT Council remove any new vehicle expenditures for the Fire Department from the capital budget, except for the approved tendered truck 202, until the option of refurbishment has been researched.

**DEFEATED.**

Mayor Tait confirmed with the mover and seconder to table resolution #2018-152 until after 1st and 2nd reading of Bylaw No. 697, *Five Year Financial Plan*, is completed.

## **6. BYLAWS**

### **6.1. Bylaw No. 697, Five Year Financial Plan Bylaw, 2018**

Mayor Tait advised that further public input will be received at the next Regular Council meeting on Monday, April 9, 2018.

**Minutes for the Special Council Meeting - Budget Deliberations Meeting of the District of Sooke - April 5, 2018**

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**2018-153**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council give 1st and 2nd reading to the bylaw cited as *Five Year Financial Plan Bylaw, 2018*.

**CARRIED.**

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

**Opposed:** Councillor Berger and Councillor Kasper

**Absent:** Councillor Reay

Resolution #2018-152 was taken from the table, PUT and DEFEATED:  
Councillor Logins, Councillor Parkinson and Mayor Tait opposed.

**2018-154**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT the hiring of an additional Fire Fighter be postponed until the Fire Underwriters Survey Report has been completed.

**DEFEATED.**

**In Favour:** Councillor Berger, Councillor Kasper, and Councillor Pearson

**Opposed:** Mayor Tait, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Reay

**7. NOTICES OF MOTION**

**Notice of Motion from Councillor Parkinson**

THAT Council invite Ken Ebbs-Canavan and Cam McIntyre to a future Committee of the Whole to discuss Fire Commission report findings.

**8. ADJOURNMENT**

**2018-155**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT the April 5, 2018, Special meeting of Council be adjourned at 8:29 p.m.

**CARRIED.**

**In Favour:** Councillor Parkinson, Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Absent:** Councillor Reay

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Special Council Meeting  
April 16, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Berger  
Councillor Logins  
Councillor Parkinson  
Councillor Pearson

**STAFF PRESENT:**

Brent Blackhall, Interim Chief Administrative Officer  
Carolyn Mushata, Corporate Officer  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Kasper  
Councillor Reay

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 7:09 p.m.

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

Supplemental Information was received with the Approval of the Agenda

**3. APPROVAL OF THE AGENDA**

**2018-167**

**Moved by Councillor Berger, seconded by Councillor Logins:**

THAT the agenda for the April 16, 2018 Special Meeting of Council, be adopted with the following information added as New Business:

- Sooke Community Association - Request for Funding

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

**2018-168**

**Moved by Councillor Berger, seconded by Councillor Logins:**

THAT all late applications be postponed to a second intake date; and that grant awards be determined at that time.

AND THAT the Community Grants Program Policy be brought forward for discussion.

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

**2018-169**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council hear the Community Grant application presentation from the Inter-municipal Advisory Committee on Disability Issues

**DEFEATED.**

**In Favour:** Councillor Pearson

**Opposed:** Councillor Berger, Mayor Tait, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Kasper and Councillor Reay

#### **4. PUBLIC QUESTION AND COMMENT PERIOD**

There were no questions or comments from members of the public.

#### **5. REPORTS REQUIRING ACTION**

##### **5.1. Amber Academy Youth Fine Arts Society**

\*\*\*\*\*

Councillor Parkinson declared a conflict of interest as she is an Amber Academy Board Member and left the meeting at 7:24 p.m.

\*\*\*\*\*

Keli Dunn representing the Amber Academy Youth Fine Arts Society provided an overview of their Community Grant application. The Amber Academy is seeking funds for the purpose of operating a performing arts program for youth, purchasing two sewing machines, sound and lighting equipment and to offset the cost of the "Fraggle-Rock-a-Thon" show.

##### **Council discussion:**

- District of Sooke grant request should be included as pending revenue.
- Juan de Fuca Regional District may also contribute funding.
- Clarification that fees and permits included in expenses are licensing fees for upcoming productions.

**2018-170**

**MOVED by Councillor Pearson, seconded by Councillor Logins:**

THAT Council approve a Community Grant in the amount of \$ 7000 the Amber Academy Youth Fine Arts Society.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Logins, and Councillor Pearson

**Absent:** Councillor Kasper, Councillor Parkinson, and Councillor Reay

\*\*\*\*\*

Councillor Parkinson returned to the meeting at 7:31 p.m.

\*\*\*\*\*

**5.2. Caravan Stage Company**

Frank Antonsen, representing the Caravan Stage Company showed a video highlighting the Caravan Stage Company performances. The Caravan Stage Company intends to bring their production to the Sooke Harbour Authority Government Wharf on July 12, 13 and 14th.

**Council discussion:**

- Logistics of seating audience members at the Government Wharf.
- Clarification on how grant requests should be recorded on application forms.
- Travel and wages are not eligible expenses under the Community Grant Policy. Per Diems to cast members could be considered a payment to an individual/ wages.

**2018-171**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT Council approve a Community Grant in the amount of \$5,000 to Caravan Stage Company to fund show and ship site logistics, equipment, show power, mooring fees, publicity and marketing costs.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Logins, and Councillor Pearson

**Opposed:** Councillor Parkinson

**Absent:** Councillor Kasper and Councillor Reay

**5.3 J. Mayers Group Productions**

Joke Meyers representing J. Meyers Group productions provided an overview of their Community Grant application. J. Meyers Group is requesting funds for the purpose of producing "Tales by Moonlight", a production based on the stories of two Sooke writers.

\*\*\*\*\*

Councillor Logins declared a conflict of interest as she is associated with the theatre the J. Meyers Group is seeking to rent, and left the meeting at 7:56 pm.

\*\*\*\*\*

**Council discussion:**

- Original date was postponed due to funding deficit. New dates are proposed for summer 2018.
- Clarification regarding expenses listed in application and that payment can not be made to individuals, including honorariums.

## **Minutes for the Special Council Meeting of the District of Sooke - April 16, 2018**

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- Applicant is seeking more funding than required according to their budget documents. Clarification from applicant that revenue from ticket sales is a projection only.
- Applicant is not a registered non-profit society, but clarified they are not intending to make a profit from the production.
- Encouragement to seek funding from additional sources.

### **2018-172**

#### **MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council approve a Community Grant in the amount of \$ 4,500 to the J. Meyers Group Productions.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Parkinson, and Councillor Pearson

**Absent:** Councillor Kasper, Councillor Logins, and Councillor Reay

\*\*\*\*\*  
Councillor Logins returned to the meeting at 8:01 p.m.  
\*\*\*\*\*

#### **5.4. NEED2 Suicide Prevention Education and Support**

Renate Hindle representing NEED2 Suicide Prevention and Education Support provided an overview of their services and Community Grant application. NEED2 is seeking funding for training and materials for their volunteer program.

##### **Council discussion:**

- Discussion of funding model and contributions from each municipality benefitting from NEED2 programming.

### **2018-173**

#### **MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council approve a Community Grant in the amount of \$ 1,650 to NEED2 Suicide Prevention, Education and Support.

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

#### **5.5. Sooke Canada Day (Lions Club)**

Lorne Christiansen and Al Beddows, representing the Sooke Lions Club provided an overview of the annual Canada Day celebrations. The Sooke Lion's Club organizes this event as a community service and does not benefit from hosting the event.

##### **Council discussion:**

- Increase in funding amount over previous years will account for inflation and offset fundraising efforts.



**2018-174**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council approve a Community Grant in the amount of \$ 6,000 to the Sooke Lions Club for the purposes of Canada Day celebration;

AND THAT Council direct staff to include the Sooke Canada Day celebrations as a line item in the 2019 - 2023 Financial Plan in the amount of \$6,000 annually.

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

5.6. **Sooke Community Arts Council**

Linda Green-Abraham, representing the Sooke Community Arts Council provided an overview of their Community Grant application. The Community Arts Council is seeking funding for the purposes of operating several local arts events. District of Sooke funds will be matched with provincial funding.

**2018-175**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council award a Community Grant to the Sooke Community Arts Council in the amount of \$7,000 for 2018;

AND THAT Council direct staff to include the Sooke Community Arts Council as a line item in the 2019 - 2023 Financial Plan in the amount of \$7,000 annually.

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

5.7. **Sooke Crisis Centre**

Tom DeZeng, representing the Sooke Crisis Centre provided an overview of the services offered by the Crisis Centre, stating they are now open 5 days per week from 10:00 a.m. to 5:00 p.m. which is an increase in service to the community.

**2018-176**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council approve a Community Grant to the Sooke Crisis Centre in the amount of \$6,120.

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

5.8. **Sooke Philharmonic Society**

Diana Jack, representing the Sooke Philharmonic Society provided an overview of their Community Grant application. The Sooke Philharmonic Society offers performances throughout the year including the Philharmonic Fling.

**Council discussion:**

- Desire to see recognition of municipal funding at the Philharmonic Fling.
- Honorariums are not an eligible expense under the Community Grants Policy.

**2018-177**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council award a Community Grant to the Sooke Philharmonic Society in the amount of \$5,275;

AND THAT Council direct staff to include the Sooke Philharmonic Orchestra as a line item in the 2019-2023 Financial Plan in the amount of \$7,000 annually.

**2018-178**

**MOVED by Councillor Pearson, seconded by Councillor Logins:**

**Amendment to the motion:**

THAT Council award an additional \$1,725 to the Sooke Philharmonic Orchestra from Council Contingency;

**Council discussion:**

- Addition of sponsorship amount as the Sooke Philharmonic has a long tradition of success in the community.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Logins, and Councillor Pearson

**Opposed:** Councillor Parkinson

**Absent:** Councillor Kasper and Councillor Reay

**2018-179**

**MOVED by Councillor Pearson, seconded by Councillor Logins:**

**Main motion as amended:**

THAT Council award a Community Grant to the Sooke Philharmonic Society in the amount of \$5,275;

AND THAT Council award an additional \$1,725 from Council Contingency;

AND THAT Council direct staff to include the Sooke Philharmonic Orchestra as a line item in the 2019-2023 Financial Plan in the amount of \$7,000 annually.

**THE MAIN MOTION WAS PUT AND CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

5.9. **Sooke River Bluegrass Society**

Robert Rennington, representing the Sooke River Bluegrass Festival, provided an overview of the festival and the Community Grant application. Last year's major capital purchase of a big top circus tent allowed for festival goers to enjoy the music in the rain and greatly contributed to the success of the event.

**Council discussion:**

- Rational for funding amount sought, significantly less than previous years.
- Encouraging to see the organization become more financially independent.

**2018-180**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council approve a Community Grant in the amount of \$1,527 to the Sooke River Bluegrass Festival Society.

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

5.10. **Vancouver Island South Film and Media Commission**

Kathleen Gilbert, representing the Vancouver Island South Film and Media Commission provided an overview of the productions filmed locally over the past year and their economic impact on the region.

**Council discussion:**

- Filming of the production "Elsewhere" in Sooke in 2017.
- Maintenance of Creative BC Catalogue and how film locations are added. Ms. Gilbert stated that a workshop will be offered in Sooke to teach people how to register their home or property as a film location.

**2018-181**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council approve a Community Grant in the amount of \$1,500 to the Vancouver Island South Film and Media Commission.

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

6. **ADJOURNMENT**

## **Minutes for the Special Council Meeting of the District of Sooke - April 16, 2018**

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**2018-182**

**MOVED by Councillor Pearson, seconded by Councillor Logins:**

THAT the Special Council meeting of April 16, 2018 be adjourned at 9:31 p.m.

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
April 23, 2018 7:00 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:**

Brent Blackhall, Acting CAO & Director of Finance  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety  
Carolyn Mushata, Corporate Officer  
Ivey Campbell, Head of Planning  
Teunesha Evertse, Planner II  
Jennifer Royer-Collard, Corporate Services Assistant

**ABSENT:**

Councillor Logins

**1. CALL TO ORDER**

Mayor Tait called the Regular Council meeting to order at 6:04 p.m.

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

**2018-183**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT this meeting be closed to the public under section 90(1) (g) and (i) of the *Community Charter* as it pertains to litigation or potential litigation and advice subject to solicitor-client privilege.

**CARRIED.**

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

**Absent:** Councillor Logins

**3. CALL TO ORDER - OPEN PORTION**

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

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

No items were added as New Business / Supplemental Information.

**5. APPROVAL OF THE AGENDA**

**2018-184**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT the agenda for the April 23, 2018 Regular Meeting of Council, be adopted, as amended:

- Item No. 8.1., *2018 Road Improvement Program*, be moved to follow the Public Question and Comment Period.
- Item No. 8.2., *Inter-Municipal Business Licences* and Item No. 9.1., *Asset Management System-Status Update* be postponed to a future meeting.

**CARRIED.**

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

**Absent:** Councillor Logins

**6. PUBLIC QUESTION AND COMMENT PERIOD**

No members of the public addressed Council.

**8.1. 2018 Road Improvement Program**

Authorization to award tender for the 2018 Road Improvement Program.

The Engineering Technologist provided the following in response to questions:

- The quote is lower than originally estimated due to modification of the scope of work and rehabilitation options changed.
- There will be a communication plan generated once work is scheduled. No anticipated full road closures are projected, and the project will take approximately 3 weeks.
- The cost for additional work, if completed by the approved tender, would be at the unit cost provided in the quote. If re-tenders the price could increase for additional smaller projects as the unit price would likely be higher.

**Council Discussion:**

- Inquired whether other underground utility companies have been contacted to work in conjunction with our plan.
- Request for a report with additional roads to be repaired with the surplus funding.

**2018-185**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT Council authorize staff to award the tender for the 2018 Road Improvement Program to Island Asphalt Company in the amount of \$453,790.00 +GST.

**CARRIED.**

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

**Absent:** Councillor Logins

**7. BYLAWS**

**7.1. Bylaw No. 697, Five Year Financial Plan Bylaw, 2018**

Adoption of the financial plan to cover the fiscal period from January 1, 2018 to December 31, 2022.

**2018-186**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT the bylaw cited as *Five Year Financial Plan Bylaw, 2018*, be adopted.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Opposed:** Councillor Berger and Councillor Kasper

**Absent:** Councillor Logins

**7.2. Bylaw No. 699, Property Tax Rate Bylaw, 2018**

A bylaw to impose property tax rates and property taxes for the year 2018.

**2018-187**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council give First reading to the bylaw cited as *Property Tax Rate Bylaw No. 699, 2018*.

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-188**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council give Second reading to the bylaw cited as *Property Tax Rate Bylaw No. 699, 2018*.

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-189**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council give Third reading to the bylaw cited as *Property Tax Rate Bylaw No. 699, 2018*.

**CARRIED.**

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

**Absent:** Councillor Logins

7.3. **Bylaw No. 698, Sooke Core Sewer Specified Area Cost Recovery (150-8), 2018**

A bylaw to increase the parcel tax charge from \$552 to \$653, over the year 2018 to 2026.

An amended bylaw was distributed on table to Council, which included the allocated parcel tax and associated year: \$587 for 2018, \$622 for 2019 and \$653 for the years 2020 to 2026.

**2018-190**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council give First reading to the bylaw cited as Sooke Core Sewer Specified Area Amendment Bylaw No. (150-8), 2018.

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-191**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council amend the bylaw to strike reference of \$622 in sections 2 and 3 replacing it with \$653.

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-192**

**MOVED by Councillor Parkinson, seconded by Councillor Berger:**

THAT Council give Second and Third reading to the bylaw cited as Sooke Core Sewer Specified Area Amendment Bylaw No. (150-8), 2018, as amended.

**CARRIED.**

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

**Absent:** Councillor Logins

7.4. **Bylaw No. 701, Sooke Core Sewer Specified Area Amendment (147-35), 2018 - 7002 Brailsford Place**

Inclusion into the *Sooke Core Sewer Specified Area Bylaw, 2003*.

The Director Development Services provided an overview of the proposed development, in conjunction with 7044 Maple Park Terrace.



**2018-193**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council receive the Petition for Local Area Service for the property located at 7002 Brailsford Place (legally described as Lot 1, Section 21, Sooke District, Plan EPP74636).

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-194**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council give First reading to the bylaw cited as *Sooke Core Sewer Specified Area Amendment Bylaw No. 701 (147-35), 2018*.

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-195**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT Council give Second reading to the bylaw cited as *Sooke Core Sewer Specified Area Amendment Bylaw No. 701 (147-35), 2018*.

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-196**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council give Third reading to the bylaw cited as *Sooke Core Sewer Specified Area Amendment Bylaw No. 701 (147-35), 2018*.

**CARRIED.**

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

**Absent:** Councillor Logins

7.5. **Bylaw No. 694., Zoning Amendment Bylaw (600-53), 2018 - 7044 Maple Park Terr and 7002 Brailsford Place**

Zoning amendment for 7044 Maple Park Terrace from Spiritwood Estates Comprehensive Development Zone (CD9) to Small Lot Residential (R3) and for the property at 7002 Brailsford Place from Rural Residential Zone (RU4) to Small Lot Residential (R3).

The Director of Development Services provided an overview of the written staff report, highlighting density reduction, park dedication and the installation of a playground.

**Council Discussion:**

- Development permit acceleration, in support of upgrading the water reservoir.
- Sufficiency of traffic access.
- Clarity surrounding the emergency access locations.
- Support for future extension of the road.

**2018-197**

**MOVED by Councillor Berger, seconded by Councillor Reay:**

THAT Council give First reading to *Zoning Amendment Bylaw No. 694 (600-53), 2018*, to amend the zoning of 7044 Maple Park Terrace from Spiritwood Estates Comprehensive Development Zone (CD9) to Small Lot Residential Zone (R3) and 7002 Brailsford Place from Rural Residential (RU4) to R3 Small Lot Residential (R3).

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-198**

**MOVED by Councillor Reay, seconded by Councillor Kasper:**

THAT Council give Second reading to *Zoning Amendment Bylaw No. 694 (600-53), 2018*, to amend the zoning of 7044 Maple Park Terrace from Spiritwood Estates Comprehensive Development Zone (CD9) to Small Lot Residential Zone (R3) and 7002 Brailsford Place from Rural Residential (RU4) to R3 Small Lot Residential (R3).

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-199**

**MOVED by Councillor Parkinson, seconded by Councillor Berger:**

THAT a Public Hearing be scheduled for *Zoning Amendment Bylaw No. 694 (600-53), 2018*, in accordance with section 466 of the *Local Government Act*.

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-200**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT prior to final adoption of *Zoning Amendment Bylaw No. 694 (600-53), 2018*, the owner be required to enter into section 219 covenants registered in priority of all other charges on title for 7044 Maple Park Terrace and 7002 Brailsford Place, to address the following:

1. Provision of a \$1,000.00 cash contribution per lot towards Bylaw No. 259, *Housing Reserve Fund Establishment Bylaw, 2006* prior to subdivision approval for each phase;
2. Submission of a comprehensive rainwater management plan prior to subdivision approval in accordance with the requirements of Bylaw No. 404;
3. Notwithstanding the minimum permitted lot size of 350m<sup>2</sup> in the Small Lot Residential (R3) zone, all lots created at time of subdivision, must have a minimum lot size of 500m<sup>2</sup> or larger, with the exception of 20 lots.
4. That the areas shown as "park" on the Westbrook Consulting Ltd. "Park Plan" dated 18-02-21 be dedicated as Park to the District prior to or concurrently with each subdivision approval for each phase of development as identified on the "Proposed Subdivision and Phasing of Park Dedication" plan prepared by McIlvaney Riley Land Surveying dated February 7, 2018 and that trail linkages be constructed in the general area as depicted on the "Park Plan";
5. Provision of a detailed trail plan identifying the location, width, material and grade of all proposed trails on site and of the proposed connection from the proposed development through Firwood Park to Firwood Place prior to final approval of Phase 2 as identified on the "Proposed Subdivision and Phasing of Park Dedication Plan";
6. That all "Nature Trails" shown and delineated on the "Park Plan" be constructed with maximum grades of 12 percent and to the satisfaction of the Director of Development Services, prior the final approval of a subdivision plan which creates the 31st lot on the subject properties;
7. That a 5 meter statutory right of way in favour of the District of Sooke be registered along the southern edge of 7044 Maple Park Terrace as identified on the "Park Plan" for purposes of establishing a trail connection to Winfield Drive prior to or concurrently with the approval of Phase 2 as identified on the "Proposed Subdivision and Phasing of Park Dedication Plan";
8. That two (2) "Trail Heads" be constructed in the locations shown generally on the "Park Plan" and equip each trail head location with welcome signage, three (3) visitor parking spaces, trail/vehicle barriers, waste receptacles and doggy stations as per the *Parks and Trails Master Plan* and to the satisfaction of the Director of Development Services prior to the final approval of a subdivision plan which creates the 31st lot on the subject properties;
9. That a neighborhood playground be constructed to Canadian Standards Association (CSA) standards with a minimum of ten (10) visitor parking spaces and playground equipment as per the attached "Playground Equipment Quote and Design" dated February 20, 2018, to be located within the park area generally identified on the attached "Park Plan" to the satisfaction of the Director of Development Services prior to final approval of a subdivision plan which creates the 51st lot on the subject property; and,

10. That the Owner enter into a maintenance agreement with the District of Sooke for the Owner to maintain the neighborhood playground, the parking lot and the playground equipment for five (5)-years from the date of issuance of a Construction Completion Certificate for those items.

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-201**

**MOVED by Councillor Reay, seconded by Councillor Berger:**

THAT upon adoption of *Zoning Amendment Bylaw No. 694 (600-53)*, 2018, Council direct staff to release restrictive covenant FB389615.

**CARRIED.**

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

**Absent:** Councillor Logins

**8. REPORTS REQUIRING ACTION**

- 8.1. **Inter-Municipal Business Licences (REMOVED FROM AGENDA)**

**9. REPORTS FOR INFORMATION**

- 9.1. **Asset Management System - Status Update (REMOVED FROM AGENDA)**

**10. NEW BUSINESS**

There were no New Business items.

**11. CORRESPONDENCE**

**Correspondence for March 7 - April 13, 2018**

The following correspondence were removed from the block correspondence:

- April 6 - Cross Walk Inquiry
- April 2 - Regional Fire Dispatch
- April 2 - CRD for Arts Funding
- April 2 - Address the Housing Crisis
- April 5 - CRD Board & Regional Parks Committee (Muir Creek)
- April 9 - VE Day Parade

**2018-202**

**MOVED by Councillor Pearson, seconded by Councillor Berger:**

THAT the correspondence received from March 7 - April 13, 2018, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Logins

**Cross Walk Inquiry**

Varying issues in the community regarding parking along the side of the street impeding pedestrian traffic.

**2018-203**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT the correspondence from April 6 regarding the Cross Walk Inquiry, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Logins

**Regional Fire Dispatch**

Additional information will be brought to a future meeting regarding dispatch involvement.

**2018-204**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT the correspondence from April 2 regarding the Regional Fire Dispatch, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Logins

**CRD for Arts Funding**

A response will be sent regarding the inquiry, providing Council's resolutions regarding participation and alternative resources available.

**2018-205**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT the correspondence from April 2 regarding the CRD for Arts Funding, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Logins

**Address the Housing Crisis**

Staff will provide a delegation request form to the author of the correspondence to attend a Council meeting.

**2018-206**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT the correspondence from April 2 regarding the Address the Housing Crisis, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Logins

**CRD Board & Regional Park Committee (Muir Creek)**

**2018-207**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

THAT the correspondence from April 5 regarding the CRD Board & Regional Park Committee (Muir Creek), be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Logins

**VE Day Parade**

The starting location of VE parade will start at the Sooke Community Hall.

**2018-208**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT the correspondence from April 9 regarding the VE Day Parade, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Logins

**11.1. Navy League of Canada-Sooke Branch**

**2018-209**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council provide a trophy sponsorship of \$40 to the Navy League of Canada Sooke Branch; and

THAT Council provide a trophy sponsorship of \$40 to the Cadet Corp, 2017 NLCC Admiral Girouard.

**CARRIED.**

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

**Absent:** Councillor Logins

11.2. **Electric Vehicle Infrastructure**

**2018-210**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT the correspondence from March 27 regarding the Electric Vehicle (EV) Charging Infrastructure, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Logins

**12. COUNCIL VERBAL REPORTS**

**Councillor Parkinson:**

- Advised the Sooke Lions will host the RCMP Musical Ride in August at Fred Milne Park.
- Attendance at AVICC, the Broomhill Park Ribbon cutting and the Knox Vision ground breaking.
- Sooke Program of the Arts Committee meeting and preparing to start work on projects.

**Councillor Kasper:**

- Provided an update regarding the Age-Friendly Committee and correlating letters to ICBC supporting older age driving test locations.

**Councillor Berger:**

- The Development & Land Use committee is starting this month, the SEAPARC golf course open and operating.

**Councillor Pearson:**

- Attendance at AVICC and Earth Day celebration.

**Mayor Tait:**

- Provincial ALR input.
- New roof and expansion drawings happening at SEAPARC.
- Community Grant program has extending it's applicant period to receive new and late applicants.
- Clean Air Bylaw changes now include a ban of vaping and marijuana.
- Replacement of Todd Creek Tressel
- MSP employer healthcare.
- Sooke Region Health Service community plan in place with a public event to occur within a few months.

**13. ADJOURNMENT**

**2018-211**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT the April 23, 2018, Regular meeting of Council be adjourned at 8:15 p.m.

**CARRIED.**

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

**Absent:** Councillor Logins

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**





MINUTES  
District of Sooke  
Special Council Meeting  
May 9, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Kasper  
Councillor Logins  
Councillor Parkinson  
Councillor Pearson

**STAFF PRESENT:**

Brent Blackhall, Director of Financial & Corporate Services, Acting CAO  
Kenn Mount, Fire Chief & Director of Community Safety  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Berger  
Councillor Reay

**1. CALL TO ORDER**

Councillor Parkinson called the meeting to order at 6:07 p.m.

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

The Meeting was closed to the public at 6:08 p.m.

**2018-212**

**MOVED by Councillor Logins, seconded by Councillor Pearson:**

THAT this meeting be closed to the public under section 90(1 (I) of the *Community Charter* as it pertains to preparation of an annual report.

**CARRIED.**

**In Favour:** Councillor Kasper, Councillor Logins, Councillor Parkinson, and Councillor Pearson

**Absent:** Mayor Tait, Councillor Berger and Councillor Reay

The Meeting was re-opened to the public at 7:02 p.m.

**3. CALL TO ORDER - OPEN PORTION**

Mayor Tait called the open portion of the Special Council meeting to order at 7:02 p.m. in the Council Chamber.

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

New Business and Supplemental Information was received with the Approval of Agenda.

**5. APPROVAL OF THE AGENDA**

**2018-213**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the agenda for the May 9, 2018 Special Meeting of Council, be adopted with the addition of the following New Business and Supplemental Information items:

- Supplemental Information Item 6.1 - 2017 Draft Financial Statements
- New Business Item 9.1 - Bylaw No. 699, *Property Tax Rate Bylaw*, 2018

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Reay

**6. DELEGATIONS**

**6.1. KPMG - Audited Financial Statements**

- Financial Statement to be provided when available

Lenora Lee, representing KPMG, presented an overview of the 2017 Audited Financial Statements and Audit Findings Report. The KPMG Audit has found the 2017 Financial Statements for the District of Sooke to be accurate and free of material errors.

**2018-214**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council accept the 2017 Audited Financial Statements in accordance with section 167(1) of the *Community Charter*.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Reay

**7. PUBLIC QUESTION AND COMMENT PERIOD**

There were no questions or comments from members of the public.

**8. REPORTS REQUIRING ACTION**

**8.1. Community Grants - Second Intake**

Mayor Tait called for conflict of interest declarations from members of Council.

## Minutes for the Special Council Meeting of the District of Sooke - May 9, 2018

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\*\*\*\*\*

Councillor Logins declared a conflict of interest with the EMCS Student Bus Shelter Project and the Sooke Harbour Players applications due to her employment with the School District, and left the meeting at 7:10 p.m.

\*\*\*\*\*

### 2018-215

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council receive all Community Grant applications and approve funding as follows:

- EMCS Student Bus Shelter Project - \$1,493.03
- Fred Milne Park Society - \$10,000
- Intermunicipal Advisory Committee on Disability Issues - \$200
- Steps to the Future Childcare Society - \$7,000
- Sooke Baptist Church Grace Gardens - \$4,000
- Sooke Harbour Players - \$6,000
- Sooke Horseshoe Pitching Association - \$4,000
- Sooke Music Festival - \$5,000
- Sooke Shelter - \$2,861.21
- Sooke Tennis and Pickleball Group - \$6,983.50

AND THAT the remaining balance of \$8,172.74 be funded from Council Contingency.

#### **Council discussion:**

- Council and staff have reviewed all applications and each proposal is a benefit to the community.
- Applicants have experienced delays in the processing of applications.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Absent:** Councillor Berger, Councillor Logins (due to conflict of interest) and Councillor Reay

\*\*\*\*\*

Councillor Logins returned to the meeting at 7:15 p.m.

\*\*\*\*\*

Councillor Parkinson declared a conflict of interest with the Harmony Project Society of BC application as she is a member of the Board of Directors and left the meeting at 7:15 p.m.

\*\*\*\*\*

### 2018-216

**MOVED by Councillor Logins, seconded by Councillor Pearson:**

THAT Council approve a Community Grant to the Harmony Project Society of BC in the amount of \$7,000

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Logins, and Councillor Pearson  
**Absent:** Councillor Berger, Councillor Parkinson (due to conflict of interest) and Councillor Reay

\*\*\*\*\*  
Councillor Parkinson returned to the meeting at 7:16 p.m.  
\*\*\*\*\*

**9. NEW BUSINESS**

**9.1. Bylaw No. 699, Property Tax Rate Bylaw, 2018**

The Interim Chief Administrative Officer advised Council that due to updated information regarding the Silverspray Fire Protection portion of the bylaw, the property tax rates require adjustment.

**2018-217**

**MOVED by Councillor Logins, seconded by Councillor Pearson:**

THAT Council rescind third reading of the bylaw cited as Property Tax Rate Bylaw No. 699, 2018.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Reay

**2018-218**

**MOVED by Councillor Logins, seconded by Councillor Kasper:**

THAT Council give third reading of the bylaw cited as Property Tax Rate Bylaw No. 699, 2018, as amended.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Reay

**10. REPORT OF IN-CAMERA RESOLUTIONS**

There were no reports of In-Camera resolutions.

**11. ADJOURNMENT**

## **Minutes for the Special Council Meeting of the District of Sooke - May 9, 2018**

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**2018-219**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the May 9, 2018 Special meeting of Council be adjourned at 7:19 p.m.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Reay

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
May 14, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Kasper  
Councillor Parkinson  
Councillor Pearson  
Councillor Reay

**STAFF PRESENT:**

Brent Blackhall, Interim CAO & Director of Finance  
Rob Howat, Director of Development Services  
Carolyn Mushata, Corporate Officer  
Ivy Campbell, Head of Planning  
Laura Hooper, Parks & Environmental Services (left at 8:00 pm)  
Brain Gobble, Head of Geographic Services (left at 7:40 pm)  
Paul Butterfield, Engineering Technician (left at 8:10 pm)  
Jennifer Royer-Collard, Corporate Services Assistant

**ABSENT:**

Councillor Berger  
Councillor Logins

**1. CALL TO ORDER**

Mayor Tait called the Regular Council meeting to order at 6:00 p.m.

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

**2018-220**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT this meeting be closed to the public under section 90 (1) (c), (f), (g), (i) and (k) of the *Community Charter* as it pertains to labour relations, law enforcement, litigation or potential litigation, receipt of advice subject to solicitor-client privilege, and provision of a municipal service.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**3. CALL TO ORDER - OPEN PORTION**

Mayor Tait called the open portion of the Regular Council meeting to order at 7:07 p.m. in the Council Chamber.

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

No items were added as New Business/ Supplemental Information.

**5. APPROVAL OF THE AGENDA**

**2018-221**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT the agenda for the May 14, 2018 Regular Meeting of Council, be adopted with the following change:

- Removing Item No. 10.3. *Officers and Delegation of Authority Amendment Bylaw No. 703, 2018.*

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**6. ADOPTION OF MINUTES**

**Minutes of the Regular and Special Meetings of Council**

**2018-222**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT the following minutes be adopted, as amended:

- March 12, 2018 - Regular Council Meeting Minutes
  - Resolution No. 2018-96, change Councillor Parkinson to *Absent for the Vote*.
- March 21, 2018 - Special Council Meeting Minutes
- March 22, 2018 - Special Council Meeting Minutes
- March 26, 2018 - Regular Council Meeting Minutes
- March 27, 2018 - Special Council Meeting Minutes
- April 3, 2018 - Special Council Meeting Minutes
- April 5, 2018 - Special Council Meeting Minutes
- April 9, 2018 - Regular Council Meeting Minutes
  - Section #5, *CRD Arts Development Program* change Seaparc tax to CRD requisition tax.
- April 16, 2018 - Special Council Meeting Minutes
- April 23, 2018 - Regular Council Meeting Minutes

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**7. DELEGATIONS**

**7.1. M. Volk Delegation**

Mr. Volk, project manager with iVolk Property Management, addressed Council requesting that bare land developments be exempt from the Development Permit requirement, as the subdivision process addresses of form and character. Mr. Volk expressed the difficulty in providing information for bare land that is being rezoned and sold, when building plans are not yet established.

**2018-223**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT Council refer the option of removing the Development Permit requirement for bare land rezoning to the Development and Land Use Committee for research; and

THAT the Committee report back to Council with their recommendations.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

## **8. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following member of the public:

1. Jeff Bateman, Sooke resident, spoke to item no.14.1. (J) supporting affordable housing, commended the District's initiatives relating to item no. 11.2. *Possible location for EV Chargers*, and inquired into the Development & Land Use Committee meeting notice requirements.

In response to the meeting notice inquiry, the Corporate Officer provided the following:

- The Development & Land Use Committee have not yet established a regular meeting date but will be confirmed at their May 30th meeting at 10:00 am in Council Chambers. Notice will be place on the website once confirmed.

## **9. PRESENTATIONS & REPORTS**

### **9.1. Asset Management System**

Overview of the asset management systems and the associated functionalities.

The Head of Geographic Services provided a Power Point presentation and highlighted the following:

- Internal systems currently used by the District: Ersi Arc Gid, Asset Finda, Finance Data base, tempest land records.
- Identification mapping of Infrastructure and lands are owned by the District.
- The key inventory sections evaluated: buildings, equipment, fleet, land, roads, sidewalks, trails, sewer, storm, street signs and lights.
- Classification for establishing attributes: quantity, condition, installation date, expected useful life, purchase cost.
- The process for annual reporting on tangible capital assets which takes into consideration the current state of an asset, new acquisitions, future disposal, repair and/or replacement cost.

### **Council Discussed:**

- The desire to have the Municipal art collection input into the asset management system.



- A desire for the development of an asset management strategy and/or policy.
- Life span of assets, implementation of preventative maintenance program.

**10. BYLAWS**

**10.1. Bylaw No. 698 (150-8), Sooke Core Sewer Specified Area Cost Recovery Amendment Bylaw**

The adoption of a bylaw amending the *Sooke Core Sewer Specified Area Cost Recovery Bylaw, 2003* to increase the parcel tax charge from \$552 to \$587 for 2018, \$622 for 2019 and \$653 for the years 2020 to 2026.

**2018-224**

**MOVED by Councillor Reay, seconded by Councillor Kasper:**

THAT Bylaw No. 698 cited at *Sooke Core Sewer Specified Area Cost Recovery Amendment Bylaw (150-8), 2018* be adopted.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**10.2. Bylaw No. 699, Property Tax Rate Bylaw**

The adoption of a bylaw to impose property tax rates and property taxes for the year 2018.

**2018-225**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT the Bylaw cited as *Property Tax Rate Bylaw No. 699, 2018* be adopted.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**10.3. Officers and Delegation of Authority Amendment Bylaw No. 703**

This item was removed from the agenda.

**11. REPORTS REQUIRING ACTION**

**11.1. Parks Department Truck**

Request for approval to purchase a new 1/2 tonne extended cab pick-up truck for the Parks Department.

The Head of Parks and Environmental Services, provided an overview of the written staff report, highlighting the requirement of an additional vehicle due to increased staff to maintain growing volume of community spaces. She advised funding was allocated in the 2018 budget under park equipment.

**2018-226**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council authorize staff to post a Request for Proposals to purchase one (1) new ½ tonne extended cab pick-up truck.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

11.2. **Possible Locations for EV Chargers**

Location options for installation of Level II Electric Vehicle charging stations.

The Engineering Technologist provided an overview of the written staff report, highlighting the potential locations in the town core. The request for proposals will include detailed design and cost options for review.

**Council Discussion:**

- Concerns with already limited parking on Eustace Road and at Ed McGregor Park.
- Whether charges could be implemented in the future and the ability to monitor usage.
- The ability to change location of systems, if under utilized.
- A report back to Council on a quarterly basis once the EV stations are installed, providing a baseline of usage and predictions on future growth.
- Request for a map on the website displaying public stations location, once operational.

**2018-227**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council approve the installation and locations for two electric vehicle (EV) Level 2 chargers, at each of the following locations:

- Eustace Road near the Royal Canadian Legion
- Ed McGregor Park Parking Lot
- District of Sooke Municipal Hall Parking Lot

AND THAT Council direct staff to issue a Request for Proposals for the Electric Vehicle Level 2 Chargers project.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**12. REPORTS FOR INFORMATION**

**12.1. Traffic Master Plan – Development & Land Use Committee Recommendation**

The Head of Planning spoke on behalf of the Committee, advising of the value in upgrading the Traffic Master Plan (TMP) and the relationship it has with the Official Community Plan.

**Council Discussion:**

- The requirements surrounding a Traffic Impact Assessment.
- Details of development tying back into the TMP.
- Positive aspects of a critical review of current system.

Council invited committee member, Herb Haldane, to address Council.

Mr. Haldane suggested that funding could be generated for future costs associated with updating the TMP, by reallocating funds from the development fees.

**2018-228**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council direct staff to investigate updating a District wide Traffic Master Plan.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**12.2. Development Permit Delegation Bylaw – Development & Land Use Committee Recommendation**

The Head of Planning spoke on behalf of the Committee, suggesting that this process would save time for both the applicant and staff.

Council invited committee member, Herb Haldane, to address Council.

Mr. Haldane, provided an overview of past practices, highlighting that newly established relationships between staff and developers will be enhanced with the reintroduction of this bylaw.

**Council Discussion:**

- Future interpretation issues with staff turnover.
- Concern with removal of the 25 units maximum.
  - There was a desire to include options in the report: additional 'units', specific density, number of units per hectare.
- Comfort level would be increased if assurance that the vision of community is followed from the *Official Community Plan*.

- Confirmation that the Development Permit has no form and character attached; this would be included in the rezoning portion of development.

**2018-229**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council direct staff to reintroduce the *Development Permit Delegation Bylaw*, with the following changes:

- Change #4 to read "Review by the Head of Planning".
- Change #4 (a) to remove "of 25 units of less".

**2018-230**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT the motion 2018-229 be divided into two parts.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**2018-231**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council direct staff to reintroduce the *Development Permit Delegation Bylaw*, with the following change:

- Change #4 to read "Review by the Head of Planning".

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**2018-232**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council direct staff to reintroduce the *Development Permit Delegation Bylaw*, with the following change:

- Change #4 (a) to remove "of 25 units or less".

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Kasper, Councillor Pearson, and Councillor Reay

**Opposed:** Councillor Parkinson

**Absent:** Councillor Berger and Councillor Logins

**13. NEW BUSINESS**

**13.1. Sooke Program of the Arts - Terms of Reference**

Councillor Parkinson requested that the following changes be made to the Sooke Program of the Arts Committee Terms of Reference:

- That the Chairperson be the Council Representative.
- The Councillor becomes a voting member.
- Quorum be changed to 3 members from majority.

**2018-233**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council authorize the following changes to the Sooke Program of the Arts Committee Terms of Reference:

- Chairperson is a voting member.
- Quorum is three (3) members.
- Councillor, chairperson, is a voting member.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**14. CORRESPONDENCE**

**Correspondence April 16 - May 3, 2018**

**2018-234**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT the correspondence received April 16 - May 3, 2018, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**14.1. Sponsorship Request - Sooke Fine Arts**

**2018-235**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council provide the Sooke Fine Arts Society with \$225 for advertising in the 2018 Show Catalogue.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**15. COUNCIL VERBAL REPORTS**

**Councillor Kasper:**

- The Seniors Summit is being held at the Prestige Hotel on May 18, 2018.

**Councillor Reay:**

- Reported on her attendance at the Consulate-General of Japan.
- Announced that the Sooke Library open house will be on May 16 at the Sooke Community Hall where the proposed design will be unveiled.
- The Demamiel Creek pedestrian crossing public consultation will be held at Seaparc on May 16.

**Mayor Tait:**

- CRD announcement that their campgrounds are open for the season.
- The Sooke Rotary dinner event held at the Prestige was a success.
- Save the date for a Health Forum on June 16, being held at the Sooke Baptist Church.

**16. NOTICES OF MOTION**

**16.1. Notice of Motion from April 5, 2018 Special Council Meeting**

Councillor Parkinson withdrew her Notice of Motion, as Ken Ebbs-Canavan & Cam MacIntyre do not wish to present the final Fire Commission report at this time.

**17. ADJOURNMENT**

**2018-236**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT the May 14, 2018, Regular Council meeting be adjourned at 9:00 p.m. and reconvene the In-Camera portion of the meeting.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
May 28, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Berger  
Councillor Kasper  
Councillor Logins  
Councillor Parkinson  
Councillor Pearson

**ABSENT:**

Councillor Reay

**STAFF PRESENT:**

Brent Blackhall, Interim CAO & Director of Finance  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety  
Carolyn Mushata, Director of Corporate Services  
Jennifer Royer-Collard, Corporate Services Assistant  
Sarah Temple, Corporate Services Assistant

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 6:01 p.m.

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

THAT this meeting be closed to the public under section 90(1)(a),(c),(g) and/or (i) of the *Community Charter* as it pertains to identifiable individuals, labour relations, litigation or potential litigation, and legal advice.

**3. CALL TO ORDER - OPEN PORTION**

Mayor Tait called the open portion of the Regular Council meeting to order at 7:02 p.m. in the Council Chamber.

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

Supplemental Information was added with Approval of the Agenda.

**5. APPROVAL OF THE AGENDA**

**2018-237**

**MOVED by Councillor Logins, seconded by Councillor Kasper:**

THAT the agenda for the May 28, 2018 Regular Meeting of Council, be adopted with the following amendments:

## Minutes for the Regular Council Meeting of the District of Sooke - May 28, 2018

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- Item No. 8.1, Public Hearing for Bylaw No. 694, Zoning Amendment Bylaw (600-53) moved to immediately follow Approval of the Agenda;
- Item 10.1 moved to immediately follow Public Question and Comment Period
- Addition of Supplemental Information to Items 8.1 and 10.1

**CARRIED.**

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

**Absent:** Councillor Reay

### 6. DELEGATIONS

#### 6.1. Zoning Bylaw Compliance & Enforcement - 5536 Sooke Road

- Ellen Lewers

Ellen Lewers, Sooke Resident, addressed Council regarding Zoning Bylaw Compliance and Enforcement at 5536 Sooke Road. Ms. Lewers provided a history of changing land use, business operations and discussions with the District of Sooke regarding these changes. Ms. Lewers estimated there to be sixteen bylaw infractions and requested that Council enforce compliance with municipal bylaws in a timely manner.

**2018-238**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council grant a five minute extension to the time allotted to presentations from delegations.

**CARRIED.**

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

**Absent:** Councillor Reay

#### 6.2. EMCS Student Art Bus Shelter Project

- Sue Garat

\*\*\*\*\*  
Councillor Logins declared a conflict of interest due to her employment with the Edward Milne Community School and left the meeting at 9:08 p.m.  
\*\*\*\*\*

Sue Garat, representing the EMCS Student Art Bus Shelter Project, addressed Council requesting consideration as a budget line item for the 2019 - 2023 Five Year Financial Plan. Ms. Garat thanked Council for their ongoing support of the program and listed the benefits to the community and the students who participate.



**2018-239**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council direct the EMCS Student Art Bus Shelter Project be added as a budget line item to the 2019 - 2023 Five Year Financial Plan in the amount of \$1,600 annually.

\*\*\*\*\*

Councillor Logins returned the to meeting at 9:12 p.m.

\*\*\*\*\*

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Absent:** Councillor Logins and Councillor Reay

## **7. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

- Gail Hall, Sooke resident, spoke regarding agenda item *10.1 Sooke Senior's Project*. Ms. Hall requested that the bylaw required to establish the Seniors/Youth Centre Reserve Fund be produced and considered and further stated that she has been unable to locate the required bylaw.
- Michael Volk, applicant for agenda item *8.1 Bylaw No. 684, Zoning Amendment Bylaw (600-53), 2018 - 7044 Maple Park Terrace and 7002 Brailsford Place*, stated he wished to speak regarding the proposed development and was informed by Mayor Tait that Council is unable to receive further information after the closure of the Public Hearing.
- Ellen Lewers, Sooke resident, spoke regarding agenda item *10.1 Sooke Senior's Project*, stating that she has also been unable to locate the required bylaw and Council requires the information it contains in order to make a decision on how the funds are to be spent. Ms. Lewers also spoke to agenda item *9.2, Bylaw No. Development Permit Delegation Bylaw, 2018* and inquired as to the authority given to the Head of Planning position, vs the authority maintained by Council.
- Diane Bernard, Sooke resident, spoke regarding agenda item *6.1 Zoning Bylaw Compliance & Enforcement - 5536 Sooke Road* and encouraged Council to deal with the issue in a timely manner. Ms. Bernard stated that bylaw infractions need to be addressed as a matter of practice, and with recognition of the impact that non-compliance has on neighbouring properties.

## **8. PUBLIC HEARINGS AND RELATED BYLAWS**

### **8.1. Bylaw No. 694, Zoning Amendment Bylaw (600-53), 2018 - 7044 Maple Park Terrace & 7002 Brailsford Place**

The Director of Development Services provided an overview of the proposed zoning amendment recommending Council give third reading and adoption to Bylaw No. 694, Zoning Amendment Bylaw (600-53), 2018, to rezone 7044 Maple Park Terrace from CD9 (Spiritwood Estates Comprehensive Development Zone) to R3 (Small Lot Residential) and to rezone 7002 Brailsford Place from Rural Residential (RU4) to R3 (Small Lot Residential)

**Council Discussion:**

- Comparison of previous density to newly proposed density. The proposed section 219 covenant guarantees lots will be 500m<sup>2</sup> and larger, despite the zone allowing 350m<sup>2</sup>.
- Commercial development in the CD9 zone has been removed.
- Suggestion of varying playground equipment from that in nearby parks or adding a lacrosse box.
- Proposed trails at 12% grade could be difficult for some users. Accessible options would increase use and pedestrian connectivity.
- Encouraging the right supply of housing and affordable housing options.
- Clarification that secondary suites would be permitted in all lots.
- Access from Brailsford is shown as pedestrian only, but design could be revisited to permit traffic. Council encouraged the applicant to revisit the design to promote traffic flow. Connection through Mountain Heights Drive to be considered as well.

Mayor Tait read a written statement advising that any person who believes their interest in the property is affected by the proposed bylaw, would be given a reasonable opportunity to be heard and to have their written submission presented at the Public Hearing.

Mayor Tait called the Public Hearing to order at 7:32 p.m.

**Public Submissions:**

- Marlene Arden, 7059 Maple Park Terrace, spoke regarding the history of development in the area, including a commitment from a previous developer to build sewer infrastructure along Maple Park Terrace. Ms. Arden stated that the current developer should honour this commitment, which would allow for property owners in the area to subdivide and create new building lots, increasing affordable housing options.
- Shawn Pell, 7063 Maple Park Terrace, spoke regarding commitment of the previous developer to install sewer infrastructure and asked that Council hold the current developer to the same commitment.
- Chris Bryant, 2404 Mountain Heights Drive, spoke regarding the impact of increased density in residential neighbourhoods. Dr. Bryant encouraged in-depth analysis of traffic, both pedestrian and vehicular, on connector roads and neighbouring streets.
- Marcel Wijnands, 7058 Maple Park Terrace, spoke in support of sewer infrastructure for Maple Park Terrace and stated his agreement with Ms. Arden and Mr. Pell. Additionally, Mr. Wijnands believes further consideration should be given to the effects of blasting and waterflow on downslope properties.
- Don Colgrave, 2239 Pyrite Drive, stated he was speaking on behalf of the owners of 7062 Maple Park Terrace, as well as residents of neighbouring areas. Mr. Colgrave expressed disappointment that the extension of sewer infrastructure down Maple Park Terrace has not been proposed as it is an opportunity to increase density on larger existing lots. Mr. Colgrave further stated that upgrades to Beaton Road should be completed before additional traffic is routed there.

- Ellen Lewers, 5526 Sooke Road, stated her concern for changing landscapes and effects on surrounding habitats, allowing for adequate parking and road widths in new developments, consideration of impact of increased traffic on all feeder roads including Sooke Road, cost of maintaining playground equipment, and the affordability of housing including rental suites.
- Michael Volk, applicant, addressed concerns regarding housing affordability and offered examples of financing options for homebuyers. Mr. Volk stated that the developer will have a proposal for affordable housing in the downslope properties, as the upslope properties are costly to service. Mr. Volk outlined the five year maintenance agreement proposed for playground equipment and the associated warranties. In regards to sewer infrastructure on Maple Park Terrace, Mr. Volk stated that the current developer viewed this as an amenity contribution and had offered additional amenities over the previous development in the form of parkland dedication. Several properties along Maple Park Terrace have been serviced by the development's gravity sewer system, but not all properties were suitable. Mr. Volk stated that he was willing to work with the owners of properties on Maple Park Terrace to ensure they were connected to appropriate sewer infrastructure. In response to written input regarding an easement on neighbouring property, Mr. Volk clarified that access was not required through this area.

### **Council Discussion:**

- Clarification that the 5 year maintenance of playground equipment begins when the playground is built, not completion of all phases of development.
- Options for sewer infrastructure on Maple Park Terrace and possible cost sharing arrangements.
- Mr. Volk stated that the developer is willing to cover the cost of installing the required sewer infrastructure for the Maple Park Terrace properties included in the existing CD9 Comprehensive Development Zone covenant. Council would like to see this agreement in writing, as well as commitment to open the Brailsford Road connection to vehicle traffic.

### **Public Submissions:**

- Jeff Bateman, 7083 Briarwood Place, expressed concerns regarding large development on a sloped landscape, as well as ensuring adequate parking.
- Don Colgrave, 2239 Pyrite Drive, stated that the commitment of the previous developer regarding sewer infrastructure should be honoured. Mr. Colgrave spoke regarding the design of the development and ensuring that design standards are met throughout construction, as well as stating his disagreement some suggested property financing suggestions by Mr. Volk.
- Ellen Lewers, 5526 Sooke Road, inquired as to whether the current proposal is a decrease in density if suites are allowed, as this may not have been the case in the original development.
- Michael Volk, applicant, stated that much consideration had been given to the layout of the development.

The Public Hearing was closed at 8:30 p.m.

**Council discussion:**

- Housing affordability requires that new lots be brought to the market in order for homes to be built. A wide variety of housing will encourage a wide variety of buyers. Affordable housing policy should examine incentives for developers.
- Density with secondary suites requires careful consideration of parking, road and sidewalk infrastructure.

**2018-240**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council give third reading to Bylaw No. 694, Zoning Amendment Bylaw (600-53), 2018

**DEFEATED**

**In Favour:** Councillor Kasper, Councillor Pearson, and Councillor Berger

**Opposed:** Mayor Tait, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Reay

**9. BYLAWS**

- 9.1. **Bylaw No. 704, Election Procedures Amendment Bylaw (602-1), 2018**  
RPT -2018-0054, 3900.00,

The Corporate Officer provided an overview of the written staff report recommending changes to the Election Procedures Bylaw, allowing for candidate nomination forms to be posted on the District of Sooke website.

**2018-241**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council give first reading to Election Procedures Amendment Bylaw No. 704 (602-1), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-242**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council give second reading to Election Procedures Amendment Bylaw No. 704 (602-1), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-243**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council give third reading to Election Procedures Amendment Bylaw No. 704 (602-1), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

9.2. **Bylaw No. 705, Development Permit Delegation Bylaw, 2018**

RPT -2018-0056, 3900-20,

The Head of Planning presented an overview of the written staff report outlining proposed changes to delegated authority of the Head of Planning.

**Council discussion:**

- Development Permits are for form and character only and the proposed bylaw will allow for expedited development.
- Recommendation is supported by the Land Use and Development Committee.

**2018-244**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT Council give first reading to the bylaw cited as *Development Permit Delegation Bylaw No. 705, 2018*

**CARRIED.**

**In Favour:** Councillor Berger, Mayor Tait, Councillor Kasper, Councillor Logins, and Councillor Pearson

**Opposed:** Councillor Parkinson

**Absent:** Councillor Reay

**2018-245**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT Council give second reading to the bylaw cited as *Development Permit Delegation Bylaw No. 705, 2018*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Logins, and Councillor Pearson

**Opposed:** Councillor Parkinson

**Absent:** Councillor Reay

**2018-246**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

THAT Council give third reading to the bylaw cited as *Development Permit Delegation Bylaw No. 705, 2018*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Opposed:** Councillor Logins

**Absent:** Councillor Reay

9.3. **Bylaw No. 706, Council Procedure Amendment Bylaw (258-2), 2018**

RPT -2018-0058, 3900.00,

The Corporate Officer provided an overview of the written staff report recommending changes to the Council Procedure Amendment Bylaw, allowing for changes to date of inaugural meeting arising from changes to the legislation.

**2018-247**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

THAT Council give first reading to Council Procedure Amendment Bylaw No. 706 (258-2), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-248**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

THAT Council give second reading to Council Procedure Amendment Bylaw No. 706 (258-2), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-249**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

THAT Council give third reading to Council Procedure Amendment Bylaw No. 706 (258-2), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

**10. REPORTS REQUIRING ACTION**

**10.1. Sooke Seniors Project**  
RPT -2018-0047, 1850-20,

The Interim Chief Administrative Officer provided an overview of the written staff report.

**Council discussion:**

- Clarity from staff regarding procedure moving forward. The Interim Chief Administrative Officer stated that an amendment to the financial plan bylaw and further written agreements would be required before any of the funds were transferred and the Senior's Drop-In Centre is looking for approval in principle.
- Required reserve bylaw to be brought forward for review.
- Upcoming Committee of the Whole meeting to discuss an overall plan for Lot A land use.

**2018-250**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council agree in principle to commit the entire \$252,577.53 balance, plus applicable interest, of the Seniors/Youth Centre Reserve Fund to the Sooke Seniors Drop-in Centre group for the purposes of the Sooke Seniors Drop-in Centre and Affordable Seniors Housing project;

AND THAT Council approve, in principle, the use of a yet-to-be determined portion of LOT A for the Sooke Seniors Drop-in Centre and Affordable Seniors Housing project;

AND THAT Council direct staff to prepare draft agreements with the applicable parties regarding conditions to be met prior to release of the reserve account funding and conditions to be met before the District commits to the use of Lot A for the project.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-251**

THAT Council direct staff to schedule a design planning exercise for Lot A land use.

**CARRIED.**

**10.2. Development Permit - 2119 Charters Road**  
RPT -2018-0035, 1332, PLN01352

The Planner II presented a PowerPoint and overview of the written staff report, recommending issuance of Development Permit PLN01352 for the purposes of constructing 22 townhouse units at 2119 Charters Road.

**Council discussion:**

- Location and amenities ideal for families.
- Forest walk pedestrian infrastructure permits movement throughout site. Solar lighting and animal-safe refuse containers contribute to resident safety.

**2018-252**

**MOVED by Councillor Logins, seconded by Councillor Kasper:**

THAT Council authorize issuance of Development Permit PLN01352 for the purposes of constructing 22 townhouse units at 2119 Charters Road.

**CARRIED.**

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

**Absent:** Councillor Reay

10.3. **Appointment of Election Officers**

RPT -2018-0053, 4200.00,

The Corporate Officer provided an overview of the written staff report.

**Council discussion:**

- School board candidates will be on municipal ballots, with a cost sharing agreement in place.

**2018-253**

**MOVED by Councillor Parkinson, seconded by Councillor Berger:**

THAT Council appoint Carolyn Mushata, Corporate Officer as the Chief Election Officer for the 2018 Local Government Election, with power to appoint other election officials as required for the administration and conduct of the 2018 Local Government Election pursuant to Section 58 of the *Local Government Act*.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-254**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT Council appoint Patti Rear, Deputy Corporate Officer as the Deputy Chief Election Officer for the 2018 Local Government Election.

**CARRIED.**

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

**Absent:** Councillor Reay



10.4. **Appointment of Bylaw Enforcement Officer**

RPT -2018-0052, 2510.01,

The Corporate Officer provided an overview of the written staff report.

**2018-255**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council appoint Robert Jones as Bylaw Enforcement Officer for a two month term effective May 23, 2018 to July 22, 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

**11. NEW BUSINESS**

There were no New Business items presented.

**12. CORRESPONDENCE**

12.1. **Correspondence received May 3, 2018 - May 18, 2018**

**Council discussion:**

- Fire Chief to comment on correspondence from RCMSAR at upcoming Council meeting.
- Correspondence regarding speeding on Phillips Road to be referred to RCMP.
- Mayor Tait to issue proclamations as per written requests.

**2018-256**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT the correspondence received May 3 - May 18, 2018, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-257**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT the correspondence from C. Eastgaard regarding speeding on Phillips Road be referred to the RCMP.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-258**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT the proclamation requests for Action Awareness Day and Built Green BC be fulfilled by Mayor Tait.

**CARRIED.**

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

**Absent:** Councillor Reay

### **13. COUNCIL VERBAL REPORTS**

Councillor Parkinson reported on attending:

- Wild Wise Sooke meeting and joining as a member of the committee.
- Open House for DeMamiel Creek pedestrian crossing.
- Vancouver Island Regional Library Open House.
- Seniors Summit on Aging with Grace
- Sooke Program of the Arts Committee meeting.
- Sooke Economic Development Group and Sooke Regional Tourism Association information session.
- BC Fire Training Officers Conference Opening Ceremony.

Councillor Pearson reported on:

- Sooke Economic Development Group and Sooke Regional Tourism Association information session.
- Sooke Family Resource Society Family Fun Day.
- Significant fisheries closure announced which will have a great impact on Sooke.

Councillor Kasper reported on:

- Seniors Summit on Aging with Grace.
- Sooke Economic Development Group and Sooke Regional Tourism Association information session.

Councillor Berger reported on:

- Land Use and Development Committee.

Mayor Tait reported on:

- UBCM Executive Committee meetings.
- Recent travel to California and opportunity to observe traffic infrastructure and wildfire damage.
  - Reports expected to come forward to Council regarding DeMamiel Creek pedestrian crossing and development of Library.
- Upgrades to intersection at Otter Point Road and expected Ministry of Transportation Open House regarding further Highway 14 work.
- Sooke Community Health Planning Open House scheduled for June 16 at Sooke Baptist Church.

**14. NOTICES OF MOTION**

There were no Notices of Motion presented.

**15. REPORT OF RELEASED IN-CAMERA RESOLUTIONS**

There were no In-Camera Resolutions released.

**16. ADJOURNMENT**

**2018-259**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT the meeting, be adjourned at 10:07 p.m.

**CARRIED.**

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

**Absent:** Councillor Reay

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
June 11, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Berger  
Councillor Logins  
Councillor Parkinson  
Councillor Pearson  
Councillor Reay

**STAFF PRESENT:**

Brent Blackhall, Interim CAO & Director of Finance  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety (left at 7:10 p.m.)  
Carolyn Mushata, Corporate Officer  
Dan Skidmore, Manager of Wastewater (left at 8:15 p.m.)  
Ivy Campbell, Head of Planning  
Laura Hooper, Parks & Environmental Services (left at 8:58 p.m.)  
Brian Derrick, Engineering Technologist (left at 9:00 p.m.)  
Jennifer Royer-Collard, Corporate Services Assistant

**ABSENT:**

Councillor Kasper

**GUEST:**

Cam Norris-Jones, Firefighter (left at 7:10 p.m.)

**1. CALL TO ORDER**

Mayor Tait called the Regular Council meeting to order at 6:00 p.m.

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

**2018-260**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT this meeting be closed to the public under section 90(1)(c) and (g) of the *Community Charter* as it pertains to labour relations or other employee relations and litigation or potential litigation.

**CARRIED.**

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

**Absent:** Councillor Kasper

**3. CALL TO ORDER - OPEN PORTION**

Mayor Tait called the open portion of the Regular Council meeting to order at 7:05 p.m.

Mayor Tait recognized Captain Cam Norris-Jones, of the Sooke Fire Rescue Department, for receiving the BC Fire Training Officer of the Year award at the British Columbia Fire Training Officers Association Conference, which was held in Sooke May 23-31, 2018.

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

New Business/ Supplementary information were added with the Approval of the Agenda.

**5. APPROVAL OF THE AGENDA**

**2018-261**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT the agenda for the June 11, 2018 Regular Meeting of Council, be adopted as amended:

- Addition of Item, No. 11.4. *Parks & Environmental Services Pick-up Truck.*
- The Reconsideration Request by the Mayor, move to Item No. 12.1.

**CARRIED.**

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

**Absent:** Councillor Kasper

**6. ADOPTION OF MINUTES**

**Minutes of the Regular Meetings of Council**

**2018-262**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT the minutes of the May 14 and 28, 2018 Regular meetings of Council, be adopted as circulated.

**CARRIED.**

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

**Absent:** Councillor Kasper

**7. DELEGATIONS**

**7.1. Canada Day Funding**

\*\*\*\*\*

Councillor Parkinson declared a conflict, as she is on the Board, leaving at 7:12 p.m.

Councillor Pearson declared a conflict, as a partner at large, leaving at 7:12 p.m.

\*\*\*\*\*

Al Beddows, Sooke Lions member, addressed Council requesting consideration of the Canada Day Funding as a budget line item, for \$10,000, in the 2019-2023 Five Year Financial Plan. Mr. Beddows highlighted that the Sooke Lions have managed Canada Day for years and will continue for many years into the future. Noted that this request will be for 2019 and moving forward.

**Council Discussion:**

- Entry to the Canada Day event is by donation.
- Shuttle Bus service will continue to be provided.

**2018-263**

**MOVED by Councillor Reay, seconded by Councillor Logins:**

THAT Council direct staff bring a report forward outlining the request and its feasibility, for the next 5-year financial plan.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Logins, and Councillor Reay

**Absent for the Vote:** Councillor Parkinson, and Councillor Pearson

**Absent:** Councillor Kasper

\*\*\*\*\*  
Councillor Parkinson & Councillor Pearson returned to the meeting at 7:18 p.m.  
\*\*\*\*\*

7.2. **Suitable Wharf Location**

Dr. Philip Ney presented to Council on the community support needed for a sea-bound rehabilitation program for youth. Dr. Ney provided his experiences in assisting youths and their families struggling with addiction, in various locations through out the world. The request is for wharf space, or moorage, in Sooke where he would be able to berth his vessel.

**2018-264**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council direct staff to write a letter supporting Dr. Philip Ney's need for moorage at the government dock, in Sooke; and

THAT Council direct staff to write a letter requesting one (1) member of Council, sit on the Harbour Authority board.

**CARRIED.**

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

**Absent:** Councillor Kasper

7.3. **Charter for Compassion Awareness Drive**

Mr. Mark Ziegler, spoke on behalf of the Sooke Region Multi-Belief Initiative, requesting support in achieving special designation as a Compassionate Community. This support would be in the way of affirming the Charter of Compassion, included in the agenda materials, with individual Council signatures. There will be a Compassionate Action Plan, submitted alongside the affirmations and a plan for future actions to support a compassionate community.

**2018-265**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council endorse the Charter for Compassion, by individually signing affirmations.

**CARRIED.**

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

**Absent:** Councillor Kasper

**7.4. Expanded Local Government Advertising**

Ms. Britt Santowski, from the Sooke Pocket News, presented to Council on the legislative requirements of advertising within a print newspaper. Ms. Santowski requested a resolution be drafted to the Union of British Columbia Municipalities (UBCM) for a change in the definition of "newspaper" in the Interpretation Act, to read: 'a provision requiring publication in a newspaper, means a publication, intended for general circulation, published regularly at intervals of not longer than a week, consisting in great part of news of current event of general interest'. This would allow for an increased reach of notification and competitive rates.

**Council Discussion:**

- The formality requirements surrounding resolutions being put forward to UBCM, through AVICC.
- Previous motions have been brought forward; including policy implications, the need for future engagement and consultation on the adjustments required for changing times.

**2018-266**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council direct staff to send a query to UBCM, copy North Cowichan, Penticton and AVICC, on the status of the change beginning considered to advertising.

**CARRIED.**

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

**Absent:** Councillor Kasper

**2018-267**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council direct staff to submit the proposed resolution regarding changes to the definition of 'newspaper' to AVICC.

**CARRIED.**

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

**Absent:** Councillor Kasper

**7.5. Capital Regional District Bylaw 4225**

Ms. Gail Hall, Sooke Resident, addressed Council on the implementation and lack of communication, by the Capital Regional District (CRD), surrounding changes to on-leash-dog requirements in Sooke Region parks. Ms. Hall would like to see options made available for off-leash-dogs in Sooke and along CRD trails, such as seasonal areas or times of the day or days of the week.

**Council Discussion:**

- Options for a marker, under effective control - off leash area, at the end of the Galloping Goose Trail along the Potholes trail.
- Concerns with areas affected, why changes occur and when these came into place.
- Enforcement implementation without dialogue in the community.

**2018-268**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council direct staff to invite CRD Parks to present on the implementation of dog-on-leash requirements in Sooke Region Parks.

**CARRIED.**

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

**Absent:** Councillor Kasper

**8. UNFINISHED BUSINESS**

**8.1. Wastewater Capacity and Condition Overview**

Shaun Swarbrick, Stantec Engineering, provided an overview of the District of Sooke's Wastewater collection and treatment system. Reviewing all components; lift station locations, sewer area serviced, current and future capacity, allowances for peak times and infiltration. Mr. Swarbrick identified areas under review and plans for repairs, expectations of growth rate, implementation of storm water management plan, ongoing assessment in storm season to establish a clear picture of capacity and flexibility for future requirements.

**Council Discussion:**

- The need to ensure funding allocations in the 5-year Financial Plan for capital works projects, related to the Treatment facility.
- Concerns with need to address expansion of the plant and system.
- Inquiries into infiltration repairs.

**9. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:



- Derek Lewers, Sooke resident, spoke to the meeting minutes from May 28, 2018, requesting to know what the plan and timeline will be for enforcement of the Zoning infractions at 5536 Sooke Road.
  - In response to Mr. Lewers inquiry, the Corporate Officer states this was a issue with legal implications and could not be discussed at an open meeting.
- Ellen Lewers, Sooke resident, spoke regarding Item No.11.2. *Sooke Senior/ Youth Account*, referencing Community Advisory Committee meeting minutes that a transfer from the casino revenue fund is not supportive of the money being provided solely to the seniors group.

## **10. BYLAWS**

### **10.1. Bylaw No. 695, Zoning Amendment Bylaw (600-54), 2018 - 6829 Grant Road**

A Bylaw to amend zoning on the property at 6829 Grant Road West from Small Scale Agriculture (RU3) to Small Lot Residential (R3) and Medium Density Multi Family 2 (RM2).

The Head of planning provided a Power Point presentation and overview of the written staff report, highlighting affordable housing contribution of cash in lieu (\$500 per unit), park dedication with an urban walking trail and road dedication with connection to Eustace Road.

#### **Council Discussion:**

- Appreciation for the road network enhancements.
- Confirmation that the park dedication will connect with walking trails.
- Assurance that adequate parking will be planned.

#### **2018-269**

##### **MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council grant First and Second reading to *Zoning Amendment Bylaw No. 695 (600-54), 2018*.

**CARRIED.**

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

**Absent:** Councillor Kasper

#### **2018-270**

##### **MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT a Public Hearing be scheduled for *Zoning Amendment Bylaw No. 695 (600-54), 2018*, in accordance with section 466 of the Local Government Act.

**CARRIED.**

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

**Absent:** Councillor Kasper

**2018-271**

**MOVED by Councillor Reay, seconded by Councillor Berger:**

THAT prior to final adoption of *Zoning Amendment Bylaw 695 (600-54), 2018*, the owner be required to enter into section 219 covenants registered in priority of all other charges on title for parks and trail dedication and construction, road dedications and Affordable Housing Reserve Fund contributions as determined by the Head of Planning.

**CARRIED.**

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

**Absent:** Councillor Kasper

10.2. **Development Permit Delegation Bylaw No. 705, 2018**

A Bylaw to delegate Council's powers in respect to Development Permits.

**2018-272**

**MOVED by Councillor Pearson, seconded by Councillor Berger:**

THAT Council adopt the bylaw cited as *Development Permit Delegation Bylaw No. 705, 2018*.

**CARRIED.**

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

**Absent:** Councillor Kasper

10.3. **Zoning Amendment Bylaw No. 707 (600-56), 2018 - 6929 West Coast Road (Prestige Hotel Marina)**

A Bylaw to amend the zoning on a portion of the water lot located adjacent to the District of Sooke Boat Launch and Prestige Hotel, together with unsurvey Crown foreshore or land covered by water being part of the bed of Sooke Harbour, all within Sooke District, from Passice Recreation (W1) to Marina (W3).

The Head of Planning provided a PowerPoint Presentation and overview of the written staff report, highlighting that the *Official Community Plan (OCP)* supports this development as it enhances economic development.

**Council Discussion:**

- The VIHA comment, regarding concerns around air/noise pollution, being addressed correctly and adequately.
- Implementation of restricted and notification, of time-frame of float plane traffic.
- Issues with sight-line impacts of neighbors.
- Distant between neighbouring docks, Provincial legislation with no jurisdiction of the District.
- Inquiries into where float-planes would be tied down.
  - The Head of Planning will ensure the applicant provides the details surrounding these concerns.

- Notification to all those who are along the water, even if outside required legislation.
  - The Corporate Officer recommended Council maintain the same standard for all applications, which are set out in the *Community Charter* and *Local Government Act*.

**2018-273**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council give First and Second reading to *Zoning Amendment Bylaw No. 707 (600-56)*, 2018.

**CARRIED.**

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

**Opposed:** Councillor Berger

**Absent:** Councillor Kasper

**2018-274**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT a Public Hearing be scheduled for *Zoning Amendment Bylaw No. 707 (600-56)*, 2018, in accordance with section 466 of the Local Government Act.

**CARRIED.**

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

**Absent:** Councillor Kasper

**11. REPORTS REQUIRING ACTION**

**11.1. Kennedy Street South Drainage Project**

The Engineering Technologist provided an overview of the written staff report, highlighting the design drawings and the area improvements to be completed.

**Council Discussion:**

- The future pedestrian access to the water at the bottom section of the road to the beach.
  - The Engineering Technologist stated that a 3 – 4 meter path is planned for this location, with construction to occur next year.

**2018-275**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council authorize staff to award the RFQ for the Kennedy Street South Drainage project to Plan Contracting Ltd. in the amount of \$84,750 +GST

**CARRIED.**

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

**Absent:** Councillor Kasper

**11.4. Parks Equipment Purchase**

The Head of Parks and Environmental Services provided an overview of the written staff report, highlighting there would be an additional cost increase due to the selection of an eco-boost engine which will increase fuel efficiency.

**2018-276**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council approve Suburban Motors (Ford) as the successful proponent under the request for quotes for the purchase of a 1/2 tonne extended cab pick-up truck in the amount of \$39,322.00 + levies + taxes.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Logins, Councillor Pearson, and Councillor Reay

**Opposed:** Councillor Parkinson

**Absent:** Councillor Kasper

**11.2. Seniors/Youth Facility Reserve Account**

Accountability over expenditures for the Seniors/Youth Facility reserve account funding.

The Chief Administrative Officer provided an overview of the written staff report, highlighting that internal expropriation of the funding can occur and that there is no bylaw currently in place, which doesn't include strict stipulations on spending. A new bylaw is not required but is an option for accountability.

**Council Discussion:**

- Assurance that funds placed into that Bylaw Reserve Fund are used specifically for a facility.
- Accountability of the entity receiving the funding, ensure the bylaw identified who will be allowed to use the funding and for what purpose.
  - Scheduling of a Committee of the Whole meeting for further discussion on the usage.
- Clarity on group usage, previous conversations were around Seniors, not Youth. Council's desire is for a variety of community groups to have access to this facility.
- Community center committee past recommendations need to be revisited to back date the establishment of funding.

**2018-277**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council direct staff to bring forward a Reserve Fund Bylaw for the Seniors / Youth Facility Reserve account.

**CARRIED.**

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

**Absent:** Councillor Kasper

11.3. **Affordable Housing Committee - Terms of Reference**

Adoption of the Terms of Reference for the Affordable Housing Committee.

Given the scope of the committee responsibilities with regards to policy and OCP alignment, staff recommends the addition of planning staff support as required to the Terms of Reference.

Staff requested clarification on creating an Affordable Housing definition for consideration by Council (1st bullet under Affordable Housing Strategy) and recommended changing the word "create" to "review" as there is an existing definition in the District's OCP that was developed using the CMHC definition.

**Council Discussion:**

- Advertising requirements, as soon as possible with Sooke Pocket News and Sooke News Mirror.
- Desire for a Media release to increase messaging

**2018-278**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council adopt the Terms of Reference for the Affordable Housing Committee, as amended.

**CARRIED.**

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

**Absent:** Councillor Kasper

**12. NEW BUSINESS**

12.1. **Reconsideration Request from the Mayor**

Under section 131 of the *Community Charter*, Mayor Tait requested the reconsideration of Bylaw No. 694, *Zoning Amendment Bylaw (600-53), 2018* at 7044 Maple Park Terrace and 702 Brailsford Place.

Mayor Tait noted that information has been received from the public which has tainted the overall outlook of the project.

The following options were provided to Council:

1. Reconsider 3rd reading of the Bylaw, as is.
2. Receive a recommendation from staff based on suggestions from the applicant regarding measures that could be taken to accommodate representations.
3. Postpone reconsideration of 3rd reading of the bylaw, hold a new Public Hearing and direct staff to prepare a new staff report including answers to all additional information.

**Council Discussion:**

- Process.
- Request for information on the following issues to be provided at the new Public Hearing:
  - Brailsford sewer connection.
  - Agreement for original Maple Park Terrace sewer Development Permit.
  - Installation of bollards at Brailsford.
  - Affordable housing, comparative of current zoning outline and previous contribution option, as build out was a greater contribution.
  - Playground equipment should be selected by staff, to ensure diversity.
  - Parking options.

**2018-279**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council postpone reconsideration of Third reading of the bylaw cited as *Zoning Amendment Bylaw No. 694 (600-53), 2018* and schedule a new Public Hearing.

**CARRIED.**

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

**Absent:** Councillor Kasper

**13. CORRESPONDENCE**

**Correspondence from May 23 - June 7, 2018**

**Council Discussion:**

- Item E, BC Hydro Invitation - Request a meeting (Councillor Parkinson & Mayor Tait to discuss local issues of concern, then submit a request to meet form).
- Item G, Speculation Tax - Direct any concerned citizens to Ryan Callioux.
- Item H, Games Opportunity for Greater Victoria - District should write a letter of support for the 55+ BC Games including activities that could be hosted in Sooke.

**2018-280**

**MOVED by Councillor Reay, seconded by Councillor Berger:**

THAT the correspondence received May 23 - June 7, 2018, be received and filed accordingly for the record.

**2018-281**

**MOVED by Councillor Reay, seconded by Councillor Berger:**

THAT Council amend resolution 2018-280, to include writing a letter of support for the Greater Victoria Sport Tourism Commission to host the 55+ BC Games.

**CARRIED.**

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

**Absent:** Councillor Kasper

2018-280 as amended was PUT and CARRIED.

13.1. **Sooke Fishing Closures**

Concerns regarding the Department of Fisheries and Oceans Area 20 closure, off the shores of the District of Sooke.

**Council Discussion:**

- Lack of public and local government consultation.
- Loss of an economic driver for Sooke; the community is being viewed as closed for fishing. Decreasing business into our small rural town.
- Proposal on mutually agreed area closures between Sheringham Point to Port Renfrew, was reached at a meeting between the DFO and local advocacy fishing groups which was changed without notification or further discussion.
- The boundary encroaches farther than initially proposed and eliminates the option to fish for rockfish and halibut.
- The area is only closed to sport fishing not to commercial crabbing, whale watching or other commercial vessels.
- Follow up on invitation for DFO to attend Council and address concerns regarding closures.

**2018-282**

**MOVED by Councillor Pearson, seconded by Councillor Logins:**

THAT Council direct staff to write letters to all DFO minister outlining Community Fishing contributions to enhance Salmon and the negative impacts on the community.

**CARRIED.**

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

**Absent:** Councillor Kasper

**14. COUNCIL VERBAL REPORTS**

**Mayor Tait:**

- The Draft 2017 Annual Report is available and will be open for public input at the June 25th Committee of the Whole Meeting.
- In combination with the South Island Division of Family Practice and VIHA, the Sooke Primary Health Care Working Group is hosting a public input session on advancement in Sooke health care on June 16th at the Sooke Baptist Church.
- Meeting with Health Minister advocating for Sooke's public health care services.
- Edward Milne Community School Grad event attendance.

## **Minutes for the Regular Council Meeting of the District of Sooke - June 11, 2018**

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- Mobile health clinic coming to Sooke at the end of June, with the primary out reach to those who do not receive medical coverage.
- The Ministry of Transportation will present their Corridor study and design for Sooke River Road and highway 14 improvements on June 19th at the Sooke Community Hall.

### **Councillor Parkinson:**

- Attendance at Federal Canadian Municipalities conference in Halifax.
- Sewer treatment plant tour and visits to the lift stations in need of external refurbishment.

### **Councillor Logins:**

- Attendance at Federal Canadian Municipalities conference in Halifax.

### **Councillor Berger:**

- Development and Land Use Committee discussions have included the need to update outdated plans.

### **Chief Administrative Officer Update**

- The draft 2017 Annual Report is prepared and posted on the District website and copies are available at Municipal Hall for viewing.
- Acknowledgement for our Fire Chief's well received presentation of the District Asset Management program at the Fire Chief's Conference.
- The position of the Deputy Director of Finance has been filled.

## **15. ADJOURNMENT**

**2018-283**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the June 11, 2018, Regular Council meeting be adjourned at 9:48 p.m.

**CARRIED.**

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

**Absent:** Councillor Kasper

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**





MINUTES  
District of Sooke  
Regular Council Meeting  
June 25, 2018 7:00 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:**

Brent Blackhall, Interim CAO & Director of Finance  
Rob Howat, Director of Development Services  
Carolyn Mushata, Corporate Officer  
Laura Hooper, Head of Parks & Environmental Services (left at 9:44 p.m.)  
Ivy Campbell, Head of Planning (left at 9:44 p.m.)  
Teunesha Evertse, Planner II (left at 9:04 p.m.)  
Brian Derrick, Engineering Technologist (left at 9:44 p.m.)  
Medea Mills, Bylaw Enforcement and Compliance (left at 8:14 p.m.)  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Logins

**1. CALL TO ORDER - OPEN PORTION**

Mayor Tait called the Regular Council meeting to order at 7:01 p.m. in the Council Chamber, announcing the meeting will not be broadcast live nor recorded due to technical difficulties.

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

**3. APPROVAL OF THE AGENDA**

**2018-284**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT the agenda for the June 25, 2018 Regular Meeting of Council, be adopted with the following amendments:

- Removal of Item 9.1 RCMP Quarterly Update
- Supplemental Information added to the following items:
  - Item 7.3. Bylaw No. 708, Zoning Bylaw Amendment (600-57), 2018 – 6868 Beaton Road
  - Item 7.4. Bylaw No. 711, Zoning Bylaw Amendment (600-60), 2018 – 2330 Sunriver Way
  - Item 11.3 Correspondence from UBCM re: Meeting Requests at Annual Convention

**CARRIED.**

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

**Absent:** Councillor Logins

**4. ADOPTION OF MINUTES**

**Minutes of the Regular meeting of Council**

- June 11, 2018 - Regular

**2018-285**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT the minutes of the June 11, 2018 Regular meeting of Council, be adopted as circulated.

**CARRIED.**

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

**Absent:** Councillor Logins

**5. DELEGATIONS**

**5.1. Sooke Tennis and Pickleball Group**

- Resurfacing and Improvements to Throup Road Courts

Marilyn Erickson, representing the Sooke Tennis and Pickleball Group, spoke to the organization's request for additional funding to complete improvements to the tennis courts on Throup Road. Ms. Erickson stated that the Sooke Community Association, who own the tennis courts, are supportive of the improvements which will include resurfacing the courts, new lines, new posts and new nets. Volunteers from the Sooke Tennis and Pickleball Group have been maintaining the courts and conducting surveys to determine the ideal configuration of new courts.

**Council discussion:**

- Budget allocations for the current fiscal year are complete, including Community Grant funding.
- Possibility of working with the Sooke Community Association and SEAPARC to discuss funding agreements.
- Community Grant funding was awarded to the Sooke Tennis and Pickleball for 2018. Diversified funding, including community fundraising and alternative grant sources are encouraged.

**2018-286**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT the District of Sooke meet with the Sooke Community Association and SEAPARC to explore possible agreements for the Sooke Tennis and Pickleball group.

**CARRIED.**

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

**Absent:** Councillor Logins

5.2. **Sooke Minor Fastball - Gorana Wilson**

Gorana Wilson, representing Sooke Minor Fastball, spoke to the organization's request for funding. Ms. Wilson provided an overview of Sooke Minor Fastball's long history in the community and highlighted some challenges regarding aging infrastructure.

**Council discussion:**

- Clarification regarding seasonal usage and optimal timing for maintenance activities.
- Similar to the previous delegation, the Sooke Community Association owns the ball fields. Opportunities may exist to work with the Community Association and SEAPARC to explore agreements.
- Community Grant funding has been allocated for 2018, but an application can be submitted for 2019 consideration.

**2018-287**

**MOVED by Councillor Pearson, seconded by Councillor Kasper:**

THAT Sooke Minor Fastball be included in discussions with the Sooke Community Association, SEAPARC and the District of Sooke to explore opportunities for improvements to the Sooke ball diamonds.

**CARRIED**

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

**Absent:** Councillor Logins

**6. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

- Jeff Bateman, Sooke resident, spoke regarding agenda item 8.7 *Transportation Master Plan*, and item 8.9 *Parks and Trails Master Plan*. Mr. Bateman stated that any update of these plans should include relevant community information that is contained in the current versions. Mr. Bateman further stated that at the recent Ministry of Transportation and Infrastructure Open House a "roundabouts first" policy was referenced for Sooke.
- Mayor Tait clarified that a roundabout was discussed for the intersection of Sooke Road and Sooke River Road, but that a traffic light was determined to be preferable.
- John Schmidt, Sooke resident, spoke regarding agenda item 8.2 *DP and DVP - Sooke Road Cohousing*. As a neighbouring property owner, Mr. Schmidt inquired as to the number of buildings approved for the site, and whether proposed construction will impede the view from Mariner's Village.
- Mayor Tait stated that a public consultation was held at the time of rezoning, but that further information would be included in the staff presentation.
- Gail Hall, Sooke resident, spoke regarding item 8.6 *Sooke River Road Drainage*. Ms. Hall stated that she frequently drives Sooke River Road and that the flooded area can easily be navigated with careful driving. Ms. Hall encouraged Council to consider the expense of repairing the drainage when determining whether to move forward.

- Derek Lewers, Sooke resident, spoke regarding items 5.1 *Sooke Tennis and Pickleball Group* and item 5.2 *Sooke Minor Fastball*, suggesting that the schools may be interested in contributing funding if there was a possibility to partner on usage. Mr. Lewers further inquired as to whether there were any updates regarding bylaw infractions at 5536 Sooke Road.
- Mayor Tait stated that there were no updates.

**7. BYLAWS**

**7.1. Bylaw No. 704, Election Procedure Amendment Bylaw, 2018**

A bylaw to amend the *Election Procedure Bylaw*.

**2018-288**

**MOVED by Councillor Berger, seconded by Councillor Reay:**

THAT Council adopt the bylaw cited as *Elections Procedures Amendment Bylaw No. 704 (602-1), 2018*.

**CARRIED.**

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

**Absent:** Councillor Logins

**7.2. Bylaw No. 706, Council Procedure Amendment Bylaw, 2018**

A bylaw to amend the *Council Procedure Bylaw*.

**2018-289**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council adopt the bylaw cited as *Council Procedure Amendment Bylaw No. 706 (258-2), 2018*.

**CARRIED.**

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

**Absent:** Councillor Logins

**7.3. Bylaw No. 708, Zoning Amendment Bylaw (600-57), 2018**

A bylaw to amend the zoning of 6868 Beaton Road from Medium Lot Residential (R2) to Small Lot Residential.

The Planner II provided a Power Point presentation and overview of the written staff report.

**Council discussion:**

- Clarification that the lot is being pre-zoned for future development.
- Reference to a sidewalk extension on Maple Avenue South, should read "Maple Avenue North".

**2018-290**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council give first and second reading to the bylaw cited as *Zoning Amendment Bylaw No. 708 (600-57), 2018*

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-291**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT a Public Hearing be scheduled for *Zoning Amendment Bylaw No. 708 (600-57), 2018*, in accordance with Section 466 of the *Local Government Act*.

**CARRIED.**

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

**Absent:** Councillor Logins

**7.4. Bylaw No. 711, Zoning Text Amendment Bylaw - 2330 Sunriver Way**

A bylaw to amend Bylaw No. 600, *Sooke Zoning Bylaw, 2013* for the purposes of amending the CD2 zone.

\*\*\*\*\*

Councillor Berger declared a conflict of interest, as her husband is a subcontractor for Sunriver, and left the meeting at 7:54 p.m.

\*\*\*\*\*

The Head of Planning provided a PowerPoint presentation and overview of the written staff report.

**2018-292**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council give first and second reading to the bylaw cited as *Zoning Amendment Bylaw No. 711 (600-60), 2018*.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

**2018-293**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT a Public Hearing be scheduled for *Zoning Amendment Bylaw No. 711 (600-60)* in accordance with the *Local Government Act*.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Logins

\*\*\*\*\*  
Councillor Berger returned to the meeting at 7:58 p.m.  
\*\*\*\*\*

**8. REPORTS REQUIRING ACTION**

**8.1. Inter-Community Business Licences**

The Bylaw Enforcement and Compliance Officer provided an overview of the written staff report.

**Council discussion:**

- Clarification regarding "Ministry of Small Business and Red Tape Reduction", has since been renamed to "Ministry of Jobs, Trade and Technology."
- Communities listed in the staff report have not yet committed to the Inter-Community Business License but have been approached.

**2018-294**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT Council receive the report regarding the opportunity to establish a Vancouver Island-wide Inter-Community Business Licence (ICBL)

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-295**

**MOVED by Councillor Reay, seconded by Councillor Berger:**

AND THAT Council agree, in principle, to move forward with development of Inter-community Business Licence Bylaw, No. 702, 2018

**CARRIED.**

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

**Absent:** Councillor Logins

**8.2. DP and DVP - Sooke Rd Cohousing**

The Head of Planning provided a PowerPoint presentation and overview of the written staff report. In response to questions raised during the Public Question and Comment period, staff clarified that no new buildings are proposed in these applications, the proposed variance is to increase parking.

**Council discussion:**

- Property at 6603 Sooke Road was rezoned in 2017, a process that included a Public Hearing.

- Confirmation that the only proposed variance proposed by this application is for the parking surface and setbacks for parking spaces.
- Discussion of view corridors from Sooke Road and from Mariner's Village.
- Option of grass pavers rather than gravel. Staff will discuss with developer.
- Clarification that the property immediately to the north of 6603 Sooke Road is zoned for further development.
- Confirmation that the existing common house will retain its current footprint.

**2018-296**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT Council authorize the issuance of Development Variance Permit PLN01366 to vary the following from Bylaw No. 600, Sooke Zoning Bylaw, 2013:

- a. To vary section 4.6(a) and (b) to allow fine gravel surfacing for 14 surface parking spaces as part of Development Permit PLN01363; and
- b. To vary section 4.6(m) to allow 9 surface parking spaces to be located 0m from the easterly side property line and to allow 2 surface parking spaces to be located 0m from the front property line abutting Goodmere Road as part of Development Permit PLN01363

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-297**

**MOVED by Councillor Reay, seconded by Councillor Kasper:**

THAT COUNCIL authorize the issuance of Development Permit PLN01363 for the purpose of constructing a six-story residential building for 34 units with a common amenity building located at 6603 Sooke Road.

**CARRIED.**

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

**Absent:** Councillor Logins

**8.3. Development Variance Permit - 2519 Brule Drive**

The Planner II provided a Power Point presentation and overview of the written staff report. The applicant has applied for a Development Variance Permit to reduce the front lot setback by 1.6 metres, and the side lot set back by 2 metres, to permit the construction of an accessory building.

**2018-298**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council issue Development Variance Permit PLN01373 to vary section 104.7 of District of Sooke Bylaw No. 600 *Sooke Zoning Bylaw*, 2013 to reduce the front lot

setback by 1.6 metres and the side lot setback by 2 metres to allow construction of an accessory structure.

**CARRIED.**

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

**Absent:** Councillor Logins

**8.4. Appointment of Animal Control Officers**

The Corporate Officer provided an overview of the written staff report.

**Council discussion:**

- Clarification that appointments of Animal Control Officers are for the purposes of enforcing the District of Sooke's Animal Control Bylaw only.

**2018-299**

**MOVED by Councillor Parkinson, seconded by Councillor Berger:**

THAT Council rescind all previous appointments of Animal Control Officers; and

THAT Council appoint the following individuals as Animal Control Officers for the purpose of enforcing the District's Animal Control Bylaw:

Roger Adolf;  
Darcy Alder;  
Bobby Bains;  
Jody Bedwell;  
Don Brown;  
Jordan Carrie;  
Tony Dobos;  
Lance Hurrell;  
Rick Illi;  
Shane MacDonald;  
Wilf Marquis;  
Steve McKellar;  
Clifford Oram; and  
Jon Vanderwilt.

**CARRIED.**

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

**Absent:** Councillor Logins

**8.5. Phillips Road Drainage Project**

The Engineering Technologist provided an overview of the written staff report, recommending Plan Consulting Ltd. be awarded the contract for the Phillips Road drainage project.

**Council discussion:**



- Clarification that the RFP was advertised for the required length of time and that Plan Consulting Ltd. was the only bidder.
- Addition of a third culvert will require a cut across the roadway, repairs will be done according to municipal construction standards.

**2018-300**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council authorize staff to award the RFQ for the Phillips Road Drainage project to Plan Contracting Ltd. in the amount of \$24,950 +GST.

**CARRIED.**

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

**Absent:** Councillor Logins

8.6. **Sooke River Road Drainage Project**

The Engineering Technologist provided an overview of the written staff report requesting an increased budget allocation for the Sooke River Road Drainage project.

**Council discussion:**

- Impact of flooding on the road surface.
- Sooke Potholes are a major tourist attraction.
- Discussion of liability issues should the road be left in its current condition.
- Clarification that request is for increased budget allocation only, based on updated estimation of costs. Project has not yet been tendered, and once final quotes are received, Council will approve awarding of contract.
- Timeline for construction requires consideration of federal fisheries closure, which will restrict development activities along the Sooke River. Staff hope to award the contract at the August 13 Regular Council meeting, in time for work to be completed by the September 15 fisheries closure.

**2018-301**

**MOVED by Councillor Reay, seconded by Councillor Kasper:**

THAT Council direct staff to draft an amendment to the 2018-2022 Five Year Financial Plan Bylaw to increase the Transfer from Own Funds and Capital Expenditures line items by \$112,080 to fund an increase in the estimated cost for the Sooke River Road Drainage Project with funds to come from Operating Fund Surplus.

**CARRIED.**

**In Favour:** Councillor Kasper, Councillor Reay, Mayor Tait, and Councillor Berger

**Opposed:** Councillor Parkinson and Councillor Pearson

**Absent:** Councillor Logins

8.7. **Transportation Master Plan**

The Engineering Technologist provided a PowerPoint presentation and overview of the written staff report.

**Council discussion:**

- Rationale for completing both Transportation Master Plan and Parks and Trails Master Plan in advance of the Official Community Plan.
- Development and Engagement Committee supports development of a updated Transportation Plan.
- Planning for growth of the community requires identification of connector roads, which can be upgraded accordingly with Development Cost Charge funding in place.
- Confirmation that developer requirements for Traffic Impact Assessments would not be reduced as their purpose is to confirm development is in line with Transportation Master Plan.
- Continued development of an updated Official Community Plan to be a priority in 2019 budget cycle.

**2018-302**

**MOVED by Councillor Berger, seconded by Councillor Reay:**

THAT Council direct staff to amend the 2018-2022 Five Year Financial Plan Bylaw to transfer \$50,000 in expenditures from Other Municipal Purposes to Capital Expenditures for purposes of a new capital line item titled "2018 Transportation Master Plan".

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-303**

**MOVED by Councillor Berger, seconded by Councillor Reay:**

THAT Council direct staff to transfer \$50,000 from the Charters Road Design (RFP) budget to the "2018 Transportation Master Plan" line item,

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-304**

**MOVED by Councillor Parkinson, seconded by Councillor Berger:**

THAT Council direct staff to issue an RFP for a Transportation Master Plan.

**CARRIED.**

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

**Absent:** Councillor Logins

**8.8. Community Washrooms**

The Head of Parks and Environmental Services provided a PowerPoint presentation and overview of the written staff report, recommending authorization to prepare a

request for proposals to design-build a two-stall vault toilet at John Phillips Memorial Park and a one stall vault toilet at the Whiffin Spit Park Parking Lot. There is \$100,000 in the community washroom budget; the unused portion could be used to update the Parks and Trails Master Plan.

**Council discussion:**

- Possibility of adding running water for hand washing and drinking water to both locations, as well as baby changing stations, for an estimated additional cost of \$8,000.
- Clarification that an existing budget of \$100,000 is earmarked for Community Washrooms, with an estimated cost of \$50,000 for the two recommended washroom facilities.
- Design of washroom facilities to be similar to those installed by the Capital Regional District. Potential for cost savings if they are willing to share their design.
- Council will approve final award of contracts.

**2018-305**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council authorize staff to prepare a request for proposals to design-build an accessible 2-stall vault toilet at John Phillips Memorial Park.

**2018-306**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT Council amend resolution 2018-305, to include the addition of a water station to the design.

**CARRIED.**

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

**Absent:** Councillor Logins

The Main motion (2018-305) was PUT and CARRIED.

**2018-307**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council authorize staff to prepare a request for proposals to design-build an accessible 1-stall vault toilet at Whiffin Spit Park Parking Lot.

**2018-308**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT Council amend resolution 2018-307, to include the addition of a water station to the design.

**CARRIED.**

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

**Absent:** Councillor Logins

The main motion (2018-307) was PUT and CARRIED.

8.9. **Parks and Trails Master Plan**

The Head of Parks and Environmental Services provided an overview of the written staff report recommending funds allotted to Community Washrooms and Whiffin Spit Study in the 2018 Financial Plan be re-allocated to completion of a Parks and Trails Master Plan, and that an RFP be issued for completion of a Parks and Trails Master Plan.

**Council discussion:**

- Clarification that the Parks and Trails Master Plan will be completed before the Whiffin Spit study.
- Desire to have a strong Parks and Trails Master Plan.
- Possibility of combining the Parks and Trails Master Plan and the Transportation Master Plan. Staff responded that a request for proposals could be issued combining the two plans.
- Whiffin Spit Study requires timely attention and should be a priority in 2019.

**2018-309**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council direct staff to transfer \$35,000 from the Community Washroom budget and \$25,000 from the Whiffin Spit Study budget to a new budget entitled "2018 Parks and Trails Master Plan".

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-310**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

THAT Council direct staff to issue an RFP for a Parks and Trails Master Plan.

**CARRIED.**

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

**Absent:** Councillor Logins

8.10. **Master Signage Strategy for Urban Trail System**

The Head of Parks and Environmental Services provided a PowerPoint presentation and overview of the written staff report recommending endorsement of a Master Signage Strategy and funding to implement a portion of the strategy.

**Council discussion:**

- Thank you to the Juan de Fuca Community Trails Society for bringing the idea forward.

- Possibility of including Coast Salish language, explanation of any historical significance of the routes, and local artwork into the signage.

**2018-311**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council endorse the master signage strategy proposed by the Juan de Fuca Community Trails Society;

AND THAT Council allocate \$8000 from Council contingency to implement the master signage strategy for the Stickleback route;

AND FURTHER THAT Council authorize staff to work with volunteers to implement the strategy.

**CARRIED.**

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

**Absent:** Councillor Logins

8.11. **Parking Leases**

The Director of Development Services provided an overview of the written staff report, requesting Council direction on the renewal of the "Boat Launch Parking Lease" and "Downtown Parking Lease".

**Council discussion:**

- History of parking challenges in the Town Centre and along West Coast Road, and usage rates at both locations.
- Business owner responsibility for providing adequate parking for patrons.
- Challenges with parking for events and other uses.
- Ministry of Transportation and Infrastructure reviewing Highway 14, which may lead to enforcement of parking infractions on West Coast Road.

**2018-312**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council direct staff to renew the "Boat Launch Parking Lease" and the "Downtown Parking Lease".

**2018-313**

**MOVED by Councillor Reay, seconded by Councillor Berger:**

THAT resolution 2018-312 be divided into two parts:

- The first motion is to consider extension of the "Boat Launch Parking Lease"
- The second motion is to consider extension of "Downtown Parking Lease"

**CARRIED.**

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

**Absent:** Councillor Logins

**2018-314**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council direct staff to renew the "Boat Launch Parking Lease" for a period of one year.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Pearson, and Councillor Reay

**Opposed:** Councillor Parkinson

**Absent:** Councillor Logins

**2018-315**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council direct staff to renew the "Downtown Parking Lease" for a period of two years.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Opposed:** Councillor Berger and Councillor Kasper

**Absent:** Councillor Logins

Resolution 2018-312 was PUT and CARRIED

8.12. **Committee Structure and Function Policy - Amendment**

The Corporate Officer provided an overview of the written staff report recommending changes to the *Committee Structure and Function Policy* due to local government elections now being held in October.

**2018-316**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council amend *Policy 1.4., Committee Structure and Function Policy, 2006* to amend sections 2(c)(3), 3(c)(3) and 4(c) to delete the word "December" and replace it with the word "November".

**CARRIED.**

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

**Absent:** Councillor Logins

8.13. **2017 Annual Report**

**2018-317**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council receive the 2017 Annual Report, as amended.

**CARRIED.**

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

**Absent:** Councillor Logins

**9. REPORTS FOR INFORMATION**

**9.1. RCMP Quarterly Update**

- Staff Sergeant McArthur

This item was removed from the agenda.

**9.2. Statement of Financial Information Report**

The Interim Chief Administrative Officer provided Council with an overview of the written staff report, presenting the 2017 Statement of Financial Information in accordance with the requirements of the *Financial Information Act*.

**2018-318**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT COUNCIL receive the *Statement of Financial Information* report for information.

**CARRIED.**

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

**Absent:** Councillor Logins

**10. NEW BUSINESS**

There were no New Business items presented.

**11. CORRESPONDENCE**

**11.1. Correspondence received June 5 - June 14, 2018**

**2018-319**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT the correspondence received June 5 - June 14, 2018, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Logins

**11.2. Correspondence from H. and L. Szczryy**

- Letter of Support for Sunriver Estates Zoning Bylaw Amendment

**2018-320**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT the correspondence from H. and L. Szczryy be received for information.

**CARRIED.**

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

**Absent:** Councillor Logins

**11.3. Correspondence from UBCM re: Meeting Requests at Annual Convention**

**Council discussion:**

- Detailed briefing notes will need to be submitted in advance of meetings.
- Meeting request with Minister of Finance to discuss Speculation Tax, SIN numbers and Home Owner Grants, and Deferment of Property Taxes at the Rivers Edge development.
- Meeting request with Minister of Jobs to discuss Inter-Municipal Business Licensing.
- Meeting request with Solicitor General to discuss Senior's Driver Testing.

**2018-321**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

THAT Council direct staff to request the following meetings at the UBCM Annual Convention 2018:

- Minister of Finance
- Minister of Jobs, Trade and Technology
- Solicitor General

**CARRIED.**

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

**Absent:** Councillor Logins

**12. COUNCIL VERBAL REPORTS**

Mayor Tait reported on:

- Feedback from the Ministry of Transportation and Infrastructure Open House on Highway 14 to be expected once their survey closes on July 15.
- Community Health Planning Event held on June 16, more information to be posted to [www.sooke.ca/health](http://www.sooke.ca/health) including a link to a survey on access to health care in Sooke.

The Interim Chief Administrative Officer reported on:

- The municipal hall recently received a certificate recognizing accessibility from the Rick Hanson Foundation.

**13. NOTICES OF MOTION**

**13.1. Notice of Motion from Councillor Brenda Parkinson**

- THAT the District of Sooke Bylaw 296 (unsightly premises) be amended to include fines for garbage and recycling put out on the curb prior to 5:00 am on garbage and recycling pick up days.



**14. ADJOURNMENT**

**2018-322**

**MOVED by Councillor Reay, seconded by Councillor Berger:**

THAT the June 25, 2018 Regular Council meeting be adjourned at 10:18 p.m.

**CARRIED.**

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

**Absent:** Councillor Logins

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
July 9, 2018 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, Interim CAO & Director of Finance  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety (left at 9:45 p.m.)  
Carolyn Mushata, Director of Corporate Services  
Laura Hooper, Head of Parks and Environmental Services (left at 9:35 p.m.)  
Teunesha Evertse, Planner II (left at 9:20 p.m.)  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Berger

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 6:30 p.m.

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

THAT this meeting be closed to the public under section 90(1)(a) of the *Community Charter* as it pertains to identifiable individuals.

**3. CALL TO ORDER - OPEN PORTION**

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

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

New Business was added with Approval of Agenda

**5. APPROVAL OF THE AGENDA**

**2018-323**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT the agenda for the July 9, 2018 Regular Meeting of Council, be adopted as amended:

## **Minutes for the Regular Council Meeting of the District of Sooke - July 9, 2018**

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- Item 8.4 moved to immediately follow Minutes for Information
- Addition of New Business - UBCM Minister's Meetings

**CARRIED.**

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

**Absent:** Councillor Berger

### **6. ADOPTION OF MINUTES**

#### **Minutes of the Regular and Special meetings of Council**

##### **2018-324**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the minutes of the June 25, 2018 Regular meeting of Council, be adopted as circulated.

**CARRIED.**

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

**Absent:** Councillor Berger

##### **2018-325**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

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

**CARRIED.**

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

**Absent:** Councillor Berger

### **7. MINUTES FOR INFORMATION**

#### **Minutes of the following Council Committee meetings:**

##### **Development and Land Use Committee**

##### **2018-326**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT the following minutes be received for information:

- April 27, 2018 - Development & Land Use Committee Minutes
- May 8, 2018 - Development & Land Use Committee Minutes
- May 30, 2018 - Development & Land Use Committee Minutes
- June 6, 2018 - Development & Land Use Committee Minutes

**CARRIED.**

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

**Absent:** Councillor Berger

**7.1. Sooke Program of the Arts Committee**

**2018-327**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the following minutes be received for information:

- April 21, 2018 - Sooke Program of the Arts Committee
- May 23, 2018 - Sooke Program of the Arts Committee
- June 14, 2018 - Sooke Program of the Arts Tour Notes

**CARRIED.**

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

**Absent:** Councillor Berger

**8. DELEGATIONS**

**8.1. Sooke School Board**

- Long Range Facility and Capital Plan

Ravi Parmar, Jim Cambridge and Harold Cull, representing School District #62, provided a PowerPoint Presentation and overview of the long-range facility and capital plan for the Sooke School District. Sooke is one of the fastest growing school districts in the province and the school board is looking to add an additional 4400 seats for students throughout the District in the next 10 years, with 560 in the "Sooke zone".

**Council discussion:**

- Options for development of Sunriver Elementary School.
- Plans for Saseenos Elementary School.
- Expansion opportunities for Sooke Elementary School, John Muir Elementary School, Journey Middle School and Edward Milne Community School.
- Timeline for capital projects will depend on Ministry of Education funding and prioritization.

**2018-328**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT the 5-minute time limit for delegations be extended to 15-minutes for the Sooke School Board presentation.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-329**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council resolve into Committee of the Whole to allow for a more fulsome discussion of dog leashing in CRD Parks.

**CARRIED.**

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

**Absent:** Councillor Berger

8.2. **Dog-on-Leash in Sooke Region Parks - CRD Parks and Trails**

- Follow up presentation, as requested by Council at the June 11, 2018 Regular Council meeting.

Mike MacIntyre representing the Capital Regional District, provided a PowerPoint presentation on Dog Management in CRD Parks and Trails in Sooke area. Mr. MacIntyre provided an overview of Park Management Plans for areas in the Sooke Region, which include direction regarding management of dogs. Each Park Management plan included a public consultation process. Current efforts are being focused on public education of leashing requirements and voluntary compliance.

**Council discussion:**

- Management Plans for the Sooke Region are dated, and public engagement appears to have been sought last in 2006 and 2009. Further consultation in the area should be considered.
- Urban parks may require different dog management solutions than remote rural parks like the Galloping Goose trail. Leashing requirements should reflect the affected region.
- Suggestion of certain areas where dogs are allowed off leash, or possible time restrictions.

**Public input:**

- Phil Rossner, Sooke resident, addressed Council and identified himself as a dog owner and Galloping Goose user. Mr. Rossner stated that he has not observed any signage on the trail and that the website [www.gallopinggoosetrail.com](http://www.gallopinggoosetrail.com) references a requirement to keep dogs under effective control. Mr. Rossner referenced research conducted in Boulder, Colorado which finds that people are more disruptive to wildlife than dogs.
- Phoebe Dunbar, Sooke resident, stated that as an avid trail user she has not witnessed conflict as a result of off leash dogs.
- Derek Lewers, Sooke resident, stated that Sooke has less users than urban parks and should have unique requirements to match local needs.
- Gail Hall, Sooke resident, questioned why CRD Bylaws state that commercial dog walkers are limited to 8 dogs, and *may* be required to have the dogs on leash. Ms. Hall stated that the proposed leashing requirements do not fit the needs of Sooke trail users and provided examples of how dogs can keep trail users safe and aware of their surroundings.
- Alicia Erskine, Shirley resident, questioned whether similar requirements would be enforced in areas such as East Sooke Park or Thetis Lake. Ms. Erskine stated that CRD enforcement efforts should focus on irresponsible dog owners who do not keep their animals under effective control, rather than users who are responsible and considerate trail users.
- Val Scott, Sooke resident, spoke in support of protecting wildlife and the natural environment, including reduced speed limits in park areas. Ms. Scott stated that effective control of dogs should be the primary concern.

- Al Beddows, Sooke resident, stated that the Capital Regional District should consider the needs of local Sooke people, rather than issue a directive from Victoria that doesn't fit in our community.
- Lisa Colbourne, Sooke resident, stated that having dogs on leash can be difficult with cyclists travelling at very high speeds.
- Ellen Lewers, Sooke resident, stated her agreement with the previous speaker and questioned why bells or other means of alerting pedestrians to a passing cyclist are not required.

### **CRD Response:**

- Larisa Hutcheson, representing the Capital Regional District provided a response to public concerns as follows:
  - Commercial dog walkers are required to follow any leashing requirements pertinent to the area of use.
  - Best practices for large wilderness parks have been applied to the current park management plans for the Sooke areas. A blanket approach has not taken place.
  - Other parks in the region have unique and challenging needs and will also see comprehensive dog management plans developed.

### **Council discussion:**

- Clarification of next steps for the Capital Regional District. Ms. Hutchinson stated that observations regarding current compliance and enforcement initiatives will form recommendations to the CRD Board and Committees in 2019.
- Council could put forward a notice of motion to an upcoming CRD meeting making Sooke's concerns known.

### **2018-330**

#### **MOVED by Councillor Parkinson:**

THAT Council move out of Committee of the Whole

**CARRIED**

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

**Absent:** Councillor Berger

### **8.3. Zero Waste Sooke**

- Earth Day Activities
- Updates regarding 2016 recommendations

Jeff Bateman and Wendy O'Connor, representing Zero Waste Sooke, provided an overview of Earth Day activities sponsored by Council. Zero Waste Sooke approached Council in 2016 with three suggested initiatives, including a ban on single-use plastic items, installation of drinking water fountains, and a resource recovery centre. Zero Waste Sooke requested Council consider moving forward with one or more of the initiatives.

**Council discussion:**

- Education opportunities regarding reduction of household waste.
- Sourcing of bear-proof garbage bins.
- The Capital Regional District has a portable water station that can be lent to community groups for events. Sooke could investigate purchasing a similar item. Permanent water stations are being proposed for two community washroom facilities and installed as opportunities arise.
- Other municipalities are exploring bylaws that ban plastic shopping bags. Research on implementation could be shared between communities.
- Public consultation and engagement of the business community will be required to ensure implementation is possible.

**2018-331**

**MOVED by Councillor Pearson, seconded by Councillor Kasper:**

THAT the 5-minute time limit for delegations be extended for the Zero Waste Sooke presentation.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-332**

**MOVED by Councillor Pearson, seconded by Councillor Logins:**

THAT Council direct staff to draft a bylaw banning the use of single-use plastic bags in Sooke.

**CARRIED**

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

**Absent:** Councillor Berger

**2018-333**

**MOVED by Councillor Logins, seconded by Mayor Tait:**

THAT Council amend Resolution 2018-332 to include the addition of "other single use plastic items" to the proposed ban.

**DEFEATED.**

**In Favour:** Mayor Tait and Councillor Logins

**Opposed:** Councillor Kasper, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger

**8.4. Sooke Lions Club**

- Ed McGregor Park Concert

Steve Wright, representing the Sooke Lions' Club, provided an update on the RCMP Musical Ride. Tickets are selling quickly, seating has been secured and there is a great deal of public interest and social media coverage. The National Band of Naval

Reserve will be performing at both scheduled events, and the Lions' Club will be hosting a third performance on August 12, 2018 at 2:00 pm at Ed McGregor Park.

**2018-334**

**MOVED by Councillor Reay, seconded by Councillor Logins:**

THAT the Sooke Lion's Club be permitted to use Ed McGregor Park for the National Band of Naval Reserve performance;

AND THAT the Park Use Permit fees be waived;

AND THAT two additional toilets be provided for the event, at the expense of the District of Sooke.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-335**

**MOVED by Councillor Reay, seconded by Councillor Logins:**

THAT the Sooke Lion's Club be provided \$1,000 from the Public and Government Relations budget for the purposes of hosting a reception.

**CARRIED.**

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

**Absent:** Councillor Berger

## **9. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

- Derek Lewers, Sooke resident, inquired as to updates regarding the property at 5536 Sooke Road. Mayor Tait responded that Council is expecting a resolution to ongoing discussions shortly.
- Britt Santowski, Sooke resident, spoke to agenda item 16.1 *Notice of Motion*, and stated that if recycling is properly rinsed it should not be a bear attractant. As recycling is often picked up at 7:00 am, Ms. Santowski suggested that recycling not be included in the proposed bylaw.

## **10. BYLAWS**

### **10.1. Zoning Amendment Bylaw No. 710 (600-59), 2018 - Water Street**

The Planner II provided a PowerPoint presentation and overview of the written staff report, recommending amendment of the RU4 zone to allow a boathouse as an accessory building without a principal building at Lot 1, Section 14, Sooke District, Plan VIP20069.

**Council discussion:**

- Clarification of lot sizes. Subject property is one of two RU4 lots in area.
- Subject property has a separate legal address from owner occupied residence on Water Street.



**2018-336**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT Council give First and Second reading to *Zoning Amendment Bylaw No. 710 (600-59) 2018*, to amend the Rural Residential (RU4) zone on Lot 1, Section 14, Sooke District, Plan VIP20069 to allow a boathouse as an accessory building without a principal building.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-337**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT a Public Hearing be scheduled for *Zoning Amendment Bylaw No. 710 (600-59), 2018*, in accordance with Section 466 of the Local Government Act.

**CARRIED.**

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

**Absent:** Councillor Berger

## **11. REPORTS REQUIRING ACTION**

### **11.1. DeMamiel Creek Pedestrian Crossing**

The Head of Parks & Environmental Services provided a PowerPoint presentation and overview of the written staff report, recommending ISL Engineering be awarded the contract for the Demamiel Creek Pedestrian Crossing design. Stakeholder and public consultation has been completed and results indicate that the desired design has a wide trail, gravel surfaced with a gentle slope. Additionally, a natural looking bridge and a boardwalk to protect sensitive environmental areas are desired.

#### **Council discussion:**

- Options for managing wildlife and human interactions.
- Clarification that adequate funding is included in the 2018 Financial Plan for the design work.
- Feedback and consultation with the T'Sou-ke Nation has been sought.

**2018-338**

**MOVED by Councillor Logins, seconded by Councillor Reay:**

THAT Council authorize ISL Engineering to proceed with the 50% design drawing of Alignment A across DeMamiel Creek to connect the Sunriver/Phillips Road neighborhood to trail systems in Sooke's town centre.

**CARRIED.**

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

**Absent:** Councillor Berger

**11.2. Development Services Vehicle**

The Head of Parks & Environmental Services provided an overview of the written staff report, recommending Jim Pattison Toyota as the successful proponent for the purchase of a Development Services Vehicle.

**Council discussion:**

- Confirmation that adequate funding is included in the 2018 Financial Plan.

**2018-339**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council approve Jim Pattison Toyota Victoria as the successful proponent under the request for quotes for the purchase of a hybrid vehicle with hatchback in the amount of \$33,706.80 + levies + taxes.

**CARRIED.**

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

**Absent:** Councillor Berger

**11.3. Utility Vehicle Procurement**

The Director of Community Safety provided an overview of the written staff report, requesting authorization to post a Request for Proposals for a Fire Department Utility Vehicle.

**Council discussion:**

- Confirmation that adequate funding exists in the 2018 Financial Plan.
- Disposal of existing vehicle to follow process outlined in Policy 5.6, Purchasing and Disposal of Assets, 2012

**2018-340**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council authorize staff to post a request for proposals to purchase a critical fire department Utility Vehicle with funds to come from the Fire Equipment Reserve.

**CARRIED.**

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

**Absent:** Councillor Berger

**11.4. Permissive Tax Exemption - SCA**

The Director of Finance & Interim Chief Administrative Officer provided an overview of the written staff report, recommending amendment to Bylaw No. 684, Permissive Tax Exemption, and waiver of 2018 property taxes and penalty for 2039 Sheilds Road.

**2018-341**

**MOVED by Councillor Reay, seconded by Councillor Kasper:**

THAT Council waive the 2018 municipal property taxes and tax penalty for 2039 Shields Road (tax folio 009685.010).

AND THAT Council direct staff to prepare an amendment to *Permissive Tax Exemption Bylaw No. 684*.

**CARRIED.**

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

**Absent:** Councillor Berger

**12. REPORTS FOR INFORMATION**

**12.1. Royal Canadian Marine Search and Rescue (RCMSAR) - Request for Assistance Guide**

The Director of Community Safety provided an overview of the written staff report and the Royal Canadian Marine Search and Rescue (RCMSAR) - Request for Assistance Guide.

**2018-342**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT Council receive the Royal Canadian Marine Search and Rescue (RCMSAR) - Request for Assistance Guide report for information.

**CARRIED.**

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

**Absent:** Councillor Berger

**13. NEW BUSINESS**

**13.1. UBCM Minister's Meetings**

Meeting requests for the UBCM Annual Convention must be submitted by July 13, 2018. The following meeting requests and subject matters to be submitted on behalf of the District of Sooke:

- Minister of Finance - regarding speculation tax, collection of SIN numbers for Home Owner Grants, and tax deferment on leased land (Rivers Edge Estates).
- Minister of Municipal Affairs - clarity on how to implement provincial legislation on affordable housing in Sooke, and advocacy for Lot A Seniors Housing project.
- Solicitor General - advocacy regarding driving tests for senior citizens and potential pilot project in Sooke.

**14. CORRESPONDENCE**

**14.1. Correspondence from SEAPARC**

- Multi-Use Sport Court

**Council discussion:**

- Clarification required regarding proposed ownership of land and potential agreements for operation of the facility.
- Discussions regarding control of the asset, including decision making and revenues will also be required.
- Risk Management and potential liabilities to be considered in staff report.

**2018-343**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council support in principle, a partnership with SEAPARC to design and build a multi-use sport court on land owned by the District of Sooke.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-344**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council direct staff to provide a report on the use of funds contained in Bylaw No. 608, *Playing Field Reserve Fund, 2014* for the SEAPARC multi-use sport court project.

**CARRIED.**

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

**Absent:** Councillor Berger

**14.2. Follow Up Correspondence to Council Letters**

- ICBC, Seniors Driving Test
- Harbour Authority of BC, Moorage and Board Liaison
- Sooke Harbour Authority, Moorage Request

**2018-345**

**MOVED by Councillor Logins, seconded by Councillor Kasper:**

THAT the Follow Up Correspondence to Council Letters be received for information.

**CARRIED.**

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

**Absent:** Councillor Berger

**14.3. Correspondence from Town of Sidney**

- Withdrawal from CRD Arts Service

**2018-346**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the Correspondence from the Town of Sidney re: withdrawal from CRD Arts Service, be received for information.

**CARRIED.**

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

**Absent:** Councillor Berger

**Correspondence received June 18, 2018 - June 30, 2018**

**Council discussion:**

- Council has previously approved the waiver of the non-residential portion of Development Cost Charges associated with the Knox Centre Affordable Housing project. Staff provided further clarification that a statutory tax exemption exists for the church portion of the property, but that the organization could apply for an additional permissive tax exemption, once the improvements to the existing bare land have been assessed.
- Staff advised that Council does not have the ability to waive previous year's property taxes for Seamount Investments, and that providing financial assistance to a private business is not permitted under the *Community Charter*.

**2018-347**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT the correspondence received June 18 - June 25, 2018, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-348**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council direct staff to prepare a staff report on the Permissive Tax Exemption process for the Knox Housing project.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-349**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT Council direct staff to respond to Seamount Investments regarding their request for waiver of property taxes.

**CARRIED.**

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

**Absent:** Councillor Berger

**15. COUNCIL VERBAL REPORTS**

Councillor Parkinson reported on:

- Communities in Bloom judges will be visiting the community on July 16 - 18, 2018.

Mayor Tait reported on:

- Attending upcoming UBCM Executive meetings.

**16. NOTICES OF MOTION**

**THAT the District of Sooke Bylaw 296 (unsightly premises) be amended to include fines for garbage and recycling put out on the curb prior to 5:00 am on garbage and recycling pick up days.**

**Council discussion:**

- Council has previously requested a staff report regarding the issue, following a previous recommendation from Transition Sooke.
- Enforcement and compliance could be challenging.
- Public Education initiatives can encourage personal responsibility of residents.
- Discussions with local waste haulers could yield alternative solutions.

**2018-350**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the District of Sooke Bylaw 296 (unsightly premises) be amended to include fines for garbage and recycling put out on the curb prior to 5:00 am on garbage and recycling pick up days.

**DEFEATED.**

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

**Opposed:** Councillor Kasper, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger

**2018-351**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT Council direct staff to prepare a report on the requirements for a Waste Management Bylaw

**CARRIED.**

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

**Absent:** Councillor Berger

**17. REPORT OF RELEASED IN-CAMERA RESOLUTIONS**

THAT the following individuals be appointed to the Affordable Housing Committee:

- A. Moore
- B. Santowski
- D. Eve

## **Minutes for the Regular Council Meeting of the District of Sooke - July 9, 2018**

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- E. Lewers
- L. Clark
- L. Deutscher
- N. Logins
- S. Thompson
- S. Ringma

AND THAT the initial meeting be scheduled for Thursday, July 26, 2018 at 1:00 p.m. in Council Chambers, with subsequent meetings to be scheduled at the first committee meeting.

### **18. ADJOURNMENT**

**2018-352**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT the July 9, 2018 Regular meeting of Council, be adjourned at 10:44 p.m.

**CARRIED.**

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

**Absent:** Councillor Berger

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
July 23, 2018 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

**ABSENT:**

Councillor Berger

**STAFF PRESENT:**

Brent Blackhall, Interim CAO & Director of Finance  
Rob Howat, Director of Development Services  
Carolyn Mushata, Director of Corporate Services  
Ivy Campbell, Head of Planning  
Jennifer Royer-Collard, Corporate Services Assistant

**GUEST:**

Staff Sergeant Jeff McArthur

**1. CALL TO ORDER**

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

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

New Business was added with the Approval of the Agenda.

**3. APPROVAL OF THE AGENDA**

**2018-354**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT the agenda for the July 23, 2018 Regular Meeting of Council, be adopted as amended:

- Allow Capital Regional District Representative, Mike Hicks, to speak during Item No. 5.4. *Bylaw No. 718 (608-01) - Playing Field Reserve Fund Bylaw*, instead of the Public Question and Comment Period.
- Item No. 11.1. *Regional Trails Management Plan - CRD*, be deliberated at this meeting.

**CARRIED.**

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

**Absent:** Councillor Berger

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Councillor Logins arrived at 7:02 p.m.

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**4. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

- Kevin McArthur, Sooke Resident, spoke regarding Item No. 5.1. *Bylaw No. 657-Road Closure and Dedication (Soule Road)*, concerned with the loss of a future water access and potential pedestrian bridge location.
- Gail Hall, Sooke Resident, spoke regarding Item No. 11.1. *Regional Trails Management Plan - CRD*, appreciative of Council's willingness to request greater access for off-leash dog areas. Ms. Hall suggested requesting a border area during winter months for dogs off-leash.
- Phil Rossner, Sooke Resident, spoke to Item No. 11.1. *Regional Trails Management Plan - CRD*, stating that a greater risk on the CRD Galloping Goose is bicycle traffic and speed, thus supported the Notice of Motion.
- Mark Jarvis, Sooke Resident, spoke to Item No. 5.1. *Bylaw No. 657 - Road Closure and Dedication (Soule Road)*, concerned that Council previously discussed maintaining this property for consideration as a future pedestrian access point.
- Derrick Bishop, Otter Point Resident, spoke regarding Item No. 5.4. *Bylaw No. 718 (608-01) - Playing Field Reserve Fund Bylaw*, as a volunteer member of the Sooke Electoral Area Parks and Recreation Commission (SEAPARC). Mr. Bishop supports this community project and provided examples of successful projects SEAPARC volunteers have completed in the community.

**5. BYLAWS**

**5.1. Bylaw No. 657 - Road Closure and Dedication (Soule Road)**

A bylaw to close and remove the highway dedication, as well as to dispose of the undeveloped Soule Road right-of-way adjacent to 6290 and 6283 Soule Road.

The Corporate Officer provided an overview of the written staff report and informed Council that a sale agreement has been reviewed by the purchaser and prepared for signature.

**Council Discussion:**

- Concern that previous Council discussion and vote were not included with the report.
- Terms and conditions of sale agreement will the property be consolidated into one piece of property with adjoining land(s).
- Confirmation that the monies would be placed into a reserve fund for future land(s) providing access to water.

**2018-355**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council give First reading to the bylaw cited as *Road Closure and Dedication Removal (Soule Road) Bylaw No. 657, 2018*.

**CARRIED.**

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

**Opposed:** Councillor Reay

**Absent:** Councillor Berger

**2018-356**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council give Second reading to the bylaw cited as *Road Closure and Dedication Removal (Soule Road) Bylaw No. 657, 2018*.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-357**

**MOVED by Councillor Logins, seconded by Councillor Kasper:**

THAT Council give Third reading to the bylaw cited as *Road Closure and Dedication Removal (Soule Road) Bylaw No. 657, 2018*.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-358**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT Council move Item No. 7.1 *RCMP Report*, to precede Item No. 5.3. *Bylaw No. 716 (697-01) - Financial Plan Bylaw Amendment*.

**CARRIED.**

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

**Absent:** Councillor Berger

**7.1. RCMP Quarterly Report**

Staff Sergeant McArthur provided an overview of the Sooke detachment statistics, officer accomplishments and community activities under investigation by the detachment. There are two (2) vacant officer positions to be filled in the fall, as well as planning for community growth, and a new court liaison officer has been hired for the front counter at the RCMP Station.

Council Discussion:

- The desire to have the monthly Mayor's report, providing stats compared to the year-to-date.
  - Staff Sergeant McArthur confirmed that a report will be mailed to the Mayor at the end of July.

5.2. **Bylaw No. 716 (697-01) - Financial Plan Bylaw Amendment**

A bylaw to amend Bylaw No. 697, *Five Year Financial Plan Bylaw, 2018*, replacing Schedules A and B.

The Chief Administrative Officer provided an overview of the written staff report, highlighting the following budget changes:

- A new Parks and Trails Master Plan budget for \$60,000 - transfers include \$35,000 from Community Washrooms and \$25,000 from Whiffin Spit Study.
- A new Transportation Master Plan budget for \$100,000 - transfers include \$50,000 from Charters Road Design and \$50,000 from Other Municipal Purposes-DCC Bylaw Review.
- The Sooke River Road Drainage Project for \$112,050 from the Operating Fund Surplus.

**2018-359**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council give First reading to the bylaw cited as *Five Year Financial Plan Amendment Bylaw No. 716 (697-01), 2018*.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-360**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council give Second reading to the bylaw cited as *Five Year Financial Plan Amendment Bylaw No. 716 (697-01), 2018*.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-361**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council give Third reading to the bylaw cited as *Five Year Financial Plan Amendment Bylaw No. 716 (697-01), 2018*.

**CARRIED.**

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

**Absent:** Councillor Berger

5.3. **Bylaw No. 717, 2018 - Seniors/Youth Centre Reserve Fund**

A new bylaw to establish a fund specifically for a facility where seniors and youth can gather for activities.

The Chief Administrative Officer provided an overview of the written staff report, highlighting the reason for the fund is to ensure accountability of the monies, with the creation of the reserve fund with specifically designated purposes.

**2018-362**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT Council give First reading to the bylaw cited as *Seniors/Youth Centre Reserve Fund Bylaw No. 717, 2018*.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-363**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council give Second reading to the bylaw cited as *Seniors/Youth Centre Reserve Fund Bylaw No. 717, 2018*.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-364**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT Council give Third reading to the bylaw cited as *Seniors/Youth Centre Reserve Fund Bylaw No. 717, 2018*.

**CARRIED.**

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

**Absent:** Councillor Berger

5.4. **Bylaw No. 718 (608-01) - Playing Field Reserve Fund Bylaw**

A bylaw to amend the *Playing Field Reserve Fund Bylaw, 2014*.

As Councillor Berger was absent, the Mayor read her comments. Sooke Electoral Area Parks and Recreation Commission (SEAPARC) background on previous application for multi-use sports box, the long-standing agreement with SEAPARC and Sooke, and finally that SEAPARC lacks access to land but is willing and able to build, maintain and operate a multi-use sports box.

**Council Discussion:**

- Confirmation that Sooke will maintain ownership of land in Sunriver, should this location be used for a multi-use sports box, with SEAPARC managing the operations and maintenance.
- Concerns with the agreement process were rectified knowing that SEAPARC will work with the District to ensure an amicable agreement obtained.

Mike Hicks, SEAPARC representative, addressed Council providing an overview of SEAPARC and the partnership between Sooke & Juan de Fuca. Mr. Hicks highlighted what the Commission offers the community and how the new multi-use sport court will enhance community sports and provide a service not available currently in Sooke.

**2018-365**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council give First reading to the bylaw cited as *Playing Field Reserve Fund Amendment Bylaw No. 718 (608-01), 2018*.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-366**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT Council give Second reading to the bylaw cited as *Playing Field Reserve Fund Amendment Bylaw No. 718 (608-01), 2018*.

**CARRIED.**

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

**Absent:** Councillor Berger

**2018-367**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT Council give Third reading to the bylaw cited as *Playing Field Reserve Fund Amendment Bylaw No. 718 (608-01), 2018*.

**CARRIED.**

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

**Absent:** Councillor Berger

**6. REPORTS REQUIRING ACTION**

**6.1. Appointment of Bylaw Enforcement Officer**

**2018-368**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council appoint Scott Cullum as a Bylaw Enforcement Officer for the District of Sooke, effective July 30, 2018.

**CARRIED.**

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

**Absent:** Councillor Berger

**6.2. Lot A Visioning Work**

The transfer of funding to hire a consultant to conduct the Lot A Visioning Work.

**Council Discussion**

- Confirmation that a consultant will be selected through the Request for Quotes process, with local public engagement as a key component.
- Successful candidate will be chosen through the District purchasing policy.

**2018-369**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT Council authorize the budget transfer of \$15,000 from the Official Community Plan budget into the Long-Term Plans and Studies line item for the Lot A Visioning Work;

AND THAT \$5,000 from Council Contingency be transferred to the Long-Term Plans and Studies line item for the Lot A Visioning Work.

**CARRIED.**

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

**Absent:** Councillor Berger

**8. NEW BUSINESS**

**8.1. Food Trucks**

Mayor Tait advised she had been approached by a concerned citizen inquiring about regulatory requirements of Food Trucks operating in the District.

Council Discussion:

- Prior to investing staff time, parties interested in stopping food trucks should submit a delegation request and present their concerns to Council.
- Assurance that conditions of legal operations are met:
  - Set up on commercial property with permission of landlord, with VIHA approval and a current Business License.
  - Special event application, with VIHA approval & current Business License.

**9. CORRESPONDENCE**

**Correspondence received June 28 - July 16, 2018**

- Item B, Desire to respond to VISTA with a letter of interest/ support
  - Mayor Tait will email and get more information.
- Item C, Thank you letter was appreciated.
- Item D, New spaces fund, provides potential partnership opportunities for future Lot A development.
- Item E, District should be accumulating lands such as these, request that an email response be sent to inform letter writer of the Public Hearing process for this property.

**2018-370**

**MOVED by Councillor Reay, seconded by Councillor Logins:**

THAT the correspondence received June 28 - July 16, 2018, be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Berger

**10. COUNCIL VERBAL REPORTS**

**Councillor Kasper:**

- The Sooke Seniors housing advocacy group are working with Makola regarding housing in the community.

**Councillor Logins:**

- The first Affordable Housing Committee meeting will be held Thursday, July 26 @ 1:00 pm.

**Councillor Parkinson:**

- The District was visited by the Community's in Bloom judge and results are expected in September.

**Councillor Pearson:**

- Attendance at the Nomadic Tempest performance.
- Attended the Pacific FC soccer unveiling in Langford.

**Mayor Tait:**

- Upcoming events: Sooke Fine Arts Show, Sooke Music Festival, the RCMP Musical Ride.

**Councillor Reay:**

- Informed Mayor & Council that she would be away in September and unable to fulfill the commitment of Acting Mayor. A majority of Council will be at UBCM, however Councillor Parkinson will not be attending UBCM and is available to be Acting Mayor.

**2018-371**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT Council appoint Councillor Parkinson as Acting Mayor for the month of September.

**CARRIED.**

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

**Absent:** Councillor Berger

**11. NOTICES OF MOTION**

**11.1. Regional Trails Management Plan - CRD (Councillor Reay)**

Formation of a resolution to provide Capital Regional District Parks & Trails regarding increasing off-leash areas for dogs.

Council Discussion:

- Desire for off-leash areas all year as well as expanded areas through the fall and winter.
- Usage varies, community members those with and without pets all use the trail systems.
- There needs to be input from our municipality as these restrictions are being implemented on our community.



**2018-372**

**MOVED by Councillor Reay, seconded by Councillor Kasper:**

WHEREAS the Capital Regional District implemented and commenced enforcement of the Regional Trails Management Plan provision of dogs on-leash in March 2018;

AND WHEREAS the most recent public consultation for dogs in parks specific to the Sooke Potholes and Kapoor Regional Park was undertaken in Sooke in 2006 and 2009;

THAT Council request the Capital Regional District reconsider adding a provision to the Regional Trails Management Plan to permit dogs off-leash on the Sea-to-Sea Park Trails, Galloping Goose Trail, and the trails & surrounding area along the Sooke River Potholes, between kilometre 49 and the CRD Watershed (approximately kilometre 57) EXCEPT between June 1 and September 15 between 9am and 9pm.

**CARRIED.**

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

**Absent:** Councillor Berger

**Corporate Officer Update**

- Nomination packages will be available on Friday, July 27 @ 8:30 a.m.
- There will be a Candidate Information Session on Wednesday, August 1 @ 7:00 p.m. in Council Chambers, for anyone interested in running for Council.

**Chief Administrative Officer Update**

- Permissive Tax Exemptions applications are being accepted, there is information on the District's website and letters have been sent to existing recipients requesting confirmation of status.

**12. ADJOURNMENT**

**2018-373**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the July 23, 2018, Regular Council meeting be adjourned at 8:35 p.m.

**CARRIED.**

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

**Absent:** Councillor Berger

**Certified Correct:**

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**Maja Tait**  
Mayor

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**Carolyn Mushata**  
Corporate Officer



MINUTES  
District of Sooke  
Special Council Meeting  
July 24, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Brent Blackhall, Interim CAO & Director of Finance  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety  
Carolyn Mushata, Director of Corporate Services  
Jennifer Royer-Collard, Corporate Services Assistant  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 7:01 p.m.

**2. APPROVAL OF THE AGENDA**

**2018-374**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT the agenda for the July 24, 2018 Special Meeting of Council, be adopted with inclusion of Supplemental Information.

- PH 1 - Zoning Amendment Bylaw No. 708 (600-57), 2018 - 6868 Beaton Rd.
  - Correspondence received
- PH 3 - Zoning Amendment Bylaw No. 707 (600-56), 2018 - 6929 West Coast Road (Prestige)
  - Replacement Page for 'Attachment 2 - Parking' (Page 8 of Public Hearing Package)
  - Correspondence received
- PH 4 - Zoning Amendment Bylaw No. 694 (600-53), 2018 - 7044 Maple Park Terr & 7002 Brailsford Pl
  - Correspondence received

**CARRIED.**

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

Mayor Tait read a written statement advising that any person who believes their interest in the property is affected by the proposed bylaws, would be given a reasonable opportunity to be heard and to have their written submission presented at the Public Hearings.

Mayor Tait called the Public Hearings to order at 7:06 p.m.

### **3. PUBLIC HEARINGS AND RELATED BYLAWS**

#### **3.1. PH 1 - Zoning Amendment Bylaw No. 708 (600-57), 2018 - 6868 Beaton Road**

The Head of Planning provided an overview of the proposed zoning amendment recommending Council give third reading to Bylaw No. 708, Zoning Amendment Bylaw (600-57), 2018, to rezone 6868 Beaton Road from Medium Lot Residential (R2) to Small Lot Residential (R3)

Mayor Tait called three times for submissions from the public.

##### **Public Submissions:**

- None

**2018-375**

**MOVED by Councillor Reay, seconded by Councillor Logins:**

THAT Council give Third reading to the bylaw cited as *Zoning Amendment Bylaw No. 708 (600-57), 2018*.

**CARRIED.**

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

#### **3.2. PH 2 - Zoning Amendment Bylaw No. 695 (600-54), 2018 - 6829 Grant Road West**

- Public Hearing Package
- Correspondence pertaining to rezoning

The Head of Planning provided an overview of the proposed zoning amendment recommending Council give third reading to Bylaw No. 695, Zoning Amendment Bylaw (600-54), 2018, to rezone 6829 Grant Road West from Small Scale Agriculture (RU3) to Small Lot Residential (R3) and Medium Density Multi Family 2 (RM2)

##### **Council Discussion:**

- Confirmation from staff that a daycare would be a permitted use in the proposed zone.
- Request to have a certified arborist inspect trees on the subject property with goal of preservation as possible.
- Connection of Eustace Road East to Eustace Road West to be completed with development of subject property.

**Public Submissions:**

- Darrell Ridley, 2038 Stone Hearth Lane, spoke in support of preserving large trees on the subject property and asked that consideration be given to removing the stone fireplace in the centre of Stone Hearth Lane as it is difficult to navigate around for both local residents and emergency vehicles.
- Robert McConnachie, 2029 Caldwell Road, spoke regarding the increasing density of the surrounding neighbourhood, particularly on Eustace Road West. Mr. McConnachie suggested that Council consider reduced density for future development.
- Val Scott, 2042 Stone Hearth Lane, spoke regarding the existing density of the neighbourhood, which negatively impacts residents. Ms. Scott stated her concern regarding emergency vehicle access through Stone Hearth Lane and spoke in support of removing the stone fireplace structure.
- Jeff Bateman, 7038 Briarwood Place, spoke in support of preserving green space, trees, and areas of historical significance. Mr. Bateman expressed concern regarding densification of neighbourhoods particularly when secondary suites are permitted, but as the subject property is in the Town Centre it may be appropriate in this location.

**Mayor Tait invited the applicant to present:**

- Michael Sinke, applicant, expressed support for the removal of the stone fireplace and suggested it be addressed when road infrastructure approved at subdivision stage. Mr. Sinke stated he was uncertain a cottonwood tree was located on the property, but that existing oak trees will be preserved where possible.

**Council Discussion:**

- Municipal referral process includes the Fire Department, and comments regarding the proposed zoning can be found in the agenda package. Parking could be restricted if access is a concern.
- Parking is a concern in the neighbourhood, clarification that 1.5 parking spaces per dwelling unit is required by the zoning bylaw. Additional details regarding units and parking will be determined at subdivision stage.
- Town Centre is ideal location for increased density.

**2018-376**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT Council give Third reading to the bylaw cited as *Zoning Amendment Bylaw No. 695 (600-54), 2018*.

**CARRIED.**

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

3.3. **PH 3 - Zoning Amendment Bylaw No. 707 (600-56), 2018 - 6929 West Coast Road (Prestige)**

- Public Hearing Package
- Supplemental Information Package

- Correspondence pertaining to rezoning

The Head of Planning provided an overview of the proposed zoning amendment recommending Council give third reading to Bylaw No. 707, Zoning Amendment Bylaw (600-56), 2018, to amend the zoning on a portion of the water lot located adjacent to the District of Sooke Boat Launch and Prestige Hotel from Passive Recreation (W1) to Marina (W3)

### **Council Discussion:**

- Float planes are currently permitted in Sooke Harbour and Basin and are regulated by Transport Canada.
- Suggested 219 covenant restricting flight times unnecessary as float planes rely on visual flight reference and are unable to fly at night.
- Desire to minimize commercial signage and logos on gas station.
- Location of three new parking spaces.

### **Mayor Tait invited the applicant to present:**

- Tanya Stroinig, applicant, stated that the proposed marina is the final phase to complete the vision for the Prestige resort. Provincial approvals have been obtained as necessary, and the T'Sou-ke Nation has been consulted. Previous concerns regarding distance between neighbouring properties have been addressed.
- The intent of the marina is a private resort amenity to service hotel guests, providing access to the harbour and local tours. Guests who arrive by boat will have overnight moorage options, and no local moorage will be permitted. The proposed fuel station will service the boating public, and float plane fuel will not be sold.
- Float planes are intended to be for guest use only, on an occasional basis. No commercial float planes will be permitted.
- New parking stalls will be in front of a current garbage enclosure. Parking will be restricted to allow for garbage service.

### **Council Discussion:**

- Clarification that fueling station will be staffed. In accordance with provincial regulations, jerry cans will be banned and boaters will be required to fuel their own boats.
- Realignment of marina and fueling stations to alleviate neighbour concerns. The province has determined there is adequate space to navigate boats and issued a foreshore lease.
- Ongoing parking challenges in the area.
- Potential to add restriction of commercial float planes to a section 219 covenant.

### **Public Submissions:**

- Steve Saunders, resident, stated that he would like to see the Prestige Hotel contribute to salmon enhancement activities in the region.
- Brian Butler, resident, stated that as both a boater and a business person, he is supportive of the proposed marina as it will increased tourism and marine business for the region.

**Council Discussion:**

- Possible beautification efforts around the fuelling station.

**2018-377**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council give Third reading to the bylaw cited as *Zoning Amendment Bylaw No. 707 (600-56), 2018*

**CARRIED.**

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

**2018-378**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT prior to final adoption of *Zoning Amendment Bylaw No. 707 (600-56), 2018*, the owner(s) be required to enter into section 219 covenants to address parking requirements.

**CARRIED.**

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

**3.4. PH 4 - Zoning Amendment Bylaw No. 694 (600-53), 2018 - 7044 Maple Park Terr & 7002 Brailsford Pl**

The Head of Planning provided an overview of the proposed zoning amendment recommending Council give third reading to Bylaw No. 694, Zoning Amendment Bylaw (600-53), 2018, to rezone 7044 Maple Park Terrace from CD9 (Spiritwood Estates Comprehensive Development Zone) to Small Lot Residential (R3) & 7002 Brailsford Place from Rural Residential (RU4) to Small Lot Residential (R3).

**Council Discussion:**

- Existing greenspace and parkland from previous phases of construction.
- Requirements for blasting to be in alignment with municipal bylaws and fire regulations.
- Status of Beaton Road and potential for inclusion as a Development Cost Charge (DCC) road.

**Mayor Tait invited the applicant to present:**

- Jared Steingard, applicant provided an overview of the project history, a comparison of the previous CD9 Comprehensive Development Zone and the proposed zoning changes, and proposed amenities including utilities infrastructure, added parkland and trails.
- Mr. Steingard addressed challenges with blasting and the effect on neighbouring properties, stating that the developer has offered to clean homes negatively impacted by blasting. Additionally, Mr. Steingard stated the developer's intention to work with staff and Brailsford Place residents to mitigate concerns regarding increased traffic.

### Public Submissions:

- Mark Forget, 6998 Brailsford Place, spoke regarding challenges with ongoing construction in the neighbourhood, including dust and noise. Mr. Forget also stated that Brailsford Place has many children and their safety would be at risk should Brailsford become a through road for the proposed development.
- Charlotte Molls, 6990 Brailsford Place, stated that ongoing construction, noise and dust is negatively impacting her enjoyment of her property. Ms. Molls also spoke regarding the safety of children on Brailsford Place should vehicle traffic increase.
- Chris Bryant, 2404 Mountain Heights Drive, spoke regarding the impact of increased traffic on surrounding neighbourhoods, and stated his belief that the increased traffic will be greater than accounted for in the traffic impact assessment. Dr. Bryant also stated that sidewalks on Foreman Heights should be considered.
- Ed Stephenson, #601 - 2234 Stone Creek Place, spoke regarding the effects of blasting on neighbouring properties. Mr. Stephenson stated his support for the decreased density proposed.
- Kevin McArthur, 6495 Riverstone Drive, stated the proposed decrease in density represents a loss in affordable housing stock. Mr. McArthur spoke in support of affordable multi-family housing.
- Jannine Rossi, 6998 Brailsford Place, spoke in support of maintaining existing bollards on Brailsford Place to reduce traffic and protect the safety of children in area. Ms. Rossi stated she would like to see greenspace and playgrounds included in the proposed development.
- Scott Renouf, 6986 Brailsford Place, spoke in support of maintaining bollards on Brailsford Place to ensure safety of neighbourhood children.
- Alan Barr, 6992 Brailsford Place, spoke regarding the impact of blasting on neighbouring residents and the potential impact of increased traffic on Brailsford Place. Mr. Barr shared a 2012 petition from Brailsford Place residents in support of bollards to reduce traffic in the area.
- Gerry Niederlinski, #301 - 2234 Stone Creek Place, spoke regarding the impact of blasting, including dust and noise. Mr. Niederlinski stated that he has brought concerns to the municipal hall in the past and has been disappointed in the response.
- Vivianne Jefferis, 6994 Brailsford Place, spoke regarding the 2012 petition to maintain the Brailsford "place" designation, the effect of dust from blasting on the health of neighbouring residents, concerns regarding preservation of greenspace and the health of trees in the area.
- Jeff Bateman, 7083 Briarwood Place, spoke in support of "Smart Growth" principles, efficient land use and the densification of the Town Centre.
- Cynthia McDonald, 6996 Brailsford Place, spoke regarding the negative effects of blasting including dust, noise and potential health impacts. Ms. McDonald stated her support for the bollards being maintained on Brailsford Place.
- Eduardo Quiroz-Borrero, 6971 Brailsford Place, stated concerns regarding increased traffic on Brailsford Place and the safety of neighbourhood children. Mr. Quiroz-Borrero stated that as a veteran, he would like to see Brailsford Place, which was named for a veteran, to maintain its original name and designation as a "place" or no-through road. Mr. Quiroz-Borrero also spoke regarding the effects of blasting on the health of residents.
- Marissa Thola, 2416 Mountain Heights Drive, spoke regarding the written submissions included in the supplemental agenda, and reiterated concerns regarding increased traffic and pedestrian safety.
- Martin Couture, 7008 Maple Park Terrace, spoke regarding the preservation of

- greenspace and viewsapes, as well as the effects of increased traffic.
- Don Colegrave, representing Don Smith of 7070 Maple Park Terrace, stated satisfaction with the commitment to connect Maple Park Terrace residents to sewer and spoke in support of the reduced density proposed.
- Alan Barr, 6992 Brailsford Place, spoke regarding the 2012 petition to keep Brailsford road closed to through traffic, stating that Council at the time intended to open the road. Mr. Barr reference the traffic study for the proposed development which states Brailsford is not a necessary means of egress.
- Mark Forget, 6998 Brailsford Place, stated support for the development moving forward quickly to reduce impact on the neighbourhood, and requested the health of trees in the area be assessed.

**Mayor Tait invited the applicant to respond:**

- Jared Steingard, applicant, stated the developer is willing to install bollards at their cost, and clean houses impacted by blasting dust.
- Clarification that a previously required buffer area between multi-family homes and single family homes are no longer required.
- Intention to maintain greenspace and add trails.
- Mr. Steingard requested timely processing of development requirements to mitigate neighbourhood concerns.

**Council discussion:**

- Limited staff resources and a busy construction season have impacted the length of time required to process applications.
- Staff clarification regarding assessment of tree health. Calls for Service can be requested if trees require attention.

\*\*\*\*\*  
Mayor Tait called for a recess at 9:49 p.m.  
The meeting was reconvened at 9:52 p.m.  
\*\*\*\*\*

**Council discussion**

- Bollards to remain on Brailsford Place and confirmed in writing.
- Air Quality concerns can be reported to Island Health for testing.
- Health of trees to be assessed.
- Parking and traffic concerns in proposed development and neighbouring areas.
- Additional details regarding layout and housing mix to be determined at subdivision stage.
- Clarification regarding timelines for adoption of bylaw. Staff to examine possible registration of covenants at time of subdivision to expedite progress of development.

**2018-379**

**MOVED by Councillor Kasper, seconded by Councillor Reay:**

THAT Council give Third reading to the bylaw cited as *Zoning Amendment Bylaw No. 694 (600-53), 2018*.

**CARRIED.**

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



**2018-380**

**MOVED by Councillor Berger, seconded by Councillor Kasper:**

THAT prior to issuance of a development permit for 7044 Maple Park Terrace/7002 Brailsford Place, the owner be required to enter into section 219 covenants registered in priority of all other charges on title for 7044 Maple Park Terrace and 7002 Brailsford Place, to address the following:

- Provision of a \$1,000.00 cash contribution per lot towards Bylaw No. 259, Housing Reserve Fund Establishment Bylaw, 2006 prior to subdivision approval for each phase;
- Submission of a comprehensive rainwater management plan prior to subdivision approval in accordance with the requirements of Bylaw No. 404;
- Notwithstanding the minimum permitted lot size of 350m<sup>2</sup> in the Small Lot Residential (R3) zone, all lots created at time of subdivision, must have a minimum lot size of 500m<sup>2</sup> or larger, with the exception of 20 lots.
- That the areas shown as "park" on the Westbrook Consulting Ltd. "Park Plan" dated 18-02-21 be dedicated as Park to the District prior to or concurrently with each subdivision approval for each phase of development as identified on the "Proposed Subdivision and Phasing of Park Dedication" plan prepared by McIlvaney Riley Land Surveying dated February 7, 2018 and that trail linkages be constructed in the general area as depicted on the "Park Plan";
- Provision of a detailed trail plan identifying the location, width, material and grade of all proposed trails on site and of the proposed connection from the proposed development through Firwood Park to Firwood Place prior to final approval of Phase 2 as identified on the "Proposed Subdivision and Phasing of Park Dedication Plan";
- That all "Nature Trails" shown and delineated on the "Park Plan" be constructed with maximum grades of 12 percent and to the satisfaction of the Director of Development Services, prior the final approval of a subdivision plan which creates the 31st lot on the subject properties;
- That a 5 meter statutory right of way in favour of the District of Sooke be registered along the southern edge of 7044 Maple Park Terrace as identified on the "Park Plan" for purposes of establishing a trail connection to Winfield Drive prior to or concurrently with the approval of Phase 2 as identified on the "Proposed Subdivision and Phasing of Park Dedication Plan";
- That two (2) "Trail Heads" be constructed in the locations shown generally on the "Park Plan" and equip each trail head location with welcome signage, three (3) visitor parking spaces, trail/vehicle barriers, waste receptacles and doggy stations as per the Parks and Trails Master Plan and to the satisfaction of the Director of Development Services prior to the final approval of a subdivision plan which creates the 31st lot on the subject properties;
- That a neighborhood playground be constructed to Canadian Standards Association (CSA) standards with a minimum of ten (10) visitor parking spaces and playground equipment as per the attached "Playground Equipment Quote and Design" dated February 20, 2018, to be located within the park area generally identified on the attached "Park Plan" to the satisfaction of the Director of Development Services prior to final approval of a subdivision plan which creates the 51st lot on the subject property; and,
- That the Owner enter into a maintenance agreement with the District of Sooke for the Owner to maintain the neighborhood playground, the parking lot and the playground equipment for five (5)-years from the date of issuance of a Construction Completion Certificate for those items.
- That the Owner agree to provide a low pressure sanitary sewer service to the lot line of

## **Minutes for the Special Council Meeting of the District of Sooke - July 24, 2018**

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each of the following described lots on Maple Park Terrace: 7047 to 7076 Maple Park Terrace inclusive.

AND THAT upon adoption of Zoning Amendment Bylaw No. 694 (600-53), 2018, Council direct staff to release restrictive covenant FB389615.

**CARRIED.**

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

### **2018-381**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council direct staff to retain the bollards on Brailsford Place moving forward.

**CARRIED.**

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

### **2018-382**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council direct staff to have a certified arbourist visit the site to assess the health of the trees on the subject property.

**CARRIED.**

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

### **3.5. PH 5 - Zoning Amendment Bylaw No. 711 (600-60) - 2330 Sunriver Way / 2398 Shambrook Drive**

\*\*\*\*\*  
Councillor Berger declared a conflict of interest, as her husband is a contractor for Sun River Estates, and left the meeting at 10:25 p.m.  
\*\*\*\*\*

The Head of Planning provided an overview of the written staff report, recommending Council give third reading to Bylaw No. 694, Zoning Amendment Bylaw (600-53), 2018, to amend the Sun River Estates CD Zone (CD2) to include office and health services to Area D (Neighbourhood Centre) and replacement of section 802.6 (Maximum Lot Coverage)

#### **Public Submissions:**

- Ron Bilinsky, 2338 Sunriver Way, sought clarification on several issues, including services permitted, height restrictions, ownership of subject property, preservation of existing trees, and restrictions of business hours.
- Staff read the definition of "health services" as included in the zoning bylaw, clarified that business hours are not limited by zoning, and stated that building height will be restricted to 13 meters.

**Mayor Tait invited the applicant to present:**

- Phil Buchanan, applicant, stated that the subject property has been sold and that some tree removal will likely be required to allow for a new building, however, there is a riparian area where vegetation cannot be removed.

The Public Hearings were closed at 10:37 p.m.

**2018-383**

**MOVED by Councillor Reay, seconded by Councillor Kasper:**

THAT Council give Third reading to the bylaw cited as *Zoning Amendment Bylaw No. 711 (600-60), 2018*.

**CARRIED.**

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

**4. ADJOURNMENT**

**2018-384**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the July 24, 2018 Special meeting of Council be adjourned at 10:37 p.m.

**CARRIED.**

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

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
August 13, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Berger  
Councillor Kasper  
Councillor Logins  
Councillor Parkinson  
Councillor Pearson

**STAFF PRESENT:**

Carolyn Mushata, Acting CAO & Corporate Officer  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety (8:50-9:01 p.m.)  
Ivy Campbell, Head of Planning  
Teunesha Evertse, Planner II (left at 8:15 p.m.)  
Brian Derrick, Engineering Technologist II (left at 9:15 p.m.)  
Jennifer Royer-Collard, Acting Deputy Corporate Officer (left at 9:01 p.m.)  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Reay

**1. CALL TO ORDER**

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

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

New Business/ Supplementary Information was added with the Approval of the Agenda.

**3. APPROVAL OF THE AGENDA**

**2018-385**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

THAT the agenda for the August 13, 2018 Regular Meeting of Council, be adopted with the following amendments:

- Item No. 7.1. *PH-1 Zoning Amendment Bylaw No. 710 (600-59), 2018 - Lot 1 Water Street*, moved to immediately following Approval of the Agenda.
- Item No. 15.1. *Notice of Motion*, moved to directly follow Item No. 7.1, waive notice and discuss tonight.
- Addition of Supplemental Information to Item No. 7.1. *PH-1 Zoning Amendment Bylaw No. 710 (600-59), 2018 - Lot 1 Water Street*
  - Correspondence received August 13, 2018 from J. Nicholson

**CARRIED.**

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

**Absent:** Councillor Reay

**7. PUBLIC HEARINGS AND RELATED BYLAWS**

**7.1. PH 1 - Zoning Amendment Bylaw No. 710 (600-59), 2018 - Lot 1 Water Street**

The Planner II presented a PowerPoint presentation and overview of the proposed rezoning application recommending Council amend the Rural Residential (RU4) zone on Lot 1, Section 14, Sooke District, Plan VIP20069 to allow a boathouse as an accessory building without a principal building.

**Mayor Tait invited the applicant to present:**

- Julie Budgen, applicant, spoke regarding the intended use of the boathouse is to store non-motorized water sports equipment and the desire to ensure environmental protection while maintaining the view.

Mayor Tait read a written statement advising that any person who believes their interest in the property is affected by the proposed bylaw, would be given a reasonable opportunity to be heard and to have their written submission presented at the Public Hearing.

Mayor Tait called the public hearing to order at 7:11 p.m.

**Public submissions:**

- John Nicholson, 2008 Solent Street, stated that he owns four similar water lots and has a boathouse built over the water. Mr. Nicholson spoke in support of the application with concerned that the District is asking too much of the applicant in terms of environmental studies and additional regulations, making it difficult to develop the lots.
- Don White, 5877 Sooke Road, stated that he also owns water lots in the area, and while supportive of the application, shares Mr. Nicholson's concerns regarding development requirements.

Ms. Budgen responded to a question regarding the rationale for a building upland rather than on the water. Stating provincial regulations prohibit such construction.

The Public hearing was closed at 7:19 pm.

**2018-388**

**MOVED by Councillor Kasper, seconded by Councillor Berger:**

THAT Council give third reading to the bylaw cited as *Zoning Amendment Bylaw No. 710 (600-59), 2018 - Lot 1 Water Street*

**CARRIED.**

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

**Absent:** Councillor Reay

**15. NOTICES OF MOTION**

**15.1. Notice of Motion from Councillor Brenda Parkinson: Waived Notice**

Council waived Notice and Councillor Parkinson outlined a proposal for the District of Sooke to fund the Canada Day celebrations, with the Sooke Lion's Club managing the event. The Sooke Lion's Club was asked to host the event by a previous Council and relies on fundraising efforts and donations for the event. Sooke Canada Day 2017 estimated costs were \$18,000.

**Council discussion:**

- Possibility the Sooke Community Association and Sooke Lions being added as 3rd party insured with our municipal insurance.
- Appreciation to the Sooke Lion's Club for their efforts over the past six years.

**2018-427**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT the District of Sooke present and fund the Sooke Canada Day event as a District event for the public for \$20,000;

AND THAT the Sooke Lion's Club administer and manage the event on behalf of the District

**CARRIED.**

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

**Absent:** Councillor Reay

**4. ADOPTION OF MINUTES**

**Minutes of the Regular and Special meetings of Council:**

- July 9, 2018 - Special
- July 23, 2018 - Regular

**2018-386**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the minutes of the following meetings be adopted as circulated:

- July 9, 2018 Regular Meeting of Council
- July 23, 2018 Regular Meeting of Council

**CARRIED.**

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

**Absent:** Councillor Reay

**5. MINUTES FOR INFORMATION**

Minutes of the following Council Committee meetings:

- June 20, 2018 - Development and Land Use Committee
- July 18, 2018 - Development and Land Use Committee
- August 1, 2018 - Sooke Program of the Arts (SPA) Committee

**2018-387**

**MOVED by Councillor Parkinson, seconded by Councillor Berger:**

THAT the following minutes be received for information:

- June 20, 2018 - Development and Land Use Committee Minutes
- July 18, 2018 - Development and Land Use Committee Minutes
- August 1, 2018 - Sooke Program of the Arts (SPA) Committee

**CARRIED.**

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

**Absent:** Councillor Reay

## **6. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

- Ellen Lewers, Sooke resident, spoke regarding the minutes for adoption and suggested the Sooke Fall Fair should be added to the list of upcoming events and expressed disappointment regarding the transfer of funds from the Official Community Plan budget. Ms. Lewers spoke to Item No. 9.6. *Seniors/Youth Centre Reserve Bylaw*, suggesting the word "new" be removed in reference to a facility, speaking also to Item No. 10.2. *Animal Control Contract* Ms. Lewers cautioned against bringing animal control services in house. Ms. Lewers questioned Item No. 10.10. *Landscape Maintenance*, as to whether the Ministry of Transportation should be required to maintain the area and whether they were already contracted to do so. Ms. Lewers spoke questioned the correspondence regarding the design for SEAPARC fitness expansion and whether owners of private fitness facilities were consulted.
- Gail Hall, Sooke resident, spoke regarding Item No. 9.7. *Playing Field Reserve Fund Amendment Bylaw*, stating that the Sunriver land proposed for development of sports fields has been rezoned and that land use agreements for the proposed property read "previously proposed playing fields are no longer a part of this agreement". Ms. Hall encouraged Council to clarify land use restrictions before moving ahead with adoption of the bylaw.
- Jeff Bateman, Sooke resident, spoke regarding Item No. 9.1 *Zoning Amendment Bylaw No. 713 (600-61), 2018*, support the preservation of the historic Burnside House. Mr. Bateman also suggested further research on the options for Animal Control in Item No. 10.2. *Animal Control Contract Renewal*, expressing support for Item No. 10.6. *MRDT Business Plan Funding* implementation and spoke in favour of Item No. 10.10. *Landscape Maintenance* for the Edward Milne frontage road.
- Gregory Varano, Sooke resident, spoke to Item No.10.10. *Landscape Maintenance*, stating the Welcome to Sooke area should be maintained to a high standard as it is the first impression of our community.

- Peter Brennan, Sooke resident, spoke regarding Item No. 10.5. *Sooke Core Sewer Specified Area Proposed Boundary Adjustment for T'Sou-ke Nation*, encouraging Council to expand the sewer system into the Kaltasin area, as prioritized in the Liquid Waste Management Plan from 2010.
- Lorraine Pawlivsky-Love, Sooke resident, spoke in support of Peter Brennan's comments regarding the expansion of the sewer service area to Kaltasin.

**8. PUBLIC INPUT MEETINGS AND RELATED REPORTS**

**8.1. PI -1 Bylaw No. 657, Road Closure and Dedication Removal (Soule Road) 2018**

Mayor Tait invited members of the public to speak to the proposed bylaw.

**Public Input:**

- None

**2018-389**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT Council adopt the bylaw cited as *Road Closure and Dedication Removal (Soule Road) Bylaw No. 657, 2018*.

**CARRIED.**

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

**Absent:** Councillor Reay

**8.2. PI -2 Bylaw No. 716 (697-01), 2018 - Five Year Financial Plan Amendment**

Mayor Tait invited members of the public to speak to the proposed bylaw.

**Public Input:**

- None

**2018-390**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council adopt the bylaw cited as *Five Year Financial Plan Amendment Bylaw No. 716 (697-01), 2018*.

**CARRIED.**

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

**Absent:** Councillor Reay



**9. BYLAWS**

**9.1. Zoning Amendment Bylaw No. 713 (600-61), 2018 - 1890 Maple Avenue**

The Planner II provided a PowerPoint presentation and overview of the written staff report, recommending Council amend the zoning of 1890 Maple Avenue from General Commercial (C2) to Service Commercial (C3).

**Council discussion:**

- Clarification that two separate land titles will still exist, but that interior lot lines could be dissolved in the future.
- Location of a sidewalk and desire to establish pedestrian infrastructure along West Coast Road.

**2018-391**

**MOVED by Councillor Parkinson, seconded by Councillor Berger:**

THAT Council give First and Second reading to *Zoning Amendment Bylaw No. 713 (600-61), 2018*, to amend the zoning of 1890 Maple Avenue from General Commercial (C2) to Service Commercial (C3);

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-392**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT a Public Hearing be scheduled for *Zoning Amendment Bylaw No. 713 (600-61), 2018*, in accordance with Section 466 of the *Local Government Act*.

**CARRIED.**

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

**Absent:** Councillor Reay

**9.2. Zoning Amendment Bylaw No. 694 (600-53), 2018 - 7044 Maple Park Terr & 7002 Brailsford Pl**

Adoption of a bylaw to amend the zoning from Spiritwood Estates Comprehensive Development Zone (CD9) to Small Lot Residential(R3).

**Council discussion:**

- Confirmation that covenants will be registered at the Development Permit stage.
- Clarification regarding process of issuing Development Permit, the delegation of authority permits the Head of Planning to access developments outside of the Town Centre, and this is when the requirement for approval of form and character is triggered.

## Minutes for the Regular Council Meeting of the District of Sooke - August 13, 2018

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\*\*\*\*\*

Councillor Logins left the meeting at 7:58 p.m.

\*\*\*\*\*

### 2018-393

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT Council adopt the bylaw cited as *Zoning Amendment Bylaw No. 694 (600-53), 2018*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Absent:** Councillor Logins and Councillor Reay

### 9.3. **Sooke Core Sewer Specified Area Amendment Bylaw No. 701 (147-35), 2018 - 7002 Brailsford Place**

\*\*\*\*\*

Councillor Logins returned to the meeting at 8:00 p.m.

\*\*\*\*\*

### 2018-394

**MOVED by Councillor Parkinson, seconded by Councillor Berger:**

THAT Council adopt the bylaw cited as *Sooke Core Sewer Specified Area Amendment Bylaw No. 701 (147-35), 2018*.

**CARRIED.**

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

**Absent:** Councillor Reay

### 9.4. **Zoning Amendment Bylaw No. 708 (600-57), 2018 - 6868 Beaton Road**

### 2018-395

**MOVED by Councillor Berger, seconded by Councillor Logins:**

THAT Council adopt the bylaw cited as *Zoning Amendment Bylaw No. 708 (600-57), 2018*.

**CARRIED.**

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

**Absent:** Councillor Reay

### 9.5. **Zoning Amendment Bylaw No. 711 (600-60) - 2330 Sunriver Way / 2398 Shambrook Drive**

\*\*\*\*\*

Councillor Berger declared a conflict of interest, as her husband is a subcontractor for Citta Construction and left the meeting at 8:01 p.m.

\*\*\*\*\*

**2018-396**

**MOVED by Councillor Logins, seconded by Councillor Pearson:**

THAT Council adopt the bylaw cited as *Zoning Amendment Bylaw No. 711 (600-60), 2018*.

**CARRIED.**

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

**Absent:** Councillor Berger and Councillor Reay

9.6. **Seniors/Youth Centre Reserve Bylaw No. 717, 2018**

\*\*\*\*\*

Councillor Berger returned to the meeting at 8:02 p.m.

\*\*\*\*\*

Adoption of a bylaw to establish a fund for a Seniors/ Youth Centre.

**Council discussion:**

- Previous discussion and recommendations from the Sooke Community Centre Advisory Committee supported refurbishment of existing facilities for Community Centre use. Proposed bylaw states the funds are to be used for a "new" facility.

**2018-397**

**MOVED by Councillor Berger, seconded by Councillor Logins:**

THAT Council rescind third reading of the bylaw cited as *Seniors/Youth Centre Reserve Bylaw No. 717, 2018*.

**CARRIED.**

**In Favour:** Councillor Pearson, Councillor Berger, Councillor Logins, and Councillor Parkinson

**Opposed:** Councillor Kasper and Mayor Tait

**Absent:** Councillor Reay

**2018-398**

**MOVED by Councillor Logins, seconded by Councillor Berger:**

THAT Council amend the bylaw cited as *Seniors/Youth Centre Reserve Bylaw No. 717, 2018* by striking the word "new" in relation to any proposed facility as outlined in item #5.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Logins, Councillor Parkinson, and Councillor Pearson

**Opposed:** Mayor Tait and Councillor Kasper

**Absent:** Councillor Reay

**2018-399**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council give third reading as amended to the bylaw cited as *Seniors/Youth Centre Reserve Bylaw No. 717, 2018*.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Logins, Councillor Parkinson, and Councillor Pearson

**Opposed:** Mayor Tait and Councillor Kasper

**Absent:** Councillor Reay

9.7. **Playing Field Reserve Fund Amendment Bylaw No. 718 (608-01), 2018**

Adoption of a bylaw to amend the *Playing Field Reserve Fund Bylaw, 2014*.

**Council discussion:**

- Desire for clarification on existing zoning and land use agreements for proposed Sunriver Playing Field site.
- Proposed bylaw is not site specific but rather establishes the framework to utilize the funds.

\*\*\*\*\*

Councillor Pearson left the meeting at 8:11 p.m.

\*\*\*\*\*

**2018-400**

**MOVED by Councillor Kasper, seconded by Councillor Berger:**

THAT Council adopt the bylaw cited as *Playing Field Reserve Fund Amendment Bylaw No. 718 (608-01), 2018*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Pearson and Councillor Reay

**2018-401**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT Council direct staff to provide a report on the zoning and usage of the Sunriver Playing Fields property.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Logins, and Councillor Parkinson

**Absent:** Councillor Pearson and Councillor Reay

9.8. **Five Year Financial Plan Amendment Bylaw No. 719 (697-02) - Fire Tender Vehicle MFA Borrowing**

\*\*\*\*\*

Councillor Pearson returned to the meeting at 8:12 p.m.

\*\*\*\*\*

Funding requirements for the purchase of a water tender for the Fire Department through the Equipment Purchasing Program over five years, and amend Bylaw No. 697, *Five Year Financial Plan Bylaw, 2018*.

**2018-402**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the Council of the District of Sooke authorize up to \$425,000 be borrowed, under section 175 of the *Community Charter*, from the Municipal Finance Authority, for the purpose of purchasing a new Water Tender Truck for the Fire Department;

AND THAT the loan be repaid within 5 years, with no right of renewal.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-403**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council give First, Second and Third reading to the bylaw cited as *Five Year Financial Plan Amendment Bylaw No. 719 (697-02), 2018*.

**CARRIED.**

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

**Absent:** Councillor Reay

**10. REPORTS REQUIRING ACTION**

10.1. **Sooke Program of the Arts (SPA) Committee Recommendations**

Committee members, Gregory Varano and Peter Jonasson, presented an overview of the Sooke Program of the Arts (SPA) Committee recommendations.

**Council discussion:**

- New policy on memorial benches and sculptures will be drafted by staff, using SPA Committee recommendations.
- Staff clarification that when the term of a memorial bench expires agreement holders can choose to take the plaque (and bench) home or have the plaque transferred to the memorial sculpture at no additional cost. Recommendation is that there is no term or expiry on placement of plaques on memorial sculpture.

## **Minutes for the Regular Council Meeting of the District of Sooke - August 13, 2018**

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- Draft policy to return to an upcoming meeting to allow for public comment and Council discussion.
- Design of painted crosswalks to be done in collaboration with Ministry of Transportation and Infrastructure, using lessons from the City of Victoria's experience.
- Clarification regarding rotation of photographs in transit shelters every six months and associated costs.

### **2018-404**

#### **MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council direct staff to draft a Memorial Bench and Memorial Sculpture Policy using the SPA Committee recommendations;

THAT existing memorial bench holders, upon expiry of their term, be added to a waitlist should they wish to renew;

AND THAT Council direct staff to issue an RFP for a Memorial Sculpture created and installed on WhiffinSpit, with funding to come from the SPA Account.

**CARRIED.**

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

**Absent:** Councillor Reay

### **2018-405**

#### **MOVED by Councillor Logins, seconded by Councillor Pearson:**

THAT Council authorize the Sooke Program of the Arts (SPA) Committee to work with the Ministry of Transportation and Infrastructure on painted crosswalks in the town centre.

**CARRIED.**

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

**Absent:** Councillor Reay

\*\*\*\*\*

Councillor Kasper left the meeting at 8:47 p.m.

\*\*\*\*\*

### **2018-406**

#### **MOVED by Councillor Logins, seconded by Councillor Pearson:**

THAT Council authorize the Sooke Program of the Arts (SPA) Committee to spend not more than \$500 on the restoration of the Spirit Bear at the Sooke Region Museum.

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

**2018-407**

**MOVED by Councillor Pearson, seconded by Councillor Logins:**

THAT Council authorize the Sooke Program of the Arts (SPA) Committee to issue a "Call to Artists" for the Transit Stops/Shelters Photography project;

AND THAT Council authorize the expenditure of \$750 for three photographs as selected (\$250 each)

**CARRIED.**

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

**Absent:** Councillor Kasper and Councillor Reay

\*\*\*\*\*

Councillor Kasper returned to the meeting at 8:50 p.m.

\*\*\*\*\*

**2018-408**

**MOVED by Councillor Logins, seconded by Councillor Berger:**

THAT Council authorize the Sooke Program of the Arts (SPA) Committee to use the kiosk poles to create an area for local event signage, with a report to follow on design and use.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-409**

**MOVED by Councillor Logins, seconded by Councillor Pearson:**

THAT Council receive the July 2018 Sooke Program of the Arts (SPA) Committee report for information

**CARRIED.**

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

**Absent:** Councillor Reay

**10.2. Animal Control Contract Renewal**

The Acting Deputy Corporate Officer provided an overview of the written staff report, outlining options for continued animal control services.

Mayor Tait invited Don Brown, Chief Bylaw Officer for the Capital Regional District, to respond to Council questions and comments.

**Council discussion:**

- Clarification that Sooke has the most calls for Animal Control services related to dog bites and dangerous dogs on a population basis.
- Cost to bring Animal Control services in-house is estimated to be greater than the current \$85,000 per year contract cost.

**2018-410**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council authorize the Mayor and CAO to enter into a 5 year agreement for Animal Control Services with the Capital Regional District.

**CARRIED.**

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

**Absent:** Councillor Reay

10.3. **Rural Road Rehabilitation**

The Engineering Technologist II provided a PowerPoint presentation and overview of the written staff report, to award the tender for the 2018 Rural Road Rehabilitation Program.

**Council discussion:**

- Clarification that GST amount would be reconciled by the Finance department.

**2018-411**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council authorize staff to award the tender for the 2018 Rural Road Rehabilitation Program to Island Asphalt Company in the amount of \$181,500 +GST.

**CARRIED.**

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

**Absent:** Councillor Reay

10.4. **Sooke River Road Drainage**

The Engineering Technologist II provided an overview of the written staff report to award the tender for the Sooke River Road Drainage Project.

**Council discussion:**

- Estimated budget was \$220,000 plus a contingency of \$40,000.
- Fisheries closure restrict work near salmon-bearing waterways after September 15. Approximately 20% of the project will be impacted by this closure and time constraints will be planned accordingly.
- Staff to post notifications regarding traffic disruptions for both this project and the Rural Road Rehabilitation program.



**2018-412**

**MOVED by Councillor Berger, seconded by Councillor Logins:**

THAT COUNCIL authorize staff to award the tender for the Sooke River Road Drainage project to Western Watershed Designs Inc. in the amount of \$183,477.50 +GST.

**CARRIED.**

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

**Absent:** Councillor Reay

10.5. **Sooke Core Sewer Specified Area Proposed Boundary Adjustment for T'Sou-ke Nation I.R. #2**

The Director of Development Services provided an overview of the written staff report, providing a history of ongoing discussions with the T'Sou-ke First Nation regarding expansion of the Sewer Specified Area to IR #2. Staff is seeking Council direction and approval to proceed with drafting an agreement for municipal sewer servicing.

**Council discussion:**

- Desire to see drafted agreement, including all required terms before servicing is considered.
- Clarification that T'Sou-ke First Nation would be responsible for applicable connection costs (per unit), capital costs and parcel taxes as determined by servicing agreement.
- Agreement should reflect contents of a bylaw, as municipal bylaws do not apply to IR #2 lands.
- Sewer capacity and prioritization of municipal lands for wastewater connection.
- Legal and Engineering costs will be incurred to draft agreement.

**2018-413**

**MOVED by Councillor Berger, seconded by Councillor Logins:**

THAT Council agree in principle to service the T'Sou-ke First Nation I.R. #2 located off Wright Road and McMillan Road with community sewer.

AND THAT Council direct staff to enter into discussions with the T'Sou-ke Nation regarding the municipal type servicing agreement which would be required prior to servicing IR#2.

**CARRIED.**

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

**Absent:** Councillor Reay

10.6. **MRDT Business Plan Funding**

Mayor Tait invited Lee Boyko to speak regarding the proposed MRDT Business Plan.

Mr. Boyko stated the intention of the business plan is to gather and present necessary information to the industry to make a decision about the hotel tax. Local accommodation providers with more than 4 guest rooms will then vote on the proposal, and a municipal bylaw will be required if the hotel tax is supported.

**Council discussion:**

- Opportunity to promote the region.

Council invited Britt Santowski to speak regarding a Royal Roads University project aimed at supporting economic development in Sooke.

Ms. Santowski stated the students are interested in working with District staff to discuss possible policy development but have been unable to connect.

**Council discussion:**

- Royal Roads students may wish to connect with the Sooke Region Tourism Association.

**2018-414**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council approve \$15,000 from Council Contingency for the Sooke Region Tourism Association (SRTA) to prepare a Strategic Business Plan as part of the application to the Province for the Municipal and Regional District Tax (hotel tax).

**CARRIED.**

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

**Absent:** Councillor Reay

10.7. **Funding for Community Policing Officer statue**

Options for collecting funds associated with the Friends of Sooke Community Policing and Officer Appreciation statue.

**2018-415**

**MOVED by Councillor Logins, seconded by Councillor Pearson:**

THAT Council authorize the Mayor and the CAO to enter into a structured arrangement with Friends of Sooke Community Policing and Officer Appreciation that will enable the District to maintain direction and control over the funds and the project to erect a life-sized bronze statue dedicated to all the working law enforcement officers.

AND THAT Council approve a \$5,000 contribution toward the statue from the Council Contingency fund.

**CARRIED.**

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

**Absent:** Councillor Reay

10.8. **Property Tax Write-Off Request**

Outstanding property taxes for a property located at 7021 Grant Road West.

**2018-416**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council direct staff to request the Ministry of Municipal Affairs and Housing write off the property taxes owing for folio # 070210.022, in the amount \$863.57 plus accrued interest of \$27.55 for a total of \$891.12 under section 781 of the *Local Government Act*.

**CARRIED.**

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

**Absent:** Councillor Reay

10.9. **Knox Vision Society Permissive Tax Exemption**

Grant in lieu of property taxes for the property located at 2110 Church Road, with reference to the 2018 Permissive Tax Exemption.

**2018-417**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council approve a grant in the amount of \$3746.33 from the Council Contingency, which is an amount equal to the 2018 property taxes paid for 2110 Church Road (tax folio 010151.500);

**CARRIED.**

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

**Absent:** Councillor Reay

10.10. **Landscape Maintenance**

Maintenance of landscaping in areas on Sooke Road.

**Council discussion:**

- Ministry of Transportation and Infrastructure has maintenance standards for highways.
- Welcome to Sooke area is the gateway to our community, continued maintenance of seasonal plantings and ornamental landscape standard by the District of Sooke Parks Department.
- Benefits of a formalized agreement include clear financial obligations, and protection of workers.
- Ownership of historical machinery display and a desire to beautify the area.

**2018-418**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council direct staff to maintain the Edward Milne Frontage Road Boulevard and the Welcome to Sooke gateway sign at Highway 14 and Phillips Road.

**CARRIED.**

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

**Absent:** Councillor Reay

10.11. **Wastewater - Emergency / Service Vehicle**

Purchase of a full-size multi-purpose truck for wastewater operations.

**Council discussion:**

- Clarification that requested vehicle is included in the 2018 Financial Plan.
- Confirmation regarding existing wastewater vehicles and specialized vehicle requirements.

**2018-419**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council authorize staff to post a Request for Proposals to purchase one (1) new 3/4 tonne extended cab truck with a service body for the District's wastewater department.

**CARRIED.**

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

**Absent:** Councillor Reay

10.12. **4x4 Heavy Duty Pickup Truck**

Purchase of heavy duty 4x4 truck for the Fire Department.

**Council discussion:**

- Clarification that new truck will replace Squad 1.
- Discussion regarding additional pricing for decaling. Staff estimate of \$500 to complete all Sooke Fire Department identification on truck.

**2018-420**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council approve Suburban Motors as the successful proponent under the Request for Proposals (RFP) for the purchase of a 4x4 heavy duty, extended cab, long box pickup truck, outfitted with necessary lighting, radio equipment and siren package in the amount of \$66,325.89 including taxes and levies.

**CARRIED.**

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

**Absent:** Councillor Reay

**11. REPORTS FOR INFORMATION**

**11.1. Sooke Community Health Services Planning document**

Mayor Tait provided Council with an update regarding ongoing primary health care advocacy work, culminating in the production of the Sooke Community Health Services Planning document. Additional updates from the Primary Health Care Services Working Group include:

- Expansion of X-Ray service hours and improved technology
- A new Community Paramedicine practitioner providing outreach and home support in Sooke
- Doctors of the World Mobile Health Clinic operating in Sooke on Thursdays
- Ongoing initiatives to promote colocation of health services

**2018-421**

**MOVED by Councillor Parkinson, seconded by Councillor Berger:**

THAT Council receive the Sooke Community Health Services Planning document for information.

**CARRIED.**

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

**Absent:** Councillor Reay

**12. NEW BUSINESS**

There were no New Business items presented.

**13. CORRESPONDENCE**

**13.1. Correspondence received July 19 - August 8, 2018**

**Council discussion:**

- Request from residents to consider Kaltasin sewer expansion
- Historical cost estimates for expansion to Kaltasin.
- SEAPARC fitness expansion had full community consultation and determined additional services were a community add-on, rather than taking away from existing businesses.

**2018-422**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the correspondence received July 19 - August 8, 2018 be received and filed accordingly for the record.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-423**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT a letter be sent to residents in the Kaltasin area outlining the steps associated with servicing the area with sewer, including any known costs.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-424**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council direct staff to write a report on the feasibility of servicing the Kaltasin area with sewers, including installation of sewer infrastructure on Sooke Road bridge.

**CARRIED.**

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

**Absent:** Councillor Reay

**14. COUNCIL VERBAL REPORTS**

Mayor Tait provided the following updates:

- Request for a follow-up letter of support for Dr. Phillip Ney to the Sooke Harbour Marina.
- Request for Rotary sponsorship.
- Certificate from the Sooke Lion's Club received at the National Band of Naval Reserve performance.
- Homelessness Forum for identified stakeholders planned as Primary Health Care Services Working Group initiative on September 6, 2018.
- Notice of Motion to be submitted to CRD Parks regarding dogs off leash in Sooke Region, as a follow-up to correspondence sent outlining Council's concerns.

**2018-425**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council provide a letter of support to Dr. Phillip Ney regarding a moorage request for vessel at Sooke Harbour Resort & Marina.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-426**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT Council provide a sponsorship to the Sooke Rotary Club hockey tournament in the amount of \$50, and the Sooke Rotary Club golf tournament in the amount of \$100, with funds to come from the Sponsorship account.

**CARRIED.**

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

**Absent:** Councillor Reay

**16. ADJOURNMENT**

**2018-428**

**MOVED by Councillor Berger, seconded by Councillor Logins:**

THAT the August 13, 2018 Regular meeting of Council, be adjourned at 10:27 p.m.

**CARRIED.**

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

**Absent:** Councillor Reay

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Special Council Meeting  
September 17, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Brent Blackhall, Interim CAO and Director of Finance  
Carolyn Mushata, Director of Corporate Services  
Ivy Campbell, Head of Planning  
Teunesha Evertse, Planner II  
Laura Hooper, Head of Parks and Environmental Services  
Medea Mills, Bylaw Enforcement Officer/Business Licence Inspector  
Jennifer Royer-Collard, Corporate Services Assistant

**ABSENT:**

Councillor Kerrie Reay

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 6:00 p.m.

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

**2018-429**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT this meeting be closed to the public under section 90(1)(a), (c) and (i) of the *Community Charter* as it pertains to personal information about an identifiable individual, labour relations and advise subject to solicitor-client privilege.

**CARRIED.**

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

**Absent:** Councillor Reay

**3. CALL TO ORDER - OPEN PORTION**

The Mayor noted that there were technical issues with the recording equipment and delayed calling the meeting to order in an attempt to rectify the issue.

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

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

New business/supplementary information was added with the approval of the agenda.



**5. APPROVAL OF THE AGENDA**

The Corporate Officer confirmed the District is in compliance with Council's Procedure Bylaw and the *Community Charter* surrounding the process of calling special meetings and providing notification of such.

**2018-430**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

THAT the agenda for the September 17, 2018 special meeting of Council, be adopted as amended:

- Item No. 13.1., Policy 9.1 for 5536 Sooke Road be moved to follow Item No. 11.1., Public Input Meetings and Related Reports.
- Item No. 13.2., Policy 9.1 for 6507 Water Street be moved to follow Item No. 13.1.
- Addition of New Business Item No. 8.2., Affordable Housing Committee.
- Addition of supplemental information for Item No. 13.4., Development Variance Permit-6507 Water Street.

**CARRIED.**

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

**Absent:** Councillor Reay

**6. PUBLIC HEARINGS AND RELATED BYLAWS**

**6.1. PH 1 - Zoning Amendment Bylaw No. 713 (600-61), 2018 - 1890 Maple Avenue**

The Planner II presented an overview of the proposed rezoning application, recommending that Council amend the zoning at 1890 Maple Avenue from General Commercial (C2) to Service Commercial (C3) to facilitate the expansion of Silver Streak Boats Limited. The outstanding item pertaining to sidewalks has been resolved as cash-in-lieu for future concrete sidewalks.

In response to the correspondence regarding traffic impacts and esthetics at the property, staff assured Council that landscaping and screening requirements are planned and that the majority of business will be conducted at the front of the property.

**Mayor Tait invited the applicant to present:**

- Andy Barry, applicant, chose not to provide any additional information.

Mayor Tait read a written statement advising that any person who believes their interest in the property is affected by the proposed bylaw would be given a reasonable opportunity to be heard and to have their written submission presented at the Public Hearing.

Mayor Tait called the public hearing to order at 7:14 p.m.

The Mayor called three times for public submissions.

The public hearing was closed at 7:16 p.m.

**2018-431**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council give Third reading to the bylaw cited as *Zoning Amendment Bylaw No. 713 (600-61), 2018*.

**CARRIED.**

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

**Absent:** Councillor Reay

**7. ADOPTION OF MINUTES**

**7.1. Minutes of the Regular and Special meetings of Council:**

- July 24, 2018 - Special Meeting
- August 13, 2018 - Regular Meeting

**2018-432**

**MOVED by Councillor Berger, seconded by Councillor Logins:**

THAT the minutes of the July 24, 2018 Special meeting and the August 13, 2018 Regular meeting of Council be adopted as circulated.

**CARRIED.**

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

**Absent:** Councillor Reay

**8. MINUTES FOR INFORMATION**

**8.1. Minutes of the Development and Land Use Committee meetings:**

- Development and Land Use Committee Minutes - August 1, 2018
- Development and Land Use Committee Minutes - August 15, 2018
- Development and Land Use Committee Recommendations

Councillor Berger provided an overview of the committee recommendations.

**Council Discussion:**

- Inquiry into availability of funding for legal costs associated with building bylaw review.
  - The Director of Finance advised that this expense could be budgeted into next year's budgeting cycle.
- Assurance that best practices are established while reviewing parameters and standards established by the Province.
- Concerns with the limiting structures to retaining walls and seawalls, preference is for engineered structures.
- Implementation of permit requirements on land-use on private land for walls, needs to involve ample communication with the public.
- Support for creating formal documentation for farm building application.

**2018-433**

**MOVED by Councillor Berger, seconded by Councillor Logins:**

THAT the following minutes be received for information:

- Development and Land Use Committee - August 1, 2018
- Development and Land Use Committee - August 15, 2018

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-434**

**MOVED by Councillor Berger, seconded by Councillor Logins:**

THAT Council direct staff to bring forward a report on best practices regarding the *Official Community Plan* requirements surrounding development permits for single-family subdivisions.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-435**

**MOVED by Councillor Logins, seconded by Councillor Pearson:**

THAT Council direct staff to update the current building regulation bylaw to conform with the changes to the *Building Act*;

AND THAT a legal review of the bylaw be completed.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-436**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council direct staff to provide a report on options for permitting of land-use engineered structures.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-437**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council direct staff to create a standard form for farm building applications for buildings not requiring a building permit. To ensure compliance with the *BC Building Code* and to provide assurance to the municipality that applicants follow correct permitting through the appropriate authorities.

**CARRIED.**

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

**Absent:** Councillor Reay

8.2. **Minutes of the Development and Land Use Committee meetings:**

- Development and Land Use Committee Minutes - August 1, 2018
- Development and Land Use Committee Minutes - August 15, 2018
- Development and Land Use Committee Recommendations

Councillor Logins provided an overview of the committee recommendations.

**Council Discussion:**

- The *Affordable Housing Assessment Guide* will be available in the next 3-4 months.
- Assessment of affordable housing needs desired for the community.
- Establish a budget of \$10,000 as future funding is possible but not guaranteed.
- Confirmation that the committee's financial request is eligible under Bylaw 259.

**2018-438**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT the following minutes be received for information:

- July 26, 2018 - Affordable Housing Committee Minutes.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-439**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT the Affordable Housing Committee recommend Council set aside a budget for an affordable housing needs assessment to meet the provincial requirement after the release of the *Affordable Housing Assessment Guide*;

AND THAT the funding, up to \$10,000 for the affordable housing needs assessment are allocated from Bylaw No. 259, Housing Reserve Fund Establishment Bylaw, 2006.

**CARRIED.**

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

**Absent:** Councillor Reay

**9. DELEGATIONS**

**9.1. Zoning - Derek Lewers**

Mr. Lewers spoke to Council about zoning, permitting and business licensing pertaining to the business and property located at 5536 Sooke Road.

Mr. Lewers suggested Council take the opportunity presented tonight with Policy 9.1, to change past practice of allowing businesses to operate outside of allowable land use before complying with applicable zoning and licensing requirements. All changes to the Official Community Plan and Rezoning applications should be thoroughly reviewed with ample community consultation and input. It was also stated that the commercial business operations at 5536 Sooke Road are adjacent to Agricultural lands, park and a salmon bearing river, which should be considered before granting or declining this specific application.

**2018-440**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council allow for an extension of five minutes for Derek Lewers' delegation to Council.

**CARRIED.**

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

**Absent:** Councillor Reay

Finally, Mr. Lewers requested Council address the impact on neighbouring properties, should this application be approved; all property owners should have the right to peaceful enjoyment of their property. Negative impacts to neighbours include noise, bright lighting, and fumes that are constant and an inconvenience for neighbours.

Mr. Lewers reminded Council that they have a duty to uphold policies and bylaws, and to provide good governance to the community that they represent.

**10. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

- Lonny McPherson, Sooke resident, spoke to Item No. 13.2., Policy 9.1 for 6507 Water Street and Item No. 13.4., Development Variance Permit - 6507 Water Street. Mr. McPherson expressed support for removing consideration for the development variance permit for 6507 Water Street as set out in Policy 9.1 and encouraged Council to uphold their bylaws.
- John Nicholson, Sooke resident, spoke to Item No. 13.4., Development Variance Permit - 6507 Water Street, questioning the validity of the suggestion that the seawall is illegal and supporting the issuance of the development variance permit.

## **Minutes for the Special Council Meeting of the District of Sooke - September 17, 2018**

- Ellen Lewers, Sooke resident, spoke to Item No. 12.5., Official Community Plan Amendment Bylaw No. 724 (400-12), 2018 -5536 Sooke Road in opposition to changing Gateway Residential zoning without community consultation, as this area forms a large portion of the Official Community Plan.
- Jeff Bateman, Sooke resident, spoke to Item No. 8.1., Development and Land Use Committee, in support of the recommendations and of the continuance of the Council committees. Mr. Bateman encouraged Council to consider all information provided prior to deciding on Item No. 12.5., Official Community Plan Amendment Bylaw No. 724 (400-12), 2015 - 5536 Sooke Road.
- Gail Nash, Sooke resident, spoke to Item No.9.1., Zoning Delegation, supporting the presenter's overview of the property. Ms. Nash noted that the property has deteriorated from its original farm land and has contributed to increased traffic in a residential neighbourhood.
- Matt Johnson, Sooke resident, spoke to Item No. 13.2., Policy 9.1 for 6507 Water Street, in support of Council upholding their policy and not allowing the development, adding that only extraordinary circumstances should lead to the waiving of the policy.
- Derek Moorcroft, Sooke resident, spoke to Item No. 13.4., Development Variance Permit - 6507 Water Street, encouraging Council to conform to their bylaws. Mr. Moorcroft expressed concern about granting the variance setting a precedence and discouraged council from proceeding.
- Tony St-Pierre, Sooke resident, spoke to Item No. 8.1., Development and Land Use Committee Recommendations, encouraging Council to ensure they were not overcomplicating the process for farm permitting.
- Liz Batty, Sooke resident, spoke to Item No. 13.4., Development Variance Permit - 6507 Water Street, expressing concerns with the issuance of a variance in an area where the low tide mark is changing and the erosion that will occur at the sides of the newly installed seawall.
- Employee of Drivers Welding, spoke regarding Item No. 13.1., Policy 9.1 for 5536 Sooke Road, in support of Council waiving the policy and provided examples of occurrences when the District of Sooke engaged Drivers Welding to fix, build or repair District assets.
- Michael Mackasey, Sooke resident, spoke to Item No.8.1., Development and Land Use Committee Recommendation, with concerns regarding retaining walls and the potential conflict with the current building and zoning bylaws. Mr. Mackasey suggested a formalized process to ensure seawalls and flood regulations are not in contravention with any provincial, federal or local government rules.
- Phil Rossner, Sooke resident, spoke to Item No. 9.1., Zoning-Delegation concerned with the length of time that this issue has been left unresolved.

**11. PUBLIC INPUT MEETINGS AND RELATED REPORTS**

**11.1. Five Year Financial Plan Amendment Bylaw No. 719 (697-02), 2018**

The Chief Administrative Officer provided an overview of the written staff report, highlighting the decrease in the borrowing term through the Municipal Finance Authority (MFA) which includes a significant decrease in the amount of interest on the loan. The recommendation is for Council to adopt the Five-Year Financial Plan Amendment Bylaw No. 719 (697-02), 2018.

Mayor Tait invited members of the public to speak to the proposed bylaw.

**Public Input:**

- Derek Lewers, 5526 Sooke Road, reminded Council that they were advised several years ago to set money aside for the purchase of this vehicle.
- Ellen Lewers, 5526 Sooke Road, spoke to property tax increases in the financial statement and suggested better planning in the future.
  - In response to inquiries regarding property tax increases, the Chief Administrative Officer explained the breakdown of the budgeting process in relation to the increase in taxes for the next four years, noting to Council that this is an estimate and can be adjusted when reviewing next year.

**2018-441**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council adopt the bylaw cited as Five-Year Financial Plan Amendment Bylaw No. 719 (697-02), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

**13.1. Policy 9.1 for 5536 Sooke Road**

Council to consider whether the development approval for the property located at 5536 Sooke Road will be considered, in accordance with Policy 9.1, Land Use Activities Contrary to Current Bylaws and Resolutions.

**Council discussion:**

- Concerns with authority over non-conforming.
- Confirmation that there were infractions regarding building permits, zoning and lack of valid business licence.
- Owner was advised by this Council to make an application to rezone property.
- There was concern that Policy 9.1 hasn't been brought forward in the past for other like applications, where it may have been applicable.

**2018-442**

**MOVED by Councillor Kasper, seconded by Mayor Tait:**

THAT Council waive Policy 9.1, Land Use Activities Contrary to Current Bylaws and Resolutions as it relates to Rezoning Application PLN01394.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Opposed:** Councillor Logins

**Absent:** Councillor Reay

13.2. **Policy 9.1 for 6507 Water Street**

Council to consider whether the development approval for the property located at 6507 Water Street (PLN01357) will be considered, in accordance with Policy 9.1, Land Use Activities Contrary to Current Bylaws and Resolutions.

**Council discussion:**

- Desire to continue reviewing application.
- The extent of this issue exceeds the policy and the District must complete the file, not just close it. This could lead to failure in the future for all water lots in the area.

**2018-443**

**MOVED by Councillor Berger, seconded by Councillor Kasper:**

THAT Council waive Policy 9.1, Land Use Activities Contrary to Current Bylaws and Resolutions as it relates to the Development Variance Application PLN01357.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Opposed:** Councillor Logins

**Absent:** Councillor Reay

**12. BYLAWS**

12.1. **Zoning Amendment Bylaw No. 695 (600-54) - 6829 Grant Road West**

Adoption of Zoning Amendment Bylaw No. 695 (600-54), 2018 to amend the zoning at 6829 Grant Road West from Small Scale Agricultural (RU3) to Small Lot Residential (R3) and Medium Density Multi Family 2 (RM2).

**2018-444**

**MOVED by Councillor Kasper, seconded by Councillor Berger:**

THAT Council adopt the bylaw cited as Zoning Amendment Bylaw No. 695 (600-54), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay



12.2. **Zoning Amendment Bylaw No. 710 (600-59) - Lot 1 Water Street**

Adoption of Zoning Amendment Bylaw No. 710 (600-59), 2018 to allow for an accessory building without a principal building on the property identified as Lot 1, Section 12, Sooke District, Plan VIP20069 - Water Street.

**2018-445**

**MOVED by Councillor Kasper, seconded by Councillor Berger:**

THAT Council adopt the bylaw cited as Zoning Amendment Bylaw No. 710 (600-59), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

12.3. **Sooke Core Sewer Specified Area Amendment Bylaw No. 712 (147-36), 2018 - 6507 Water Street**

The Corporate Officer presented an overview of the written staff report, which requested the inclusion of 6507 Water Street into the Sooke Core Sewer Specified Area Bylaw, 2003.

**Council discussion:**

- Concern with reviewing inclusion into the Sewer Specified Area prior to Development Variance Permit decision.
  - The Corporate Officer replied that final adoption would not proceed until approval of the development variance permit and that the order of events was not an issue.
- Preference to defer all matters pertaining to this address until the T'So-uke Nation are able to respond.

**2018-446**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council receive the petition for local area service for the property located at 6507 Water Street (legally described as Parcel A (Being a Consolidation of Lots 25, 27 and 27 see CA6791153), Block 1, Section 14, Sooke District, Plan 217).

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Opposed:** Mayor Tait and Councillor Logins

**Absent:** Councillor Reay

**2018-447**

**MOVED by Councillor Pearson, seconded by Councillor Berger:**

THAT Council give first, second, and third reading to Sooke Core Sewer Specified Area Amendment Bylaw No. 712 (147-36), 2018.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Opposed:** Mayor Tait and Councillor Logins

**Absent:** Councillor Reay

12.4. **Official Community Plan Amendment Bylaw No. 722 (400-11), 2018**

The Head of Planning provided an overview of the written staff report which identifies that a map amendment is required to correct the designation of Agricultural lands at the property located at 5536 Sooke Road. This is a housekeeping amendment for Map 1 and Map 1C in the *Official Community Plan*.

**Council discussion:**

- Whether there were further updates required and the notification process of changes from the Agricultural Land Commission (ALC).
- Public hearing public notification requirement for this amendment.

Planning staff informed Council there are no additional pending ALC updates and that the ALC completes reviews every six months.

The Corporate Officer confirmed all Official Community Plan and zoning amendments require a public hearing under the *Local Government Act*.

**2018-448**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council give first reading to Official Community Plan Amendment Bylaw No. 722 (400-11), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-449**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council give Second reading to Official Community Plan Amendment Bylaw No. 722 (400-11), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-450**

**MOVED by Councillor Kasper, seconded by Councillor Logins:**

THAT a Public Hearing be scheduled for the Official Community Plan Amendment Bylaw No. 722 (400-11), 2018 in accordance with Section 466 of the *Local Government Act*.

**CARRIED.**

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

**Absent:** Councillor Reay

12.5. **Official Community Plan Amendment Bylaw No. 724 (400-12), 2018 - 5536 Sooke Rd**

The Head of Planning provided an overview of the written staff report, recommending amendments to Part 5.2, Gateway Residential and Part 6, Temporary Commercial and Industrial Use Permits of the *Official Community Plan* (OCP).

The following timeline of events leading to this amendment were as follows:

- September 18, 2017 Council issued a business license to Driver Enterprises.
- October 23, 2017 business license deemed invalid and revoked.
- Applicant was advised to submit rezoning application to conform with the Zoning bylaw. Upon review of application it was found that the property would not comply with the OCP Gateway Residential designation.

**Mayor Tait invited the applicant to present:**

- Shawn Driver, applicant, spoke regarding the misdirection he believes he received from staff and Council over the years and his understanding that the property was lawfully non-conforming. Mr. Driver informed Council that he has taken every avenue directed, of his approval from the Department of Highways for commercial access and that he pays industrial/commercial taxes for his business.

**Council discussion:**

- There are many Sooke businesses operating without a business license and last year a resolution was passed directing the District not purchase goods or services with businesses that do not hold a valid business license.
- Contradictions with the OCP, which is dated but is still the guiding vision of the community vision.
- Concerns with temporary use and the longevity allowances for operations already working outside the parameters set in the OCP and Zoning bylaws.
- This issue affects a number of businesses, it is not an isolated problem and requires an in-depth review, not just singling out one property.

In response to a question from Council, the applicant stated he had not received a cease-and-desist letter from the District.

The Corporate Officer informed Council that a letter from the then municipal planner was sent to Mr. Driver advising him that his welding business was not permitted in the zone and was told to cease and desist operations.

**2018-451**

**MOVED by Councillor Kasper, seconded by Councillor Berger:**

THAT Council provide a site-specific exemption, with a text amendment to the *Official Community Plan*, for the property located at 5536 Sooke Road. With a clause inserted in Part 5.2.3., Policies that legally describe the site and state all existing uses as named are permitted either by Temporary Use Permit or site-specific zoning amendment, in the Gateway Residential area.

**DEFEATED.**

**Opposed:** Mayor Tait, Councillor Berger, Councillor Kasper, Councillor Logins, Councillor Parkinson, and Councillor Pearson

**Absent:** Councillor Reay

**Further Council discussion:**

- Delaying the issue is not solving the problem and a solution must be identified.
- Public notification is not required in this instance as the amendment affects more than 10 properties with more than 10 owners.
- It was noted that Sooke bylaw enforcement is complaint driven. There is a two-year limit associated with the issuance of temporary use permits with an option to renew for an additional two years.

The Public Hearing will be at the October 1, 2018 Regular Council meeting.

**2018-452**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council give first reading to the *Official Community Plan Amendment Bylaw No. 724 (400-12), 2018*, to amend Part 5.2 Gateway Residential and Part 6 Temporary Commercial and Industrial Use Permits of the *Official Community Plan*.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Opposed:** Mayor Tait and Councillor Logins

**Absent:** Councillor Reay

**2018-453**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council give Second reading to the *Official Community Plan Amendment Bylaw No. 724 (400-12), 2018*, to amend Part 5.2, Gateway Residential and Part 6, Temporary Commercial and Industrial Use Permits of the *Official Community Plan*.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Opposed:** Mayor Tait and Councillor Logins

**Absent:** Councillor Reay

**2018-454**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

THAT a Public Hearing be schedule in accordance with Section 466 of the *Local Government Act*.

**CARRIED.**

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

**Absent:** Councillor Reay

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The meeting was recessed at 9:40 p.m. and reconvened at 9:45 p.m.

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12.6. **Permissive Tax Exemption Bylaw No. 725 (684-01), 2018**

The Chief Administrative Officer provided an overview of written staff report, summarizing that the amendment was to include Knox Vision Society, corrections to the Sooke Community Association details and other minor administrative corrections.

**2018-455**

**MOVED by Councillor Pearson, seconded by Councillor Berger:**

THAT Council give first reading to Permissive Tax Exemption Amendment Bylaw No. 725 (684-01), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-456**

**MOVED by Councillor Berger, seconded by Councillor Pearson:**

THAT Council give Second reading to Permissive Tax Exemption Amendment Bylaw No. 725 (684-01), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-457**

**MOVED by Councillor Pearson, seconded by Councillor Logins:**

THAT Council give third reading to Permissive Tax Exemption Amendment Bylaw No. 725 (684-01), 2018.

**CARRIED.**

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

**Absent:** Councillor Reay

**13. REPORTS REQUIRING ACTION**

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**Resolve into Committee of the Whole**

**2018-458**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT Council resolve into Committee of the Whole to discuss Item No. 13.3.,  
Development Variance Permit - Lot 1 Water Street.

**CARRIED.**

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

**Absent:** Councillor Reay

**13.1. Development Variance Permit - Lot 1 Water Street**

The Planner II provide an overview of the written staff report, highlighting that there will be a required covenant prior to the issuance of a permit.

**Mayor Tait invited the applicant to present:**

- Matt Johnson, applicant, spoke regarding the use of the boat house which was to increased access to the water.

**Council discussion:**

- Appreciation of the uniqueness of the Water Street tent lots.

**Public Input:**

- Susan Bexson, owner of three tent lots, expressed her support for this application.

**2018-459**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT Council resolve back to the regular council meeting.

**CARRIED.**

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

**Absent:** Councillor Reay

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**2018-460**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council authorize the issuance of a development variance permit pursuant to Development Variance Permit Application PLN01395 to vary the front lot setback requirement in the Rural Residential (RU4) zone by 7.2 meters and to vary the 15.0 m minimum building setback specified in s. 3.22 of the Sooke Zoning Bylaw to 1 m for the construction of a boathouse.

**CARRIED.**

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

**Absent:** Councillor Reay

**2018-461**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT prior to issuance of Development Variance Permit PLN01395 the applicant enter into a s.219 covenant in favour of the District of Sooke, stating that the boathouse will not be used as a habitable area.

**CARRIED.**

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

**Absent:** Councillor Reay

13.2. **Development Variance Permit - 6507 Water Street**

The Planner II provided an overview of the written staff report, for the property located at 6507 Water Street requesting a flood-regulation exemption and a development variance permit.

**Mayor Tait invited the applicant to present:**

- Wilf Klingsat, applicant, informed Council that he wasn't aware of any bylaws he would be in contradiction to and that he hired the geotechnical engineer prior to the installation of the seawall.

**Council discussion:**

- District advised the consolidation of the three tent lots prior to applicant applying for variance.
- There were concerns with building on flood plain area.
- The setback requirements should comply with District regulations.
  - The Planner II confirmed that the flood plain set backs are 15 m, in the zoning bylaw and are derived from the Fisheries Act.
- Confirmation of the present natural boundary is at the high-water mark, which is identified in the original survey.
- A qualified environmental professional can establish a clear defined process for building the retaining wall.

### **Public submissions:**

- John Nicholson, 2008 Solent St, stated that the lots extend out into the water and past the high-water mark, according to the legal documentation. Mr. Nicholson did not see the need to consolidate the lots and this was an unwarranted additional expense for the applicant. Finally, Mr. Nicholson stated that the natural boundary works for everything except the Sooke tent lots.
- Jackie Stinson, 2021 Kennedy St S, expressed concern with the seawall in relation to the tidal water levels, over time this will cause erosion of the neighbouring properties as it protects only one property.
- Lonny McPherson, 2015 Kennedy St S, communicated his concern that the applicant was in contradiction of district bylaws, that the seawall was built without permission or permits and that adjacent properties were not consulted prior to construction. Mr. McPherson reminded Council that the T'So-uke Nation has requested more time to review and that the Department of Fisheries' lack of response was due to lack of resources, not lack of interest.
- Michael Mackasey, 2014 Kennedy St S, provided his concerns regarding possible damages if the seawall forced water toward their properties and loss of property moving forward.
- Randy Clarkson, 2022 Glenidle Rd, attested that the surveyor general recognizes the property boundary at the low water mark.
- Liz Batty, 2017 Dover St, spoke regarding the large addition of fill to the property to accommodate for building, stating that the land is not level with a steep decline towards the ocean. Without adequate environmental assessment reports there are no guarantees that the materials are safely secured and will remain on the land.

### **Council discussion:**

- Lot consolidation should not have been a requirement.
- The surveyed plans are approximately 100 years old, there has been no reassessment even though the tide changes have increased the high-water mark.
- The property under the water may be owned by one person but the water is used by everyone.
- All reports from outside agencies have been received. The T'so-uke first Nation responded late and the Department of Fisheries and Oceans non-response was only due to lack of resources.
- Concern with liability was mitigated as the applicant will sign off that they are aware of all issues and will take responsibility.



**2018-462**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council defer Item No. 13.4., Development Variance Permit for 6507 Water Street, until the District is able to hear back from T'So-uke Nation.

**DEFEATED.**

**In Favour:** Councillor Parkinson and Councillor Pearson

**Opposed:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Logins

**Absent:** Councillor Reay

**2018-463**

**MOVED by Councillor Berger, seconded by Councillor Kasper:**

WHEREAS Ryzuk Geotechnical has provided a report and certification under s. 524(7) of the *Local Government Act* stating that land at 25-27 Water Street may be safely used if the residential dwelling on the land is located 6.3 m from the natural boundary of the sea, and 1.6 m in the case of the proposed patio structure, instead of the 15 m required by Flood Plain Regulation Bylaw No. 561, 2013;

AND THAT Council exempt the owners of 6507 Water Street from s. 524(6) of the *Local Government Act* and s. 6.2 of Flood Plain Regulation Bylaw No. 561, 2013 for the purpose of constructing the residential dwelling described in the Ryzuk Geotechnical letter dated March 27, 2018.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Opposed:** Mayor Tait and Councillor Logins

**Absent:** Councillor Reay

**2018-464**

**MOVED by Councillor Berger, seconded by Councillor Parkinson:**

WHEREAS Ryzuk Geotechnical has provided a report containing recommendations for the development of land at 25-27 Water Street within the 15.0 m building setback area prescribed in respect of the high-water mark of the sea by s. 3.22 of Sooke Zoning Bylaw No. 600, 2013;

THAT Council authorize the issuance of a development variance permit pursuant to Development Permit Application PLN01357 to vary the 15.0 m minimum building setback specified in s. 3.22 of the Sooke Zoning Bylaw No. 600, 2013 to 6.3 m for the residential dwelling and 1.6 m in the case of the proposed patio structure, for the purpose of constructing the residential dwelling described in the Ryzuk Geotechnical letter dated October 10, 2017;

AND THAT an environmental report from a qualified environmental professional, construction plan and sediment and erosion control plan be submitted as part of a building permit application.

**CARRIED.**

**In Favour:** Councillor Berger, Councillor Kasper, Councillor Parkinson, and Councillor Pearson

**Opposed:** Mayor Tait and Councillor Logins

**Absent:** Councillor Reay

13.3. **Brooks Park Playground Structure**

The Head of Parks and Environmental Services provided an overview of the written staff report requesting approval for the purchase and installation of a play structure at Brooke Park. It was highlighted that the park would be moved closer to the road and that fencing protection would be added.

**2018-465**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council approve Habitat Systems Inc. as the successful proponent under the request for proposals for the supply and installation of a play structure in the amount of \$43,265.00 plus taxes.

**CARRIED.**

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

**Absent:** Councillor Reay

14. **NEW BUSINESS**

There were no new business items presented.

15. **ADJOURNMENT**

**2018-466**

**MOVED by Councillor Pearson, seconded by Councillor Logins:**

THAT the September 17, 2018 Special Council meeting, be adjourned at 10:56 p.m.

**CARRIED.**

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

**Absent:** Councillor Reay

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
September 24, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Parkinson  
Councillor Pearson  
Councillor Reay

**STAFF PRESENT:**

Brent Blackhall, Interim CAO & Director of Finance  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety  
Carolyn Mushata, Director of Corporate Services  
Ivy Campbell, Head of Planning  
Teunesha Evertse, Planner II  
Nicholas Deibler, Planner I  
Sarah Temple, Corporate Services Assistant

**ABSENT:**

Councillor Berger  
Councillor Kasper  
Councillor Logins

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 7:02 p.m.

**2. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

Supplemental Information and New Business was received with Approval of the Agenda.

**3. APPROVAL OF THE AGENDA**

**2018-467**

THAT the agenda for the September 24, 2018 Regular Meeting of Council, be adopted with the following amendments:

- Item 11.1 moved to immediately follow 7.2

AND introduction of the following:

- Item 7.1 Supplemental Information - Rogers Communications Telecommunications Tower - 2123 Otter Point Road
  - Additional Public Comment
- Item 11.1 New Business
  - Sooke Program of the Arts (SPA) recommendations

- Item 11.2 New Business
  - Rescind and Appoint Deputy Elections Officers

**CARRIED.**

**4. MINUTES FOR INFORMATION**

**Minutes of the following Council Committee meetings**

- September 5, 2018 - Development and Land Use Committee

**2018-468**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT the following minutes be received for information:

- September 5, 2018 - Development and Land Use Committee

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

**5. DELEGATIONS**

**5.1. BC Transit - Adriana McMullen**

- Local area transit plans
- Future route development
- Infrastructure enhancements

Adriana McMullen, representing BC Transit provided a PowerPoint presentation regarding the Transit Future Plan, a 25-year transit plan for the Victoria Region. A Local Area Transit Plan is underway for Sooke to chart out future development for transit in Sooke and to keep up with projected growth.

**Council discussion:**

- Clarification that Local Area Transit Plans are a new undertaking and have not been done in Sooke before.
- Public consultation will be scheduled throughout the planning process.
- Communication and media campaign on public consultation will be forthcoming.
- Questions regarding most common point of departure. BC Transit will confirm and provide additional information.

**2018-469**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council extend the delegation for BC Transit to 15 minutes.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

**5.2. North Sooke Community Association**

- Eric Boucher
- MOT Proposals to realign Highway 14

Eric Boucher and Jean Palmart, representing the North South Community Association, addressed Council and provided a summary of a recently held neighbourhood meeting regarding the Ministry of Transportation and Infrastructure's (MOTI) proposed improvements to Highway 14. Request from North Sooke Community Association is for Council to advocate for long-term plan and solution for ever-increasing number of vehicles on Sooke Road, specifically:

- Encourage & support the ongoing improvements to Hwy 14 that address safety issues
- Request that major infrastructure changes be deferred until a more comprehensive plan is prepared and supported by council
- Determine the feasibility of an alternate or parallel route(s) to service Sooke
- Determine the capacity limitations of existing and proposed road infrastructure with the view to balancing planned growth with road capacity.

**Council discussion:**

- Discussion of proposed realignment of Sooke Road in the Connie Road/Gillespie Road area, presented at MOTI Open House.
- Design is conceptual, with planning and design work to commence shortly.
- Staff provided clarification that MOTI is intending to present to effected municipalities in the near future.

**2018-470**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council direct staff to forward the recommendations from the North Sooke Community Association to MOTI, for information;

AND that staff request updates from MOTI regarding plans for Highway 14.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

5.3. **Cenotaph Maintenance - Royal Canadian Legion Branch #54**

Jan Watson, President of RCL Branch #54, representing the Royal Canadian Legion Branch #54, addressed Council and requested financial support in the amount of \$1,200 for cenotaph maintenance.

**Council discussion:**

- The cenotaph belongs to the District of Sooke and the Legion maintains it.
- The requested funding would cover general maintenance and replacement of flags.
- Option of having the District maintain the area.

**2018-471**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council direct staff to take over maintenance of the cenotaph at the Royal Canadian Legion Branch 54

**CARRIED.**

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

5.4. **Bear Awareness - Wild Wise Sooke**

Samantha Webb, representing Wild Wise Sooke addressed Council and provided an overview of Wild Wise's programs, specifically recent work in conjunction with Royal Roads University to complete a Bear Hazard Assessment and a Human Bear Conflict Management Plan. Both reports have been given to the District of Sooke. Wild Wise requested annual funding in the amount of \$7,000 to continue with a Waste Management Project in conjunction with Royal Roads University, as well as further development of public education initiatives.

**Council discussion:**

- Appreciate the efforts of Wild Wise to deliver programming that impacts all residents of Sooke.

**2018-472**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council direct staff to include Wild Wise Sooke as a line item in the 2019 – 2024 Financial Plan, in the amount of \$7,000 annually.

**CARRIED.**

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

**6. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

- Reg Barry, Sooke resident, spoke regarding the proposed realignment of Highway 14 stating that the current design would require bridges over two sections of the Veitch Creek floodplain, as well as property acquisition from owners who have not been approached. Mr. Barry further encouraged Council to advocate for a second road as Sooke's population is increasing rapidly.
- Gail Hall, Sooke resident, spoke regarding Item 10.1 *Playing Field Reserve Fund Bylaw Information Report*, stating that recreation facilities are already located on the east side of Sooke and that perhaps they should be developed on the west side. Ms. Hall questioned whether recreational facilities are permitted on this property according to the Official Community Plan and encouraged Council to engage public input on the issue before allocating funds to the project.
- Kevin McArthur, Sooke resident, spoke regarding Item 8.1 Bylaw No. 714, *Zoning Amendment Bylaw*, 2018 (600-62) - 1923 Maple Avenue South, discouraging downzoning that is contrary to the Official Community Plan. Mr. McArthur further stated his support for the Sunriver Playing Field.
- Ellen Lewers, Sooke resident, encouraged Council to read staff reports, policies and bylaws carefully, as well as to monitor projected costs for development where Development Permits are required.
- Jeff Bateman, Sooke resident, spoke regarding delegations from Wild Wise

Sooke and BC Transit. Transition Sooke has been the fiscal host for Wild Wise and thanks Council for funding the program. Mr. Bateman further stated his support for transit improvements.

**7. PUBLIC INPUT MEETINGS AND RELATED REPORTS**

**Resolve into Committee of the Whole**

- Discussion of Item No. 7.1 Rogers Communications Radiocommunications Tower - 2123 Otter Point Road

**2018-473**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT Council resolve into Committee of the Whole to allow for discussion of Item No. 7.1 Rogers Communications Radiocommunications Tower - 2123 Otter Point Road

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

**7.1. Rogers Communications Radiocommunications Tower - 2123 Otter Point Road**

The Head of Planning introduced Nicholas Deibler, Planner I, who recently joined the District of Sooke.

The Planner I gave a PowerPoint presentation and overview of the application to install a telecommunications tower at 2123 Otter Point Road. Council was reminded that municipalities do not have jurisdiction over telecommunications infrastructure, but rather provide a letter of concurrence or nonconcurrence to the federal government.

Heather Oliver, representing Rogers Communication, addressed Council and provided additional information regarding the proposed tower location, which falls within an area identified as requiring service improvements. An existing telecommunications tower will be utilised and made 10 metres taller to meet these service demands.

**Council discussion:**

- Discussion as to expected service improvements.
- Clarification regarding health and safety issues.

**Public Input:**

- None.
- Rogers Communication has responded to all members of the public who submitted written documentation.

**7.2. Freedom Mobile Communications Tower - 6228 Sooke Road**

The Planner I gave a PowerPoint presentation and overview of the application to install a communications tower at 6228 Sooke Road.

Chad Marlatt, representing Freedom Mobile, addressed Council and spoke regarding

health and safety concerns often expressed regarding telecommunications towers, as well as the history of this particular location which is also being chosen to improve service in the area.

**Public Input:**

- Ellen Lewers, Sooke resident, inquired as to health and safety guidelines for residents living in close proximity to telecommunications towers. Ms. Lewers expressed concern regarding the radius that is affected by the towers and the notification guidelines observed by the District of Sooke.
- Staff provided a response to Ms. Lewers' concerns, stating that safety and technical concerns are addressed through Innovation, Science and Economic Development (ISED) Canada, and applicants are required to adhere to Health Canada Safety Codes. The District of Sooke and the applicant follow federal guidelines regarding notification, including publishing notification in the newspaper and mailing information to homes within a radius that is 3 times the height of the tower.
- Tony St. Pierre, Sooke resident, inquired as to whether a letter of concurrence or non-concurrence affects the outcome of the telecommunications tower.
- Staff responded that ISED Canada does take municipal letters under consideration and may require the applicant to make changes to their proposal if a letter of non-concurrence is issued.

**Council discussion:**

- Health Canada, the World Health Organization, and the Canadian and American Cancer Societies have conducted a great deal of research into the health risks associated with telecommunication towers and do not oppose them. There are currently 49 or more in our community, and these specific ones have come to Council only because of their height.

**2018-474**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council resolve out of Committee of the Whole.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

**2018-475**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT Council recommend that a letter of concurrence be issued to Rogers Communications and Innovation, Science, and Economic Development Canada for the proposed telecommunications tower at 2123 Otter Point Road.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

**2018-476**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT Council recommend that a letter of concurrence be issued to Freedom Mobile and Innovation, Science, and Economic Development Canada for the proposed



telecommunications tower at 6228 Sooke Road.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

**8. BYLAWS**

**8.1 Bylaw No. 714, Zoning Bylaw Amendment (600-62) - 1923 Maple Avenue**

\*\*\*\*\*

Councillor Pearson declared a conflict of interest on this agenda item, which resulted in a loss of meeting quorum.

\*\*\*\*\*

Item 8.1 - Bylaw No. 714, *Zoning Bylaw Amendment Bylaw (600-62)*, 2018 was postponed to the October 1, 2018 Regular Council meeting.

**8.2. Bylaw No. 717, Seniors/Youth Centre Reserve Bylaw, 2018**

- Consideration of adoption
- Rescinded third reading to remove the word 'new' from #5.

**2018-477**

**MOVED by Councillor Pearson, seconded by Councillor Parkinson:**

THAT Council adopt Bylaw No. 717, *Seniors/Youth Centre Reserve Bylaw*, 2018

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

**8.3. Bylaw No. 720, Zoning Bylaw Amendment (600-63), 2018 - 5651 Woodlands Rd**

The Planner II gave a PowerPoint Presentation and overview of the application to amend the zoning on the property located at 5651 Woodlands Road from Rural Residential (RU4) to Neighbourhood Rural Residential (RU5).

**Council discussion:**

- Confirmation that a maximum of 5 homes can be located on the subject property.

**2018-478**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council give first and second reading to *Zoning Amendment Bylaw No. 720 (600-63)*, 2018 to amend the zoning on the property located at 5651 Woodlands Road from Rural Residential (RU4) to Neighbourhood Rural Residential (RU5), and;

THAT Council schedule the public hearing for *Zoning Amendment Bylaw No. 720 (600-63)*, 2018 in accordance with Section 466 of the *Local Government Act*, and

THAT prior to final adoption of *Zoning Amendment Bylaw 720 (600-63)*, 2018, the

owner be required to enter into a section 219 covenant registered in priority of all other charges on title for a 4-metre road dedication along the property frontage of Woodlands Road and Housing Reserve Fund contributions of \$1000.00 per unit.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

## **9. REPORTS REQUIRING ACTION**

### **9.1**

\*\*\*\*\*  
Councillor Pearson declared a conflict of interest on this agenda item, which resulted in a loss of meeting quorum.  
\*\*\*\*\*

Item 9.1 - Development Permit Application 6736 West Coast Road (Canada Post) was postponed to the October 1, 2018 Regular Council meeting.

### **9.2. Rescindment and Appointment of Deputy Chief Election Officer**

**2018-479**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council rescind the appointment of Patti Rear as Deputy Chief Election Officer for the 2018 Local Government Election; and

THAT Council appoint Sarah Temple and Jennifer Royer-Collard as Deputy Chief Election Officers for the 2018 Local Government Election.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

### **9.3. Development and Land Use Committee Recommendations**

**Council discussion:**

- Request that staff reports are brought forward on each recommendation prior to changes being adopted.

**2018-480**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council direct staff to review and update Schedule 9 of Bylaw No. 404, Subdivision and Development Standards Bylaw, 2014, with a focus on amendments to Table 9.1.

THAT Council direct staff to review and update Bylaw No. 67, Traffic and Highways Regulation Bylaw, 2002, to include the following:

- Addition of protection to existing street trees during construction.
- Include a landscape/tree damage deposit to the Highway Use Permit.
- Ensure these are at a fair market value.
- Create a risk matrix for the replacement or repairs to District assets if damaged.

THAT Council direct staff to create a Boulevard Maintenance Bylaw.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

**2018-481**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council direct staff to create a reserve fund for cash-in-lieu of street trees not planted, with an associated value of \$500.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

9.4. **Community Emergency Preparedness Fund Application**

The Director of Community Safety provided an overview of the written staff report. The grant application requires a Council resolution as endorsement. A modified request will include GST for a total of \$25,289.

**Council discussion:**

- Good to see resources available for these needed emergency response supplies.
- Council expressed appreciation to emergency responders in our community.

**2018-482**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council approve a funding application to UBCM's Community Emergency Preparedness Fund - Emergency Social Services (ESS) stream - for \$25,289 to support the purchase of ESS supplies and equipment.

THAT Council authorize staff to provide overall grant management on behalf of ESS in order to receive this funding.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

9.5. **Wastewater Service Truck**

The Director of Development Services provided an overview of the written staff report.

**Council discussion:**

- Clarification regarding procedure to amortize equipment purchases over their useful life.
- Confirmation that purchase of a larger truck will allow for specialized modifications to complete lift station repairs.

**2018-483**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT Council approve Suburban Motors Victoria as the successful proponent under the request for quotes for the purchase of a wastewater service truck in the amount of \$ 49,750+ levies + taxes.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

## **10. REPORTS FOR INFORMATION**

### **10.1. Playing Field Reserve Fund Bylaw Information Report**

The Planner I gave a PowerPoint and overview of the written staff report, which was requested by Council at an earlier meeting.

**Council discussion:**

- Confirmation that a conceptual design has not yet been shared by SEAPARC.
- Preliminary discussions have begun between the District of Sooke and SEAPARC. School District #62 will also need to be approached.
- Public consultation will also be held by SEAPARC.

**2018-484**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council accept the Playing Field Reserve Fund Bylaw Information report for information, in relation to Bylaw No. 718, Playing Field Reserve Fund Amendment, 2018

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

## **11. NEW BUSINESS**

\*\*\*\*\*

Planning Department staff left the meeting at 9:09 p.m.

The Corporate Officer left the meeting at 9:11 p.m.

\*\*\*\*\*

### **11.1. Sooke Program of the Arts (SPA) Committee**

- Minutes for Information - September 19, 2018
- Recommendations

Gregory Varano and Peter Jonasson, representing the Sooke Program of the Arts (SPA) Committee provided an overview of their recommendations to Council.

**Council discussion:**

- Like to see Sooke Program of the Arts engage with youth and the local First

Nation's community

- Clarification that all costs incurred are from the Sooke Program of the Arts Reserve fund
- Thank you to Councillor Parkinson for Communities in Bloom and SPA leadership

**2018-485**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT Council, staff and the public be invited to attend a celebration event on Wednesday, October 10 at 7:00 pm where Sooke will be presented with its 5 Bloom banner for the 2018 Communities in Bloom Program.

THAT Council authorize the SPA Committee to send out a "Call to Artists" for the Juan de Fuca Community Trails and SPA initiative, AND THAT Council authorize the expenditure of \$500 per artwork selected (3 in total)

THAT authorize the SPA Committee to proceed with the Community Events Board at the Tourism Kiosk, and not to exceed \$5,000 for artwork, board and installation.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

**12. CORRESPONDENCE**

**12.1. Correspondence received August 9, 2018 - September 11, 2018**

**2018-486**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT the correspondence received August 9, 2018 - September 11, 2018 be filed accordingly for the record.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

**Council discussion:**

- Transit planning to be started in coming months.
- Correspondence regarding mountain bikes has a response from Capital Regional District, also included in correspondence.
- Staff to respond to Scouts Canada to wish them luck with their Apple Day fundraiser.

**13. COUNCIL VERBAL REPORTS**

Councillor Reay reported on:

- Attending the CREST Executive Committee meetings, a 2.9% increase to property tax levies for CREST is expected for 2019.
- Attending the Vancouver Island Regional Library Board. Development Permit application for new library on Lot A is forthcoming, estimated cost for building is

now \$7.5 Million.

Mayor Tait reported on:

- CRD Committee has requested staff report on leashing of dogs in CRD Parks.
- Met with Finance Minister, Solicitor General and Minister of Education at UBCM.

Councillor Parkinson reported on:

- Attending two SPA Committee meetings - August 29 and September 19.
- Final Sooke Night Market of the season was September 6.
- Attending the Te' Mewx Treaty meeting on September 17.
- Attending the Wild Wise Working group meeting on September 18.
- Applefest held at Sunriver Community Garden on September 23.

#### **14. ADJOURNMENT**

**2018-487**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT the September 24, 2018 Regular Council meeting be adjourned at 9:28 p.m.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Pearson, and Councillor Reay

**Absent:** Councillor Berger, Councillor Kasper, and Councillor Logins

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
In Camera Portion at 6:30 p.m.  
October 1, 2018 7:00 p.m.  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Brent Blackhall, Acting Chief Administrative Officer and Director of Finance  
Rob Howat, Director of Development Services  
Carolyn Mushata, Director of Corporate Services  
Ivy Campbell, Head of Planning  
Teunesha Evertse, Planner II  
Brian Derrick, Engineering Technologist II  
Medea Mills, Bylaw Enforcement Officer  
Jennifer Royer-Collard, Corporate Services Assistant

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 6:30 p.m.

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

**2018-488**

**MOVED by Councillor Pearson, seconded by Councillor Reay:**

THAT this meeting be closed to the public under section 90 (1) (a), (c) and (i) of the *Community Charter* as it pertains to personal information about an identifiable individual, labour relations and advice subject to solicitor-client privilege.

**CARRIED.**

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

**3. CALL TO ORDER - OPEN PORTION**

Mayor Tait called the open portion of the meeting to order.

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

New business/supplemental information was added with the approval of the agenda.

**5. APPROVAL OF THE AGENDA**

**2018-489**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT the agenda for the October 1, 2018 regular meeting of council be adopted with the following amendments:

- Item No. 11.1., Permissive Tax Exemption Amendment Bylaw be moved to follow the approval of the agenda.
- Item No. 12.1., Zoning Amendment Bylaw - 1923 Maple Ave be moved to follow Item No. 11.1.
- Item No. 13.1., Development Permit - 6736 West Coast Road be moved to follow Item No. 12.1.
- Item No. 14.1., Reconsideration Request from the Mayor moved to follow Item No. 13.1.
- Item No. 8.1. and Item No. 8.2., Delegations be moved to follow Item No. 14.1.
- Item 10.1., Public Hearing - Official Community Plan Amendment Bylaw No. 722 (400-11), 2018, follow the public question and comment period.
- Item 10.2., Public Hearing - Official Community Plan Amendment Bylaw No. 724 (400-12), 2018, be moved to follow Item No. 10.1

**CARRIED.**

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

Councillor Berger and Councillor Reay were recognized for their contributions and dedication of over the past four years of their service on Council.

**11. PUBLIC INPUT MEETINGS AND RELATED REPORTS**

**11.1. Permissive Tax Exemption Amendment Bylaw No. 725 (684-01), 2018**

Adoption of *Permissive Tax Exemption Amendment Bylaw No. 725 (684-01), 2018* to amend the *Permissive Tax Exemption Bylaw No. 684, 2017*.

Mayor Tait called three times for public input and no submissions were provided.

**2018-490**

**MOVED by Councillor Parkinson, seconded by Councillor Kasper:**

THAT Council adopt the bylaw cited as *Permissive Tax Exemption Amendment Bylaw No. 725 (684-01), 2018*.

**CARRIED.**

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



**12. BYLAWS**

\*\*\*\*\*  
Councillor Pearson declared a conflict for both Item No. 12.1 and 13.1, as he sold the property on Maple Avenue to the applicant and he is a Canada Post employee, and left the meeting at 7:07 p.m.  
\*\*\*\*\*

**12.1. Zoning Amendment Bylaw No. 714 (600-62), 2018 - 1923 Maple Ave**

The Planner II presented an overview of the written staff report recommending the rezoning of a portion of 1923 Maple Avenue from a Medium Density Multi Family (RM2) to a Small Lot Residential (R3) designation. The following was highlighted:

- Purpose is to create two narrow lots on the existing property.
- There will be a cash-in-lieu provided for a 2-metre concrete sidewalk.
- Accessory use changes to limited home-based business.
- This small infill development allows for a greater range of housing opportunities.

**Council Discussion:**

- Confirmation that suites would not be permitted on these properties.
- The impact to the number of maximum units allowable on the remainder of the site not being rezoned will be reduced by one unit.
- Parking concerns regarding the shared driveway.
- The two lots will be built separate from one another, as detached houses.

**2018-491**

**MOVED by Councillor Kasper, seconded by Councillor Berger:**

THAT Council give first reading to *Zoning Amendment Bylaw No. 714 (600-62), 2018*, to amend the zoning for a portion of 1923 Maple Avenue from Medium Density Multi Family 2 (RM2) to Small Lot Residential (R3).

**CARRIED.**

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

**Absent:** Councillor Pearson

**2018-492**

**MOVED by Councillor Berger, seconded by Councillor Reay:**

THAT Council give second reading to *Zoning Amendment Bylaw No. 714 (600-62), 2018*, to amend the zoning for a portion of 1923 Maple Avenue from Medium Density Multi Family 2 (RM2) to Small Lot Residential (R3).

**CARRIED.**

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

**Absent:** Councillor Pearson

**2018-493**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT a public hearing be scheduled for *Zoning Amendment Bylaw No. 714 (600-62)*, 2018, in accordance with Section 466 of the *Local Government Act*.

**CARRIED.**

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

**Absent:** Councillor Pearson

**2018-494**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT prior to adoption the applicant shall provide cash in-lieu for a 2-metre concrete sidewalk.

**CARRIED.**

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

**Absent:** Councillor Pearson

**13.1. Development Permit - 6736 West Coast Road (Canada Post)**

The Planner II presented an overview of the written staff report requesting that a development permit be issued for 6736 West Coast Road, which would require upgrades to the exterior building façade, landscaping enhancements and cash-in-lieu for a 3-meter sidewalk.

**2018-495**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council issue Development Permit PLN01361 for 6736 West Coast Road (Canada Post).

**CARRIED.**

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

**Absent:** Councillor Pearson

**2018-496**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT prior to issuance of Development Permit PLN01361, the applicant must provide cash in-lieu for a 3-meter-wide paver and concrete sidewalk per the town centre sidewalk design standard.

**CARRIED.**

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

**Absent:** Councillor Pearson

\*\*\*\*\*

Councillor Pearson rejoined the meeting @ 7:17 p.m.

\*\*\*\*\*

**14.1. Reconsideration Request from the Mayor**

Mayor Tait requested the reconsideration of the resolution for the Development Variance Permit at 6507 Water Street from the September 17, 2018 special meeting of council, due to the lack of response from T'Sou-ke Nation and additional information received from the Land Title and Survey Authority after the meeting.

The Planner II informed Council of a late response from the Deputy Surveyor General of the Land Title and Survey Authority office, informing the District that the property at 6507 Water Street is bound by the present natural boundary (high water mark) of the sea in the Sooke Basin. This changes the development application and does not allow for the previous approval.

**Council discussion:**

- Requested notifications be sent to all Water-Street tent lot owners informing them of the new information regarding the property boundary being the high-water mark.

**2018-497**

**MOVED by Councillor Kasper, seconded by Councillor Parkinson:**

THAT Council receive the correspondence regarding 6507 Water Street from the Land Title and Survey Authority of British Columbia for information.

**CARRIED.**

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

**2018-498**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council rescind the following resolutions:

**1) #2018-463**

WHEREAS Ryzuk Geotechnical has provided a report and certification under s. 524(7) of the *Local Government Act* stating that land at 25-27 Water Street may be safely used if the residential dwelling on the land is located 6.3 m from the natural boundary of the sea, and 1.6 m in the case of the proposed patio structure, instead of the 15 m required by *Flood Plain Regulation Bylaw No. 561, 2013*;

AND THAT Council exempt the owners of 6507 Water Street from s. 524(6) of the *Local Government Act* and s. 6.2 of *Flood Plain Regulation Bylaw No. 561, 2013* for the purpose of constructing the residential dwelling described in the Ryzuk Geotechnical letter dated March 27, 2018.

**2) #2018-464**

WHEREAS Ryzuk Geotechnical has provided a report containing recommendations for the development of land at 25-27 Water Street within the 15.0 m building setback area prescribed in respect of the high-water mark of the sea by s. 3.22 of Sooke Zoning Bylaw No. 600, 2013;

THAT Council authorize the issuance of a development variance permit pursuant to Development Permit Application PLN01357 to vary the 15.0 m minimum building setback specified in s. 3.22 of the *Sooke Zoning Bylaw No. 600, 2013* to 6.3 m for the residential dwelling and 1.6 m in the case of the proposed patio structure, for the purpose of constructing the residential dwelling described in the Ryzuk Geotechnical letter dated October 10, 2017;

AND THAT an environmental report from a qualified environmental professional, construction plan and sediment and erosion control plan be submitted as part of a building permit application.

**CARRIED.**

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

**8. DELEGATIONS**

\*\*\*\*\*

Councillor Parkinson declared a conflict, as she is a board member of Amber Academy, and left the meeting at 7:20 p.m.

\*\*\*\*\*

**8.1. Amber Academy**

Ms. Dunn provided an overview of the Amber Academy's program identifying that the organization has incurred additional expenses for venue space and was seeking additional funding to pay for the rental costs. The amount requested is \$4,674.00, which represents the expenses which exceed the organization's previous year's budget.

**Council discussion:**

- This request is not suited for sponsorship funding due to the large amount requested.
- It would be viewed as unfair for other community organizations who would be looking to receive additional funding and are directed to apply for Community Grants.
- Advised the presenter to apply for a community grant in the new year.

\*\*\*\*\*

Councillor Parkinson returned to the meeting at 7:26 p.m.

\*\*\*\*\*

8.2. **John Nicholson**

Mr. Nicholson presented to Council on foreshore and aquatic areas, discussing lot registration specifics with land titles, present natural boundary (high water mark) and the ownership area of the Water Street tent lot properties. A process that restricts land use on the Sooke basin and affects all Water-Street property owners has been identified.

6. **ADOPTION OF MINUTES**

**Minutes of the Special Meetings of Council:**

- Correction to the minutes; under Item No. 12.5., Resolution 2018-451 should read that Councillor Kasper moved the motion and Councillor Berger seconded the motion.

**2018-499**

**MOVED by Councillor Parkinson, seconded by Councillor Berger:**

THAT the minutes of the September 17, 2018 special meeting of Council, be adopted as amended.

**CARRIED.**

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

7. **MINUTES FOR INFORMATION**

**Development and Land Use Committee**

- Development and Land Use Committee Minutes - September 19, 2018
- Development and Land Use Committee Recommendations

Councillor Berger provided an overview of the committee recommendation.

**2018-500**

**MOVED by Councillor Berger, seconded by Councillor Reay:**

THAT the following minutes be received for information:

- Development and Land Use Committee Minutes - September 19, 2018

**CARRIED.**

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

**2018-501**

**MOVED by Councillor Berger, seconded by Councillor Reay:**

THAT Council direct staff to develop a development-cost-charge program for stormwater management.

**CARRIED.**

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

**8. PUBLIC QUESTION AND COMMENT PERIOD**

- Doug Bexson, Sooke resident, spoke to Item No. 14.1. regarding the development variance permit for 6507 Water Street, with concerns around the land and where the property lines are located.
- Lonny McPherson, Sooke resident, spoke to Item No. 41.1. regarding the development variance permit for 6507 Water Street, supporting the reconsideration as he is opposed to the building of the seawall.
- Ellen Lewers, Sooke resident, expressed her concern regarding Item No. 6., Adoption of Minutes, stating the mailing cost associated with the official-community-plan amendment for Bylaw No. 724 should have been included in the minutes.

**10. PUBLIC HEARINGS AND RELATED BYLAWS**

**10.1. Official Community Plan Amendment Bylaw No. 722 (400-11), 2018**

The Head of Planning provided an overview of the proposed *Official Community Plan* amendment to correct the designation of agricultural lands at the property located at 5536 Sooke Road.

Mayor Tait read a statement advising that any person who believes their interest in the property is affected by the proposed bylaw would be given a reasonable opportunity to be heard and have their written submission presented at the public hearing.

Mayor Tait called the Public Hearing to order at 7:42 p.m.

**Public submissions:**

- Kevin McArthur, 6495 Riverstone Dr, expressed concern that the area was historically farm land and inquired into the process in removing it from agricultural lands.
  - The Head of Planning confirmed that the review of the property triggered the Agricultural Land Commission to review their documents and they provided the requested change.

The public hearing was closed at 7:45 p.m.

**2018-502**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council give third reading to the bylaw cited as *Official Community Plan Amendment Bylaw No. 722 (400-11), 2018*.

**CARRIED.**

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

**2018-503**

**MOVED by Councillor Reay, seconded by Councillor Parkinson:**

THAT Council adopt the bylaw cited as *Official Community Plan Amendment Bylaw No. 722 (400-11), 2018*.

**CARRIED.**

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

10.2. **Official Community Plan Amendment Bylaw No. 724 (400-12), 2018**

The Head of Planning presented an overview of the proposed amendments to the Official Community Plan to allow for temporary commercial use permits within the gateway-residential land use designation. A brief history, along with a map of the Gateway Residential area and the assurance that this amendment would benefit a number of properties in the area were provided. It was reiterated that all temporary use permit applications would come before Council for approval.

**Council discussion:**

- This option has received legal review.
- There are several non-conforming businesses operating in this specific area, it is not limited to only one property.
- The differences between legal and unlawful non-conforming businesses.
- Temporary use permits can be granted in other areas in Sooke and are regulated by the *Local Government Act*.
- Confirmation that temporary use permit applications would include notification similar to public hearings.
- It was requested that a definition with parameters around “historic non-conforming” be established.
- There will be safeguards in place to ensure District regulations are followed. Once conditions are approved monitoring will ensure requirements are met.
- Concerns with the optics of assisting a specific business or showing favoritism.

**Mayor Tait invited the applicant to present:**

- Shawn Driver, applicant, provided a brief overview and history of his interactions with the District in relation to his business, indicating his desire to find an amicable solution. Mr. Driver introduced his legal counsel who would speak on his behalf.
- Aurora Faulkner-Killam, Legal counsel for Shawn Driver, addressed Council explaining that the applicant provides a beneficial service to the community and this business is historical in operation. The rights of the property owner should be balanced with Council's past and present regulations. Ms. Faulkner-Killam stated that the definition of non-conforming is interpreted in a variety of ways. She provided an overview of the information provided from the start of this business indicates it to be an allowable use.

Mayor Tait read a written statement advising that any person who believes their interest in the property is affected by the proposed bylaw would be given a reasonable opportunity to be heard and to have their written submission presented at the Public Hearing.

Mayor Tait called the public hearing to order at 8:27 p.m.

### Public submissions:

- Derek Lewers, 5526 Sooke Road, expressed his dissatisfaction with the process and is opposed to the amendment. Mr. Lewers provided a PowerPoint presentation with an overview of the applicant's property and the inconvenience of living next to the business. Mr. Lewers suggested the business move from its current location into an industrial area.
- Tony St-Pierre, 2385 Phillips Road, suggested a solution be developed for a wider-spread area as this is a limited solution. Activities should continue but not on that site.
- Mick Rhodes, 7885 West Coast Road, is opposed to the amendment and expressed his dissatisfaction with an *Official Community Plan* amendment prior to a fulsome review of current plan. Mr. Rhodes suggested that the business in question consider another location where zoning allows for industrial and commercial operations.
- Troy Lovbakke, 5697 Sooke Road, provided support to the amendment noting that numerous businesses in the area would benefit from the proposed change.
- Kevin McArthur, 6495 Riverstone Drive, expressed concern with the terminology of legal, illegal and historical non-conforming, as well questioning the zoning requirements that are not being met.
- Dave McClimon, 6110 Kirby Road, supports the amendment because the applicant's business is a local resource for quality equipment-repair services in an area where options are limited.
- Jared Sklepowich, 7110 Francis Road, supports the amendment; however, he noted that the *Official Community Plan* is dated and incongruent with current growth in Sooke.
- Ellen Lewers, 5526 Sooke Road (adjacent to the applicant's property), spoke in opposition of the amendment; When she purchased, the area was agricultural and residential, not industrial or business designated. Ms. Lewers provided an overview of the historical background associated with the applicant's property and highlighted that her home-based business operates within the regulations, as the applicants does not.



- Donna Gray, 5544 Sooke Road, provided a background of the business licensing which was authorized and then revoked, also that the applicant desires to work with the District towards a solution.
- Melissa Curtis, 6157 Calvert Road, requested that the terms “legal nonconforming” and “illegal nonconforming” be defined, and raised concern that the applicant had been aware that his business has been operating on property that is not conforming with the zoning bylaw.
  - In response to the question, staff defined legal nonconforming as using land in a way that is in contradiction with current bylaws (but previously complied) – i.e. “grandfathered, and illegal nonconforming as using land in a way which does not currently and has not previously complied with the zoning bylaw.
- Gail Hall, 2517 Sooke River Road, was dissatisfied with the lack of notification to affected properties and was opposed to the amendment. Ms. Hall expressed concern that a change to an entire area to accommodate one resident may not occur without ample public consultation. Ms. Hall questioned why there was a single applicant on the notice, when there are other properties also affected by this amendment.
- Luc Poppe, 7021 Grant Road, supported the amendment and noted that many residents and businesses frequent the applicant's business. Many would have to use the services of businesses outside of the community if this business was closed.
- Norbert Bruell, 2428 Valleyview Place, spoke in opposition and suggested that the applicant move their business to an area zoned for industrial use.
- Phil Rossner, 2836 Sooke River Rd, was concerned that the applicant brought legal counsel.
- Matthew MacKinnon, 2406 Snowden Place, supports the amendment and suggested that Sooke support local businesses that employ local residents to create a sustainable community.
- Shelly Sorensen, 2665 Otter Point Road, spoke about the historical uses of the applicant's property and her personal experience of developing of a business within the district.
- Allen Hamilton, 6763 Eakin Drive, spoke in support of the amendment; the applicant provides an opportunity for skilled trades to work in their community and runs a professional business.
- Gail Nash, 5496 Croydon Place, was opposed to the application and requested that Council maintain the residential quality of living in Gatewood by not allowing industrial businesses in the area.

## **Minutes for the Regular Council Meeting of the District of Sooke - October 1, 2018**

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- Rick Curtis, 6157 Calvert Road, questioned the process of issuing temporary use permits and expressed concern that Council may defer this matter again. Mr. Curtis was opposed to the amendment as industrial properties should not be operating in areas with residential zoning.
- Rita Fraboni, Grant Road, supports the amendment as the business offers work experience opportunities through a school, provides work for skilled trades and supports other local businesses.
- Aurora Faulkner-Killam, legal counsel for applicant, responded to several comments directed to the applicant during the comment portion of the public hearing.
- Mike Wignall, non-resident, suggested that the business had outgrown its current location and that Council should consider supporting the move of the business.

The public hearing was closed at 10:18 p.m.

\*\*\*\*\*

The meeting was recessed at 10:19 p.m.

The meeting was reconvened at 10:23 p.m.

\*\*\*\*\*

### **Council discussion:**

- Temporary use permits are effective and flexible tools for helping local businesses come into compliance with established bylaws.
- The Official Community Plan must be reviewed soon.
- Councillor Reay is opposed to the amendment because the applicant has knowingly operated his business for years in noncompliance.
- Councillor Parkinson is opposed because the proposed scope of the amendment is largely incongruent with the Official Community Plan.
- Councillor Logins is opposed to the amendment and in agreeance with Councillor Reay.
- The history of affected properties in the surrounding area was considered.
- Temporary use permits will still allow Council to review each application, with options to deny or change requirements.
- Growth of the community and the need to adapt the resulting changes was considered.
- Request to expediate the required amendments to the Zoning Bylaw.

**2018-504**

**MOVED by Councillor Berger, seconded by Councillor Kasper:**

THAT Council give third reading to the bylaw cited as *Official Community Plan Amendment Bylaw No. 724 (400-12), 2018*;

AND THAT the following amendment be added as a definition to Appendix III, Definition of Terms, in the *Official Community Plan*:

"Historical non-conforming means a non-conforming use that has continuously operated on the same property since January 1, 2010, or earlier".

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Opposed:** Councillor Logins, Councillor Parkinson, and Councillor Reay

**2018-506**

**MOVED by Councillor Berger, seconded by Councillor Reay:**

THAT Council adopt the bylaw cited as *Official Community Plan Amendment Bylaw No. 724 (400-12), 2018*.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Berger, Councillor Kasper, and Councillor Pearson

**Opposed:** Councillor Logins, Councillor Parkinson, and Councillor Reay

**2018-507**

**MOVED by Councillor Kasper, seconded by Councillor Pearson:**

THAT Council extend the October 1, 2018 regular council meeting past 11:00 p.m.

**CARRIED.**

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

**13. REPORTS REQUIRING ACTION**

**13.2. Development Variance Permit - 5158 Sooke Road**

The Planner II presented an overview of the written staff report to authorize the issuance of a development variance permit for 5158 Sooke Road to vary front lot setbacks.

**Council discussion:**

- Confirmation that the manufactured home was already in place on the site and that this request was bring the property into compliance with District requirements.

**2018-508**

**MOVED by Councillor Logins, seconded by Councillor Reay:**

THAT Council authorize the issuance of a development variance permit pursuant to Development Variance Permit Application PLN01406 to vary the front lot setback requirement in the rural residential (RU4) zone from 7.5 meters to 4.2 meters for the residential dwelling located at 5158 Sooke Road.

**CARRIED.**

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

**13.3. Parks and Trails Master Plan**

The Director of Development Services provided a brief overview of the written staff report requesting that Council approve the granting of the Parks and Trails Master Plan Development contract to the successful bidder, Urban Systems. Also requested was approval to adjust the budget to correct previous administrative errors which affect fund availability for this project.

**2018-509**

**MOVED by Councillor Parkinson, seconded by Councillor Pearson:**

THAT Council approve Urban Systems as the successful proponent under the request for proposals to develop a Parks and Trails Master Plan.

**CARRIED.**

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

**2018-510**

**MOVED by Councillor Logins, seconded by Councillor Reay:**

THAT Council authorize the CAO and Mayor to enter into a general services agreement with Urban Systems;

THAT Council authorize a 2018 capital budget transfer of \$25,000 from the Whiffin Spit Study account to the Parks and Trails Master Plan account;

AND THAT Council authorize a 2018 capital budget transfer of \$10,000 from Parks and Trails Master Plan account to the Community Washroom budget.

**CARRIED.**

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

**13.4. Transportation Master Plan**

The Engineering Technologist II provided an overview of the written staff report requesting approval to award Urban Systems the contract for the Transportation Master Plan.

**Council discussion:**

- The relationship between the Transportation Master Plan (TMP) and the *Official Community Plan*.
- Value of completing both the TMP and the Parks and Trails Master Plan with the same company.

**2018-511**

**MOVED by Councillor Parkinson, seconded by Councillor Berger:**

THAT Council award the consulting contract for the Transportation Master Plan to Urban Systems in the amount of \$95,190 +GST.

**CARRIED.**

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

**13.5. Erinan Latecomers Fees**

The CAO provided an overview of the written staff report requesting the authorization for Erinan Estates to enter into a latecomers agreement with the District, with relation to the sanitary sewer system and gravity main installation.

Mayor Tait invited the project engineer for Erinan Estates, Mike Wignall, to address Council.

Mike Wignall, Westbrook Consulting Ltd., informed Council that as the new consulting engineer for the Erinan Estates development, he became aware that the latecomers agreement was outstanding. Mr. Wignall stated that the property owner wished to proceed with the agreement as described in the staff report and as presented by the CAO.

**2018-512**

**MOVED by Councillor Reay, seconded by Councillor Pearson:**

THAT Council authorize the CAO and Mayor to enter into a latecomers agreement with Erinan Estates.

**CARRIED.**

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

**14. NEW BUSINESS**

**14.2. Presentation of Mayor Medallion**

Mayor Tait was presented with the medallion from the chain of office for her term as Mayor for 2014-2018 term.

**15. CORRESPONDENCE**

**Correspondence received September 18 - September 26, 2018**

**Council discussion:**

- Item J - Step Code: there are devices that can be purchased by the municipality to check gas levels in homes.

**2018-513**

**MOVED by Councillor Parkinson, seconded by Councillor Reay:**

THAT the correspondence received September 18 - 26, 2018, be received and filed accordingly for the record.

**CARRIED.**

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

**16. CAO VERBAL REPORT**

The CAO expressed his appreciation of staff's dedication and he reported his attendance to the Intermunicipal Advisory Committee on Disability (IACD).

**17. COUNCIL VERBAL REPORTS**

**Councillor Berger:**

- The SEPARC expansion plans have been created. The update to the building's façade will be installed in a contemporary west coast style.

**Councillor Kasper:**

- UBCM Minister meetings regarding feasibility of senior driving testing in the community and tax deferment.

**Councillor Pearson:**

- Councillor Pearson thanked his fellow councillors for their service.

**Mayor Tait:**

- Sooke health planning documents have been submitted to the Ministry, Sooke was part of the South Island Division and now awaits a response for care facilities in our community.

**18. ADJOURNMENT**

**2018-514**

**MOVED by Councillor Reay, seconded by Councillor Berger:**

THAT the October 1, 2018 regular council meeting be adjourned at 11:30 p.m.

**CARRIED.**

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

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
November 5, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Brent Blackhall, Interim CAO & Director of Finance  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety  
Carolyn Mushata, Director of Corporate Services  
Jennifer Royer-Collard, Corporate Services Assistant  
Sarah Temple, Corporate Services Assistant

**1. CALL TO ORDER - CORPORATE OFFICER**

The Corporate Officer called the November 5, 2018 Regular (Inaugural) meeting of Council to order.

**2. T'SO-UKE NATION ADDRESS & BLESSING**

Chief Gordon Planes and Elder Shirley Alphonse welcomed attendees to the traditional territory of the T'Sou-ke Nation and offered a blessing to the newly elected Mayor and Council.

**3. OATHS OF OFFICE**

**Mayor and Councillors Oaths of Office and Allegiance**

Shawna Farmer, Notary Public, administered the Oath of Allegiance to the newly elected Council.

Ms. Farmer administered the Oath of Office to individual Council members, in the following order:

- Councillor Jeff Bateman
- Councillor Al Beddows
- Councillor Ebony Logins
- Councillor Megan McMath
- Councillor Brenda Parkinson
- Councillor Tony St. Pierre
- Mayor Maja Tait



**4. PRESENTATION OF THE CHAIN OF OFFICE**

The Corporate Officer presented the Chain of Office to Mayor Maja Tait.

**5. MAYOR'S INAUGURAL ADDRESS**

**Mayor Tait made her Inaugural address, as follows:**

*"Family and friends, good evening and welcome. Thank you for joining us tonight.*

*I'd like to begin by acknowledging the T'Souke Nation, upon whose ancestral lands we are gathered tonight. Thank you to Chief Planes and Elder Shirley Alphonse of the T'Sou-ke Nation for offering a blessing tonight. We look forward to a continued positive relationship.*

*Other dignitaries in attendance tonight include:*

- *On behalf of our MLA and Premier John Horgan: Bruce Fogg and Hans Frederickson*
- *From School District 62, Trustees Elect: Margot Swinburnson, Bob Phillips and Allison Watson*
- *MP Randall Garrison has sent his regrets and best wishes to all of us.*
- *Local elected officials who have served previously:*
  - *John Farmer, Marcus Farmer and our former Regional Director Diane Bernard*

*I'd also like to acknowledge our historian Elida Peers who has graciously witnessed all inaugurations, including our 7th tonight!*

*Thank you also to Sooke Fire & Rescue – both career staff and volunteers, our local RCMP detachment and its members, District of Sooke staff and volunteers for their dedication and efforts.*

*I wish to thank and acknowledge all candidates, families, friends campaign teams, community organizations, media, election staff and voters for participating in the 2018 local election!*

*Thank you to members of our outgoing Council for their service and contributions:*

- *Bev Berger, 3 terms for 10 years*
- *Rick Kasper, 3 terms, for 10 years*
- *Kevin Pearson, 2 terms, for 7 years*
- *Kerrie Reay, 2 terms for 7 years*

*Finally, thank you everyone for the privilege to serve a second term as your Mayor! I'm excited and ready for the years ahead and am truly grateful for this honour.*

*Let's also take a moment to celebrate our new and returning Councillors!*

- *2nd Term - Ebony Logins*
- *3rd Term – Brenda Parkinson*

*Experience, talent – all things bright and beautiful, I know you will continue to serve and represent our community well and support and mentor our new Councillors.*

*Joining us for their first terms of service:*

- *Jeff Bateman*
- *Al Beddows*
- *Megan McMath*
- *Tony St Pierre*

*Each of you has worked hard and gained the confidence of the electorate. There is something unique and wonderful about each of you. The number of votes each of us received mattered only on election night, from tonight and onwards, we are all here as equals. You've had the support of voters to get here, but now as we take office our role is to listen to and represent our community with fairness and dignity.*

*Are you beholden to anyone? Yes – yourselves! Only you truly know your efforts, preparedness and level of active listening. Be true to yourself and you'll always sleep well.*

*Impactful decisions await us, including:*

- *Hiring of a new CAO to lead and direct our municipal operations – starting the search for a qualified individual with a firm and guiding hand*
- *Managing the impact of growth:*
  - *Roads, traffic, enforcement, maintenance, sidewalks, lighting*
  - *Infrastructure: Sewer, water lines, parks and trails, playground equipment*
- *Compliance issues*
- *Long range planning:*
  - *Transportation, Official Community Plan*
- *Bylaws and policies – all need to be refreshed and in some cases thrown out and replaced*
- *Relationships:*
- *T'Sou-ke nation – leaders in land stewardship and climate change*
- *Provincial Government:*
  - *Health care: we expect an announcement on improvements to local health care by the end of this year*
  - *Hwy 14 – Sooke River Road intersection to start shortly, more improvements to come*
- *Federal Government:*
  - *Fisheries, salmon enhancement, cannabis opportunities*
- *SD62 Trustees – school expansions*
- *Library and seniors centre*
- *Emergency Services – ability to meet and exceed expectations*
- *Necessary and thorough public engagement (new ideas to connect and gather input)*

*These tasks will take all of us working together: Respecting our history and planning together so our grandchildren and their grandchildren are also proud Sooke residents.*

*Sooke is at an exceptional time in our history:*

- *In 2019 we will celebrate our first 20 years as a municipality and look forward to a bright future.*
- *We have incredible volunteers, a thriving arts and culture scene, and ever-increasing opportunities for sport.*

*It is timely now to take charge of our future as we come of age. We are breaking new ground, completing exciting and hard work, and realizing the potential we know that Sooke has.*

*It is also an exceptional time to shift how we operate in local government. Municipal services will continue to evolve as we strive for service excellence to our residents, with our contractors and developers. How we govern as a Council will shape the tone of the municipality. We want our employees to be excited about the work they do, and we want the District of Sooke to be recognized as a place where people want to work, contribute, mentor, retire, and then come back to consult!*

*Council will be busy. We have regional and local orientation sessions starting shortly, a full day introduction to our departments followed with field work – getting hands on, touring our community and our facilities together.*

*We'll be starting our CAO hiring process immediately, a strategic planning and service review process, establishing committees and regular community engagement.*

*Together, with courage and determination we can step forward and boldly go where no Sooke Council has gone before!*

*We look forward to sharing stories of our journey with all of you. Thank you for your support."*

## **6. APPOINTMENTS OF ACTING MAYOR**

### **6.1. Acting Mayor Appointments**

- November 2018
- December 2018

**2018-515**

**MOVED by Councillor Logins, seconded by Councillor St-Pierre:**

THAT Councillor Brenda Parkinson be appointed Acting Mayor in the event of the Mayor's absence for the months of November and December 2018.

**CARRIED.**

**In Favour:** Councillor Logins, Mayor Tait, Councillor Bateman, Councillor Beddows, Councillor McMath, Councillor Parkinson, and Councillor St-Pierre

**7. APPOINTMENTS TO BOARDS AND COMMITTEES**

**7.1. Capital Regional District Board**

**2018-516**

**MOVED by Councillor Beddows, seconded by Councillor Logins:**

THAT Council appoint Mayor Maja Tait as the Director for the Capital Regional District Board, until the next general local election; and

THAT Council appoint Councillor Brenda Parkinson as the Alternate for the Capital Regional District Board, until the next general local election.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Bateman, Councillor Beddows, Councillor Logins, Councillor McMath, Councillor Parkinson, and Councillor St-Pierre

**7.2. Capital Regional District Hospital Board**

**2018-517**

**MOVED by Councillor Logins, seconded by Councillor Beddows:**

THAT Council appoint Mayor Maja Tait as Director for the Capital Regional District Hospital Board and Housing Corporation Board, until the next general local election; and

THAT Council appoint Councillor Brenda Parkinson as the Alternate for the Capital Regional District Hospital Board and Housing Corporation Board, until the next general local election.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Bateman, Councillor Beddows, Councillor Logins, Councillor McMath, Councillor Parkinson, and Councillor St-Pierre

**7.3. Regional Housing Trust Fund Committee**

**2018-518**

**MOVED by Councillor Parkinson, seconded by Councillor Beddows:**

THAT Council appoint Ebony Logins as Sooke's Representative for the Regional Housing Trust Fund Committee, for a two-year term commencing January 1, 2019 and expiring December 31, 2020.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Bateman, Councillor Beddows, Councillor Logins, Councillor McMath, Councillor Parkinson, and Councillor St-Pierre

**7.4. Juan de Fuca Water Distribution Commission**

**2018-519**

**MOVED by Councillor Beddows, seconded by Councillor McMath:**

THAT Council appoint Brenda Parkinson as Sooke's Representative for the Juan de Fuca Water Distribution Commission for a four-year term commencing December 31, 2018 and expiring December 31, 2022.

THAT Council appoint Ebony Logins as the Alternate for the Juan de Fuca Water Distribution Commission, for a four-year term commencing December 31, 2018 and expiring December 31, 2022.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Bateman, Councillor Beddows, Councillor Logins, Councillor McMath, Councillor Parkinson, and Councillor St-Pierre

**7.5. Capital Regional Water Supply Commission**

**2018-520**

**MOVED by Councillor Logins, seconded by Councillor St-Pierre:**

THAT Council appoint Mayor Maja Tait as Sooke's Representative for the Capital Regional Water Supply Commission, for a four-year term commencing from appointment until December 31, 2022.

THAT Council appoint Councillor Brenda Parkinson as the Alternate for the Capital Regional Water Supply Commission, for a four-year term commencing from appointment until December 31, 2022.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Bateman, Councillor Beddows, Councillor Logins, Councillor McMath, Councillor Parkinson, and Councillor St-Pierre

**7.6. Sooke and Electoral Area Parks and Recreation Commission**

**2018-521**

**MOVED by Councillor Bateman, seconded by Councillor Parkinson:**

THAT Council appoint Councillor Al Beddows to the Sooke and Electoral Area Parks and Recreation Commission for a one-year term commencing January 1, 2019 and expiring December 31, 2019.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Bateman, Councillor Beddows, Councillor Logins, Councillor McMath, Councillor Parkinson, and Councillor St-Pierre

**7.7. Capital Regional District Climate Action Inter-Municipal Task Force**

**2018-522**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council appoint Councillor Tony St-Pierre as a member of the Climate Action Inter-Municipal Task Force, for a four-year term commencing January 1, 2019 and expiring December 31, 2022.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Bateman, Councillor Beddows, Councillor Logins, Councillor McMath, Councillor Parkinson, and Councillor St-Pierre

7.8. **Vancouver Island Regional Library Board Appointment**

**2018-523**

**MOVED by Councillor Parkinson, seconded by Councillor St-Pierre:**

THAT Council appoint Councillor Jeff Bateman as Sooke's Representative to the Vancouver Island Regional Library Board, for a one-year term commencing January 1, 2019.

THAT Council appoint Councillor Ebony Logins as the Alternate for the Vancouver Island Regional Library Board, for a one-year term commencing January 1, 2019.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Bateman, Councillor Beddows, Councillor Logins, Councillor McMath, Councillor Parkinson, and Councillor St-Pierre

7.9. **Capital Regional Emergency Service Telecommunications (CREST)**

**2018-524**

**MOVED by Councillor Parkinson, seconded by Councillor St-Pierre**

THAT Council appoint Councillor Megan McMath as Sooke's Representative for the Capital Regional Emergency Service Telecommunications (CREST) board.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Bateman, Councillor Beddows, Councillor Logins, Councillor McMath, Councillor Parkinson, and Councillor St-Pierre

**8. ADJOURNMENT**

**2018-525**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the November 5, 2018 Regular (Inaugural) meeting of Council be adjourned at 7:49 p.m.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Bateman, Councillor Beddows, Councillor Logins, Councillor McMath, Councillor Parkinson, and Councillor St-Pierre

**Certified Correct:**

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**Mayor**

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**Carolyn Mushata  
Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
November 13, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

Mayor Tait  
Councillor Logins  
Councillor Parkinson  
Councillor Beddows  
Councillor Bateman  
Councillor McMath  
Councillor St-Pierre

**STAFF PRESENT:**

Brent Blackhall, Interim CAO & Director of Finance  
Kenn Mount, Fire Chief & Director of Community Safety  
Ivy Campbell, Head of Planning  
Patti Rear, Deputy Corporate Officer  
Teunesha Evertse, Planner II  
Sarah Temple, Corporate Services Assistant

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 6:00 p.m.

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

THAT this meeting be closed to the public under section 90(1)(a), (c), and (e) of the *Community Charter* as it pertains to personal information regarding identifiable individuals, personnel, and land.

**3. CALL TO ORDER - OPEN PORTION**

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

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

New Business/Supplementary Information received with Approval of the Agenda

**5. APPROVAL OF THE AGENDA**

**2018-526**

THAT the agenda for the November 13, 2018 Regular Meeting of Council, be adopted as amended:

- Inclusion of Supplemental Information to Item 9.1 Bylaw No. 726, *Sooke Zoning Bylaw Amendment* (600-67) • Addition of three New Business Items:

## **Minutes for the Regular Council Meeting of the District of Sooke - November 13, 2018**

- 12.1 Festival of Trees
- 12.2 Mayor's New Year's Levee
- 12.3 Sooke Santa Parade 2018

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

### **6. ADOPTION OF MINUTES**

#### **Minutes of the Regular and Special meetings of Council:**

- September 24 & October 1, 2018 - Regular Council Minutes

Councillor Bateman informed staff of some minor text amendments on pages 4 and 12 of the September 24, 2018 Regular meeting of Council minutes.

#### **2018-527**

##### **MOVED by Councillor Parkinson, seconded by Councillor Beddows:**

THAT the minutes of the September 24, 2018 Regular meeting of Council, be adopted as amended.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

#### **2018-528**

##### **MOVED by Councillor Parkinson, seconded by Councillor Beddows:**

THAT the minutes of the October 1, 2018 Regular meeting of Council, be adopted as circulated.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

### **7. DELEGATIONS**

#### **7.1. Rotary Club of Sooke - Kiosk Update**

John Topolniski, representing the Rotary Club of Sooke, addressed Council to advise of a collaboration between local service organizations to update the Rotary Sooke information sign near the Sooke River Bridge.

##### **Council discussion:**

- Staff to liaise with Rotary Club to arrange for removal and storage of existing panels.
- Council to assign a liaison to work with the redesign committee.
- Clarification that the land is owned by the Ministry of Transportation and Infrastructure.



## **Minutes for the Regular Council Meeting of the District of Sooke - November 13, 2018**

**2018-529**

**MOVED by Councillor Parkinson, seconded by Councillor Beddows:**

THAT Council direct staff to remove and store the panels of the Rotary Kiosk until such time as a redesign is completed.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

### **8. PUBLIC QUESTION AND COMMENT PERIOD**

Council heard from the following members of the public:

- Ellen Lewers, Sooke resident, spoke regarding agenda item 9.1 Bylaw No. 726, *Sooke Zoning Bylaw Amendment (600-67)*, 2018. Ms. Lewers stated that she does not believe the proposed changes constitute a minor text amendment and stated her objection, urging council to oppose the amendment.
- Derek Lewers, Sooke resident, spoke regarding agenda item 9.1 Bylaw No. 726, *Sooke Zoning Bylaw Amendment (600-67)*, 2018. Mr. Lewers stated his opposition to the proposed amendment which he feels is for the benefit of one property, at the expense of all taxpayers.
- Brigg Low, Sooke resident, stated his support for mixed land uses that are appropriate to the surrounding neighbourhood. Mr. Low suggested that further municipal infrastructure in the Saseenos area would support development.
- Derek Lewers, Sooke resident, spoke regarding agenda item 7.1 *Rotary Club of Sooke Kiosk Update* and asked that consideration be given to placing the sign near the municipal boundary at Connie Road to ensure residents who live east of the Sooke River bridge also see the sign.

### **9. BYLAWS**

#### **9.1. Bylaw No. 726, Sooke Zoning Bylaw Amendment (600-67), 2018 - Text Amendment**

The Head of Planning gave an overview of the written staff report, recommending first and second reading of Bylaw No. 726, *Sooke Zoning Bylaw Amendment (600-67)*, 2018 to allow for Temporary Use Permits for historical non-residential uses on rural residential properties in the Gateway Residential land use area.

#### **Council discussion:**

- Clarification that purpose of bylaw amendment is to ensure consistency with the Official Community Plan.
- Numerous documents available for review that provide background information.
- Request summary report from staff that provides the following: timelines, legal opinions, effects of endorsing or not endorsing the text amendment, benefits and risk of bylaw amendment, alternative options, and all previous staff reports on the topic.

## **Minutes for the Regular Council Meeting of the District of Sooke - November 13, 2018**

- Further information requested on whether amendment is for only commercial, or also industrial use.
- Clarification to be sought regarding issuing of Temporary Use Permit and setting of precedent that may limit future decision making ability.
- Pertinent case law to also be referenced in staff report.

**2018-530**

**MOVED by Councillor Beddows, seconded by Councillor Bateman:**

THAT Council postpone consideration of Bylaw No. 726, Sooke Zoning Bylaw Amendment (600-67) to the December 10, 2018 Regular Council meeting, pending further background information from staff.

**CARRIED.**

**In Favour:** Councillor Beddows, Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

### **10. REPORTS REQUIRING ACTION**

#### **10.1. Recommendations from Affordable Housing Committee**

**2018-531**

**MOVED by Councillor Logins, seconded by Councillor McMath:**

THAT Council move into Committee of the Whole for discussion of item 10.1 'Recommendations from Affordable Housing Committee'.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

Councillor Logins presented an overview of the agenda report outlining the Affordable Housing Committee's recommendation to proceed with a Housing Needs Assessment. The Affordable Housing Committee would like to continue their work while an assessment is completed, building relationships with community organizations, collecting information on best practices and developing solutions.

The Planner II highlighted that Housing Needs Assessments are going to be a provincially mandated requirement every 5 years commencing Spring 2019. By starting an assessment now, Sooke would be ahead of the curve, could access specialized expertise before demand increases, and would be able to use the assessment generated as its first mandated report.

#### **Public Input:**

- Lorna Clark, Affordable Housing Committee member, provided a history of the work completed by the Committee. Ms. Clark stated that the recommendations presented are a culmination of the committee's efforts, but that there is still much work they would like to continue.

## **Minutes for the Regular Council Meeting of the District of Sooke - November 13, 2018**

- Ellen Lewers, Affordable Housing Committee member, questioned whether a Temporary Use Permit (TUP) could be utilized for low cost housing. Staff provided a response that a TUP is for commercial and industrial on residential land and would not apply to housing. Ms. Lewers also spoke regarding the lack of year-round camping opportunities.
- Britt Santowski, Affordable Housing Committee member, spoke regarding the spectrum of housing affordability, which includes homelessness. Ms. Santowski encouraged Council to act quickly on issues of housing affordability as both the cold weather and funding opportunities approach.
- Loretta Deutscher, Affordable Housing Committee member, referred to a community meeting on issues of compassion recently held at the Sooke Baptist Church where the word "obtainable" was used with reference to housing.
- Les Haddad, Sooke resident, spoke regard the Habitat for Humanity project recently proposed for Sooke and encouraged Council to help remove roadblocks for future developments.

### **Council discussion:**

- Questions regarding funding assistance for Housing Needs Assessments when they become provincially mandated. Staff to investigate.
- Clarification that Housing Needs Assessments are eligible expense for Affordable Housing Reserve Fund.
- Housing Committee to look at possible change of name when Terms of Reference adopted.
- As Committees are formed, staff resources will need to be assigned.
- Discussion of timelines for RFP process.
- Capital Regional District has a Housing Trust Fund Commission through which funding may be requested.

### **MOVED by Councillor Parkinson:**

THAT the Committee of the Whole recommend that Council rescind Resolution 2018-439, which states:

*THAT the Affordable Housing Committee recommend Council set aside a budget for an affordable housing needs assessment to meet the provincial requirement after the release of the Affordable Housing Assessment Guide; AND THAT the funding, up to \$10,000 for the affordable housing needs assessment are allocated from Bylaw No. 259, Housing Reserve Fund Establishment Bylaw, 2006.*

**CARRIED.**

**In Favour:** Councillor Parkinson, Mayor Tait, Councillor Logins, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

### **MOVED by Councillor McMath:**

THAT the Committee of the Whole recommend that Council direct staff to issue an RFP for a Housing Needs Assessment in accordance with provincial guidelines; AND THAT Council allocate up to \$35,000 for the Housing Needs Assessment with funding to come from the Housing Reserve Fund.

**CARRIED.**

## **Minutes for the Regular Council Meeting of the District of Sooke - November 13, 2018**

**In Favour:** Councillor McMath, Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, and Councillor St-Pierre

**MOVED by Councillor Beddows:**

THAT the Committee of the Whole recommend that Council continue the Affordable Housing Committee until new Terms of Reference have been adopted.

**CARRIED.**

**In Favour:** Councillor Logins, Mayor Tait, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

**MOVED by Councillor Parkinson:**

THAT the Committee of the Whole recommend that Council make housing a priority in the upcoming Strategic Plan.

**CARRIED.**

**In Favour:** Councillor Parkinson, Mayor Tait, Councillor Logins, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

**MOVED by Councillor Logins:**

THAT Council move out of Committee of the Whole.

**CARRIED.**

**In Favour:** Councillor Logins, Mayor Tait, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

**2018-532**

**MOVED by Councillor Parkinson, seconded by Councillor Beddows:**

THAT Council rescind resolution 2018-439, which states;

*THAT the Affordable Housing Committee recommend Council set aside a budget for an affordable housing needs assessment to meet the provincial requirement after the release of the Affordable Housing Assessment Guide; AND THAT the funding, up to \$10,000 for the affordable housing needs assessment are allocated from Bylaw No. 259, Housing Reserve Fund Establishment Bylaw, 2006.*

THAT Council direct staff to issue an RFP for a Housing Needs Assessment in accordance with provincial guidelines;

AND THAT Council allocate up to \$35,000 for the Housing Needs Assessment with funding to come from the Housing Reserve Fund

THAT Council continue the Affordable Housing Committee until new Terms of Reference have been adopted.

THAT Council make housing a priority in the upcoming Strategic Plan

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

**10.2. ALC Subdivision - 2727 Phillips Road**

The Planner II provided an overview of the written staff report recommending that Council forward the request for subdivision of 2727 Phillips Road to the Agricultural Land Commission with a recommendation for approval.

**Council discussion:**

- Discussion of process and next steps. Staff provided clarification that should the ALC approve the request, the Approving Officer will process the application.

**2018-533**

**MOVED by Councillor Parkinson, seconded by Councillor Beddows:**

THAT Council forward this request for subdivision PLN01404 at 2727 Phillips Road legally described as Lot B Section 31 Sooke District Plan 24496 Except Part in Plan EPP34634 to the Agricultural Land Commission with a recommendation for approval.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

\*\*\*\*\*

Planning Department staff left the meeting at 8:33 p.m.

\*\*\*\*\*

**10.3. Salmon Restoration Society Fees**

The Interim CAO presented an overview of the written staff report recommending Council waive the building permit fees for the Jack Brooks Hatchery project.

**Council discussion:**

- Impact on traffic is unknown currently. Staff to communicate with applicant and seek clarification regarding anticipated number of visitors.

**2018-534**

**MOVED by Councillor Parkinson, seconded by Councillor McMath:**

THAT COUNCIL waive the Building Permit Fees of \$5,862 for the Juan de Fuca Salmon Restoration Society's Jack Brooks Hatchery project at 2895 Sooke River Road.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

## **Minutes for the Regular Council Meeting of the District of Sooke - November 13, 2018**

### **10.4. 2019 Age-Friendly Communities Grant Application**

\*\*\*\*\*  
Councillor Logins and Councillor Bateman declared conflicts of interest due to their involvement with the EMCS Society and left the meeting at 8:41 p.m.  
\*\*\*\*\*

The Interim CAO presented an overview of the written staff report, summarizing a grant application to UBCM on behalf of the Sooke Region Community Health Network.

\*\*\*\*\*  
Councillor Logins and Councillor Bateman returned to the meeting at 8:43 p.m.  
\*\*\*\*\*

#### **2018-535**

**MOVED by Councillor Parkinson, seconded by Councillor Beddows:**

THAT Council endorse the grant application for \$15,000 under the *UBCM Age-friendly Communities Stream 2 Grant Application* for a Healthy Eating for Active Living Program; AND that Council authorize the District of Sooke as the financial manager of the Grant.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Parkinson, Councillor Beddows, Councillor McMath, and Councillor St-Pierre

## **11. REPORTS FOR INFORMATION**

### **11.1. Sooke Program of the Arts (SPA) Committee Update**

Councillor Parkinson presented an overview of the Sooke Program of the Arts (SPA) Committee's activities. Six ongoing projects have been approved and are continuing. All current committee members have expressed interest in remaining on the Committee.

#### **2018-536**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT Council continue the Sooke Program of the Arts (SPA) Committee until new terms of reference have been adopted.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

### **11.2. 2018 General Local Election**

The Deputy Corporate Officer provided an overview of the written staff report, which is presented as a requirement of the *Local Government Act*.

## **Minutes for the Regular Council Meeting of the District of Sooke - November 13, 2018**

### **Council discussion:**

- Thank you to local officials who organized the 2018 election.

### **2018-537**

#### **MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the Declaration of the Official Results for the 2018 General Local Election be received for information in accordance with the requirement of Section 158 of the *Local Government Act*; and

THAT Council receive this report for information.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

## **12. NEW BUSINESS**

### **12.1. Festival of Trees**

Councillor Parkinson requested Council support for District of Sooke participation in the Festival of Trees program, which raises funds for the BC Children's Hospital. Staff and Council to work together to decorate a tree in the Sooke Municipal Hall.

### **2018-538**

#### **MOVED by Councillor Parkinson, seconded by Councillor Beddows:**

THAT the District of Sooke participate in the Festival of Trees by decorating a tree in the Municipal Hall;

AND THAT a \$250 sponsorship be granted to the Festival of Trees program, with funding to come from Council Contingency.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

### **12.2. Mayor's New Year's Levee**

Councillor Parkinson provided an overview of the history of the Mayor's New Year's Levee and encouraged Council to consider hosting the event again in 2019, especially since 2019 will mark the District's 20<sup>th</sup> year.

### **2018-539**

#### **MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT Council host the Annual New Year's Levee;

AND THAT \$2,500 be allocated to the New Year's Levee with funds to come from Events funding.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

## **Minutes for the Regular Council Meeting of the District of Sooke - November 13, 2018**

### 12.3. Sooke Santa Parade 2018

#### **Council discussion:**

- Annual Santa Parade, hosted by the Sooke Lion's Club, to be held on December 2, 2018 at 5:00 p.m.
- Council to participate, hand out candy and carry the municipal banner.

## **13. CORRESPONDENCE**

### **13.1. Correspondence received October 1, 2018 - November 5 2018**

#### **Council discussion:**

- Staff to reach out to Victoria Urban Reconciliation Dialogue to determine how Council can support and liaise with this initiative.
- Staff report on Cannabis Regulation is expected at an upcoming Council meeting.
- Sooke School District invitation conflicts with Regular Council meeting. Meeting with School District Trustees to be scheduled in coming months. Staff to send congratulations cards to new School District Trustees.
- Contractor has been engaged to repaint lines on Church Road. Line painting uses specialized material and there are a limited number of contractors licensed to use the product.
- Further information on sewer and septic will be included in upcoming report on sewer expansion.

#### **2018-540**

##### **MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the correspondence from the Minister of Public Safety and Solicitor General re: Cannabis Regulation be received and filed accordingly for the record.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

#### **2018-541**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:** THAT the correspondence from the Sooke School District be received and filed accordingly for the record.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

#### **2018-542**

##### **MOVED by Councillor Parkinson, seconded by Councillor McMath:**

THAT Council direct staff to respond to Sarah Galbraith regarding efforts to rectify her concerns regarding lighting and crosswalk lines at Church Road/Throup Road intersection.

**CARRIED.**



## **Minutes for the Regular Council Meeting of the District of Sooke - November 13, 2018**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

**2018-543**

**MOVED by Councillor Logins, seconded by Councillor St-Pierre:**

THAT the correspondence from Strata VIS2633 regarding septic and sewer servicing be received and filed accordingly for the record.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

**2018-544**

**MOVED by Councillor Logins, seconded by Councillor Parkinson:**

THAT the correspondence from Linda Gordon re: Art and Word Book Launch be received and filed accordingly for the record.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St-Pierre

**2018-545**

**MOVED by Councillor Parkinson, seconded by Councillor Logins:**

THAT the correspondence received October 1, 2018 - November 5, 2018 be received and filed accordingly for the record.

**CARRIED.**

**In Favour:** Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Beddows, Councillor Bateman, Councillor McMath, and Councillor St -Pierre

### **14. COUNCIL VERBAL REPORTS**

**Councillor Logins reported on:**

- BC Healthy Communities event upcoming on Tuesday, November 20 regarding Active Transportation.

**Councillor Parkinson reported on:**

- Attending the Annual Fire Department Banquet. Thank you to staff and volunteers of the department for all their hard work.

**Councillor Beddows reported on:**

- Experiencing a steep learning curve as a new member of Council. Grateful for the experience and wisdom of returning Councillors.

**Councillor Bateman reported on:**

- Also experiencing a steep learning curve, starting with an appointment to the Vancouver Island Regional Library Board and attending a meeting in Nanaimo with members of their staff.

## **Minutes for the Regular Council Meeting of the District of Sooke - November 13, 2018**

- The Sooke Region Library is estimated to cost \$7.5 Million currently, an increase from the originally expected \$6 Million. Construction Costs are high across BC and are projected to increase as much as 12% this year.

### **Councillor St-Pierre reported on:**

- Appreciation for support received as a new member of Council.

### **Mayor Tait reported on:**

- Attending the Remembrance Day parade and marching together with all members of Council, the local RCMP and Sooke Fire Rescue Service members.

## **15. NOTICES OF MOTION**

### **15.1. Notice of Motion from Councillor Brenda Parkinson:**

- For consideration at November 26, 2018 Regular Council meeting.

THAT Council direct staff to prepare a report regarding a Tree Protection Bylaw.

## **16. REPORT OF RELEASED IN-CAMERA RESOLUTIONS**

There were no reports of released In-Camera Information.

## **17. ADJOURNMENT**

**2018-546**

**MOVED by Councillor McMath, seconded by Councillor Beddows:**

THAT the meeting, be adjourned at 9:18 p.m.

**CARRIED.**

**In Favour:** Councillor Beddows, Councillor McMath, Mayor Tait, Councillor Logins, Councillor Parkinson, Councillor Bateman, and Councillor St-Pierre

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**



MINUTES  
District of Sooke  
Regular Council Meeting  
November 26, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Brent Blackhall, Interim CAO & Director of Finance  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety  
Carolyn Mushata, Corporate Officer  
Brian Derrick, Engineering Technologist II (left at 9:50 pm)  
Ivy Campbell, Head of Planning  
Teunesha Evertse, Planner II (left at 8:30 pm)  
Nicholas Deibler, Planner I (left at 10:52 pm)  
Medea Mills, Bylaw Enforcement Officer II (left at 10:52 pm)  
Jennifer Royer-Collard, Corporate Services Assistant

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 6:00 p.m.

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

**2018-547**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Al Beddows:**  
THAT this meeting be closed to the public under section 90(1) (c) of the *Community Charter* as it pertains to labour relations.

**CARRIED.**

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

**3. CALL TO ORDER - OPEN PORTION**

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

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

New Business/ Supplementary Information was received with the Approval of the Agenda.

**5. APPROVAL OF THE AGENDA**

**2018-548**

**MOVED by Councillor Al Beddows, seconded by Councillor Tony St-Pierre:**

THAT the agenda for the November 26, 2018 Regular Meeting of Council, be adopted as amended:

- Addition of Supplemental Information for Item No. 7.1. *Zoning Amendment Bylaw No. 720 (600-64), 2018 - 5651 Woodlands Road.*
- Addition of late, provided on table, Supplemental Information for Item No. 7.1. *Zoning Amendment Bylaw No. 720 (600-64), 2018 - 5651 Woodlands Road.*
- Addition of late, provided on table, Supplemental Information for Item No. 11.6. *2019-2022 Strategic Plan.*
- Addition of Rise & Report, following Item No. 16.1. *Notice of Motion.*
- Addition of New Business as Item No. 13.1. *Lot A Charrette Update.*
- Addition to Notice of Motion as Item No. 16.2. *Parking Bylaw and Policy* by Councillor Parkinson.

**CARRIED.**

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

**6. ADOPTION OF MINUTES**

**Regular meeting minutes of Council:**

- November 13, 2018 - Regular Council minutes

**2018-549**

**MOVED by Councillor Tony St-Pierre, seconded by Councillor Jeff Bateman:**

THAT the minutes of the November 13, 2018 Regular meeting of Council, be adopted as circulated.

**CARRIED.**

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

**7. PUBLIC HEARINGS AND RELATED BYLAWS**

**7.1. PH 1 - Zoning Amendment Bylaw No. 720 (600-64), 2018 - 5651 Woodlands Rd**

The Head of Planning presented an overview of the proposed rezoning for the property located at 5651 Woodlands Road from Rural Residential (RU4) to Neighbourhood Rural Residential (RU5) for a future subdivision and creation of 5 residential (1-acre lot) strata parcels. The following was highlighted:

- The property is located in the Gateway Land Use designation, which has been identified by the *Official Community Plan* as an area slated for low density infill development.

- Trees surrounding the property will be maintained as a buffer between properties and the roadway.
- An affordable housing contribution will be provided at \$1000 per unit.
- Water servicing will be provided by the Capital Regional District and the fire department confirmed they will assess fire servicing at the time of subdivision.
- The application is consistent with the *Official Community Plan* and District planning documents, as this area is identified as a community growth area.

### **Council Discussion:**

- Clarification regarding the differences between rezoning and development permit application requirements.
- Site servicing provisions.
- Zoning restrictions regarding number of homes and types permitted on the property.

### **Mayor Tait invited the applicant to present:**

- John Saleski, applicant, provided a brief overview of his application and informed Council that the property was purchased with the intent of providing an economical way to build a home for himself and his daughter. The design of the subdivision is to ensure it fits into the area and meets the needs of the community. It is the desire of Mr. Saleski that the property maintains the character of the neighbourhood and he assured Council that he would not allow for suites on any of the proposed properties.
- Cory Brown, Engineer for John Saleski, addressed Council on drainage issues, water pressure, low level impacts on area residents and that a stormwater management retention plan will be required prior to subdivision. Mr. Brown assured Council that he and Mr. Saleski would work within the parameters of the municipal bylaws and in accordance with municipal staff requirements.

Mayor Tait read a written statement advising that any person who believes their interest in the property to be affected by the proposed bylaw would be given a reasonable opportunity to be heard and have their written submission presented at the Public Hearing.

Mayor Tait called the Public Hearing to order at 7:21 p.m.

### **Public Submissions:**

- Ellen Lewers, 5526 Sooke Road, opposed the subdivision due to concerns regarding traffic congestion, water pressure reductions to neighbour houses, impact on drainage system and the overall impact on a rural area of the proposed subdivision.
- Dale Baker, 5665 Woodlands Rd, opposed the subdivision with concerns of increased road traffic, water capacity, stormwater management, privacy, and that tree removal could result in loss of ground stability.
- Richard Winder & Christine Rafuse, 5614 Woodlands Road, expressed apprehension regarding the application being approved due to the existing

pressures on infrastructure in the area and concerns regarding change to neighbourhood character.

- Daniel Baker, 5665 Woodlands Road, expressed opposition to the development as it would decrease forest density in the area and negatively impact wildlife.

The Public Hearing was closed at 7:37 p.m.

**Council Discussion:**

- Confirmation that prior to adoption a covenant would be in place to restrict suites on any of the subdivided parcels of land.
- Confirmation that the driveway will be maintained by strata owners and water would be supplied by the Capital Regional District, metered at each individual house.
- Drainage and stormwater concerns would be addressed by engineering at the subdivision stage.
- Desire to ensure suites are not permitted in this development.
- Councillor Bateman is opposed to the rezoning as the land use designation was set for the future certainty of the area and should remain. This area is surrounded by agricultural properties and large rural agricultural lands, the rezoning of one property will potentially lead to additional future subdivisions of this rural area.
- Councillor Logins is opposed to this amendment due to increase of traffic to an area with high accident rates, wildlife impact, and would prefer to see less houses with suites, decreasing the footprint and maintaining a housing mix.
- Councillor St-Pierre is opposed due to the environmental impacts, the resident's opposition and the future impact of increased vehicles on Highway 14.

**2018-550**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Al Beddows:**  
THAT Council give Third reading to the bylaw cited as *Zoning Amendment Bylaw No. 720 (600-64), 2018*.

AND THAT the applicant be required to enter into a section 219 covenant prior to final adoption, to prohibit secondary suites and/or small suites, on the subdivided lots.

**CARRIED.**

**In Favour:** Mayor Maja Tait, Councillor Brenda Parkinson, Councillor Al Beddows, and Councillor Megan McMath

**Opposed:** Councillor Ebony Logins, Councillor Jeff Bateman, and Councillor Tony St-Pierre

7.2. **PH 2 - Zoning Amendment Bylaw No. 714 (600-62), 2018 - 1923 Maple Ave**

The Planner II presented an overview of the proposed rezoning for portion of the property located at 1923 Maple Avenue from Medium Density Multi Family (RM2) to

Small Lot Residential (R3) to create two (2) narrow lots. The following were highlighted:

- There are two (2) site specific amendments, allowing only one (1) single family dwelling on each property with accessory use of home-based business and the lot size decrease.
- The application is consistent with the *Official Community Plan* and District planning documents
- A cash-in-lieu contribution will be received for a 2-meter sidewalk.

### **Council Discussion:**

- Assurance that there would be sufficient parking created.

### **Mayor Tait invited the applicant to present:**

- John Brohman, applicant, choose not to address Council.

Mayor Tait called the Public Hearing to order at 7:57 p.m.

### **Public Submissions:**

- Les Haddad, 6846 Rose Lee Place, expressed concerns with the narrow driveway access to the future development in the rear of the location and Fire truck access.
- Jennifer Smith, 6805 Quartz Drive, found the map provided misleading information and desired a more detailed plan of the property dwelling layout for this stage of approval.
- Ellen Lewers, 5526 Sooke Road, disagreed with the lot size and did not feel there would be adequate parking.
- John Brohman, applicant, provided a background on his development experience in the community and his support for creating affordable housing projects. Mr. Brohman stated that parking would be sufficient. and that there are no suites planned for these 2 houses.

The Public Hearing was closed at 8:15 p.m.

### **Council Discussion:**

- Concerns regarding Fire Truck access at the site.
  - Chief Mount addressed these concerns assuring Council that the department takes part in the planning stages of development by establishing tackle objectives that are site specific.
- The affordable housing component of this development is being met by the applicant.
- Desire for road width to be the maximum allowance and parking allocations include guest and/or overflow parking
- Options for small green space playground.
- Assurances that the character of the neighbourhood be maintained.
- Proximity to town core and transit routes.

**2018-551**

**MOVED by Councillor Ebony Logins, seconded by Councillor Tony St-Pierre:**  
THAT Council give Third reading to the bylaw cited as *Zoning Amendment Bylaw No. 714 (600-62), 2018*.

**CARRIED.**

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

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Teunesha Evertse left the meeting at 8:30 p.m.  
\*\*\*\*\*

## **8. DELEGATIONS**

### **8.1. Lot A - Mick Rhodes**

Mr. Rhodes presented to Council his idea of a land swap of the undeveloped waterfront property next to Mariners Village, owned by Rowanwood Capital, for Lot A, owned by the District of Sooke. This would be in an effort to increase public access to the waterfront, as stated on the District's *Official Community Plan*.

## **9. PUBLIC QUESTION AND COMMENT PERIOD**

The following members of the public addressed Council:

- Jen Smith, Sooke resident, spoke to Item No. 11.6. *2019-2022 Strategic Plan*, suggesting Council consider combining the strategic planning with the revision of the *Official Community Plan*.
- Ellen Lewers, Sooke resident, spoke in support of Item No. 11.6. *2019-2022 Strategic Plan* and Item No. 8.1. *Delegation* by Mick Rhodes.
- Dan Barber, Sooke resident, spoke in support of Item No. 8.1. *Delegation* by Mick Rhodes, with an appreciation for the desire to increase access to the water.

## **10. BYLAWS**

### **10.1. Inter-Community Business Licence Bylaw No. 702, 2018**

The Bylaw Enforcement officer provided an overview of the written staff report which is to establish a bylaw scheme for inter-community licencing and regulations for mobile businesses on Southern Vancouver Island.

**Council discussion:**



- Assurance of increased compliance of licensing for businesses working in and from our community.
- Confirmation that this would eliminate the need for businesses to take out an additional licence.

**2018-552**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Al Beddows:**  
THAT Council give First, Second and Third reading to *Inter-Community Business Licence Bylaw No. 702, 2018*.

**CARRIED.**

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

**11. REPORTS REQUIRING ACTION**

**11.1. SEAPARC Expansion Development Permit**

The Planner I provided an overview of the written staff report requesting the authorization of a Development Permit for an expansion to the SEAPARC Leisure Centre, as the request is greater than the Head of Planning's approval allowance. The following was highlighted:

- The site concept plan identifies the expansion will increase floor area by 11%, with a new entrance and court yard, bike parking, sidewalk expansion, and reconfiguration of the parking area. Onsite public art will be integrated into the design of the front entrance.
- The development project is consistent with the *Official Community Plan* requirements and municipal bylaws.
- To ensure safe connectivity, sidewalks are being requested to ensure adequate access for pedestrian and bike traffic.
- The width of the drive aisle that is proposed meets BC Transit's minimum width requirements.
- Council should be aware of the standards they set for their public developments, as they should require the same of themselves, and their public bodies, as they do from private development.

**Council Discussion:**

- The importance of increased pedestrian connectivity from Sooke Road to the facility.
- Budgeting process for the new expansion to the facility and options available for changes in project scope.
- Confirmation that the cost for the expansion will be paid for through the CRD requisition, which is included on the District's tax base passed along to residents.
- Desire to enhance entrance area, with more seating and covered areas.
- Appreciation of outdoor space for youth to congregate.
- Fire access has been reviewed and meets the requirements.

**Mayor Tait invited the applicant to present:**

- Steve Knoke, Manager of SEAPARC, provided an overview of the project, highlighting that any additional cost assumed above the current plan will result in restrictions of additional services they will be able to provide. The development is phased to ensure elements are prioritized and the budget is used effectively for the project.
- Tom Moore, Project Architect, addressed comments informing that there is an overhanging covered area and benches by the bus pick up/ drop off. There is a long-term plan for enhancement to the project with a covered bike shelter and assurance that there will be large timbers incorporated into the interior and exterior of the building.

**2018-553**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Al Beddows:**

THAT Council authorize the issuance of Development Permit PLN01407 for the purpose of creating an addition to the SEAPARC Leisure Centre SUBJECT TO the attached Prior to Issuance Conditions.

**CARRIED.**

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

**11.2. Cains Park Staircase**

The Engineering Technologist provided an overview of the written staff report requesting Council award the tender for the Cains Park Staircase and the transfer monies to fund the project.

**Council Discussion:**

- Confirmation that the price quoted from the successful proponent is the guaranteed total.
- Access to this park is by foot as there is no parking, visitors include students and local residents.
- Desire for a viewpoint platform to be installed or considered for future installation.
- Councillor Beddows was opposed as he has reservations with the excessive cost for staircase in this area.
- Councillor Bateman was opposed with concerns with lack of parking, the steep slope of the area and that this park is not currently identified in the parks and trails master plan for enhancement or increased access.

**2018-554**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Tony St-Pierre:**

THAT Council direct staff to transfer \$10,000 from the Firwood Park Trail Connection budget to the Cains Park Staircase and Trail (Kennedy Street) budget;

THAT Council direct staff to transfer \$15,000 from the Possession Point- Access to Water budget to the Cains Park Staircase and Trail (Kennedy Street) budget;

AND THAT Council direct staff to enter a General Services Agreement for the Cains Park Staircase & Trail (Kennedy Street) with Rolling Tides Construction Inc. for \$54,995.00.

**CARRIED.**

**In Favour:** Mayor Maja Tait, Councillor Ebony Logins, Councillor Brenda Parkinson, and Councillor Tony St-Pierre

**Opposed:** Councillor Al Beddows, Councillor Jeff Bateman, and Councillor Megan McMath

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Brian Derrick left the meeting at 9:50 p.m.

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### 11.3. **Cannabis for Recreational Purposes**

The Planner I provided a PowerPoint presentation and overview of the written staff report, identifying regulation options for cannabis production, retail sales, and consumption within the municipality. The following was highlighted:

- Clarification of the municipality's role and their relationship with the Liquor and Cannabis Regulation Branch.
- Differences between authority at various levels of government.
- Business licensing and Bylaw enforcement.

The Bylaw Enforcement Officer II/ Business Licensing Inspector provided details regarding the Provincial requirements for Fit and Proper assessments and the District's obligations to preform the public consultation component.

#### **Council Discussion:**

- The desire to ensure current retail stores in the community are able to maintain operations while the District establishes their regulations.
- The implications with new businesses requesting to open retail in the community and whether the moratorium should be lifted.
- Support to investigate the collect of a portion from the revenue stream the Provincial and Federal government will be receiving once retail and production is operating at the full capacity.
- There were concerns with businesses operating near sensitive areas such as schools and parks.
- Request that applications for retail cannabis current existing in the community.
- The need for a fulsome report from staff regarding the production component of cannabis in the community.

**Mayor Tait invited the public to comment on this item:**

## **Minutes for the Regular Council Meeting of the District of Sooke - November 26, 2018**

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- Ian Laing, 5680 Oldfield Road, provided insight into his successful receipt of numerous cannabis licensing approvals through the province for facilities he owns and suggested Sooke amend their bylaw to allow cannabis retail in a commercial zone and a Development Permit application which requires public consultation.
- Kyle Michael, Victoria BC, addressed Council regarding timelines for zoning changes to be implemented, specifically for micro or craft production, as Mr. Michael would like to invest in the community.

### **2018-555**

**MOVED by Councillor Ebony Logins, seconded by Councillor Brenda Parkinson:**  
THAT Council receive this report for information purposes.

**CARRIED.**

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

### **2018-556**

**MOVED by Councillor Al Beddows, seconded by Councillor Megan McMath:**  
THAT Council direct staff to provide a report on options for retail cannabis facilities in Sooke.

**CARRIED.**

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

\*\*\*\*\*  
Medea Mills and Nicholas Deibler left the meeting at 10:52 p.m.  
\*\*\*\*\*

### **2018-557**

**MOVED by Councillor Megan McMath, seconded by Councillor Tony St-Pierre:**  
THAT Council extend the November 26, 2018 Regular Council meeting the past 11:00 p.m.

**CARRIED.**

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

#### **11.4. UBCM Community Emergency Preparedness Fund Application - Evacuation Route Planning**

The Fire Chief presented a request for endorsement of a funding application to UBCM for Evacuation Route Planning within the community. Chief Mount identified that

grants are paid on the completion of the project, thus eligible and pre-approved expenses will be reimbursed upon submission of a final report.

**2018-558**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Al Beddows:**

THAT Council endorse a funding application to UBCM's Community Emergency Preparedness Fund - Evacuation Route Planning stream - for \$25,000 to support the District of Sooke Evacuation Route Planning project.

THAT Council authorize staff to provide overall grant management in order to receive this funding.

**CARRIED.**

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

11.5. **Child Care Needs Assessment**

The Director of Finance presented a request for endorsement of a funding application to UBCM for the Community Child Care Planning Program. This assessment will determine the type and size of facility required for the community.

**2018-559**

**MOVED by Councillor Tony St-Pierre, seconded by Councillor Ebony Logins:**

THAT Council endorse the District's grant application to the UBCM Community Child Care Planning Program for a Child Care Needs Assessment;

AND THAT Council authorize staff to provide overall grant management for the project.

**CARRIED.**

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

11.6. **2019-2022 Strategic Plan**

The Corporate Officer provided an overview of the written staff report suggesting that a Request for Proposal (RFP) be executed for a consultant to lead Council's Strategic Plan for the coming year(s). It was clarified that the Strategic Plan is to be completed as the corporate workplan for staff to focus on Council's direction, where the *Official Community Plan* is the collection of the community's forward momentum for the future.

**2018-560**

**MOVED by Councillor Ebony Logins, seconded by Councillor Megan McMath:**

THAT Council direct staff to enter into an RFP process for a Strategic Planning consultant;

AND THAT Council allocate in the budget for these costs in the next Five-Year Financial Plan.

**CARRIED.**

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

**11.7. Capital Region Housing Corporation**

The Capital Regional District Board requested the ratification of board appointments to ensure there are no potential conflicts of interest.

**2018-561**

**MOVED by Councillor Ebony Logins, seconded by Councillor Megan McMath:**  
THAT the District of Sooke ratifies and confirms the appointment of its current CRD representatives to the CRHC Board.

**CARRIED.**

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

**11.8. Council Appointments**

**2018-562**

**MOVED by Councillor Jeff Bateman, seconded by Councillor Al Beddows:**  
THAT Council appoint Councillor Brenda Parkinson as the alternate to the Sooke and Electoral Area Parks and Recreation Commission for a one-year term commencing January 1, 2019 and expiring December 31, 2019.

**CARRIED.**

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

**2018-563**

**MOVED by Councillor Jeff Bateman, seconded by Councillor Ebony Logins:**  
THAT Council appoint Councillor Brenda Parkinson to the Te'mexw Treaty Advisory Committee, for a one-year term commencing January 1, 2019 and expiring December 31, 2019

AND THAT Council appoint Mayor Maja Tait as the alternate to the Te'mexw Treaty Advisory Committee, for a one-year term commencing January 1, 2019 and expiring December 31, 2019

**CARRIED.**

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

**2018-564**

**MOVED by Councillor Ebony Logins, seconded by Councillor Megan McMath:**

THAT Council appoint Councillor Jeff Bateman as liaison to the Victoria Family Court and Youth Justice Committee, for a one-year term commencing January 1, 2019 and expiring December 31, 2019.

**CARRIED.**

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

**2018-565**

**MOVED by Councillor Tony St-Pierre, seconded by Councillor Al Beddows:**

THAT Council appoint Councillor Jeff Bateman as a liaison, to the Sooke Region Communities Health Network, Age Friendly Committee, for a one-year term commencing January 1, 2019 and expiring December 31, 2019.

**CARRIED.**

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

**2018-566**

**MOVED by Councillor Al Beddows, seconded by Councillor Ebony Logins:**

THAT Council appoint Councillor Megan McMath as a liaison, to the Sooke Region Tourism Association, for a one-year term commencing January 1, 2019 and expiring December 31, 2019.

**CARRIED.**

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

**2018-567**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Megan McMath:**

THAT Council appoint Councillor Ebony Logins to the community-led Rotary Kiosk Redesign Committee.

**CARRIED.**

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

**2018-568**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Al Beddows:**

THAT Council appoint Councillor Tony St-Pierre as liaison to the Sooke Region Historical Society, for a one-year term commencing January 1, 2019 and expiring December 31, 2019.

**CARRIED.**

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

**2018-569**

**MOVED by Councillor Tony St-Pierre, seconded by Councillor Megan McMath:**

THAT Council appoint Councillor Al Beddows as a liaison, to the EMCS Society, for a one-year term commencing January 1, 2019 and expiring December 31, 2019.

**CARRIED.**

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

**2018-570**

**MOVED by Councillor Jeff Bateman, seconded by Councillor Al Beddows:**

THAT Council appoint, in principle, Councillor Brenda Parkinson to the Capital Regional District Arts Advisory Council.

**CARRIED.**

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

**12. REPORTS FOR INFORMATION**

**12.1. FCM Resolutions**

No resolutions were endorsed for submission to the Federation of Canadian Municipalities.

**2018-571**

**MOVED by Councillor Ebony Logins, seconded by Councillor Brenda Parkinson:**

THAT Council receive this report for information.

**CARRIED.**

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

**13. NEW BUSINESS**

**13.1. Lot A Charette**



The Head of Planning provided the following details regarding the upcoming Lot A Charette:

- The District website contains a link to the external charrette website and the public consultation date is in the municipal calendar.
- Dates for the event:
  - Thursday, December 6th at 7pm-9pm (stakeholder invite only)
  - Saturday, December 8th at 10am – 2pm (stakeholder invite only)
  - Saturday, December 8th at 2:30-6pm (Open to Public)
  - Sunday, December 9th at 10-noon. (Stakeholder invite only)
- Advertisements will be placed in the Sooke News Mirror and the Sooke Pocket News.
- Pamphlets have been delivered door-to-door to residents in the neighbourhood surrounding Lot A.
- Key community stakeholders have been invited to attend.
- Feedback from this charrette should be available to present to Council in early 2019 for discussion.

#### **14. CORRESPONDENCE**

##### **Correspondence for November 8- 20, 2018**

###### **Item I - Sookarama 2019, Sooke Lions**

\*\*\*\*\*

Councillor Beddows declared a conflict as he is a member of the Sooke Lions Club

\*\*\*\*\*

Request to participate in a trade show April 27, 2019 at SEAPARC Leisure Centre to showcase Sooke businesses and the services they provide.

**2018-572**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Tony St-Pierre:**

THAT Council direct staff to submit an application to participate at the 2019 Sookarama hosted by the Sooke Lions Club.

**CARRIED.**

**In Favour:** Mayor Maja Tait, Councillor Ebony Logins, Councillor Brenda Parkinson, Councillor Jeff Bateman, Councillor Megan McMath, and Councillor Tony St-Pierre

\*\*\*\*\*

Councillor Beddows returned to the meeting.

\*\*\*\*\*

###### **Item D - Festival of Trees**

A reminder that there is a change in the Festival of Trees event this year, as local business will host their own trees and residents are encouraged to visit these locations to view all the businesses participating. There is a map of sponsored trees on the District's website.

###### **Item E - Land Development at Phillips Rd by DeMamie Creek**

Compassion for residents in the area having to deal with the smoke for burning and a request that staff respond to Mr. Boydell on the bylaw enforcement taken at this location.

**2018-573**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Jeff Bateman:**

THAT the correspondence received from November 8 - 20, 2019, be received and filed accordingly for the record.

**CARRIED.**

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

## **15. COUNCIL VERBAL REPORTS**

### **15.1. Mayor Tait**

- Attendance at UBCM and FCM meetings.
- Discussion with MP Randall Garrison regarding fisheries closures.

### **Councillor Parkinson**

- Attendance at the Capital Regional District board orientation.

### **Councillor Bateman**

- Tour of the Wastewater Treatment facility.

### **Interim Chief Administrative Officer update**

- The application for the salmon restoration project is being reviewed by staff.
- The Rural Road Rehabilitation program is completed for the year, there was additional paving and base work required in several location which resulted in a few areas not being completed in this cycle.

### **Director of Development Services**

- Engineering staff are investigating into line painting options, specifically thermal plastic lining as previously requested by Council.

## **16. NOTICES OF MOTION**

### **16.1. Notice of Motion from 13, 2018 Regular Council meeting**

Councillor Parkinson provided her rational for the implementation of a Tree Preservation/ Protection Bylaw, which is to protect native and heritage trees, or those that serve as a landmark on private and public lands. This would ensure trees are not destroyed or damaged due to construction, disease or irresponsible actions.

#### **Council Discussion:**

- Councillor Beddows was opposed to this recommendation as it will increase staff responsibility when processing permit applications, enforcement and liability concerns.
- The option of hiring a contract arborist versus hiring one in house should be researched.
- Desire to expand in-house tree programs that already exist.

- Concerns that staff are already spreading themselves thin with a variety of major projects and there maybe limited resources for development and implantation of such a bylaw.

**2018-574**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Jeff Bateman:**

THAT Council direct staff to prepare a report regarding a Tree Protection Bylaw

**CARRIED.**

**In Favour:** Mayor Maja Tait, Councillor Ebony Logins, Councillor Brenda Parkinson, Councillor Jeff Bateman, Councillor Megan McMath, and Councillor Tony St-Pierre

**Opposed:** Councillor Al Beddows

16.2. **Notice of Motion from Councillor Parkinson**

- For consideration at the December 10, 2018 Regular Council meeting.

THAT the District of Sooke Parking Bylaw/Policy be brought forward to the next Committee of the Whole so that Council may have a fulsome discussion on how to improve the situation taking place in so many of the District's subdivisions.

**17. RISE AND REPORT OF IN-CAMERA ITEMS**

**Released from the November 26, 2018 In-Camera Meeting**

THAT Council engage Waterhouse Executive Search Firm for \$17,000 +expenses, to hire a new Chief Administrative Officer, with funding to come from the Council Contingency Fund.

**18. ADJOURNMENT**

**2018-575**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Al Beddows:**

THAT the November 26, 2018 Regular meeting of Council be adjourned at 11:55 p.m.

**CARRIED.**

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

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**





MINUTES  
District of Sooke  
Regular Council Meeting  
December 10, 2018 7:00 PM  
Council Chamber  
2225 Otter Point Road  
Sooke, BC

**COUNCIL PRESENT:**

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

**STAFF PRESENT:**

Brent Blackhall, Director of Finance (arrived at 7:45 p.m.)  
Rob Howat, Director of Development Services  
Kenn Mount, Fire Chief & Director of Community Safety  
Carolyn Mushata, Director of Corporate Services  
Ivy Campbell, Head of Planning  
Nicholas Deibler, Planner I (left at 8:59 p.m.)  
Medea Mills, Bylaw Enforcement Officer II (left at 9:40 p.m.)  
Jennifer Royer-Collard, Corporate Services Assistant

**1. CALL TO ORDER**

Mayor Tait called the meeting to order at 6:00 p.m.

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

**2018-576**

**MOVED by Councillor Jeff Bateman, seconded by Councillor Ebony Logins:**

THAT this meeting be closed to the public under section 90(1)(c), (e), (i) and (l) of the *Community Charter* as it pertains to labour relations, land, advice subject o solicitor-client privilege and discussions respecting municipal objectives.

**CARRIED.**

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

**3. CALL TO ORDER - OPEN PORTION**

Mayor Tait called the open portion of the meeting to order at 7:03 p.m.

**4. NEW BUSINESS/SUPPLEMENTARY INFORMATION**

New Business/ Supplementary Information was received with the Approval of the Agenda.

**5. APPROVAL OF THE AGENDA**

**2018-577**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Al Beddows:**

THAT the agenda for the December 10, 2018 Regular Meeting of Council, be adopted as amended:

- Addition of Supplemental Information for Item No. 10.3. *Zoning Amendment Bylaw No. 726 (600-67), 2018.*
- Move Item No. 11.6. *Community Emergency Centre for Extreme Weather Conditions* to follow Item No. 8. *Public Question and Comment Period.*

**CARRIED.**

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

**6. ADOPTION OF MINUTES**

**Minutes of the Regular meetings of Council:**

- November 5, 2018 - Regular
- November 26, 2018 - Regular

**2018-578**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Jeff Bateman:**

THAT the minutes of the November 5 and 26, 2018 Regular meeting of Council, be adopted as amended

- Regular Council Meeting Minutes - November 5, 2018, Item 7.9. addition of Moved and seconded by Councillors.

**CARRIED.**

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

**7. DELEGATIONS**

**7.1. Sooke Minor Fastball Association**

Justin Wilson, president of Sooke Minor Fastball Association, provided an overview of the association's intentions to upgrade the fields and buildings at Art Morris Park, an overview of maintenance costs and short and long-term goals to enhance youth fastball in the community. Mr. Wilson highlighted that currently the required work is funded by increased registration fees, completed by volunteers within the organization and that the past president, Chris Bryant, donated a majority of the funding to keep the association maintained for many years. The association is seeking assistance from the District to upgrade and maintain the aging infrastructure, to enhance baseball opportunities in our community.

**Council Discussion:**

- A previous Council resolution suggesting SEAPARC, the Sooke Community Association and the District meet with Sooke Minor Fastball, should be forwarded to all parties to encourage a discussion.
  - Councillor McMath offered to be the District's liaison to facilitate a meeting.
- Concerns that players are traveling outside of our community to play due to the conditions of these playing fields.

**8. PUBLIC QUESTION AND COMMENT PERIOD**

The following members of the public addressed Council:

- Britt Santowski, Sooke resident, spoke to Item No. 12.1. *AVICC Resolutions* requesting that this Council ensure her previously proposed resolution to amend the interpretation of advertising, was submitted to AVICC.
- Ellen Lewers, Sooke resident, Item no. 10.3. *Zoning Amendment Bylaw No. 726 (600-67), 2018* and expressed her opposition to the amendment. Ms. Lewers also spoke to Item No. 10.2. *Zoning Amendment Bylaw No. 723 (600-66), 2018* opposing the amendment due to concerns regarding water run-off from increased development into the nearby creek.
- Betty Tully, Sooke resident, spoke to Item No. 10.2 *Zoning Amendment Bylaw No. 723 (600-66), 2018* with concern for the salmon bearing creek, minimal proposed setbacks and suggested that environmental issues be addressed prior to the readings of the bylaw.
- Steve Unger, Sooke resident, spoke in opposition to Item No. 10.2. *Zoning Amendment Bylaw No. 723 (600-66), 2018* as the neighbouring organic farm to the property proposed for rezoning. Mr. Unger expressed concerns about protecting an environmentally sensitive area and cautioned Council on their decision that would disrupt the ecosystem in this area.
- Derrek Lewers, Sooke resident, spoke to Item No. 10.3. *Zoning Amendment Bylaw No. 726 (600-67), 2018* concerned that this amendment is accommodating one person and that the proposed changes affect all Gatewood residential area residents.
- Alison Gymer, Sooke Resident, spoke to Item No. 10.2. *Zoning Amendment Bylaw No. 723 (600-66), 2018*, indicating that the proposed changes were in contradiction to the *Official Community Plan* as it relates to rural character. Ms. Gymer also brought concerns regarding the removal of a significant number of trees that currently provide a barrier of protection to many adjoining properties.
- Karen Macleod, Sooke resident, spoke to Item No. 14. *Correspondence*, specifically Item O, requesting Council amend the bylaw to allow for residents to feed birds and other wildlife on their properties.

- Mick Rhodes, Sooke resident, spoke to Item No. 10.2. *Zoning Amendment Bylaw No. 723 (600-66), 2018* advising caution with development in sensitive ecosystems.
- Kory Elliott, Sooke resident, spoke to Item No. 10.2. *Zoning Amendment Bylaw No. 723 (600-66), 2018* expressing his support of maintaining the current zoning, which allows for 16 lots. Mr. Elliot was concerned with the increase to traffic and parking, impact on wildlife and decreased privacy to surrounding residents.
- Melissa Curtis, Sooke resident, spoke to 10.3. *Zoning Amendment Bylaw No. 726 (600-67), 2018* expressing concern regarding the volume the proposed density would bring to the neighbourhood.

\*\*\*\*\*

Brent Blackhall arrived to the meeting at 7:45 p.m.

\*\*\*\*\*

11.6. **Community Emergency Centre for Extreme Weather Conditions**

Mayor Tait introduced the concern for an emergency centre during extreme weather conditions in the community.

**Mayor Tait invited Jenn Wilde to address Council:**

Jen Wilde, Regional Director for Greater Victoria Extreme Weather Response Program, provided an overview of the need for a shelter in Sooke and the parameters surrounding the requirements of a location. Ms. Wilde assured Council that there was funding in place and that the missing piece was a location.

**Council Discussion:**

- The Baptist Church was previously offered a number of years ago, however, due to the distance from the town core it was not utilized by those in need.
- Hours of availability must be 7pm - 7am during the entire season and any day of the week, which is a challenge to accommodate as most community spaces have scheduled programming.
- There is a need to establish a social safety net for those vulnerable individuals experiencing homelessness.
- Concerns surrounding liability insurance.
- Location needs to be walkable from the town core.
- District Emergency Support Services (ESS) group is not associated with the extreme weather shelter, their training regarding natural disaster planning.
- No options to coordinate with neighbouring municipalities due to distance and the demographic of individuals.

Councillor Logins offered to be the Council liaison assisting Ms. Wilde to find a location in the community.



**9. PUBLIC INPUT MEETINGS AND RELATED REPORTS**

**9.1. Inter-Community Business Licence Bylaw No. 702, 2018**

The Bylaw Enforcement Officer provided an overview of the proposed bylaw to establish inter-community licencing and regulation of trades, occupations and businesses of participating municipalities on Vancouver Island.

Mayor Tait invited members of the public to speak to the proposed bylaw.

**Public Input:**

- Derek Lewers, 5526 Sooke Road, requested clarity on area of coverage for proposed bylaw.
  - In response, the Bylaw Enforcement Officer explained that this bylaw would allow for broader coverage of licensing for travelling businesses.

**2018-579**

**MOVED by Councillor Megan McMath, seconded by Councillor Tony St-Pierre:**  
THAT Council adopt the bylaw cited as *Inter-Community Business Licence Bylaw No. 702, 2018*.

**CARRIED.**

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

**10. BYLAWS**

**10.1. Zoning Amendment Bylaw No. 707 (600-56), 2018 - Prestige (6928 West Coast Road)**

Adoption of *Zoning Amendment Bylaw No. 707 (600-56), 2018* to amend the zoning on a portion of the water lot located adjacent to the Sooke Boat Launch and the Prestige Hotel from Passive Recreation (W1) to Marina (W3).

**2018-580**

**MOVED by Councillor Al Beddows, seconded by Councillor Jeff Bateman:**  
THAT Council adopt the bylaw cited as *Zoning Amendment Bylaw No. 707 (600-56), 2018*.

**CARRIED.**

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

10.2. **Zoning Amendment Bylaw No. 723 (600-66), 2018 - 2445 Otter Point Road**

The Planner I presented an overview of the written staff report proposing the rezoning for the property located at 2445 Otter Point Road from Large Lot Residential (R1) to Medium Lot Residential (R2) for the purpose of building a 27-lot subdivision. The following was highlighted:

- The adjoining property to the east is an ALR property small scale organic farm, a 3-meter bank of existing trees is proposed by the applicant, to provide a buffer between the proposed development and the farm.
- Zoning amendment would allow for the creation of a 27-lot subdivision and the decrease of minimum lot size to 600m<sup>2</sup>.
- Parking requirements will be 2 spaces per unit, with 1 additional space for houses with suites.
- Fire services have indicated the layout of a hammerhead road is acceptable for truck access.
- A tree protection plan is to be initiated prior to the approval of the subdivision.

**Council Discussion:**

- Desire to maintain the 16 lots allowed with the current zoning on the property.
- Concerns surrounding wildlife habitat disruption and the proximity to a stream.
- Desire to increase affordable housing contributions, across the board.
- The need for developers to build connectivity and ensure ample parking.
- Lot size doesn't fit the neighbourhood's future.
- Traffic concerns with a lack of sidewalks with the amount of proposed homes.
- Increase the buffer to ALC suggestion of 5 meters; meet or exceed the requirements.
- The demand on the infrastructure exceeds the benefits for the number of units proposed.
- The land use should ensure limited external and negative impacts.
- Assurances need to be in place that the active neighbouring farm will not be impacted in anyway.

The Head of Planning suggested that if Council is undecided on moving forward with this proposed amendment that they postpone their decision instead of defeating the motion, to allow time for staff to work with the applicant to make changes based on Council's discussion.

The Corporate Officer informed Council that if they wish to work with the developer, they should postpone 1st and 2nd reading and if they do not want to rezone they should put 1st reading on the table for a decision.

**2018-581**

**MOVED by Councillor Ebony Logins, seconded by Councillor Megan McMath:**

THAT Council give First reading to *Zoning Amendment Bylaw No. 723 (600-66), 2018* to rezone 2445 Otter Point Road from Large Lot Residential (R1) to Medium Lot Residential (R2).

**2018-582**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Megan McMath:**

THAT Council lay on the table, motion 2018-581 to allow for the applicant to address Council.

**CARRIED.**

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

**Mayor Tait invited the applicant to address Council:**

- Dale Douglas, McElhanney Consulting, informed Council that as a representative of the developer he was unable to commit to anything specific at this meeting. Mr. Douglas requested the opportunity to work with staff on suggested changes that were commented on by Council and that the motion be postponed until a future meeting.

The Corporate Officer reminded Council that should the motion be denied the applicant would have to wait a significant amount of time to resubmit a like application.

The main motion 2018-581 was PUT and DEFEATED.

**Opposed:** Mayor Maja Tait, Councillor Ebony Logins, Councillor Brenda Parkinson, Councillor Al Beddows, Councillor Jeff Bateman, Councillor Megan McMath, and Councillor Tony St-Pierre

\*\*\*\*\*

Nicholas Deibler left the meeting at 8:59 p.m.

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\*\*\*\*\*

Mayor Tait recessed the meeting at 9:00 p.m.

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

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10.4. **Zoning Amendment Bylaw No. 726 (600-67), 2018**

The Head of Planning presented an overview of the written staff report, stating that the *Official Community Plan* amendment to the Gateway Residential Land Use Designation area an amendment to the Zoning Bylaw is required to align it with the recent changes. The following was highlighted:

- Temporary Use Permit requirements will be for a 3-year term with the option of a 1-year renewal, where Council sets the business operation standards.
- These permits will only be for the existing facilities and in their current operating capacities.

- The application process would include a public consultation, much like a Public Hearing.
- Should this amendment to the *Sooke Zoning Bylaw* fail, the *Official Community Plan* amendment would have to be repealed by Council.

**Council Discussion:**

- Desire to work towards a solution, regardless of the difficult decisions that need to be made.
- The assurance that the permits can not be applied for by any business that does not fit the historic non-conforming operations.
- The community will be engaged in the process.
- The applicant can work with staff and Council to create parameters specific for each individual property.
- Councillor St-Pierre was opposed due to the broad impacts of proposed changes to accommodate one individual business in the area, alongside creating increased work already busy staff.
- Councillor Parkinson was opposed due to the large-scale business being allowed to operate, and this area only allowing for small scale business.
- There is a need to increase industry in Sooke and a path to assist development needs to be established, this is a short-term solution while plans are developed.
- Importance of moving forward towards a solution.
- The slow process of revamping the *Official Community Plan* in the coming year.
- Desire to have the public hearing in January 2019.

**2018-583**

**MOVED by Councillor Megan McMath, seconded by Councillor Ebony Logins:**

THAT Council give first and second reading to *Zoning Amendment Bylaw No. 726 (600-67), 2018* for the purposes of amending Part 3 General Regulations.

**CARRIED.**

**In Favour:** Mayor Maja Tait, Councillor Ebony Logins, Councillor Al Beddows, Councillor Jeff Bateman, and Councillor Megan McMath

**Opposed:** Councillor Brenda Parkinson and Councillor Tony St-Pierre

**2018-584**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Ebony Logins:**

THAT a Public Hearing be scheduled for *Zoning Amendment Bylaw No. 726 (600-67), 2018* in accordance with Section 466 of the *Local Government Act*.

**CARRIED.**

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

\*\*\*\*\*

Medea Mills left the meeting at 9:40 p.m.

\*\*\*\*\*

**11. REPORTS REQUIRING ACTION**

**11.1. Otter Point to Hope Centre Sidewalk Project**

The Director of Development Services provided an overview of the written staff report highlighting that the District has the opportunity to share in the design and capital construction costs, with the Ministry of Transportation and Infrastructure, for a sidewalk project on West Coast Road extending from Otter Point Road to the Hope Centre.

**Council Discussion:**

- Desire to extend the District's light standards along this stretch, as identified in the Town Center guidelines.
- Confirmation that there would be little impact on the transfer from the Building Sprinklers, as the repairs would not be assessed until after the next budget cycle.

**2018-585**

**MOVED by Councillor Tony St-Pierre, seconded by Councillor Ebony Logins:**

THAT Council approve a budget transfer of \$100,000 from the Building Sprinkler account to the Otter Point to Hope Centre Sidewalk Design account;

THAT Council direct staff to enter into negotiations with the Ministry of Transportation and Infrastructure for the District's share of capital construction costs for the sidewalk project;

AND THAT Council direct staff to include the District's share of the capital construction costs in 2019 within the 2019-2023 Five Year Financial Plan.

**CARRIED.**

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

**11.2. Parks & Trails Master Plan Budget Transfer**

The Director of Finance provided an overview of the written staff report identifying that there was an incorrect transfer of funds from the Whiffin Spit Study account to cover costs for the Parks and Trails Master Plan and requested the funding be allocated from the Building Sprinkler account instead.

**2018-586**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Ebony Logins:**

THAT Council rescind Motion #2018-510 approving a \$25,000 capital budget transfer from the Whiffin Spit Study account to the Parks and Trails Master Plan;

AND THAT Council approve a capital budget transfer of \$25,000 from the Building Sprinklers account to the Parks and Trails Master Plan, with the funding to come from the allocated transfer from the Capital Asset Replacement Reserve.

**CARRIED.**

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

**11.3. Wastewater Treatment Plant Biosolids Upgrade Project**

The Director of Development Services provided an overview of the written staff report identifying the requirement for a new centrifuge, associated with the Biosolids Dewatering Upgrade Project, at the Waste Water Treatment Plant. It was requested that Council approve the direct award of this project to Stantec.

**2018-587**

**MOVED by Councillor Ebony Logins, seconded by Councillor Megan McMath:**  
THAT Council authorize Stantec to design and project manage the District's Wastewater Treatment Plant Biosolids Upgrade Project;

THAT Council authorize the Mayor and CAO to enter into an agreement for the provision of the design and project management services to be delivered by Stantec;

AND THAT Council approve \$120,000 (plus GST) to be funded from the Sewer Reserve fund for the Capital Improvement design and project management costs.

**CARRIED.**

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

**11.4. 2019 Regular Council Meetings**

Proposed schedule for the 2019 Regular Council Meetings.

**2018-588**

**MOVED by Councillor Al Beddows, seconded by Councillor Brenda Parkinson:**  
THAT Council approve the 2019 Regular Council Meeting schedule as follows:

January 14, 2019	June 10, 2019
January 28, 2019	June 24, 2019
February 11, 2019	July 8, 2019
February 25, 2019	July 22, 2019
March 11, 2019	September 9, 2019
March 25, 2019	September 30, 2019
April 8, 2019	October 15, 2019 (Tuesday)
April 23, 2019 (Tuesday)	October 28, 2019
May 13, 2019	November 12, 2019 (Tuesday)

May 27, 2019

November 25, 2019

December 9, 2019

**CARRIED.**

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

11.5. **2019 Acting Mayor Schedule**

Schedule for the 2019 'Acting Mayors' designated to act in the absences of the Mayor.

**2018-589**

**MOVED by Councillor Tony St-Pierre, seconded by Councillor Megan McMath:**

THAT Council appoint the Acting Mayors for the 2019 year as follows:

January-February	Councillor Jeff Bateman
March-April	Councillor Ebony Logins
May-June	Councillor Tony St-Pierre
July-August	Councillor Al Beddows
September-October	Councillor Brenda Parkinson
November-December	Councillor Megan McMath

**CARRIED.**

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

**12. REPORTS FOR INFORMATION**

12.1. **AVICC Resolutions**

Information on resolution submissions for the 2019 Association of Vancouver Island and Coastal Communities conference.

**2018-590**

**MOVED by Councillor Tony St-Pierre, seconded by Councillor Megan McMath:**

THAT Council receive this report on AVICC Resolutions, for information

**CARRIED.**

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

12.2. **R.C.M.P. Mayor Report**

Information supplied by the local RCMP detachment on calls and/or occurrences in the community.

**2018-591**

**MOVED by Councillor Ebony Logins, seconded by Councillor Megan McMath:**  
THAT Council receive the RCMP Monthly Mayor Report dated October 2018 for information.

**CARRIED.**

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

12.3. **Council Resolutions**

Resolutions made by previous Council that are currently being completed by staff. Provided for information as only Council can remove an item. This list will also flow into the future strategic planning sessions.

**2018-592**

**MOVED by Councillor Al Beddows, seconded by Councillor Tony St-Pierre:**  
THAT Council received the Council Resolutions, dated December 6, 2018, for information.

**CARRIED.**

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

**13. NEW BUSINESS**

There were no New Business items presented.

**14. CORRESPONDENCE**

**Correspondence from November 21 - December 5, 2018**

**Item A - Lot A**

- Inquiry into whether a land swap has been discussed.
  - This would be a closed item, falling under Section 90(1) and would not be discussed in an open meeting.

**Item C - Application for Cabs**

- The District receives new applications for cabs in the community.

**Item E - Sunriver Speed Limits**

- Staff to write a letter to complainant regarding the placement of a District owned speed reader in the area once mobile.

**Item I - West Wind Harbour Cohousing**

- Any Council member interested in attending should email the Mayor to RSVP as a group.



**Item O - Wildlife Feeders**

- Staff to write a letter directing resident to Wild Arc/SPCA for safe bird feeding techniques.

**Item N - BC Anti-Human Trafficking**

- When travelling to conferences and staying in hotels, upload photos of the room you stay in to [traffickcam.com](http://traffickcam.com) as the photo of your room which can narrow down the search for locating areas where sex trafficking occurs.

**2018-593**

**MOVED by Councillor Tony St-Pierre, seconded by Councillor Jeff Bateman:**

THAT the correspondence received November 21- December 5, 2018 be received and filed accordingly for the record.

**CARRIED.**

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

**15. COUNCIL VERBAL REPORTS**

Mayor Tait

- Advised that the Capital Regional District (CRD) strategic planning process has begun, CRD committee appointments have been made and will be released in the coming weeks.

Councillor Parkinson

- Attendance at the official opening of Brooks Park, Sooke's Santa Parade, the Festival of Trees kickoff at SEAPARC and the Lot A Charette.

Councillor Logins

- Attended opening for Edward Milne Community School (EMCS) Makerspace and attendance at the Lot A Charette.

Councillor Bateman

- The celebration of the new hatchery at the Sooke Salmon Enhancement Society, participation in the Lot A Charette, Festival of Trees event at SEAPARC and attendance of the Royal Roads University students report on tourism management in Sooke.

**16. NOTICES OF MOTION**

**16.1. Notice of Motion from November 26, 2018 Regular Council meeting**

Councillor Parkinson provide her rational for a review of the District's current parking regulations in residential areas. Specifically the lack of parking in the development of subdivisions.

**Council Discussion:**

- Concerns with repairing areas already built as adjusting parking could create additional issues.
- Review the Parking Regulations found in the *Sooke Zoning Bylaw*.
- Bring forward the table from the *Sooke Zoning Bylaw* and any additional reference materials associated.

**2018-594**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Megan McMath:**

THAT the District of Sooke Parking Bylaw/Policy be brought forward to the next Committee of the Whole so that Council may have a fulsome discussion on how to improve the situation taking place in so many of the Districts subdivisions.

**CARRIED.**

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

**16.2. Councillor St-Pierre**

- For consideration at the January 14, 2019 Regular Council meeting.

THAT staff bring forward the policy on funding from development projects in regard to affordable housing contributions.

**17. REPORT OF RELEASED IN-CAMERA RESOLUTIONS**

There were no items for release.

**18. ADJOURNMENT**

**2018-595**

**MOVED by Councillor Brenda Parkinson, seconded by Councillor Megan McMath:**

THAT the December 10, 2018 Regular meeting of Council be adjourned at 10:36 p.m.

**CARRIED.**

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

**Certified Correct:**

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**Maja Tait**  
**Mayor**

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**Carolyn Mushata**  
**Corporate Officer**