



MINUTES
District of Sooke
Committee of the Whole Meeting
January 21, 2019 7:00 PM
Council Chambers
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

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

STAFF PRESENT:

Don Schaffer, Interim Chief Administrative Officer
Patti Rear, Acting Corporate Officer
Ivy Campbell, Head of Planning
Nicholas Deibler, Planner I
Media Mills, Bylaw Enforcement Officer II
Sarah Temple, Corporate Services Assistant

ABSENT:

Mayor Maja Tait

1. CALL TO ORDER

Acting Mayor Bateman called the meeting to order at 6:59 p.m.

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

Supplemental Information received with Approval of the Agenda

3. APPROVAL OF THE AGENDA

MOVED by Councillor Al Beddows:

THAT the agenda for the January 21, 2019 Committee of the Whole meeting, be adopted as amended:

- Addition of Supplemental Information to Item 4.1 - Correspondence from M. Doerfler

CARRIED UNANIMOUSLY

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

Absent: Mayor Maja Tait

4. REPORTS (Public Input to follow each item)

4.1. Lot A Charrette

- Presentation from Keycorp Planning

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Niall Paltiel, representative of KeyCorp Planning, and Stefan Schulson, representative of Stantec, addressed the Committee of the Whole and provided an overview of the Lot A Charrette process.

- Information presented is a draft concept plan only. Consultants will refine based on Committee of the Whole feedback and present an updated version at a public open house before bringing back for Council approval.
- Desired timeline is to present final concept plan by February.
- As the library is in a predetermined location on the Lot A lands, the purpose of the Charrette was to determine the use of the remaining land.
- The District of Sooke's *Town Centre Design Guidelines* which include a seaside or contemporary west coast aesthetic received a great deal of support throughout the Charrette process.
- Proposed phased development approach allows for greenspace to be preserved while future use is contemplated.
- Several options for subdivision and zoning of the land are possible. Further discussion and recommendations to be discussed at future Council meeting.

Committee of the Whole discussion:

- Process is for the Committee of the Whole to receive information and discuss next steps. Recommendation from Committee of the Whole meeting will be included in the January 28 Regular Council meeting agenda, allowing time for Council to reflect further on the proposed concept plan.
- Public open house to be held mid-February, hosted by consultants.
- Various access points are possible for both vehicular and pedestrian traffic.
- Future development of surrounding properties may impact final design choices.
- Zoning as a Comprehensive Development (CD) zone discussed by previous Council.
- Rainwater management may be a challenge. Existing creek could be incorporated into design and used to augment summer landscape watering needs.
- Residents of Anna Marie have stated the creek is registered and structures are not permitted within a specified distance. Staff verified there is nothing registered on the Lot A Land Title.
- Vancouver Island Regional Library (VIRL) announced at their Annual General Meeting that they anticipate submitting a Development Permit application to the District of Sooke in the coming week.
- Discussion regarding a Tree Protection Bylaw is anticipated at an upcoming Council meeting. Hiring an arbourist to look at the Lot A property would allow for identification of trees that should be preserved.
- Consultants to identify options for rezoning and subdivision of Lot A for Council consideration.
- Further discussion required regarding funding models including Public Private (P3) Partnerships as well as concerns shared by the Economic Development Working Group regarding commercial operations on-site.

Public Input:

- Gail Armitage, Sooke resident, encouraged Council to prioritize the visual attractiveness of the concept plans and to preserve trees on site.

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- Phoebe Dunbar, Sooke resident, spoke in support of tree preservation, maintaining the creek and implementing water conversation principles. Ms. Dunbar stated that Council has an opportunity to create a space for Sooke to be proud of and encouraged Council to state agreed upon principles and values in the concept plan.
- Ellen Lewers, Sooke resident, stated her agreement with Ms. Dunbar's comments regarding protection of trees and waterways. Ms. Lewers reminded Council that the Official Community Plan (OCP) is slated for review and cautioned against committing to a concept plan for Lot A before the completion of the OCP.
- Christiana St-Pierre, Sooke resident, indicated that the young people in attendance would like to see a space for children to play. Ms. St-Pierre spoke in support of non-commercialised spaces, both indoor and outdoor, that would allow for people to gather without spending money.

Committee of the Whole discussion:

- In response to public input, the consultants stated that all comments received will be taken into consideration as the concept plan is finalised.
- Members of the public are encouraged to continue to provide feedback and contact information can be found on www.sookelota.com
- Support for communal, open space that allows for people to gather.

MOVED by Councillor Brenda Parkinson:

THAT the Committee of the Whole recommend that Council receive the Lot A Charrette presentation from Keycorp Planning for Information.

AND THAT the Committee of the Whole recommend that Council endorse the general concept plan as presented and direct staff and Keycorp Planning to forward the project for further public feedback and final review.

CARRIED UNANIMOUSLY

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

Absent: Mayor Maja Tait

MOVED by Councillor Brenda Parkinson:

THAT the Committee of the Whole recommend that Council direct staff to hire an arborist to walk the Lot A property and identify trees for preservation

CARRIED UNANIMOUSLY

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

Absent: Mayor Maja Tait

Acting Mayor Bateman called a meeting recess at 8:23 p.m.

The Committee of the Whole meeting was reconvened at 8:30 p.m.

4.2. Cannabis Retail Stores - Proposed Application Process and Regulations

The Planner I provided a PowerPoint presentation and overview of the written staff report presenting a proposed application process and regulations for Cannabis Retail Stores.

- Two purposefully contrasting options presented for comparison and Council consideration. Any combination of the two may also be considered.
- Council may wish to revisit previous moratorium on cannabis retail stores.
- Option to delegate approval process to staff vs. requiring Council approval.

Council discussion:

- Best practices of other municipalities can inform Sooke's process.
- Support for required minimum distance from schools.
- Discussion of proposed buffer areas from community facilities and impact on retailers currently operating in Sooke.
- Limiting hours of operation from 9:00 a.m. - 11:00 p.m. included in provincial legislation.
- Size limit of 464 square meters will have no impact on retailers currently operating in Sooke.
- Comparison to licensing requirements for liquor stores. Liquor stores have no required minimum distances and are included in definition of general "retail" in zoning bylaw.
- Co-location of cannabis and liquor sales not permitted under provincial legislation.
- Despite Sooke's review process, the BC Liquor and Cannabis Branch will also review all applications. Staff clarified that their understanding is the province would like both review processes to happen concurrently.
- Province has limitations in place regarding storefront displays and advertising.
- Opportunities for economic development and employment if more retail stores or cannabis cultivation facilities permitted in future.
- Previous Council resolution from 2016 that establishes moratorium specifically refers to *medical* marijuana and states that it will extend until federal legislation comes into place. Staff confirmed this moratorium now null and void.
- Council desire to review and approve applications for retail cannabis stores allowing for public input as applications are reviewed.

Public Input:

- Callum Wake and Vince Collard, owners of 642 Cannabis, expressed their support for a moratorium on retail cannabis sales and a desire to source local cannabis in the future. Currently, 642 Cannabis is open until 11:00 p.m. Thursday - Saturday.
- Lori Rittaler and Lisa Taylor, owners of Riverside Cannabis, also stated their support for a moratorium on retail cannabis sales. Riverside Cannabis is 262 square feet and open 9:00 am - 9:00 p.m., except for Friday and Saturday when they are open until 10:00 p.m.
- Brenda Jordison, Sooke resident, spoke in support of licensing more than three private cannabis retail stores, and against government operated stores.

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MOVED by Councillor Brenda Parkinson:

THAT the Committee of the Whole recommend Council accept the Cannabis Retail Stores - Proposed Application Process and Regulations report for information

CARRIED UNANIMOUSLY

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

Absent: Mayor Maja Tait

MOVED by Councillor Tony St-Pierre:

THAT the Committee of the Whole recommend that Council place a moratorium on Retail Cannabis stores within the District of Sooke, to three (3)[stores].

CARRIED UNANIMOUSLY

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

Absent: Mayor Maja Tait

MOVED by Councillor Al Beddows:

THAT the Committee of the Whole recommend that Council direct staff to prepare the necessary bylaws and/or policies pertaining to the regulation of and application process for Cannabis Retail Stores modelled on Option 2 of the report, with the following specifications:

- "Cannabis Retail Store" definition added to Zoning Bylaw, excluded from general "retail" definition;
- Permitted use in 2 zones: C2 General Commercial & CTC Town Centre Mixed Use;
- Minimum separation distance from school properties: 300 metres;
- No minimum separation distance from parks with playgrounds, licensed daycares, and community facilities;
- Minimum separation distance from other cannabis retail stores: 300 meters (exemption in Town Centre);
- Size limit of 464 square metres;
- No restriction on hours.

CARRIED UNANIMOUSLY

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

Absent: Mayor Maja Tait

5. NEW BUSINESS

There were no New Business items presented.

6. ADJOURNMENT

MOVED by Councillor Tony St-Pierre:

THAT the January 21, 2019 Committee of the Whole meeting be adjourned at 9:40 p.m.

**Minutes for the Committee of the Whole Meeting of the District of Sooke - January 21,
2019**

CARRIED UNANIMOUSLY

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

Certified Correct:



**Jeff Bateman
Acting Mayor**



**Patti Rear
Acting Corporate Officer**



MINUTES
District of Sooke
Committee of the Whole Meeting
February 25, 2019 6:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Maja Tait
Councillor Jeff Bateman
Councillor Al Beddows
Councillor Megan McMath
Councillor Brenda Parkinson
Councillor Tony St-Pierre

STAFF PRESENT:

Don Schaffer, Interim Chief Administrative Officer
Ivy Campbell, Head of Planning
Teunessa Evertse, Planner II
Nicolas Deibler, Planner I
Sarah Temple, Corporate Services Assistant

ABSENT:

Councillor Ebony Logins

1. CALL TO ORDER

Mayor Tait called the meeting to order at 6:00 p.m.

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

There were no New Business or Supplementary Information items presented.

3. APPROVAL OF THE AGENDA

MOVED by Councillor Brenda Parkinson:

THAT the agenda for the February 25, 2019 Committee of the Whole meeting, be adopted as circulated.

CARRIED.

In Favour: Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Megan McMath, Councillor Brenda Parkinson, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins

4. DELEGATIONS

4.1. Agricultural Land Commission

Representing the Agricultural Land Commission (ALC) - Kim Grout, CEO and Jennifer Dyson, Chairperson, provided a PowerPoint presentation and overview of the ALC governance structure, revitalization of ALC and Agricultural Land Reserve (ALR), recent changes under Bill 52 including two new application processes, and cannabis regulations.

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Council discussion:

- Municipal governments review local applications for ALR exclusion and make a recommendation to the ALC. Should a municipality reject an application, it is not forwarded to the ALC. All other applications regardless of the local recommendation are reviewed by the commission and municipal recommendations considered.
- Federal legislation regarding growing cannabis and producing derivatives is expected in November 2019.
- Difference between a Health Canada "readiness completion" which is an agreement in principle with a proposed cannabis operation vs. an issued license which is only granted after production has begun and product can be tested.
- Clarification regarding validity of soil samples and agricultural capability surveys submitted by applicants.
- Discussion regarding creative ways to use farm land and community involvement to promote sustainable agriculture.
- Upcoming ALC workshop on Vancouver Island.

5. PUBLIC QUESTION AND COMMENT PERIOD

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

6. NEW BUSINESS

There were no New Business items presented.

7. ADJOURNMENT

MOVED by Councillor Jeff Bateman:

THAT the February 25, 2019 Committee of the Whole meeting be adjourned at 6:56 p.m.

CARRIED.

In Favour: Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Megan McMath, Councillor Brenda Parkinson, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
May 6, 2019 7:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Maja Tait
Councillor Jeff Bateman
Councillor Al Beddows
Councillor Megan McMath
Councillor Tony St-Pierre

STAFF PRESENT:

Don Schaffer, Interim Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Rob Howat, Director of Development Services
Jennifer Royer-Collard, Corporate Services Assistant

ABSENT:

Councillor Ebony Logins
Councillor Brenda Parkinson

1. CALL TO ORDER

Mayor Tait called the Committee of the Whole meeting to order at 7:03 p.m.

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

Councillor St-Pierre requested the addition of a Strategic Planning item for discussion, the Corporate Officer advised that this was not included with the advertising of the meeting and therefore not recommended for inclusion for this meeting.

3. APPROVAL OF THE AGENDA

2019-190

MOVED by Councillor Al Beddows

THAT the agenda for the May 6, 2019 Committee of the Whole meeting, be adopted as circulated.

CARRIED UNANIMOUSLY

In Favour: Councillor Al Beddows, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Megan McMath, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

4. REPORTS (Public Input to follow each item)

4.1. Draft Council Procedure Bylaw No. 728

The Corporate Officer provided an overview of the revised draft Council Procedure Bylaw, previously received for information at a Committee of the Whole meeting in February 2019. The following areas were highlighted:

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- The difference between Acting & Deputy Mayor - The Acting option gives Council authority to appoint an alternate for Mayor should they be unable to fulfill their role for an extended timeframe. Whereas the Deputy role is to appoint a councillor for a 2 month period to act as Chair and attend events when the Mayor is unable to do so.
- Limit the number of delegations per meeting to two (2) with a 5-minute time limit each.
- Public hearings will be moved to the beginning of the meeting; the bylaw also contains the authority to hold a Public Hearing at another time.
- The Police and Fire Chief quarterly reports will move to the beginning of the agenda, under delegations.
- The reference regarding committee members attendance at meetings is for committee members, not Council as this is reflected in the *Community Charter* and does not require duplication.
- Due to tight turnaround times between meetings production of agenda packages earlier than Thursday is not feasible.
- The bylaw contains provision to hold Committee of the Whole (COW) meetings on 1st and 3rd Mondays or as needed.
- A Chief Administrative Officer (CAO) report will be added into the order of business.
- Only correspondence containing actions items will be included in the agenda; all correspondence will be forwarded to Council for review and if wish for it to be discussed will advise the Corporate Officer to place it on the next agenda.
- Explanation of the consent agenda section which will contain routine items and be voted on in a block.

Council Discussion:

- Concerns with Zoning Amendments under the "Consent Agenda" as it wouldn't allow for detailed debate.
- Concerns with changes to the current correspondence process as it provides transparency to the public that their concerns are being heard. Request to ensure acknowledgment to the sender of all correspondence received is continued.
 - The onus will be on Council to be proactive on items of interest and prepare rational, instead of quick on-the-fly decisions.
- Addition of T'Sou-ke First Nation land recognition after Call to Order, Mayor Tait will work with the T'Sou-ke Nation on correct terminology.
- Ensure that all committee agendas are circulated to all Council members.
- The rationale behind limiting the number of delegations is due to the amount of time each one consumes; presenting, time overages and questions from Council. Time can better be allocated to each agenda item if not rushed.
- Request that the public no longer be required to state their address rather note the neighborhood they reside in. Their first and last name will still remain a requirement.

2019-191

MOVED by Councillor Al Beddows

THAT the Committee of the Whole receive this report for discussion purposes;

THAT the following amendment to the proposed bylaw be made:

31(16): Delegations are not permitted for subject matters which will have their own opportunity for public input (i.e. grant applications, specific bylaws, etc.); and

THAT the Committee of the Whole recommends Council direct staff to bring the amended bylaw back for consideration.

CARRIED UNANIMOUSLY

In Favour: Councillor Al Beddows, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Megan McMath, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

4.2. Outstanding Resolutions List

A list of outstanding resolutions dating back to August 2017 was presented with suggested rescinding of several and the rationale for their removal.

Council Discussion:

- 2018-351 (Keep)
 - There is an upcoming Notice of Motion discussion community garbage and the resolution should remain until a fulsome review has been completed.
- 2018-287 (Rescind)
 - The ballpark meetings have occurred, and no further action is required.
- 2017-89 (Keep)
 - Prioritization of community spaces will be included with strategic planning goals and in the Parks & Trails Master Plan.
- 2017-541 (Rescind)
 - Changes in Federal Gas Tax funds have been made removing the requirement to review.
- 2017-463 (Rescind)
 - No subdivision application has been made for this property.
- 2017-452 (Rescind)
 - Changes have occurred in the process of eliminating the requirement.
- 2017-369 (Rescind)
 - The proposed amendment is superseded by Provincial regulations.
- 2017-366 (Rescind)
 - The issues have been resolved.
- 2017-167 (Rescind)
 - Awaiting results of UBCM resolution.
- 2017-152 (Keep)
 - Request the Victim Based Services group provide a cost breakdown to provide staff and report back on requirements and needs.

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- 2017-130 (Rescind)
 - The upcoming *Official Community Plan* and subsequent Zoning Bylaw revisions will manage this issue.
- Unnumbered item at line 721 (Rescind)
 - This issue is resolved.
- Additional resolutions 2019-04 and 2019-05 were discussed (Keep)
 - These will be reviewed with the Traffic Master Plan (TMP) and addressed during the planning process. The resolutions will remain until the TMP is complete.

Public Input:

- Diane Bernard, Sooke Resident, suggested the Council put more weight on planning for a Dog Park. Advising that Whiffin Spit Park is being overloaded with dogs, shorebirds seem to be in decline at that location and a specific location would be a benefit to visitors and residents of the community.

2019-192

MOVED by Councillor Tony St-Pierre

THAT the Committee of the Whole recommends that Council rescind the following resolutions:

- 2019-04;
- 2019-05.

DEFEATED.

In Favour: Councillor Tony St-Pierre

Opposed: Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Megan McMath

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

2019-193

MOVED by Councillor Megan McMath

THAT the Committee of the Whole recommends Council rescind the following resolutions:

- 2018-287;
- 2017-541;
- 2017-463;
- 2017-452;
- 2017-369;
- 2017-366;
- 2017-167;
- 2017-130; and
- the unnumbered item at line 721.

CARRIED UNANIMOUSLY

In Favour: Councillor Megan McMath, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Brenda Parkinson

Absent: Councillor Ebony Logins and Councillor Tony St-Pierre

4.3. **Committee Appointments**

Several committees require appointments, these include; a temporary replacement appointment to the Te'mexw Treaty Advisory Committee, a Council-appointed Chair to the Climate Change Action Committee and a liaison for discussions between Seaparc, the Sooke Community Association and Sooke Museum.

2019-194

MOVED by Councillor Tony St-Pierre

THAT the Committee of the Whole recommends Council appoint Councillor Ebony Logins to the Te'Mexw Treaty Advisory Committee until Councillor Brenda Parkinson is able to return.

CARRIED UNANIMOUSLY

In Favour: Councillor Tony St-Pierre, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Megan McMath

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

2019-195

MOVED by Councillor Jeff Bateman

THAT the Committee of the Whole recommends Council appoint Councillor Al Beddows, Councillor Megan McMath, and Councillor Tony St-Pierre to liaise on behalf of the District of Sooke with Seaparc, the Sooke Community Association, and Sooke Museum in discussions regarding adjoining lands.

CARRIED UNANIMOUSLY

In Favour: Councillor Jeff Bateman, Mayor Maja Tait, Councillor Al Beddows, Councillor Megan McMath, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

2019-196

MOVED by Councillor Jeff Bateman

THAT the Committee of the Whole recommends Council appoint Councillor Tony St-Pierre as the Chair to the District's Climate Change Action Committee.

CARRIED UNANIMOUSLY

In Favour: Councillor Jeff Bateman, Mayor Maja Tait, Councillor Al Beddows, Councillor Megan McMath, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

4.4. **Association of Vancouver Island and Coastal Communities (AVICC) Annual Convention Debrief**

Members of Council recapped the Association of Vancouver Island Coastal Communities (AVICC) conference:

- Councillor Bateman provided an overview of his experiences regarding networking, equity building, social procurement, and the Childcare BC New Spaces Fund.
- Councillor McMath expressed the value of attendance to high-quality events which offer connections and learning opportunities from other municipal governments, as well as an understanding of the resolution process.
- Councillor St-Pierre shared his experiences and reflected on his attendance at the off-site climate action session with Mayor Helps.
- Mayor Tait found the process of resolutions from the municipal level to FCM and the relationship with policy and debating each item a great learning opportunity.

4.5. Federation of Canadian Municipalities (FCM) Annual Convention

Mayor Tait provided Council with an overview of their attendance at the upcoming Federation of Canadian Municipalities (FCM) conference.

4.6. 20th Anniversary Celebration

Mayor Tait advised that the Sooke News Mirror (SNM) has approached her to collaborate with the District as we embark on planning our Movie in the Park event to celebrate our 20th anniversary. The event would include SNM planning and hosting an afternoon 'Picnic in the Park' event on Saturday, August 17, 2019, with local vendors attending and organizing activities. The ideas for the event included:

- Picnic portion to start at 1:00 p.m.
- Movie in the Park, film to be determined, starting at 9:00 p.m.
- Call out to local performers to showcase Sooke talent.
- Vendors with a valid business license would be welcome to sell food and retail.
- Invitations to community groups to promote local initiatives.
- Create a lasting memory of the event by painting a large rock.
- Invite art groups to create art bomb creations.

Additional items requiring clarification include:

- Waive the park event fee.
- Ensure insurance coverage.
- Additional waste and recycling receptacles are made available.
- Invitation to the Fire Department to participate..
- First aid requirements.
- Washroom facilities, possible additional port-a-potties.

2019-197

MOVED by Councillor Tony St-Pierre

THAT the Committee of the Whole recommends Council support co-hosting a community picnic in partnership with the Sooke News Mirror, on Saturday, August 17, in conjunction with the District hosted movie night in John Phillips Memorial Park;

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THAT Councillor Beddows be the Council liaison for this event; and

THAT the District of Sooke Council host a rock painting station.

CARRIED UNANIMOUSLY

In Favour: Councillor Tony St-Pierre, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Megan McMath

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

5. RISE AND REPORT

2019-198

MOVED by Councillor Jeff Bateman

THAT the Committee of the Whole rise and report on all resolutions from the May 6, 2019 Committee of the Whole meeting, at the next Regular Council Meeting.

CARRIED UNANIMOUSLY

In Favour: Councillor Jeff Bateman, Mayor Maja Tait, Councillor Al Beddows, Councillor Megan McMath, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

6. ADJOURNMENT

2019-199

MOVED by Councillor Tony St-Pierre

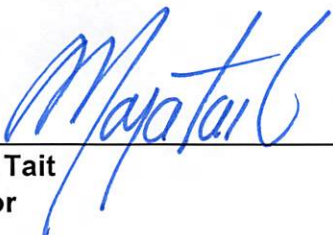
THAT the May 6, 2019 Committee of the Whole meeting be adjourned at 9:30 p.m.

CARRIED UNANIMOUSLY


In Favour: Councillor Tony St-Pierre, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Megan McMath

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
May 21, 2019 7:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Maja Tait
Councillor Jeff Bateman
Councillor Al Beddows
Councillor Megan McMath
Councillor Tony St-Pierre

STAFF PRESENT:

Don Schaffer, Interim Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Laura Hooper, Head of Parks and Environmental Services
Paul Butterfield, Engineering Technologist
Sarah Temple, Corporate Services Assistant

ABSENT:

Councillor Ebony Logins
Councillor Brenda Parkinson

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

2019-243

MOVED by Councillor Tony St-Pierre:

THAT the agenda for the May 21, 2019 – Committee of the Whole, be adopted with the addition of Supplementary Information to Item 5.1. Regional Foodland Access Program - Additional Correspondence: Capital Region Food and Agriculture Initiatives Roundtable Society

CARRIED UNANIMOUSLY

In Favour: Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Megan McMath, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

4. REPORTS (Public Input to follow each item)

4.1. Transportation Master Plan - Status Update

Dan Casey, Transportation Planner with Urban Systems, provided a PowerPoint

presentation and update on progress towards the completion of the District of Sooke Transportation Master Plan. To date, Urban Systems has conducted a background review, two community engagement events and a public survey, data collection including traffic counts and intersection analysis, and growth forecasts. It is anticipated that a complete draft Transportation Master Plan will be presented to Council in the Fall of 2019.

Council discussion:

- Clarification regarding document timelines, Council is hoping to approve for early 2020.
- Request to have background data on traffic counts included as an appendix or companion document.
- Growth forecasts will attempt to account for a percentage of future developments with suites due to secondary suites being permitted in all zones.
- Recommendations for construction of new roads to be included.
- Means to improve percentage of public who respond to public engagement efforts, including youth.
- Future proofing of plan to account for new mobility - including e-bikes, ride sharing and autonomous vehicles.
- Transit planning for Sooke region currently being conducted, desire to see plans integrate with one another.

2019-244

MOVED by Councillor Megan McMath:

THAT the Committee of the Whole recommend that Council receive the presentation from Urban Systems, updating Council on the progress towards completion of the District of Sooke Transportation Master Plan, for information.

CARRIED UNANIMOUSLY

In Favour: Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Megan McMath, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

4.2. **Tree Management Bylaw**

The Head of Parks and Environmental Services provided a PowerPoint presentation and overview of the written staff report, requesting additional direction from Council following a November 2018 Notice of Motion from Councillor Parkinson requesting discussion of a tree management bylaw.

Council discussion:

- Sooke is currently the only municipality in the Capital Regional District that doesn't have some level of protection for trees, although there is a wide variety of models throughout the region.
- Means of engaging with public to gather community feedback. Possibility of combining public engagement efforts with Official Community Plan.
- Sooke as historical logging community.
- Agricultural land requires clearing of trees, may need to be addressed

- specifically.
- Staffing impact will need to be considered.
- Suggestion to make District regulations simple to interpret, with less specialised terminology.
- Meaningful engagement should be undertaken in order to form policy. Further Council discussion to take place once stakeholder and public engagement determines community opinion on level of tree protection required.
- Stakeholders to include developers, farmers, and representatives from all sides of the issue.
- Public education initiative will encourage compliance. Focus on education following implementation of Tree Management Bylaw.
- Further discussion is required following stakeholder engagement.

Public Input:

- Ellen Lewers, Sooke resident, spoke in support of including public engagement for both the Transportation Master Plan and Tree Management Bylaw in the Official Community Plan process. Ms. Lewers stated her support for tree protection measures balanced with agricultural needs, specifically mentioning silviculture as a permissible agricultural use of land.

2019-245

MOVED by Councillor Megan McMath:

THAT the Committee of the Whole recommend:

THAT Council direct staff to proceed with a public and stakeholder engagement process regarding tree management and protection, as outlined in the staff report, and incorporate those discussions into the draft Tree Management Bylaw;

AND THAT Council allocate \$5000 from Council Contingency to facilitate public and stakeholder engagement.

CARRIED UNANIMOUSLY

In Favour: Councillor Megan McMath, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

3.1. **Water Service for North Sooke**

Council discussion:

- Previous delegation from North Sooke Community Association.
- Ministry of Transportation and Infrastructure (MOTI) plans for Highway 14 are moving forward and extension of CRD water may be possible while construction taking place.
- Notice of Motion to include whereas statements that reference water service extension in conjunction with MOTI improvements/highway realignment.

Public Input:

- There was no Public Input for this item.

2019-246

MOVED by Councillor Al Beddows:

THAT the Committee of the Whole recommend

THAT Council direct staff to draft a Notice of Motion to the CRD Water Commission and Juan de Fuca Water Distribution Service advocating for extension of water services to North Sooke.

CARRIED UNANIMOUSLY

In Favour: Councillor Al Beddows, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Megan McMath, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

5. UNFINISHED BUSINESS

5.1. Regional Foodland Access Program

- Correspondence from May 13, 2019 Regular Council meeting

Council discussion:

- Correspondence received at May 13, 2019 Regular Council meeting with discussion deferred until today's meeting.
- Discussion regarding possible conflict of interest as Councillors previously involved in Sooke initiatives focused on formation of a farmlands trust.
- Perceived benefit to Sooke - no municipal land to contribute at present time.
- Cost per Sooke resident is approximately \$1.65 per year.
- Legal implications of establishing a land trust can be prohibitive. Support of a regional project with staff resources could help to overcome barriers for future initiatives.
- How will housing needs of participating farmers be addressed?
- Need housing for young farmers - proposals don't include this.
- Projections of \$25,000 per acre are very optimistic.
- Sooke statistics show that only 2% of food consumed in our region is produced locally. Economic and environmental impact of increasing to 5% is significant.
- Sooke has sent a general statement of support to the Capital Regional District regarding establishment of food and farmlands trust and associated acquisition fund.
- Council has supported farm coordinator positions locally.
- Benefit of exploring local project vs. participating in a regional initiative.
- Timely response required to protect food security.
- Further information regarding the potential benefits to Sooke is required.
- Discussion regarding value of sending feedback form to Capital Regional District stating support for potential CRD operation of a foodlands trust before receiving further information.

Public Input:

- Mary Alice Johnson spoke regarding the Halliburton Farm model in Saanich and successes of the program over the past 15 years. Ms. Johnson encouraged Council to consider support of the foodlands access program to

promote agriculture and support young farmers. Ms. Johnson also provided history of local initiatives to link farmers and available land.

- Following a question from Council, Ms. Johnson stated she believes providing housing on farmland may detract from food production.
- Ellen Lewers expressed concerns regarding the proposed foodland access program including providing an unfair advantage to farmers who participate in the program over established farmers. Ms. Lewers spoke regarding economic struggles of operating a small, private farm including insurance needs to bring in volunteers, water costs and lack of grant funding.
- Jessica Preado, volunteer at ALM farm, spoke regarding her experience as a young agrarian and the difficulty that farmers experience in trying to establish new farm operations.
- Phoebe Dunbar spoke in support of protecting community food security and providing opportunities for establishment of new farms using business models that have been proven throughout the province and the country.

2019-247

MOVED by Councillor Megan McMath:

THAT the Committee of the Whole recommend:

THAT staff be directed to invite Mr. Jeff Weightman from the CRD to discuss the opportunities for participating in a CRD operated Foodland access program, by way of delegation, at an upcoming Regular meeting of Council.

AND THAT Council direct staff to advise the CRD that Council discussion regarding the potential Foodland Access Program is still ongoing.

CARRIED UNANIMOUSLY

In Favour: Councillor Megan McMath, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

2019-248

MOVED by Councillor Tony St-Pierre:

THAT COW recommend:

THAT Council direct staff to submit the feedback form to the CRD regarding a regional foodland access program indicating the following:

- Support of a potential CRD operation of a foodlands trust.

POSTPONED

2019-249

MOVED by Councillor Megan McMath:

THAT Council postpone consideration regarding support of a proposed CRD regional foodland access program until after receiving a delegation from Jeff Weightman.

CARRIED UNANIMOUSLY

In Favour: Councillor Megan McMath, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

Minutes for the Committee of the Whole Meeting of the District of Sooke - May 21, 2019

6. NEW BUSINESS

There were no New Business items presented.

7. ADJOURNMENT

2019-250

MOVED by Councillor Megan McMath:

THAT the May 21, 2019 Committee of the Whole meeting be adjourned at 9:57 p.m.

CARRIED UNANIMOUSLY

In Favour: Councillor Megan McMath, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Tony St-Pierre

Absent: Councillor Ebony Logins and Councillor Brenda Parkinson

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
June 17, 2019 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

STAFF PRESENT:

Don Schaffer, Interim CAO
Carolyn Mushata, Corporate Officer
Laura Hooper, Head of Parks & Environmental Services
Patti Rear, Deputy Corporate Officer
Sarah Temple, Corporate Services Assistant

ABSENT:

Councillor Brenda Parkinson
Councillor Tony St-Pierre

1. CALL TO ORDER

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

2. NEW BUSINESS/SUPPLEMENTARY INFORMATION

Received with Approval of the Agenda.

3. APPROVAL OF THE AGENDA

MOVED by Councillor Al Beddows:

THAT the agenda for the June 17, 2019 Committee of the Whole meeting, be adopted as amended:

- Addition of Supplemental Information to item 5.2 *Memorial Plaque Contribution Policy*
- Delegation from Freedom Mobile permitted 10 minutes to present.

CARRIED UNANIMOUSLY

In Favour: Councillor Al Beddows, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Ebony Logins, and Councillor Megan McMath

Absent: Councillor Brenda Parkinson and Councillor Tony St-Pierre

4. DELEGATIONS

4.1. Freedom Mobile - Upcoming plans for Sooke Region

Dean Price, representing Freedom Mobile, provided a PowerPoint presentation and overview of Freedom Mobile's expansion plans for Sooke. Freedom Mobile offers consumers an alternative to the three largest mobile service providers but is required to build its own network of necessary infrastructure. Mr. Price spoke to the challenges of expanding Freedom Mobile's network and the benefit to the community, outlined the existing coverage throughout the region and the next steps to finalise their project.

Council discussion:

- Challenges with roaming to the US due to regional topography.
- Clarification on timelines for project completion.
- Difficulties with placing cell towers in remote locations due to lack of electricity and roads.
- Options to enhance esthetics of cell towers.
- Health Canada standards vs. those of other countries.

5. REPORTS (Public Input to follow each item)

5.1. Urban Systems - Update on Parks & Trails Master Plan

Catherine Berris, representing Urban Systems, provided a PowerPoint Presentation and update regarding progress towards completion of the Parks and Trails Master Plan. Ms. Berris highlighted feedback received from community engagement sessions. The highest amenity needs identified by the public are increased access to water, more dog-friendly areas, and development of more trails. Urban Systems will bring a draft plan for additional community and stakeholder input in the fall and present a finalised plan to Council in the winter of 2019/2020.

Council discussion:

- Clarification regarding level of detail in recommendations that will be presented.
- Support for community engagement initiatives, including targeted youth engagement.
- Follow-up from current Parks and Trails Master Plan and how existing recommendations and information will be included in the new plan. Ms. Berris stated that she has worked with District staff to identify recommendations that have been completed and eliminate those that are no longer relevant, and that these will be considered in the new master plan. Community feedback gathered during the current process will supercede feedback from 2009, as it is a more accurate reflection of community need at this time.
- Following the completion of the Parks and Trails Master Plan, additional focus will be needed to address the specific topic of off-leash dog parks.

5.2. **Memorial Plaque Contribution Policy**

The Head of Parks and Environmental Services provided a PowerPoint presentation and overview of a proposed *Memorial Plaque Contribution Policy* drafted using recommendations from the Sooke Program of the Arts Committee. The policy presented is silent on the issues of renewals and wait listing, staff are seeking Council feedback and direction. All current plaque sponsors and waitlisted applicants were contacted to advise that Council would be discussing the policy at tonight's meeting.

Council discussion:

- Clarification that contracts with current plaque sponsors include a 10-year time limit. Staff advised that they had located all but 2 of the existing contracts, some of which have been in place for close to 20 years, and they all mention a 10-year tenure.
- Staff further clarified that all existing plaque sponsorships, except for one, have been in place for longer than 10 years.
- Option to reset 10-year time limit for all existing plaque sponsors upon adoption of new policy.
- Option to give first right of refusal to existing plaque sponsors when 10-year term expires.
- Possibility of pre-payment for multiple 10-year terms with a maximum amount of allowable renewals.
- Possibility of placing more than one plaque on each bench.
- Intention of the memorial sculpture as replacement of bench sponsorship, or as another option for those seeking a less expensive memorial item.
- Rock wall at Ed McGregor Park as an alternative to a memorial sculpture at Whiffin Spit.
- Location of benches often chosen specifically by sponsors.
- Bench placement and construction materials impact the longevity of benches.

Public Input:

- There were no comments from members of the public.

Council discussion:

- Replacement options for benches or other commemorative items should they be vandalised or destroyed by natural causes. Implications for sponsors as well as potential cost to the District.
- Design standard for benches to ensure maximum longevity.
- Operational plan required to identify optimal placement and limit on number of commemorative items in public spaces.

MOVED by Councillor Megan McMath:

THAT Committee of the Whole recommend:

THAT Council direct staff to amend the proposed *Memorial Plaque Contribution Policy* as follows:

- Renewals: allow existing Memorial Plaques to remain in place for a 10-year

Minutes for the Committee of the Whole Meeting of the District of Sooke - June 17, 2019

period commencing July 2019 (upon adoption of policy) at no cost for current sponsors.

CARRIED UNANIMOUSLY

In Favour: Councillor Megan McMath, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Ebony Logins

Absent: Councillor Brenda Parkinson and Councillor Tony St-Pierre

MOVED by Councillor Ebony Logins:

THAT Committee of the Whole recommend:

THAT Council direct staff to amend the proposed *Memorial Plaque Contribution Policy* as follows:

- Renewals: Option to renew for another 10 years, with fees defined at time of renewal.

CARRIED.

In Favour: Councillor Ebony Logins, Mayor Maja Tait, Councillor Jeff Bateman, and Councillor Megan McMath

Opposed: Councillor Al Beddows

Absent: Councillor Brenda Parkinson and Councillor Tony St-Pierre

MOVED by Councillor Megan McMath:

THAT Committee of the Whole recommend:

THAT Council direct staff to amend the proposed *Memorial Plaque Contribution Policy* as follows:

- All existing and new benches allow for a maximum of five plaques. Current and future sponsors to be informed that multiple plaques may be affixed to benches.

CARRIED.

In Favour: Councillor Megan McMath, Mayor Maja Tait, Councillor Jeff Bateman, and Councillor Ebony Logins

Opposed: Councillor Al Beddows

Absent: Councillor Brenda Parkinson and Councillor Tony St-Pierre

MOVED by Councillor Megan McMath:

THAT Committee of the Whole recommend:

THAT Council direct staff to amend the proposed *Memorial Plaque Contribution Policy* as follows:

- Waitlist: First come first served basis.

CARRIED UNANIMOUSLY

In Favour: Councillor Megan McMath, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Ebony Logins

Absent: Councillor Brenda Parkinson and Councillor Tony St-Pierre

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2019**

MOVED by Councillor Jeff Bateman:

THAT Committee of the Whole recommend:

THAT Council direct staff to amend the proposed *Memorial Plaque Contribution Policy* as follows:

- Replacement: District reserves the right to move plaques to alternate locations should commemorative item no longer be sustainable in current location.

CARRIED UNANIMOUSLY

In Favour: Councillor Jeff Bateman, Mayor Maja Tait, Councillor Al Beddows, Councillor Ebony Logins, and Councillor Megan McMath

Absent: Councillor Brenda Parkinson and Councillor Tony St-Pierre

MOVED by Councillor Jeff Bateman:

THAT Committee of the Whole recommend:

THAT Council direct staff to amend the proposed *Memorial Plaque Contribution Policy* as follows:

- Replacement: Damaged commemorative items be replaced at the District's cost if operationally feasible.

CARRIED UNANIMOUSLY

In Favour: Councillor Jeff Bateman, Mayor Maja Tait, Councillor Al Beddows, Councillor Ebony Logins, and Councillor Megan McMath

Absent: Councillor Brenda Parkinson and Councillor Tony St-Pierre

MOVED by Councillor Ebony Logins:

THAT Committee of the Whole recommend:

THAT Council direct staff to examine the feasibility of using the stone wall at Ed McGregor Park for memorial plaques.

CARRIED UNANIMOUSLY

In Favour: Councillor Ebony Logins, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Megan McMath

Absent: Councillor Brenda Parkinson and Councillor Tony St-Pierre

MOVED by Councillor Megan McMath:

THAT the Committee of the Whole recommend:

THAT Council direct staff to draft an Operational Procedure that examines possible locations for commemorative items on Whiffin Spit.

CARRIED UNANIMOUSLY

In Favour: Councillor Megan McMath, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Ebony Logins

Absent: Councillor Brenda Parkinson and Councillor Tony St-Pierre

**Minutes for the Committee of the Whole Meeting of the District of Sooke - June 17,
2019**

6. NEW BUSINESS

There were no New Business items presented.

7. ADJOURNMENT

MOVED by Councillor Ebony Logins:

THAT the June 17, 2019 Committee of the Whole meeting be adjourned at 9:28 p.m.

CARRIED UNANIMOUSLY

In Favour: Councillor Ebony Logins, Mayor Maja Tait, Councillor Jeff Bateman,
Councillor Al Beddows, and Councillor Megan McMath

Opposed: None

Absent: Councillor Brenda Parkinson and Councillor Tony St-Pierre

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
July 15, 2019 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 Tony St-Pierre

STAFF PRESENT:

Norm McInnis, Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Jennifer Royer-Collard, Corporate Services Assistant

1. CALL TO ORDER

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

2. DELEGATIONS

2.1. Vital Signs Report - Victoria Foundation

Rob Janus, Director of Communication at the Victoria Foundation, provided an overview of the foundation's contributions to the region, the processes that ensure their success and community organizations in Sooke that utilize grants and funding through the foundation. Mr. Janus distributed copies of the 2018 Vital Signs report to Council which summarizes an accumulation of citizen survey results, with research from various sources to provide an overview of the perceptions and facts related to key issues affecting our region.

3. REPORTS (Public Input to follow each item)

3.1. Upcoming and Past Conference Reports

Council members reported on the recent FCM Conference and discussed the upcoming UBCM Conference.

Federation of Canadian Municipalities Conference

May 30 - June 2, 2019, Quebec, QC

- The incineration plant and biomethanation plant tours provided opportunities for future waste reductions.
- Affirmation that other municipalities struggle with similar issues.
- The power of the conference for a small community voice to be heard on a large platform.
- Appreciation of the educational components on various aspects affecting local government in one location.

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- Powerful and effective speeches were plentiful, interesting and provided many takeaways.
- Future attendance as an entire Council was debated.

Unions of British Columbia Municipalities Convention

September 23 - 27, 2019

- Mayor Tait provided an overview of the upcoming convention, encouraging members of Council to attend study tours and workshops, the mid-size community forums and explained the resolution approval process.

Mayor Tait provided an updated on the Women Deliver 2019 Conference

June 3-6, 2019

- Mayor Tait attended the conference which is the world's largest conference on gender equality, health, and rights of women.

3.2. Council Updates

Juan de Fuca Water Supply Commission - Update on North Sooke water access

Council discussed the resolutions passed by the JDF Water Supply Commission with regards to water supply to the North Sooke residents affected the Highway 14 Ministry of Transportation and Infrastructure (MOTI) improvements.

- Support is in principle and won't be received by the CRD Water Commission until the fall as there are no meetings over the summer.
- Concerns whether this area is a priority for the CRD Water and project funding.
- Desire to invite MOTI to present the final design plans, project scope and timeline to Council.

MOVED by Councillor Al Beddows

THAT the Committee of the Whole recommend Council direct staff to draft a letter to update the Ministry of Transportation and Infrastructure regarding the resolution from the JDF Water Distribution Commission, at the July 2, 2019, Meeting requesting a response; and

THAT they be invited to a Regular council meeting to present and update on the progress of the Highway 14 project.

CARRIED UNANIMOUSLY

In Favour: Councillor Al Beddows, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Ebony Logins, Councillor Megan McMath, and Councillor Tony St-Pierre

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Mayor Tait reported on:

- The local medical clinic which has postings out for new physicians.
- The desire to be an active participant of the Sooke Region Museum board and will draft a letter to request further information.
- The movie for the anniversary event on August 17th which will be Avengers: Endgame at dusk following the community picnic in the park; attendance is free.
- The Sooke Fine Arts Show is July 26-August 5 at SEAPARC Leisure Centre.

Councillor Beddows reported on:

- The SEAPARC expansion is on target and items previously cut to meet the budget have been re-added.

Councillor St-Pierre reported on:


- The Climate Change Action Committee meetings have started and will be held monthly on the third Tuesday of the month at 5:30 p.m.

Councillor Bateman reported on:

- A successful first meeting of the North East Quadrant of Lot A Task Force.
- There has been progress and movement towards the reality of a new Vancouver Island Regional Library in Sooke.
- Concerns related to the supreme court of BC's recent ruling that the City of Victoria's Checkout Bag Regulation Bylaw is invalid without approval from the BC Ministry of Environment and Climate Change Strategy, suggesting the District seek Ministry approval of our Checkout Bag Regular Bylaw.
 - The Corporate Officer advised Council that the District's bylaw does not come into effect until 2020 but is currently unenforceable as a result of the court decision. The City of Victoria is currently considering three options on how to proceed.

4. ADJOURNMENT

The meeting was adjourned at 9:14 p.m.



Maja Tait
Mayor

Certified Correct:



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
September 17, 2019 2:00 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 Tony St-Pierre

STAFF PRESENT:

Norm McInnis, Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Raechel Gray, Acting Director of Finance
Patti Rear, Deputy Corporate Officer
Jennifer Royer-Collard, Corporate Services Assistant

1. CALL TO ORDER

Deputy Mayor Logins called the meeting to order at 2:03 p.m.

2. FIRST NATION RECOGNITION

Deputy Mayor Logins acknowledged that the Council meeting is being held on the traditional territory of the T'Sou-ke Nation.

3. APPROVAL OF THE AGENDA

MOVED by Councillor Al Beddows

THAT the agenda for the September 17, 2019 Committee of the Whole meeting, be adopted as amended:

- Addition of Council Verbal Updates following Item No. 4.3. *Provincial Plastics Action Plan*.
- Addition of Chief Administrative Officer Update following the Approval of the Agenda.

CARRIED.

The Chief Administrative Officer introduced the interim Director of Development Services, Patrick O'Reilly, who will remain with the District until the position is successfully filled.

Councillor Megan McMath arrived at 2:05 p.m.

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September 17, 2019

4. REPORTS (Public Input to follow each item)

4.1. 2019-2022 Council Strategic Plan

Evan Peterson, Barefoot Planning and Design, provided a PowerPoint presentation and overview of the process undertaken to achieve the 2019-2022 Council Strategic Plan. This included establishing key objectives, hosting engagement sessions and establishing priorities for the creation of a framework to utilize in the execution of the Strategic Plan. The final document will guide Council in its decision-making process, provide clear direction for staff in the development of work plans and identify roles and responsibilities of the District and its partners.

Council Discussion:

- Appreciation in developing an accurate compilation of Council's vision.
- Flexible process allowed for the evolution of a solid plan.
- Easy to review yearly action items.
- Tangible goals established with easy measurables.
- Desire for a recap yearly to ensure Council is being transparent.
- Future tracking system on the website for easy access to current status of projects.

The Chief Administrative Officer reminded Council of the action plan items already identified as priorities and underway, once these are complete the next priorities will be decided. With each project completed the next one will be. A constant assessment of the Strategic Plan in correlation with Council's expectations will decide the direction of District projects and initiatives.

No members of the public provided comment on the 2019-2022 Council Strategic Plan.

MOVED by Councillor Megan McMath

THAT the Committee of the Whole recommend Council approve the *2019-2022 Council Strategic Plan*;

THAT the Chief Administrative Officer implement the *Action Plan* which is attached as Appendix A to the Strategic Plan; and

THAT annually at an open meeting of Council a progress report be provided.

CARRIED.

MOVED by Councillor Megan McMath

THAT the Committee of the Whole recommend Council direct staff to post the 2019-2022 Council Strategic Plan in its entirety on the District's website and place a copy at the municipal hall reception lobby.

CARRIED.

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September 17, 2019**

4.2. Excluding Port Renfrew from Seaparc participating area

The Chief Administrative Officer advised Council of a request received to support Port Renfrew's withdrawal from contributing to the Sooke and Electoral Area Parks and Recreation Commission (SEAPARC), from the Regional Director for the Juan de Fuca Electoral Area. Noting that the final decision will be decided by the Capital Regional District (CRD) in relation to their governance model.

Council Discussion:

- Concerns of the financial impact from absences of Port Renfrew being absorbed by remaining participating municipalities.
- Clarity that the other jurisdictions within the Juan de Fuca Electoral Area will continue to participate and would not have the Regional Director support to be omitted.
- Desire to have further clarity on the governance model at SEAPARC, in a future report to Council.

Public Input:

- Lorretta Deutscher, Sooke resident, spoke in support of the exclusion of Port Renfrew for SEAPARC contributions.

- Mike Hicks, Juan de Fuca Regional Director, requested support from Council for him to approach the CRD to amend the SEAPARC governance bylaw. Stating that the impact of removing 147 people from Port Renfrew will have minimal impact on the Sooke taxpayer and would positively impact those residents who are currently paying for services they are rarely able to access.

Mayor Maja Tait arrived at 2:46 p.m.

- Diane Bernard, Sooke resident, spoke in opposition of Sooke absorbing the additional tax, stating that children from Port Renfrew utilize programs and the facilities.

MOVED by Councillor Al Beddows

THAT the Committee of the Whole recommends Council support Port Renfrew discontinuing their participation in the Sooke and Electoral Area Parks and Recreation Commission (SEAPARC).

CARRIED.

Council Discussion

- Majority of Port Renfrew residents have shifted their amenity needs by accessing them in Lake Cowichan, due to accessibility.
- The recreational services benefit our growing community, both residents, visitors and those in the outlying areas.

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September 17, 2019**

- Assessment of Sooke absorbing SEAPARC in its entirety will need to be reviewed in the future, but not at this point.

The Acting Director of Financial Services noted that the District receives a requisition yearly from the CRD, which established the household contribution collected by Sooke for CRD services, the addition of \$20,000 will be distributed to Sooke taxpayers equaling an additional \$3.10, which will total approximately \$457 per household.

- Concerns that there is a lack of detail provided in the costing associated with the CRD services and a desire to learn more on the requisition process.

MOVED by Councillor Al Beddows

THAT the Committee of the Whole recommends Council direct staff to invite the CRD to present to Council on services and proportional payments for services.

CARRIED.

4.3. Provincial Plastics Action Plan

Mayor Tait provided an overview of the challenges in the region associated with the implementation of single-use plastics bylaws and the opportunity to join forces with other municipalities to provide a unified request to the Ministry of Environment and Climate Change Strategy's call for submissions, regarding the proposed amendments to the *Recycling Regulation of the Environmental Management Act*.

A round table discussion ensued regarding the importance of plastic bans in conjunction with the 2019-2022 Council Strategic Plans, goals and objectives.

MOVED by Mayor Maja Tait

THAT the Committee of the Whole recommend Council endorse the following resolution:

THAT the District of Sooke Council supports and wishes to join the submission from the Districts of Squamish and Tofino in response to the Ministry of Environment and Climate Change Strategy's proposed amendments to the Recycling Regulation of the Environmental Management Act.

CARRIED.

5. COUNCIL VERBAL REPORTS

Councillor Beddows

- Provided an update on the SEAPARC expansion, noting additional features originally removed due to budget constraints have since been included, such as the covered bike rack area.

Minutes of the Committee of the Whole Meeting of the District of Sooke
September 17, 2019

6. ADJOURNMENT

The meeting was adjourned at 3:15 p.m.



Maja Tait
Mayor

Certified Correct:



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
October 21, 2019 1:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Maja Tait
Councillor Jeff Bateman
Councillor Ebony Logins
Councillor Tony St-Pierre
Councillor Dana Lajeunesse

STAFF PRESENT:

Norm McInnis, Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Raechel Gray, Acting Director of Finance
Ivy Campbell, Head of Planning
Teunesha Evertse, Planner II
Sarah Temple, Corporate Services Assistant

ABSENT:

Councillor Al Beddows
Councillor Megan McMath

1. CALL TO ORDER

Mayor Tait called the Committee of the Whole meeting to order at 1:00 p.m.

FIRST NATION RECOGNITION

Mayor Tait acknowledged that Council meetings take place on the territory of the T'Sou-ke Nation.

2. APPROVAL OF THE AGENDA

MOVED by Councillor Jeff Bateman:

THAT the agenda for the October 21, 2019 Committee of the Whole meeting, be adopted with the addition of New Business:

- Item 3.3 Council Strategic Plan Quarterly Update

CARRIED UNANIMOUSLY

In Favour: Councillor Jeff Bateman, Mayor Maja Tait, Councillor Ebony Logins, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

Absent: Councillor Al Beddows and Councillor Megan McMath

3. REPORTS (Public Input to follow each item)

3.1. Sooke Housing Needs Report

The Planner II introduced Sophee Payne from Urbanics Consultants and provided an overview of the next steps for the Housing Needs Report. Staff are hoping to gather feedback from Council before sending the report to the Municipal Planners Housing

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Needs Sub-Committee at the Capital Regional District and the Affordable Housing Committee for comment.

Ms. Payne provided a PowerPoint presentation and overview of the Sooke Housing Needs Report.

- Challenges in Sooke's housing market include limited housing diversity, unaffordability, lack of accessible units that allow for aging in place, and limited low-income and non-market housing options.
- Strategies to address these challenges are included in the Housing Needs Report.
- Demographic statistics and growth projections indicate that the population of residents 65 and older will increase at the greatest rate.
- Approximately 71% of working Sooke residents commute to work outside of Sooke. Ms. Payne stated that high levels of commuters can make increasing housing density challenging as this demographic will largely rely on personal vehicles.
- Declining household sizes (1 and 2 person households are steadily growing in Sooke) as well as an aging population is making smaller homes desirable.
- Sooke is the "epicentre" of the co-housing movement in Canada. Both co-housing developments have waitlists of several hundred people interested in co-housing.

Council discussion:

- Affordability of manufactured homes and moveable dwellings.
- Land that is zoned for Mobile Home Parks has low vacancy rates in Sooke.
- Recommendations regarding specific parcels of land that might be suitable for up-zoning should be considered as a part of the housing report.
- Clarification regarding development stage that a project must meet before it is included in the housing statistics. Speculative numbers can not be included in order to meet provincial requirements.
- Impact of home-share rentals such as Air B&B and VRBO will be included in the economic analysis, which is the next phase of the consultant's work.
- Building density downtown and creating walkable neighbourhoods, perhaps with shared space rather than large yards may improve affordability.
- Family co-housing as a model of development.
- Introduction of new housing suitable for seniors will increase turnover in the housing market, freeing up larger homes for families.
- Diverse housing options are needed across all demographics.

Public Input:

- Mrs. E. Lewers spoke in support of creating walkable community nodes, creation of community gardens, and bylaws that would permit tiny homes on larger residential lots. Mrs. Lewers asked for clarification regarding statistics provided in the report, demographic data collected and whether the recommendations took rental properties into account. Mrs. Lewers questioned whether increased seniors housing is required, or whether more focus should be placed on housing for families.
- Ms. N. Logins asked for clarification as to how the recommendations in the Housing Action Plan were prioritized. Ms. Payne responded that the strategies

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suggested were prioritized according to their impact on meeting the objectives included in the action plan. Ms. Logins spoke in support of allowing small suites or secondary structures on existing single-family zoned properties, as well as creative use of the co-housing model for an expanded demographic.

- Ms. L. Deutscher stated that accessible rental housing is very limited and that it can be very difficult to find single-floor, one-bedroom homes with a walk-in shower.
- Mrs. E. Lewers inquired as to whether the units at the Knox and Drennan housing projects were included in the provided statistics. Staff clarified that all units in these projects had been included. Ms. Lewers asked for further clarification as to the design of the units planned for the Drennan project and who the target demographic is. Staff stated that there are one, two and three-bedroom units planned, but that staff are unaware of how applicants would be prioritized.

Council discussion:

- Next steps include feedback from CRD Housing sub-committee and the Affordable Housing Committee.
- Staff anticipate a final Housing Needs Report to be presented at the December 9 Regular Council meeting for adoption.
- The finalized document can then be used to update policies and the housing strategy included in the Official Community Plan.
- Clarification regarding internal funding of the Housing Needs Report and award of UBCM grant funding.

MOVED by Councillor Tony St-Pierre:

THAT Committee of the Whole recommend that Council accept the Housing Needs Report for information and discussion.

CARRIED UNANIMOUSLY

In Favour: Councillor Tony St-Pierre, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Ebony Logins, and Councillor Dana Lajeunesse

Absent: Councillor Al Beddows and Councillor Megan McMath

3.2. Northeast Quadrant Lot A Task Force - Business Cases

Councillor Jeff Bateman, Chair of the Northeast Quadrant Lot A (NEQLA) Task Force, presented an overview of four business cases for consideration. Councillor Bateman spoke to task force membership, including the withdrawal of the Sooke Lion's Club representative from the task force in August, and to the background documentation that the task force used as the basis for their discussions and recommendations.

Council discussion:

- Thank you to task force members for their work.
- Housing Needs Report recommends seniors' housing and increased density, which fits with options A, B and D presented as business cases.
- Other municipalities have asked for proposals from private developers in order to complete municipal projects, in a process similar to Option D.

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- Option B is contingent on securing funding from BC Housing. The Housing Needs Report does say that more affordable non-market housing is needed.
- Office and commercial space could be included either in the northeast quadrant or elsewhere on Lot A. Sooke's municipal hall and police station are both over capacity and planning for new facilities should start early, if needed.
- The Town Centre Plan from 2009 indicates the area south of Sooke Road, near Brownsey Boulevard be developed as retail hub.
- Facilities on Lot A should incorporate green design and built environments that are universally accessible.

Public Input:

- Ms. M. Dunn and Mr. R. Robinson, representing the Sooke Region Community Health Network and the Sooke and Juan de Fuca Health Foundation respectively, spoke in support of Option B. Having worked closely with the Sooke Seniors' Drop-In Society, senior's housing and resources to reduce isolation of seniors have emerged as a pressing community need. Prior to the formation of the NEQLA taskforce, a working group was struck to explore opportunities for co-located seniors housing and community facilities, and partnerships were formed that would enable the project to move forward.

Council discussion:

- Clarification regarding projected cost for Option B and municipal contribution request.
- Possibility of co-location with daycare and youth facilities. Daycare programming has similar hours as seniors, however youth programming is after school and weekends.
- Benefits and challenges of multi-generational housing.
- Impact of noise transfer in busy location and suitability for seniors' housing.

Public Input:

- Mr. A. Moore provided clarification regarding BC Housing funding timelines. Representatives from BC Housing spoke at a NEQLA Task Force meeting and stated that while the application process is expected to open in March or April of 2020, a complete "shovel-ready" proposal would likely not be required until September or October of 2020.
- Ms. N. Logins encouraged Council to focus on meaningful youth engagement, if not for the northeast quadrant then purposeful inclusion in another aspect of planning for the use of Lot A.
- Mrs. E. Lewers questioned the affordability of Option B and whether special consideration was being given to seniors over other residents. Ms. Lewers suggested that Ayre Manor may be a more suitable location for seniors' housing and cautioned against making financial decisions contingent on the receipt of grant funding.
- Mrs. G. Hall stated that there is a creek that runs through the middle of Lot A that requires protection as a riparian area. Ms. Hall cautioned Council against proceeding with any development plans until further assessment has been completed as development will have an impact on a waterway that stretches to the pond behind the Sooke Museum.

Council discussion:

- Due diligence work currently underway will include a report from a Qualified Environmental Professional and consider any riparian areas and environmental requirements.
- The previous Community Centre Advisory Committee included a range of recommendations. At the time, Lot A had recently been purchased and the committee's final report suggested mixed housing and community centre uses for the property.
- Adequate youth engagement has not taken place.
- Next steps include completion of due diligence work that staff are currently undertaking to determine scope of developing the land. As this work is been completed, staff to bring forward a report outlining the process of issuing an Expression of Interest to developers and non-profit groups who may be interested in proceeding with development.
- Need to monitor timelines associated with applying for funding from BC Housing. Staff to coordinate presentation to Council from BC Housing staff to ensure timelines of due diligence work do not impede ability to secure funding should Council wish to pursue this option.

MOVED by Councillor Ebony Logins:

THAT the Committee of the Whole receive the Northeast Quadrant Lot A task force report for information;

AND THAT the Committee of the Whole recommend that Council direct staff to bring forward a report outlining the process of issuing an "expression of interest" for development of the remainder of Lot A, and associated considerations, after the due diligence components have been completed.

CARRIED UNANIMOUSLY

In Favour: Councillor Ebony Logins, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

Absent: Councillor Al Beddows and Councillor Megan McMath

3.3. **Council Strategic Plan Quarterly Update**

The Chief Administrative Officer provided an update on the Council Strategic Plan reflective of 2019 Quarter 3 activities.

- Action Plan included as appendix shows progress towards objectives and forms background for Annual Report.
- Confirmation that Council finds this reporting format beneficial.
- Service Level Review planned for November 4th meeting and Five-Year Financial Plan to be introduced at December 5 meeting.

Council discussion:

- Clarification that Strategic priorities can be reprioritized as new challenges and opportunities present themselves and resources allocated accordingly.
- Staff confirmation that items are listed in priority sequence.

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Public Input:

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

MOVED by Councillor Tony St-Pierre:

THAT the Committee of the Whole recommend that Council receive the 2019 Q3 Council Strategic Plan Update for information.

CARRIED UNANIMOUSLY

In Favour: Mayor Maja Tait, Councillor Jeff Bateman, Councillor Ebony Logins, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

Absent: Councillor Al Beddows and Councillor Megan McMath

4. NEW BUSINESS

New Business was added to the agenda as Item 3.3 - Council Strategic Plan Quarterly Update

5. ADJOURNMENT

MOVED by Councillor Ebony Logins:

THAT the October 20, 2019 Committee of the Whole meeting be adjourned at 4:01 p.m.

CARRIED UNANIMOUSLY

In Favour: Councillor Ebony Logins, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

Absent: Councillor Al Beddows and Councillor Megan McMath

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
December 16, 2019 1:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Councillor Jeff Bateman
Councillor Al Beddows
Councillor Megan McMath
Councillor Tony St-Pierre
Councillor Dana Lajeunesse
(arrived at 2:13 p.m.)

STAFF PRESENT:

Norm McInnis, Chief Administrative Officer
Patti Rear, Acting Corporate Officer
Raechel Gray, Acting Director of Finance
Kenn Mount, Director of Community Safety (left at 1:59 p.m.)
Ivy Campbell, Manager of Planning
Teunesha Evertse, Planner II
Brian Derrick, Engineering Technologist (left at 1:59 p.m.)
Sarah Temple, Corporate Services Assistant

ABSENT:

Mayor Maja Tait
Councillor Ebony Logins

1. CALL TO ORDER

Deputy Mayor McMath called the Committee of the Whole meeting to order at 1:01 p.m.

2. FIRST NATION RECOGNITION

Deputy Mayor McMath acknowledged that Council meetings take place on the territory of the T'Sou-ke Nation.

3. APPROVAL OF THE AGENDA

MOVED by Councillor Al Beddows:

THAT the agenda for the December 16, 2019, Committee of the Whole meeting, be adopted as circulated.

CARRIED UNANIMOUSLY

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

Absent: Mayor Maja Tait, Councillor Ebony Logins, and Councillor Dana Lajeunesse

4. REPORTS (Public Input to follow each item)

Minutes for the Committee of the Whole Meeting of the District of Sooke - December 16, 2019

4.1. **Official Community Plan**

The Manager of Planning provided an overview of the written staff report, outlining the status of previous efforts to refresh the Official Community Plan (OCP) and required next steps. Interviews are underway for a Senior Planner position who will begin preliminary OCP work, followed shortly thereafter by a Request for Proposals for consultants who will work on the OCP refresh with Planning staff.

Council discussion:

- Desire for robust language to support climate crisis and reduce energy usage.
- Ongoing public input will be an important part of process, possibly through an OCP Steering Committee and targeted engagement with community organizations.
- #PlanSookeNow initiative in 2016 and 2017 resulted in great infographics.
- Clarification that *Community Charter* recommends OCP refresh every 10 years.
- Council has approved a budget of \$200,000 for the OCP refresh, with the staff report referencing an average cost of \$125,000 - \$300,000.
- Request for Proposals will need to demonstrate how they intend to conduct public engagement as a part of their response.
- Sooke Housing Needs Report, Economic Analysis, Child Care Needs Assessment and upcoming Transportation Master Plan and Parks and Trails Master Plan will all contain excellent statistics that can form background information in shaping OCP.
- Updating policies in the OCP may shape strategies such as a Climate Action Plan and Agricultural Plan.
- The Chief Administrative Officer advised that a workshop on community and organizational capacity building is planned for the morning of February 3, 2020, with a budget meeting in the afternoon. A discussion on governance models may result in community engagement ideas appropriate for the OCP process.

Public Input:

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

MOVED by Councillor Al Beddows:

THAT the Committee of the Whole recommends Council receive the Official Community Plan report for information.

CARRIED UNANIMOUSLY

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

Absent: Mayor Maja Tait and Councillor Ebony Logins

4.2. **Brailsford Place Bollard Information**

The Engineering Technologist provided a PowerPoint presentation and overview of the written staff report including a history of the bollards currently installed on Brailsford Place, an analysis of traffic studies, and an evaluation of both removing and retaining the bollards. The Engineering Technologist summarized the staff recommendation to defer the decision until after public engagement is complete for the Transportation Master Plan, as both scenarios have equal non-critical traffic implications.

Council discussion:

- Public engagement for Transportation Master Plan (TMP) is broad and not specific to this issue. Deferring decision until TMP complete does not generate additional decision-making information for Council. Public has been very vocal on both sides of the issue.
- Clarification regarding Fire Department response time and ability to remove bollards if need be. Overall delay if bollards remain is estimated to be minimal.
- Value of overall community connectedness for multimodal transportation vs. honouring expectations of homeowners on Brailsford who have interpreted the term "Place" to mean a cul-de-sac.

Public Input:

- Ms. E. Morgan, resident of Winfield Drive, spoke in support of the bollards being removed. Ms. Morgan stated that she was shown plans that indicate Brailsford Place as a through-road and she believes that emergency response times should be top of mind when making a final decision on the bollards.
- Mr. C. Tucker stated that he works with developers in the area and has heard from residents on both sides of the issue, including those who purchased homes on Brailsford Place understanding it would remain a cul-de-sac, and those on Winfield Drive who purchased homes believing Brailsford would be opened. Mr. Tucker stated his support for removal of the bollards as he believed they were a temporary measure, adding that although bollards can be removed if need be, people are parking their cars across the end of Brailsford, making emergency passage difficult even if the bollards could be removed.

MOVED by Councillor Al Beddows:

THAT the Committee of the Whole recommend to Council that the bollards on Brailsford place be removed.

CARRIED.

In Favour: Councillor Al Beddows, Councillor Megan McMath, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

Opposed: Councillor Jeff Bateman

Absent: Mayor Maja Tait and Councillor Ebony Logins

The Director of Community Safety and the Engineering Technologist left the meeting at 1:59 p.m.

4.3. Sooke Economic Analysis

Siavash Tahan, from Urbanics Consultants provided a PowerPoint presentation and overview of the Economic Analysis dated December 2019. The Economic Analysis was added as an addendum to the Sooke Housing Needs Assessment as an examination of the wider economic trends of the area as they relate to housing affordability and policy.

Councillor Lajeunesse joined the meeting at 2:13 p.m.

Council discussion:

- Economic impact of income generated by short-term rentals such as Airbnb vs. reduction in long-term rental stock available.
- Options for municipal legislation related to short-term rentals such as model used by Vancouver.
- General discussion of opportunities to increase business and economy.
- Environmental impact of large number of commuters out of Sooke.
- Analysis of specific parcels of land, such as Goodridge Peninsula may result in economic development opportunities but will depend on servicing requirements, environmental remediation, and other site-specific conditions.
- Economic Analysis can be used to form an Economic Development Strategy.
- Growth of home-based businesses.
- Possibility of agriculture and cannabis production to stimulate economy but requires private landowner initiative.

Public Input:

- Mr. C. Tucker spoke regarding his experience with entrepreneurs and developers in Port Renfrew and in the Otter Point Industrial Park, stating that there is not a demand for cannabis production land. Mr. Tucker mentioned that conversion to AirBnBs has not been as high as originally predicted and that mushroom farming has been introduced in the industrial park. Mr. Tucker encouraged Council to offer support to the struggling sport fishing industry as a means of stimulating the economy.
- Mr. R. Lee spoke regarding the potential for a high-volume call centre to create local jobs for residents.

MOVED by Councillor Jeff Bateman:

THAT the Committee of the Whole recommend that Council accept the Economic Analysis for information and discussion.

CARRIED UNANIMOUSLY

In Favour: Councillor Jeff Bateman, Councillor Al Beddows, Councillor Megan McMath, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

Absent: Mayor Maja Tait and Councillor Ebony Logins

Deputy Mayor McMath called a recess of the Committee of the Whole meeting from 3:00 - 3:05 p.m.

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4.4. Child Care Needs Assessment

The Planner II provided a PowerPoint presentation and overview of the written staff report, outlining the highlights of the Child Care Needs Assessment and Action Plan. The Child Care Needs Assessment indicates that Sooke requires additional child care spaces in order to accommodate an existing service gap and meet future demand, and speaks to the role a municipality can play in developing a legislative environment to facilitate creation of additional spaces.

Council discussion:

- Clarification that recommendation to create 51 additional spaces per year addresses both current need and future growth.
- Excellent statistical information included in report.
- Possibility of locating child care facility on Lot A along with multi-purpose use facility.
- Clarification that small neighbourhood daycares accommodating up to 8 children are permitted in all residential zones. Additional requirements regarding lot size, available outside play space, and parking requirements may apply due to both VIHA and District requirements.
- Staff to produce an informational brochure for daycare providers to serve as a guide to the application process.

Public Input:

- Ms. C. McGuinness, Society Coordinator for Steps to the Future Childcare Society, spoke to the difficulties her organization has faced in finding suitable space to operate a large daycare. Ms. McGuinness noted that the Child Care Needs Assessment recommends school partnerships, but that school space in Sooke is extremely limited and cannot be used for child care in her experience. Ms. McGuinness spoke to licensing requirements through Island Health, which include minimum indoor and outdoor space requirements per child and require large facilities that can be financially prohibitive. Ms. McGuinness further inquired as to how the municipality can financially assist daycare providers and suggested Council consider waiving fees or issuing permissive tax exemptions.
- Mr. I. Arquieta, Manager of Choo Choo Child Care Centre, spoke to the lack of available child care spaces in Sooke and contributing factors that include a lack of qualified staff and financial constraints associated with finding or building large facilities. Mr. Arquieta further suggested that Sooke consider parking requirements in line with Langford's regulations for child care facilities and also allow wayfinding signage to direct clients to his facility.

Council discussion:

- Provincial assistance to address shortage of qualified workers will take time to have impact on facilities.
- Clarification regarding Langford parking requirements. Staff advised that Sooke's parking requirements are related to zoning and changes could be considered.
- Child care is not listed as a top Council strategic priority but a reprioritization could be considered when Council next reviews the Strategic Plan.

MOVED by Councillor Jeff Bateman:

THAT the Committee of the Whole recommends that Council accept the Child Care Needs Assessment and Action Plan for information.

CARRIED UNANIMOUSLY

In Favour: Councillor Jeff Bateman, Councillor Al Beddows, Councillor Megan McMath, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

Absent: Mayor Maja Tait and Councillor Ebony Logins

4.5. **Policy CO-003: Community Grant & Sponsorship Policy**

The Deputy Corporate Officer provided an overview of the written staff report highlighting changes to the Community Grant Program. The existing policy contains an application deadline of January 15, with a new application deadline of March 15 recommended with the proposed policy change. Approximately three applications have been submitted as of December 16, 2019.

Council discussion:

- Impact of adopting new policy would include a change to the 2020 application deadline.
- Any recommended policy changes would come to January 13, 2020 Regular Council meeting for ratification.
- Formation of an application review committee may result in duplication of efforts.
- Stringent assessment guidelines may help or hinder Council decision making.
- Strategic relevance checklist to be provided to Council at time of application review.
- Desire to improve efficiency, establish key performance indicators, and ensure organizational accountability.
- Councillor Logins has detailed recommendations for future policy changes. Council to consider a line-by-line review of Community Grant Policy in 2020, perhaps through a working group consisting of Council, staff and several members of the public.
- Clarification regarding staff review process to ensure applications are complete.
- Existing policy and proposed amendments both include clause that late applications are not accepted, limiting Council discretion.
- Community Service Agreements with organizations that receive line item funding could solidify deliverables, terms of funding, and reporting requirements.
- CAO suggestion that Council perform an after-action review of the community grants process upon completion of the 2020 program to determine recommend changes moving forward.
- Changes to be considered during future review include more detailed budget template, possibility of Community Service Agreements with line item funding recipients, non-profit society status, and eligible expenses.

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Public Input:

- Ms. C. McGuiness spoke to previous Council decision to reject a community grant application from Steps to the Future Childcare Society.
- The Chief Administrative Officer provided historical context to Ms. McGuiness' concerns and advised that the Business License Bylaw has been amended to provide clarity regarding licensing of non-profit societies.

Council discussion:

- Clarification that regardless of application deadline, a meeting to review applications should be scheduled within a few weeks of said deadline.
- Should Council approve recommended policy changes at the January 13, 2020 Regular Council meeting, staff will communicate changes through District website and Twitter.

MOVED by Councillor Dana Lajeunesse:

THAT the Committee of the Whole recommends Council rescind Policy 5.1,
Community Grant Program Policy, 2017

CARRIED UNANIMOUSLY

In Favour: Councillor Dana Lajeunesse, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Megan McMath, and Councillor Tony St-Pierre

Absent: Mayor Maja Tait and Councillor Ebony Logins

MOVED by Councillor Tony St-Pierre:

THAT the Committee of the Whole recommends Council adopt Policy CO-003:
Community Grant & Sponsorship Policy.

CARRIED UNANIMOUSLY

In Favour: Councillor Tony St-Pierre, Councillor Jeff Bateman, Councillor Al Beddows, Councillor Megan McMath, and Councillor Dana Lajeunesse

Absent: Mayor Maja Tait and Councillor Ebony Logins

5. NEW BUSINESS

There were no New Business items presented.

6. ADJOURNMENT

MOVED by Councillor Jeff Bateman:

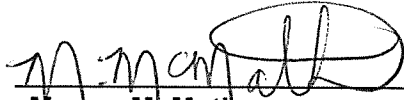
THAT the December 16, 2019 Committee of the Whole meeting be adjourned at 4:06 p.m.

CARRIED UNANIMOUSLY

In Favour: Councillor Jeff Bateman, Councillor Al Beddows, Councillor Megan McMath, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

Absent: Mayor Maja Tait and Councillor Ebony Logins

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Megan McMath
Deputy Mayor

Certified Correct:


Patti Rear
Acting Corporate Officer