



District of Sooke

# ANNUAL REPORT 2022

[www.sooke.ca](http://www.sooke.ca)







The 2022 Annual Report for the year ending December 31, 2022.

The Annual Report is prepared by the Communications and Financial Service Areas of the District of Sooke, in cooperation with other District departments.

The annual report is compiled in accordance with Sections 98 and 99 of the Community Charter.

Within this report, you will find an overview of the municipality, information about elected officials, service area highlights for 2022, goals and planned activities for 2023, and the fiscal year audited financial statements.

**Comments on this report may be directed to District Communications at [communications@sooke.ca](mailto:communications@sooke.ca) or 250.642.1634.**





# TERRITORIAL ACKNOWLEDGEMENT

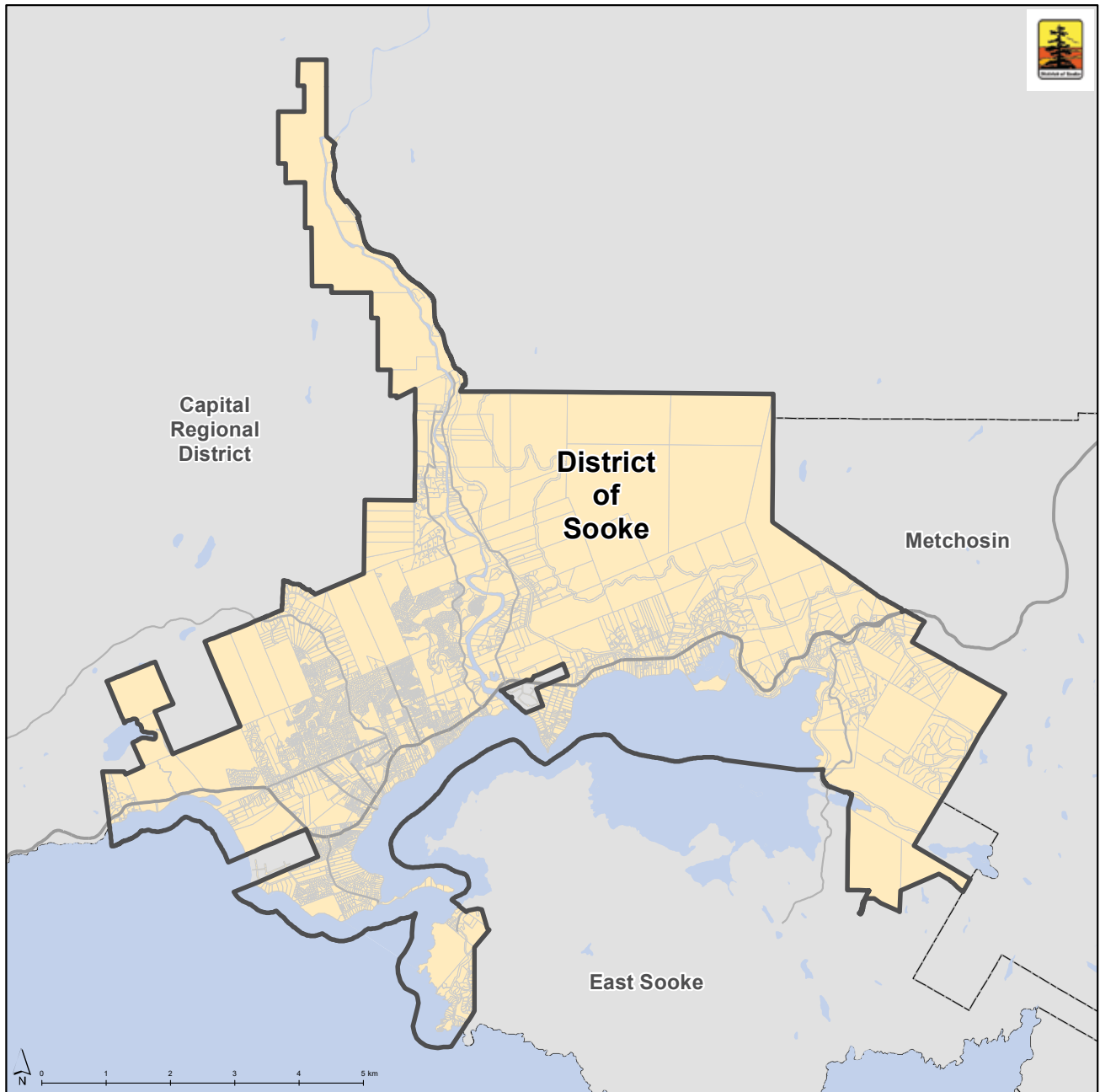
Central to Sooke's history is the acknowledgment that Sooke occupies the unceded traditional territories of T'Sou-ke Nation and Scia'new First Nation, and the acknowledgment of these Nations' ongoing presence, influence, and rights within the community.

The ancestors of the T'Sou-ke Nation and Scia'new Nation have lived in and stewarded these lands and waters since Time Immemorial.

The District of Sooke makes this land acknowledgment to raise awareness of the ongoing Indigenous presence and land rights in the territory that includes and encompasses Sooke.

Acknowledging this history invites us, as a local government, to reflect on how colonial processes are ongoing – and from which we have benefited – as well as the changes we must make to honour the Indigenous peoples and their lands that we inhabit.

# Community Map





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# WELCOME TO SOOKE

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## A SMALL TOWN WITH A BIG HEART.

Located on southwestern Vancouver Island on the shore of the Pacific Ocean where the rainforest meets the sea, Sooke is situated on the traditional lands of the T'Sou-ke Nation. There is natural beauty at every turn from the Sooke Basin to the Sooke Hills and along the Strait of Juan de Fuca.

As a community that embraces our natural assets including local parks, trails, waterways and ocean-fronts; we honour the history of the lands of the T'Sou-ke and Scia'new (pronounced CHEA-nuh) Nations within the Coast Salish Territory.

With incorporation as recent as December 7, 1999, we recognize the rich history of the T'Sou-ke and Scia'new peoples, stewards of this land since Time Immemorial.

We are located “where the rainforest meets the sea” and are “wild by nature.” Sooke’s natural surroundings define its character. The Sooke Basin, Sooke Harbour and Sooke River are the significant geographic features, as are the Sooke Hills and surrounding mountainous areas, which provide recreation opportunities for residents and visitors – outside of a global pandemic.

Combine with our vibrant arts scene, those who live here know Sooke is truly a one-of-kind community with world-class talents including the Sooke Philharmonic Orchestra and the Sooke Fine Arts Show, Vancouver Island’s long-running juried fine art show.

The residents who call Sooke home are known for their kindness and compassion. Sooke is signed on as Compassionate City (Charter for Compassion). It is our practice to promote understanding and acceptance as a haven of peace, well-being and caring for each other. As a Compassionate City, we respect differing views, explore commonalities and build friendships. Our caring residents are a signature of our community.

Sooke has also become recognized, informally, as a “Volunteer Capital of Canada” thanks to over 200 local volunteer organizations, that contribute to the care and stewardship of our community. This reality is a further testament to the people who live and businesses who operate here.

**Together, we are Sooke.**





# MESSAGE FROM MAYOR

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On the traditional territory of the T'Sou-ke and Scianew Nation, I am pleased to introduce the 2022 Annual Report.

2022 was another busy year and we accomplished a great deal – emerging from the pandemic and advancing Sooke as an inclusive, vibrant and healthy community for everyone.

Both the Fire Master Plan and Sooke 2030: Climate Action Plans were approved in principle. These plans help guide our work and complement additional District planning documents, including the Transportation Master Plan (2020) and the Parks and Trails Master Plan (2020).

We began an expansion of the wastewater plant to facilitate sewer service connections and improve the health of the Sooke Basin and Harbour, completed two major road projects on Church Road and Otter Point Road, celebrated the opening of the new Sooke Branch of the Vancouver Island Regional Library and the multi-use sports box at Ravens Ridge Park.

While we accomplished a great deal, there is still much to be done.

Our 15,000 (and growing) residents need to get around town safely while having abundant opportunities to enjoy the unique beauty and access to nature available in Sooke.

We need more local jobs, diversity in our housing inventory and develop our local economy to help realize our potential as a truly thriving and vibrant community.

At the heart of the community, are our people.

From the residents to our staff, volunteers and businesses – the people of Sooke make a difference and make our community a Compassion City. Thank you for all that you do to make Sooke spectacular! The Annual Report details our work over the past year and I hope join me in celebrating our progress.

**Mayor Maja Tait**



# 2022 Headlines

## JANUARY:

- **January 6, 2022:** High Tides wash significant debris ashore at Whiffin Spit
- **January 15, 2022:** Emergency Management BC issues tsunami advisory notification
- **January 8, 2022:** Further damage from winter storm reduces Charters Road to single-lane

## FEBRUARY:

- **February 1, 2022:** District launches FireSmart Information Sessions to help community become more resilient
- **February 9, 2022:** District received \$353, 449 Community Economic Recovery Program Grant to enhance Sooke Potholes

## MARCH:

- **March 18, 2022:** Dog park welcomes first paws
- Ukrainian Flag flies at the District's municipal hall as we stand in solidarity with all who are impacted by overseas events

## APRIL:

- **April 13, 2022:** Council Gives First Reading to Official Community Plan Bylaw, No. 800 (2022)
- **April 19-23, 2022:** Sooke celebrates Earth Week
- **April 27, 2022:** District announces CAO Norm McInnis takes medical leave while undergoing cancer treatment; District welcome Interim CAO Don Schaffer
- **April 27, 2022:** Council advocacy, alongside eight other south Vancouver Island municipalities, results in three-year reprieve of e-comm dispatch cost transition



*Thanks to a UBCM FireSmart Program Grant, District launches local FireSmart initiative led by Coordinator.*

# 2022 Headlines

## MAY:

- **May 3, 2022:** Community Grants Awards: 19 community organizations receive \$83,440 in funding
- **May 4, 2022:** New Pilot Programs Provides Free Broom Drop Off and Disposal for Sooke Residents
- **May 22, 2022:** Checkout Bag Bylaw Comes into Effect
- **May 28, 2022:** Postponed During COVID-19 Pandemic, SEAPARC Hosts Weight Room & Fitness Studio Open House Celebration
- **May 28, 2022:** Sooke Hosts Community Wildfire Preparedness Day

*Credit: Vancouver Island Regional Library*



## JUNE:

- **June 11, 2022:** Sooke Library Grand Opening Celebration Takes Place
- **June 25, 2022:** New Sports Box Opens in Sooke



## JULY:

- **July 8, 2022:** Co-existing with Wildlife: Sooke Residents and Community Volunteers Doing Great Work – Significant Decline in Garbage-Habituated Bear Encounters
- **July 25, 2022:** Council endorses Sooke 2030: Climate Action Plan in principal

## AUGUST:

- **August 9, 2022:** Staffing Shortages Across BC, including CRD Curbside Recycling Contractor
- **August 11, 2022:** District Hosts Information Session on Becoming a Candidate in 2022 Municipal Election
- **August 23, 2022:** District Hosts Fire Fighter Recruit Information Session



# 2022 Headlines

## SEPTEMBER:

- **September 10-11, 2022:** Sooke Fall Fair Returns
- **September 14, 2022:** Council Gives Second Reading to Official Community Plan Bylaw, No. 800 (2022)
- **September 18, 2022:** Home Event Celebrates Connection Between Healthy Housing, Community and Environment
- **September 20, 2022:** Tsunami Information Portal Launched
- **September 25, 2022:** Sooke Lions Host Community Event on Proposal for John Phillips Memorial Park
- **September 27, 2022:** Public Hearing on Official Community Plan Bylaw, No. 800 (2022)
  - Council unanimously resolved to close the public hearing and not consider third reading of the Bylaw.

*"Home" event honours the shared health, well-being and connection to the ecosystem as one community of T'Sou-ke and Sooke on the traditional territory of the Coast Salish Peoples.*



## OCTOBER:

- **October 3, 2022:** Listening to Public Feedback, District amends Checkout Bag Bylaw
- **October 15, 2022:** General Election Day (2022 Local Government Election)
- **October 20, 2022:** Unseasonably Dry Fall Results in Halloween Fireworks Prohibition

## NOVEMBER:

- **November 4, 2022:** Increased Sandbag Station Service for Residents As Stations Moves to Ed MacGregor Park
- **November 7, 2022:** Inauguration Ceremony and Inaugural Mayoral Address
- **November 10, 2022:** CRD Launches Free Home Energy Navigator Program
- **November 25, 2022:** REDress Project Artwork Gifted to the District by Rotary Club of Sooke
- **November 25, 2022:** District Welcomes New Community Economic Development Officer, Gail Scott

# 2022 Headlines

## DECEMBER:

- **December 8, 2022:** District Launches Online Business Renewal License Portal
- **December 12, 2022:** Sooke Library Wins Award of Merit at 2022 Capital Region Commercial Building Awards
- **December 14, 2022:** Changes to Commercial (C3) Zoning Allow for Health and Personal Services in Addition to Retail and Office Uses
- **December 15, 2022:** Opening of the Gillespie Road/Connie Road Intersection of Highway 14 Road Construction Project
- **December 15, 2022:** Sooke Fire Fighter, Retired Deputy Chief Rick McLeod Honoured for 30 Years of Continuous Service

*Stay informed: [sooke.ca/news](https://sooke.ca/news)*

*Honouring Deputy Chief Rick McLeod for 30-years of continuous services. L-R: Retired Chief Steve Sorenson, Deputy Chief Rick McLeod, Mayor Maja Tait, Former Sooke Fire Chief Kenn Mount*





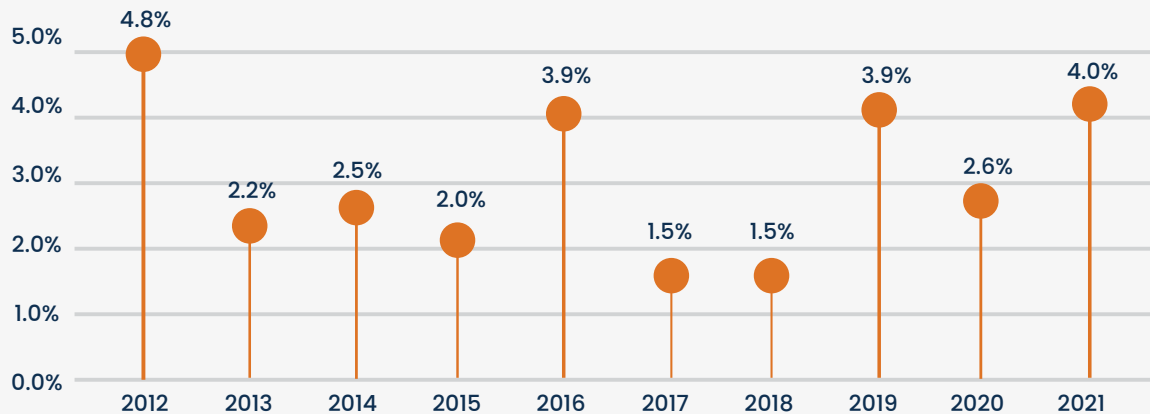
# COMMUNITY-AT-A-GLANCE

View the Sooke data portal: [community-profile.sooke.ca](http://community-profile.sooke.ca)

## Population

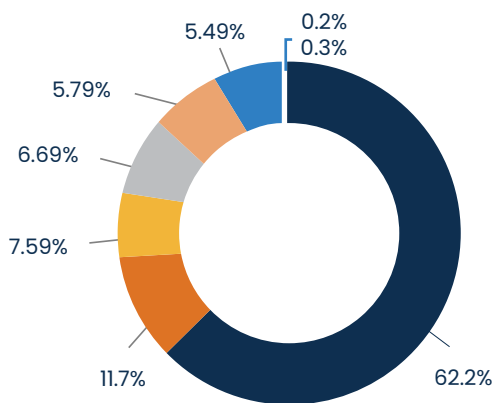
### Population growth-percentage change

Population estimates are periodically revised due to revisions to the underlying data, methodology and to reflect updated base year data from a new census



### DWELLINGS BY TYPE

Distribution of dwellings by housing type



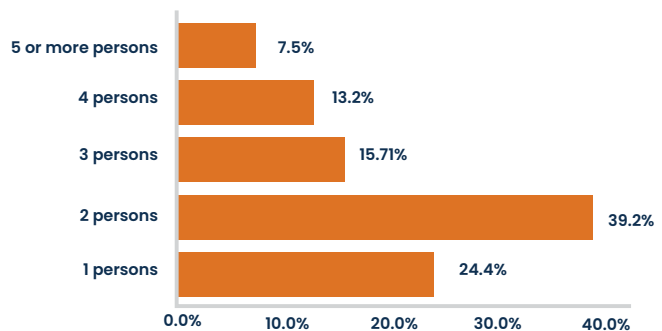
- Single detached house
- Apartment or flat in a duplex
- Semi-detached house
- Apartment in a building that has fewer than 5 storeys
- Movable dwelling
- Row House
- Apartment in a building that has 5 or more storeys
- Other single-attached house

### DISTRICT OF SOOKE- HOUSING TYPES

**62.3%**  
Single Family Houses  
of all dwellings (Census 2021)

**2.4**  
Average Household Size  
persons per household Size

Households by size  
Distribution of households by size



## LAND AND FEATURES

**56**

square kilometres

**92**

parks and greenspaces

**105+**

km of local and collector roads

**40+**

km of trails

**5**

bridges

**1,997**

municipally owned trees

## PEOPLE AND BUSINESS

**1999**

Incorporation year

**15,086**

residents (2021 census)

**6,158**

households (2023)

**44.8**

Median age

**800+**

businesses registered in Sooke (2023)





**Front row (L to R): Councillor Dana Lajeunesse, Mayor Maja Tait, Councillor Tony St-Pierre**  
**Back row (L-R): Councillors Megan McMath, Al Beddows, Kevin Pearson, Jeff Bateman**

## ELECTED OFFICIALS

Municipal Council represents the citizens of Sooke and provides community leadership by serving as the legislative and policy-making body of the municipality. Mayor and Council approve bylaws and budgets and provide direction to the Chief Administrative Officer.

Council meetings are open to the public and live-streamed on the District's YouTube channel. Meeting recordings are also posted for the public to view at their convenience.

Find more information, including links to subscribe to receive meeting agendas/notifications and the live-stream, at [sooke.ca/meetings](http://sooke.ca/meetings).



## COMMITTEES OF COUNCIL

Committees function as advisory boards to Council, and are comprised of a combination of community members and District representatives (a Council member and alternate) and two staff representatives: a liaison and a recording secretary.

With 2022 being an election year, committees concluded on June 30, 2022. Committee and/or task force selection for the 2022-2026 Council term will be determined after strategic planning is complete.

“

*Thank you to the numerous committee volunteers who provide valuable contributions for the betterment of Sooke. I am grateful for the time, energy and community perspective that you bring in your respective roles.*”

**– Mayor Maja Tait**





## CLIMATE ACTION COMMITTEE

The purpose of the Climate Action Committee was to provide advice to Council and recommend policies that will assist the District to achieve a reduction in all carbon emissions by 50%, both corporately and in the community, by 2030.

Specific responsibilities of the Committee included:

- Identify opportunities and make recommendations on ways to build local climate action awareness and promote environmental stewardship within the community, with adaptation and mitigation as the main goals.
- Identify opportunities and make recommendations on innovative projects to help achieve carbon neutrality;
- Communicate and develop relationships with organizations beyond the District of Sooke for the purpose of exchanging ideas, experiences, plans and successes;
- Provide recommendations and feedback on other climate change issues, as directed by Council;
- Review and provide recommendations on policies and bylaws, and plans related to climate action issues;
- Research and provide recommendations to Council on means of measuring and monitoring carbon emissions within the community.

### Committee members serving in 2022:

- Councillor Jeff Bateman
- Alysha Jones
- Shandell Houlden
- Elizabeth Lange



## COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE

The purpose of the Community Economic Development Committee was to provide recommendations to Council regarding community economic development initiatives that focus on building fairer and stronger local economies, tackling poverty and homelessness, and investing in sustainable communities (Canadian Community Economic Development Network definition).

Specific responsibilities of the Committee included:

- Review key commercial parcels, including those held privately, and explore opportunities for development
- Address workforce challenges for local employers
- Support Buy Local initiatives, business retention and expansion
- Complete Municipal and Regional Destination Tax (MRDT) application
- Support social and economic development initiatives of Social Services organizations
- Identify opportunities and make recommendations on innovative projects to help achieve carbon neutrality
- Provide a local perspective on climate change mitigation and adaptation while considering the balance between economic, environmental and social aspects
- Communicate and develop relationships with organizations beyond the District of Sooke to exchange ideas, experiences, plans and successes

### Committee members serving in 2022:

- Christine Bossi (Chair)
- Peter Doukakis
- Doni Eve
- Mike Molinari
- Sam Purdy
- Councillor Dana Lajeunesse
- Ryan Chamberland
- Jeff Frank
- Elizabeth Lange
- Doug Wittich





## LAND USE & DEVELOPMENT

The purpose of the Land Use and Development was to provide recommendations to Council regarding land use policies and development procedures, with focus given to the implementation of statutory plans/local area plans/master plans, housing policy, sustainable development practices, environmental policy, harbour improvement, farmland protection, and maintaining compatibility of building bylaw regulations and the zoning bylaw.

The objectives of the Committee are to encourage adherence to District of Sooke land-use policies, and when presented with alternative solutions to achieving the strategic goals of the organization, provide policy recommendations or best practices to achieve the desired priorities. Areas of interest for the Land Use and Development Committee included:

- Secondary Suites
- Town Centre Development
- Shoreline-Waterway Interface
- Development Incentives
- Subdivision and Development Standards
- Sub-Regional Land Use Planning
- Agricultural Land Reserve Parcels
- Official Community Plan Analytics
- Zoning Bylaw Updates

### Committee members serving in 2022:

- Susan Belford
- Brian Butler
- Paul Clarkston
- Katarina Duke
- Kory Elliot
- Dave McClimon
- Neil Nunn
- Kyle Topelko
- Councillor Tony St-Pierre



## **SOOKE PROGRAM OF THE ARTS COMMITTEE**

The purpose of the Sooke Program for the Arts (SPA) Committee is to provide advice to Council on a wide range of community art initiatives and events within the District of Sooke.

Specific responsibilities of the Committee included:

- Review, develop and make recommendations to Council on the District of Sooke’s arts program policy, Arts Reserve Fund, official community plan and other District policies and plans that may relate to the arts;
- Identify and make recommendations to Council on community artistic initiatives which may include the acquisition of art and the promotion of community artistic endeavors;
- Liaise with other District committees, District staff, community arts organizations, the business and general community on the promotion of new and existing arts initiatives;
- Administer the Sooke Arts Reserve Fund as may be delegated by Council, including but not limited to establishing and participating on juried arts panels;
- Review and update the District art collection as may be required;
- Foster public awareness, recognition, education, support and celebration of the community arts in Sooke; and
- Liaise with organizers of local arts and cultural events for which the District provides funding and/or in-kind support, as requested by Council.

### **Committee members serving in 2022:**

- Christine Bossi (Chair)
- Peter Doukakis
- Doni Eve
- Mike Molinari
- Sam Purdy
- Councillor Dana Lajeunesse
- Ryan Chamberland
- Jeff Frank
- Elizabeth Lange
- Doug Wittich





# MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

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The District's Annual Report gives us a chance to reflect and report on our progress. As one of BC's fastest-growing municipalities, our team is working hard at meeting the needs of today while planning for the future.

We were successful in several grants including applications to support work on the Church Road Roundabout, the District's Asset Management Program and enhancements for Sooke Potholes Gateway.

We launched new community-based programs including free FireSmart home assessments and a complimentary broom-busting drop-off service for our residents.

We also collaborated to deliver two new master plans, the Fire Master Plan and the 2030: Climate Action Plan that inform some of the work ahead in Sooke.

As a community, there is a lot to be proud of: warmly welcoming Ukrainian refugees, our work in co-existing with wildlife and a significant decline in garbage-habituated bear encounters, the return of the Sooke Fine Arts Show, Sooke Chambers "Hidden Treasures" campaign to support local businesses, and remarkable stories captured and honour by the Sooke Region Museum – just to name a few!

Critical community infrastructure projects were completed last year including phase one of the Church Road Corridor project, the Otter Point Road Corridor from Waddams Way to Highway 14 and the multi-use sports box at Ravens Ridge Park. As we look ahead, we're committed to addressing our road shortfalls with key projects on the horizon including Charters Road Active Transportation Corridor and Church Road Roundabout (to be completed through 2023-2024), and the ongoing work improving building permitting processing times, increasing resources to support community safety, and improving parks and outdoor spaces.

The District of Sooke's success is reflective of the hard work of staff and Council members. We know there's a lot to do and we'll continue to deliver on District's priorities and the exciting future ahead for Sooke!

**Raechel Gray, Chief Administrative Officer**

# ORGANIZATIONAL PROFILE

The District of Sooke provides a range of municipal services to the community and is supported by a team of approximately 62 employees (+ RCMP officers and Paid on Call Fire Fighters).

## Who does what? Division of Responsibilities

### MUNICIPAL GOVERNMENT

- Local road maintenance
- Sewer/storm management
- Parks, trails and playgrounds
- Bylaws
- Municipal RCMP
- Fire Services
- Business licenses
- Local area planning and development
- Municipal hall
- Municipal property tax

### PROVINCIAL GOVERNMENT

- Highway 14
- Schools
- Provincial parks
- Health care
- Social services
- WorkSafe
- ICBC
- Justice
- Post-secondary education
- Provincial income tax
- Provincial property tax
- Sales tax

### CAPITAL REGIONAL DISTRICT

- Water
- Recreation
- Recycling
- Animal licenses
- Regional area planning
- Climate Action-regional municipal support

### FEDERAL GOVERNMENT

- Income tax
- Employment insurance
- Military
- Child tax benefits
- Student loans
- National parks
- International travel
- Banking
- Criminal law
- Foreign affairs



# ORGANIZATIONAL STRUCTURE



# VISION & STRATEGIC PLANNING

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## OUR VISION

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

## OUR MISSION

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

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





# **STRATEGIC PLANNING & REPORTING**



# OUR CORE VALUES AND GUIDING PRINCIPLES

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## Effective Governance

- ◆ Provide accountable, responsive, and connected leadership
- ◆ Maintain effective relationships with our residents, the T'Sou-ke Nation, other orders of government, and community partners and agencies
- ◆ Steward a healthy, respectful organization



## Community Well-being & Safety

- ◆ Promote health and well-being of residents and employees
- ◆ Improve the safety and accessibility of roads, trails, and public spaces
- ◆ Strengthen emergency preparedness, access to housing, and food security



## Community Vibrancy

- ◆ Enhance quality of life, sense of place, and community pride
- ◆ Champion arts, culture, and recreation
- ◆ Develop sustainable infrastructure and connected neighbourhoods



## Long-term Thinking

- ◆ Consider the costs and benefits to future generations in all decision-making and action
- ◆ Set long-term goals to guide current initiatives and short-term planning



## Effective & Consistent Communication

- ◆ Maintain effective communication between Council and staff
- ◆ Use proactive, positive public communication and community engagement



## Environmental Leadership

- ◆ Respond to climate change boldly
- ◆ Redefine and implement Sooke Smart Growth
- ◆ Become a leader in ecologically-sustainable corporate practices



# STRATEGIC PLANNING & REPORTING

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Following each municipal election, Council develops a four-year Strategic Plan to guide the activities during their term in office and beyond. The Strategic Plan includes goals, initiatives and actions to move the District toward its future vision as outlined in our Official Community Plan (OCP).

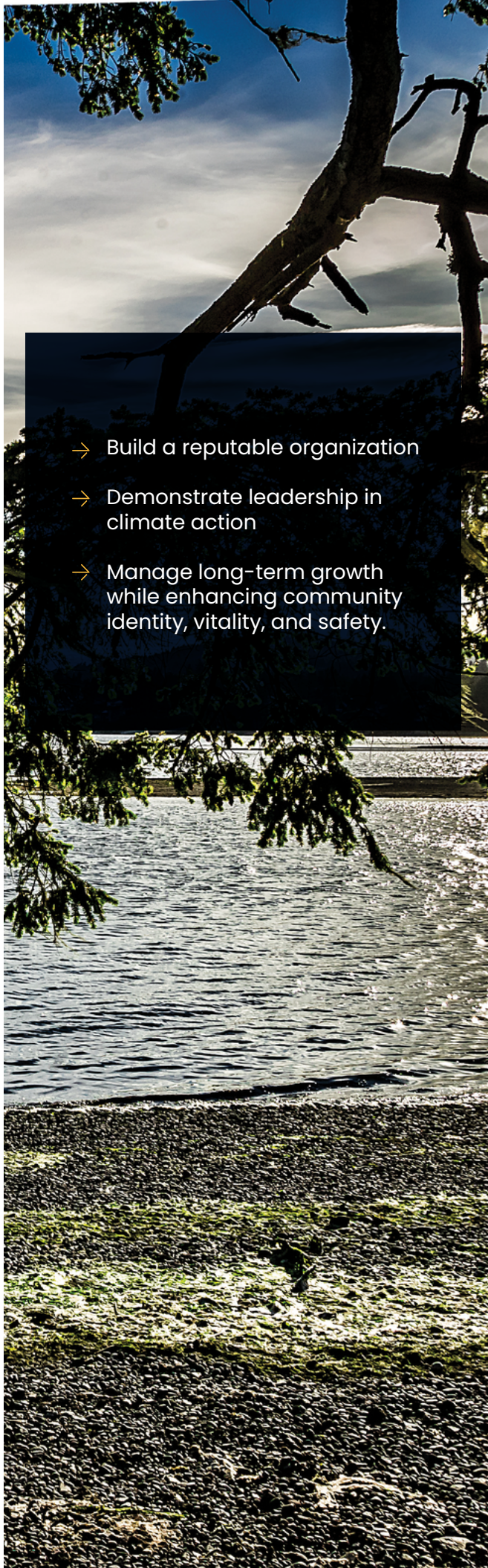
We use Strategic Planning to:

- Define the municipality's priorities, processes, and short and long term plans;
- Guide work priorities through departmental plans;
- Prioritize budget and resource allocations through the five-year financial plan;
- Provide context for staff reports to Council; and
- Evaluate achievement of Sooke goals.

**Progress highlights from the strategic priorities in 2022 include:**

## Build a reputable organization

- Ratified IAFF Collective Agreement
- **780+ Monthly** newsletter subscribers
- **24 evening and weekend** community pop-ups to inform budget development and connect with residents

- 
- Build a reputable organization
  - Demonstrate leadership in climate action
  - Manage long-term growth while enhancing community identity, vitality, and safety.





## Demonstrate leadership in climate action

- Approved the Sooke 2030: Climate Action Plan in principle
- Wastewater decanter centrifuge installed at Wastewater Treatment Plant reduces power consumption by as much as 40%
- Completed construction on two major active transportation corridors including Church Road and Otter Point Road
- Use of e-bike for Bylaw patrols
- Purchased a hybrid vehicle for transportation fleet
- Enforcement of Burning Bylaw to enhance air quality
- Partners for Climate Protection Milestone 1 & 2 Complete
- FireSmart Education
- Checkout Bag Bylaw effective May 22, 2022
- Construction began on developer contribution electric vehicle charging stations for John Phillips Memorial Park through related parking enhancements





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

- Construction of 75 affordable rental homes for people with low to moderate incomes, along with 33 supportive homes for people experiencing homelessness coming to Sooke (2170- Charters Road; 6750 West Coast Road) – anticipated 2023 occupancy
- Construction continued on a new affordable rental housing project that will provide 170 homes for a wide range of people with varying incomes in Sooke (2075 Drennan Street) – anticipated 2024 occupancy
- Began wastewater plant expansion project
- Opening of New Public Library
- Sport Box Opening (funded by Canada Infrastructure Community, Culture, and Recreation Program grant and developer contributions)
- Dog Park Opening
- Developer contributions on parking enhancements for John Phillips Memorial Park
- Progress on Lot A Development
- Completion of Fire Master Plan
- Wastewater and Transportation Grant Council Advocacy, including Little River Crossing
- Council advocacy on enhancing transit service
- Council advocacy on Regional Health Centre
- Official Community Plan Public Hearing

# DISTRICT SERVICE AREAS

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This section presents the 2022 highlights and 2023 planned objectives within each District of Sooke Service Area.

A review of each service area is completed annually, alongside the District's open budget process, to ensure service levels align and resources are available to meet the community's needs, and workplans are developed to achieve Council's strategic priorities.

## Budget Process (Overview)

Updating the District's budget is a year-long, cyclical, process.

### Citizen Budget Survey

The Citizen Budget Survey is available from mid-June to mid-July, to provide residents with the opportunity to:

- learn about District services, including what is received for their tax dollars AND how much they spend on services;
- let us know how satisfied, or not, they are with the value they are receiving for the current level of service provided; and
- Provide input on District service levels and make suggestions for potential changes.

### Budget Development

Using the information received from the public during the citizen budget survey along with master planning documents, staff prepare a preliminary budget. This preliminary budget identifies potential changes in service levels for Council's consideration.

### Budget Presentation and Council Direction

After staff present a preliminary budget to Council and discuss service levels at a Committee of the Whole public meeting, a draft budget will be considered for first reading (introduction by Council) and second reading (initial discussion by Council) before proceeding to a community open house.

### Community Budget Open House

The community is invited to an open house to discuss the potential budget with staff. Feedback received is presented to Council in advance of third reading (final discussion by Council before fourth reading and adoption).

### Third Reading

Council's final discussion on the budget takes place in a public meeting at third reading.

### Adoption

After third reading is given, the budget returns to Council at a separate public meeting for fourth reading and adoption.





## Administrative Services

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This service area consists of the Chief Administrative Officer, Human Resources and Communications. The Administrative Services budget also includes Council's budget, Community Service Agreements, and District funding for not-for-profit organizations and community sponsorships. Administrative Services is responsible for the oversight and management of District operations, and guides and implements the directive of Council, employee recruitment and corporate communications.

### Key Functions

- The Chief Administrative Officer oversees the conduct of all District business in pursuing the District's purpose and serving the will of Council including reviewing departmental programs, budgets and policy initiatives.
- Recruitment and retention strategies to minimize turnover and more effectively retain the organizational history.
- Communication tools to keep residents informed and conduct public engagement - anchored in the annual citizen budget.

## By the Numbers

- **3 staff** : 1 Chief Administrative Officer, 1 Head of Human Resources, 1 Communications Coordinator
- **57** Regular Full-time positions (Organization-wide)
- Approximately **120** press releases, public services announcements, etc. are issued per year
- **12 monthly** e-newsletters provide regular updates on District activities to more than **780 email subscribers**

## Previous Year Highlights

- 2022 Local Government Election.
- Continue to work with the T'Sou-ke Nation on meaningful truth and reconciliation.
- Collaboration on three videos with the T'Sou-ke Nation including:
  - Connection to Land and Forest on the T'Sou-ke Nation Territory
  - Connection to Local Food Sources on the T'Sou-ke Nation Territory
  - Site of Significance: T'Sou-ke Nation's Connection to Long Spit (Whiffin Spit)
- Provide ongoing support for Council.
- Develop a Climate Action Plan to support the District meet 50% emission reduction targets, both corporately and community-wide, by 2030.

## Current Objectives

- Prepare (and conduct) new Council orientation.
- Staff recruitment, retention and development.
- Strategic Planning for 2022-2026 term.
- Deliver service excellence through continuous improvement of the corporate culture.
- Enhance internal and external communication streams.
- Support the implementation of projects, as identified by Council, to reduce corporate and community emissions.





## Corporate Services

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This service area consists of Legislative Services and Bylaw. Corporate Services ensures all statutory requirements are adhered to and helps deliver effective and efficient governance. It provides administrative support, records management and coordination of Freedom of Information requests, election administration, and manages municipal agreements, bylaws and policies. This service area is also responsible for business licensing.

### Key Functions

- Ensures all statutory requirements are met, organization-wide
- Manages municipal agreements, bylaws and policies
- Responsible for bylaw education and enforcement
- Processing of business licenses
- Prepares meeting agendas and minutes
- Live-stream Council and Committee of the Whole meetings
- Processing freedom of information requests
- Records Management

## By the Numbers

- **7 staff:** 1 Corporate Officer, 1 Deputy Corporate Officer, 2 Corporate Services Assistants, 2 Bylaw Officers, 1 Records Management Clerk
- Over **750 business** licenses issued annually
- **550 bylaw** concerns addressed in **2022**
- **50 Council and Committee of the Whole** meetings in **2022**
- **5 Committees of Council** supported January to June 2022
- **57 Committees of Council** meetings in **2022**

## Previous Year Highlights

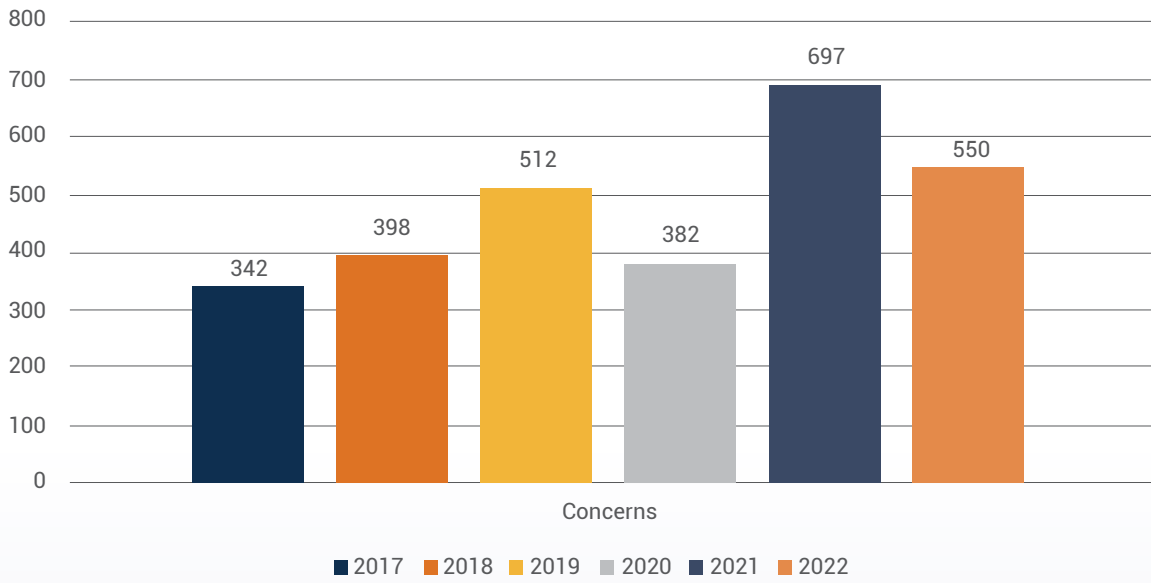
- Administration of **2022** municipal election.
- Continued improvements of the records management program.
- Administrative support for **107 Council and Committee** meetings.
- Over **1,200 hours** of watch time on the District's YouTube channel, **73%** more than the previous year.

## Current Objectives

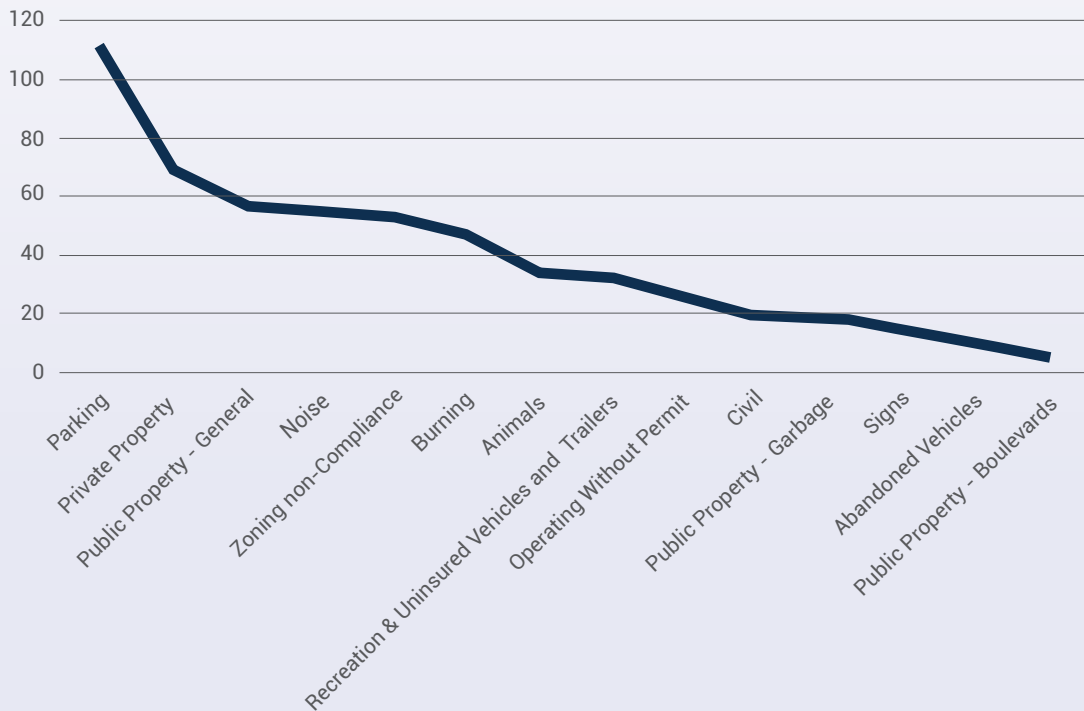
- Develop a council Code of Conduct.
- Provide ongoing support for Council meetings and Council's Advisory Committees.
- Ongoing analysis and modernization of bylaws and policies.
- Improve Bylaw education and enforcement, including:
  - operating guidelines for bylaw services to increase efficiency and administrative fairness.
  - addition of mobile workstations to allow full administrative functionality in the field.
- Design and implementation of phase two of records management program.
- Establish and participate in joint sub-regional Accessibility Committee.



## Bylaw Concerns Addressed



## Bylaw Concerns by Type (2022) - Most to Least Common





## Financial Services, GIS & Information Technology

This service area consists of Finance, Information Technology (IT), Geographic Information Services (GIS) and Reception. Financial Services, IT and GIS are responsible for the management of municipal finances, financial strategizing for sustainable long-term corporate accountability, managing all electronic equipment, software, and asset renewals, and community mapping including addressing and lot drawings.

### Key Functions

- Oversee the fiscal management of the municipality.
- Ongoing financial reporting and budget-related communications and supports.
- Support ongoing administration of grant applications, and local government role in provincial and federal funding programs such as the Canada Community-Building Fund program and Local Government Climate Action Fund.
- Provide oversight on the Long-Term Asset Management Strategy.
- Management technology software, hardware and security.
- Conduct IT and GIS system upgrades to enhance service levels and build operational capacity
- Manage reception services including the first point of contact for most resident inquiries and payment processing.



## By the Numbers

- **10 staff:** 1 Director of Financial Services, 1 Deputy Director of Financial Services, 1 Head of Information Technology, 1 Technology Support Analyst, 1 Head of Geographic Services, 1 GIS Land Records Analyst, 1 Accounts Payable, 1 Payroll, 1 Support Clerk/Receptionist, 1 Receptionist
- Approximately **5,000 invoices** are processed annually
- Administration of **19** community grants and **6** service agreements
- **487,000** emails received
- **12,000** external phone calls received
- **215,000** unique website pageviews
- **2500+** Helpdesk issues resolved
- **99.9%** server and network uptime

## DID YOU KNOW:

- The District collects taxes on behalf of third-party agencies including hospitals, schools (Provincial School Tax) and the Capital Regional District (CRD). This accounts for approximately **56%** of the taxes collected, with the remaining **44%** funding District services.
- This District actively seeks grant opportunities to maximize the value residents receive for their tax dollars. In recent years additional funding sources include **\$4.6 million** to assist with wastewater plant upgrades, **\$1.8 million** to complete the Otter Point Road Active Transportation corridor identified in the Transportation Master Plan, and \$350,000 to enhance the gateway access (lower parking lot) to the Sooke Potholes.

## Previous Year Highlights

- Continued progress on an asset management investment plan to have a better understanding of the life-cycle costs of infrastructure and to fully integrate it into financial planning.
- Multiple IT enhancements to improve internal operations and make doing business with the District easier, including launch on online business renewals
- Continued transition to paper-free transactions

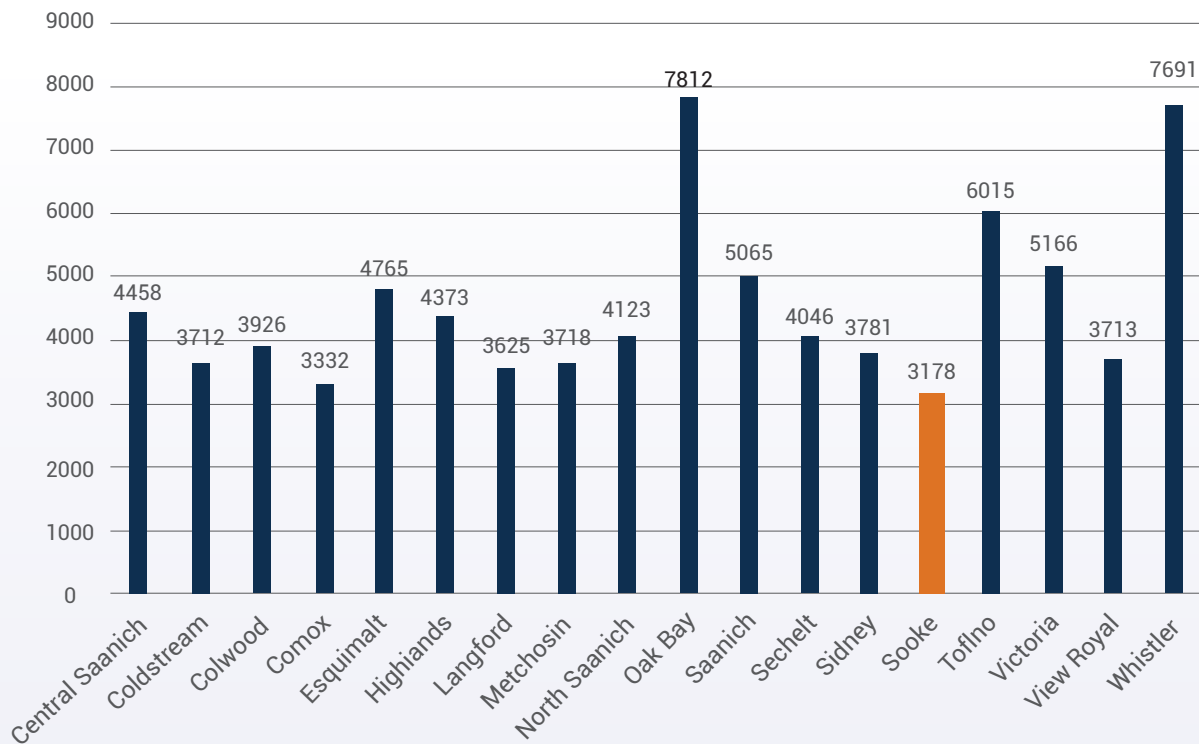
## Current Objectives

- Support ongoing administration of grant applications, and local government role in provincial and federal funding programs such as the Canada Community-Building program.
- Provide recommendations to Council on Long-Term Asset Management strategy and a reserve fund bylaw.
- Enhance financial reporting and budget-related communications.
- IT and GIS system upgrades to enhance service levels and build operational capacity

## How do District property taxes compare to other municipalities?

The District of Sooke is committed to ensuring fiscal responsibility while responding to the needs of a growing community.

Sooke taxes and charges are among the lowest when evaluated against neighbouring municipalities and those with comparable populations and geographic size. Please note that this is not a direct comparison as services vary between municipalities.



2022 Residential Data

Source: Government of British Columbia, Municipal taxes and charges on a representative house (2022) - province of British Columbia. 2023 data not available at time of printing

Note: Representative house value is generally the average assessed value for each community





## Planning and Development Services

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This service area consists of Planning, Development, Building Safety and Community Economic Development, and is responsible for the provision of planning, development and building services within the municipality, including:

### Key Functions

- Long-range and current land-use planning.
- Review of development proposals.
- Providing Council with advice on planning-related matters.
- Building approvals and inspection services.
- Community marketing and investment.

## By the Numbers

- **9 Staff:** 1 Director of Planning and Development Services, 3 Planners, 3 Building Officials, 1 Planning and Development Administrator, 1 Community Economic Development Officer.
- **400+** persons attended an OCP Open House
- Less development applications and building inspections were seen in 2022 – due in part to inflationary costs:
  - In 2022, **37 Planning Applications** were received – a decrease from 64 in 2021. In 2022,
  - **135 residential building** permits were issued – a decrease from 221 in 2021.
  - The building department completed **1,449 building** inspections – an increase of 2,018 in 2021.

## DID YOU KNOW:

- At its heart, an Official Community Plan (OCP) is about managing land use. It dictates the location, type, and intensity of homes, businesses and industry, agriculture, parks and other public spaces.
- The District is currently updating its previous OCP (2010) and thanks to your input, has a new land-use planning document on the horizon that looks to manage growth and respond to the community needs and bring our vision, of a small town with a big heart, to life.
- An OCP is supported by other plans such as the Transportation Master Plan, Parks and Trails Master Plan, Community Economic Development Action Plan, Sooke 2030: Climate Action Plan, and the Housing Needs Report. After the OCP is adopted, the Zoning Bylaw will be updated to ensure it aligns with the new direction provided in the OCP.

## Previous Year Highlights

- Continued review of the OCP including open house and public hearing in addition to input received from 2,000+ participants through earlier engagements such as community pop-ups in parks and at local businesses, receiving input electronically, virtual stakeholder workshops and open-house by registration (due to the pandemic).



## Current Objectives

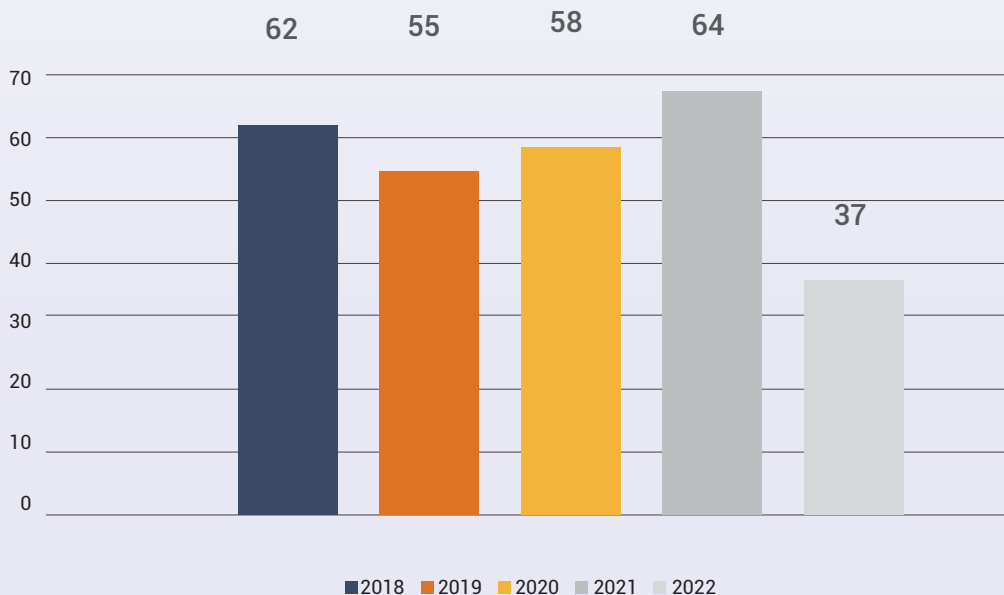
- OCP Adoption.
- Begin Zoning Bylaw update process (after OCP approval).
- Develop an Employment Lands Strategy.
- Continue to progress Lot A through planning, partnerships, and advocacy.
- Respond to the housing needs report.
- Review of the Amenity Reserve Policy.
- Enhance public access and communication on land use applications.

## Trends

### Planning And Development

	2018	2019	2020	2021	2022
Applications Received	62	55	58	64	37
Approvals Issued	37	31	18	45	16
Public Hearings	17	8	26	8	7

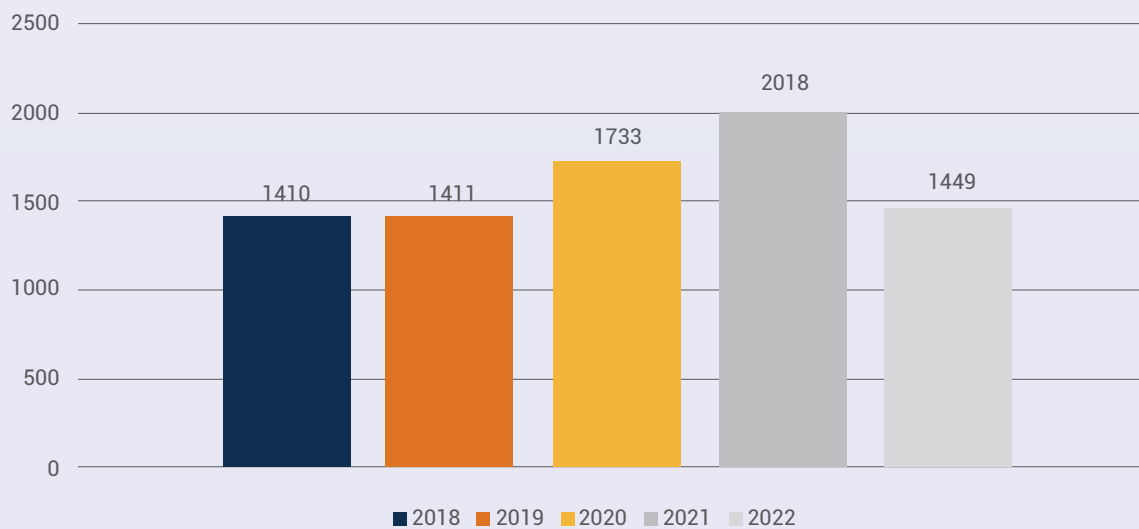
### Planning Applications Received



## Building Safety

	2018	2019	2020	2021	2022
Residential Permits Issued	198	148	200	221	135
New Dwelling Units	300	282	219	473	49
Average Average n Days to Isued Residential Building Permits	62	68	43	47	34
Other Permits Issued	35	83	150	252	199
Total Permits Issued	196	269	311	452	334
Total Inspections Completed	1410	1411	1733	2018	1449
Percentage of Failed Inspections	3%	5%	4%	2%	2%
Percent of Partial Inspections	7%	7%	11%	14%	18%

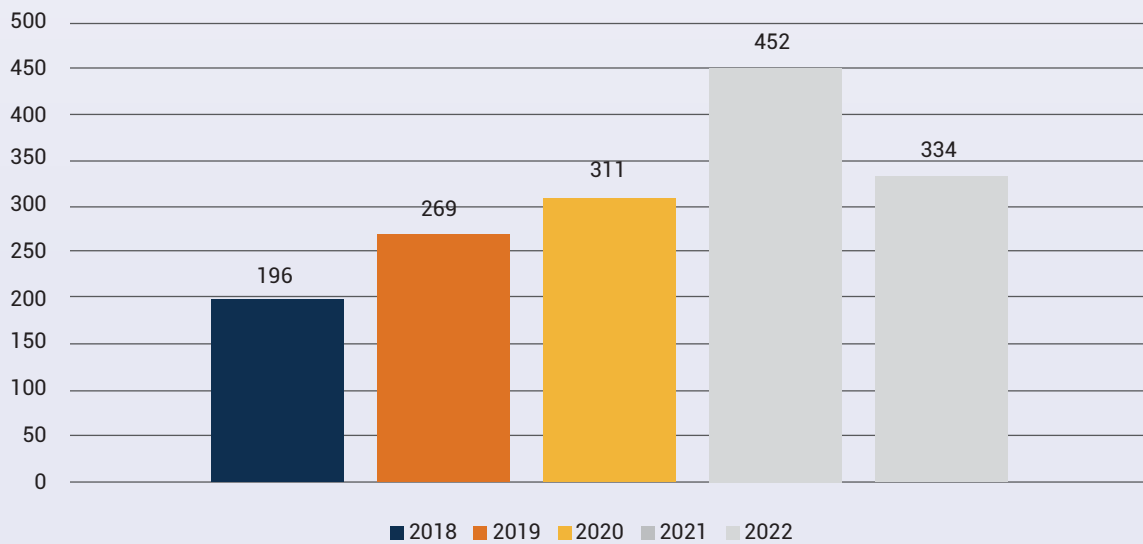
## Building Inspections Completed







## Building Safety Permits Issued





## Operations Services

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This service area consists of Public Works, Engineering, Subdivision Land Development, and the Wastewater services.

Operations are responsible for the planning, design, construction, and maintenance of municipal infrastructure including local roads, subdivisions, and the collection and treatment of storm and wastewater.

### DID YOU KNOW:

- In October 2020, the District adopted its Transportation Master Plan. Implementation of this plan will take time and resources. Follow the progress at [letstalk.sooke.ca/tmp](http://letstalk.sooke.ca/tmp)
- You can access District maps at [sooke.ca](http://sooke.ca), under online services. Use our Parks & Trails Finder or view the Land Information Map and use layers to view District zoning, and more.



## By the Numbers

- **14 staff** in Operations: 1 Director of Operations, 1 Manager of Engineering, 1 Manager of Wastewater, 1 Manager of Subdivision Land Development (Approving Officer), 1 Land Development Technician, 4 Wastewater Plant Operators, 1 Lead Engineering Technologist, 2 Engineering Technologists, 1 Wastewater Clerk, 1 Operations Clerk (support Operations and Parks & Environmental Services).
- Operations is responsible for **33 kilometres of collector roads**, over **72 kilometres of local roads**, **5 bridges**, **680 catch basins**, over 32 kilometres of storm line.
- **200+ highway** use permits are issued each year.
- **8 new subdivisions plans** approved, creating **160 new lots in 2022**. By comparison, **16 subdivision** plans were approved and **62 new lots** created in 2021.
- **4 new phased** strata plans approved, creating **32 new dwelling units in 2022**. By comparison,
- **2 phased** strata plans were approved, creating **18 new dwelling** units in 2021.

## Previous Year Highlights

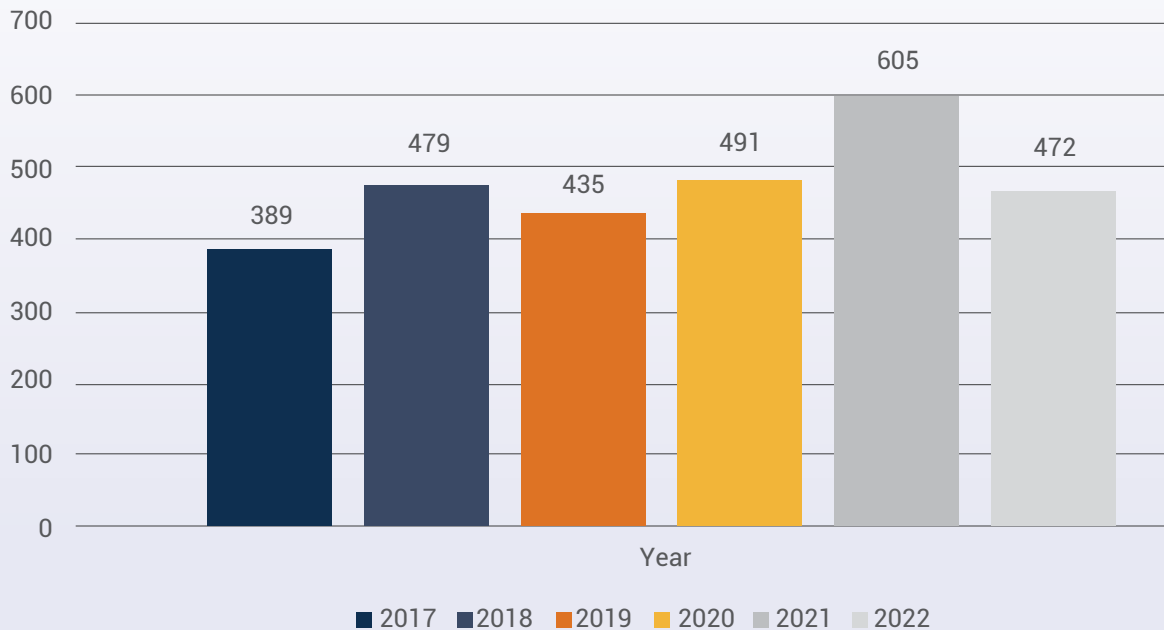
- Completion of the Otter Point Road Active Transportation Corridor Project.
- Completion of Phase One Church Road Corridor Improvements.
- Progress on road design for:
  - Church/Thoup Road Roundabout.
  - Phillips Road Corridor (Highway 14 to the north of SEAPARC).
  - Throup Road Connector.
- Road paving improvements on Connie Road and Otter Point Road.
- Ongoing work on the Solid Waste Management Strategy.
- Installation of new decanter centrifuge and began wastewater capacity expansion project.
- Completed inflow and infiltration mitigation strategy for pump stations and collector system.
- Continued community consultation on potential sewer service expansion to Whiffin Spit and Kalatsin.
- Development Cost Charges Bylaw Updates.
- Continued updating Subdivision and Development Standards Bylaw.
- Transit shelter addition on Grant Road West.

## Current Objectives

- Continue implementation of the Transportation Master Plan including:
  - Charters Road Corridor (2023–2024 Capital Project); and
  - Church Road Roundabout (2023–2024 Capital Project).
- Complete Major Paving works on Manzer and Otter Point Roads.
- Continue Wastewater expansion project.
- Continue Wastewater Master Plan development.
- Subdivision and Development Standards Bylaw stakeholder consultation and finalization to work towards adoption.
- Transit stops and street light improvements.
- Progress Developments Approvals (process improvement) Program.
- Continue work on Asset Management Program finalization and Financial Strategy.
- Continue work with BC Hydro on installation of public fast-charging stations.

## Trends

### Calls For Service (Roads and Underground)







## MORE ON SOOKES WASTEWATER SERVICES

The Sooke wastewater collection and treatment system is owned and operated by the District of Sooke. Those benefiting from this service (within the Sewer Specified Area or SSA) are responsible for paying for the service through service fee.

Construction of the Sooke collection system and wastewater treatment plant began in 2004 and the system was commissioned in November 2005. Individual domestic and commercial hook-ups began in January 2006 and continued throughout 2006 and 2007, with the majority completed by December 2006. The system services a core area of approximately 5,500 residents.

The system uses secondary sewage treatment which removes over 95% (regularly seen upwards of 98%) of the total suspended solids and high levels of other contaminants, providing significant environmental benefits to the District of Sooke. This helps ensure care and stewardship of the environment for future generations.





## Facilities, Parks & Environmental Services

This service area consists of District Facilities, Parks and Environmental Services.

Facilities, Parks and Environmental Services is responsible for the planning, design, construction, and maintenance of municipal facilities, parks, trails and green spaces, and environmental planning and stewardship.

### DID YOU KNOW:

- The District of Sooke has 23.7% of its land area dedicated as green space.
- The Parks and Trails Master Plan was approved in October 2020.
- Every year the municipality acquires new assets (i.e. parks and green spaces) through private development or municipal capital investment. Currently, there are 139 municipal park land dedications.



## By the Numbers

- **6 full-time Parks staff:** 1 Manager of Parks & Environmental Services, 1 Parks & Environmental Services Coordinator, 1 Carpenter/Tradesperson, 1 Parks Lead Hand and 2 Parks Workers
- **9 Auxiliary Labourers** – summer students, grant funded.
- **1,997 District**-owned trees.
- **92 parks** and green spaces (several park-land dedications will be consolidated to form one park).
- **287+** acres of parkland.
- **40+** kilometres of trails.
- **37 park** benches.
- **16 transit** shelters.
- **10 public** washrooms.
- **5** playgrounds.
- **4** staircases.

## Previous Year Highlights

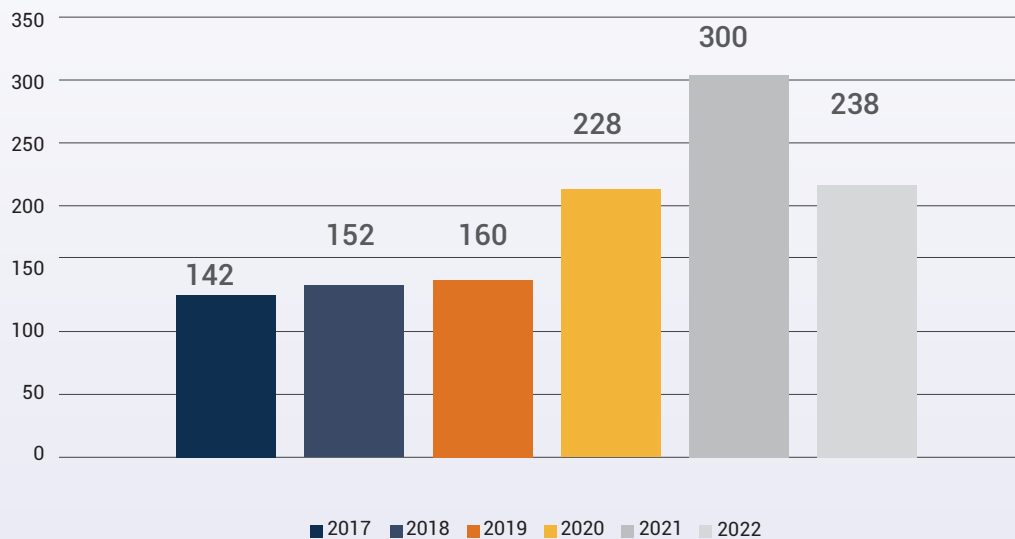
- Ongoing care and stewardship of 92 parks and green spaces including seasonal maintenance ranging from winter storm and King Tide repairs at Whiffin Spit to spring mowing and boulevard care
- Ongoing outdoor capital construction and maintenance (e.g. staircases, bathrooms, water access, transit stops, etc.)
- Substantial completion of sport box at Ravens Ridge Park including multi-use sport box facility, washroom, trails and temporary parking area
- Substantial completion of Carter Navarette Dog Park
- Substantial completion Sooke Fire Station One Renovation
- Whiffin Spit Master Planning – Engineering Report
- Marking of the Seawalk Urban Trail route
- Support community art via the Sooke Program of the Arts and seasonal adornment
- Urban forest audit
- Hosted First Annual District Earth Week Festivities

## Current Objectives

- Continued implementation of the Parks and Trails Master Plan
- Sooke Potholes Gateway Enhancement Project
- Continue progress on Little River Pedestrian Crossing
- Construct a memorial area at Whiffin Spit
- Audit and acquire data on greenspace infrastructure
- Continue invasive species management and increase public education and stewardship opportunities

## Trends

### Calls for Service – Parks & Facilities







## Fire & Emergency Program Services

This service area consists of the Fire Department and Emergency Program Management.

Fire and Emergency Program Services proactively prepares for and helps mitigate threats of emergencies through local and regional planning initiatives and projects. Members also train and respond to a variety of human-caused and naturally occurring emergency incidents.

As well, this service area is responsible for prevention programs such as Fire and Life Safety inspections for businesses, public buildings and high-occupancy structures, as well as public education initiatives, including:

- firehall tours
- FireSmart home assessments
- Emergency Preparedness, and;
- participation in provincial and national campaigns are instrumental in fostering a resilient community.

## By the Numbers

- Fire & Emergency Program Services – 10 Career Staff: 1 Fire Chief, 1 Deputy Fire Chief, 2 Captains, 4 Firefighters, 1 Fire Services/Emergency Program Assistant, 1 FireSmart Coordinator (temporary position funded through a UBCM grant).
- 23 Trained Paid on Call Firefighters and 5 Recruit Firefighters in Training
- 4 Fire Incident Support Team (FIST) members
- 25 Emergency Support Services (ESS) volunteers
- 5 Sooke Emergency Radio Group (SERG) volunteers
- 1 Emergency Operations Centre (EOC) activation – Tsunamic monitoring
- 17 Emergency Preparedness public education events
- 3,622 residents subscribed to Alertable – Sooke specific emergency notifications
- 239 Fire Inspections completed – schools, daycares, high occupancy, commercial
- Response breakdown by type – 1,090 responses in 2022:
  - **91 Fire** (structure, bark/mulch, wildland, beach, dumpster, chimney)
  - **567 Medical** (First Responder program)
  - **41 Burning Concerns** (respond to citizens' concerns around backyard burning)
  - **75 Rescue** (rope rescue, trail rescue, water rescue, confined space rescue, motor vehicle incidents, auto extrication)
  - **41 Hazardous conditions** (i.e. liquid gas leaks, fuel spills, power lines down, trees on power lines, etc.)
  - **81 Alarm bells** – no fire (smoke scare, sighting, detector activation)
  - **174 Public calls for service + mutual aids** (assist RCMP, animal rescue, investigation, smoke detector support, flooding)

## DID YOU KNOW:

- Having a fire department within 8km of your home results in significant savings on home insurance. Depending on the home's value, Sooke Fire Rescue's status as a full-service department saves each homeowner between \$1,000 and \$5,000+ annually on insurance.
- Sooke Fire provides fire protection services to the T'Sou-ke Nation and has an agreement with the CRD to protect the Silver Spray development. Our service area is 84.9 square kilometres (by comparison Colwood's is 17.7, View Royal's is 18 and Central Saanich's is 47).
- Sooke Fire Services offers free FireSmart Home Assessments. A Local FireSmart Representative provides on-site assessments and creates an action report of steps you can take to protect your home and property from wildfire. This program is funded by a Union of BC Municipalities FireSmart Program Grant, not property taxes.



## Previous Year Highlights

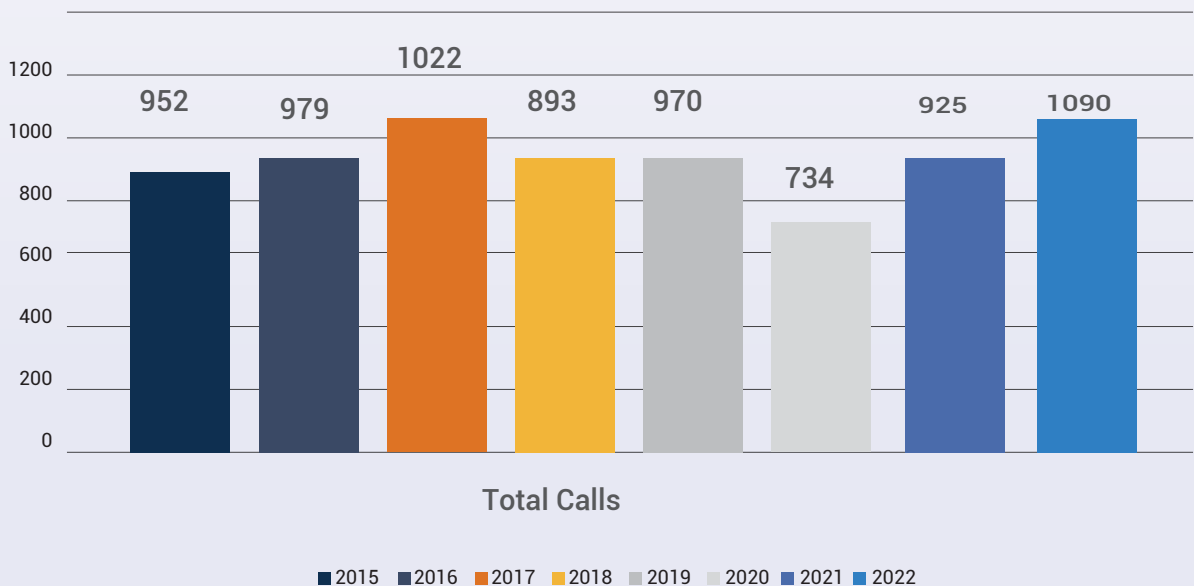
- Responded to 925 calls
- Fire Services Master Plan adopted to respond to the needs of a growing community and will be implemented alongside annual budget considerations and long-term financial planning
- Fire Station One Renovation
- Ratified IAFF Collective Agreement
- Expanded FireSmart program to include free home assessments and community information sessions

## Current Objectives

- Promote Paid on Call recruitment and retention – ensure adequate response levels
- Training for members – ongoing skills development for government-regulated response requirements and new multi-story, high-occupancy structures, including equipment and apparatus maintenance.
- Fire Prevention and Community Education – FireSmart, Emergency Preparedness, Fire Safety,
- Risk-Based Fire Inspections, Fire & Life Safety Inspections, Fire Code compliance

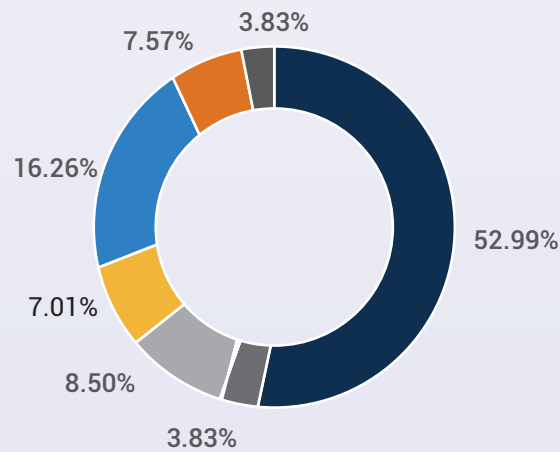
## Trends

### Total fire service calls





## Call Distribution by Type (2021)



■ Medical

■ Rescue

■ Hazardous

■ Burning

■ Alarms-No fire

■ Fire

■ Public Calls for Service + Mutual Aid





## Police Services

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Police protection is provided by the Royal Canadian Mounted Police and is funded by the District of Sooke through a police service contract with the Province of BC.

Sooke RCMP provides policing services to the District of Sooke, East Sooke, Otter Point, Shirley, Jordan River and Port Renfrew. The Detachment consists of 18 RCMP officers, 14 funded by the District of Sooke, and 4 funded by the Province. The compsite includes:

- **1** Staff Sergeant (Commander)
- **1** Sergeant (Operations)
- **2** Corporals (Watch Commanders)
- **14** Constables (Frontline Investigators)

Sooke Detachment members respond to calls for service ranging from provincial statutes, and traffic accidents, to serious criminal offences. Each member carries a significant caseload of criminal and other Federal Statute Investigations. The detachment also conducts targeted patrols and traffic enforcement as well as Community Policing initiatives within the District of Sooke and rural areas.

## By the Numbers

RCMP responded to 5,714 calls for service in 2021 (down from 5,857 the previous year), 4,309 of which are in the District of Sooke (down from 4,376 the previous year). Calls by type include:

- 24 Sexual (Assaults up from 13 the previous year)
- 85 Assaults (up from 80 the previous year, down from 115 in 2022)
- 4 Break and enter – business (down from 11 the previous year)
- 8 Break and enter – residence (down from 13 the previous year)
- 9 Vehicle thefts (down from 19 the previous year)
- 50 Theft from Vehicle (up from 47 the previous year)
- 196 Mental Health Act (up from 194 the previous year)
- 151 Mischief/Property Damage Under \$5000 (down from 166 the previous year)

## Previous Year Highlights

- Increased focus and enforcement on aggressive and distracted driving
- 126 documented impaired driving investigations
- Approximately 350 documented traffic enforcement and/or education contacts
- 3 Members were recognized by the Lieutenant Governor award for making “Alexa’s Team0F” recognizing their contributions to reducing impaired driving
- Targeted and successful efforts related to property crime offenders, with three offenders identified, charged and convicted related to property crimes in our community
- As COVID restrictions allowed, increased presence and involvement at community events, including returning to deliver Drug Abuse Resistance Education (D.A.R.E.) programming in schools
- Three members were recognized with a Commanding Officer’s Commendation for Bravery
- One member was recognized with a Long Service Award for completing 20 years of service

## Current Objectives

- Enhance Road Safety – Impaired / Aggressive / Distracted Driving (including speeding)
- Crime Reduction – Prevent and Reduce Property Crime
- Communication and Visibility – Maintain Positive Relations
- Contribute to Employee Wellness – Respectful Workplace
- Indigenous and Cultural Competence – Reconciliation



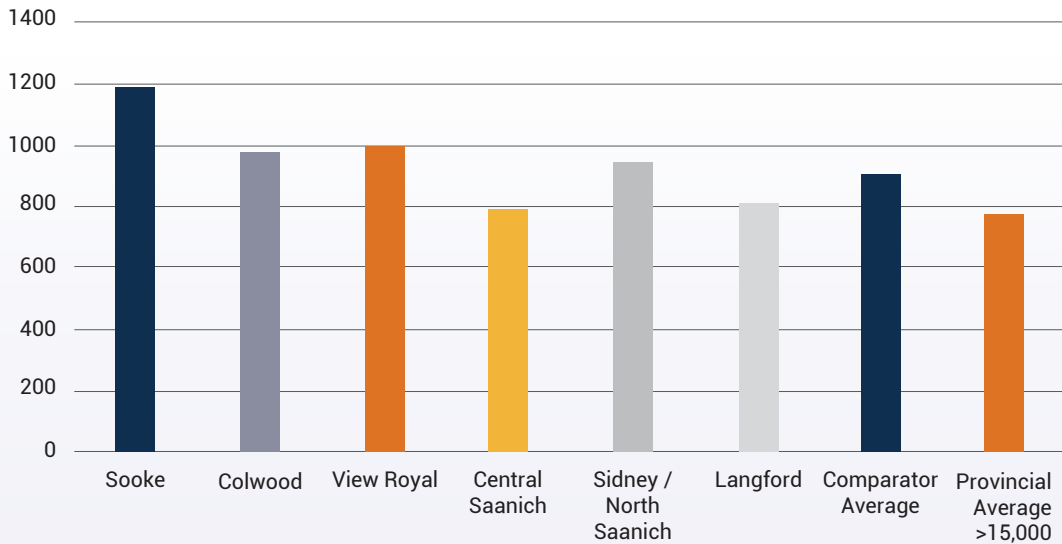
## Trends

	2018	2019	2020	2021	2022
Sexual Assaults	21	15	16	13	24
Assaults	95	118	115	80	85
Assault with Weapon Causing Bodily Harm	8	13	9	10	22
Criminal Harassment	17	17	12	21	16
Uttering Threats	53	76	78	97	75
Break & Enter-Business	14	17	13	11	4
Break & Enter Residence	22	38	26	13	8
Break & Enter - Other	14	18	11	10	5
Theft of Vehicle	18	13	10	19	9
Theft from Vehicle	33	73	51	47	50
Theft - Other	127	97	78	80	75
Mischief	185	196	161	166	151
Shoplifting	4	27	9	12	7
Possess Stolen Property	5	7	11	14	9
Fraud	63	72	45	76	58
Mental Health Act	176	210	181	194	196

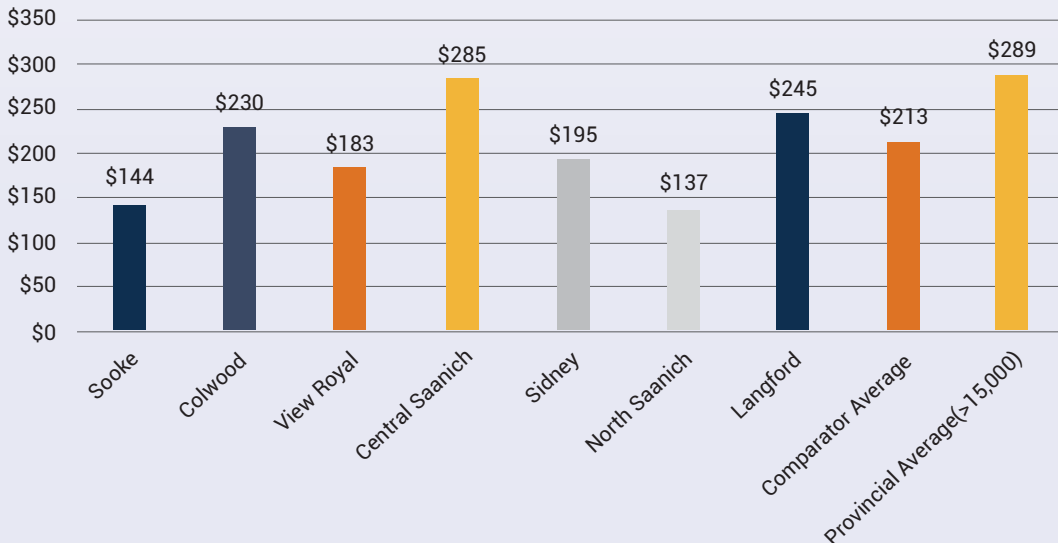
## Police Resource Planning

Through 2022 budget development and updates to the five-year financial plan, Council prioritized financial planning to support 24/7 staffing in both police and fire services. In respect to policing, comparative data that identifies this need is shared below.

### Police to Population Ratio (2021)

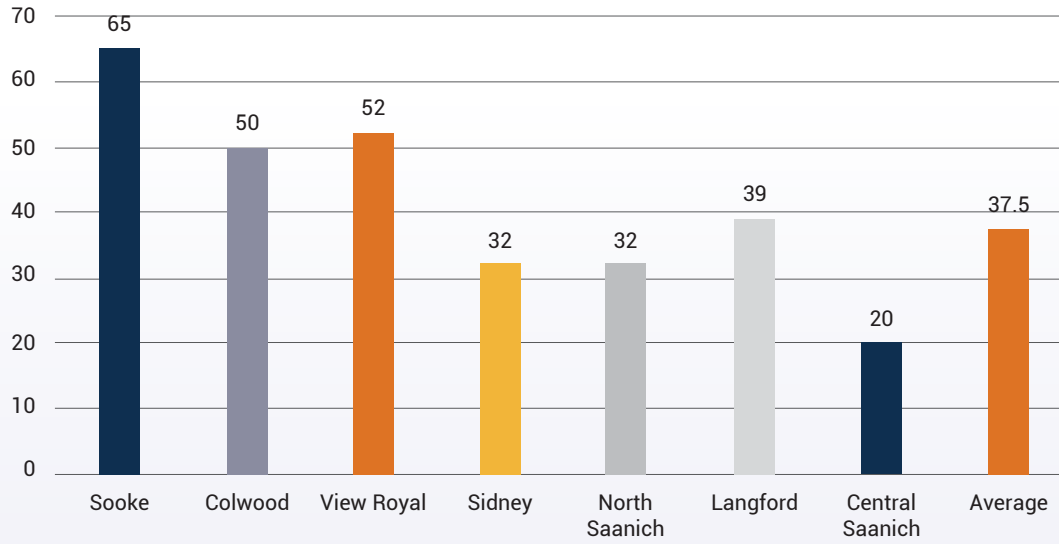


### Cost Per Capita (2021)

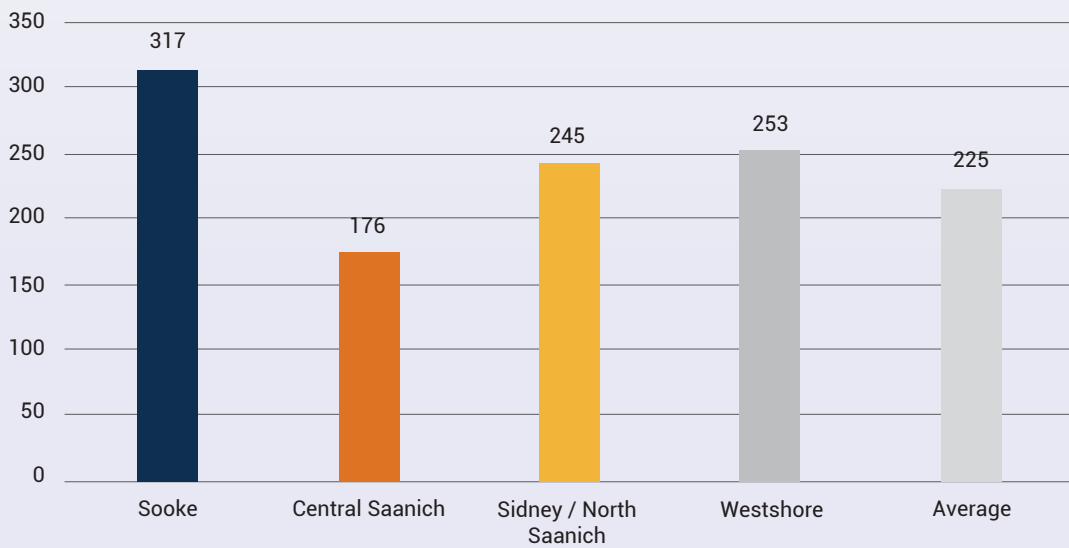




## Criminal Code Offences Per Officer (2021)



## Files Per Officer (2021)





## Policing Services Online Reporting Tool

- You can use the online reporting tool to report non-emergency crimes to the RCMP. Currently, these are the types of non-emergency crimes that can be reported through the tool:
- Lost Property
- Theft of Bicycle Under \$5000
- Theft Under \$5000
- Theft Under \$5000 from Vehicle
- Damage/Mischief Under \$5000 to Property
- Damage/Mischief Under \$5000 to Vehicle
- Driving Complaints
- Hit and Run to Unoccupied Vehicle or Property

This tool provides an efficient way for residents to report less serious crimes and provides citizens with the file numbers they may need in circumstances of lost or stolen property. It allows RCMP front-line staff to focus on higher-priority issues to ultimately improve response times, which will improve the safety of our community.

To report a crime through the online tool, residents need to provide an address, phone number, and valid email address. The process typically takes less than 15 minutes to complete.

***For immediate police assistance, please call 9-1-1.***





# Report from the Director of Financial Services

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We are pleased to present the District of Sooke's audited consolidated financial statements for the year ended December 31, 2022, as well as detailed information concerning the financial position of the District.

The District's independent external auditors, KPMG, have audited the District's financial statements as expressed in the audit report, it is KPMG's opinion that the District's financial statements present fairly in all material respects the financial standing as of December 31, 2022 and are prepared following Canadian public sector accounting standards.

Although the District relies on the standards and expertise of the District's external auditors, the financial statements are the responsibility of management, which includes the oversight of internal controls for reliability and accuracy, and to ensure District assets are safeguarded and that the District is financially sustainable.

## Financial Statement Highlights

The District ended the year with a \$11.2 million increase in the accumulated surplus, for a total of \$139.6 million in 2022. The accumulated surplus represents what remains after the assets have been used to meet the liabilities and included cash and non-cash components.

Overall, the District's expenses were approximately \$18 million. This is in line with the planned budget.

The District has been striving to increase reserves to fund future capital projects and infrastructure upgrades and will continue a comprehensive asset management review through 2023. District Developer Donated Assets in 2022 are worth almost \$10.3 million, which includes road dedication and infrastructure donations.

## Progress on Financial Planning

The District is committed to continually improving its financial position to ensure sustainable service today and in the future. To support this, the District is:

- In the process of developing an asset management investment plan to have a better understanding of the life-cycle costs of infrastructure and to fully integrate into financial planning.
- Committed to financial transparency with quarterly public reporting to Council across all service areas.
- Increasing public participation in the District's budgeting process – anchored in the citizen budget and community consultation which begins in June each year.
- Working towards early adoption of the annual financial plan to maximize operational capacity. Sooke continues to be a remarkable community comprised of compassionate individuals and resilient businesses. As a growing community, we are working to manage long-term growth and strengthen our local economy.

Working collaboratively, the District is committed to continually improving its long-term financial sustainability.

Sincerely,

Raechel Gray, CPA, CMA  
Director of Financial Services, District of Sooke





# **Financial Statements of DISTRICT OF SOOKE**

**Year ended December 31, 2022**



# MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

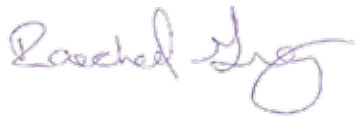
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The accompanying financial statements of District of Sooke (the "District") are the responsibility of management and have been prepared in compliance with applicable legislation, and in accordance with public sector accounting standards for governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

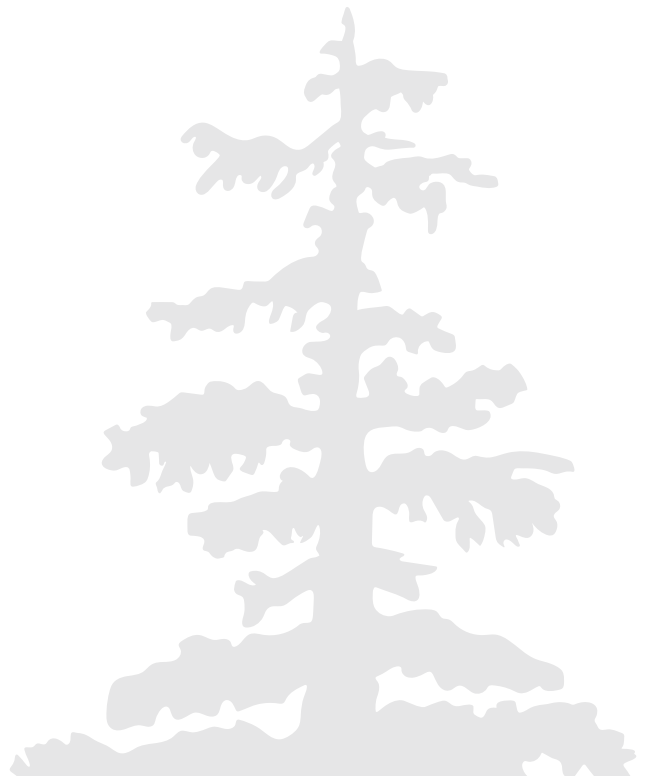
Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the District's financial statements



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Director of Finance





KPMG LLP  
St. Andrew's Square II  
800-730 View Street  
Victoria V8W 3Y7  
Canada  
Telephone (250) 480-3500  
Fax (250) 480-3539

## INDEPENDENT AUDITOR'S REPORT

To the Mayor and Councillors of the District of Sooke

### Opinion

We have audited the financial statements of the District of Sooke (the "Entity"), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations for the year then ended
- the statement of change in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements".)

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at end of December 31, 2022, and its results of operations, its changes in net financial assets and its cash flows for the years then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditor's Responsibilities for the Audit of the Financial Statements" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion





## Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Entity's financial reporting process.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

→ Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

→ Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

→ Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

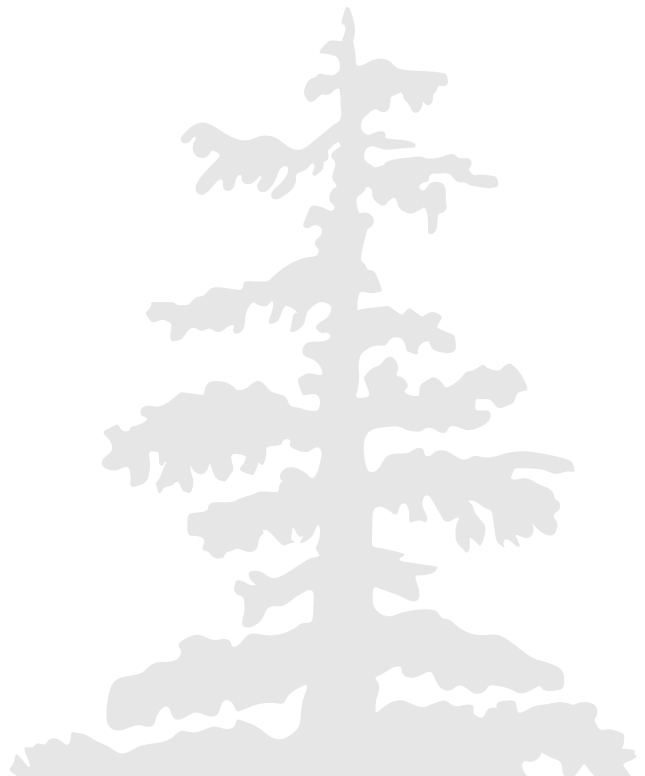
*KPMG LLP*

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Chartered Professional Accountants

Victoria, Canada

May 8, 2023







**Financial Statements of  
DISTRICT OF SOOKE**

**Year ended December 31, 2022**



# DISTRICT OF SOOKE

## Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
<b>Financial assets:</b>		
Cash and cash equivalents (note 2)	\$ 30,225,368	\$ 28,160,972
Property taxes receivable	1,021,739	655,344
Accounts receivable	631,581	858,081
Other assets (note 10(a))	150,049	146,768
	<b>32,028,737</b>	<b>30,821,165</b>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	3,133,238	4,645,047
Deposits	4,728,262	2,721,128
Deferred revenue (note 3)	14,012,155	12,160,376
Employee benefit obligations (note 4)	412,932	407,047
Long-term liabilities (note 5)	3,005,680	3,749,539
	<b>25,292,267</b>	<b>23,683,137</b>
<b>Net financial assets</b>	<b>6,736,470</b>	<b>7,138,028</b>
<b>Non-financial assets:</b>		
Tangible capital assets (note 6)	132,718,897	121,095,400
Prepaid expenses	229,193	218,860
	<b>132,948,090</b>	<b>121,314,26</b>
<b>Accumulated surplus (note 7)</b>	<b>\$ 139,684,560</b>	<b>\$ 128,452,288</b>

### Commitments and contingent liabilities (note 10)

The accompanying notes are an integral part of these financial statements.

On behalf of the District:



Director of Finance

# DISTRICT OF SOOKE

## Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

	Financial Plan (note 11)	2022	2021
<b>Revenue:</b>			
<b>Net taxes available for municipal purposes (note 8)</b>	\$ 10,279,791	\$ 10,333,118	\$ 9,445,068
Sales and user fees	97,750	299,664	304,309
Government transfers	5,938,378	2,971,957	3,767,176
Investment income	244,000	586,159	558,343
Penalties and fines	160,000	207,091	181,953
Licenses and permits	939,544	1,353,473	1,347,588
Lease and rental - -	-	-	3,600
Donations and contributions	680,000	10,334,745	3,449,241
Developer cost charges - -	-	-	1,375,878
Sewer operating revenue	2,871,340	2,925,801	2,871,248
Casino revenue sharing	260,000	278,955	141,056
<b>Total revenue</b>	<b>21,470,803</b>	<b>29,290,963</b>	<b>23,445,460</b>
<b>Expenses:</b>			
General government	3,434,887	4,170,680	3,523,695
Protective services	6,037,271	5,087,531	4,618,914
Development service (Sewer)	4,930,340	5,775,878	5,439,842
	2,527,991	3,024,602	2,997,718
<b>Total expenses</b>	<b>16,930,489</b>	<b>18,058,691</b>	<b>16,580,169</b>
Annual surplus	4,540,314	11,232,272	6,865,291
Accumulated surplus, beginning of year	128,452,288	128,452,288	121,586,997
<b>Accumulated surplus, end of year</b>	<b>\$ 132,992,602</b>	<b>\$ 139,684,560</b>	<b>\$ 128,452,288</b>

*The accompanying notes are an integral part of these financial statements.*



# DISTRICT OF SOOKE

## Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

	Financial Plan (note 11)	2022	2021
<b>Revenue:</b>			
Annual surplus	\$ 4,540,314	\$ 11,232,272	\$ 6,865,291
Acquisition of tangible capital assets	(11,737,000)	(4,565,750)	(4,440,512)
Developer contributions of tangible capital assets -		(10,334,745)	(3,449,241)
Amortization of tangible capital assets	2,977,828	3,192,185	2,944,702
Loss on disposal of tangible capital assets		84,813	38,610
	<b>(8,759,172)</b>	<b>(11,623,497)</b>	<b>(4,906,441)</b>
<b>Acquisition of prepaid expenses -</b>		<b>(10,333)</b>	<b>(58,812)</b>
Change in net debt	(4,218,858)	(401,558)	1,900,038
Net financial assets, beginning of year	6,612,516	7,138,028	5,237,990
<b>Net financial assets, end of year</b>	<b>\$ 2,393,658</b>	<b>\$ 6,736,470</b>	<b>\$ 7,138,028</b>

*The accompanying notes are an integral part of these financial statements.*



# DISTRICT OF SOOKE

## Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
<b>Cash provided by (used in):</b>		
<b>Operating activities:</b>		
Annual surplus		
Items not involving cash:	\$ 11,232,272	\$ 6,865,291
Developer contributions of tangible capital assets	(10,334,745)	(3,449,241)
Amortization of tangible capital assets	3,192,185	2,944,702
Loss on disposal of tangible capital assets	84,813	38,610
Actuarial adjustment on debt	(254,152)	(235,099)
Changes in non-cash operating assets and liabilities:		
Property taxes receivable	(366,395)	158,018
Accounts receivable	1,226,500	(1,434,546)
Other assets	(3,281)	(2,456)
Accounts payable and accrued liabilities	(1,511,809)	577,798
Deposits	2,007,134	339,591
Employee benefit obligations	5,885	22,706
Deferred revenue	1,851,779	6,150,631
Prepaid expenses	(10,333)	(58,812)
	<b>7,119,853</b>	<b>11,917,193</b>
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(4,565,750)	(4,440,512)
	<b>4,565,750</b>	<b>4,440,512</b>
<b>Financing activities:</b>		
Debt payments	(489,707)	(715,210)
	<b>489,707</b>	<b>715,210</b>
Increase in cash and cash equivalents	2,064,396	6,761,471
Cash and cash equivalents, beginning of year	28,160,972	21,399,501
<b>Cash and cash equivalents, end of year</b>	<b>\$ 30,225,368</b>	<b>\$ 28,160,972</b>

*The accompanying notes are an integral part of these financial statements.*

# DISTRICT OF SOOKE

Notes to Financial Statements

Year ended December 31, 2022

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District of Sooke (the "District") is a municipality in the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia.

The District provides municipal services such as fire, public works, engineering, planning, parks, recreation, community development, and other general government operations.

## 1. Significant accounting policies:

The financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

→ **Reporting entity:**

The financial statements include a combination of all the assets, liabilities, accumulated surplus, revenues and expenses of all of the District's activities and funds. Inter-departmental balances and organizational transactions have been eliminated. The District does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

→ **Basis of accounting:**

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

→ **Government transfers:**

Government transfers without stipulations restricting their use are recognized in the financial statements as revenue in the period in which the transfers are authorized, any eligibility criteria are met, and reasonable estimates of the amounts can be made. Government transfers with stipulations restricting their use are recognized in the financial statements as revenues in the period in which the eligible expenditures are incurred, or stipulations are met, providing they are authorized and eligibility criteria are met



## 1. Significant accounting policies (continued)

### → **Deferred revenue:**

Deferred revenue includes grants, contributions and other amounts received from third parties pursuant to legislation, regulation and agreement which may only be used in certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, prepaid property taxes and certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired, thereby extinguishing the related liability.

Development cost charges are amounts which are restricted by government legislation or agreement with external parties. When qualifying expenditures are incurred development cost charges are recognized as revenue in amounts which equal the associated expenses.

### → **Property tax revenue:**

Property tax revenue is recognized on the accrual basis using the approved tax rates and the anticipated assessment related to the current year.

### → **Investment income:**

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

### → **Deposits:**

Receipts restricted by third parties are deferred and reported as deposits under certain circumstances. Deposits are returned when the third party meets their obligations or the deposits are recognized as revenue when qualifying expenditures are incurred.

### → **Cash and cash equivalents:**

Cash and cash equivalents include investments in the Municipal Finance Authority of British Columbia ("MFA") pooled investment funds and are recorded at cost plus earnings reinvested in the funds.

### → **Long-term debt:**

Long-term debt is recorded net of related payments and actuarial earnings.

### → **Employee future benefits:**

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred. Sick leave and other retirement benefits are also available to the District's employees. The costs of these benefits are determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

## 1. Significant accounting policies (continued)

### → Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

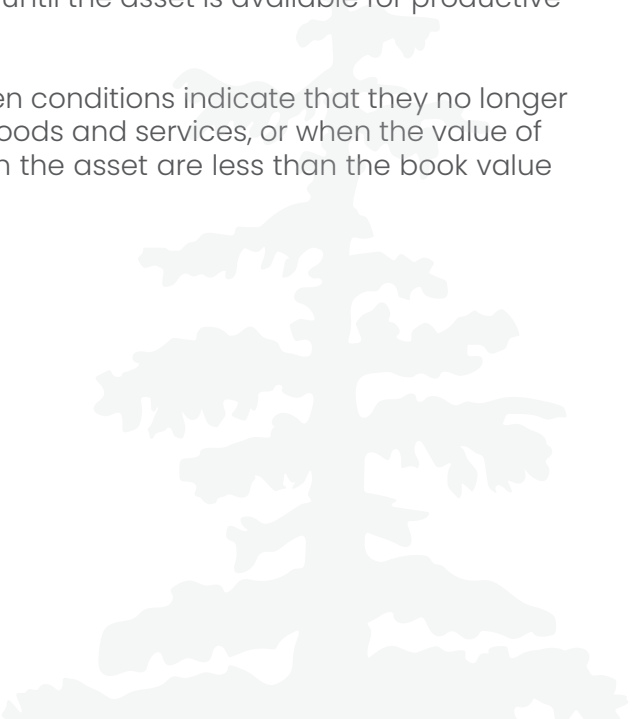
#### (i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

ASSET	USEFUL LIFE-YEARS
Land improvements	10 - 50
Buildings	25 - 40
Equipment, furniture and vehicles	4 - 25
Roads and sidewalks	25 - 75
Storm sewer	60
Sanitary sewer	25 - 60

Amortization is charged annually, including in the year of acquisition and disposal. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the District's ability to provide goods and services, or when the value of the future economic benefits associated with the asset are less than the book value of the asset.



## 1. Significant accounting policies (continued)

### → Non-financial assets (continued):

#### (ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

#### (iii) Works of art and cultural and historic assets:

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

#### (iv) Interest capitalization:

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

#### (v) Leased tangible capital assets:

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

### → Contaminated sites:

The District records a liability in its financial statements when contamination on non-active property exceeds an accepted environmental standard and the District is directly responsible, or accepts responsibility for, the damage. The liability is measured at the District's best estimate of the costs directly attributable to remediation of the contamination. No contaminated sites liabilities have been recorded in these financial statements.

### → Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Estimates include assumptions used in estimating historical cost and useful lives of tangible capital assets and estimating provisions for accrued liabilities including employee future benefits. Actual results could differ from these estimates.



# DISTRICT OF SOOKE

## Statement of Operations

Year ended December 31, 2022, with comparative information for 2021

### 2. Cash and cash equivalents:

	2022	2021
Bank deposits	\$ 3,211,933	\$ 3,211,933
Municipal Finance Authority Pooled Investment Funds	27,013,435	27,013,435
	<b>\$ 30,225,368</b>	<b>\$ 28,160,972</b>

### 3. Deferred revenue:

	2022	2021
Prepaid property taxes	\$ 1,230,859	\$ 1,118,671
Development cost charges	6,917,952	5,253,300
Other deferred revenue	5,863,344	5,788,405
<b>Total deferred revenue</b>	<b>\$ 14,012,155</b>	<b>\$ 12,160,376</b>

Included in other deferred revenue are business licenses and building permits.

### Development Cost Charges

	2022	2021
Opening balance of unspent funds	\$ 5,253,300	\$ 5,040,925
Add:		
Development cost charges received during the year	1,612,712	1,507,705
Interest earned	51,940	80,548
	<b>1,664,652</b>	<b>1,588,253</b>
	<b>6,917,952</b>	<b>6,629,178</b>
	<b>—</b>	<b>(1,375,878)</b>
Closing balance of unspent funds	<b>\$ 6,917,952</b>	<b>\$ 5,253,300</b>

#### 4. Employee benefit obligations:

	2022	2021
Accrued vacation	\$ 100,610	79,640
Other contract obligations	312,322	327,407
	<b>\$ 412,932</b>	<b>\$ 407,047</b>

Employee benefit obligations represent accrued benefits as at December 31, 2022. Accrued vacation is the amount of vacation entitlement carried forward into the next year. Other contract obligations include banked overtime payable to the District's employees, accumulated sick leave banks, separation agreement obligations and retirement benefits for possible drawdown at future dates. Sick leave entitlements may only be used while employed by the District and are not paid out upon retirement or termination of employment.

#### Municipal Pension Plan

The District and its employees contribute to the Municipal Pension Plan a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible administering the plan, including investment of the assets and administration of benefits. The plan is a multi employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2021, the plan has about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for the average future entrants to the plan. This rate may be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021 indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

The District paid \$541,178 (2021 - \$519,550) for employer contributions to the Plan in fiscal 2022, while employees contributed \$474,8590 (2021 - \$440,120) to the plan in fiscal 2022.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 5. Long-term liabilities:

	2022	2021
Tax supported debt bearing interest at 4.52% and matures in 2027 (ladder truck)	\$ 193,142	\$219,061
Debt for sewer capital project bearing interest at 4.43% and matures in 2026	2,298,831	2,802,486
MFA Equipment Loan (Water Tender Truck) bearing annual variable interest and matures in 2024	83,392	153,683
MFA Equipment Loan (Engine 1A) bearing annual variable interest and maturing in 2025	178,710	250,164
MFA Equipment Loan (Engine 1B) bearing annual variable interest and maturing in 2025	251,605	324,145
<b>Long-term liabilities</b>	<b>7,119,853</b>	<b>11,917,193</b>

### → Debt:

The loan agreements with the Capital Regional District ("CRD") and the MFA provide that if, at any time, the scheduled payments provided for in the agreements are not sufficient to meet the MFA's obligations in respect of such borrowings, the resulting deficiency becomes a liability of the District.

The District issues its debt through the MFA. Debt is issued on a sinking fund basis, whereby the MFA invests the District's principal payments so that the payments, plus investment income, will equal the original outstanding debt amount at the end of the repayment period. The gross value of debt at December 31, 2022 and 2021 is \$9,417,101.

### → The aggregate amount of principal payments required on the District's long term debt during each of the next five years are as follows:

2023	\$ 547,560
2024	478,754
2025	431,892
2026	321,146
2027	25,626

### → Total interest expense on long-term debt for the year ending December 31, 2022 amounted to \$173,625 (2021 - \$167,884).



# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 6. Tangible capital assets:

	Land	Land Improvement	Building	Equipment, furniture & vehicles	Roads, Bridges & sidewalks	Storm sewer	Sanitary sewer	Work in progress	Total 2022	Total 2021
<b>Cost:</b>										
<b>Balance,</b>										
<b>beginning of year</b>	\$42,701,175	8,206,95	4,414,16	7,562,14	59,479,630	15,249,778	29,422,528	4,268,154	\$171,304,536	\$163,697,281
<b>Addition</b>	7,145,115	1,847,714	719,095	224,007	1,075,494	1,472,234	504,905	1,911,931	14,900,495	7,889,753
<b>Transfers</b>	-	-	-	-	4,069,169	-	-	4,069,169	-	-
<b>Disposal</b>	-	-	-	-	(84,813)	-	-	-	(84,813)	(282,498)
<b>Balance, end of year</b>	49,846,290	10,054,669	5,133,263	7,786,155	64,539,480	16,722,012	29,927,433	2,110,916	186,120,218	171,304,536
<b>Accumulated amortization:</b>										
<b>Balance,</b>										
<b>beginning of year</b>	-	4,099,390	2,968,151	3,872,414	29,222,580	2,454,495	7,592,106	-	50,209,136	47,508,322
<b>Disposal</b>	-	-	-	-	-	-	-	-	-	(243,888)
<b>Amortization</b>	-	358,594	121,129	356,005	1,588,325	201,421	566,711	-	3,192,185	2,944,702
<b>Balance, end of year</b>	-	4,457,984	3,089,280	4,228,419	30,810,905	2,655,916	8,158,817	-	53,401,321	50,209,136
<b>Net book value, end of year</b>	\$49,846,290	5,596,685	2,043,983	3,557,736	33,728,575	14,066,096	21,768,616	2,110,916	\$132,718,897	\$121,095,400

# DISTRICT OF SOOKE

Notes to Financial Statements

Year ended December 31, 2022

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## 6. Tangible capital assets (continued):

- **Work in progress:**  
Work in progress having a value of \$2,110,916 (2021 - \$4,268,154) has not been amortized. Amortization of these assets will commence when the asset is available for service.
- **Contributed tangible capital assets:**  
Contributed tangible capital assets have been recognized at fair market value at the date of contribution. The value of contributed capital assets received during the year is \$10,334,745 (2021 - \$3,449,241) comprised of land (\$7,145,115), land improvements (\$280,500), roads and sidewalks (\$1,661,240), storm sewer (\$799,100), sanitary sewer (\$448,790).
- **Tangible capital assets disclosed at nominal values:**  
Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value.
- **Works of art and historical treasures:**  
The District manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at District sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.
- **Write-down of tangible capital assets:**  
No write-down of tangible capital assets occurred during the year.



# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 7. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2022	2021
<b>Surplus:</b>		
Equity in tangible capital assets	\$129,713,217	\$117,345,861
Operating Fund	1,108,855	999,323
<b>Total surplus</b>	<b>130,822,072</b>	<b>118,345,184</b>
<b>Reserve Funds:</b>		
COVID-19 Safe Restart Reserve	1,826,877	2,513,766
Sewer Reserve Fund	1,663,043	1,616,130
Gas Tax Reserve	1,621,372	1,834,077
Capital Asset Replacement Reserve	793,197	837,244
Playing Field Reserve	197,175	429,042
Future Policing Costs Reserve	361,653	529,816
Parkland Reserve	304,414	301,430
Seniors/Youth Centre Reserve	89,900	188,742
Future Road Liabilities Reserve	375,199	375,199
Emergency Road Repair / Snow Removal Reserve	139,312	188,578
Casino Revenue Reserve	203,857	156,517
Affordable Housing Reserve	300,660	143,242
Capital Improvement Financing Reserve	134,478	121,278
Land (Non-park) Reserve	104,471	103,447
SPA Revenue Reserve	142,051	120,805
Fire Equipment Reserve	111,017	177,334
Revenue Smoothing Reserve	71,000	71,000
Frontage Improvements Reserve	66,536	66,536
Community Amenities Reserve	60,456	59,864
Property Tax Stabilization Reserve	51,000	51,000
Sewer Expansion Reserve	51,457	50,952
Capital Works Reserve	89,539	68,857
Risk Management Reserve	30,870	30,870
Harbour Park Reserve	26,992	22,742
Carbon Tax Rebate Reserve	18,092	17,916
Tree Reserve	11,150	14,000
Knott / Demamiel Watershed Reserve	6,700	6,700
Marine Boardwalk Reserve	5,520	5,520
Street Lighting Reserve	4,000	4,000
Banner Contributions Reserve	500	500
<b>Total reserve funds</b>	<b>8,862,488</b>	<b>10,107,104</b>
	<b>\$139,684,560</b>	<b>\$128,452,288</b>



# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 8. Taxation:

As well as taxes for its own purposes, the District is required to collect taxes on behalf of, and transfer these amounts to, the government agencies noted below. Taxes levied over or under the amounts requisitioned are recorded as accounts payable or receivable.

	2022	2021
<b>Taxes</b>		
Property tax	\$ 22,836,710	\$ 20,638,949
Payments in lieu of taxes	40,172	46,264
1% Utility tax	201,418	183,516
	<b>23,078,300</b>	<b>20,868,729</b>
<b>Less taxes levied on behalf of:</b>		
Provincial government - school taxes	6,374,165	5,636,503
Capital Regional District	3,780,265	3,455,856
Capital Regional Hospital District	725,588	691,201
Municipal Finance Authority	1,037	765
BC Assessment Authority	187,289	161,910
BC Transit Authority	916,663	764,800
Vancouver Island Regional Library	760,1761	712,626
	<b>12,745,183</b>	<b>11,423,661</b>
<b>Net taxes available for municipal purposes</b>	<b>\$ 10,333,117</b>	<b>\$ 9,445,06</b>

## 9. Government transfers:

The government transfers reported on the Statement of Operations are:

	2022	2021
<b>Taxes</b>		
Provincial Small Community Protection	\$ 291,000	\$ 305,000
Provincial Traffic Fine Revenue	82,352	90,808
Gas Tax Agreement Funds	630,079	1,232,702
Ministry of Transportation and Infrastructure	1,518,817	2,088,655
Other	449,709	50,011
	<b>\$ 2,971,957</b>	<b>\$ 3,767,176</b>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2022

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## 10. Commitments and contingent liabilities:

In the normal course of business, the District enters into commitments for both capital and operational expenses. These commitments have been budgeted for within the appropriate annual financial plan and have been approved by Council. It is \$3,030,956.

### → **Municipal Finance Authority debt reserve fund deposits:**

Under borrowing arrangements with the MFA, the District is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits totaling \$150,049 (2021 - \$146,869) are included in the District's financial assets as other assets and are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the District. At December 31, 2022 there were contingent demand notes of \$272,296 (2021 - \$272,296) which are not included in the financial statements of the District.

- The CRD debt, under the provision of the Local Government Act, is a direct, joint and several liability of the CRD and each member municipality within the CRD, including the District.
- The District is a shareholder and member of the Capital Regional Emergency Service Telecommunications ("CREST") Incorporated whose services provide centralized emergency communications, and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.
- As part of the normal course of business, the District has entered into various agreements and contracts for services with periods ranging up to five years. These amounts will be recorded in the accounts in the period that the goods and services are received.
- The District entered into a long-term contract with the Royal Canadian Mounted Police for the provision of police services effective April 1, 2002. Under the terms of this contract, the District is responsible for 70% of policing costs to March 30, 2022 and 90% as of April 1, 2022. At full strength (14 members) the 2023 estimated cost of this contract is \$3,030,956.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 10. Commitments and contingent liabilities (continued):

→ The District is a defendant in various lawsuits. The District records an accrual in respect of legal claims that are likely to be successful and for which a liability amount is reasonably determinable. The remaining claims, should they be successful as a result of litigation, will be recorded when a liability is likely and determinable. The District is covered through an independent insurance program against certain claims.

The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia, a reciprocal insurance exchange. Under this program, member municipalities jointly share claims against any member in excess of their deductible. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit. The District's deductible is \$10,000.

## 11. Financial plan data:

The financial plan data presented in these financial statements is based upon the 2022 operating and capital financial plans approved by Council on December 13, 2021. Amortization is included in the plan. The following reconciles the approved financial plan to the figures reported in these financial statements.

	Financial plan amount
<b>Revenues:</b>	
Financial plan, as approved by Council	\$ 31,508,356
Financial plan, as approved by Council	31,508,356
Less:	
Transfers from other funds	6,379,725
DCC Funds	680,000
Amortization offset	2,977,828
Total revenue	21,470,803
<b>Expenses:</b>	
Financial plan, as approved by Council	31,508,356
Financial plan, as approved by Council	31,508,356
Less:	
Capital expenditures	11,737,000
Transfer to other reserves	2,099,068
Debt principal payments	741,799
Total expenses	16,930,489
<b>Annual surplus</b>	<b>\$ 4,540,314</b>



# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2022

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## 11. Financial plan data (continued):

The annual surplus above includes the impact of amortization and represents the planned results of operations prior to budgeted transfers between reserve funds, debt repayments and capital expenditures.

## 12. Segmented information:

The District is a diversified municipal organization that provides a wide range of services to its citizens. For management reporting purposes, the District's operations and activities are organized and reported by service areas. Municipal services are provided by departments and their activities are reported in these service areas. Service areas that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

→ **General Government:**

General government is comprised of Corporate Services, Finance, Human Resources and Information Technology. This segment also includes any other functions categorized as non-departmental.

→ **Protective services:**

Protective services is comprised of three different functions, including the District's emergency management, fire, and police services. The emergency management agency prepares the District to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The fire department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. Policing services are provided to the District under a long term agreement with the Royal Canadian Mounted Police.

→ **Development Services:**

Development Services includes Engineering, Community Spaces, Building Inspection, Planning and Development and Geographic Information Services.

Engineering is responsible for the planning, design and construction of the District's infrastructure. This department, working closely with the Planning Department, ensures that the District is developed in a fashion consistent with the Official Community Plan while at the same time making sure that good engineering practices are maintained.

Community Spaces is responsible for the construction and maintenance of the District's parks and greenspaces. This includes formal parks such as Ed Macgregor Park and the Marine Boardwalk, local play parks and numerous natural areas such as Whiffin Spit Park.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 12. Segmented information (continued):

### → Development Services (continued):

Planning and development is responsible for the District's community planning goals and economic development through the official community plan, and other policy initiatives. Geographic Information Services provides asset management, mapping and property information to District of Sooke staff and to the public.

### → Sewer:

The sewer protects the environment and human health from the impacts of liquid wastes generated as a result of human occupation and development in the District.

Certain allocation methodologies have been employed in the preparation of the segmented financial information. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 1.

2022	General Government	Protective Services	Development	Sewer	Total
<b>Revenue:</b>					
Taxation	\$ 10,333,118	-	-	-	\$ 10,333,118
User Charges	312,913	19,612	1,353,474	2,925,800	4,611,799
Government transfers	30,587	373,352	2,277,097	290,921	2,971,957
Investment income	586,159	-	-	-	586,159
Other	453,185	-	10,334,745	-	10,787,930
<b>Total revenue</b>	<b>11,715,962</b>	<b>392,964</b>	<b>13,965,316</b>	<b>3,216,721</b>	<b>29,290,963</b>
<b>Expenses:</b>					
Salaries and wages	1,975,500	1,970,633	2,830,008	730,493	7,506,634
Contracted and general services	793,272	2,265,716	547,214	922,983	4,529,185
Supplies and materials	1,266,858	472,036	451,736	452,511	2,643,141
Interest and bank charges	13,920,23	23,143	-	150,483	187,546
Amortization	121,129	356,005	1,946,919	768,132	3,192,185
<b>Total expenses</b>	<b>4,170,679</b>	<b>5,087,533</b>	<b>5,775,877</b>	<b>3,024,602</b>	<b>18,058,691</b>
<b>Annual surplus (deficit)</b>	<b>\$ 7,545,283</b>	<b>\$ (4,694,569)</b>	<b>\$ 8,189,439</b>	<b>\$ 192,119</b>	<b>\$ 11,232,272</b>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 12. Segmented information (continued):

2021	General Government	Protective Services	Development	Sewer	Total
<b>Revenue:</b>					
Taxation	\$ 9,445,068	-	-	-	\$ 9,445,068
User Charges	313,159	195,363	1,347,588	2,871,248	4,727,358
Government transfers	355,010	551,353	2,633,785	227,028	3,767,176
Investment income	558,343	-	-	-	558,343
Other	122,401	-	4,825,114	-	4,947,515
<b>Total revenue</b>	<b>10,793,981</b>	<b>746,716</b>	<b>8,806,487</b>	<b>3,098,276</b>	<b>23,445,460</b>
<b>Expenses:</b>					
Salaries and wages	1,848,895	1,469,521	2,453,243	705,577	6,477,236
Contracted and general services	620,067	2,325,443	728,734	1,021,443	4,695,687
Supplies and materials	930,221	519,494	460,262	370,316	2,280,293
Interest and bank charges	10,293	21,830	-	150,128	182,251
Amortization	114,072	282,774	1,797,601	750,255	,944,702
<b>Total expenses</b>	<b>3,523,548</b>	<b>4,619,062</b>	<b>5,439,840</b>	<b>2,997,719</b>	<b>16,580,169</b>
<b>Annual surplus (deficit)</b>	<b>\$ 7,270,433</b>	<b>\$ (3,872,346)</b>	<b>\$ 3,366,647</b>	<b>\$ 100,557</b>	<b>\$ 6,865,291</b>





# DISTRICT OF SOOKE

COVID-19 Safe Restart Grant

Year ended December 31, 2022  
(Unaudited)

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Balance, January 1, 2022	\$ 2,513,766
Computer and other electronic technology costs (to improve interconnectivity and virtual communications)	(28,563)
Services for vulnerable persons (e.g. persons living with disabilities or mental illness)	(30,000)
Addressing revenue shortfalls -	-
Bylaw enforcement and protective services such as fire protection and police -	-
Facility reopening and response costs; emergency planning and response costs	(651,298)
<hr/>	
Total eligible costs incurred	(709,861)
Interest earned	22,972
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Balance, December 31, 2022	\$ 1,826,877

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# DISTRICT OF SOOKE

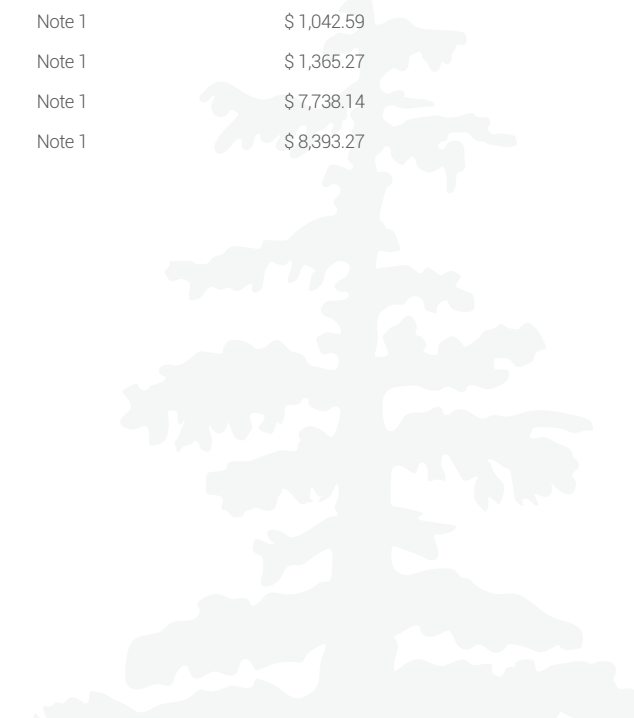
## 2022 Permissive Tax Exemptions

Year ended December 31, 2022

### 13. 2022 Permissive Tax Exemptions

In accordance with section 98(2)(b) of the Community Charter, the following properties in the District of Sooke were provided permissive property tax exemptions by Council in 2021. (District of Sooke Bylaw Nos. 684 & 725)

CIVIC ADDRESS	LEGAL DESCRIPTION	TERM OF EXEMPTION	EXEMPTION VALUE
Sooke Baptist Church, 7110 West Coast Road	Lot A, Plan VIP61481, Section 2&3, PID 023-142-391	Note 1	\$15,744.73
Sooke Pentecostal Church, 6851 West Coast Rd.	Lot B, Plan 18924, Section 3, PID 003-818-985	Note 1	\$ 2,541.08
Holy Trinity Anglican Church, 1952 Murray Road	Lot 1, Plan VIP1169, Section 10, PID 007-838-166	Note 1	\$ 6,978.50
Knox Presbyterian Church	Lot A, Plan EPP76896, Section PT 10, PID 030-350-166	Note 1	\$ 936.66
Juan de Fuca Seventh Day Adventist Church, 6251 Sooke Road	Lot 1, Plan VIP9917, Section 15, PID 000-349-909	Note 1	\$ 1,042.59
Juan de Fuca Seventh Day Adventist Church, 6255 Sooke Road	Lot 1, Plan 9247, Section 15, PID 000-042-951	Note 1	\$ 1,365.27
Sooke Congregation of Jehovah's Witnesses, 2207 Church Road	Lot A, Plan VIP74513, Section 26, PID 025-527-045	Note 1	\$ 7,738.14
Bishop of Victoria, 2191 Townsend Road	Lot 9, Plan VIP74590, Section 10, PID 002-513-021	Note 1	\$ 8,393.27



# DISTRICT OF SOOKE

## 2022 Permissive Tax Exemptions

Year ended December 31, 2022

### 13. 2022 Permissive Tax Exemptions (Continued)

CIVIC ADDRESS	LEGAL DESCRIPTION	TERM OF EXEMPTION	EXEMPTION VALUE
<b>Public Parks and Recreation Purposes (Permissive Exemptions)</b>			
Sooke Community Hall, 2039 Shields Road	Plan 1540, Sooke Land District, Firstly: Lot W8 Sec 3 Plan 1540 Secondly: Lots 9 and 10 Sec 3 Plan 1540, PID 007-239-076	2021-2025	\$10,498.01
Sooke Community Association Ballpark, Throup Road	Lot 2, Plan VIP59555, Section 14, PID 018-906-087	2021-2025	\$ 9,549.49
Sooke Community Association Parking Area & Ballpark, Throup Road	Lot 1, Plan VIP5996, Section 14, PID 005-936-497	2021-2025	\$ 5,700.41
Sooke Community Association Parking Area & Ballpark, 6521 Throup Road	Parcel A, Lot 2, Plan VIP5996, Section 14, PID 005-936-802	2021-2025	\$ 1,925.06
Sooke Community Association Parking Area & Ballpark, Throup Road	Parcel A, Block 7, Plan VIP5855, Section 14, PID 005-941-245	2021-2025	\$ 2,144.35
Sooke Community Association, Fred Milne Park,	Lot 2, Plan VIP17066, Section 15, PID 004-132-289	2021-2025	\$ 3,757.03
Sooke Community Association Park "Sooke Flats", 2039 Phillips Road	Sooke Land District, Parcel F of Section 27, Except Plan VIP76239, PID 009-374-591	2021-2025	\$26,403.92
Sooke Community Association Parking Area and Ballpark, Phillips Road	Plan VIP7017, Sooke Land District, Lot 4, Section 73, PID 005-801-818	2021-2025	\$ 4,951.59
Sooke Lions Club Park, 2008 Murray Road	Plan VIP2451, Sooke Land District, Lot B, Section 3, PID 006-576-290	2021-2025	\$ 1,876.17
Summer Camp of Brownies and Girl Guides, 2292 Sooke River Road	Sooke Land District, Parcel B of Section 45, PID 009-387-234	2021-2025	\$ 5,087.67
Camp Thunderbird, Glinz Lake Road	Sooke Land District, Secs 56 & 57 Sooke and Parcel A of Sec	2021-2025	\$10,102.00
Camp Thunderbird, Glinz Lake Road	Block A, Section 59, PID 009-388-702	2021-2025	\$ 4,760.71
Camp Thunderbird, Glinz Lake Road	Block A, Section 60, PID 009-388-729	2021-2025	\$ 4,290.14



# DISTRICT OF SOOKE

## 2022 Permissive Tax Exemptions

Year ended December 31, 2022

### 13. 2022 Permissive Tax Exemptions (Continued)

CIVIC ADDRESS	LEGAL DESCRIPTION	TERM OF EXEMPTION	EXEMPTION VALUE
<b>Non-Profit Charitable Organizations)</b>			
Sooke Family Resource Society (33%) (Lessee)	Lot A, Plan EPP76896, Section 10, PID 030-350-166	2021-2025	\$ 3,863.20
St. Vincent de Paul Society, 6750 West Coast Road	Lot 1, Plan EPS2207, Section 3, PID 029-432-243	2021-2025	\$ 9,790.64
St. Vincent de Paul Society, 6750 West Coast Road	Lot 2, Plan EPS2207, Section 3, PID 029-432-251	2021-2025	\$ 2,572.25
St. Vincent de Paul Society, 6750 West Coast Road	Lot 3, Plan EPS2207, Section 3, PID 029-432-260	2021-2025	\$ 3,893.75
St. Vincent de Paul Society, 6750 West Coast Road	Lot 4, Plan EPS2207, Section 3, PID 029-432-278	2021-2025	\$ 3,893.75
Children's Health Foundation of Vancouver Island, 6672 Wadams Way	Lot A, Plan VIP74590, Section 10, PID 025-545-582	2021-2025	\$42,458.25
Maple Avenue Government Wharf	Sooke Land District, Sooke Harbour Authority on Government Wharf (water lot 193)	2021-2025	\$12,067.74
Maple Avenue Government Wharf	Lot 193, Sooke Land District, Government Wharf on Water Lot 193	2021-2025	\$ 536.57
Sooke Pacific #54 Branch, Royal Canadian Legion, 6726 Eustace Road	Lot A, Plan VIP1540, Section 3, Portion D79952, PID 007-239-122	2021-2025	\$18,530.58
Sooke Elderly Citizens Society (Ayre Manor), 6764 Ayre Road	Lot 11, Plan 16754, Section 3, PID 004-051-050	2021-2025	\$14,508.47
Sooke Mount Shepherd Masonic Association, 6544 Throup Road	Lot 5, Plan 6365, Section 26, PID 001-646-931	2021-2025	\$ 6,179.84
Sooke Hospice Society, 6669 Goodmere Road	Lot 15, Plan VIP69170, Section 10, PID 005-445-809	2021-2025	\$ 7,781.06
Juan de Fuca Salmon Restoration Society (CRD), 2895 Sooke River Road	Section 3, Otter Land District Parcel A, Except Plan 3943 Leased Part of PCLA, MH#9047, PID 009-496-939	2021-2025	\$26,450.34
Knox Vision Society, 2110 Church Road	Lot A, Plan EPP76896, Section PT 10, PID 030-350-166	2021-2025	\$51,896.30
<b>Museum</b>			
Sooke Regional Historical Society Museum, Phillips Road	Lot B, Plan VIP69170, Section 73, PID 024-548-031	2021-2025	\$23,568.27

# DISTRICT OF SOOKE

2022 Permissive Tax Exemptions

Year ended December 31, 2022

## 13. 2022 Permissive Tax Exemptions (Continued)

CIVIC ADDRESS	LEGAL DESCRIPTION	TERM OF EXEMPTION	EXEMPTION VALUE
<b>Community Care Facility</b>			
Steps to the Future Childcare, 6038 Sooke Road	Lot A, Plan VIP31841, Section 7& 11, PID 001-132-326	2021-2025	\$ 6,901.38
<b>Total</b>			<b>\$370,679.18</b>

Note 1: The term of the exemption is indefinite if the property is used for public worship purposes as per the Community Charter.





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