



MINUTES
District of Sooke
Committee of the Whole Meeting
February 3, 2020 1:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Councillor Jeff Bateman
Councillor Al Beddows
Councillor Megan McMath
Councillor Dana Lajeunesse

STAFF PRESENT:

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

ABSENT:

Mayor Maja Tait
Councillor Ebony Logins
Councillor Tony St-Pierre

1. CALL TO ORDER

Deputy Mayor Bateman called the meeting to order at 1:00 p.m.

2. FIRST NATION RECOGNITION

Deputy Mayor Bateman acknowledged that Council meets on the territory of the T'Sou-ke Nation.

3. APPROVAL OF THE AGENDA

2020-01-COW

MOVED by Councillor Al Beddows

THAT the agenda for the February 3, 2020 Committee of the Whole meeting, be adopted as circulated.

CARRIED UNANIMOUSLY

In Favour: Councillor Al Beddows, Councillor Jeff Bateman, Councillor Megan McMath, and Councillor Dana Lajeunesse

Opposed: None

Absent: Mayor Maja Tait, Councillor Ebony Logins, and Councillor Tony St-Pierre

4. REPORTS

*****Public Input to Follow Each Item*****

4.1. Budget - Public Input

The Acting Director of Finance provided an overview of the written staff report, outlining efforts taken to enhance public engagement, a review of suggestions and comments received, successes, and planned improvements to next year's budget process.

Council Discussion:

- Appreciation for early preview of budget and robust public engagement.
- Inclusion of online survey allowed for public input from residents unable to attend the open house.
- Consensus that residents would like a sensible reduction of proposed tax increase and that needs should be considered before wants.
- Council would like to see the online survey further enhanced moving forward with a link to additional information about specific issues/projects provided where relevant.

Public Input:

- Karen Mason, Sooke resident and business owner, suggested the online survey should include more information with each question.

2020-02-COW

MOVED by Councillor Megan McMath

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

CARRIED UNANIMOUSLY

In Favour: Councillor Megan McMath, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Dana Lajeunesse

Opposed: None

Absent: Mayor Maja Tait, Councillor Ebony Logins, and Councillor Tony St-Pierre

4.2. Draft 2020-2024 Five-Year Financial Plan Bylaw

The Acting Director of Finance provided an overview of additions to the draft financial plan bylaw received in December, service level review adjustments, outside organization requests, department requests, and proposed capital projects. The following were highlighted:

- Increase of \$50k to investment income.
- Increase of \$9k to Corporate Services staffing for a records management summer student.
- Increase to the non-market change revenue, \$267k from \$225k.
- New positions funded by non-market change; Senior Planner has already started; the Communications Coordinator and Environmental Services Technician will be prorated as they will be hired part way through the year.

Council Discussion:

- Confirmation that revenue estimate is conservative.
- Non-market change is based on proposed property tax rate.
- E-bikes are not capital expenditures, funding would be from the climate action reserve fund.
- Concerns with prematurely receiving water usage rates from the CRD when it is not known if all District residents obtain their water from the CRD or utilize private wells.
- More specific information required regarding 2 new part-time staff in Parks department rather than 1 full-time employee.

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- Requested funding for committees could be allocated from Council Contingency, rather than a separate line item as funds are not designated for a specific project.
- Suggestion that the committee support funding could be utilized for the new committee structure visioning/review process.
- Town core parking lease was signed for 24 months and will expire in July 2020, with no renewal.

Outside Organization Requests

There were three (3) external agency funding requests included in the draft budget. There have been two (2) new requests from Wild Wise and the Sooke Chamber of Commerce that have not been included as Council direction is required.

School District 62

- Concern as to whether the funding request for a crossing guard would be pooled with all municipalities in the Sooke School District. Staff were directed to inquire about the following:
 - Will the new position be in the District of Sooke and if so which school?
 - How many crossing guards are currently in Sooke funded by the District?
 - What is the cost of one (1) crossing guard for the year?

Police Victim Services

- Increased funding of \$20k is reasonable and supported.

EMCS

Deputy Mayor Bateman declared a conflict of interest as the Past President of the EMCS Society, resulting in a loss of quorum.

- Council desired a further discussion on this topic prior to third reading of the bylaw.

Department Discussions

Each department's budget was reviewed and discussed.

Council

- Reduction in travel/conference/education to \$30k

Deputy Mayor Bateman called a point of order, due to Councillor Beddows leaving the meeting and loss of quorum. The meeting was recessed and reconvened once Councillor Beddows returned.

Chief Administrative Office

- Concerns with additional office space requirements and associated time frames related to building repairs and maintenance.
- The \$50k maintenance repairs at municipal hall does not include a specific list of repairs, rather this budget has historically been over budget and an adjustment is required.
- SIPP membership does not eliminate working with the Sooke Chamber of Commerce.
- Official Community Plan funds have been allocated and can be used in future years.

Legislative Services

- Request to leave the advertising budget the same as 2019 to assure ample communication opportunities. Prior to 3rd reading this should be discussed further.
- The value of a new vault is warranted.
- Removal of all items associated with the purchase of a new E-bike for bylaw department.

Finance

- Increase in staff is equal to an increase to licensing for software.
- Enhanced online presence in the community, educational information, updates, and capital project progress reporting.
- New platform for the website is required. The current site utilizes a number of plugins and was built by a previous employee in-house.
- Clarification that building repairs differ from regular maintenance, as they have a heavier cost implication and that a number of District buildings, not just municipal hall, will require repairs this year.
- All furniture purchases receive multiple quotes and a price comparison is completed prior to purchase.

Planning & Development

- Professional consultant budget has limited value at this time.

Building

- Increase to professional development is required for all inspectors to obtain their Level 3 certification.
- Transfer of the old fire vehicle to the building department will result in the increase of costs to the department. Total costs will be better equated once a full year has passed.

Parks

- Decorative banners will be managed through seasonal adornments instead of a separate line item.
- Capital projects include numerous projects not completed in 2019.
- Indecision on validity of bluffs staircase project.
 - Concern lack of accessibility, limited usage by all residents and lack of parking.
 - Should Council choose not to repair and decommission, what would the repercussions and liability include.
- Desire of more information and alternatives for the memorial wall.

Sewer

- This department does not impact property tax rates rather is self funded through sewer parcel taxes.

Engineering

- Capital projects on Church and Throup will be partially funded by DCCs and the remainder from gas tax reserves.
- Concern that the traffic master plan is not yet prepared, and the Throup Road Connector and Church Road Widening are being planned.
 - Request for additional information from staff.
- Desire to see additional and enhanced sidewalks to increase walkability in the community.

Deputy Mayor Bateman called a point of order, due to Councillor Beddows leaving the meeting and loss of quorum. The meeting was recessed and reconvened once Councillor Beddows returned.

- Support for the Otter Point Road sidewalk design.
- Additional area of concern was the intersection of Grant Road at Otter Point Road.

Deputy Mayor Bateman called a point of order, due to Councillor McMath leaving the meeting and loss of quorum. The meeting was recessed and reconvened once Councillor McMath returned.

- The Murray Road drainage issue is a priority with extensive flooding issues in that area.
- The Chief Administrative Officer provided an update on the inflow and infiltration issues being experienced by wastewater, advising that the Helgesen area had a number of issues which the District is working to repair. Assessments are still underway for other areas with flow monitors on collection systems. A new operator will be an additional resource for field inspections.

Fire

- Request for past reports, information and materials regarding the paid-on call system, implications, and associated costs.
 - Concern with evaluating the program which has not been operational for even 1 year. Suggested to wait a year to review success of the program.
- Discussion around the volunteer remuneration, shift allocation for evening hours supported by the duty officer. Volunteers are now paid for Thursday training and a final phase will include paid weekend training.
- "Car 1" is a pickup truck request, which will be utilized daily by the fire inspector, as an emergency transport vehicle, and to attend emergencies.

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- Concern that department vehicle purchases carry a heavy impact due to poor past planning.

Public Input:

- Karen Mason, president of Chamber of Commerce, requested Council consider the Sooke Region Chamber of Commerce's request for funding. Ms. Mason provided an overview of the organization's mandate and services.
 - The Chief Administration Officer advised that the Chamber is eligible to apply for a Community Grant application, as a non-profit organization, alternatively if Council desires a community service agreement may be another option.
- Mark Jarvis, Sooke resident, provided comment on several areas of the budget, including: a suggestion that the District implement a moratorium on digging up newly paved roads, EV chargers should not be a cost to the tax payer suggesting business should be provided with incentives to install on their property, support for the Sooke Region Chamber of Commerce being included in the budget, suggested some large projects should be deferred, and reminded Council that the funding for the memorial wall will not affect taxes.

Council discussion:

- There needs to be a fulsome review of the benefits to the community prior to inclusion of the Sooke Chamber of Commerce request.

2020-03-COW

MOVED by Councillor Megan McMath

THAT the Committee of the Whole recommend Council direct the Acting Director of Finance to make the following adjustments to the budget for consideration with third reading of the *Five-Year Financial Plan Bylaw No. 770, 2020*:

- Remove the \$1K for Protective Clothing, from Bylaw.
- Remove the \$500 for Supplies, from Bylaw.
- Remove \$500 for Vehicle Maintenance, from Bylaw.
- Remove the \$3.2K for an E-bike, from Bylaw.
- Defer the suggested \$16.4K SIPP membership, until the next Regular Council meeting for discussion.
- Remove the \$25K for a Planning Consultant.
- Defer \$150K for Bluff Staircase, until the next Regular Council meeting for discussion.
- Defer \$212K for EV Chargers, until the next Regular Council meeting for discussion with clarification on budget implications, number of chargers and funding streams.
- Defer \$30K for Consultant Master Plan, for Fire, until the next Regular Council meeting for discussion.
- Defer \$65K for Replacement of Car 1, for Fire, until the next Regular Council meeting for discussion.

Amendment to Main Motion 2020-03-COW

2020-04-COW

MOVED by Councillor Dana Lajeunesse

The review of potential incentive programs for community businesses to install EV Charger stations be included for discussion.

CARRIED UNANIMOUSLY

In Favour: Councillor Dana Lajeunesse, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Megan McMath

Opposed: None

Absent: Mayor Maja Tait, Councillor Ebony Logins, and Councillor Tony St-Pierre

The Main Motion 2020-03-COW, as amended was PUT and CARRIED UNANIMOUSLY

In Favour: Councillor Al Beddows, Councillor Jeff Bateman, Councillor Megan McMath, and Councillor Dana Lajeunesse

Opposed: None

Absent: Mayor Maja Tait, Councillor Ebony Logins, and Councillor Tony St-Pierre

2020-05-COW

MOVED by Councillor Al Beddows

THAT the Committee of the Whole recommend Council direct the Fire Chief to provide the implementation information for the Paid-On Call program, to Council prior to 3rd reading of the Five-Year Financial Plan Bylaw.

CARRIED UNANIMOUSLY

In Favour: Councillor Al Beddows, Councillor Jeff Bateman, Councillor Megan McMath, and Councillor Dana Lajeunesse

Opposed: None

Absent: Mayor Maja Tait, Councillor Ebony Logins, and Councillor Tony St-Pierre

5. NEW BUSINESS

There were no New Business items presented.

6. ADJOURNMENT

2020-06-COW

MOVED by Councillor Megan McMath

THAT the meeting be adjourned at 5:20 p.m.

CARRIED UNANIMOUSLY

In Favour: Councillor Megan McMath, Councillor Jeff Bateman, Councillor Al Beddows, and Councillor Dana Lajeunesse

Opposed: None

Absent: Mayor Maja Tait, Councillor Ebony Logins, and Councillor Tony St-Pierre

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Certified Correct:

Jeff Bateman

**Jeff Bateman
Deputy Mayor**

Carolyn Mushata

**Carolyn Mushata
Corporate Officer**



MINUTES
District of Sooke
Committee of the Whole Meeting
February 18, 2020 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
Councillor Dana Lajeunesse

STAFF PRESENT:

Raechel Gray, Acting Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Kenn Mount, Director of Community Safety
Stan Dueck, Chief Building Inspector (left at 9:25 p.m.)
Sarah Temple, Corporate Services Assistant

ABSENT:

Councillor Ebony Logins

1. CALL TO ORDER

Mayor Tait called the February 18, 2020 Committee of the Whole meeting to order at 7:00 p.m.

2. FIRST NATION RECOGNITION

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

3. APPROVAL OF THE AGENDA

2020-COW-08

MOVED by Councillor Al Beddows:

THAT the agenda for the February 18, 2020 Committee of the Whole meeting, be adopted with the addition of Supplemental Information to Item 4.1.
Telecommunications Tower - 5154 Sooke Road

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

4. REPORTS

*****Public Input to Follow Each Item*****

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4.1. Telecommunications Tower - 5154 Sooke Road

The Corporate Officer provided a PowerPoint presentation and overview of the written staff report, outlining a request by Freedom Mobile for a municipal letter of concurrence regarding a proposed telecommunications tower at 5154 Sooke Road. Staff stated that the area in which the proposed tower would be located is rural in character and outside the designated Community Growth Area, as well as noting the benefits for emergency service providers and 911 callers.

Colin Lavery, representing Freedom Mobile, provided a PowerPoint presentation and overview of the proposed telecommunications tower at 5154 Sooke Road. Mr. Lavery highlighted the benefits of an improved wireless network, including potential cost savings to local cell phone users and improved coverage for emergency calls, as well as noting philanthropic contributions made to the Sooke community by Shaw and Freedom Mobile. Mr. Lavery also outlined efforts made by Freedom Mobile to find alternate tower locations and to minimize the visual impact of the tower, such as the proposed monopine design and relocating the tower 5 meters to the west. Health concerns raised by neighbouring property owners were acknowledged and Mr. Lavery stated that the proposed tower is fully compliant with Health Canada's Safety Code 6.

Council discussion:

- Clarification regarding philanthropic contributions. Mr. Lavery stated that approximately \$650,000 was donated in support of public acquisition of the Sooke Potholes and surrounding parklands, as well as other local charitable initiatives.
- Possibility of other carriers sharing proposed tower. Mr. Lavery clarified that other carriers may come on board at a later date.
- Location of 6 alternate sites considered. Council was advised that Camp Thunderbird was approached, as were properties immediately to the west of 5154 Sooke Road.
- Process of advising neighbourhood residents regarding drone photos.
- Clarification regarding potential cost savings for Sooke residents. Estimates provided by Freedom Mobile suggest that Sooke residents are overpaying for cell phone services by as much as \$2.8 million annually.
- Health risks associated with tower infrastructure. In response to a question from Council, Mr. Lavery stated that when a cell phone is searching for a signal or experiencing stress to find a signal, there is an increase in emissions from that handset. Therefore, if a signal is found more easily there will be a decrease in emissions from an individual cell phone.
- Distance of neighbouring properties. Reported as approximately 200 - 250 meters by Freedom Mobile.
- Township of Langley policy on telecommunications towers requires that properties within 500 meters are surveyed and an 80% approval rate must be achieved before a letter of concurrence issued.
- Research regarding impact on property values shows varying results.

Public Input:

- Mr. S. Saunders, Glinz Lake Road resident, spoke against the proposed tower installation. Mr. Saunders stated that his home is located 200 meters from the

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tower and his neighbours are located 80 meters away. He feels that as nearby residents they are assuming the majority of the risk associated with the installation of a tower. Mr. Saunders spoke regarding Canada's recommended radio frequency exposure rate being one of the highest in the world and about studies regarding the negative effects of base towers. Mr. Saunders encouraged Council to establish a policy similar to the Township of Langley's that requires an 80% approval rating from neighbours within 500 meters as well as to require more advanced notification of Council consideration so that property owners have time to prepare a response. Additionally, Mr. Saunders shared his experience of listing his home for sale only to have an offer withdrawn when potential purchasers learned of the proposed tower. He believes there will be a negative financial impact on property owners in the area.

- Ms. A. Saunders, Glinz Lake Road resident, spoke against the proposed tower installation. Ms. Saunders encouraged Council to establish a policy that sets clear parameters for consideration of telecommunication tower installations to prevent companies from reapplying and placing ongoing stress on nearby residents.
- Ms. M. Erickson, Glinz Lake Road resident, spoke against the proposed tower installation. Ms. Erickson echoed the comments from other residents regarding the need for an improved policy, as she lives approximately 200 meters away and was not notified of this application. Ms. Erickson spoke regarding the negative health effects of telecommunications towers on humans and animals, stating that evidence continues to support stronger restrictions on exposure to radio frequencies, especially as plans to roll out 5G service are made. Ms. Erickson asked Council to protect the residents of their community and vote to issue a letter of non-concurrence.
- Mr. B. Bilgalky, Glinz Lake Road resident, spoke against the proposed tower installation, asking Council to reject this third application from Freedom Mobile. Mr. Bilgalky stated that local residents are incurring risk associated with the proposed tower for the benefit of a large corporation and one property owner who seeks to gain financially. Mr. Bilgalky questioned the efforts by Freedom Mobile to find an alternate location, stated that cell phone coverage is not lacking in the area, and warned that installation of the tower will increase the likelihood of other carriers adding infrastructure as their needs increase. Mr. Bilgalky spoke regarding Health Canada regulations and historical assurances regarding the safety of other dangerous substances. In closing, Mr. Bilgalky asked Council to consider the changes already underway in the area with Highway 14 upgrades and the stress on the natural environment surrounding Glinz Lake.
- Mr. A. Kirk, Sooke Road resident, spoke against the proposed tower installation. Mr. Kirk stated that he is not opposed to cell towers, but that their location must be carefully considered. In response to this third application from Freedom Mobile, Mr. Kirk expressed his belief that the company is motivated only by profits and is not concerned with the wishes of nearby residents. Mr. Kirk encouraged Council to issue a letter of non-concurrence and request that Freedom Mobile find a more suitable location.
- Ms. M. Erickson addressed Council for a second time to show a map from the Freedom Mobile website outlining their purported coverage in the area, showing only a few small gaps in service.

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- Mr. J. McArthur, Shirley resident, spoke in support of the proposed tower installation. As a former RCMP Officer in Sooke, Mr. McArthur indicated that telecommunications coverage in the area of the proposed tower is limited and that there is a public safety benefit to improved service. Mr. McArthur stated that he believes cell phone and radio communications will be positively impacted, as will the ability of emergency service providers to triangulate caller locations.
- Mr. S. Saunders addressed Council for a second time to suggest that pole mounted transmitters, similar to the one recently installed at the end of Connie Road, may provide a better option for service continuation with less risk to nearby residents.

Council discussion:

- Clarification from staff that notification of properties within a 100-meter radius was conducted.
- Capital Regional District has recently passed a bylaw to allow expanded cell coverage to Port Renfrew. Rural BC and Rural Canada advocacy efforts are resulting in federal funding to support improved network coverage in rural areas.
- Approximately 50 cell towers are currently located in the Sooke region, including densely populated areas.
- Council relies on Health Canada guidelines regarding safety of cell towers.
- Geographic and topographical challenges associated with providing telecommunications services in the Sooke region.
- Local residents and businesses are requesting improved cell service.

Council invited the applicant to address specific Council questions.

- James Shaw, representing Cyprus Land Services, and Colin Lavery, representing Freedom Mobile, responded to Council questions as follows:
 - Applicant believes that the closest neighbouring property is 190 meters, however, they may have missed a home or otherwise erred. Residents are stating there is a home 80 meters from the proposed tower location.
 - Freedom Mobile does currently offer services in Sooke and will continue to do so without the approval of this specific tower. This particular location has been identified as an area of deficient service.
 - Consideration was given to 6 alternate locations, including a technical review of geographic and topographical challenges. Intention of proposed location is to provide service along Highway 14. Discussions with property owners of alternate locations were impacted by the negative pressure from the surrounding community.
 - Pole mounted technology is generally used to fill small gaps in service within areas that are more densely populated or to augment existing coverage. For service along Highway 14, it is not an ideal solution due to the limited range of each unit.

Council discussion:

- Possibility of exploring policy changes that require specified level of community consent.
- Reliance on Health Canada to legislate exposure limits.

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- Impact on property values vs. benefit to larger community.
- Aesthetic concerns have been addressed by monopine design.
- Economic impact of improved service and creation of new price points in cell phone market.
- Improved safety and provision of emergency services.
- Strong opposition from neighbouring residents.
- Placement of telecommunications towers throughout the region, in both rural and urban areas.

2020-COW-09

MOVED by Councillor Al Beddows:

THAT Committee of the Whole recommend that Council issue a letter of non-concurrence to Freedom Mobile and Innovation, Science and Economic Development Canada for the proposed telecommunications tower at 5154 Sooke Road.

DEFEATED.

In Favour: Councillor Al Beddows and Councillor Jeff Bateman

Opposed: Mayor Maja Tait, Councillor Megan McMath, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

Absent: Councillor Ebony Logins

2020-COW-10

MOVED by Councillor Megan McMath:

THAT Committee of the Whole recommend that Council issue a letter of concurrence to Freedom Mobile and Innovation, Science and Economic Development Canada for the proposed telecommunications tower at 5154 Sooke Road.

CARRIED.

In Favour: Councillor Megan McMath, Mayor Maja Tait, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

Opposed: Councillor Jeff Bateman and Councillor Al Beddows

Absent: Councillor Ebony Logins

4.2. Building Bylaw

The Corporate Officer advised Council that the proposed bylaw attached to the staff report is not in its final form as it requires additional Council and community input, as well as additional legal review. The bylaw is presented for Council discussion and information only.

The Chief Building Official provided a PowerPoint presentation and overview of the proposed Building Bylaw No. 780, 2020. Staff advised that the impetus for changes to the bylaw stem from changes to the BC Building Act and the BC Building Code. Significant changes include regulations regarding secondary suites, accessibility requirements, use of mass timber and tall wood, energy efficiency and implementation of the STEP Code. Staff provided a proposed timeline for consideration of changes to Sooke's Building Bylaw including public information and consultation sessions before changes are considered by Council, followed by educational materials to explain changes once they are in effect.

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Council discussion:

- Proposed timeline for full implementation of the STEP code. Council declared a Climate Emergency in 2019 and staff have responded by recommending a faster implementation period for energy efficiency improvements.
- Desire to have full community consultation, including engagement of development community, prior to Council consideration of changes to the Building Bylaw.
- Clarification regarding requirements for each level of the STEP code as well as measurement of effectiveness.
- Added costs associated with requiring an architect in some circumstances.
- Previous Land Use and Development Committee recommendations regarding development process.
- BC Housing report on the STEP Code surveyed local governments and provides insight into how other municipalities are approaching STEP Code implementation.
- Central Saanich invited presentations from Home Builders Association and other subject matter experts to inform Council's decision.
- Some municipalities offering incentive programs. Impact on municipal revenue.

Public Input:

- Mr. J. Brohman, local home builder, spoke regarding the negative impact on housing affordability when restrictions and costs are added, such as requirements for architects and engineers. Mr. Brohman encouraged Council to meet with the development community to gather their perspective and concerns, as well as provide local builders with an opportunity to familiarize themselves with the provincial requirements. Mr. Brohman also encouraged Council to look at restrictions placed on home builders in the zoning bylaw and asked that a holistic review of the local development environment be undertaken in conjunction with changes to the Sooke Building Bylaw.

2020-COW-11

MOVED by Councillor Tony St-Pierre:

THAT the Committee of the Whole receive the report on proposed *Building Bylaw No. 780, 2020*, for information.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

4.3. Budget Questions

Council discussion:

- Committee support funding can be drawn from Council or CAO Contingency later in the year if needed. Unclear as to demand at this time as limited committee work underway.
- Probable location for crossing guards identified as EMCS or Poirier/Journey. Students are encouraged to take part in active transportation, need to ensure they are safe while doing so.

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- History of funding request from EMCS Society for theatre seat funding. Theatre is a community asset used by multiple community groups.
- Desire to ensure accountability from organizations receiving municipal funding, including line items and service agreements.
- Council travel budget was increased in 2019 due to new Council members attending conferences and educational opportunities. Projected costs are less this year with fewer Councillors travelling to FCM and the Mayor's travel expenses covered by UBCM.
- Communication budget may face increased pressure with hiring of a communications coordinator in 2020. Budget of \$16,000 allows for staff to advertise as required under legislation with limited surplus for optional communication and would eliminate individual meeting notices.
- Recent Financial Plan survey indicated public support for Memorial Wall was low. Project will be funded from Sooke Program of the Arts reserve and has no tax implication. Staff have been directed to come back with additional options for Council consideration.
- Sooke Fire Association receives annual stipend to engage and retain volunteers. The Fire Chief stated that with implementation of Paid on Call system, this amount may be reduced over time and that he intends to meet with Association representatives to discuss options.
- Service Agreements and Line Items to be reviewed in 2020 with focus on ensuring accountability and fairness.
- Concern regarding balance in reserve accounts. The Director of Finance stated that staff will be presenting a report to Council in 2020 with recommendations on asset management planning and funding of reserve accounts to ensure that future financial needs are adequately planned for.
- Next step is to make changes to the Financial Plan as directed by Council and prepare the amended bylaw for Council consideration of third reading at the February 24 Regular Council meeting.

Public Input:

- Ms. B. Santowski spoke in support of funding the EMCS Society request for theatre seats. Ms. Santowski stated that she is a member of the EMCS Society Board of Directors and while she does not have detailed knowledge of the proposed replacement plan, the theatre is a well utilised community asset with many benefits.
- Mr. M. Offley inquired as to salary increases included in the proposed financial plan. Staff advised that all new positions are funded from non-market change revenue and that existing union positions are subject to collective agreement negotiations. CUPE staff received a 2% increase in salary and IAFF staff have a 2% increase budgeted but are without a negotiated agreement as of December 31, 2019.

2020-COW-12

MOVED by Councillor Al Beddows:

THAT the Committee of the Whole recommend that Council direct the Director of Finance to remove committee support funding in the 2020-2024 Five Year Financial Plan Bylaw

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

2020-COW-13

MOVED by Councillor Jeff Bateman:

THAT the Committee of the Whole recommend that Council direct the Director of Finance to include the \$9k for an additional crossing guard for School District 62 in the 2020-2024 Five Year Financial Plan Bylaw contingent on funds remaining in Sooke municipality.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

Councillor Bateman declared a conflict of interest as the past president of the EMCS Society and left the meeting at 9:33 p.m.

2020-COW-14

MOVED by Councillor Al Beddows:

THAT the Committee of the Whole recommend that Council direct the Director of Finance to include \$25k for theatre seats at EMCS in the 2020-2024 Five Year Financial Plan Bylaw.

CARRIED UNANIMOUSLY

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

Opposed: None

Absent: Councillor Ebony Logins and Councillor Jeff Bateman

Councillor Bateman returned to the meeting at 9:46 p.m.

2020-COW-15

MOVED by Councillor Megan McMath:

THAT the Committee of the Whole recommend that Council direct the Director of Finance to reduce Council's travel/ conference/ education to \$30k in the 2020-2024 Five Year Financial Plan Bylaw.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

Minutes for the Committee of the Whole Meeting of the District of Sooke - February 18, 2020

2020-COW-16

MOVED by Councillor Megan McMath:

THAT the Committee of the Whole recommend that Council direct the Director of Finance to set the advertising budget as \$16k in the 2020-2024 Five Year Financial Plan Bylaw.

DEFEATED.

In Favour: Councillor Megan McMath and Councillor Al Beddows

Opposed: Mayor Maja Tait, Councillor Jeff Bateman, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse

Absent: Councillor Ebony Logins

2020-COW-17

MOVED by Councillor Jeff Bateman:

THAT the Committee of the Whole recommend that Council direct the Director of Finance to set the advertising budget as \$25k in the 2020-2024 Five Year Financial Plan Bylaw.

CARRIED.

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

Opposed: Councillor Al Beddows and Councillor Megan McMath

Absent: Councillor Ebony Logins

2020-COW-18

MOVED by Councillor Tony St-Pierre:

THAT the Committee of the Whole recommend that Council direct the Director of Finance to leave the \$50k allocated to the Memorial Wall project in the 2020-2024 Five Year Financial Plan.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

5. NEW BUSINESS

There were no New Business items presented.

6. ADJOURNMENT

2020-COW-19

MOVED by Councillor Dana Lajeunesse:

THAT the February 18, 2020 Committee of the Whole meeting be adjourned at 10:27 p.m.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

Minutes for the Committee of the Whole Meeting of the District of Sooke - February 18,
2020

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
May 19, 2020 1:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC
In accordance with Ministerial Order M139

COUNCIL PRESENT:

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

STAFF PRESENT:

Norm McInnis, Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Kenn Mount, Director of Community Safety (electronic participation)
Jennifer Royer-Collard, Corporate Services Assistant

ABSENT:

Councillor Ebony Logins

1. CALL TO ORDER

Mayor Tait called the meeting to order at 1:10 p.m.

2. FIRST NATION RECOGNITION

Mayor Tait acknowledged the T'Sou-ke Nation upon whose territory Council meetings take place.

3. APPROVAL OF THE AGENDA

2020-COW-13

MOVED by Councillor Tony St-Pierre

THAT the agenda for the May 19, 2020 Committee of the Whole meeting, be adopted as circulated.

CARRIED UNANIMOUSLY

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

Opposed: None

Absent: Councillor Ebony Logins

4. REPORTS

4.1. Staff Report - Air Quality Issues Related to Outdoor Burning

The Director of Community Safety provided a summary of the written staff report, which outlined the history, background and statistics of complaints, and responses to outdoor burning. Including the known effects of fire-related smoke on air quality, health and the environment.

Public Input:

The Corporate Officer read aloud the one (1) piece of correspondence received for this report.

- S. Jones expressed concerns with open burning as it seriously affects those with health issues and reiterated that the Ministry of Environment has restrictions currently in place during the Covid-19 pandemic.

Council Discussion:

- Assurances that the Provincial regulations will be referenced for this review.
- The statistics on fires (non-emergency, hazardous and extinguished by the Fire dept and bylaw responding) should be clearly identified. As well, calls during the pandemic should be flagged, for reference as they may skew the data.
- Changes should not be considered without an alternative for managing yard waste and debris.
- Desire to examine all alternatives associated with burning; curbside pick up managed by the District, chipping program, garden waste drop off.
- Frequent offenders should be fined for their inability to follow the rules.
- Care needs to be taken in soliciting public input to ensure opinions are not skewed based on the current pandemic. Many residents are spending more time at home, which has led to increased yard clean up and associated complaints.
- Importance of an educational component within the solicitation of public input.
- Desire to have further statistics and information for municipality's references in the report, to support their changes.
- Ensuring there is a balance for all residents.
- A full burning ban may not be a good fix for Sooke.
- Waste management is generally a concern that the District needs to invest more time and energy into reviewing.

2020-COW-14

MOVED by Councillor Al Beddows

THAT the Committee of the Whole recommend Council accept this report for information;

THAT the Committee of the Whole recommend Council authorize staff to solicit public input on revisions to sections of the *Fire Protection Services Bylaw, 2007*, Bylaw No. 292 that pertain to Open Air Fires and campfires, through creation of a public engagement plan and online survey; and

THAT the Committee of the Whole recommend Council direct staff to bring forward an amendment bylaw to the *Fire Protection Services Bylaw, 2007*, Bylaw No. 292 in September 2020 that pertains to Open Air Fires and campfires, reduces fire risk; considers air quality, public health and environmental concerns; aligns with provincial regulations; is enforceable; and, considers community input.

CARRIED.

Amendment to **Main Motion 2020-COW-14**

2020-COW-15

MOVED by Councillor Megan McMath

THAT the main motion be amended as follows:

- Addition of "provided to Council prior to issuance" at the end of the second portion of the motion.
- Removal of the word "September" in the third part of the motion.
- Addition of "along with a framework for garden waste collection" at the end of the third portion of the motion.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

The **Main Motion 2020-COW-14**, as amended, was **PUT** and **CARRIED**.

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

Absent: Councillor Ebony Logins

5. NEW BUSINESS

There were no New Business items.

6. ADJOURNMENT

2020-COW-16

MOVED by Councillor Megan McMath

THAT the May 19, 2020, Committee of the Whole meeting be adjourned at 2:40 p.m.

CARRIED UNANIMOUSLY


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

Absent: Councillor Ebony Logins

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
June 15, 2020 1:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

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

STAFF PRESENT:

Norm McInnis, Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Patti Rear, Deputy Corporate Officer (via teleconference)
Matthew Pawlow, Director of Planning & Development (via teleconference)
Stan Dueck, Chief Building Inspector (via teleconference)
Sarah Temple, Corporate Services Assistant

ABSENT:

Councillor Megan McMath

1. CALL TO ORDER

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

2. FIRST NATION RECOGNITION

Mayor Tait acknowledged the T'Sou-ke Nation upon whose territory Council is meeting.

3. APPROVAL OF THE AGENDA

2020-COW-17

MOVED by Councillor Tony St-Pierre:

THAT the agenda for the June 15, 2020 Committee of the Whole meeting, be adopted with the addition of New Business/Supplemental Information:

- Correspondence from E. Lewers
- Correspondence from H. Phillips

CARRIED UNANIMOUSLY

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

Absent: Councillor Megan McMath

4. REPORTS

*****Public Input to Follow Each Item*****

4.1. **Step Code Information**

- Presentation from Peter Sundberg, City Green Solutions

The Director of Planning provided opening remarks and a brief background outlining staff's request for further direction from Council as to how to proceed with introducing the BC Energy Step Code into the District of Sooke's Building Bylaw.

Peter Sundberg, representing City Green Solutions, provided a PowerPoint presentation and overview of the BC Energy Step Code (the Step Code) and its implementation.

- City Green Solutions is a non-profit society that has been involved in developing the Step Code as a member of several advisory committees.
- The BC Energy Step Code is an outcome focused plan to increase the energy efficiency of residential construction. While the current BC Building Code prescribes a "checklist" of requirements, the Step Code is concerned with how well the home functions. Rather than prescribing details of materials or mechanics of a home, the Step Code measures the total efficiency of all systems in the home. Step 3 is a 20% improvement in energy efficiency over the basic requirements of today's BC Building Code. Step 5 is an 80% improvement in home efficiency.
- Implementation of the Step Code is voluntary at this point in time, but compliance with "Step 3" measures will be mandatory by 2022. Step 5 or "full implementation" is projected as mandatory for 2032.
- Local governments are able to set compliance requirements in advance of mandatory adoption of the Step Code and are encouraged to do so, allowing staff and local builders to build capacity for compliance over the next 18 months.
- Training materials and workshops are available for staff and builders. Energy Advisors can be engaged by builders to learn and collaborate.
- The Step Code is intended to adapt over time to address any unintended consequences of its implementation. As a flexible plan to increase energy efficiency, it will incorporate best practices and improve processes as necessary.

Council discussion:

- Clarification regarding measurables - for example, requirements of a "Step 3" home.
 - Mr. Sundberg responded that there are many factors in determining what specific materials or systems are required in a home, including its size. The Step Code does not give a list of requirements but allows the builder and/or homeowner to determine how they will make the home efficient. There are many options that can be combined to make up a total 20% improvement in order to meet Step 3 requirements.
- Construction cost increases that will be incurred by builders and purchasers.
 - Mr. Sundberg clarified that there is no standardized cost increase associated with achieving each level of the Step Code. Costs will be

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- highly variable depending on the choices made by builders and homeowners.
- While improved materials and systems are often considered to increase efficiency, recent best practices are revealing that construction techniques, which may be less costly, can also help to meet Step Code requirements.
- Mr. Sundberg will send case study examples of various homes and combinations that meet Step Code requirements.
- Housing affordability is an important consideration. Requiring energy upgrades is likely to increase the purchase price of a new home and may make older, less efficient homes more affordable.
- Clarification regarding supports in place to educate builders and encourage innovation.
 - Mr. Sundberg stated that the goal of BC Step Code implementation is to create new standards that may involve a steep learning curve for some. Requiring all builders to adapt throughout the province will encourage sharing of ideas and learning together. Training tools have been developed and some local governments have sponsored workshops for local builders.
- Discussion of incentive programs available for heat pumps.
 - Mr. Sundberg provided information on newly announced provincial financing for installation of heat pumps and indicated he would send further information on rebate programs.
- Discussion of various options for implementation of Step Code in Sooke.
- Previous staff presentation indicated that Sooke builders have reported most are constructing homes in a "soft 3" range.
- Prior to the COVID-19 pandemic, a local stakeholder engagement process was outlined, with a focus on gathering feedback from the building community.
- Staff clarified that stakeholder engagement remains a part of the proposed process. Pending further Council direction, staff will seek community feedback using various, health conscious and socially distant methods.
- Community feedback will be compiled and changes made to the proposed Building Bylaw as necessary. A second legal review will take place before a finalized bylaw will come back to Council for consideration of first reading.
- Engagement with the building community to also include discussion of possible incentives. Council wishes to hear what would incentivize builders to build more efficient homes than required.
- Discussion of possible incentives to build more affordable homes to also be added to stakeholder engagement.

Public Input:

- Mayor Tait read aloud correspondence submitted electronically:
 - Ms. H. Phillips, Otter Point resident, expressed support for green building standards as a means of helping the community to meet its obligation to reduce greenhouse gases. Ms. Phillips encouraged Council to include specific and strong direction for green building and renovations in the newly revised Official Community Plan.

2020-COW-18

MOVED by Councillor Ebony Logins:

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THAT the Committee of the Whole recommend that Council receive the Step Code Details report for information; and

THAT the Committee of the Whole recommend that Council direct staff to include phasing of the BC Energy Step Code into the District's new Building Bylaw, as outlined in Option A of the staff report:

- For the years 2020 – 2025:
 - (a) A building, which is a wood framed residential building six (6) stories or less in building height, or regulated by Part 9 of the building code, must be designed and constructed to meet the minimum performance requirements specified in step three (3) of the energy step code; or
 - (b) All other buildings regulated by Part 3 of the building code, must be designed and constructed to meet the minimum performance requirements specified in step two (2) of the energy step code;
- For the years 2025 – 2027:
 - (a) A building which is a wood framed residential building six (6) stories or less in building height, or regulated by Part 9 of the building code, must be designed and constructed to meet the minimum performance requirements specified in step four (4) of the energy step code; or
 - (b) All other buildings regulated by Part 3 of the building code, must be designed and constructed to meet the minimum performance requirements specified in step three (3) of the energy step code.
- For the year years 2027 onward:
 - (a) A building which is a wood framed residential building six (6) stories or less in building height, or regulated by Part 9 of the building code, must be designed and constructed to meet the minimum performance requirements specified in step five (5) of the energy step code; or
 - (b) All other buildings regulated by Part 3 of the building code, must be designed and constructed to meet the minimum performance requirements specified in step four (4) of the energy step code.

AMENDED

2020-COW-19

MOVED by Councillor Tony St-Pierre:

Amendment to Main Motion 2020-COW-18

THAT the main motion be amended as follows:

- Addition of:

AND THAT Council direct staff to engage with members of the development community to determine possible methods of incentivizing developers as outlined in Option C included in the staff report:
- Through bylaw/ policy, incentives can be created such as density bonuses or fast tracking of applications, to encourage the utilization of the Step Code in new buildings.

CARRIED UNANIMOUSLY

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

Absent: Councillor Megan McMath

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2020-COW-20

MOVED by Councillor Ebony Logins:

Amendment to amended motion 2020-COW-19

THAT the amended motion be further amended as follows:

- Addition of:

AND FURTHER THAT Council direct staff to simultaneously engage with members of the development community to determine possible methods of incentivizing developers to develop affordable housing.

CARRIED.

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

Opposed: Councillor Al Beddows

Absent: Councillor Megan McMath

The Main Motion **2020-COW-18**, as amended, was **PUT** and **CARRIED**.

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

Absent: Councillor Megan McMath

4.2. **Firearms and Bow Use Regulations and Options**

The Deputy Corporate Officer provided a PowerPoint presentation and overview of the staff report, outlining several options for Council consideration regarding Bylaw No. 659, *Firearms and Bow Use Regulations, 2016*. Bylaw No. 659 has remained stalled at third reading since 2017 due to conflicting opinions regarding its necessity and content.

The Deputy Corporate Officer referenced both Federal and Provincial legislation governing the use of firearms that may be supplemented by, but cannot be contradicted by, the contents of a municipal bylaw. Statistics regarding firearms complaints to both the RCMP and the District of Sooke were provided.

Council discussion:

- Provincial and Federal legislation adequately regulates firearms use.
- Recreational use of crossbows requires personal responsibility and ensured safety of participants and bystanders.
- Discussion of possible municipal wildlife management strategy, which would require Provincial involvement should Council wish to investigate.
- Council liaison to Wild Wise Sooke to bring issue of habituated bear management and possible elevation of response forward for that committee's discussion.
- The City of Langford passed a Firearms Bylaw in December 2019.

Public Input:

- Mayor Tait read aloud correspondence submitted electronically:

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- Mrs. E. Lewers, Sooke resident, encouraged Council to exempt small farms not located in the Agricultural Land Reserve, from any municipal bylaw prohibiting the use of firearms. Mrs. Lewers stated that farmers should be able to protect crops and livestock from predators, outlined concerns regarding wildlife management strategies used by conservation officers, and suggested that wildlife corridors should be identified and considered in subdivision plans.

2020-COW-21

MOVED by Councillor Tony St-Pierre:

THAT the Committee of the Whole recommends that Council direct staff to prepare a Repeal Bylaw for *District of Sooke Firearms Regulation Bylaw, 2001*, thus relying on other legislation.

CARRIED UNANIMOUSLY

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

Absent: Councillor Megan McMath

5. NEW BUSINESS

There were no New Business items presented.

6. ADJOURNMENT

2020-COW-22

MOVED by Councillor Jeff Bateman:

THAT the June 15, 2020 Committee of the Whole meeting be adjourned at 3:10 p.m.

CARRIED UNANIMOUSLY


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

Absent: Councillor Megan McMath

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
June 23, 2020 1:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Maja Tait (arrived at 1:30 p.m.)
Councillor Jeff Bateman
Councillor Al Beddows
Councillor Ebony Logins
Councillor Tony St-Pierre
Councillor Dana Lajeunesse

STAFF PRESENT:

Norm McInnis, Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Raechel Gray, Director of Finance
Matthew Pawlow, Director of Planning & Development
(electronic participation)
Laura Hooper, Head of Parks & Environment
(electronic participation)
Paul Butterfield, Engineering Technologist
(electronic participation)
Jennifer Royer-Collard, Corporate Services Assistant

ABSENT:

Councillor Megan McMath

1 CALL TO ORDER

Deputy Mayor Logins called the meeting to order at 1:00 p.m.

2 FIRST NATION RECOGNITION

Deputy Mayor Logins acknowledged the T'Sou-ke Nation upon whose territory Council meetings take place.

3 MINISTERIAL ORDER M192

2020-COW-23

MOVED by Councillor Jeff Bateman

THAT Council is holding this meeting without members of the public in attendance, in accordance with Ministerial Order M192, as Council Chambers does not have the capacity to safely accommodate the unknown number of public participants wishing to attend; and

THAT Council is committed to ensuring openness, transparency, accessibility, and accountability through the submission of written comment and the provision of live and recorded broadcasts of the meetings.

CARRIED UNANIMOUSLY

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

Absent: Mayor Maja Tait and Councillor Megan McMath

4 APPROVAL OF THE AGENDA

2020-COW-24

MOVED by Councillor Al Beddows

THAT the agenda for the June 23, 2020, Committee of the Whole meeting, be adopted as circulated.

CARRIED UNANIMOUSLY

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

Absent: Mayor Maja Tait and Councillor Megan McMath

5 REPORTS

No written submissions were received for either report.

5.1. Parks and Trails Master Plan Draft Report

The Urban Systems consultant, Catherine Berris, provided an overview of the Master Planning process highlighting the following:

- The development of the Parks & Trails Master Plan was conducted alongside the Transportation Master Plan, allowing for one process to be executed for both plans.
- The project included a four (4) phase process involving Sooke residents, stakeholder groups, District staff and Council. A background review, data assessment, vision development, option exploration and the development of a draft plan were completed within this process.
- Next steps include an online public engagement session in early July and a finalized plan scheduled to be complete this fall.

Ms. Berris provided an overview of the draft Parks and Trails Master Plan.

- The initial public engagement identified the following key community investment areas:
 - Expand trail network.
 - Increase public waterfront access.
 - Protect the environment during land development.
 - Preserve and enhance urban forest.
 - Improvements to wayfinding.
 - Need for an off-leash dog area.
 - Increased park amenities, such as playgrounds, spray park, picnic and washroom facilities.
- Challenges included connectivity, waterfront, new development, park amenities, environment, and park management responsibilities.
- Action items were classified into short, medium, and long-term goals and future improvements.
- An Action Plan has been developed to ensure implementation is clear.
- A list of bylaws, policies and plans for review or implementation has been developed, which will ensure long-term success.

Minutes for Committee of the Whole Meeting of the District of Sooke - June 23, 2020

Council discussion:

- Ensure funding allocations for improvements.
- Inquiry into facilitation of programming in parks.
 - Staff advised that SEAPARC manages programming and that the District endeavors to enhance the relationship, with increased park usage through their programs.
- Assurance that all past plans and recommendations were reviewed and evaluated.
 - The consultant advised that all relevant items were assessed for inclusion in the new plan.

Mayor Tait arrived at 1:30 p.m.

In accordance with section 17(1) of the *Council Procedure Bylaw* the Mayor assumed the chair for the remainder of the meeting.

Council discussion continued:

- Importance of implementing the policy revision timeline.
- The Little River (Demamiel Creek) Pedestrian Crossing is outlined in the plan as one proposed trail connector not specifically as a bridge.
- Land acquisition and easements are suggested means of acquiring parks lands and trail access.

2020-COW-25

MOVED by Councillor Al Beddows

THAT Council receive the Parks and Trails Master Plan draft report for information.

CARRIED UNANIMOUSLY

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

Absent: Councillor Megan McMath

2020-COW-26

MOVED by Councillor Jeff Bateman

THAT Council authorize public engagement on the Parks & Trails Master Plan draft report.

CARRIED UNANIMOUSLY

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

Absent: Councillor Megan McMath

5.2. Transportation Master Plan Draft Report

The Urban Systems consultant, Dan Casey, provided an overview of the draft Transportation Master Plan, highlighting the following:

- The cohesiveness of the two (2) plans which will feed into the District's Official Community Plan.

Minutes for Committee of the Whole Meeting of the District of Sooke - June 23, 2020

- Key challenges and travel characteristics identified in the community:
 - Street network connectivity.
 - Inherited rural road design.
 - Walking and cycling continuity.
 - Low density development with minimal commercial connections.
 - High ridership on public transit for regional trips.
 - Heavy commuter traffic.
- Shaping of priorities includes the enhancement of connectivity for all demographics within the community.
- Increased improvements to smart growth were developed in conjunction with the CRD growth projections.
- Active transportation enhancements and project identification will ensure connectivity within the community and the highway corridor.

Council discussion:

- Advanced project identification will allow for prioritization and preparation for future grant opportunities.
- New master plan contains a condensed list of project goals in comparison to the current plan. The priorities from the current plan were considered in the evaluation the District's current and future needs.
- A second bridge crossing was identified as a long-term need, but no location determined.
- The need to partner with the Ministry of Transportation and Infrastructure on key intersections along Sooke Road (Highway 14).
- Increased traffic calming should be a priority.
- Inquiry into alternate route if Highway 14 is temporarily closed.
 - Staff advised that the new improvements underway will ensure traffic can move effectively during highway incidents.
- The importance of preserving corridors.
- The criteria for managing and developing complete streets will ensure community needs are met.

2020-COW-27

MOVED by Councillor Al Beddows

THAT Council receives the Transportation Master Plan draft report for information.

CARRIED UNANIMOUSLY

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

Minutes for Committee of the Whole Meeting of the District of Sooke - June 23, 2020

2020-COW-28

MOVED by Councillor Al Beddows

THAT Council authorizes public engagement on the Transportation Master Plan draft report.

CARRIED UNANIMOUSLY

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

Absent: Councillor Megan McMath

6 NEW BUSINESS

There were no New Business items presented.

7 ADJOURNMENT

2020-COW-29

MOVED by Councillor Al Beddows

THAT the June 23, 2020, Committee of the Whole meeting be adjourned at 2:55 p.m.

CARRIED UNANIMOUSLY

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

Absent: Councillor Megan McMath

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
July 28, 2020 1:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Maja Tait
Councillor Jeff Bateman
Councillor Al Beddows
Councillor Ebony Logins
Councillor Tony St-Pierre (arrived 1:06 p.m.)
Councillor Dana Lajeunesse

STAFF PRESENT:

Norm McInnis, Chief Administrative Officer
Matthew Pawlow, Director of Planning & Development
(electronic participation)
Jeff Carter, Director of Operations
(electronic participation)
Katherine Lesyshen, Senior Planner
Brian Derrick, Engineering Technologist
Jennifer Royer-Collard, Corporate Services Assistant
Sarah Temple, Corporate Services Assistant

ABSENT:

Councillor Megan McMath

1. CALL TO ORDER

Mayor Tait called the July 28, 2020 Committee of the Whole meeting to order at 1:02 p.m.

2. FIRST NATION RECOGNITION

Mayor Tait acknowledged the T'Sou-ke Nation upon whose territory Council meetings take place.

3. MINISTERIAL ORDER M192

2020-COW-30

MOVED by Councillor Jeff Bateman:

THAT Council is holding this meeting without members of the public in attendance, in accordance with Ministerial Order M192, as Council Chambers does not have the capacity to safely accommodate the unknown number of public participants wishing to attend; and

THAT Council is committed to ensuring openness, transparency, accessibility, and accountability through the submission of written comment, and the provision of live and recorded broadcasts of the meetings.

CARRIED UNANIMOUSLY

**Minutes for the Committee of the Whole Meeting of the District of Sooke
July 28, 2020**

In Favour: Councillor Jeff Bateman, Mayor Maja Tait, Councillor Al Beddows, Councillor Ebony Logins, and Councillor Dana Lajeunesse

Absent: Councillor Megan McMath and Councillor Tony St-Pierre

4. APPROVAL OF THE AGENDA

2020-COW-31

MOVED by Councillor Al Beddows:

THAT the agenda for the July 28, 2020 Committee of the Whole meeting, be adopted as amended:

- Item 6.1 *OCP Update - Engagement Strategy and Workplan*, moved to immediately follow Approval of the Agenda

CARRIED UNANIMOUSLY

In Favour: Councillor Al Beddows, Mayor Maja Tait, Councillor Jeff Bateman, Councillor Ebony Logins, and Councillor Dana Lajeunesse

Absent: Councillor Megan McMath and Councillor Tony St-Pierre

Councillor St-Pierre joined the meeting at 1:06 p.m.

6. REPORTS

*****Public Input to Follow Each Item*****

Written comments submitted to info@sooke.ca prior to 12:00 p.m. (noon) on Tuesday, July 28, 2020, will be read aloud and recorded for the public record.

6.1. OCP Update - Engagement Strategy and Workplan

- Staff Report
- Consultant Presentation
- Public Input

The Director of Planning and Development introduced Lucas Ozols-Mongea and Jennifer Fix from DIALOG, the consulting firm engaged by the District to update the Official Community Plan (OCP).

The Senior Planner provided Council with an update on initial meetings between staff and DIALOG where project timelines, deliverables, and project scope were agreed upon. Staff are currently transferring geo-spatial data, background reports, and previous OCP engagement work from 2017 to DIALOG to familiarize the consultants with the community.

Mr. Ozols-Mongea and Ms. Fix provided an overview of the proposed OCP work plan and engagement strategies, emphasising a focus on "deep engagement" with identified partners including the public, Council and committees, interest groups, community organizations, and staff.

**Minutes for the Committee of the Whole Meeting of the District of Sooke
July 28, 2020**

DIALOG question for Council: "What matters most to you and your community?"

Council discussion:

- Creating a sense of place and building community pride.
- Managing growth and maintaining unique character.
- Shifting the town center to the waterfront. Reserve land to divert provincial highway to the north of existing town center.
- #PlanSookeNow engagement identified environmental protection, community celebration, and economic vitality as primary priorities of residents.
- Focus on climate protection.
- Creating community resiliency. Reduce reliance on services of neighboring municipalities.
- Ensuring the goals of OCP are achievable.
- Campbell River has done a "sustainable" OCP focused on the three pillars of sustainability, economic viability, environmental protection, and social equity.
- Ground truthing - lofty goals on paper need to reflect reality.
- Building the community for young people.

DIALOG question for Council: "What is the one message we need to convey and why?"

Council discussion:

- Communicate the goal we are trying to achieve. Focus on overall vision and not detailed minutiae.
- We are focused on building neighborhoods that residents feel connected to.
- People need to know that their input is essential and will be valued.
- "This is your community."
- Public education regarding how an OCP relates to other planning tools that can be used to hold Council accountable to the community vision established in an OCP.
- Public education regarding jurisdictional issues and what a municipality can do.
- Commitment to engaging with as many residents as possible.
- Using various tools to engage including online feedback, neighborhood block parties and going into schools.
- Council would like to see extensive youth engagement.

DIALOG question for Council: "If we dream big and act boldly, what can the OCP accomplish for Sooke?"

Council discussion:

- Optimization of land currently sitting empty on the waterfront.
- Develop efficient waste management principles and a complete cycle from waste into usable energy.
- Create a sense of place as you drive through town. Something unique or cultural to tell people who we are and why we're here.

Minutes for the Committee of the Whole Meeting of the District of Sooke July 28, 2020

- Desire for the OCP to create a clear path forward. Simple language using "SMART" principles.
- Evolution from a bedroom community to complete, self-sufficient community.
- Measure success against indicators used in the "index of happiness" scale, including smart growth principles, local jobs, circular economy, public/private partnerships, waste reduction, affordable housing, regional food security.
- Increased connection to heritage, to one another, to overall community.
- Establish a "heart" of the community, a central hub.
- More evidence of artistic and creative side of the community.
- More visible connection to the T'Sou-ke Nation.
- Unique and artistic wayfinding signage throughout the community that draws people to the water.
- Increased awareness that Sooke is recognized as a compassionate community.
- Strong ties to agricultural and industrial past while also moving forward progressively.
- Protection of our beautiful, natural spaces.
- Increased connectivity of trail systems and added recreational infrastructure.
- Strengthened local economy.
- Tools to encourage work from home opportunities that allow residents to remain in Sooke, reduce their commutes, and improve their work/life balance.
- Improved housing affordability.
- Diversified tax base.
- Market ourselves as the "gateway to the west coast".
- Establish an international point of entry/customs office.
- Promote Sooke as a location for film industry.
- Increase Galloping Goose tourism. Establish land use policies that optimize the use of the Galloping Goose and trails network.
- Connection to the Sooke River and potholes.
- Establish a vision that can be easily communicated to attract positive community investment.
- Build an OCP that can be used as a facilitative tool as opposed to a regulative tool.
- Placemaking through authenticity. Sooke does not want to be something else, just better at being Sooke.

Next steps:

- Engagement plan will evolve over COVID pandemic and with respect to changing public health guidelines.
- Council to review proposed list of community stakeholders and suggest changes and additions.
- Cross departmental staff workshop to be held in August.
- Staff to design engagement opportunities with specific interest groups.
- DIALOG to continue with background research.
- Update to Council expected in September.
- OCP Advisory Committee to be engaged at specific project milestones.

**Minutes for the Committee of the Whole Meeting of the District of Sooke
July 28, 2020**

Public Input:

- There was no public input received.

2020-COW-32

MOVED by Councillor Al Beddows:

THAT the Committee of the Whole recommend to Council that the OCP Update - Engagement Strategy and Workplan report be received as information.

CARRIED UNANIMOUSLY

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

Absent: Councillor Megan McMath

5. DELEGATIONS

5.1. BC Transit - Sooke Local Area Transit Plan

- Presentation

Lisa Trotter and Adrian McMullen, representing BC Transit, provided a PowerPoint presentation and overview of several BC Transit plans and initiatives.

Ms. Trotter provided an overview of BC Transit's 2020 - 2025 Strategic Plan, focusing on BC Transit as a valuable local government partner to help meet the needs of communities and residents. Ms. Trotter also shared BC Transit's COVID-recovery plan outlining health and safety precautions, as well as statistics regarding decreased ridership and forecasts for how and when riders are anticipated to return. Ridership decreased dramatically in the early phases of the COVID-19 pandemic and is currently at 56% of pre-COVID levels.

Ms. McMullen provided an overview of Sooke's Local Area Transit Plan including community engagement strategies that were used to identify local priorities. Statistics show that Sooke is a very avid transit community, with 12% of trips to locations outside of the community taken by transit, compared to 7% regionally. Proposed new service routes were presented and classified according to their projected implementation dates. New routes include local service, rural service, and connections into Langford and Victoria.

Council discussion:

- Anticipated delay for Sooke-specific expansion plans because of COVID-19. BC Transit staff clarified that uncertainty regarding ridership and subsequent revenues has resulted in deferred decision making and project timelines are undetermined.
- Council desire to increase opportunities to work, shop, and visit locally without having to take a personal vehicle, thereby reducing carbon emissions and parking challenges.
- Clarification that mask use is being encouraged on BC Transit, but not enforced. Masks with BC Transit logos were distributed throughout region.
- Frequency of service for local routes. Rural routes will see a slight increase in

**Minutes for the Committee of the Whole Meeting of the District of Sooke
July 28, 2020**

service, with up to 5 round trips on weekdays. Local routes are expected to increase to hourly service, but increases will happen in a phased approach.

- Barriers to transit use. BC Transit staff clarified that the most cited barriers are related to convenience and availability rather than financial hardship.
- Tools to familiarize local people with new routes.
- BC Transit staff stated that developing a transit hub at Wadams Way is necessary to expand Sooke's transit service as buses require a place to stage. The draft Transportation Master Plan includes a proposed hub near the Sooke Child, Youth, and Family Centre.
- Proposed service increases are much needed in Sooke.
- Suggestion to create accessible transit stops that include weather protection and rain shelter.
- Rapid bus lanes are creating significant time savings for commuting residents.
- OCP engagement process to include BC Transit as stakeholder.
- A local transit yard would increase employment opportunities within Sooke and reduce carbon emissions associated with commuting and re-positioning of buses not in service.
- HandyDART service for Sooke residents' result in very long days. Improvements should be considered.
- Possibility of partnering with Sooke Baptist Church to offer Park and Ride service on west side of Sooke. BC Transit staff stated that most Park and Ride locations are identified and initiated by municipalities.

2020-COW-33

MOVED by Councillor Al Beddows:

THAT the Committee of the Whole recommend to Council that the information presented by BC Transit regarding the Sooke Local Area Transit Plan, be received for information.

CARRIED UNANIMOUSLY

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

6. NEW BUSINESS

There were no New Business items presented.

7. ADJOURNMENT

2020-COW-34

MOVED by Councillor Jeff Bateman:

THAT the July 28, 2020 Committee of the Whole meeting be adjourned at 3:57 p.m.

CARRIED UNANIMOUSLY

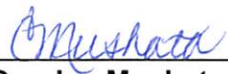
In Favour: Councillor Jeff Bateman, Mayor Maja Tait, Councillor Al Beddows, Councillor Ebony Logins, Councillor Tony St-Pierre, and Councillor Dana Lajeunesse
Absent: Councillor Megan McMath

Minutes for the Committee of the Whole Meeting of the District of Sooke
July 28, 2020

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
September 8, 2020 1:00 PM
In-Camera Meeting Immediately Following
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Maja Tait
Councillor Jeff Bateman
Councillor Al Beddows
Councillor Dana Lajeunesse

STAFF PRESENT:

Norm McInnis, Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Patti Rear, Deputy Corporate Officer
Matthew Pawlow, Director of Planning & Development
(electronic participation)
Jeff Carter, Director of Operations
(electronic participation)
Jennifer Royer-Collard, Corporate Services Assistant
Sarah Temple, Corporate Services Assistant

ABSENT:

Councillor Ebony Logins
Councillor Megan McMath
Councillor Tony St-Pierre

1. CALL TO ORDER

Mayor Tait called the meeting to order at 1:04 p.m.

2. MINISTERIAL ORDER M192

2020-35-COW

MOVED by Councillor Dana Lajeunesse

THAT Council is holding this meeting without members of the public in attendance, in accordance with Ministerial Order M192, as Council Chambers does not have the capacity to safely accommodate the unknown number of public participants wishing to attend; and

THAT Council is committed to ensuring openness, transparency, accessibility, and accountability through the submission of written comments, and the provision of live and recorded broadcasts of the meetings.

CARRIED UNANIMOUSLY

In Favour: Councillor Dana Lajeunesse, Mayor Maja Tait, Councillor Jeff Bateman, and Councillor Al Beddows

Absent: Councillor Ebony Logins, Councillor Megan McMath, and Councillor Tony St-Pierre

**Minutes for the Committee of the Whole Meeting of the District of Sooke –
September 8, 2020**

3. FIRST NATION RECOGNITION

Mayor Tait acknowledged the T'Sou-ke Nation upon whose territory Council is meeting.

4. APPROVAL OF THE AGENDA

2020-36-COW

MOVED by Councillor Al Beddows

THAT the agenda for the September 8, 2020, Committee of the Whole meeting, be adopted as circulated.

CARRIED UNANIMOUSLY

In Favour: Councillor Al Beddows, Mayor Maja Tait, Councillor Jeff Bateman, and Councillor Dana Lajeunesse

Absent: Councillor Ebony Logins, Councillor Megan McMath, and Councillor Tony St-Pierre

5. DELEGATIONS

5.1. Wildlife Interaction in Sooke - BC Conservation

Sgt. Scott Norris, representing the BC Conservation Office, provided an overview of the conservation services provided in the District of Sooke, highlighting the following:

- There are five (5) officers servicing the South Island zone, which includes Ladysmith, the Gulf Islands, Nitnat, Port Renfrew, Sooke, and Victoria.
- The biggest issue with bear-human interactions is residents leaving garbage unlocked on their property. He noted that bear conflicts are a human problem, not a bear problem.
- Education is vital in decreasing wildlife-human interactions.

Council discussion:

- Funding the Wild Wise program is extremely beneficial, as they are proactive and on the ground in problem neighborhoods, educating the public and have a solid relationship with the BC Conservation officers for the Sooke area.
- Concerns in delayed responses to wildlife attacks on livestock and concern that a child could be a target due to our rural environment.
 - Sgt. Norris advised that bears are opportunists and seek livestock when possible, it is extremely unlikely that a bear would attack a person unless provoked. He stated that there is no correlation between bear attacks on livestock and attacks on people.
- Sooke should endeavor to be an official Bear Smart community through Wild Safe BC.

Sgt. Norris encouraged Council to adopt a bylaw to discourage residents from putting their garbage out the night before with associated fines if they disobey the bylaw. This will reduce the number of human-bear interactions in the community.

**Minutes for the Committee of the Whole Meeting of the District of Sooke –
September 8, 2020**

2020-37-COW

MOVED by Councillor Jeff Bateman

THAT the Committee of the Whole recommends Council that bear/human conflict strategies be included in the Official Community Plan review.

CARRIED UNANIMOUSLY

In Favour: Councillor Jeff Bateman, Mayor Maja Tait, Councillor Al Beddows, and Councillor Dana Lajeunesse

Absent: Councillor Ebony Logins, Councillor Megan McMath, and Councillor Tony St-Pierre

5.2. Economic Development Initiative - South Island Prosperity Partnership

Emilie de Rosenroll, a representative for the South Island Prosperity Partnership (SIPP), provided Council with an overview of the allegiance's business model, the organizational goals and objectives, and current projects. She also provided insight into the District's membership resources and benefits of participation.

Council discussion:

- Confirmation that SIPP has enlisted the Sooke Chamber of Commerce as a participant free of charge.
- The importance of revitalizing and enhancing economic development in the community and that utilizing these services is instrumental in working together with neighboring municipalities.
- Importance of attendance at the SIPP annual meeting to receive further insight into the inner workings of the organization, view annual audited financial statements and operating budget.

6. REPORTS

6.1. Council Strategic Priorities Report

The Chief Administrative Officer provided an overview of the staff report, highlighting Council's multi-session workshops on strategic priority setting had resulted in staff creating a new and improved version of the Council Strategic Plan-Appendix A. The new document will replace the current Appendix A and will serve as a 'dashboard' for both Council and staff to prioritize their work plans and evaluate incoming projects.

Council discussion:

- The appendix of the Council Strategic Plan is an integral part of Council's analysis of priorities and should be referenced whenever a new project or plan is brought forward for approval. This new chart clearly identifies to the public what is being done and what is next.
- 'Next' items are categorized as requiring funding in the next budget cycle and therefore cannot be completed within the current year.
- The revised document allows for items to evolve and adapt, while encouraging an efficient cycle of priorities.
- The Annual Report will identify milestones and achievements for the past year and present goals for the following year.

**Minutes for the Committee of the Whole Meeting of the District of Sooke –
September 8, 2020**

2020-38-COW

MOVED by Councillor Al Beddows

The Committee of the Whole recommends:

1. THAT Council receive the Strategic Priorities 2021 report for information: and
2. THAT the current Council Strategic Plan Appendix A be replaced with the Strategic Priorities Chart.

CARRIED UNANIMOUSLY

In Favour: Councillor Al Beddows, Mayor Maja Tait, Councillor Jeff Bateman, and Councillor Dana Lajeunesse

Absent: Councillor Ebony Logins, Councillor Megan McMath, and Councillor Tony St-Pierre

6.2. Draft Council Parental Leave Policy

The Corporate Officer provided an overview of the written staff report, outlining the policy which provides a guide for parental leave for members of Council.

Council discussion:

- There is a lack of municipalities enacting parental leave policies in BC, the District will display progression in municipal government, by adopting a policy of this nature.

2020-39-COW

MOVED by Councillor Jeff Bateman

THAT the Committee of the Whole recommends Council direct the Corporate Officer to bring the Parental Leave Policy forward to a future meeting for adoption.

CARRIED UNANIMOUSLY

In Favour: Councillor Jeff Bateman, Mayor Maja Tait, Councillor Al Beddows, and Councillor Dana Lajeunesse

Absent: Councillor Ebony Logins, Councillor Megan McMath, and Councillor Tony St-Pierre

7. NEW BUSINESS

There were no new business items presented.

8. MOTION TO CLOSE THE MEETING TO THE PUBLIC

2020-40-COW

MOVED by Councillor Dana Lajeunesse

THAT this meeting be closed to the public pursuant to section 90(1)(f) and (k) of the Community Charter as it pertains to law enforcement and the provision of a municipal service.

CARRIED UNANIMOUSLY

In Favour: Councillor Dana Lajeunesse, Mayor Maja Tait, Councillor Jeff Bateman, and Councillor Al Beddows

Absent: Councillor Ebony Logins, Councillor Megan McMath, and Councillor Tony St-Pierre

Minutes for the Committee of the Whole Meeting of the District of Sooke –
September 8, 2020

9. CALL TO ORDER - OPEN PORTION

Mayor Tait called the open portion of the meeting to order at 4:15 p.m.

10. ADJOURNMENT

2020-41-COW

MOVED by Councillor Jeff Bateman

THAT the September 8, 2020, Committee of the Whole meeting be adjourned at 4:16 p.m.

CARRIED UNANIMOUSLY


In Favour: Councillor Jeff Bateman, Mayor Maja Tait, Councillor Al Beddows, and Councillor Dana Lajeunesse

Absent: Councillor Ebony Logins, Councillor Megan McMath, and Councillor Tony St-Pierre

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
October 19, 2020 1:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

COUNCIL PRESENT:

Mayor Maja Tait (electronic participation)
Councillor Jeff Bateman (chair)
Councillor Al Beddows
Councillor Megan McMath
Councillor Tony St-Pierre
Councillor Dana Lajeunesse

STAFF PRESENT:

Norm McInnis, Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Raechel Gray, Director of Finance
Matthew Pawlow, Director of Planning & Development
(electronic participation)
Jeff Carter, Director of Operations (electronic participation)
Kenn Mount, Director of Community Safety (electronic participation)
Christina Moog, Communication Coordinator (electronic participation)
Jennifer Royer-Collard, Corporate Services Assistant

ABSENT:

Councillor Ebony Logins

1. CALL TO ORDER

Deputy Mayor Beddows called the meeting to order at 1:00 p.m.

2. FIRST NATION RECOGNITION

Deputy Mayor Beddows acknowledged the T'Sou-ke Nation upon whose territory Council is meeting.

3. MINISTERIAL ORDER M192

2020-42-COW

MOVED by Councillor Tony St-Pierre

THAT the Committee of the Whole is holding this meeting without members of the public in attendance under Ministerial Order M192, as Council Chambers cannot safely accommodate the unknown number of public participants wishing to attend; and

THAT the Committee of the Whole is committed to ensuring openness, transparency, accessibility, and accountability through the submission of written comments, and the provision of live and recorded broadcasts of the meetings

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

Minutes for the Committee of the Whole Meeting of the District of Sooke -
October 19, 2020

4. APPROVAL OF THE AGENDA

2020-43-COW

MOVED by Councillor Megan McMath

THAT the agenda for the October 19, 2020 Committee of the Whole meeting, be adopted as amended:

- Addition of supplemental information for Item No. 7.3. *Outstanding Resolutions.*

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

5. DELEGATIONS

5.1. Proposed Elders Complex for Lot A - Sooke Region Community Health Network (SRCHN)

Kaeley Wiserman, representative and project manager for the proposed Elders Complex provided an overview of the project components, which included the preliminary designs, grant funding details, and the next steps for the development to proceed.

Public Input:

There were no written submissions received and no registrations to speak to this item.

Council discussion:

- The location of the proposed project differs from the location identified in the Lot A Charette and leaves the frontage undeveloped which is not desirable.
 - Ms. Wiserman advised that the preferred layout includes the ability for the main floor, and community amenities area, to be accessible without the use of stairs, elevators, or steep inclines, as many attendees will have mobility issues. Ground floor entrance is preferred, as access off the Wadams frontage would require parking in the rear, likely cumbersome for users of the facility.
- Detailed information required to provide a rationale of the preferred location to quantify the requested site spacing and footprint.
- The Lot A Charette identified the option for an outdoor plaza, which is not included in the current site drawing, there was concern that this key feature will be lost.
- The rezoning of the property was put into abeyance with the Expression of Interest for Lot A development and was identified through the Charette.

Minutes for the Committee of the Whole Meeting of the District of Sooke -
October 19, 2020

2020-44-COW

MOVED by Mayor Maja Tait

THAT the Committee of the Whole recommends Council direct staff to bring forward a report on the siting of the building and zoning requirements no later than November 10, 2020.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

6. REPORTS

6.1. Land Use and Development Committee Terms of Reference

The Director of Planning & Development provided an overview of the written staff report, which identified the framework and background information to support Council's request for a Land Use and Development Committee.

Public Input:

There were no written submissions received and no registrations to speak to this item.

Council discussion:

- Acknowledge the requirement of experts in specifically identified areas rather than relying solely on interested residents.
- Desire to have the affordable housing policy review included in the committee terms of reference.
- Inclusion of secondary suite options for review, in comparison to regional requirements and restrictions, as part of the committee's goals.

In response, the Director of Planning & Development stated that the above-noted areas are identified for the committee to discuss, the terms of reference provides a general list of topics to allow for a broad examination of items and ensures no area is precluded from evaluation.

2020-45-COW

MOVED by Mayor Maja Tait

THAT the Committee of the Whole recommends to Council that the draft Terms of Reference for a Land Use and Development Committee be approved.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

**Minutes for the Committee of the Whole Meeting of the District of Sooke -
October 19, 2020**

6.2. Community Economic Development Committee Terms of Reference

The Chief Administrative Officer provided an overview of the written staff report and structure of the proposed committee, along with a video, highlighting the benefits of community-driven Economic Development.

Public Input:

There were no written submissions received and no registrations to speak to this item.

Council discussion:

- Industrial and commercial areas should be examined for opportunities to enhance the District's economic advancement.
- The economic development officer is a position Council will have the opportunity to consider when department requests are presented at the upcoming budget meeting.

2020-46-COW

MOVED by Councillor Megan McMath

THAT the Committee of the Whole recommends to Council that the draft Terms of Reference for a Community Economic Development Committee be approved.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

6.3. Outstanding Resolutions - Update

The Chief Administrative Officer provided an overview of the written staff report which identifies all the currently outstanding Council resolutions and affiliated updates. These will be presented to Council on a quarterly basis, the next update will coincide with a Council Strategic Priorities Chart update.

Public Input:

There were no written submissions received and no registrations to speak to this item.

2020-47-COW

MOVED by Councillor Tony St-Pierre

THAT the Committee of the Whole recommends Council received the report on Outstanding Resolutions, for information.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

Minutes for the Committee of the Whole Meeting of the District of Sooke -
October 19, 2020

7. ADJOURNMENT

2020-48-COW

MOVED by Councillor Jeff Bateman

THAT the October 19, 2020, Committee of the Whole meeting be adjourned at 2:30 p.m.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
November 16, 2020 1:00 PM
Council Chamber
2225 Otter Point Road
Sooke, BC

Electronic meeting in accordance with Ministerial Order M192.

COUNCIL PRESENT:

Mayor Maja Tait
Councillor Jeff Bateman
Councillor Al Beddows
Councillor Tony St-Pierre
Councillor Dana Lajeunesse

STAFF PRESENT:

Norm McInnis, Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Kenn Mount, Director of Community Safety
Sarah Temple, Corporate Services Assistant

ABSENT:

Councillor Ebony Logins
Councillor Megan McMath

1. CALL TO ORDER

Mayor Tait called the November 16, 2020 Committee of the Whole meeting to order at 1:02 p.m.

2. FIRST NATION RECOGNITION

Mayor Tait acknowledged the T'Sou-ke Nation upon whose Council meetings take place.

3. MINISTERIAL ORDER M192

2020-49-COW

MOVED by Councillor Tony St-Pierre:

THAT the Committee of the Whole is holding this meeting without members of the public in attendance under Ministerial Order M192, as Council Chambers cannot safely accommodate the unknown number of public participants wishing to attend; and THAT the Committee of the Whole is committed to ensuring openness, transparency, accessibility, and accountability through the submission of written comments, and the provision of live and recorded broadcasts of the meetings.

CARRIED UNANIMOUSLY

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

Minutes for the Committee of the Whole Meeting of the District of Sooke - November 16, 2020

Absent: Councillor Ebony Logins and Councillor Megan McMath

4. APPROVAL OF THE AGENDA

2020-50-COW

MOVED by Councillor Tony St-Pierre:

THAT the agenda for the November 16, 2020 Committee of the Whole meeting, be adopted as circulated.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins and Councillor Megan McMath

5. REPORTS

*****Public Input to Follow Each Item*****

5.1. Evacuation Route Planning Project Report - UBCM CEPF Grant

The Director of Community Safety provided an overview of the written staff report, outlining the outcomes of a \$25,000 UBCM Community Emergency Preparedness grant awarded to Sooke for Evacuation Route Planning. The project allocated \$6,000 towards a Regional Hazard Risk and Vulnerability Assessment, and the remaining funds (plus \$2,000 from the Sooke Emergency Program budget) towards location specific evacuation route planning.

Supporting maps and documents generated through the project will update sections of the 2013 Sooke Emergency Plan and Emergency Response and Business Continuity Plan.

Council discussion:

- Clarification regarding financial resources required to set up an emergency call centre. Staff responded that efforts required to build an effective call centre plan are mostly training-related and include updates to existing tools, such as established phone trees and call lists.
- Earthquakes are not included in identified regional hazards. Staff clarified that earthquakes were presumed in the tsunami planning and built into the subsequent response plan.
- Options for temporary bridge across Sooke River. Measures to connect people and resources will be hazard dependent.
- Resources required to canvass neighborhoods may include partnership with Search and Rescue teams, RCMP, and Emergency Operations Centre (EOC) staff.
- Additional EOC training to take place post-COVID pandemic.
- Evacuation of livestock poses additional logistical challenges.
- "Tsunami evacuation route" signage installed in 2007 was not well received in the community. Additional public education regarding hazard zones and

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evacuation routes is needed. Sooke Emergency Program will continue education and communication campaigns.

Public Input:

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

2020-51-COW

MOVED by Councillor Tony St-Pierre:

THAT the Committee of the Whole recommend Council accept the Evacuation Route Planning Project documents for information.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins and Councillor Megan McMath

5.2. Fire Services Protection Bylaw No. 292 Amendment Options - Outdoor Burning and Air Quality

The Director of Community Safety provided an overview of the written staff report, providing suggested amendments to Bylaw No. 292 *Fire Services Protection Bylaw*, for Council consideration. Council requested and received a staff report on proposed solutions to air quality issues at the May 19, 2020 Committee of the Whole meeting, subsequently requesting that staff conduct public engagement regarding open air fires. Due to the COVID-19 pandemic, public engagement has not been conducted. Staff are putting forward minor amendment suggestions and will begin additional review and consultation once public health conditions improve.

Council discussion:

- Option to ban burning on statutory holidays may increase air quality on days that more people may have time to spend outdoors enjoying nature, but also create an obstacle for people who have time to clear yard waste on these days.
- Many burning complaints come from the Whiffin Spit and Billings Spit as there are higher numbers of people burning and smoke tends to settle in these areas. Mountain Heights area also has higher numbers of people burning.
- Some repeat offenders, but Bylaw Enforcement staff work to educate and reduce reoccurrence.
- Additional public education regarding venting index and burning conditions is required.
- Request for statistics regarding average number of days that burning is permitted each year.
- Clarification as to why one recommended option is to move the start of burning season from October 1 - November 1. Staff responded that nicer weather in September and October tends to draw additional tourists to the region and that poor air quality is a detriment to tourism. From a staff perspective, reducing the burning season by one month still allows ample time for yard clearing.
- Other municipalities in the Capital Regional District have much stricter burning regulations.

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- Additional options for yard waste will reduce the need for burning. Composting facilities and drop-off locations will be examined in conjunction with solid waste management planning.

Public Input:

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

2020-52-COW

MOVED by Councillor Jeff Bateman:

THAT the Committee of the Whole recommends to Council that staff be directed to amend the Fire Protection Services Bylaw No. 292, 2007 to include Option 1 of the staff report, which states:

- **Burning Season:** November 1st to April 30th annually
- **Venting Index Category for SRN VAN ISLND:** District-wide, for all properties inside and outside of the Sewer Specified Area (SSA), the venting index category must indicate 'GOOD' on morning (7am) or afternoon (4pm) rating on Ministry of Environment Venting Index.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins and Councillor Megan McMath

2020-53-COW

MOVED by Councillor Al Beddows:

THAT the Committee of the Whole recommends to Council that staff be directed to amend the Fire Protection Services Bylaw No. 292, 2007 to state that backyard burning should be permitted on statutory holidays, until such time as yard waste management alternatives are available.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins and Councillor Megan McMath

2020-54-COW

MOVED by Councillor Al Beddows:

THAT the Committee of the Whole recommends to Council that staff be directed to amend the Fire Protection Services Bylaw No. 292, 2007 section 35.(a) to indicate that 10 acres converts to 4 hectares.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins and Councillor Megan McMath

6. NEW BUSINESS

There were no New Business items presented.

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16, 2020

7. ADJOURNMENT

2020-55-COW

MOVED by Councillor Jeff Bateman:

THAT the November 16, 2020 Committee of the Whole meeting be adjourned at 2:10 p.m.

CARRIED UNANIMOUSLY

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

Absent: Councillor Ebony Logins and Councillor Megan McMath

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer



MINUTES
District of Sooke
Committee of the Whole Meeting
December 7, 2020 7:00 PM

*Electronic Meeting in accordance with Ministerial
Order M192.*

COUNCIL PRESENT:

Mayor Maja Tait
Councillor Jeff Bateman
Councillor Al Beddows
Councillor Ebony Logins
Councillor Megan McMath
Councillor Tony St-Pierre
Councillor Dana Lajeunesse

STAFF PRESENT:

Norm McInnis, Chief Administrative Officer
Carolyn Mushata, Corporate Officer
Raechel Gray, Director of Finance
Matthew Pawlow, Director of Planning & Development
Jeff Carter, Director of Operations
Laura Hooper, Manager of Parks & Environmental Services
Sarah Temple, Corporate Services Assistant

1. CALL TO ORDER

Mayor Tait called the December 7, 2020 Committee of the Whole meeting to order at 7:03 p.m.

2. FIRST NATION RECOGNITION

Mayor Tait acknowledged the T'Sou-ke Nation upon whose territory Council is meeting.

3. MINISTERIAL ORDER M192

MOVED by Councillor Ebony Logins:

THAT the Committee of the Whole is holding this meeting without members of the public in attendance under Ministerial Order M192, as Council Chambers cannot safely accommodate the unknown number of public participants wishing to attend; and

THAT the Committee of the Whole is committed to ensuring openness, transparency, accessibility, and accountability through the submission of written comments, and the provision of live and recorded broadcasts of the meeting.

CARRIED UNANIMOUSLY

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

4. APPROVAL OF THE AGENDA

MOVED by Councillor Tony St-Pierre:

THAT the agenda for the December 7, 2020 Committee of the Whole meeting, be adopted as amended:

- Addition of Supplementary Information to Items 5.1 and 5.2 - Correspondence received

CARRIED UNANIMOUSLY

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

5. REPORTS

*****Public Input to Follow Each Item*****

- Written public input included in both the regular and supplemental information agendas acknowledged as received. No members of the public registered to speak via phone or Microsoft Teams.

5.1. Development of a Waste Management Strategy

The Manager of Parks and Environmental Services gave a PowerPoint presentation and overview of the written staff report, seeking Council direction regarding various waste management options. Four potential business streams were presented for discussion including garbage collection & kitchen scraps, yard waste, large recyclable items, and household hazardous waste. With Council support, further development of business plans will involve public consultation, calls for expressions of interest from third-party providers, and a draft waste management strategy to be developed over the next 12 months.

Council discussion:

- Various service delivery models throughout the region.
- Capital Regional District is developing a waste management plan. Clarification that biosolids from Sooke's wastewater plant are not substantial enough to explore a business plan for municipal treatment of our biosolids.
- Expressions of interest from third-party service providers can include various operational models, including operating as a municipal contractor.
- Size of community, geographic location, options for partnering with service providers or other municipalities all factor into affordability and cost-benefit of municipal operation.
- Policies and service establishing bylaws, including opt-out provisions if any, are required before a municipally operated service could begin.
- Option to start with drop-off waste disposal rather than operate a municipal service. Many municipalities offer yard waste and hazardous household waste drop-off.
- Substantial capital investment required to operate a household pick-up service.
- Desire to work with the business community and existing providers, rather than compete with them.
- Services for household solid waste, kitchen scraps, and everyday recyclables are adequate for residents who choose to use these services.

- Provision of a yard waste disposal option can help reduce burning.
- Large recyclables and toxic household waste drop off services will reduce individual trips to the Hartland landfill and reduce overall community emissions.
- Provision of cost estimates for each business stream without fulsome development of a business plan may be less accurate as limited information on public interest and user rates will be available.
- Prior public input would help to determine the service level desired and inform cost estimates.
- However, public input may be more meaningful if residents are given a general cost estimate for either user fees or tax implications, prior to indicating their interest in the service.
- Staff to provide additional information on three potential business streams for further Council discussion.

MOVED by Councillor Ebony Logins:

THAT the Committee of the Whole recommend Council direct staff to investigate and report back on collection and disposal options for yard waste, household hazardous waste, and large household items.

CARRIED UNANIMOUSLY

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

5.2. Tree Management

The Manager of Parks and Environmental Services gave a PowerPoint presentation and overview of the written staff report. Public engagement regarding the proposed tree protection bylaw has resulted in approximately 900 individual comments, divided nearly equally between those in support and those against. The draft tree management bylaw is included in Council's agenda package, as are all public comments received. Staff are seeking Council direction to further refine the purpose of a tree management bylaw and determine next steps.

Council discussion:

- Public feedback results show that tree management legislation needs to be very clear and concise. Confusion regarding the contents and intent of the bylaw were evident throughout the public comments.
- Tree protection bylaws will inevitably change over time as community growth patterns shift.
- Questions regarding technical aspects of the proposed bylaw. Staff clarified that details can be redefined using industry standards, comparison with other municipal tree bylaws, or other factors as determined by Council. Technical details regarding critical root zones, replacement ratios and dollar values, for example, can be adjusted as necessary.
- Details of the proposed bylaw may be unnecessarily complicated and seen to place unreasonable expenses on individual homeowners. Desire to keep calculations simple and costs to individual homeowners low.
- Themes emerging from public comments indicate that tree management practices should be concise and fair, and lean towards protection of trees

during land development while at the same time, not create a barrier to development.

- Concern that placing additional costs on land development will increase housing costs and reduce overall affordability.
- Discussion regarding intent of tree protection bylaw. While there is some desire to have a tool in place to protect the urban forest overall, the proposed bylaw may not be the appropriate avenue.
- Public engagement through the COVID pandemic has been difficult. While many public comments were received, overall confusion regarding the proposed bylaw may prove hard to rectify.
- Economic and health worries are dominating the current public dialogue. Concern that engagement on issues outside of these areas can be ill-timed.
- Council to revisit strategic priorities in early 2021, including timelines and urgency of each item.
- Staff to report back to Council with alternative suggestions regarding administrative tools for tree protection and possible next steps, including purpose-based engagement.

MOVED by Councillor Tony St-Pierre:

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

CARRIED UNANIMOUSLY

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

MOVED by Councillor Ebony Logins:

THAT the Committee of the Whole recommend that Council direct staff to develop a purpose-based engagement strategy for tree management.

CARRIED.

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

Opposed: Councillor Al Beddows, Councillor Megan McMath, and Councillor Dana Lajeunesse

The Committee of the Whole meeting was recessed from 9:25 p.m. to 9:30 p.m.

5.3. Travel and Expense Policy

The Corporate Officer gave an overview of the written staff report, presenting a revised travel and expense policy for Council consideration. A previous suggestion by Council to include the annual Rotary Dinner as an authorized event has been included and the policy has been updated to provide clarification and additional details. The expense form has been removed from the policy so that it can be updated without amending the policy.

Council discussion:

- Many conferences and events have successfully moved to virtual platforms during the COVID pandemic and may to continue to do so.
- Lower costs associated with virtual events increase their accessibility for many but bringing requests to Council for approval can be cumbersome.
- Possible alternative approval process for lower cost events discussed.

MOVED by Councillor Dana Lajeunesse:

THAT the Committee of the Whole recommend Council adopt Policy CO-005;

AND THAT the Committee of the Whole recommend Council rescind Policy 5.7 Travel Related Expenses.

CARRIED UNANIMOUSLY

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

5.4. Purchasing and Disposal of Assets Policy

The Director of Finance gave an overview of the written staff report, presenting an updated purchasing and disposal of assets policy for Council consideration. Existing financial approval limits and outdated language have resulted in difficulties conducting municipal business efficiently. The revised policy addresses these concerns and includes social procurement language to guide purchasing decisions as appropriate.

Council discussion:

- Desire to find a balance between supporting the day-to-day business of staff and municipal hall, while also ensuring the public has peace of mind that assets are being monitored and well-managed.
- Giving preference to local service providers is prohibited by federal free trade agreements. Introducing social procurement principles into purchasing guidelines allows additional consideration to suppliers who demonstrate a benefit to the community.
- Improved communication with Council to ensure they are aware of procurement projects.
- Discussion of advertising requirements for "BC Bid" website, which has a larger reach to solicit bids from potential suppliers.

MOVED by Councillor Tony St-Pierre :

1) THAT the Committee of the Whole recommend Council adopt Policy CO-008; AND THAT the Committee of the Whole recommend Council rescind Policy 5.6 Purchasing and Disposal of Assets Policy, 2012.

2) THAT the Committee of the Whole recommend Council support the District joining the Coastal Communities Social Procurement Initiative in 2021.

CARRIED UNANIMOUSLY

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

5.5 Service Agreement and Line Items Update

The Director of Finance gave an overview of the written staff report, outlining recommendations regarding the existing Community Service Agreement and Line Item funding recipients. Due to the COVID pandemic, many organizations are struggling to deliver services and to project their 2021 priorities and capabilities. Staff are seeking updated information from Service Agreement holders and will present to Council once the required information has been gathered. Additionally, staff are recommending training and support be offered to current Line Item recipients to bring them in line with the updated Community Grant and Sponsorship Policy and associated September 15 application deadline.

Council discussion:

- Inconsistent reporting regarding the use of funds and varied expectations for funding recipients are a concern.
- Support for staff to offer education opportunities to bring organizations in line with funding requirements.

MOVED by Councillor Tony St-Pierre:

THAT the Committee of the Whole recommend Council direct staff to work with the current Line Item funding recipients to provide the required documentation by the September 15th deadline.

CARRIED UNANIMOUSLY

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

Councillor Beddows declared a conflict of interest due to his membership with the Sooke Lions' Club and left the meeting at 10:22 p.m.

Council discussion:

- Clarification regarding the difference between Service Agreements, which have set deliverables, terms, and reporting requirements outlined in a formal contract, and Line Item funding, which is less structured.
- Staff recommendation is to develop Service Agreements for the Sooke Food Bank/Christmas Bureau and the Lions' Club for Canada Day Celebrations. Staff to consider including the Annual Santa Parade in the Lions' Club agreement, if amenable to the club.

MOVED by Councillor Tony St-Pierre:

THAT the Committee of the Whole recommend Council direct staff to enter into new Service Agreements with the Sooke Food Bank and the Sooke Lions Club.

CARRIED UNANIMOUSLY

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

Absent: Councillor Al Beddows

6. NEW BUSINESS

There were no New Business items presented.

7. ADJOURNMENT

MOVED by Councillor Jeff Bateman:

THAT the December 7, 2020 Committee of the Whole meeting be adjourned at 10:29 p.m.

CARRIED UNANIMOUSLY

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

Absent: Councillor Al Beddows

Certified Correct:



Maja Tait
Mayor



Carolyn Mushata
Corporate Officer