



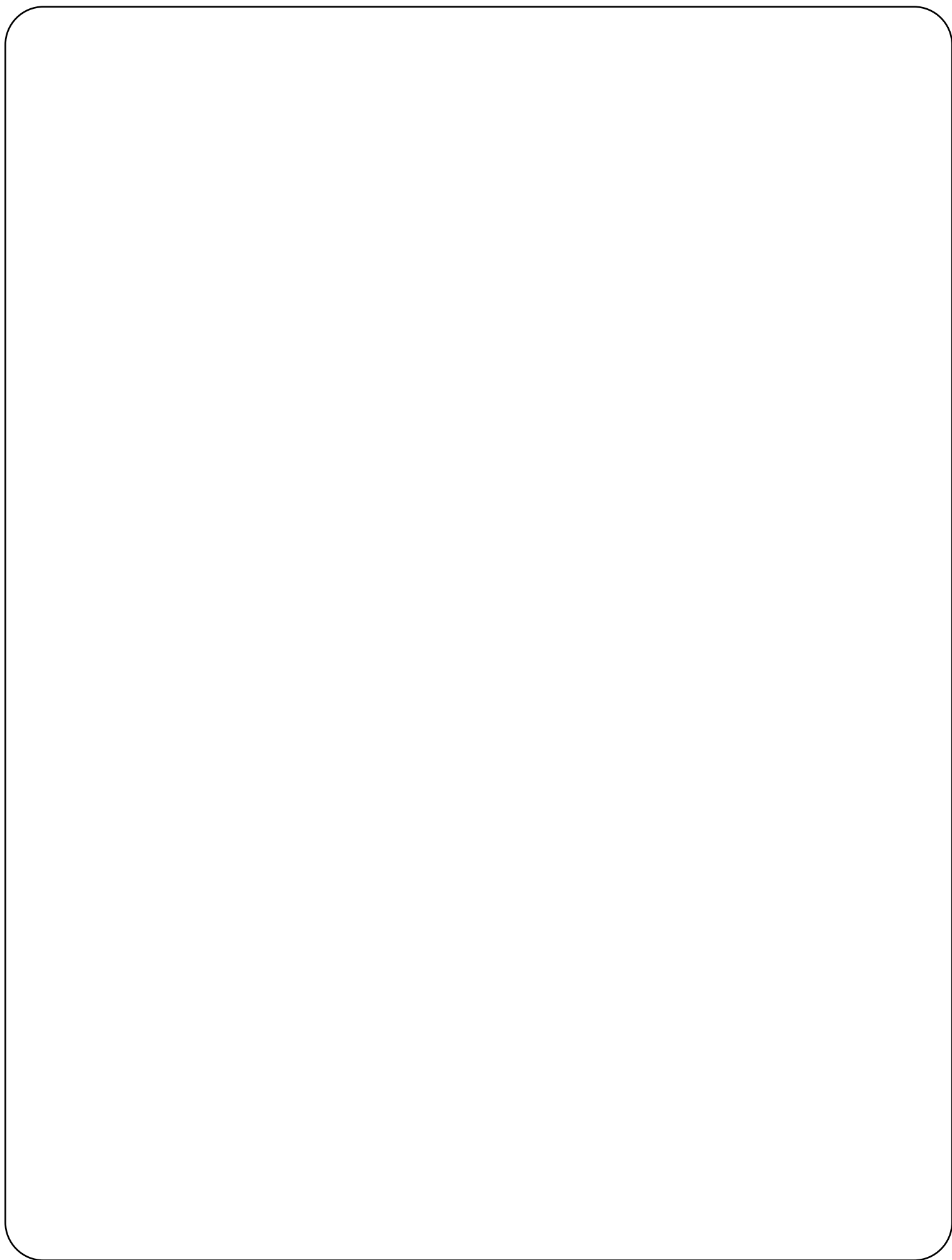
# 2019 Annual Report

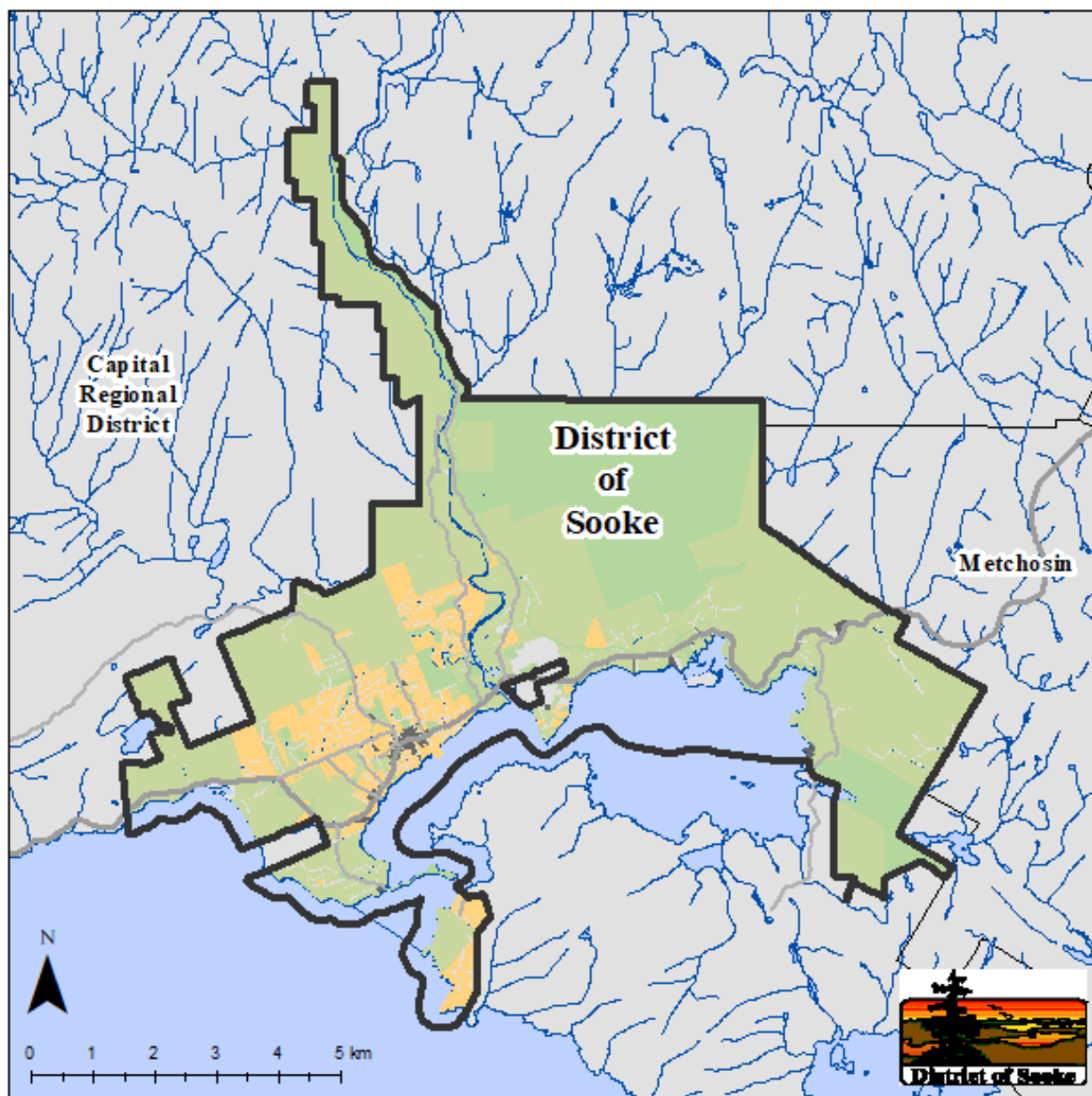


## Celebrating 20 years

July 2020

Fiscal Year Ending December 31, 2019







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Appendix A: Council Strategic Plan – Action Plan (December 31, 2019)

Appendix B: 2019 Audited Financial Statements

2019 Annual Report approved by Council on August xx, 2020



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## Letter from the Mayor

On behalf of the District of Sooke, it is my pleasure to introduce the 2019 Annual Report. In these pages you will find opportunity to share in our successes, as 2019 was a very busy and productive year. Conversely, we will also reflect upon the immense loss to our community with the passing of Councillor Brenda Parkinson. Whether in celebration, or in mourning, Sooke residents came together in 2019 and I continue to be amazed by the spirit of this community.

Highlights of 2019 include the hiring of our new Chief Administrative Officer, Norm McInnis and welcoming our new Councillor, Dana Lajeunesse. After a series of field tours and orientation activities, the newly elected Council adopted a Strategic Plan establishing goals for their term of office. Council's areas of focus include completing a new *Official Community Plan*, environmental stewardship, affordable housing, economic development, improved communication and community engagement, measured growth, and infrastructure improvements.

We worked with counterparts at various levels of government and saw several large, provincial investment announcements in 2019, including an \$85-million realignment of Highway 14 in the 17 Mile House area and a multi-million-dollar expansion of the West Coast Medical Clinic. The District of Sooke collaborated with the Vancouver Island Regional Library to further construction of a new location on Wadams Way and with SEAPARC as it moved towards completion of its new gym area. BC Housing announced two affordable housing projects in the town-centre and the Knox Vision Society opened their affordable housing complex. Sooke also undertook a Housing Needs Assessment and an Economic Analysis to identify community needs to shape future planning and development.

2019 was a year of active public engagement. Along with the Housing Needs Assessment, Sooke completed a Childcare Needs Assessment and substantially completed both a Parks and Trails Master Plan and a Transportation Master Plan. All of these studies not only shape the way our community grows and prioritizes resource allocations, they will also be used to inform our *Official Community Plan*.

Planning and consultation also took place for Phase 1 of the Little River Pedestrian Crossing, which will connect Sunriver to the area of Poirier Elementary School and Journey Middle School. Upon its completion, the project will create additional active transportation routes to school for many Sooke students. Additional youth-friendly developments in 2019 included the installation of new playground equipment in Brooks Park and the construction of a waterfront staircase at Cains Park, allowing for school groups to access the water and the numerous learning opportunities it provides.

Highlights for me at a personal level include acclamation as the President of the Union of British Columbia Municipalities and appointment as a member of the Federation of Canadian Municipalities Board of Directors, both of which create immense opportunity to collaborate and learn from other communities across the province and the country. Closer to home, a highlight was the continued cultivation and building of a strong relationship with the T'Sou-ke Nation. Developing a shared vision for a sustainable future is a priority for both our Council and theirs, and we have had many productive conversations in the last year.

Sooke celebrated its 20<sup>th</sup> anniversary in 2019, as we were first incorporated as a municipality in 1999. Residents took part in a day of family fun in John Phillips Memorial Park and huddled together under the stars to watch an outdoor movie. It was a memorable day that will set us off on the right foot towards our next 20 years.

Speaking of the future, as I write this message, Sooke, and communities worldwide, are in the midst of the coronavirus pandemic. It is difficult to know exactly what the upcoming year will hold. Plans have changed and will likely change again as the public health crisis unfolds and leaders shift their strategies to best support community members.

Despite the uncertainty, Council and staff at the District of Sooke remain dedicated stewards of public assets. As always, we welcome feedback on the information contained in this annual report and ideas for how we can continue to work together with residents to create a thriving community we are all proud to call home.

Yours sincerely,



Mayor Maja Tait



Natori, Japan visit October, 2019

## Letter from the Chief Administrative Officer

Congratulations to the community of Sooke on its first 20 years of being incorporated as a local government in the province of British Columbia. I have the privilege and honour of being the 7<sup>th</sup> Chief Administrative Officer for the District of Sooke, being appointed to the position by Council in July, 2019. Since arriving, the community has been very welcoming and my family and I are loving the opportunity to call this wonderful place “home.”

The Annual Report provides an opportunity to highlight the municipality’s initiatives undertaken over the past year, outlines the objectives for the next two years and is a terrific resource for citizens to gain an understanding of the District’s finances and long- term fiscal sustainability. In this report you will find an overview of municipal services and operations, a progress report regarding objectives for 2019, forecasted priorities for 2020 and 2021, and financial reporting for 2019, including the audited financial statements.

In 2019, Council adopted their Strategic Plan for the next four years. Sooke is a vibrant, growing community and there is much to achieve, not just in these 4 years, but for the following decade and beyond. There are many projects on the horizon including a new library, multi-sport court box, dog park, sewer expansion, and affordable housing developments, just to name a few. With this comes the demand for more services as the population grows and hopefully with this, more economic growth.

The COVID-19 pandemic will definitely have an impact to the District’s economy as it will many municipalities across BC, Canada, and the world. With the continued high spirit of volunteerism in Sooke, it is evident that this community will come together and prevail. The District of Sooke Council and staff will be here to assist the community in any way that it can. The Corporation of the District of Sooke will grow as the community of Sooke grows, ensuring that we provide the services that you depend on in a sustainable and responsible way.

Sincerely,



Norm McInnis

Chief Administrative Officer

[nmcinnis@sooke.ca](mailto:nmcinnis@sooke.ca)



(photo credit: Tim Collins, Sooke News Mirror)



## Welcome

The District of Sooke is located a 45-minute drive southwest of downtown Victoria, on Vancouver Island, BC. Sooke is home to the T'Sou-ke First Nation and the first European immigrant purchased land at Sooke Harbour in 1849. The name T'Sou-ke (from the SENĆOŦEN language) is said to be that of a stickle back fish found at the river mouth. The main economical industries that built the community of Sooke were fishing and logging. Today, the economy is dependent on tourism.



The area offers many beautiful seascapes, the “jewel” being Whiffin Spit which divides Sooke Harbour from the Juan de Fuca Strait, the majestic backdrop being provided by the Olympic Mountains located in Washington, USA. Sooke’s natural economic industry offers vast trails, hiking, camping, farming, recreational fishing, whale watching opportunities and of course, the Sooke Potholes. There are many independently owned restaurants to offer a taste of locally grown food and seafood to travelers visiting the community. In addition, there are an abundance of artisan shops and a growing industry of micro-brews, and spirits to quench one’s thirst.

The District is one of the fastest growing communities in the Capital Regional District (CRD) growing 13% in population over the past 5 years and is currently estimated at over 14,000 people. There are 3 elementary schools, 1 middle school and 1 high school all of which are nearing capacity. Facilities include an artificial soccer turf field, skate park, ball diamonds, horseshoe pitch, tennis/pickleball court, and a recreational facility operated by the CRD that consists of an indoor swimming pool, ice arena and gym. Residents are active and love being outdoors with many parks, greenspaces and a marine boardwalk to enjoy.

The District of Sooke was incorporated on December 7, 1999, recently celebrating its 20th Anniversary as a local government in BC. It seems timely that with 20 years behind it, and with the simultaneous increase in population and developmental growth, the quaint seaside community is gaining in popularity not only as a place to visit and explore, but to also live and call home.



## Council

Council is the legislative body charged with the responsibility to provide good government for its community and is comprised of one Mayor and six Councillors for the District of Sooke. The elected Council approves the budget which determines the tax rate each year. Council also focuses on the community's goals, major projects and other long-term considerations such as community growth, land use development, capital improvement plans, capital financing and strategic planning, rather than the administrative details. The latter responsibility falls to the Chief Administrative Officer .



Back Row, Left to Right: Councillors Jeff Bateman, Megan McMath, Al Beddows, Tony St-Pierre  
Seated, Left to Right: Councillor Brenda Parkinson, Mayor Maja Tait, and Councillor Ebony Logins  
Bottom Left Inset: Councillor Lajeunesse joined Council in October 2019


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### Declaration of Disqualification in accordance to the Community Charter s. 98(2)(e):

There were no declarations of disqualification made in 2019.

## Mayor

The Mayor is the head and Chief Executive Officer of the municipality. The *Community Charter* sets out specific powers and duties of the Mayor which are in addition to the Mayor's responsibilities as a Council Member.




Mayor Maja Tait	<i>Elected as Mayor since 2014 (Councillor since 2008)</i>
	<ul style="list-style-type: none"> <li>▪ Capital Regional District (CRD) Board – Director</li> <li>CRD Committees: <ul style="list-style-type: none"> <li>- First Nations Relations - Chair</li> <li>- Regional Parks &amp; Environment</li> <li>- Finance &amp; Government</li> <li>- Sooke &amp; Electoral Area Parks &amp; Recreation Commission (SEAPARC)</li> </ul> </li> <li>▪ Capital Regional Hospital Board – Director</li> <li>▪ Capital Regional Housing Corporation – Director</li> <li>▪ Te-Mexw Treaty Advisory Committee</li> <li>▪ BC Transit – Victoria Regional Transit Commission</li> <li>▪ Sooke Region Primary Health Care Services Working Group – Chair</li> <li>▪ Union of BC Municipalities (UBCM): <ul style="list-style-type: none"> <li>- First Vice President (2018-2019)</li> <li>- President (2019-2020)</li> <li>- UBCM Committees/Appointments: <ul style="list-style-type: none"> <li>▪ President's Committee</li> <li>▪ Health &amp; Social Development – Chair</li> <li>▪ Joint Provincial/Local Government Committee on Cannabis Regulation</li> <li>▪ Access 2 Justice Leadership Council</li> <li>▪ Towards Parity Initiative</li> <li>▪ Local Government Leadership Academy</li> <li>▪ Local Government Finance Committee</li> <li>▪ Federation of Canadian Municipalities (FCM)</li> <li>▪ Committee of the Whole (2018-2020)</li> <li>▪ BC Caucus (2018-2020)</li> <li>▪ Rural Forum (2018-2020)</li> <li>▪ Increasing Women's Participation in Local Government (2018-2020)</li> <li>▪ Community Safety and Crime Prevention (2018-2019)</li> <li>▪ Social Economic Development (2018-2019)</li> <li>▪ Environmental Issues &amp; Sustainable Development (2019-2020)</li> <li>▪ International Relations (2019-2020)</li> <li>▪ Western Economic Solutions Task Force (WEST) (2019-2020)</li> </ul> </li> </ul> </li> <li>▪ FCM-UBCM PMI-LED (Partnerships for Municipal Innovation – Local Economic Development – Cambodia Mission (2019-2020)</li> </ul>




\*Four-year term



## Councillors

The *Community Charter* establishes Council as the governing body of the District, and the municipality's powers, duties and functions are to be exercised by its Council unless the *Community Charter* or *Local Government Act* provides otherwise.

Councillor Jeff Bateman	<i>Elected as Councillor in 2018</i>
	<ul style="list-style-type: none"> <li>▪ Chair, Northeast Quadrant Lot A Task Force</li> <li>▪ Representative, Vancouver Island Regional Library (VIRL) Board (one-year term)</li> <li>▪ Liaison, Victoria Family Court and Youth Justice Committee (one-year term)</li> <li>▪ Liaison, Sooke Region Communities Health Network, Age-Friendly Committee (one-year term)</li> <li>▪ Co-Liaison, Sooke Economic Development Group (2019)</li> <li>▪ Alternate Director, Capital Regional District (CRD) Board</li> <li>▪ Alternate Director, CRD Hospital Board</li> </ul>
Councillor Al Beddows	<i>Elected as Councillor in 2018</i>
	<ul style="list-style-type: none"> <li>▪ Representative, Sooke and Electoral Area Parks and Recreation Commission (SEAPARC) (one-year term)</li> <li>▪ Liaison, Edward Milne Community School (EMCS) Society (one-year term)</li> <li>▪ Co-Liaison, SEAPARC, Sooke Community Association, and Sooke Museum regarding discussions on adjoining lands</li> <li>▪ Liaison, 20th Anniversary Picnic and Movie in the Park event (2019)</li> <li>▪ Alternate, Capital Regional District Arts Commission (three-year term)</li> </ul>
Councillor Dana Lajeunesse	<i>Elected as Councillor in October 2019</i>
	<ul style="list-style-type: none"> <li>▪ Representative, Capital Regional District Arts Commission (three-year term)</li> <li>▪ Alternative, Sooke and Electoral Area Parks and Recreation Commission (SEAPARC) (one-year term)</li> </ul>

Councillor Ebony Logins	<i>Elected as Councillor in 2014</i>
	<ul style="list-style-type: none"> <li>▪ Representative, Capital Regional District (CRD) Regional Housing Trust Fund Commission (two-year term)</li> <li>▪ Representative, Juan de Fuca Water Distribution Commission (three-year term)</li> <li>▪ Liaison to Rotary Kiosk Redesign Committee</li> <li>▪ Alternate, Te'mexw Treaty Advisory Committee (one-year term)</li> <li>▪ Chair, Sooke Affordable Housing Committee</li> <li>▪ Alternate to Vancouver Island Regional Library (VIRL) Board (one-year term)</li> </ul>
Councillor Megan McMath	<i>Elected as Councillor in 2018</i>
	<ul style="list-style-type: none"> <li>▪ Representative, Capital Regional Emergency Services Telecommunications (CREST) (four-year term)</li> <li>▪ Liaison, Ministry of Transportation &amp; Infrastructure (MoTI)</li> <li>▪ Liaison, Sooke Region Tourism Association (one-year term)</li> <li>▪ Co-Liaison, Sooke Economic Development Group (2019)</li> <li>▪ Liaison, Sooke Community Association</li> <li>▪ Co-Liaison, District to SEAPARC, Sooke Community Association, and Sooke Museum regarding discussions on adjoining lands</li> <li>▪ Alternate, Capital Regional Water Supply Commission (three-year term)</li> <li>▪ Alternate, Juan de Fuca Water Distribution Commission (three-year term)</li> </ul>
Councillor Tony St-Pierre	<i>Elected as Councillor in 2018</i>
	<ul style="list-style-type: none"> <li>▪ Director, Capital Regional Water Supply Commission (four-year term)</li> <li>▪ Representative, Capital Regional District (CRD) Climate Action Inter-Municipal Task Force (four-year term)</li> <li>▪ Liaison, Sooke Regional Historical Society (one-year term)</li> <li>▪ Chair, Sooke Climate Action Committee</li> <li>▪ Co-Liaison, District to SEAPARC, Sooke Community Association, and Sooke Museum regarding discussions on adjoining lands</li> </ul>



## Tribute to Former Councillor Brenda Parkinson

Brenda Parkinson served eight years as an elected official on District of Sooke Council. She was first elected as a Councillor in 2005 and re-elected in 2014 and again in 2018. Brenda was honoured to represent the interests of Sooke residents by also serving on many of the CRD committees and commissions during her time as Councillor for the District of Sooke.

Brenda's passion was art and she was Chair of the Sooke Program of the Arts (SPA) Committee during her terms as a Councillor. Along with this committee, she initiated several community beautification projects, such as the photography covered hydro boxes and the acquisition of the Spirit Bear located at the Sooke Region Museum.



Brenda was an avid artist herself and enjoyed painting in her spare time. She was Chair of the Mayor's Panel on Arts and Beautification from 2012 – 2014, leading such projects as the bus shelters artwork installation, encouraging local artists at Edward Milne Community School for submissions. She also chaired the Communities in Bloom Committee, where Sooke received the highest designation of a "5-bloom" status for the past six (6) years.

To start off each new year on a positive note, Brenda organized the Annual Mayor's New Year's Levee for the residents of Sooke from 2014 - 2019. In 2020, the year following her passing, no Levee was held; it would not have been the same without Brenda's smiling face in attendance.

Brenda also assisted with organizing the Canada Day celebration at the Sooke Flats for many years. Her father was a veteran and thus, she was very proud to be Canadian. Unfortunately, Brenda passed on June 28, 2019 a couple of days before the 2019 celebration ensued. Most residents in attendance who knew Brenda felt her presence, and the Arts Committee held a special tribute for her at the event.

The District of Sooke Council, the T'Sou-ke Nation, staff, and friends honoured Brenda Parkinson at a tree planting event held later in the summer located at John Philips Memorial Park, next to Municipal Hall. She was an avid supporter of the Sooke Fire Department, and it was at this event the department announced that the District's ladder truck would be named "Brenda" in her honour.



*She was always thinking of others and will be forever missed.*



## Sooke's Vision, Mission, Core Values and Strategic Plan

### Council Strategic Planning

Local governments use strategic plans to set clear policy goals, priorities, and objectives. Strategies set the timeframe and describe how the organization will achieve long-term goals. The strategic plan serves as a framework for setting annual priorities and defining action strategies.

In 2019, Council developed a new *Strategic Plan* to guide it over its four-year term. These priorities will help define how the local government serves and shapes the community. It also guides Council, ensuring that Council operates from a shared foundation and defines an overall direction to the Leadership Team, in carrying out Council's vision for the whole community.

As part of the process Council developed new *Vision* and *Mission* statements and established *Core Values, Goals and Objectives* by which to identify priorities.



#### Vision:

An inclusive, healthy and self-sufficient community where the rainforest meets the sea.



#### Mission:

The District of Sooke strives to be a compassionate, engaged, and effective organization providing excellent public services to its citizens by:

- Maintaining our strong sense of identity;
- Managing our growth for generations to come; and
- Making our economy diverse and resilient.

Council is responsible for making important decisions about the scope of services that the local government will provide and how to pay for those services. It is also responsible for establishing policies that affect our community, including areas such as local economic growth, cultural change, the environment, new residents, regional collaboration, long-term financial management and more. These decisions are best made when guided by a clearly defined set of core values:

These agreed upon core values are the goals for the District of Sooke and outline the community's vision for the future.



**Effective  
Governance**



**Community  
Well-being & Safety**



**Community  
Vibrancy**



**Long-Term  
Thinking**



**Effective &  
Consistent  
Communication**



**Environmental  
Leadership**

## Council Strategic Planning: Setting Goals, Objectives, and Priorities

Below is a synopsis of the 2019-2022 Council Strategic Plan. A copy of the plan, in its entirety, is located on the District's website for more information. Although the Council Strategic Plan is developed for a four-year period, it is evaluated on an ongoing basis and supplemented with an annual planning session each spring, alongside the Financial Planning cycle. A copy of the most recent Action Plan is included as Appendix A.

### Objectives



#### Build a reputable organization

- ◆ Complete an organizational development and review process
- ◆ Improve communication and engagement with the public and community partners
- ◆ Strongly advocate together with First Nations, other local governments, and organizations to the provincial and federal governments
- ◆ Continue to manage District assets responsibly with sound financial principles and practices
- ◆ Support programs that enhance Council and staff's health and well-being
- ◆ Support Council and staff with the necessary tools to provide excellent governance and customer service



#### Demonstrate leadership in climate action

- ◆ Prioritize community and corporate strategies to address the climate emergency
- ◆ Identify and plan for green infrastructure opportunities
- ◆ View municipal decision-making through a 'green' coloured lens
- ◆ Promote food security at individual and community levels
- ◆ Build additional trail infrastructure, connectivity, and amenities
- ◆ Improve community emergency and disaster preparedness



#### Manage long-term growth while enhancing community identity, vitality, and safety

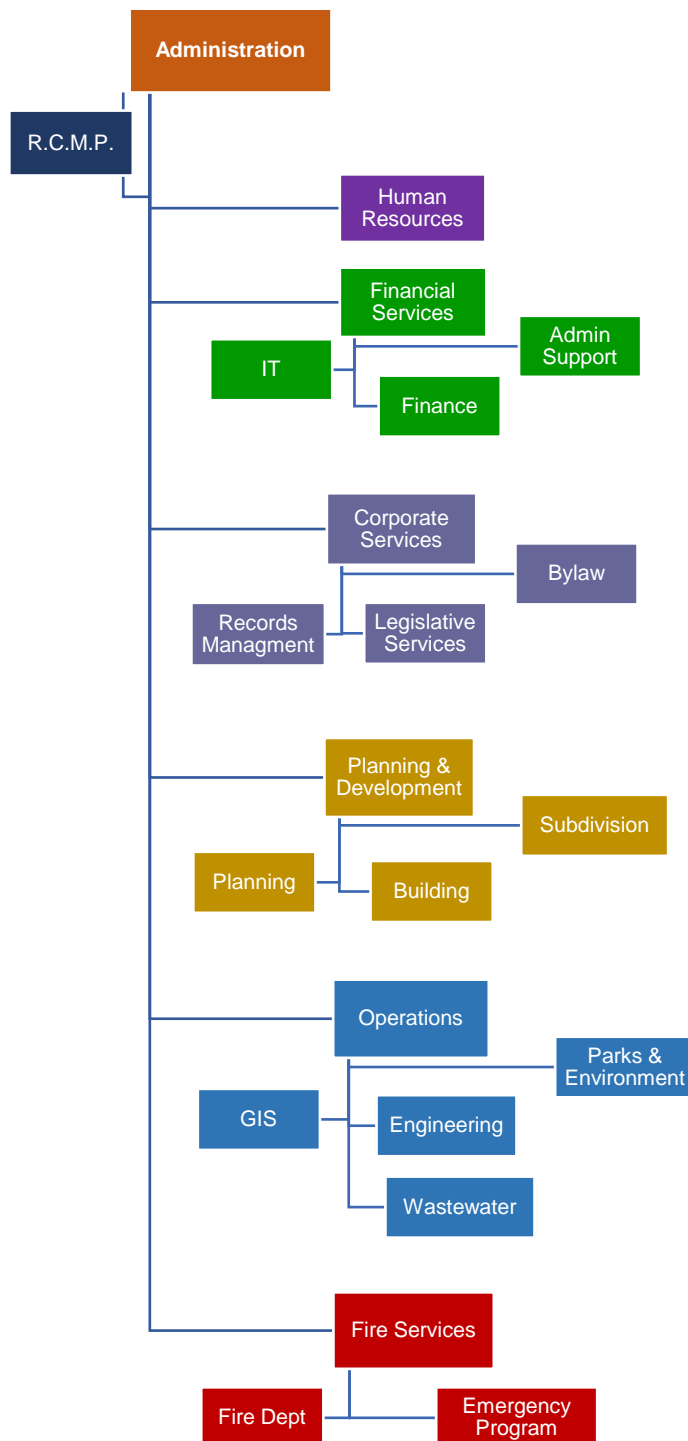
- ◆ Begin development of a community hub in the town centre
- ◆ Continue to advocate for improved access to health and child care
- ◆ Strengthen local economic development and tourism
- ◆ Undertake public space improvements and beautification projects
- ◆ Develop a regulatory framework to promote more sustainable land use patterns and development practices
- ◆ Continue to address housing affordability and accessibility for all income levels





## Administration Office of the Chief Administrative Officer

The Chief Administrative Officer (CAO) is appointed by Council and is responsible to Council for the execution of Council's decisions and the work of District departments.



With the hire of a new CAO in July 2019, one of Council's first priorities in their Council Strategic Plan was to have the CAO conduct an organizational review with a focus on achieving Council priorities.

The new organizational structure is reflected in the chart to the left.

District of Sooke employs approximately 55 employees, distributed as follows:

- 11 regular full-time Exempt
- 31 regular full-time CUPE
- 2 auxiliaries (term based) CUPE
- 5 temporary on-call CUPE
- 5 regular full-time IAFF career firefighters

The District also has 32 Sooke Fire Department paid on-call members (Suppression and Fire Incident Support Team members) who receive pay for training, duty relief shifts, and call-out shifts; 24 Emergency Social Services (ESS) volunteers; and 6 Emergency Radio Operations Group volunteers who receive training remuneration funded by Emergency Management BC (EMBC).





## Royal Canadian Mounted Police (RCMP)

The RCMP underwent change in 2019, with the hire of a new RCMP Detachment Commander, Staff Sergeant Brett Sinden. The Detachment Commander works collaboratively with the District's leadership to align priorities with community needs.

Sooke RCMP provides policing services to the District of Sooke, East Sooke, Otter Point, Shirley, Jordan River and Port Renfrew. The Detachment consists of 17 RCMP officers, 13 of which are funded by the District of Sooke, and 4 funded by the Province. The Detachment has 4 support staff, one Victim Service worker and 4 part-time "on-call" guards.



Photo: Mike Byrne 2018

Sooke Detachment members provide response for calls to service ranging from provincial statutes, and traffic accidents to serious criminal offences. The detachment also conducts patrols and traffic enforcement as well as Community Policing initiatives within the District of Sooke and rural areas.

### 2019 Sooke RCMP Highlights

- Arrival of S/Sgt. Brett Sinden as Sooke Detachment Commander and two experienced members from other areas and one new recruit
- E Division Commanding Officer's Certificates of Appreciation presented to current Sooke member Cst. From and past Sooke members Cst. Sherman and Cst. Treen recognizing exceptional teamwork and bravery in a swift water rescue from 2018
- Improved schedule to enhance service delivery
- Some members trained as Drug Recognition Experts to support drug-impaired driving investigations
- Continued ongoing support of our frontline resources by volunteer in Speed Watch and Citizens' Patrol

### Sooke RCMP Initiatives Planned for 2020 & 2021

- Replacement for Sgt. Wiebe
- Target prolific offenders, increase road safety, improve relations with our community partners, and increase services for victims of crime
- Management of prolific offenders – prevent and reduce property crime
- Road safety education, awareness and enforcement
- Contribute to employee wellness and respectful workplace initiatives
- Homeless outreach - ensuring our homeless population is aware of resources available

Key Activities	2017	2018	2019
Assaults	112	116	118
Sexual Assaults	12	24	15
Break & Enter (Business)	10	15	17
Break & Enter (Residence)	17	34	38
Break & Enter (other)	13	20	18
Theft from vehicle	77	57	73
Theft over \$5000	4	7	7
Theft under \$5000	138	169	163
Mischief/Property Damage	164	228	196
Incidents under the Mental Health Act	186	228	210
Dangerous Motor Vehicle Operation	5	2	-
Impaired Motor Vehicle Operation	92	150	117*
Total Calls for Service - Sooke	4,616	4,563	4,468
Total Calls for Service – Detachment	5,777	5,963	5,762



#### *Other Statistics:*

Guardroom statistics: 201 prisoners

Criminal record check statistics: Paid – 316

Volunteer – 279

Traffic Violation Tickets: 147

Traffic Notice and Orders: 87

\*not included in calls for service information tallies





## Human Resources

This department is responsible for training and development; job evaluation and performance management; recruitment, selection, onboarding and retention; organizational development; disability and workplace injury management and return to work processes; collective agreement compliance; policy recommendations; and administering the Joint Health and Safety Committee (comprised of municipal hall employees, fire department and outside workers) and meetings and programs for the District's employees. Currently, this role has also been overseeing municipal building maintenance and renovation projects.

Key Statistics	2018	2019
<b><u>Employment:</u></b>		
Number of Job Postings	15	16
Number of Interviews	56	48
Number of Positions filled	17	13
<b><u>Meetings:</u></b>		
Number of Joint Health & Safety Committee	8	10



### 2019 Human Resources Highlights

- Completed Rick Hansen Foundation Accessibility (RHFAC) upgrades for Municipal Hall and Fire Hall (Hearing Loop System, accessible washroom facility and front counter)
- CUPE Collective Agreement (2019-2021) ratified
- Occupational Health and Safety Program Update Phase 1 completed

### Human Resources Initiatives Planned for 2020 & 2021

- Create Performance Review system and process
- Update the Exempt Employee Handbook
- Occupational Health and Safety Program Update Phase 2
- Implement a training and development policy as per LOU #8 Training and Development Policy

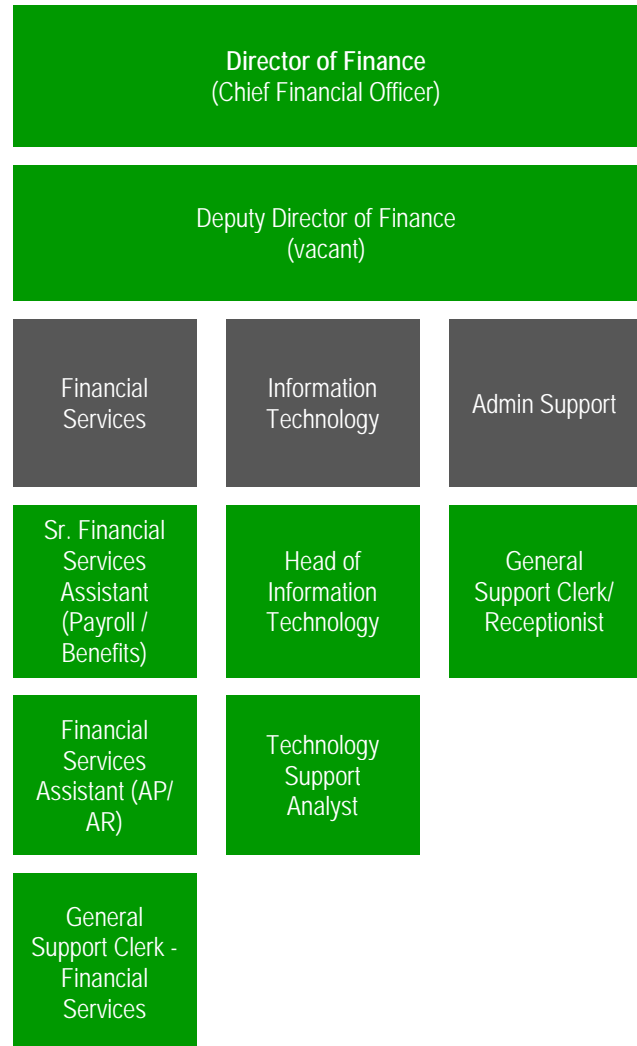


## Financial Services Department

The Financial Services Department oversees the day-to-day operations including Cash Management, Accounts Payable and Receivable, Payroll and Benefits Administration, the District's Information Technological infrastructure, and reception staff.

The Financial Services Department annual areas of focus include:

- Financial Plan / Budget
- Revenue collection
- Financial reporting (Audited Financial Statements)
- Statement of Financial Information (SOFI)
- Reserve funds
- Risk management / liability insurance
- Borrowing and Investing
- Grant funding
- Various Provincial reporting i.e. Gas Tax, Local Government Data Entry reporting
- RCMP contract administration
- Information Technology



Key Statistics	2017	2018	2019
<b>Property Taxes Collected*</b>	\$16,645,581	\$17,422,135	<b>\$18,919,320</b>
<b>Tax Notices Prepared</b>	6,215	6,376	<b>6,560</b>
<b>Home-Owner Grants Claimed</b> <i>Basic/Senior (Total)</i>	2,647 / 1,336 (3,983)	2,672 / 1,459 (4,131)	<b>2,661 / 1,568 (4,229)</b>
<b>Pre-authorized Withdrawal Users</b>	330	350	<b>380</b>
<b>Invoices Processed</b>	3,660	4,500	<b>5,000</b>

\*Note: 45.3% of this amount is for the District, while the remaining amounts are taxes collected on the behalf of other levels of government and agencies. Annually, the District usually collects 92-95% of the taxes owed.



## 2019 Financial Highlights

- Clean financial audit opinion report received.
- Asset Management report improvements.
- New Director of Finance (Chief Financial Officer) posted and filled
- Streamlined Home-Owner Grant (HOG) online filing

## Financial Initiatives Planned for 2020 & 2021

- Deputy Director of Finance position filled.
- Complete roll-out of Tempest program e-application and 'MyCity' modules.
- Streamline financial procedures and improve reporting process.
- Improve public engagement for 2021 budget planning.





## Information Technology (IT)

The Information Technologists are responsible for the planning, acquisition, implementation, and maintenance of the District's Information Technology infrastructure. This includes computer systems, servers, networks (ie: SCADA), software, desktop hardware, office and mobile communications, Internet access and security, web content, online services, audio/video equipment and the District's security system. The Head of Information Technology relies on one District employed Technology Support Analyst, vendors, consultants and "super-users" within the District for assistance.

Online services offered by the District include mapping services, a subscription service to the District's agendas and minutes, and the ability to claim homeowner grants online.

### 2019 IT Highlights

- Upgrade video streaming system for council meetings (YouTube).
- Install power and networking in-floor in Council Chambers to improve accessibility and remove tripping hazards.
- Upgrade District Electronic Records Management System (ERMS).
- Upgrade network wiring throughout the District office.
- Upgrade FOB access for District office and firehalls
- Refresh network server and storage hardware.

### IT Initiatives Planned for 2020 & 2021

- Improve Tempest web services for public online access to applications/ forms
- Upgrade wastewater network communications
- Expand remote working capabilities for District staff
- Expand 'paperless' business processes
- Refresh District website and digital communication offerings

### Statistics:

Provide support for 12 sites including the main office, fire, parks, and wastewater

Provide internal support for 60 + users

50,000+ incoming/outgoing emails each month:

450,000+ documents in our document and land records management systems





## Corporate Services

The Corporate Services Department is responsible for several public service areas. These include council and committee meeting management (agendas and minutes); bylaw, policy and legislative development and advice; public relations, including District events; records management and freedom of information requests.

Key Statistics	2017	2018	2019
<b>Freedom of Information Requests</b>	17	36	<b>43</b>
<b>Meetings</b>			
Regular, Special, Committee of the Whole	40	34	<b>41*</b>
Council Committees	n/a	25	<b>19</b>
<b>Bylaws</b>			
(created/ amended/ rescinded/ adopted)	30	37	<b>43</b>

\*one cancellation due to weather (February 11, 2019 Regular Meeting)

Director of Corporate Services

Bylaw

Deputy  
Corporate  
Officer

Bylaw  
Officer II /  
Business  
Licence  
Inspector

Legislative  
Services

Bylaw  
Officer I

Corporate  
Services  
Assistant x 2

Records  
Management  
Clerk

### 2019 Corporate Services Highlights

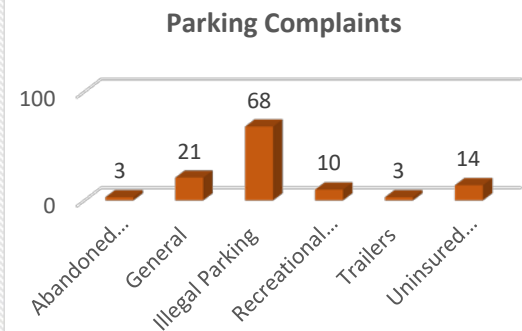
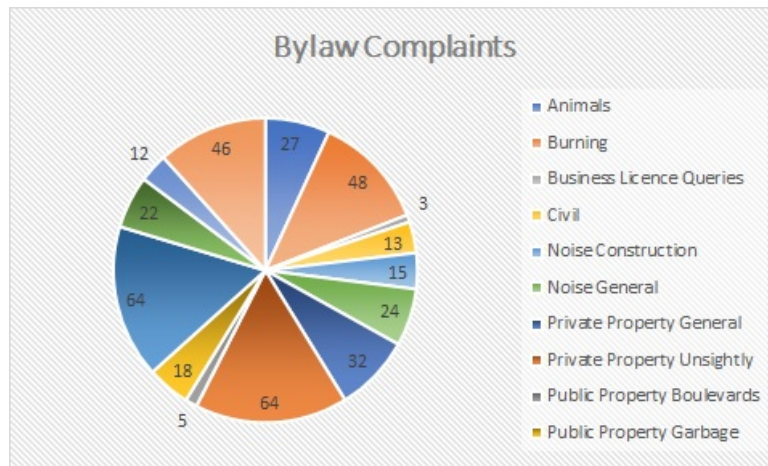
- Hired a dedicated Records Management Clerk
- Successful by-election held September 2019
- Oversaw fees and charges review and consolidated into one bylaw
- Created a Policy framework and template
- Thorough update of Council Procedure Bylaw

### Corporate Services Initiatives Planned for 2020 & 2021

- Expansion and improvement to onsite physical records storage system
- In-house records training for staff and FOI training for Council and staff
- Continue to update bylaws and policies as required
- Update electronic record keeping system with retention data

## Municipal Bylaw Services

Bylaw Enforcement Officers (BEOs) are responsible for the enforcement of various regulatory bylaws in the District, including compliance complaints related to the Traffic Bylaw, Noise Bylaw, Sign Bylaw, Land use issues (Zoning Bylaw), Unsightly Premises and Business Licencing. The Capital Regional District (CRD) administers the Animal Control Bylaw and licencing of dogs.



**Call Volume:** Bylaw Enforcement responds to an average of 450 complaints annually. There were 512 logged in 2019 with 84 leading to issuance of a ticket or ticket warning. Over 22% of complaints received were related to parking, which is tracked separately and not included in the pie chart above.

### Business Licensing:

The District of Sooke issued 744 Business Licenses in 2019.

Non-resident	28
Intermunicipal	331
Intercommunity	9
Home-Based	171
Direct seller	1
Daily	1
Commercial – Small	185
Commercial – Large	20
<b>Total</b>	<b>744</b>
New Licences	122
Cancelled/rejected	3
Pending	18
<b>Total</b>	<b>143</b>





## Planning & Development Services

The Planning and Development Services Department encompasses several functions within the municipality. These components consist of Subdivision Approval, Planning and Building services.

### Planning

The Planning division reports to the department Director and is responsible for the District's community planning goals and economic development through the Official Community Plan, and other policy initiatives.

In collaboration with various community stakeholders and internal departments, the Planning Department develops and recommends policy that promotes effective land use strategies that improve the quality of life for District of Sooke residents.

The Planning division provides input on most Building Permit and Subdivision applications and is responsible for processing the following types of development applications:

- Official Community Plan amendments
- Zoning Bylaw amendments (rezoning)
- Development Permit applications and amendments
- Development Variance Permit applications
- Development and Housing Agreements/Covenants
- Sign permit applications
- Temporary Use Permits



Key Activities	2017	2018	2019
<b>Planning Applications Received</b> (Zoning, Development, Variance & Sign Permits)	49	62	56
<b>Number of Public Hearings for Rezoning or OCP Bylaws</b>	20	17	8
<b>Pre-Development Meeting Applications</b>	unavailable		31



## Subdivision

The District of Sooke receives approximately 20 new subdivision applications a year, however, due to the time required to complete the subdivisions, the District can have as many as 45-50 in progress at any given time.

Key Activities	2017	2018	2019
Subdivision Plans Approved	20	18	6
New Lots Created	99	126	26
Phased Building Strata Plans Registered	2	1	3
Phased Building Strata Units Registered	30	4	14
New Applications Received	16	20	22

### 2019 Planning and Subdivision Highlights

- Completion of a Childcare Needs Assessment and Action Plan
- Completion of an Economic Analysis
- Completion of a Housing Needs Report for the District
- Completion of a Concept Plan for Lot A
- Zoning regulation of all Retail Cannabis and Cannabis Production
- Review and update of all development fees and charges

### Planning and Subdivision Initiatives Planned for 2020 & 2021

- Update the Flood Regulation Bylaw
- Update Sooke's Regional Context Statement (RCS)
- Kick off the Official Community Plan Review
- Issue request for expression of interest and explore development opportunities for Lot A
- Undertake further amendments/refinements to Sooke Zoning Bylaw
- Update the Development Procedures Bylaw and Policy
- Hire new Director of Planning and Development





## Building Safety

The Building division is responsible for the review of all residential, commercial, (including Day Cares) institutional, and industrial construction within the municipality. Requests for building, plumbing, demolition, and other permits are submitted for review, inspection and approval. This division consists of a Chief Building Official, two Building/Plumbing Officials and one Administrative Assistant.

Key Activities	2017	2018	2019
<b>Residential Permits</b> (Single, Duplex, Secondary Suites & Multi Family)	159	156	<b>146</b>
<b>Other Permits Issued</b> Commercial, (Day Cares), institutional, industrial, demolition, plumbing, wood and oil heating appliances, decks, home based business	67	36	<b>46</b>

### 2019 Building Highlights

- Building Officials attended the BOABC Conference including seminars regarding 2018 BC Building Code changes and the BC Step Code
- The Chief Building Inspector position created and hired
- Initiated the review of the existing Building Bylaw and the incorporation of any required changes in the new District of Sooke Building Bylaw
- Enrollment of Building Safety Staff into the online Level 1 Course on the Building Code
- Creation and posting of 10 Advisories and Code Analysis Forms on the District's website

### Building Initiatives Planned for 2020 & 2021

- Adoption of the new Building Bylaw and Policies, and the continued review of the building permit process
- Preparing and conducting educational sessions for the construction industry on the new Building Bylaw and the 2019 changes to the BC Building Code and the BC Step Code
- Upgrade Building Official certification to meet 2021 requirements.
- Conducting a building industry engagement session regarding BC Step Code and the District's proposed Building Bylaw.



*Photo Credit: Dawn Gibson, Sooke News Mirror*







## Operations

The Operations Department is a newly established department which will be led by a Director arriving in July 2020. This department consists of four divisions: Engineering, Geographic Information Systems (GIS), the Wastewater Treatment Plant, and Parks & Environmental Services.

### Duties and Function

- Highway maintenance contracts and budget
- Sanitary sewer contracts and budgets
- Green spaces, parks and trails maintenance, contracts and budgets
- Source control management for the sanitary sewer and rainwater
- Liquid Waste Management Plan – sanitary and rainwater
- Transportation Master Plan
- Parks and Trails Master Plan
- Rainwater Management Plans for priority watersheds
- Resident complaints/concerns (Calls for Service) for environmental and ecosystem issues
- Streetlight and street sign maintenance
- Transit stop improvements and maintenance
- Issuance of permits and onsite reviews for Highway Use, Events, Soil Deposit and Soil Removal, and Blasting
- Overseeing various District of Sooke construction projects
- Resident complaints/concerns (Calls for Service) for drainage and other various issues



Director of Operations			
Engineering	Geographic Information Services	Manager of Parks & Environmental Services	Manager of Wastewater
Engineering Technologist II	Head of GIS	Parks & Environmental Services	Wastewater
Engineering Technologist I (vacant)	GIS / Lands Records Analyst	Parks & Environmental Services Coordinator	Lead Operator
Operation Services Clerk		Parks Operations - Lead Hand	Operator III
		Parks Worker II	Operator II
		Auxiliary Parks Worker 1	Operator I
		Auxiliary On-Call Parks Labourer	Wastewater Clerk



## Engineering

Engineering is responsible for the planning, design, construction, and maintenance of the District's infrastructure, which includes roads, street lighting and sidewalks, rainwater management, transit stops, line painting, bridges and management of the road maintenance contract.

The Transportation Master Plan was contracted in 2019 and will provide guidance for engineering staff, along with the Parks and Trails Master Plan regarding future road and trail connectivity for our community.

Key Activities	2017	2018	2019
Highway Use Permits	286	383	194
Blasting Permits	1	2	1
Soil Deposit/Soil Removal Permits	5/2	5/4	3/1
Calls for Service (most common: Streetlights, Potholes, Hazardous Trees, Signs, Drainage)	388	479	433

### 2019 Engineering Highlights

- Completion of Cains Park staircase replacement (joint project with Parks & Environment Services)
- Award contract for the Transportation Master Plan document
- Purchase of Electric Vehicle (EV) chargers for future installation
- Initiated School Traffic Action Plan (joint project with Parks & Environment Services)
- Secured a five-year road maintenance contract with Victoria Contracting – Ansan Group

### Engineering Initiatives Planned for 2020 & 2021

- Sidewalk on West Coast Road to Brook Road [joint project with Ministry of Transportation and Infrastructure (MoTI)]
- Implementation of the Transportation Master Plan
- Implementation of five-year road rehabilitation project
- Kennedy Street and Sooke River Road drainage improvements
- Sight line improvements on Phillips Road



## Geographic Information Services (GIS)

The District of Sooke municipal Geographic Information System (GIS) provides the digital mapping information to District of Sooke staff and to the public. The GIS database includes parcel information, addresses, buildings, infrastructure, environmental features, zoning boundaries, administrative boundaries, parks, trails, watercourses, survey plans, and aerial photography.

### Geographic Information Systems

#### Tempest Land Information System

Property Information and Assessment

Roads and Addresses

#### AssetFinda Asset Management System

Municipal Infrastructure

Asset Management Plans and Reports

#### ArcGIS Spatial Databases

Parks and Trails

Aerial Photography and Remote Sensing

The GIS software is integrated with the Asset Management System, the Tempest Land Information System, and the financial databases to produce maps and reports.

#### 2019 GIS Highlights

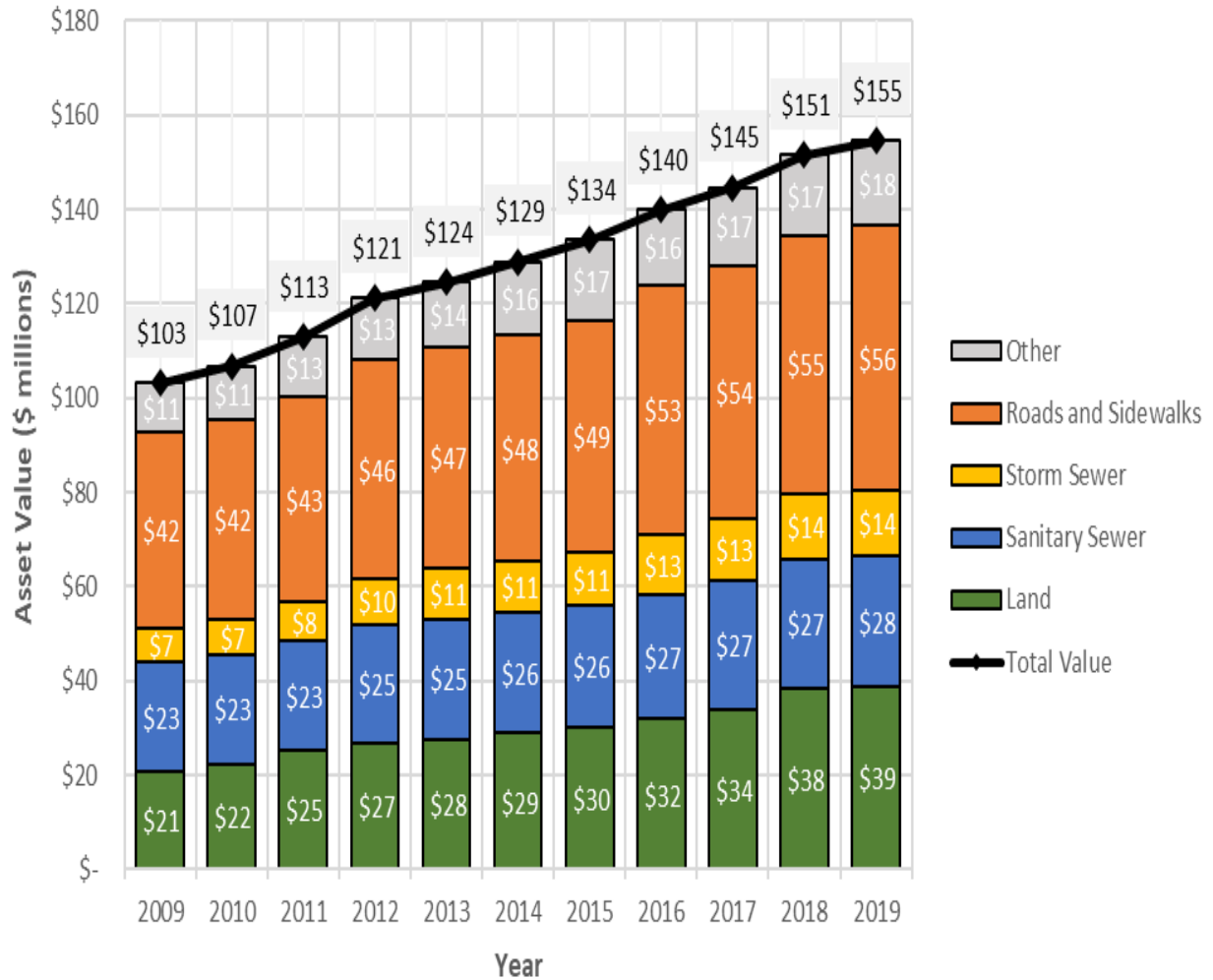
- New 2019 aerial photography available on public web maps (project in partnership with the CRD)
- Updated Asset Management System software financial reporting tools
- Upgrade of internal web maps to integrate with Tempest Land system and with Asset Management System

#### GIS Initiatives Planned for 2020 & 2021

- Upgrades to GIS and Asset Management software
- Upgrades to public web maps
- Evaluation and implementation of the LTSA ParcelMapBC data set

The Asset Management database stores the location of municipal infrastructure and records its historic purchase cost, current condition, expected useful life, and an estimate of its current replacement cost. Infrastructure conditions are monitored and recorded in the field by District staff using GIS field mapping tools and the Asset Management System, including the monitoring of fire hydrant locations by the Sooke Fire Department.

## Tangible Capital Asset Value (\$ millions)





## Parks and Environment Services

Parks & Environmental Services designs, constructs and maintains the growing demands of the District's parks assets, including land, benches, picnic tables, staircases, tools, etc. Operations in this division include garbage collection from public spaces, playground and green space maintenance, and banner and seasonal adornment implementation. Parks and trails owned and operated by the District of Sooke are established to provide local, publicly accessible green spaces for the people of Sooke. These sites often have a variety of purposes: sports or passive recreation, environmental protection, access to shoreline or preservation of unique landscapes or historical features.

New Assets	2017	2018	2019
Acquired Public Land	6.74 ha	3.97 ha	0.35 ha
Trails Developed	676 m	-	434 m
Ornamental Areas	574 m <sup>2</sup>	-	780 m <sup>2</sup>
Rainwater Ponds	.234 ha	-	
Streets & Parkland Trees	53	4	78
Bathrooms	-	-	3
Water Fountains	-	-	2
Staircases	-	25 m	88 m
Parks Use Permits	11	11	8
Calls for Service (Top 3 classes: Hazardous Trees, Trails/Walkways, Garbage/Dumping)	141	152	160

### 2019 Parks & Environment Highlights

- Finalization of Memorial Plaque Policy
- Installation of washrooms for John Phillip Memorial Park and Whiffin Spit (Quimper Park)
- Completion of the DeMamiel Creek Pedestrian Crossing – Phase 2 design
- Murray Road staircase re-construction and access

### Parks & Environment Initiatives Planned for 2020 & 2021

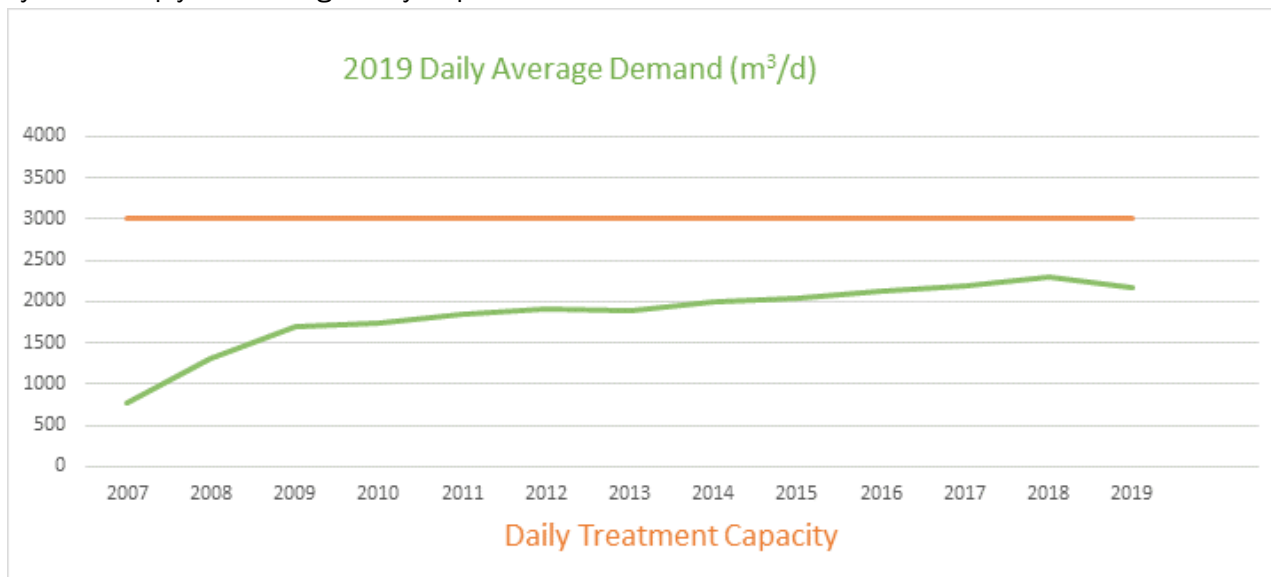
- Finalization of Parks and Trails Master Plan
- Installation of Memorial Wall at Whiffin Spit/Quimper Park
- Completion of DeMamiel Creek Sidewalk Connector – Phase 1
- Completion of the Stickleback Trail wayfinding project
- Improvements to Kaltasin Street water access (Billings Spit)





## Wastewater Treatment Plant (WWTP)

The Wastewater operations team is responsible for the operation and maintenance of the wastewater treatment facility and the wastewater collection system to ensure compliance with the District's operating permit. Staff ensure that new connections and entries to the collection system comply with all regulatory requirements.



### 2019 WWTP Highlights

- RFP awarded for new centrifuge, pumps and polymer system/ biosolids upgrade completed
- Hired additional Operator for plant
- Commissioning of the Burr Road Lift Station
- Inflow and infiltration repairs to 8 manholes

### WWTP Initiatives Planned for 2020 & 2021

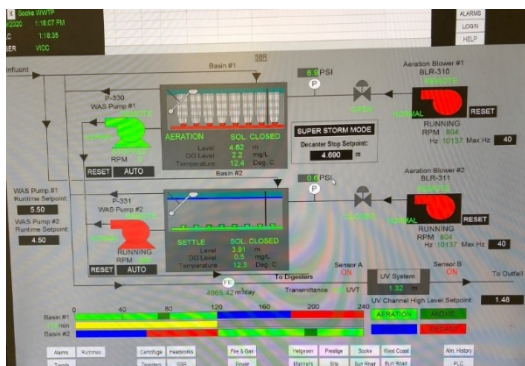
- Construction RFP for installation of the centrifuge and polymer delivery systems
- RFP for SCADA system upgrade and SCADA maintenance consultant
- Continue to identify and mitigate inflow and infiltration issues in the wastewater collection system and lift station improvements
- Explore options for Sewer Serviceability Study/Master Plan and Asset Management Plan
- Apply for provincial and federal grant monies for wastewater expansion
- Upgrade obsolete wastewater modelling software

### Other Statistics:

Collection system Piping: 60 km

Number of Lift Stations: 7

Number of Manholes: 615





## Fire Department

### Mandate and Mission

The Fire Department strives to provide community-based, customer-focused service to create a safe and comfortable environment for the residents of Sooke. Members of the Sooke Fire department pride themselves on providing a very progressive service to residents in Sooke and the surrounding areas, which consist of:

- Fire Prevention and Safety Education
- Fire Inspections (Site inspections, plan reviews, permits, complaints)
- Fire Investigations
- Fire Suppression
  
- Technical Rescue (Confined space, motor vehicle incidents (MVs), high angle rope rescue)
- Emergency Medical responses (First Responder level)
- Community service

**Fire Inspections:** There are approximately 355 inspectable properties in Sooke, including schools, businesses, care homes, and public gathering spaces, with differing inspection schedules depending on the type of business.

Investigations / Inspections	2017	2018	2019
Fire Investigations	30	25	20
<b>Inspections:</b>			
Fire	82	76	156
Oil Tank	0	3	0
Class A Burning Permit	27	35	28
Construction Site	2	4	6
Plan Reviews	3	3	4
Subdivision/Rezoning Referrals	20	25	25
Fire Safety Plan Reviews	4	4	5



Fire Chief

Deputy Fire Chief

Fire Dept

Emergency Management

Captain x 2

ESS Director

Firefighter x 3

Fire Services / Emergency Program Assistant

**Fire apparatus:** Consists of 3 engines, 1 Ladder Truck, 1 Tender, 1 Brush, 4 pick-up trucks, a Scene Support trailer, a Structure Protection Unit (SPU) trailer and an All-Terrain Vehicle (ATV).

Maintaining our vehicles and equipment to the highest standard has been a priority at Sooke Fire. In 2019, a qualified heavy-duty mechanic joined as a paid on-call member. This individual has helped to increase the efficiency and quality in which maintenance and repairs are completed.

**Training:** In 2019, 6,176 hours of scheduled training was completed. Of these hours, 69% were completed by paid on-call members. This represents a 42% increase in Paid-On-Call training over 2018. A significant portion of this increase is in relation to a cyclical training program that had certification and specialized training in 2019 focus on core firefighter skills.



#### 2019 Community Engagement and Public Education:

- Members of the Sooke Fire Rescue Department provide fire prevention focused station tours and fire safety talks for pre-school, elementary and middle school students, as well as various community groups each year. In 2019, these efforts welcomed over 400 students for these tours and fire safety and emergency preparedness education.
- The two-day Western Communities Fire and Life Safety Expo provides over 1000 grade three and four students with valuable life safety skills in a hands-on environment, with Sooke Fire focusing on STOP, DROP and ROLL training.
- Other key annual events include: Fire Prevention Week, Canada Day Fireworks, Remembrance Day ceremony, Sooke Santa Run (more info below), and the Juan de Fuca Emergency Preparedness Fair.
- The Sooke Fire Fighters Association and Sooke Firefighter's Local 4841's capstone event, the Annual Christmas Drive/Santa Run supports the Sooke Christmas Bureau, providing much needed food and hampers for Sooke residents through the holidays. Over \$100,000 in cash and food donations are collected annually through these events.





Calls for Service	2017	2018	2019
Fires—All Types	68	56	55
MVA & Rescue	83	73	78
Complaints	100	104	65
Hazardous Condition	27	35	28
Medical Aid	589	480	437
Alarms	60	57	67
Other (public service calls)	95	88	110
<b>TOTALS</b>	<b>1022</b>	<b>893</b>	<b>970</b>



### 2019 Fire Department Highlights

- Implemented a Paid On-Call service model for firefighter members
- Implemented more security at Stephenson Station (Fire Hall 1) compound
- Launched a web-based training management program to improve the tracking of members' training, creating an opportunity for correspondence-based training
- Hiring of Firefighter Kyle Sutherland, formerly a volunteer Firefighter
- Sooke Public Alert Notification System (PANS) launched
- Recruitment – seven new recruits, including three women. Firefighter Heather Lane named Recruit of the Year

### Fire Department Initiatives Planned for 2020 & 2021

- Delivery of New Engine to replace Unit 201 and be put into service as frontline Engine at Stephenson Station (Fire Hall 1)
- Continue to focus and support opportunities to improve Fire Prevention and Mitigation strategies and capacity.
- Further promote the Paid-On Call program success with a priority on retention strategies.
- Continued focus for Sooke fire fighters in wildland fire fighting
- Replacement of Engine 3 scheduled for second half of 2020
- Completion of SCBA replacement program (final 4 to be delivered in 2020)



## Sooke Emergency Program

### Mandate

The Sooke Emergency Program is considered the responsible emergency management organization by the municipality which is responsible for the planning, mitigation, response and recovery from any emergency or disaster that happens within its jurisdiction. The volunteer Emergency Support Services (ESS) group (28 members), hosts Open Houses throughout the year to educate the public on emergency preparedness and participates in the Great BC Shakeout at all Sooke elementary schools. The Sooke Emergency Radio Group (SERG) members provide amateur emergency radio communications during an emergency.

The Sooke Emergency Program is led by Deputy Chief Matt Barney, who plays a dual role in the department as the Emergency Program Coordinator (EPC). The EPC is supported by a Fire/Emergency Program Assistant and the Emergency Social Services (ESS) Director, who receives a stipend for leading the ESS team of volunteers.

**Emergency Apparatus** – portable generator, Group Lodging Support Unit, Reception Centre Support Unit (the support units are new and thanks to UBCM grants)

### Focus and deliverables

- Develop and maintain emergency plans for response and recovery from major emergencies affecting our communities
- Liaise with agencies, governments and organizations that assist with planning, response and recovery efforts during emergencies/disasters
- Maintain equipment needed to support response efforts during a major emergency
- Recruit, train and maintain volunteer emergency response teams
- Provide emergency communications
- Ensure essential services are delivered to citizens displaced due to fire, flood, etc.
- Deliver training and exercise opportunities to staff, agencies and volunteers
- Promote public awareness and preparedness activities

#### 2019 ESS & SERG Highlights

- Received grant funding to purchase emergency supplies and additional equipment
- Rotary donation of Disaster Aid Canada Kits to Sooke Emergency Program
- Participated in Sooke Night Market offering information about who we are, what we do and tips for being prepared.
- Through the ESS Community Engagement Committee (CEC) and the Neighbourhood Preparedness (NEPP) program, many emergency preparedness presentations were conducted with businesses, community groups and homes.
- ESS Volunteer of the Year: Ken Levert
- SERG Volunteer of the Year: Ross Pratt



## Community Grant Awards

The Community Grants program assists organizations with projects, special activities and events that serve the well-being of the community. With the financial support of the District, the well-being of the community is enhanced through sport, culture, fine arts, heritage, public safety, volunteerism, and beautification projects. These grants are an important source of funding to local community organizations which help to provide a variety of services in the community. In 2019, the total amount awarded through various grants was **\$230,881**.

2019 Community Services Agreements	
Sooke Region Community Health Initiative	\$22,838
Sooke Community Association	\$28,000
Sooke Region Tourism Association	\$23,000
Visitor Information Centre (Museum)	\$26,123
<b>Total</b>	<b>\$99,961</b>

2019 Community Support	
Sooke Food Bank Society	\$10,000
Sooke Philharmonic Society	\$7,000
Sooke Community Arts Council	\$7,000
EMCS Student Art Bus Shelter	\$1,600
Sooke Canada Day	\$20,000
Sooke Fine Arts Society	\$7,000
Sooke Christmas Bureau	\$15,000
<b>Total</b>	<b>\$67,600</b>

2019 Community Grants	
Amber Academy Youth Fine Arts Society	\$3,000
EMCS Society	\$3,400
Fred Milne Park Society	\$3,000
Harmony Project Society of BC	\$3,000
Intermunicipal Advisory Committee on Disability Issues	\$200
Juan de Fuca Park Watch Society	\$5,250
Kids Sport Greater Victoria	\$3,000
NEED 2- Suicide Prevention Education	\$1,620
Sooke Community Choir Society	\$2,000
Sooke Crisis Centre Association	\$6,000
Sooke Family Resource Society	\$5,000
Sooke Festival Society	\$3,000
Sooke Food Bank Society	\$6,100
Sooke Harbour Players Society	\$3,000
Sooke Minor Fastball Association	\$5,000
Sooke Sailing Association	\$3,000
Sooke Shelter	\$250
Sooke Tennis and Pickleball Group	\$1,500
Sooke Region Community Health Initiative	\$ 6,000
<b>Total</b>	<b>\$63,320</b>



## Permissive Property Tax Exemptions

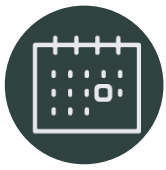
The District of Sooke considers granting permissive tax exemptions under Part 7 of the *Community Charter* to agencies within the District who financially require such exemptions in order to provide a service to the community, and whose services result in improved quality of life within the community. In accordance with section 98(2)(b) of the *Community Charter*, and District of Sooke Bylaw No. 725 the following properties in the District of Sooke were provided permissive property tax exemptions by Council in 2019.

Owner/Occupant	Civic Address	2019 Tax Value
<b>Non-Profit Exemptions</b>		
Society of St. Vincent De Paul	6750 West Coast Road	\$18,238.93
Children's Health Foundation of Vancouver Island	6672 Wadams Way	\$41,578.89
Sooke Family Resource Society	6715 West Coast Road	\$ 4,679.69
Sooke Harbour Authority	Maple Avenue South	\$ 11,867.12
Sooke Royal Canadian Legion Branch 54	6726 Eustace Road	\$9,147.17
Sooke Elderly Citizen's Housing Society	6744 Ayre Road	\$14,566.35
Sooke Mount Shepherd Masonic Association	6544 Throup Road	\$5,252.46
Sooke Hospice Society	6669 Goodmere Road	\$6,432.51
Juan de Fuca Salmon Restoration Society	2895 Sooke River Road	\$10,669.72
Knox Vision Society	2110 Church Road	\$67,766.24
	<b>Subtotal</b>	<b>\$190,199.08</b>
<b>Museum</b>		
Sooke Regional Historical Society (Museum)	2070 Phillips Road	\$18,187.95
	<b>Subtotal</b>	<b>\$18,187.95</b>
<b>Church Halls and Church Land</b>		
Sooke Baptist Church	7110 West Coast Road	\$14,637.15
Pentecostal Assemblies of Canada	6851 West Coast Road	\$ 2,222.35
Anglican Synod Diocese of BC	1952 Murray Road	\$6,758.97
Knox Presbyterian Church	2110 Church Road	\$1,223.08
Seventh Day Adventist Church	6251 Sooke Road	\$ 964.39
Seventh Day Adventist Church	6255 Sooke Road	\$ 1,299.80
Sooke Congregation of Jehovah's Witnesses	2207 Church Road	\$ 7,167.30
St. Rose of Lima Catholic Church	2191 Townsend Road	\$8,217.92
	<b>Subtotal</b>	<b>\$42,490.96</b>

Owner/Occupant	Civic Address	2019 Tax Value
<b>Public Parks and Recreation Grounds</b>		
Sooke Community Association	2039 Shields Road	\$ 8,546.69
Sooke Community Association	6441 Throup Road	\$ 8,006.90
Sooke Community Association	6521 Throup Road	\$ 5,304.08
Sooke Community Association	6521 Throup Road	\$ 1,800.70
Sooke Community Association	6521 Throup Road	\$ 1,991.81
Sooke Community Association	2249 Sooke River Road	\$ 3,232.52
Sooke Community Association	2259 Phillips Road	\$19,848.80
Sooke Community Association	2259 Phillips Road	\$ 4,093.41
Sooke Lions Club	2008 Murray Road	\$ 1,559.76
Canadian Council of the Girl Guides Association	2292 Sooke River Road	\$ 4,688.17
Camp Thunderbird Society of YMCA	Glinz Lake Road	\$10,975.41
Camp Thunderbird Society of YMCA	Glinz Lake Road	\$ 5,173.85
Camp Thunderbird Society of YMCA	Glinz Lake Road	\$ 4,660.27
	<b>Subtotal</b>	<b>\$79,882.37</b>
<b>Community Care Facility</b>		
Steps to the Future Childcare Society	6038 Sooke Road	\$6,652.35
	<b>Subtotal</b>	<b>\$6,652.35</b>
<b>Total Tax Exemptions</b>		<b>\$337,412.70</b>







## 2019 A Year in Photos & Key Events



Cains Staircase Opening



Communities in Bloom Award Presentation



Provincial funding announcement to expand Primary Health Care Services in the community



20th Anniversary Movie in the Park



20th Anniversary Event in the Park



Council recognized the efforts of Judithe Ann Gatto for her contribution to the community for 25 years of organizing the Sooke Canada Day celebrations with a special presentation. (Photo: SNM)



Sooke – February 2019



Affordable Housing Grand Opening