

ANNUAL REPORT

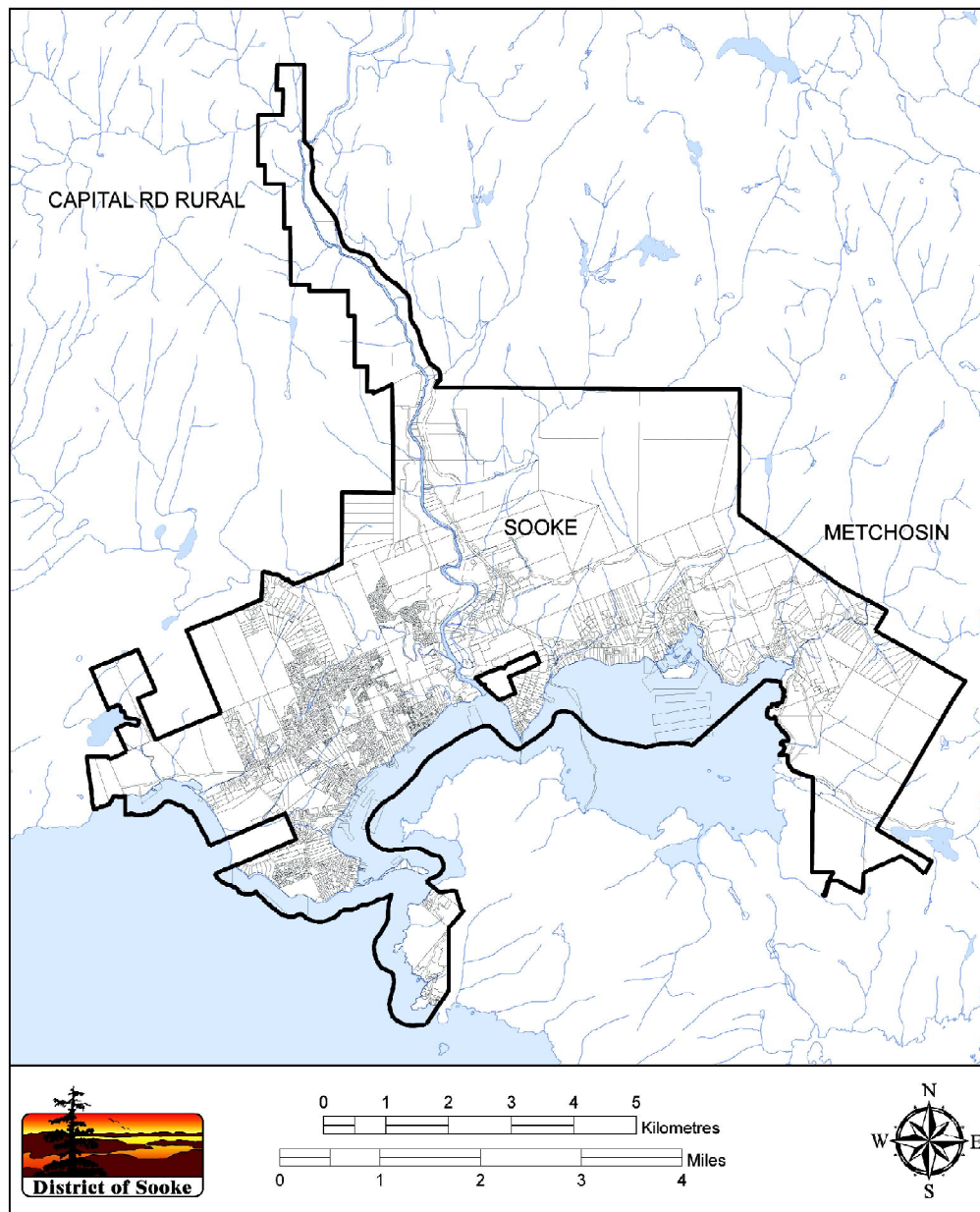
2008

www.sooke.ca



DISTRICT
of **SOOKE**

"Where the Rainforest meets the Sea"



Municipal Landmarks



The District of Sooke municipal hall, built in 1996-1997, is located at 2205 Otter Point Road, Sooke, BC, Canada V9Z 1J2



The lighthouse at the Sooke Region Information Centre easily marks the entry to town centre, at the corner of Sooke Road and Phillips Road.



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An electronic version (PDF) of this report is available on the District of Sooke website: **www.sooke.ca**

Presented to
District of Sooke Council,
June 2008,
in accordance with
Section 99, Community Charter.

MESSAGE from MAYOR JANET EVANS

On behalf of the District of Sooke, Council, and Staff, it is my pleasure to introduce the 2008 Annual Report.

As Sooke is one of the best places to live on Vancouver Island, we have been faced with a growing demand for housing, recreation, amenities and economic development. The challenge for Council and staff is how we balance that demand for growth and still maintain our quality of life and protect our fabulous environment. In order to achieve these goals we have been promoting Sooke to the world as an economic opportunity for businesses, and as a cultural center, with small-town values and an affordable lifestyle.



**District of
Sooke Mayor
and Council**

(L to R): Councillor Jen Smith, Councillor Sheila Beech, Councillor Rick Kasper, Mayor Janet Evans, Councillor Brenda Parkinson, Councillor Ron Dumont and Councillor Rick Armour.

Council and staff set strategic goals and objectives every year, these goals help us set the budget for new infrastructure and help guide us with planning and growth pressures. You will find these within this report. Council continues to meet as a Committee of the Whole to discuss issues that relate to our goals and objectives, and welcomes public participation at all meetings.

Tourism has become a prime driver of our economy because of the arts (performing and visual) and the natural environment that promotes adventure vacationing. With our new boardwalk along the waterfront, it has become a favourite setting for local residents and tourist. Council and staff have also been pursuing investors to build a hotel and a medical wellness center. We are encouraged that there is interest for these two projects.

We were also very pleased that the Sooke Elderly Citizens Housing Society was successful with their seniors care facility contract with the Vancouver Island Health Authority (VIHA), and we look forward to the opening in 2008.

This year we saw the appointment of committee members to the Official Community Plan review. They have been working hard within the community getting feedback and comments from residents to help set the future plans for the community for the next five years.

In November I was very pleased to accept a National Award from the Canadian Council for Innovation and Excellence for our Sooke Core Area Sanitary Sewer System. EPCOR and Sooke were presented the Chuck Willis Award for our Public-Private Partnership Wastewater project.

On behalf of Council and staff I would like to thank the volunteer Fire Fighters and the many Sooke citizens who volunteer throughout the community, for their hard work, time commitment and dedication.

To all the citizens of Sooke, thank you for your support in making Sooke the best place to work, live and play.



Mayor Janet Evans

MESSAGE from the CHIEF ADMINISTRATIVE OFFICER

Compared to 2006 when the December windstorms threatened to tear apart the District of Sooke, 2007 has been a walk in the park! Of course, we developed the Ed Macgregor Boardwalk in 2007 which has opened (in 2008) a harbourside walking course for the enjoyment of all residents and visitors to Sooke.

Planning is the most important aspect of municipal work and the current planning process will aid the District of Sooke for years to come. Organized plans are also essential within the process of requesting provincial funding.

PLANS IN PROGRESS
Official Community Plan – currently under review by planners, staff, and public.
Transportation Master Plan and Roads Asset Management Plan
Parks and Trails Master Plan
Development Cost Charges review
Liquid Waste Management Plans - Sanitary and Stormwater
Five-Year Capital Financial Plan

The District of Sooke is leading our region in sustainable development policies, an important topic about which we held a very successful Sustainable Community Forum in March 2008, featuring the Hon. Mike Harcourt as keynote speaker.

The year 2007 could very well have been called “the year of plans”! Our planning profile was outlined and put into place during most of 2007, and now looks like this:

I am continuing to focus on the process of personalizing the municipal hall; all residents are welcome to stop by to discuss any issue. Local government is in the people business and Sooke is doing a fine job in proudly demonstrating that.

On behalf of all the fine staff of the District of Sooke, it is my pleasure to serve each and every one of you.

Evan Parliament
Chief Administrative Officer



Boats for business and recreation are moored in the Sooke Harbour.



The logger pole in downtown Sooke is a proud statement of our historical resource base.

Photos: Donald C. Mills

COMMUNITY VISION for the YEAR 2026

Excerpt from the 2001 Official Community Plan.

For the residents of Sooke, the community and its environs represent a special place that generates a strong loyalty. What makes Sooke special was clearly articulated in a variety of visioning statements provided by residents during the preparation of the OCP.

Integral to the vision is access to: wilderness areas and wildlife; the harbour/basin; the Sooke Hills; an attractive town centre; Sooke's heritage; and, arts and culture - "art is the heart of the community".

The vision of the District of Sooke in 2026 described below is drawn from a synthesis of residents' views on how they would like to see their community develop. The views were provided on comment sheets, at open houses and in workshops as part of the preparation of the Official Community Plan.

In 2026, the District is a growing community of 15,500 people.

The Downtown Core is a vibrant, attractive destination for residents and visitors. The implementation of design guidelines has established a village ambiance with quality development and vistas of the harbour/basin and the Sooke Hills. The mixed residential/retail/commercial development is on a human scale. There is a variety of community gathering places and small parks where people come together for festivals, community celebrations or to simply interact and relax. Galleries and artisan workshops are clustered in heritage style buildings, attracting tourists. Streets are narrower with boulevards, flowers and shade trees. Pedestrians and cyclists move easily, and there are even a few equestrians; cars are in the minority. From the downtown there are views of the harbour/basin and access to the water and its activities. Access to downtown is pleasant and easy along the system of trails linking District neighbourhoods.

■ **The Waterfront.** A seawalk extends along the waterfront, a favourite setting for local residents to stroll watching the activity on the water and marine life. The seawalk is also a destination for tourists, particularly attracted by a quay where fresh fish, produce, Sooke specialties and crafts can be purchased.

■ **Protected Areas.** Part of the District's attraction is the identification and preservation of forest, plant, wildlife and marine habitats through the preparation of inventories. The protection of these areas has resulted in them being the appeal to the global tourist.

■ **The Trail System.** A network of linear green space provides safe trails for pedestrians, cyclists and horseback riders, free of vehicular traffic. The trails link the waterfront parks and upland parks to the District's public and private facilities.

■ **The Economy.** Implementation of an economic development strategy has created a thriving community and generated a variety of jobs for young people in Sooke, allowing those interested in remaining to do so. Tourism is a prime driver of the economy because of the arts (performing and visual) and adventure vacationing. The community offers accommodations and activities for a range of visitors. Marine and waterfront businesses support tourism, but also commercial and industrial activity such as marine manufacturing and manufacture of value-added wood products. Industrial parks and sites accommodate a wide range of light, medium and heavy industrial developments, including continuing gravel processing. Work-live developments provide affordable and flexible accommodation for artisans and small technology/professional businesses.

■ **Residential & Community Services.** The District of Sooke is a socially sustainable and inclusive community with housing options and supportive services for residents of all ages, including the elderly. The service infrastructure for the core area is well developed, supporting and attracting residents and businesses.

With the above in place in 2026, the District's residents feel that the following sentiments expressed by a participant in the development of the OCP have been realized:
"The future certainly looks bright for this area and I am proud to be a participant."

COMMUNITY OVERVIEW

Located on the southwestern tip of Vancouver Island, the District of Sooke is a short 35-minute drive from downtown Victoria, the capital city of British Columbia.

The incorporated community's approximately 10,000 residents enjoy a relaxed, casual lifestyle in a rural setting that also affords many of the amenities of city life.

Sooke's economy has shifted from its earlier base in natural resources to include many home-based businesses, a commercial core, and a bustling tourism services sector which entertains thousands of local, national and international visitors each year.

Sooke enjoys a moderate climate which supports local community growth and tourism. Sooke is the gateway to numerous ecotourism adventures as well as the West Coast Trail, Juan de Fuca Marine Trail, and Galloping Goose Trail.



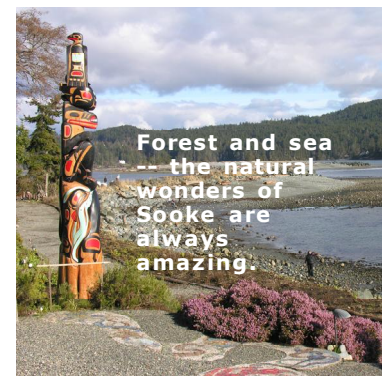
Sooke town center is growing. Further business expansion will support community growth.



New home construction is expanding in Sooke. New residents are arriving from all over the world.



The new Marine Boardwalk offers enjoyment for tourists and residents.



Most accommodations – including B&Bs, vacation rental homes and retreats as well as inns, motels and campgrounds – are popular for visitors, and are within easy access to trails and beaches for hiking, cycling, horseback riding and kayaking. Renowned local restaurants attract diners from around the island and the mainland. Scenic photography is an enjoyable activity in this seaside region.

Warm and dry summer months, and wet, mild winter months allow residents and visitors to enjoy many amenities such as a Par 3 golf course, Whiffin Spit Park, Sooke Potholes Provincial Park, and a skateboard park. The SEAPARC Leisure Centre (arena, fitness and aquatic centre) and the Sooke Region Museum (with visitor information centre) offer activities year-round. Those looking to participate in local fishing opportunities are served by marinas and fishing charter guides.

Sooke's vibrant arts community supports many talented artists and craftspeople who create beautiful works from both home-based studios and galleries in the commercial core. Musicians of every genre, from symphonic to choral to bluegrass, perform at a variety of events, sharing the limelight with an enthusiastic theatre community.

The volunteer spirit pulls residents together for numerous special annual events such as the Rotary Auction and Spring Fair, Sooke Canada Day celebration, Sooke Fine Arts Show, Sooke Philharmonic Orchestra "Fling" and Sooke Fall Fair. Hundreds of residents share their time and talents with dozens of community groups offering something special to fellow residents. The Sooke Harbour Chamber of Commerce supports community activities and provides many business activities and opportunities.

Visitors to our community have the opportunity to enjoy the urban-rural mix and beauty of the Sooke region, one main reason so many are proud to call Sooke home.

2008-2009 MUNICIPAL OBJECTIVES

In addition to the 2008 *Objectives and Measures* listed in the 2007 Annual Report, the following *Objectives and Measures* were determined by Council for the two-year comprehensive plan for 2008 and 2009.

TRANSPORTATION



A comprehensive Road, Pedestrian and Cycling Master Plan is underway.



Passenger vehicles, trucks, and buses in the downtown core on a weekday.



Store frontage area on Sooke Road in the downtown core.

OBJECTIVES	STRATEGY	TARGET	PROJECTED MEASURES
<ul style="list-style-type: none"> ■ Improve Road Network ■ Sidewalk Construction 	Comprehensive Road, Pedestrian and Cycling Master Plan.	2008-2009 Collector Route design, Spring 2008	Master Plan completed and recommendations implemented.
	Municipal road upgrades.	2008-2009 Budget \$80,000 in 2008, and \$200,000 in 2009	Road upgrades completed annually using 2008 Road Assessment Study results.
	Ayre Road to Otter Point / Eustace sidewalk design and construction.	Summer 2008 Budget \$120,000 in 2008.	Project completed.
	Townsend Road reconstruction including sidewalks.	Spring 2008	Road completed.

2008-2009 MUNICIPAL OBJECTIVES

LAND USE and DEVELOPMENT



A Subdivision and Development Standards Bylaw Review is underway.



A Comprehensive Parks and Trails Plan is underway.

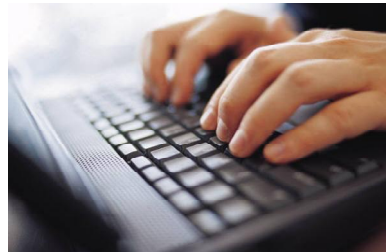


Stormwater Management Plan Study is underway.

OBJECTIVES	STRATEGY	TARGET	PROJECTED MEASURES
<ul style="list-style-type: none"> Well serviced community: stormwater, sewer, etc. Acquire and promote trails and open spaces. 	Drainage study and design for John Phillips Park.	Summer 2008	Study completed and plan for implementation of approval design.
	Sewer modeling and strategy for expansion.	Spring 2008	Sewer modelling completed and bylaw/policies in place.
	Comprehensive Parks and Trails Plan.	2008-2009	Plan completed and recommendations implemented.
	Development Cost Charges Bylaw Review: - Sanitary/Storm & Roads; - Parks and Trails.	2008-2009	Review completed and DCC Bylaw amended.
	Foreshore Right-of-Way Acquisition to be included in Parks plan.	2008-2009	Plan completed.
	Subdivision and Development Standards Bylaw Review.	Winter 2008	Bylaw adopted.
	Stormwater Management Plan Study.	2008-2009	Study completed Fall 2008, Bylaws and Policies revised.

2008-2009 MUNICIPAL OBJECTIVES

MUNICIPAL GOVERNANCE and OPERATIONS



Development of a GIS and IT system that is responsive to the needs of residents, business and developers is underway.



The fire sprinkler system at municipal hall is being rebuilt.

OBJECTIVES	STRATEGY	TARGET	PROJECTED MEASURES
■ Improve municipal facilities to support Customer Service and high productivity.	Develop and install GIS and IT system responsive to the needs of residents, businesses and developers.	2008-2009 Equipment and software to coordinate municipal services.	Status of system development.
	Rebuild municipal hall sprinkler system.	2009	System installed and approved.
	Council Procedure Bylaw review.	Fall 2008	Council Procedure Bylaw amended.

2007 MUNICIPAL OBJECTIVES PROGRESS REPORT

CORPORATE SERVICES

The performance of the municipality with respect to established objectives and measures for 2007.

STRATEGY	OBJECTIVES	TARGET	MEASURES	OUTCOME
Foster Corporate Excellence.	Establish Strategic Plan.	Dec. 2007	Establish mandate/vision statement and corporate plan.	Ongoing. Several Council and Staff strategic planning sessions held in 2007.
	Develop 10-year operating expenditure plan.	Feb. 2008	Long term capital plan updated annually.	Ongoing. Five-year financial plan adopted April 2008 with capital expenditures identified for 2008 through 2012.
	Five-year Detailed Capital Plan (DCC and Non-DCC Projects).	Mar. 2008	Tender Fall 2007. Completion - Spring 2008.	Five-year financial plan adopted April 2008 with capital expenditures identified.
	Implement budget and municipal objectives setting/performance measurement cycle.	Nov. 2007 to June 2008	Annual schedule for: 1. Review OCP and Strategic Plan 2. Municipal Objective Setting 3. Establish Performance Measures 4. Budget 5. Operational Plan 6. Annual Municipal Report	Annual schedule established and implemented.
	Present Budget/ Municipal Objectives Development Plan (including Strategic Planning).	Nov. 2007		Completed.

2007 MUNICIPAL OBJECTIVES PROGRESS REPORT

CORPORATE SERVICES

Continued

STRATEGY	OBJECTIVES	TARGET	MEASURES	OUTCOME
<p>■ Foster Corporate Excellence. <i>Continued</i></p>	<p>Amend Council Procedure Bylaw:</p> <ul style="list-style-type: none"> - Council and COW Meeting Schedule - Change Council/COW report template - Improve Council Chambers 	Sept. 2007		<p>Ongoing.</p> <p>New Council/COW report template implemented.</p>
	Ongoing excellent customer service.	Mar. 2008.	Determine strategy for "customer services" initiatives.	Ongoing.
<p>■ Increase Public Participation.</p>	Public Information Sessions on major issues under construction.	First Public Info Session May 23, 2007	Hold public information sessions twice yearly.	<p>Ongoing.</p> <p>Public Information Sessions held every Fall and Spring at the Sooke Community Hall.</p>
	Improve public access to municipal information via website, newsletters and <i>Sooke News Mirror</i> .	Dec. 2007	Develop and assess an inventory of current communication methods.	<p>Ongoing.</p> <p>Survey carried out by IPSOS-Reid. Website redesign begun, newsletters mailed quarterly to all Sooke residents, regular Council Column in <i>Sooke News Mirror</i>, and banner placed on <i>Sooke News Mirror</i> website.</p>
	Enhance public access to municipal information and services through website service (video record Council Meetings).	Over 2007 and 2008.	Number of online transaction services available on municipal website.	<p>Ongoing.</p> <p>Website redesign to provide accurate transaction counts.</p>

2007 MUNICIPAL OBJECTIVES PROGRESS REPORT

CORPORATE SERVICES

Continued

STRATEGY	OBJECTIVES	TARGET	MEASURES	OUTCOME
■ Increase Public Participation. <i>Continued</i>	Encourage public involvement. - Youth Strategy - All sectors.	Sept. 2007 Ongoing.	Liaise with the Edward Milne Community School student council & leadership class. Work closely with committees of Council.	Ongoing. Students participating on Official Community Plan Review Committee and Sooke Program of the Arts Committee.
	Encourage Volunteerism in the Community.	Spring 2008 March 2008	Assist Sooke Region Museum Society with Volunteer Appreciation ceremony. Action plan and policy on volunteer involvement.	Completed. Ongoing.
■ Financial Stability.	Review contracted services to ensure best use of funds. Quarterly Financial Update reports.	Before end of Dec. 2007 Ongoing	Number of contracts reviewed. First Quarterly Financial Update report presented to Council, Sept. 2007.	Finance & Administration Committee review of all contracts expiring in 2008. Finance department provide quarterly financial forecast reports to Council.
	Inventory and valuations for PS 3105 Tangible Capital Assets.	2007 / 2008	Inventory and valuations completed for implementation January 2009.	Inventory of capital assets to be conducted in Summer of 2008.
■ Develop and Maintain a First-Rate Workforce.	Build Management Team.	June 2007	Successfully fill management positions; management team meet weekly to implement Council resolutions/direction (action plans).	All management positions filled and weekly meetings held.
	Workplace safety and wellness.	Aug. 2007	Occupational Health and Safety/Health and Wellness Committees established.	Ongoing. Committees established, training ongoing.

2007 MUNICIPAL OBJECTIVES PROGRESS REPORT

CORPORATE SERVICES

Continued

STRATEGY	OBJECTIVES	TARGET	MEASURES	OUTCOME
<p>■ Develop and Maintain a First-Rate Workforce.</p>	<p>Amend Employee Handbook for exempt staff.</p> <p>- Five Year Staffing Plan.</p> <p>- Year 1: IT Specialist, Planning Tech, Engineering Tech, Fire Trainer/Inspector, Support Staff.</p>	<p>Sept. 2007</p>		<p>Except Employee Handbook approved December 2007.</p> <p>Five-Year staffing plan incorporated into Five-Year Financial Plan.</p>
<p>■ Records and Information Management.</p>	<p>Develop a records and information management plan to ensure municipal information meets the needs of the corporation and the community.</p> <p>Enhance staff access to municipal information systems and services.</p>	<p>Feb. 2008</p> <p>Aug. 2007</p>	<p>Plans in place.</p> <p>Document management strategy developed and staff self-service system fully implemented.</p>	<p>In progress.</p> <p>New file system implemented and electronic data storage software purchased.</p> <p>Bylaw and Records Management Manual to be prepared.</p>

New staff will include a Fire Trainer/Inspector.



2007 MUNICIPAL OBJECTIVES PROGRESS REPORT

PLANNING DEPARTMENT



Members of the Official Community Plan (OCP) Committee at one of their meetings.

STRATEGY	OBJECTIVES	TARGET	MEASURES	OUTCOME
<p>■ Official Community Plan Review.</p>	<ul style="list-style-type: none"> - Regional Growth Strategy (Context Statement). - Incorporate updated studies, plans, guidelines and bylaws. - Define Urban Containment Areas. - Transportation Plan; improve mobility. - Youth Strategy; identify opportunities (Youth Centre). - Future Land Use inventory. 	2007 / 2008	Regional Context Statement submitted to CRD, June 2007.	Regional Context Statement Bylaw adopted by District of Sooke Council in 2007.
	<p>OCP Review:</p> <ul style="list-style-type: none"> - Committee established - Consultant - Review - Public Process - Official Community Plan Amendment Bylaw 	June 2008	Official Community Plan adopted by June 2008.	Official Community Plan Review Committee, staff and consultant working to complete review in 2008.

2007 MUNICIPAL OBJECTIVES PROGRESS REPORT

PLANNING DEPARTMENT

Continued

STRATEGY	OBJECTIVES	TARGET	MEASURES	OUTCOME
■ Improve Mobility	<ul style="list-style-type: none"> - Develop future roadway network plan for the town center to provide developers with guidelines for roads and other infrastructure improvements. - Provide for the connection of Grant Road / Throup Road to Phillips Road. - Improve transit options; pedestrian pathways, bicycle paths, lanes. 	May 2007	Future roadway network presented to Council.	Future roadway network presented to Council, May 14 2007.
		Nov. 2007	Receive MOT study report. Traffic study completed.	Ongoing.
		Dec. 2008	Implement Throup Road to Phillips Road connection.	Ongoing.
		Dec. 2007	Comprehensive pedestrian/ bicycle pathways plan presented to Council.	Ongoing.
■ Downtown Revitalization	<p>Downtown Revitalization Committee presents Design Guidelines:</p> <p>a. Improve access to the Town Core including sidewalks, lighting and street amenities.</p> <ul style="list-style-type: none"> - Sidewalks must be mandatory in the entire downtown core. - Provide access from Ayre Manor to the Town Core. - Encourage sidewalks along Sooke Road from Shields to Church Road. <p>b. Establish a Town Centre that reflects pride in our community.</p> <p>c. Develop a strong connection to the water's edge.</p>	Mar. 2007	Council accepts Downtown Revitalization Plan design guidelines.	Council accepted plan design guidelines, April 10, 2007.
		2007 / 2008	Staff works with provincial agencies, business owners and developers to implement Downtown Revitalization Plan guidelines, i.e. marine boardwalk, sidewalks, attain property for town square.	Downtown Development Plan consultant hired and plan underway.
			<i>Spirit Square</i> grant funding to create town square.	<i>Spirit Square</i> site to be determined.

2007 MUNICIPAL OBJECTIVES PROGRESS REPORT

PLANNING DEPARTMENT

Continued

STRATEGY	OBJECTIVES	TARGET	MEASURES	OUTCOME
<p>■ Geographic Information System</p>	<ul style="list-style-type: none"> - Update zoning and Official Community Plan maps. Develop Land Use Inventory. - Create new GIS data layers for roads, creeks, infrastructure and amenities. Inventory Tangible Capital Assets. 	<p>Ongoing.</p> <p>Dec. 2008</p>	<p>Provide updated maps to staff and update maps on District of Sooke website.</p> <p>Complete inventory of capital assets to comply with PS 3150 <i>Tangible Capital Assets</i>.</p>	<p>Maps updated through CRD mapping services.</p> <p>Ongoing.</p>
<p>■ Affordable Housing</p>	<ul style="list-style-type: none"> - Implement Affordable Housing with development. 	<p>Sept. 2007</p>	<p>Complete Affordable Housing Plan (policy) and present to Council.</p>	<p>Affordable Housing Policy adopted October 9, 2007.</p>
<p>■ Smart Growth and Sustainability Policies</p>	<ul style="list-style-type: none"> - Ensure environmental protection measures: recycling, LWMP, environmental inventory. - Protect and manage Sooke Harbour and Basin. - Increase densities in town center and preserve open space. 	<p>2007 / 2008</p>	<p>Smart Growth and Sustainability Policies developed and presented to Council.</p> <p>Council review of Sooke Harbour and Basin Commission.</p> <p>Update zoning bylaw.</p>	<p>In progress - sustainability workshops held and consultant hired.</p> <p>Ongoing.</p> <p>Ongoing.</p>
	<ul style="list-style-type: none"> - Amend Zoning Bylaw - miscellaneous text amendments. - Advisory Planning Commission. 	<p>July 2007</p> <p>Oct. 2007</p>		<p>Ongoing.</p> <p>On Hold.</p>

2007 MUNICIPAL OBJECTIVES PROGRESS REPORT

PLANNING DEPARTMENT

Continued

STRATEGY	OBJECTIVES	TARGET	MEASURES	OUTCOME
<p>■ Economic Development</p> <p>Consider tax incentives for Downtown Revitalization, Accommodation Industry (commercial properties).</p> <p>Diversify economic base - economic profile, broaden commercial/ industrial economic base.</p>	<ul style="list-style-type: none"> - Create the Sooke EDC statement for the Official Community Plan. - Establish the 'Advantage Sooke' website. - Take out membership in the EDABC and attend the EDABC summit in April 2007 (with plans to attend in future years). - Create and update marketing materials. - Develop and place several advertisements in Business / Economic Development related publications promoting 'Advantage Sooke'. - Establish a commercial/industrial land base inventory. - Create a business listing by sector. - Research other EDC authorities throughout BC to better understand how they grow and promote economic development. - Communicate with local governments, businesses and interested individuals by way of an electronic newsletter made available by request through the <i>advantagesooke.com</i> website. - Hold at least one open house to communicate the progress of the SECD and to see what the Commission has or should be doing. 	<p>April 2007 to Mar. 2008</p>	<p>Attract the following business sectors:</p> <ul style="list-style-type: none"> - Tourism industry: hotels with meeting and conference facilities. - High Tech and Internet (Information) Technology industry. - Secondary education facilities such as schools for the fine arts, music academies, sailing and outdoor operations, etc. - Light industrial / marine related manufacturing. - Increased retail space capacity. 	<p>Ongoing.</p> <p>Advantage Sooke website and advertisements completed.</p>

2007 MUNICIPAL OBJECTIVES PROGRESS REPORT

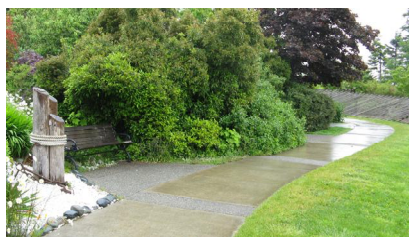
PROTECTIVE SERVICES

STRATEGY	OBJECTIVES	TARGET	MEASURES	OUTCOMES
<p>■ Encourage Public Involvement <i>(all sectors / youth)</i></p>	<p>Support RCMP school programs initiatives.</p> <ul style="list-style-type: none"> - Funding of the position through SD62 & RCMP provincial funding. - Funding under the Traffic Fine Revenue. 	Ongoing.	<ol style="list-style-type: none"> 1. School liaison in partnership with SD62. 2. Youth representative on the Community Police Consultative Society (CPC). 3. CPC funding for youth projects. 	<ol style="list-style-type: none"> 1. School Liaison Officers to all Sooke schools. 2. EMCS principal was a committee member (no 2007 youth representation). 3. \$6,000+ made available in 2007 through CPCS for youth projects in the community.
<p>■ Improve Public Safety</p>	<p>Support RCMP initiatives regarding drugs and drug-related crime.</p> <p>Support DARE program delivery in all District of Sooke schools.</p> <p>Support the Youth Navigator position.</p> <p>CPC funding for projects.</p>	June 2007, ongoing.	<ol style="list-style-type: none"> 1. Fire, Bylaw & RCMP work together to utilize the Nuisance Bylaw. 2. Number of DARE sessions delivered by Sooke municipal RCMP. 3. Referrals made to the Navigator group by Sooke RCMP. 4. Number of projects financially supported through CPC. 	<ol style="list-style-type: none"> 1. Ongoing. 2. Officers delivered DARE curriculum at all Sooke schools. 3. Detachment Commander or delegate for Sooke RCMP participated as Navigator Steering Committee members. 4. CPCS supported 22 community projects/requests totalling \$11,579.
	<p>Support RCMP activities in core Sooke area through feedback of local merchants & citizens.</p> <p>Traffic fine revenue support for:</p> <ul style="list-style-type: none"> - Auxiliaries for RCMP. - Foot / Bike Patrols. - Citizens on Patrol (COPS) program. 	Ongoing.	<ol style="list-style-type: none"> 1. Response to feedback provided by local business community. 	<ol style="list-style-type: none"> 1. 2007 Sooke RCMP Detachment Client Satisfaction Survey.
	<p>Maintain an adequate number of police officers, consistent with provincial average. Fund one new member position for 2008.</p> <p>Support the Emergency Mental Health Service (EMHS) for the District of Sooke.</p>	<p>Mar.2008</p> <p>Supported to Mar. 2007.</p>	<ol style="list-style-type: none"> 1. Reduction in number of RCMP responses. 	<p>Approximately 2.7% increase in number of calls.</p> <p>One additional member funded in 2008 Five-Year Plan.</p>

2007 MUNICIPAL OBJECTIVES PROGRESS REPORT

ENGINEERING DEPARTMENT

STRATEGY	OBJECTIVES	TARGET	MEASURES	OUTCOME
■ Smart Growth	Obtain provincial approval for Liquid Waste Management Plan (Stormwater), Stage 1.	2007	Obtained provincial approval.	Approval received early 2008.
	Implement Stage 2 of the Liquid Waste Management Plan (Stormwater).	2007 / 2008	Plan completed and approved.	In progress - consultant.
■ Public Amenities	Work with community groups to develop and implement improvement plan.	2007 / 2008	Waterpark plans completed and community group funding drive underway.	In progress - Sooke Parents for Play.
		2008	Infrastructure construction occurs.	Ongoing.
	Construction of roadway sidewalks.	2007 / 2008	Budgeted capital monies utilized and sidewalk infrastructure built. Sidewalk improvements from development projects occur.	Townsend Road and sidewalk construction completed in 2008. Ongoing.
	Improve access to waterfront by building access ramps through Ed Macgregor Park and building first 300 metres of marine boardwalk.	2007	Completion of project.	Marine Boardwalk construction completed December 2007. Accessible pathway being designed.



Donald C. Mills

Handicapped access to the Marine Boardwalk will be completed Summer 2008.

2007 MUNICIPAL OBJECTIVES PROGRESS REPORT

ENGINEERING DEPARTMENT

Continued

STRATEGY	OBJECTIVES	TARGET	MEASURES	OUTCOME
Infrastructure Stewardship	Develop and send our RFP's for roadway conditions assessment and budget for assessment.	2007	Completed RFP process with assessment schedule and costs.	In progress, 2008.
	Obtain assessment funds, have consultant conduct assessment and determine pavement quality index and a 10-year maintenance strategy.	2008	Assessment is funded, completed and presented to the public and Council.	In progress, 2008.
	Remove deleterious windstorm materials from District Parks.	2007	Materials removed and fire hazard minimized.	In progress, 2008.
	Develop and send out RFP's for storm drainage infrastructure study / model and budget for the study.	2007	Completed RFP process with an implementation schedule and costs.	In progress, 2008.
	Obtain storm drainage study fund, have consultant conduct study and develop model with recommended pipe sizes.	2008	Study is funded, completed, and presented to public and Council.	In progress, 2008.
	Review DCC Bylaw with consultant and recommend additions/ revisions of Bylaw to further fund District infrastructure.	2007 / 2008	DCC Bylaw revised and approved.	In progress, 2008.

ENGINEERING DEPARTMENT

Continued

STRATEGY	OBJECTIVES	TARGET	MEASURES	OUTCOME
<div> <div></div> <div> Infrastructure Stewardship </div> <div>Continued</div> </div>	Updating DCC Bylaw. Require: - OCP build-out statistics - Park Land Plan for possible DCC charges. - Strategic Plans noted below. Preparation of Five Year Capital Plan for DCC projects.	2007 / 2008		In progress, 2008-2009.
	Strategic Plans: a. Transportation Plan b. Liquid Waste Management Plan c. Storm Drainage d. Road and Sanitary Sewer Plan e. Sewer Specified Area Expansion Plan f. Subdivision Standards and Specifications g. Park Land Plan	June 2008 Sept. 2008		In progress, 2008-2009.

2007 MUNICIPAL OBJECTIVES PROGRESS REPORT

FIRE DEPARTMENT

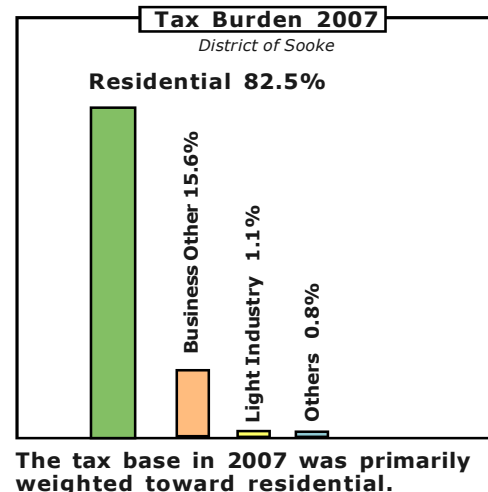
* 400 hours fire and life safety programs.
 ** 4,300 messages or training: preschoolers, school children, adults and seniors received fire safety messages or training.

STRATEGY	OBJECTIVES	TARGET	MEASURES	OUTCOME
■ Provide a Safer Community	Provide community with effective fire and life safety education.	2007	Number of fire and life safety programs delivered and personal education contracts.	400 hours* 4,300 messages or training **
	Review and Update Emergency Plan. Ensure that District Emergency Plan is current and that District employees and volunteers groups receive appropriate and timely training.	2007 / 2008	Renew emergency plan annually. Exercise plan at least semi-annually.	In progress.
	Review full time staffing level in main Fire Hall to ensure adequate coverage during daytime and meet WCB and other regulatory guidelines. Provide for shared Fire/Public Works employees.	2008	Three full-time fire fighters by June 1, 2008. Minimum of 4 members available for daytime responses. Time share with public works for maintenance concerns within the District, outside of contracts.	In progress. In progress. To be considered.
	Create a Fire Master Plan for the District, containing strategy for resource deployment, physical growth, human resources growth, capitalization and replacement of resources, water supplies, etc.	Dec. 2008 Ongoing	Completion and adoption by Council. Updates to Council every 3 months.	75% complete. Ongoing.
	Emergency Services. Develop 15-year Master Plan.	Dec. 2007		Ongoing. Reviewing contract model.
	Support the RCMP's initiatives regarding drugs and drug related crime. The Fire, Bylaw and RCMP work together to utilize the Nuisance Bylaw.	Ongoing.	Continuing education to appropriate target groups. Ticketing, remediation and closure of unsafe or illegal operations with Sooke.	Ongoing. Ongoing.

MESSAGE from the DIRECTOR of FINANCE

It is my pleasure to submit to you the annual audited financial statements for the year ended December 31, 2007, and to highlight some of our key accomplishments in 2007 and plans for 2008 and beyond.

The District of Sooke is focusing on completing its Transportation Master Plan, Parks and Trails Master Plan, Liquid Waste Management Plans (both sanitary and storm water), Downtown Revitalization Plan and Official Community Plan so that it is well positioned to manage the residential and commercial growth in the community. At this time the District of Sooke is experiencing modest growth in the residential sector primarily in the single-family market. In future it is hoped that the growth will be more balanced between commercial, light industrial, multi-family residential and single-family residential so that the District of Sooke can shift some of the current tax burden (2007) from the residential sector (82.5%) to 'Business - Other' (15.6%), Light Industry (1.1%) and Others (0.8%) through managed growth.



The **major accomplishments for the Finance Department in 2007** included:

- Development of a comprehensive Five Year Capital Plan for Council approval that provides a list of specific capital projects for the period 2008 to 2012;
- Development of a Revitalization Tax Exemption Bylaw for Council approval to encourage a hotel, motel and lodge to locate in the District of Sooke;
- A Review of all major contracts with the Finance and Administration Committee; and
- The hiring of a new Director of Finance and a Deputy Director of Finance to manage the financial affairs of the District of Sooke and chart a financially sustainable future.

The municipality is facing an expanding infrastructure gap for future road expansion projects (alternative to Highway #14), sidewalks in the downtown center, sewer expansion, and parks and trails development. The key challenge will be to find ways to leverage municipal tax dollars with the various financing tools available to the municipality (e.g. federal and provincial grants, development cost charges, growth related amenity contributions, etc.) while minimizing the use of debt financing. Looking ahead to 2010 and 2011, the major funding challenges facing the District will be in how to finance the planned \$9.6 million Grant Road to Phillips Road Improvement Project in 2010, and the \$5.6 million Highway #14 Downtown Center Improvement Project planned for 2011.

In closing, I would like to thank Council, staff and the public for their positive contributions in managing the opportunities and challenges facing the District, and look forward to working with you all as we move forward to a financially sustainable future.

Dave Devana
Director of Finance

2007 MUNICIPAL SERVICES and OPERATIONS

Audited Financial Statements *For the year 2007.*

See appendix.

2007 MUNICIPAL SERVICES and OPERATIONS

2007 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 2007.

LEGAL DESCRIPTION	CIVIC ADDRESS	VALUE OF 2007 PERMISSIVE EXEMPTIONS
PUBLIC WORSHIP		
Lot A, Plan VIP61481, Section 2&3, PID 023-142-391	Sooke Baptist Church, 7110 West Coast Road	\$ 14,353.85
Lot B, Plan 18924, Section 3, PID 003-818-985	Sooke Pentecostal Church, 6851 West Coast Rd.	\$ 4,163.36
Lot 3, Plan 1169, Section 3, PID 007-838-166	Holy Trinity Anglican Church, 1962 Murray Road	\$ 4,195.42
Plan 1057, Sooke Land District, PT Sec 10 containing 0.48 acre more or less, lying south of Lot 14, PID 000-108-421	Knox Presbyterian Church, 2096 Church Road	\$ 3,770.22
Lot 1, Plan 9917, Section 15, PID 000-349-909	Juan de Fuca Seventh-Day Adventist Church, 6251 Sooke Road	\$ 968.25
Lot 1, Plan 9247, Section 15, PID 000-042-951	Juan de Fuca Seventh-Day Adventist Church, 6255 Sooke Road	\$ 881.51
Lot A, Plan VIP74513, Section 26, PID 025-527-045	Sooke Congregation of Jehovah's Witnesses, 2207 Church Rd.	\$ 2,017.57
PUBLIC PARK and RECREATION PURPOSES		
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	Sooke Community Hall, 2039 Shields Road	\$ 12,624.84
Lot 2, Plan VIP59555, Section 14, Sooke Land District, PID 018-906-087	Sooke Community Association Ballpark, Throup Road	\$ 7,782.43
Lot 1, Plan 5996, Section 14, PID 005-936-497	Sooke Community Association Parking Area & Ballpark, Throup Road	\$ 5,872.31
Parcel A, Lot 2, Plan 5996, Section 14, PID 005-936-802	Sooke Community Association Parking Area & Ballpark, 6521 Throup Road	\$ 1,697.02
Parcel A, Block 7, Plan 5855, Section 14, PID 005-941-245	Sooke Community Association Parking Area & Ballpark, Throup Road	\$ 1,706.45
Lot 2, Plan 17066, Section 15, PID 004-132-289	Sooke Community Association, Fred Milne Park, 2249 Sooke River Road	\$ 8,339.16
Sooke Land District, Parcel F of Section 27, Except Plan VIP76239, PID 009-374-591	Sooke Community Association Park "Sooke Flats", 2039 Phillips Road	\$ 16,881.39

2007 MUNICIPAL SERVICES and OPERATIONS

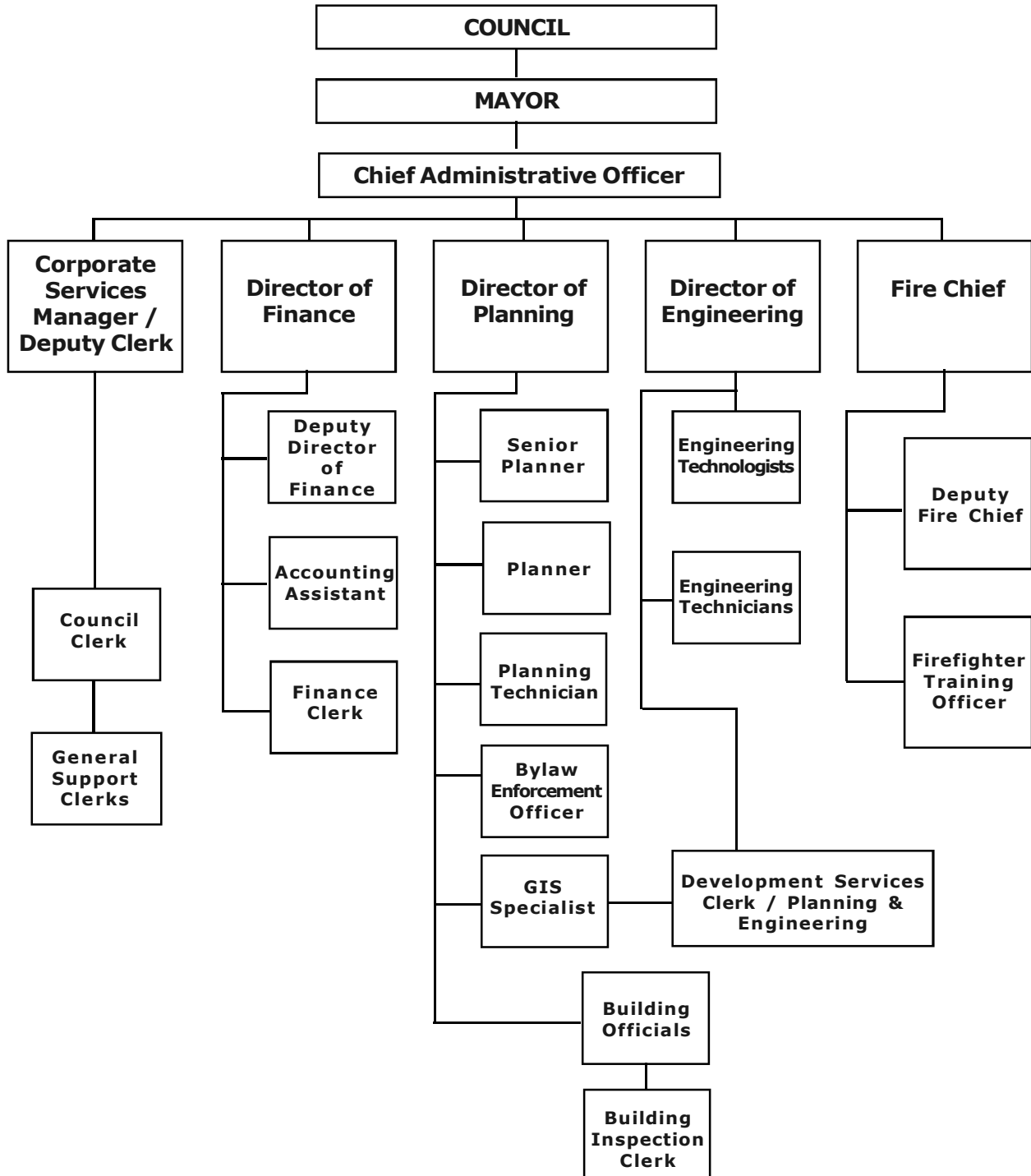
2007 Permissive Tax Exemptions (continued)

LEGAL DESCRIPTION	CIVIC ADDRESS	VALUE OF 2007 PERMISSIVE EXEMPTIONS
Plan 7017, Sooke Land District, Lot 4, Section 73, PID 005-801-818	Sooke Community Association Parking Area and Ballpark, Phillips Road	\$ 5,101.82
Plan 2451, Sooke Land District, Lot B, Section 3, PID 006-576-290	Sooke Lions Club Park, Murray Road	\$ 2,356.85
Sooke Land District, Parcel B of Section 45, PID 009-387-234	Summer Camp of Brownies and Girl Guides, Sooke River Road	\$ 4,731.86
Sooke Land District, Secs 56 & 57 Sooke and Parcel A of Sec 19 Otter and Sec 102 Sooke, PID 009-388-630	Camp Thunderbird, Glinz Lake Road	\$ 8,975.36
Block A, Section 59, PID 009-388-702	Camp Thunderbird, Glinz Lake Road	\$ 4,233.13
Block A, Section 60, PID 009-388-729	Camp Thunderbird, Glinz Lake Road	\$ 3,808.87
NON-PROFIT CHARITABLE ORGANIZATIONS		
Lot 2, Plan 15068, Section 3, PID 004-171-306	St. Vincent de Paul Society, 6750 West Coast Road	\$ 6,874.48
Lot A, Plan VIP74590, Section 10, PID 025-545-582	Queen Alexandra Foundation for Children, 2145 Townsend Road South	\$ 30,163.41
Lot A, Plan 18747, Section 17, ID 003-773-272	Juan de Fuca Marine Rescue Society, 7316 MacMillan Road	\$ 11,565.56
Sooke Land District, Sooke Harbour Authority on Government Wharf (water lot 193)	Maple Avenue Wharf	\$ 49.72
Lot 193, Sooke Land District, Government Wharf on Water Lot 193	Maple Avenue Wharf	\$ 11,164.66
Lot A, Plan 1540, Section 3, Portion D79952, PID 007-239-122	Sooke Pacific #54 Branch, Royal Canadian Legion	\$ 11,970.45
Lot 11, Plan 16754, Section 3, PID 004-051-050	Sooke Pacific #54 Branch, Royal Canadian Legion	\$ 11,273.59
Lot 5, Plan 7365, Section 26, PID 001-646-931	Sooke Pacific #54 Branch, Royal Canadian Legion	\$ 6,208.65
MUSEUMS		
Lot B, Plan VIP69170, Section 73, PID 024-548-031	Sooke Regional Historical Society Museum, Phillips Road	\$ 30,783.85
TOTAL		\$ 234,516.03

CORPORATE ORGANIZATION CHART

District of Sooke: Personnel Organizational Chart

June 2008



2007 MUNICIPAL SERVICES and OPERATIONS

CORPORATE SERVICES

The Corporate Services Office for the District of Sooke includes the Chief Administrative Officer, the Corporate Services Manager/Deputy Clerk, Council Clerk and support staff.

The Chief Administrative Officer provides leadership and coordination to all departments in the discharge of their responsibilities. He provides advice and recommendations to Municipal Council and ensures that Council's directives and policies are carried out. The Chief Administrative Officer oversees preparation of annual budgets, programs and policy initiatives to ensure the consistent delivery of high quality services to our citizens. He represents the District of Sooke to local businesses and residents.

The Corporate Services Manager/Deputy Clerk under the direction of the Chief Administrative Officer, is responsible for supporting the legislative matters and decisions of Council and all other statutory bodies within the Corporation. This includes minutes of the business of the District, administration and certification of bylaws, the execution of documents on behalf of the District, corporate records management, elections and Freedom of Information and Protection of Privacy requests.

Awards

2007: An Award-Winning Year

2007 was an award-winning year for the District of Sooke as we received a significant award celebrating our wastewater treatment plant and several grants to continue building on our planning and environmental achievements.



A national award was received by the District of Sooke and EPCOR.

Award Praises Environmental Success at Sooke

The District of Sooke and EPCOR received a national award for their partnership approach to developing new wastewater infrastructure for our Vancouver Island community of 10,000 residents. The Canadian Council of Public Private Partnerships named the District of Sooke and EPCOR as recipients of the C.W. Chuck Wills Award for the 2007 National Awards Innovation and Excellence in Public-Private Partnerships. Recognizing project excellence at the municipal level, this award has been handed out only once before.

2007 MUNICIPAL SERVICES and OPERATIONS

Grants

Several grants were applied for.



Raising of the BC Spirit Flag was officiated by Mayor Janet Evans and Liz Johnson with Constable Barb Cottingham.

As Sooke continues with its goal to become a “green” and sustainable community, several grants were applied for funding to achieve that goal:

- Measuring Up Accessibility
- Liquid Waste Management Plan
- Community Sewer Modeling Plan
- Storm Water Management Plan Study
- BC Spirit Square
- Tourism Grant (Phase 2)

Major Accomplishments



Mayor Janet Evans and Chief Rose Dumont signed the T'Sou-ke First Nation / District of Sooke Memorandum of Understanding in March 2007.

- Business Licence Bylaw adopted.
- Fire Protection Services Bylaw adopted.
- T'Sou-ke/District of Sooke Memorandum of Understanding
- District of Sooke website re-design
- Construction of Sooke Marine Boardwalk begun.
- New records management system implemented.
- Petitions for boundary extensions completed.
- Sewer inclusion bylaw amendments.
- Adoption of Noise, Unsightly Premises & Nuisance Bylaws
- Spring and Fall Public Information Meetings
- Staff/Council Strategic Planning Sessions

2007 MUNICIPAL SERVICES and OPERATIONS

Building a Corporate Team

The year 2007 challenged the new Chief Administrative Officer to hire new staff for the District of Sooke:

- Director of Finance
- Director of Engineering
- Associate Planner
- Associate Planner
- Bylaw Enforcement Officer
- Deputy Director of Finance
- GIS Analyst
- Receptionist

Council Committees

The Council Committees and Commissions have been active and their accomplishments have been considerable in 2007.

- Sooke Economic Development Commission: Sooke EDC website and brochure, hoteliers invited to Sooke, Sooke Harbour Chamber of Commerce joint projects.
- Sooke Program of the Arts (SPA): Graffiti Wrap Project – hydro box covers
- Official Community Plan Review Committee: committee formed and consultant chosen.
- Finance and Administration Committee: 5-year financial plan and contract review.



The Sooke Program of the Arts Committee embarked on their "Graffiti Wrap Project" to cover 12 BC Hydro utility boxes using photographs by local artists. BC Hydro contributed \$2,000 toward the project.

2007 MUNICIPAL SERVICES and OPERATIONS

PLANNING

Planning, Building & Bylaw Enforcement 2007

The Planning Department is responsible for the provision of Planning Services within the Municipality. These services include long range and current planning, review of development proposals and the provision of general development information.

The Building Department is responsible for the approval of residential, commercial, and industrial construction within the Municipality. All construction is required to meet BC Building Codes, Fire Codes and all other applicable local bylaws.

Bylaw Enforcement is responsible for ensuring compliance with District of Sooke bylaws by responding to and addressing resident complaints.

Planning

Current Planning.

- **Sooke Zoning Bylaw, 2006:** Generated many inquiries from landowners regarding the new zoning bylaw and the effect it would have on current and future use of their property. Planning staff initiated a number of minor changes to the zoning bylaw to clarify inconsistencies and to ensure that the Zoning Bylaw achieves its intent.
- **District Wide Addressing:** Canada Post completed a review of addresses and instituted new postal codes within Sooke. The Planning Department staff worked with Engineering and Building Department staff to assess properties with multiple mailing addresses to coordinate the new addressing and new postal codes.

Planning & Development.

- **Development Application Procedures:** A new Development Application was developed and adopted by bylaw and policy. The new application forms and application policies assisted in streamlining the development application process.
- **Development Activity:** 2007 was an active year for development applications with the Planning Department receiving and processing 29 new Rezoning/OCP applications, 14 new Development Permits, 13 Sign Permits, 5 Development Variance Permits and 3 ALR exclusion applications.
- **Continuation:** There were also numerous files carried over from previous years including 14 Rezoning applications, 5 Development Permits, 1 Development Variance Permits and 1 ALR exclusion application.

2007 MUNICIPAL SERVICES and OPERATIONS

Long-range planning.

- **Official Community Plan:** The review of the Official Community Plan began in September 2007. Proposals were solicited and Mazzoni and Associates, led by Felice Mazzoni (an award-winning planner based in Ucluelet) was chosen to direct the OCP Review process. An advisory OCP Review Committee was formed that includes 12 community members, 3 councillors and one staff member.
- **Measuring Up Project:** A \$15,000 grant from 2010 Legacies Now was awarded to the District of Sooke to undertake a Measuring Up Project. The project is to assess and audit the community for accessibility and to create a plan for improving access for people living with disabilities. The Social Planning and Research Council of British Columbia (SPARC BC) was retained to lead the project to completion.
- **Downtown Plan & Downtown Development Standards:** Proposals were solicited and received from consultants to complete a Downtown Plan and Downtown Development Standards Bylaw. This plan will build on the work of Downtown Revitalization Committee and the *Design Guidelines* final report that was produced. The Downtown Plan will develop a design for Sooke's downtown and the policy mechanisms for achieving the Downtown Plan's vision. The Downtown Development Standards Bylaw will establish the streetscape and road frontage improvements required of private developers.
- **Community Assessment on Sustainability:** A \$5,000 Federal Gas Tax grant was awarded to the District to complete a Community Assessment on Sustainability. The firm Holland Barrs Planning Group was hired to complete the assessment and develop a sustainability strategy for the District of Sooke in 2008.
- **District of Sooke Regional Context Statement:** The context statement details how the District of Sooke *Official Community Plan 2001* (and subsequent amendments) relates to the CRD Regional Growth Strategy.
- **Additional Grants:** Planning staff also applied for and the District was awarded the following grants:
 - General Strategic Priorities Fund (Federal Gas Tax)
 - Liquid Waste Management – Stormwater: \$100,000
 - BC Spirit Square
 - To create a centrally-located spirit square (amount tba)
 - Municipal Rural Infrastructure Grant
 - Liquid Waste Management – Sewer Stage II: \$44,600



Angela H. Bailey

A white Spirit Bear with eagle, forest and ocean motif presides over the grounds at the Sooke Region Museum.



Donald C. Mills

Improvements to the streetscape and road frontage are part of the Downtown Plan Design Guidelines.

2007 MUNICIPAL SERVICES and OPERATIONS

Building

The Building Department experienced its most active year ever in 2007. Several major building projects were started within the Municipality. Additionally, several multi-family townhouse developments and the \$11.5 million Ayre Manor care facility project contributed to a busy year within the department for the building/plumbing officials.

- **Residential Construction:** A total of 190 new dwelling units (single family, duplex, multi-family) were constructed in addition to the 57 units included in the Ayre Manor project.
- **Building Permit Fees Review:** Staff performed a review of our Building Regulation Bylaw fees and charges. Adjustments to our permit fee structure brought our fees into a comparative range with other jurisdictions in Greater Victoria.
- **Sewer Connections:** The connection of existing homes within the Sewer Specified Area (SSA) to our community sewer system continued on from 2006 into 2007. Approximately 92% of the homes and buildings within the SSA have connected to the sewer system and decommissioned their old septic systems. Of the 8% of properties not yet connected, approximately a third are undergoing re-development.
- **Civic Addressing:** In the fall of 2007, Canada Post undertook a project to modernize the postal code system within the District and outlying areas. The Building Department, in conjunction with the Fire Department, saw this as an opportunity to correct some existing house numbering concerns in certain areas of the community.
- **Business Licensing:** A new Business Licensing bylaw was adopted toward the end of 2007 and staff began the process of successfully implementing this new aspect of our department.



Donald C. Mills

Sunriver Estates and other new developments are bringing more new residents to Sooke.



K. Sprindling

Sooke's new wastewater treatment plant. Most homes and buildings within the Sewer Specified Area (SSA) are now connected to the system.



Donald C. Mills

New community mailboxes were installed following the civic addressing revisions.

BUILDING DEPARTMENT STATISTICS

	2007	2006	2005
Single Family Building Permits	123	106	78
Total Permits Issued	509 (incl. 207 sewer permits)	1307 (incl. 1047 sewer permits)	173
Total Construction Value	\$41 M	\$21 M	

Bylaw Enforcement

Bylaw Enforcement has worked this year to process a larger volume of bylaw complaints and to respond in a timely manner to new complaints. Typically four to six complaints are received on a daily basis.

Education about bylaw procedures, interpretations and limitations is often an important first response; a significant number of complaints are resolved once the bylaw is explained to the individuals involved.

For complaints not resolved through education, it has been necessary to prioritize the complaints due to the complaint volume. Warning Tickets have been an effective tool in educating residents and visitors as to how they can become bylaw compliant, and are used most frequently. Municipal Ticket Informations have been issued in isolated incidences where all other avenues have been exhausted. Convictions in court have been successful for the first of the Municipal Tickets Informations that have been issued. Overall, the compliance rate has been high although some situations will take an extended period of time to reach a satisfactory conclusion.

Noise and unsightly premises complaints have been the most frequently received; many complaints have resulted in lengthy and somewhat complicated investigations.

Bylaw Enforcement has worked this year to ensure that complainants who take the time to call (or otherwise notify the staff at Bylaw Enforcement) are informed as to the outcome of their complaint. It is a goal to attempt the highest possible satisfaction to each complainant, with the results of handling by Bylaw Enforcement.

Bylaw Enforcement is an ongoing educational campaign for everyone involved.

2007 MUNICIPAL SERVICES and OPERATIONS

Sooke Economic Development Commission (EDC)

2008 Targets

Understanding the advantages of Sooke with respect to tourism potential, employee lifestyle, natural resources and locale, the Commission plans to target economic development activities to attract the following business sectors:

- Tourism Industry: hotels with meeting and conference facilities.
- High-tech, Internet-based and information-technology industries.
- Secondary education facilities: schools for fine arts, music academies, sailing, outdoor operations, etc.
- Light industrial / marine-related manufacturing.
- Increased retail space capacity.



Donald C. Mills

Increased retail capacity is being explored for downtown Sooke.

Workplan Achievements for 2007

- Create the Sooke EDC statement for the Official Community Plan
- Establish the 'Advantage Sooke' website.
- Take out membership in the EDABC and attend the EDABC summit in April 2007 (with plans to attend in future years).
- Take out membership in and participate in workshops and meetings with the Vancouver Island Economic Developers Association.
- Create and update marketing materials.
- Develop and place several advertisements in Business / Economic Development related publications promoting Advantage Sooke.
- Establish a commercial/industrial land base inventory.
- Create a business listing by sector.
- Research other EDC authorities throughout BC to better understand how they grow and promote economic development.
- Communicate with local governments, businesses and interested individuals by way of an electronic newsletter made available by request or through the www.advantagesooke.com website.
- Hold at least one open house to communicate the progress of the SEDC and to seek input from others as to what the Commission has or should be doing.



The website at www.advantagesooke.com provides information about why and how Sooke is an outstanding location for investors, residents and visitors.

ENGINEERING

The Engineering Department is responsible for five main priorities within the District of Sooke: Operations, Subdivisions, Capital Projects, Parks, and Other Special Projects.

Operations

Highlights 2007

- Administered Road Maintenance Contract, including arranging for the grinding and removal of a large pile of tree stumps and branches left in our works yard following the major storms of 2006.

- Worked with our sanitary sewer partner EPCOR to ensure the effective operation of our sanitary sewer infrastructure and treatment plant. Assisted the Building Department in ensuring that all properties within the sewer specified area are connected to the sanitary sewer system.

- Administered Parks Maintenance Contract, including the reconstruction of the stairway leading from Murray Road to the Rotary Pier.

- Street lighting maintenance and activation of newly installed lights.

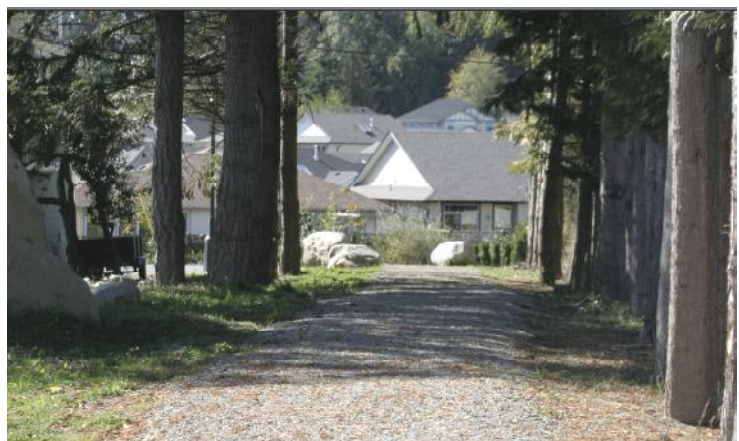
- Issued soil removal and soil deposit permits.

- Issued Access/Highway Use Permits for events, utility contractors, developers and the general public.

- Issued Park Use Permits for events within our parks.



The Marine Boardwalk construction was well underway during 2007.



Pathways constructed through development process.

2007 MUNICIPAL SERVICES and OPERATIONS

Capital Projects

- Obtained final design for Townsend Road and established construction contract with Bickford Enterprises for Townsend Road re-construction project.
- Installation of oil grit separator and paving of the Whiffin Spit Park Parking Lot.
- Installation of a speed hump on Golledge Avenue.
- Installation of pavement markings including stop bars and crosswalks at various locations throughout the community.
- Replacement of cross culvert under Brule Drive.
- Installation of four new wheelchair accessible transit stops located at West Coast Road and Whiffin Spit Road as well as Sooke Road and Kaltasin Road.
- Coordinated with CRD Water for the upgrading of the Sooke River Road water main.
- Assessment and subsequent removal of danger trees at various locations throughout the community.
- Falling of danger trees at Deerlepe Park.
- Coordinated construction of Sooke Boardwalk Project as well as the design of the new access route to the boardwalk through Ed Macgregor Park.



Donald C. Mills

Paved lot at Whiffin Spit Park.



Donald C. Mills

Wheelchair accessible transit stop at West Coast Road and Whiffin Spit Road.

Other Special Projects

- Terms of reference were drafted for the Liquid Waste Management Plan - Stormwater - Terms of Reference for Stage 2/3. The LWMP team is ready to move forward with Stage 2/3 as soon as the province signs off on Stage 1.
- The Liquid Waste Management Plan - Sewer - Stage 1 has been approved by the province and the District is proceeding with the Stage 2 process.
- Worked closely with the Building Department and Canada Post to assist residents and property owners with legal civic addressing questions as part of Canada Post's implementation of new postal codes within the District.
- Worked with Parents for Play in establishing a playground improvement project.



Sam VanSchie

The District of Sooke worked with the Parents for Play organization toward some park play area development.

2007 MUNICIPAL SERVICES and OPERATIONS

Development Reviews

- Provided technical advice to the Planning Department on a variety of development application proposals including rezonings.
- Provided technical advice related to on site servicing requirements for multi-family development projects.

Subdivisions

- Received 24 new subdivision applications in 2007 and recommended approval of 11 subdivisions. At the end of 2007, the department was overseeing 63 active subdivision files. These files range in status from new applications to applications approved, but working under a servicing agreement with the District. The following statistics outline the number of permits Engineering has received, as well as relevant fees.

NEW PERMIT APPLICATIONS RECEIVED				Fees Collected (approximate*)		
	2007	2006	2005	2007	2006	2005
Subdivisions	24	29	29	\$82,134	\$60,300	\$53,400
Access Permits (HUP)	22	30	42	\$0	\$0	\$0
Soil Deposit/Removal	6	2	6	\$700	\$200	\$600
Total	52	61	77	\$82,834	\$60,500	\$54,000

* Subdivision fees include application fees, drawing review fees and final approval fees.

NEW LOTS CREATED BY SUBDIVISION in 2007			Development Cost Charges Collected at Final Subdivision Approval		
Plan Number	General Location	Lots Created	DCC	2007	2006
VIP82511	Maple Avenue	1	Wastewater	\$34,537.76	\$112,247.72
VIS6233	Grant Road	4	Roads	\$358,524.77	\$231,613.67
VIP82832	Sunriver Estates	24	Total	\$393,062.53	\$343,861.39
VIP83004	Tara Place	1	Active Subdivision Applications Summary at December 31, 2007 (full list available upon request)		
VIP83146	Francis Road	1			
VIP83563	Banner Road	1	Park Use Permits Issued		
VIP83624	West Coast Road	2			
VIP83653	Sunriver Estates	48	Total of Proposed Lots Under Application		468
VIP83675	Sunriver Estates	1	Total of Active Subdivision Files		63
VIP83774	Woodland Creek Estates	22	Park		
VIS6274	Ocean Park Place	11			
Total		116	No. of Permits		
			Ed Macgregor Park		5

2007 MUNICIPAL SERVICES and OPERATIONS

PROTECTIVE SERVICES

Fire Department *Fire & Rescue Services*



MESSAGE from the FIRE CHIEF

It is my pleasure to present the 2007 operational activity report of the Sooke Fire Rescue Service.

The past year was a record year with respect to emergency responses. The members of the Department were more equal to the challenges they faced. Their superior dedication, and their enthusiast commitment to the training that is required for specialized response to calls for assistance (at all hours of the day and night), speaks to their dedication to the life safety and well being of the residents of the community.

I would also like to thank the Sooke District Councils, both past and present, for the faith and support shown the Department. Without the support of council, the task of providing emergency services to the community would be even more challenging than it already is, if not impossible. They have shown and continue to show the wisdom and courage to enable the Department to deliver these services in the most effective and cost efficient manner possible.

The District was incorporated in 1999, that year the Department responded to 300 emergency calls, in 2007 the Department responded to 782 emergency calls. There has been on average a 12% annual increase in responses. This indicates ever-increasing demands being placed on the Department to answer the needs of the community. The call volume will continue to increase as the community grows, placing great and great demands on the volunteers and their time. Efforts have been made and ideas will continue to be explored toward lessening the impact of increased call volume on the members and their families, but at the same time provide the excellent level of service that the Department currently provides.

The members not only respond to emergencies but also contribute thousands of hours to the training that ensures they can deliver the best services. In 2007 the members of Sooke Fire Rescue conducted a total of 3,954 training hours. This is equal to approximately 565 work days or 112 work weeks being supplied to the District, in addition to the emergency calls attended. The Department now has the ability to certify its members to the national standard. This may open the door for some of the members to move on to a career in fire service.

The Fire Rescue Service has also been highly active in the prevention side of the industry. Fire and Life Safety inspections are up, as are the activities of the Public Education Division. The numbers of individuals reached, from pre-school to seniors, reached an all-time high.

It is my privilege to present a snapshot of the Departments activities for your review. The following details provide the true flavour of the efforts put forth by members of the Fire Service with respect to activities of all Divisions within the Fire Rescue Service.

Robert E. Kelsey
Fire Chief

2007 MUNICIPAL SERVICES and OPERATIONS

Fire Department: Emergency Responses 2007

Incident Responses

The Sooke Fire Department recorded their busiest year for emergency calls in 2007, with 782 responses attended. This represents a 9% increase over the same period last year. On average the department has seen a 12% increase in calls each year since 1991.



Four fire hydrants were used at the sawmill fire on Idlemore Road, with over 1,000,000 gallons of water pumped.



Vehicle accidents will often cause permanent injuries and mortalities.



Lack of attention or small preventable incidents can often result in residential fires.

Fire Department: Public Education

The Public Education Committee was very active in 2007. Over 400 hours were dedicated to fire and life safety programs during the year. With only six members providing this program, this is quite an achievement. Over 4,300 preschoolers, school children, adult and seniors received fire safety messages or training through a variety of activities during the year.

Night school classes were offered at Edward Milne Community School for the first time in 2007. Three sessions were offered, including: Fire Safety in the Home, Fire Safety in the Workplace, and Fire Safety for Commercial Kitchens and Restaurants.

Events at the fire hall included public tours and a Safe Halloween Event. Two fire setter intervention programs were initiated for local youths.

Broader public education has been made through the print media. An almost monthly column called "The Hot Sheet" appears in the *Sooke News Mirror* weekly newspaper detailing news and information on the Sooke Fire Department. In addition to local articles, The Sooke Fire Department Public Education Division also submitted three feature articles to the *Firefighting in Canada* national fire service magazine in 2007, namely:

- Truck Crash on Sooke River Bridge;
- How to Start a Public Education Program in your Fire Department;
- Windstorm Strikes Sooke.

The Provincial Fire Prevention Week ceremony at the BC Legislature Building in Victoria was attended by the Sooke Fire Department in 2007; our department spoke on camera regarding fire prevention activities in Sooke.

2007 MUNICIPAL SERVICES and OPERATIONS

FIRE DEPARTMENT: ANNUAL INCIDENT COMPARISON CHART									
INCIDENT TYPE	1999	2000	2001	2002	2003	2004	2005	2006	2007
FIRES									
Structure Fire	10	11	12	13	16	10	14	5	10
Chimney Fire	9	12	16	17	15	7	8	11	5
Appliance Fire	7	8	7	3	2	4	3	2	6
Vehicle Fire	8	9	7	4	10	16	10	7	3
Wildland Fire	22	25	18	16	17	21	9	14	11
Burning Complaint	63	75	79	99	108	105	109	133	225
Spill/Leak with Fire	2	1	0	4	2	3	2	0	0
Explosion	0	1	1	0	2	2	1	0	0
Dumpster Fire	-	-	-	-	-	-	1	2	1
RESCUE									
First Responder: Medical Aid	94	191	184	150	183	238	266	306	310
Rope Rescue	0	6	1	1	3	4	4	1	3
Motor Vehicle Accident	25	50	51	50	48	70	75	78	69
Water Rescue	0	2	2	1	7	1	0	0	1
HAZARDOUS MATERIALS									
Fuel Spill: No Fire Situation	11	14	11	10	12	9	19	15	17
Explosives	0	0	0	0	0	1	0	0	0
Power Lines Down	7	3	5	5	9	9	6	33	4
Arcing/Shorting Electrical Equipment	2	5	4	4	9	7	5	12	2
Chemical Emergency	0	1	2	0	2	2	1	0	0
Tree Down: No Power Line Involved	-	-	-	-	-	-	-	9	6
PUBLIC SERVICE CALL									
Locked In or Out	0	0	0	0	1	0	3	1	0
Assist Police or other Agency	1	3	8	3	7	8	12	13	11
Smoke/Odor Removal	2	0	3	3	1	4	1	0	2
Animal Rescue	0	0	0	0	0	1	1	0	0
Investigation Only	3	6	4	4	5	14	4	15	15
ALARMS									
Smoke Sighting	5	4	1	4	3	17	6	9	12
Sprinkler Activation	0	1	0	0	2	2	0	2	3
Detector Activation	0	17	6	16	24	22	19	25	38
Steam/Exhaust Mistaken for Smoke or Fire	3	1	0	0	12	1	1	3	2
CO Detector	-	-	-	-	-	-	2	3	2
FALSE ALARMS									
Malicious False Alarm	1	1	1	6	2	3	3	3	0
Accidental Alarm	18	8	7	4	11	9	14	9	15
System Malfunction	7	3	2	4	9	8	9	7	7
TOTAL CALLS	300	458	432	421	522	598	608	714	781

A large increase in the number of burning complaints can be attributed to the enforcement of the new burning bylaw that restricts burning to one weekend per month. Of the total 225 complaints in 2007, 102 were a result of enforcing the new bylaw.

2007 MUNICIPAL SERVICES and OPERATIONS

FIRE DEPARTMENT: INSPECTIONS and INVESTIGATIONS 2007

ACTIVITY	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	TOTAL
INVESTIGATION	0	2	1	0	2	2	3	4	2	0	0	1	16
DAYCARE/SCHOOLS	1	0	0	2	0	1	0	1	1	1	0	1	8
MULTI-FAMILY	0	2	0	2	0	2	0	1	0	0	1	0	8
BUSINESS	25	13	15	8	1	5	0	7	1	0	9	3	87
PUBLIC ASSEMBLY	6	7	6	3	0	0	2	2	3	4	1	0	34
MISCELLANEOUS	0	0	0	0	0	0	0	0	0	0	0	0	0
RE-INSPECTION	1	0	1	0	0	0	0	0	0	0	0	0	2
OIL BURNER / OIL TANK	0	5	1	0	0	4	0	10	2	11	7	0	39
CLASS "A" BURNING PERMIT SITE INSPECTIONS	2	0	0	2	0	0	0	0	1	3	4	0	12
CONSTRUCTION INSPECTION	4	3	0	0	6	4	6	1	4	5	1	9	43
TOTAL	39	30	23	17	7	16	8	21	12	23	23	13	233
PLAN REVIEWS - BUILDING	8	4	0	0	2	1	1	1	3	3	2	2	27
SUBDIVISION / ZONING	3	10	0	3	11	4	10	5	2	6	6	2	62
GRAND TOTAL 2007*	* All inspections, plan reviews, subdivision referrals, site visits and fire investigations.												338

Training Report

The Sooke Fire Department conducted a total of 3,954 training hours in 2007. The department continued with training to meet the requirements of Capital Regional District (CRD) hazardous material initiatives; eight members were trained to the hazardous material response awareness level, and six members attended a hazardous material operational level training session.

Utilization of the Otter Point Fire Department training facility has completed employee training in live burn rooms and with outdoor fire props. This has increased the department's opportunity to conduct basic fire fighting skills and drills, undertake self-rescue techniques, and do some rapid intervention team procedures. Training with aerial ladder apparatus operations, placement and deployment began in 2007. Rope Rescue and confined space rescue as well as auto extrication training is ongoing. The department commenced certification of members in the BC Firefighter Level 1 and Level 2 certification training, giving members an NFPA 1001 certification.

Apparatus and Equipment

The Sooke Fire Department's equipment is in excellent condition. The main addition in 2007 was the new aerial ladder truck being placed into service, with now 8 members certified to operate it. The truck was used in 2007 to respond to structure fires, gas leaks and a major sawmill fire. The 1985 Mack Pumper has been placed into reserve status at the Public Works Yard.

Fleet Summary

LOCATION APPARATUS

Station #1	Engine #201 (frontline pumper), Engine #203 (frontline ladder truck), Truck #207 (frontline heavy rescue), Truck #206 (frontline wild land unit), Utility Vehicles (general duty).
Station #2	Engine #205 (frontline pumper), Tender #202 (frontline water tender).
Works Yard	Engine #204 (reserve pumper).

2007 MUNICIPAL SERVICES and OPERATIONS

PROTECTIVE SERVICES

2007 Police Services Report

The District of Sooke contracts with the RCMP for law enforcement for the municipality. The Sooke detachment provides the District of Sooke with one Staff Sergeant, two Corporals, 11 Constables (four additional Constables are responsible for the provincial policing (CRD) and three Public Service employees. There are currently one Reservist, three Auxiliary Constables, a Victim Services Coordinator, and numerous volunteers who are involved in the Speed Watch, the Community Consultative Group, Victim Services and Citizen on Patrol Programs. Bike, boat and ATV patrols are provided on a part-time basis.



The Sooke RCMP Detachment building on Church Road.

Specialized services such as the Forensic Identification Section, the Police Service Dog, Major Crime Unit, the General Investigative Service, and the West Coast Marine Section are obtained on a case-by-case basis in Victoria and Nanaimo.

The Sooke RCMP detachment polices a large geographic area of 800 square miles that encompasses East Sooke, District of Sooke, Otter Point, Shirley, Jordan River, Port Renfrew, Sooke First Nations, Beecher Bay First Nation, Pacheedaht First Nation, and a portion of Pacific Rim National Park. When compared across BC the crime rate is average, though slightly higher than in surrounding areas. The number of calls for service is relatively high, most notably in summer. The size and geography of the area pose challenges. The detachment works closely with the District of Sooke Council, the Federal and Provincial Governments and other partners to ensure that we have the necessary resources and equipment to perform efficiently.

In the District of Sooke in 2007, there were a total of 4,406 calls for service (4,283 in 2006), and 1,211 calls (1,466 in 2006) from outlying areas. This is increase of approximately 2.7% in calls within the municipality, and a 21% decrease in the rural areas.

Members vary in service from 28 years to a few months. Sooke RCMP members are committed to doing their core duties well. High visibility policing, police leadership and police integrity are very important and fundamental to the achievement of the detachment annual performance plan. The plan provides the framework for key decisions as to how the challenge of increased calls levels is met.

The community priority issues for 2008 are:

- Property - Acts of Mischief
- Substance Abuse - Drugs
- Traffic - Impaired Driving
- Police / Community Relations - Visibility of Police
- Substance Abuse - Alcohol

Police resources are carefully and efficiently managed to meet the expectations of the communities served. Detachment members pride themselves on being highly visible and approachable. Their goals are established yearly to meet the needs of the District of Sooke and the outlying areas.

I hope this information is useful to the community. Anyone with questions should not hesitate to contact our office in any manner that is preferable to them. Please be assured of our continued esteem in all manner of mutual interest and concern.

S/Sgt. Roger Plamondon
NCO i/c Sooke Detachment

2007 MUNICIPAL SERVICES and OPERATIONS

PROTECTIVE SERVICES

School Liaison in Partnership with SD62

Common Goals of the Sooke School Liaison Program

The prevention of crime and the enhancement of community, the promotion of the police as an accessible community service, elimination of barriers between the youth and the police, investigation of offences and enforcement of laws, and the promotion of policing as a career.

School Liaison Officers in 2007

Eight of our members had an opportunity to deliver safety and crime prevention lessons to students and staff. They acted as a legal resource to students, administrators and staff. They counseled and talked informally with students and worked to enhance the security and safety of the schools. They were also tasked with investigating criminal offences relating to the school and its population.

CPCS Representation and Funding for Youth Projects

There was no representative in 2007 of a youth on the CPCS, but the school principal at EMCS was a committee member. Over \$6,000 was made available for youth projects in the community:

\$1,000 ■ Camosun College Foundation Bursary	\$450 ■ Safe Halloween
\$500 ■ Saseenos PAC (Playground Equipment)	\$90 ■ EMCS Yearbook
\$400 ■ Beaveree	\$200 ■ Youth Symposium
\$1,000 ■ Downtown cleanup (with the Leadership Program)	\$500 ■ Journey Middle School (Musical Theatre Production)
\$700 ■ Sports equipment for youth soccer	\$600 ■ Youth Conference in Prince George
\$500 ■ Tribal Journey	\$100 ■ Cultural Day



D.A.R.E. Sessions Delivered

D.A.R.E. (Drug Abuse Resistance Education) is a primary prevention program that involves the community, schools, and Sooke RCMP. The foundation of this five-level program is contained in the elementary (Grade 5) and middle school (Grade 7 or 8) curriculum. The program helps develop the social skills that empower children with the knowledge and personal skills needed to make informed choices. The goal is to live happy, healthy lives free of drugs and violence. In 2007, Cpl.'s Cottingham, Hilderley, Cst.'s Willms, and Jugandi delivered the D.A.R.E. curriculum at all Sooke schools. The curriculum consisted of 10 hours per group. This training will continue in 2008.

Other Programs and Information

Navigator Group

The Detachment Commander or delegate for the Sooke RCMP participated as Navigator Steering Committee members in 2007. The adult and youth Navigators work with clients and their families who are in emotional distress (whether this is caused by mental health, addictions or other issues), Clients are assisted with managing their crisis, finding appropriate services and providing the emotional support for the necessary planning. Clients are referred through Victim Services or directly by the police. The case load to the Navigators has been about 5%.

Number of Projects Supported

In 2007, the CPCS provided financial support to a total of 22 projects/requests in the community, in the amount of \$11,579.

Use of the Nuisance Bylaw

The Nuisance Bylaw was not utilized in 2007. RCMP operational plans had yet to be completed on several targets in the community.

2007 MUNICIPAL SERVICES and OPERATIONS

PROTECTIVE SERVICES

Response provided by the local business community

The purpose of the 2007 Sooke RCMP Detachment Client Satisfaction Survey was to seek the opinion of direct clients of RCMP services, including local officials and community leaders.

The majority of the Sooke Detachment clients were happy with the service delivery of RCMP members. Of Sooke's RCMP clients, 61% say the members are doing a good (31%) or very good (30%) job of meeting expectations. The high satisfaction rating is also relatively higher than that found in most public and private sector services to the public.

The top three highest expectations of Sooke clients are:

1. Having police services delivered in a timely manner (89% very important).
2. Seeing a frequent, visible presence of RCMP on duty within the community (81% very important).
3. Having the RCMP directly involved in community youth programs (81% very important).

Sooke RCMP clients think that crime in their community has stayed the same (48%) or gone up somewhat (32%). Approximately 16% thought crime had gone down somewhat (8%) or gone down significantly (8%). With 32% of clients believing crime has gone up over the past year in Sooke, it is reasonable to expect that fear of being victimized is also a significant concern.

Overall, there were strong compliments regarding the RCMP services in Sooke. Their recommendations for enhancement in communications, accountability, and service quality generally related to communications as staffing levels. There is a feeling that the RCMP could participate in more monthly meetings with the municipal council members and provide regular updates through reports and forums. The clients would also like to see appropriate RCMP staffing levels for the amount of money they pay for. What the recommendations and survey results show is that the clients have an appetite for more of the same, while recognizing that the detachment is also facing staffing-level challenges.

Reduction in number of RCMP Responses

In 2007, there were a total of 4,406 calls for service (compared to 4,283 in 2006) in the District of Sooke. This represents approximately a 2.7% increase in the number of calls in the municipality. This increase is nearly parallel to the growth that was experienced in the community.

The District of Sooke also supported an increase of one additional police resource for the 2008 fiscal year. This increase was to ensure an adequate number of police officers, consistent with the provincial average.

2007 COMMUNITY SURVEY RESULTS

Summary of IPSOS-REID survey as conducted in November 2007.

Community Survey in 2007

Quality of Life and Financial Planning in The District of Sooke.

The primary objective of the survey was to better understand District of Sooke citizens' satisfaction levels, attitudes, needs and priorities of the community. A random sample of 300 residents ages 18 and older were contacted by phone during November 1 to 10, 2007. The overall results were weighted to ensure the age/gender distribution reflects that of the actual population in Sooke according to the 2006 Census data. The margin of error is considered to be plus or minus 5.7%, 19 times out of 20.

ISSUE / QUESTION	RESPONSES (by percentage)								
<ul style="list-style-type: none"> ■ Most important issue in your community? 	Transportation (48%), Growth (33%), Revitalization (14%), Municipal Government Services (14%), Social (14%), Economy (10%), Taxation/ Municipal Govt. Spending (8%), Environment (6%), Crime (4%).								
<ul style="list-style-type: none"> ■ Overall quality of life in Sooke? 	Very good (33%), Good (59%), Poor (7%), Very Poor (1%).								
<ul style="list-style-type: none"> ■ Satisfaction with District of Sooke services? % of very satisfied or somewhat satisfied 	Overall level / quality of services (75%) Parks, trails and other greenspace (74%) Public works, road maintenance, sewers (49%) Traffic management, traffic calming and improving traffic flow (23%).								
<ul style="list-style-type: none"> ■ Satisfaction with programs? 	<table> <tr> <td>Very good value (9%)</td><td>Fairly poor value (26%)</td></tr> <tr> <td>Fairly good value (50%)</td><td>Very poor value (12%)</td></tr> </table>	Very good value (9%)	Fairly poor value (26%)	Fairly good value (50%)	Very poor value (12%)				
Very good value (9%)	Fairly poor value (26%)								
Fairly good value (50%)	Very poor value (12%)								
<ul style="list-style-type: none"> ■ Tax increase vs. service cuts? 	Increase taxes to enhance or expand services (32%). Increase taxes to maintain current service levels (20%). Cut services to maintain current tax level (18%). Cut services to reduce taxes (9%).								
<ul style="list-style-type: none"> ■ Other forms of revenue. combined % of strongly support and somewhat support 	Corporate sponsorship for municipal programs/facilities (78%). Gambling revenues from casinos or slot machines (55%). Increased or new user fees on programs and services (47%). Expanded or increased pay parking (26%).								
<ul style="list-style-type: none"> ■ Types of info wanted from District? 	<table> <tr> <td>Tax information (10%)</td><td>Financial/budget (5%)</td></tr> <tr> <td>More up-to-date info (8%)</td><td>Traffic/road conditions (5%)</td></tr> <tr> <td>Media mentions (8%)</td><td>Building projects/new development (5%)</td></tr> <tr> <td>Municipal planning (7%)</td><td>Health care / hospitals (4%)</td></tr> </table>	Tax information (10%)	Financial/budget (5%)	More up-to-date info (8%)	Traffic/road conditions (5%)	Media mentions (8%)	Building projects/new development (5%)	Municipal planning (7%)	Health care / hospitals (4%)
Tax information (10%)	Financial/budget (5%)								
More up-to-date info (8%)	Traffic/road conditions (5%)								
Media mentions (8%)	Building projects/new development (5%)								
Municipal planning (7%)	Health care / hospitals (4%)								
DEMOGRAPHICS % of respondents	<table> <tr> <td> Gender: male (48%), female (52%) Age: 18 to 24 (7%), 25 to 34 (16%), 35 to 44 (24%), 45 to 54 (21%), 55 to 64 (17%), 65+ (15%) </td><td> Children under 18 (yes 40%, no 61%) Responsible for Property Taxes and/or Rent (yes 93%, no 7%) </td></tr> </table>	Gender: male (48%), female (52%) Age: 18 to 24 (7%), 25 to 34 (16%), 35 to 44 (24%), 45 to 54 (21%), 55 to 64 (17%), 65+ (15%)	Children under 18 (yes 40%, no 61%) Responsible for Property Taxes and/or Rent (yes 93%, no 7%)						
Gender: male (48%), female (52%) Age: 18 to 24 (7%), 25 to 34 (16%), 35 to 44 (24%), 45 to 54 (21%), 55 to 64 (17%), 65+ (15%)	Children under 18 (yes 40%, no 61%) Responsible for Property Taxes and/or Rent (yes 93%, no 7%)								

DECLARATION

Declaration and Identification of Disqualified Council Members

Nothing to report.

Making a Presentation to Council

Public Input Welcome



District of Sooke Council welcomes discussion with the public. Unless otherwise determined by Council resolution, written notice must be provided in order for a person or group to appear before Council or the Committee of the Whole. The written submission must be filed with the Corporate Officer prior to preparation of the agenda. The submission must include the subject matter to be discussed, the intended proposal or request, and the name(s) of person(s) who will address Council.

Council may address the petition or submission at the meeting, refer to a committee, or take such other action as it deems appropriate. Every delegation may present for 10 minutes, although this may be extended by Council resolution.

Regular Council meetings take place on the second and fourth Monday of each month, except on holidays. Agenda packages are available at the Municipal Hall from Friday noon before the meeting or on the Municipal Website at www.sooke.ca.

Cover photo and publication design by: Brookeline Publishing House Inc.

FINANCIAL STATEMENTS of the DISTRICT OF SOOKE

Year ended December 31, 2007

DISTRICT OF SOOKE

Municipal Council

2007

MAYOR

Janet Evans

COUNCILLORS

Rick Armour

Sheila Beech

Ron Dumont

Rick Kasper

Brenda Parkinson

Jen Smith

~~~~~

## OFFICIALS

Chief Administrative Officer

Director of Finance

Evan Parliament

David Devana

~~~~~

Auditors

Solicitors

Bankers

Police

KPMG LLP

Lidstone, Young, Anderson

Canadian Imperial Bank
of Commerce

RCMP - Sooke Detachment

~~~~~

The following financial statements are prepared in accordance with

Section 167 of the Community Charter.

# DISTRICT OF SOOKE

## Financial Statements

Year ended December 31, 2007

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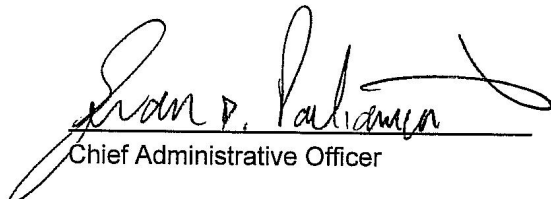
## FINANCIAL REPORTING RESPONSIBILITY

The accompanying financial statements of the District of Sooke (the "District") are the responsibility of management. To ensure their integrity, objectivity and reliability, management has selected appropriate accounting policies that are consistent with generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. The financial statements necessarily include some amounts that are based on estimates and the judgment of management with appropriate consideration to materiality.

The District's accounting systems and related internal controls and supporting procedures are designed and maintained to provide reasonable assurance that financial records are complete and accurate and that assets are safeguarded against loss from unauthorized use or disposition. The procedures include training and selection of qualified staff, the establishment of an organizational structure that provides a well-defined division of responsibilities, accountability for performance and communication of standards of business conduct.

The Municipal Council oversees management's responsibilities for the financial reporting and internal control systems. Council meets periodically with management and the independent auditors to satisfy themselves that management's responsibilities are properly discharged and to review and receive the consolidated financial statements.

KPMG LLP, Chartered Accountants, the independent auditors appointed by the District, have examined these financial statements and issued their report, which follows. The auditors have full and unrestricted access to the Council to discuss their audit and their related findings.



Ivan P. Paulsen  
Chief Administrative Officer



Dave Devana  
Director of Finance





**KPMG LLP**  
**Chartered Accountants**  
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800 - 730 View Street  
Victoria BC V8W 3Y7

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Internet [www.kpmg.ca](http://www.kpmg.ca)

## **AUDITORS' REPORT TO THE MAYOR AND COUNCILLORS OF THE DISTRICT OF SOOKE**

We have audited the consolidated statement of financial position of the District of Sooke as at December 31, 2007 and the consolidated statements of financial activities and changes in financial position for the year then ended. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2007 and the results of its operations and its cash flows for the year then ended in accordance with generally accepted accounting principles.

A handwritten signature in black ink that reads 'KPMG LLP'.

Chartered Accountants

Victoria, Canada

May 8, 2008

# DISTRICT OF SOOKE

## Consolidated Statement of Financial Position

## Statement A

December 31, 2007, with comparative figures for 2006

|                                                   | 2007                 | 2006                 |
|---------------------------------------------------|----------------------|----------------------|
| <b>Financial Assets</b>                           |                      |                      |
| Cash and short-term investments (note 3)          | \$ 5,861,985         | \$ 4,622,705         |
| Taxes receivable                                  | 712,345              | 542,416              |
| Accounts receivable (note 4)                      | 799,408              | 842,788              |
| Other assets                                      | 98,984               | 88,785               |
| <b>Total financial assets</b>                     | <b>7,472,722</b>     | <b>6,096,694</b>     |
| <b>Liabilities</b>                                |                      |                      |
| Accounts payable and accrued liabilities (note 5) | 1,230,189            | 970,794              |
| Deferred revenue (note 6)                         | 1,800,719            | 1,098,891            |
| Deposits and bonds                                | 223,924              | 312,776              |
| Employee benefit obligations (note 7)             | 78,035               | 78,511               |
| Lease obligations (note 8)                        | 585,783              | 642,936              |
| Long-term debt (note 9)                           | 9,727,814            | 9,675,615            |
| <b>Total liabilities</b>                          | <b>13,646,464</b>    | <b>12,779,523</b>    |
| <b>Net financial liabilities</b>                  | <b>(6,173,742)</b>   | <b>(6,682,829)</b>   |
| Capital assets (note 10)                          | 32,131,005           | 31,176,448           |
| <b>Net municipal position</b>                     | <b>\$ 25,957,263</b> | <b>\$ 24,493,619</b> |

## Municipal Position

|                                      |                      |                      |
|--------------------------------------|----------------------|----------------------|
| General Revenue Fund (Schedule A)    | \$ 2,601,977         | \$ 2,465,873         |
| Capital Fund (Schedule B)            | 738,963              | -                    |
| Sewer Operating Fund (Schedule C)    | (93,784)             | (2,944)              |
| Sewer Capital Fund (Schedule D)      | (46,462)             | (46,462)             |
| Reserves Fund (Schedule E) (note 11) | 939,161              | 1,219,255            |
| Equity in capital assets (note 12)   | 21,817,408           | 20,857,897           |
| <b>Municipal position</b>            | <b>\$ 25,957,263</b> | <b>\$ 24,493,619</b> |

Commitments and contingencies (note 17)

See accompanying notes to financial statements.

\_\_\_\_\_  
Director of Finance

# DISTRICT OF SOOKE

## Consolidated Statement of Financial Activities

## Statement B

Year ended December 31, 2007, with comparative figures for 2006

|                                                                             | Budget<br>2007 | Actual<br>2007 | Actual<br>2006 |
|-----------------------------------------------------------------------------|----------------|----------------|----------------|
| Revenue:                                                                    |                |                |                |
| Net taxes available for municipal purposes (note 13)                        | \$ 4,160,644   | \$ 4,156,341   | \$ 3,585,252   |
| Net payments in lieu of taxes available for<br>municipal purposes (note 14) | 25,449         | 29,176         | 23,464         |
| Sales and user fees                                                         | 82,930         | 117,024        | 61,228         |
| Government transfers and grants (note 15)                                   | 777,759        | 528,530        | 717,894        |
| Capacity allocation purchase                                                | -              | -              | 2,282,269      |
| Investment income                                                           | 75,000         | 200,581        | 133,910        |
| Penalties and fines                                                         | 88,000         | 113,106        | 106,589        |
| Licenses and permits                                                        | 634,490        | 882,811        | 562,412        |
| Lease and rental                                                            | 24,870         | 19,870         | 22,843         |
| Donations and contributions                                                 | 33,333         | 30,000         | 153,913        |
| Sewer operating revenue                                                     | 1,166,100      | 1,161,171      | 556,720        |
| Casino revenue sharing                                                      | 270,000        | 281,147        | 269,529        |
|                                                                             | 7,338,575      | 7,519,757      | 8,476,023      |
| Expenditure:                                                                |                |                |                |
| General government services:                                                |                |                |                |
| Legislative                                                                 | 169,094        | 179,885        | 90,143         |
| Administrative                                                              | 1,202,018      | 1,268,063      | 1,157,708      |
|                                                                             | 1,371,112      | 1,447,948      | 1,247,851      |
| Protective services:                                                        |                |                |                |
| Policing                                                                    | 1,149,066      | 1,149,015      | 996,348        |
| Fire protection and emergency response                                      | 691,783        | 1,374,075      | 583,902        |
| Inspection and bylaw services                                               | 287,317        | 296,525        | 206,452        |
|                                                                             | 2,128,166      | 2,819,615      | 1,786,702      |
| Engineering and development:                                                |                |                |                |
| Roads, inspections and development                                          | 1,153,429      | 651,178        | 558,179        |
| Sewer operating                                                             | 947,514        | 994,880        | 559,664        |
| Sewer capital                                                               | -              | -              | 1,290,588      |
|                                                                             | 2,100,943      | 1,646,058      | 2,408,431      |
| Community services:                                                         |                |                |                |
| Public health                                                               | 86,085         | 86,085         | 83,713         |
| Recreation and parks                                                        | 1,136,563      | 792,493        | 444,698        |
|                                                                             | 1,222,648      | 878,578        | 528,411        |
| Development services:                                                       |                |                |                |
| Planning                                                                    | 422,225        | 342,915        | 250,315        |
| Economic development                                                        | 82,318         | 62,552         | 32,029         |
|                                                                             | 504,543        | 405,467        | 282,344        |
| Total expenditure (note 16)                                                 | 7,327,412      | 7,197,666      | 6,253,739      |
| Excess of revenue over expenditure                                          | 11,163         | 322,091        | 2,222,284      |
| Debt principal repaid                                                       | (156,686)      | (343,002)      | (54,946)       |
| Debt proceeds                                                               | -              | 617,101        | 312,549        |
| Lease principal repaid                                                      | (99,600)       | (57,153)       | (66,248)       |
| Change in fund balance                                                      | \$ (245,123)   | \$ 539,037     | \$ 2,413,639   |

See accompanying notes to financial statements.

# DISTRICT OF SOOKE

## Consolidated Statement of Changes in Financial Position

## Statement C

Year ended December 31, 2007, with comparative figures for 2006

|                                                              | 2007         | 2006         |
|--------------------------------------------------------------|--------------|--------------|
| Cash and short-term investments provided by (used in):       |              |              |
| Operating activities:                                        |              |              |
| Excess of revenue over expenditure                           | \$ 322,091   | \$ 2,222,284 |
| Decrease (increase) in net financial assets other than cash: |              |              |
| Taxes receivable                                             | (169,929)    | (149,256)    |
| Accounts receivable                                          | 43,380       | 2,121,989    |
| Other assets                                                 | (10,199)     | (75,750)     |
| Increase (decrease) in short-term liabilities:               |              |              |
| Accounts payable and accrued liabilities                     | 259,395      | (3,047,861)  |
| Deferred revenue                                             | 701,828      | 954,134      |
| Deposits and bonds                                           | (88,852)     | 22,441       |
| Employee benefit obligations                                 | (476)        | 14,564       |
|                                                              | 1,057,238    | 2,062,545    |
| Financing activities:                                        |              |              |
| Debt principal repaid                                        | (343,002)    | (54,946)     |
| Debt proceeds                                                | 617,101      | 312,549      |
| Lease principal repaid                                       | (57,153)     | (66,248)     |
|                                                              | 216,946      | 191,355      |
| Increase in cash                                             | 1,274,184    | 2,253,900    |
| Cash, beginning of year                                      | 4,622,705    | 2,335,513    |
| Proportionate share of consolidated entities' opening cash   | (34,904)     | 33,292       |
| Cash, end of year                                            | \$ 5,861,985 | \$ 4,622,705 |

See accompanying notes to financial statements.

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2007

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The District of Sooke (the "District") is a municipality in the Province of British Columbia and was incorporated December 7, 1999 under the provisions of the British Columbia Local Government Act. A previously existing organization delivering fire services in the same geographical area, the Sooke Fire Protection District, was dissolved at December 7, 1999 and all assets and liabilities were transferred to the District.

### 1. Significant accounting policies:

The consolidated financial statements of the District are prepared by management in accordance with generally accepted accounting principles for local governments, as recommended by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants. Significant aspects of the accounting policies adopted by the District are as follows:

#### (a) Reporting entity:

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures, changes in fund balances, and changes in financial position of the District.

Government organizations controlled by the District are included in the government reporting entity and consolidated in the financial statements.

#### (b) Revenue recognition:

Sources of revenue are recorded on the accrual basis in the period in which the transactions or events occurred that gave rise to the revenues. Expenditures are recorded when the period the goods and services are acquired and a liability is incurred or transfers are due.

Revenue unearned in the current period is recorded as deposits or deferred revenue.

Receipts that are restricted by legislation by the provincial or federal government or by agreement with external parties are deferred and reported as restricted revenues. When qualifying expenditures are incurred the related restricted revenues are brought into revenue.

Government transfers are recognized as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

#### (c) Fund accounting:

Funds within the consolidated financial statements consist of the general revenue, capital, sewer operating, sewer capital, and reserves fund. Transfers between funds are recorded as adjustments to the appropriate fund balances.



# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2007

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### 1. Significant accounting policies (continued):

#### (d) Investments:

The investments are recorded at cost which approximates fair market value.

#### (e) Capital assets:

Capital assets acquired or constructed for general government purposes are recorded at cost as expenditures in the period they are acquired. Donated capital assets are recorded at their estimated fair value at the time they are received. On incorporation all capital assets owned by the Sooke Fire Protection District were transferred to the District at their recorded amount of \$3,538,788. In addition, parkland with an assessed value of \$453,200 was contributed by the Capital Regional District and is reflected in the accounts at the assessed value.

Engineering structures represent additions from the date of incorporation. The costs of engineering structures existing at the time of incorporation are not reflected in these financial statements.

The District does not record amortization on capital assets.

The District is in the process of accumulating information related to its tangible capital assets in order to comply with the new Public Sector Accounting Board Standard 3150. This new standard will be applicable to the District's 2009 annual financial statements. As at December 31, 2007, the cost and accumulated amortization have not yet been finalized for individual classes of tangible capital assets and hence details concerning the major categories of tangible capital assets have not been provided.

#### (f) 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 actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligation under this benefit plan is accrued based on projected benefits as the employees render services necessary to earn the future benefits.

#### (g) Reserve for future expenditures:

Council approves amounts which are subsequently transferred to reserves. Transfers to and from reserves are reflected as an adjustment to the respective fund.

#### (h) Equity in capital assets:

Equity in capital assets represents the investment in capital assets. Equity increases as capital assets are acquired without incurring long-term debt or, where such debt is incurred, by the reduction of debt. Equity decreases as capital assets are written off on disposal.

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2007

### 1. Significant accounting policies (continued):

#### (i) Measurement uncertainty:

The preparation of financial statements in conformity with generally accepted accounting principles 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 expenditures during the period. Actual results could differ from those estimates.

### 2. Municipal Finance Authority debt reserve fund deposits:

Under borrowing arrangements with the Municipal Finance Authority ("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 the debt principal is retired, demand notes are released and the cash deposits are refunded.

As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are held by the MFA to act as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the District.

The details of the cash deposits and demand notes are as follows:

|              | 2007       | 2006       |
|--------------|------------|------------|
| Cash         | \$ 98,984  | \$ 88,785  |
| Demand notes | 272,296    | 254,159    |
|              | \$ 371,280 | \$ 342,944 |

### 3. Cash and short-term investments:

|                                                | 2007         | 2006         |
|------------------------------------------------|--------------|--------------|
| Bank deposits                                  | \$ 725,047   | \$ 607,919   |
| Municipal Finance Authority Money Market Funds | 5,136,938    | 4,014,786    |
|                                                | \$ 5,861,985 | \$ 4,622,705 |

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2007

### 4. Accounts receivable:

|                          | 2007       | 2006       |
|--------------------------|------------|------------|
| General operations       | \$ 493,398 | \$ 536,778 |
| Sewer project operations | 306,010    | 306,010    |
|                          | \$ 799,408 | \$ 842,788 |

### 5. Accounts payable and accrued liabilities:

|                          | 2007         | 2006       |
|--------------------------|--------------|------------|
| General operations       | \$ 1,184,939 | \$ 960,794 |
| Sewer project operations | 45,250       | 10,000     |
|                          | \$ 1,230,189 | \$ 970,794 |

### 6. Deferred revenue:

Under the Local Government Act, a development cost charge paid to a local government must be deposited in a separate development cost charge reserve fund established for each purpose for which the local government imposes the development cost charge.

Included in deferred revenue are contributions received by the District for the development of the Ed Macgregor Memorial Park Sponsorship Program. Other deferred revenue as detailed below includes grants received for emergency planning, West Nile assistance, and Olympic grants.

|                                     | Beginning balance | Contributions received | Interest allocated | Revenue recognized | Ending balance |
|-------------------------------------|-------------------|------------------------|--------------------|--------------------|----------------|
| Development cost charges roads      | \$ 578,582        | \$ 475,906             | \$ 25,962          | \$ -               | \$ 1,080,450   |
| Development cost charges wastewater | 211,540           | 74,802                 | 9,492              | -                  | 295,834        |
| Gas Tax funding                     | 204,892           | 131,479                | 10,493             | (32,575)           | 314,289        |
| Other deferred revenue              | 103,877           | 123,626                | -                  | (117,357)          | 110,146        |
|                                     | \$ 1,098,891      | \$ 805,813             | \$ 45,947          | \$ (149,932)       | \$ 1,800,719   |

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2007

### 7. Employee benefit obligations:

|                            | 2007      | 2006      |
|----------------------------|-----------|-----------|
| Accrued vacation           | \$ 48,816 | \$ 55,728 |
| Other contract obligations | 29,219    | 22,783    |
|                            | \$ 78,035 | \$ 78,511 |

Employee benefit obligations represent accrued benefits as at December 31, 2007. 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 and accumulated sick leave banks for possible drawdown at future dates. These sick leave entitlements may only be used while employed by the District and are not paid out upon retirement or termination of employment.

The significant assumptions used in estimating employee future benefit obligations include expectations of 3% salary increases.

### 8. Lease obligations:

The District has financed certain fire fighting equipment by entering into capital leasing arrangements with the Municipal Finance Authority and which are recorded as capital leases. The District may acquire ownership of the equipment at the end of the lease term upon payment of the residual value of \$414,624. Repayments are due as shown:

|                                                                              |            |
|------------------------------------------------------------------------------|------------|
| 2008                                                                         | \$ 334,712 |
| 2009                                                                         | 165,668    |
| 2010                                                                         | 71,541     |
| 2011                                                                         | 39,569     |
| 2012                                                                         | 8,263      |
| Total minimum payments                                                       | 619,753    |
| Less amounts representing interest<br>(at rates ranging from 2.75% to 3.75%) | (33,970)   |
| Present value of net minimum capital lease payments                          | \$ 585,783 |

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2007

### 9. Long-term debt:

|                                                                                        | 2007                | 2006                |
|----------------------------------------------------------------------------------------|---------------------|---------------------|
| Tax supported debt bearing interest at 6.75% and matures in 2017 (fire hall)           | \$ 611,746          | \$ 653,715          |
| Tax supported debt bearing interest at 4.52% and matures in 2027 (ladder truck)        | 617,101             | -                   |
| Debenture debt for sewer capital project bearing interest at 4.43% and matures in 2026 | 8,498,967           | 8,800,000           |
| Debt from consolidated entities                                                        | -                   | 221,900             |
|                                                                                        | <b>\$ 9,727,814</b> | <b>\$ 9,675,615</b> |

Principal repayment schedule for next five years:

| 2008       | 2009       | 2010      | 2011      | 2012      |
|------------|------------|-----------|-----------|-----------|
| \$ 226,950 | \$ 201,794 | \$ 32,819 | \$ 80,600 | \$ 43,619 |

Interest expense in the year relating to long-term debt is \$369,013 (2006 - \$103,128).

### 10. Capital assets:

|                         | 2007                 | 2006                 |
|-------------------------|----------------------|----------------------|
| Land                    | \$ 1,764,980         | \$ 1,764,979         |
| Buildings               | 2,228,320            | 2,224,025            |
| Machinery and equipment | 3,114,008            | 2,551,277            |
| Engineering structures  | 1,443,983            | 1,056,453            |
| Sanitary sewer utility  | 23,579,714           | 23,579,714           |
|                         | <b>\$ 32,131,005</b> | <b>\$ 31,176,448</b> |

### 11. Reserves Fund:

|                                    | Beginning balance   | Revenue           | Transfer (to) from other funds | Ending balance    |
|------------------------------------|---------------------|-------------------|--------------------------------|-------------------|
| Fire Equipment Reserve             | \$ 213,643          | \$ 8,226          | \$ (25,185)                    | \$ 196,684        |
| Parkland Reserve                   | 302,543             | 13,576            | -                              | 316,119           |
| Casino Revenue Reserve             | 542,399             | 300,521           | (728,000)                      | 114,920           |
| Sooke Outdoor Arts Program Reserve | 23,119              | 952               | (4,532)                        | 19,539            |
| Capital Works Reserve              | 137,551             | 5,966             | (41,618)                       | 101,899           |
| Emergency Road Repair/Snow Removal | -                   | -                 | 190,000                        | 190,000           |
|                                    | <b>\$ 1,219,255</b> | <b>\$ 329,241</b> | <b>\$ (609,335)</b>            | <b>\$ 939,161</b> |



# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2007

### 12. Equity in capital assets:

|                                   | 2007          | 2006          |
|-----------------------------------|---------------|---------------|
| Beginning balance                 | \$ 20,857,897 | \$ 19,675,974 |
| Asset acquisitions                | 1,217,020     | 1,348,346     |
| Debt proceeds                     | (617,101)     | (312,549)     |
| Debt principal repayments         | 343,002       | 54,946        |
| Lease principal repayment         | 57,153        | 66,248        |
| Equity from consolidated entities | (40,563)      | 24,932        |
| Ending balance                    | \$ 21,817,408 | \$ 20,857,897 |

During the year, the Members' Agreement for an entity previously included in the government reporting entity was amended and removed the element of shared control. As such the entity is no longer included in the consolidated financial statements resulting in the removal of \$221,900 of capital assets previously reported.

### 13. Net taxes available for municipal 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.

|                                                                                    | 2007         | 2006         |
|------------------------------------------------------------------------------------|--------------|--------------|
| Taxes:                                                                             |              |              |
| Property tax                                                                       | \$ 9,909,303 | \$ 9,158,394 |
| 1% utility tax                                                                     | 89,915       | 84,557       |
|                                                                                    | 9,999,218    | 9,242,951    |
| Less taxes, requisitions and levies collected on behalf of the following agencies: |              |              |
| Province of British Columbia - school purposes                                     | 3,616,656    | 3,593,038    |
| Capital Regional District                                                          | 1,555,817    | 1,460,479    |
| Capital Regional Hospital District                                                 | 319,870      | 293,684      |
| British Columbia Assessment Authority                                              | 111,600      | 112,342      |
| British Columbia Transit - Victoria Regional Transit Commission                    | 238,516      | 197,805      |
| Municipal Finance Authority of British Columbia                                    | 418          | 351          |
|                                                                                    | 5,842,877    | 5,657,699    |
| Net taxes available for municipal purposes                                         | \$ 4,156,341 | \$ 3,585,252 |

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2007

### 14. Net payments in lieu of taxes available for municipal purposes:

|                                             | 2007      | 2006      |
|---------------------------------------------|-----------|-----------|
| Payments in lieu of taxes                   | \$ 55,453 | \$ 52,929 |
| Less taxes on behalf of:                    |           |           |
| School authorities                          | 16,211    | 16,326    |
| Capital Regional District                   | 6,980     | 10,289    |
| British Columbia Assessment Authority       | 519       | 462       |
| Victoria Regional Transit Authority         | 1,480     | 1,392     |
| Capital Regional Hospital District          | 1,087     | 996       |
|                                             | 26,277    | 29,465    |
| Net payments in lieu for municipal purposes | \$ 29,176 | \$ 23,464 |

### 15. Government transfers and grants:

The following government transfers have been included in revenues:

|                                                 | 2007       | 2006       |
|-------------------------------------------------|------------|------------|
| Operating transfers from provincial government: |            |            |
| Small Communities Grant                         | \$ 294,154 | \$ 258,616 |
| Other                                           | 122,176    | 153,268    |
| Sewer capital transfers                         | -          | 306,010    |
| Capital transfers                               | 112,200    | -          |
|                                                 | \$ 528,530 | \$ 717,894 |

### 16. Expenditures by object:

|                                          | 2007         | 2006         |
|------------------------------------------|--------------|--------------|
| Salaries, wages and employee benefits    | \$ 1,858,595 | \$ 1,530,978 |
| Contracted and general services          | 3,087,095    | 2,165,835    |
| Materials, goods, supplies and utilities | 1,758,767    | 2,199,862    |
| Interest and bank charges                | 493,209      | 445,064      |
|                                          | \$ 7,197,666 | \$ 6,341,739 |

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2007

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### 17. Commitments and contingencies:

(a) Contingent liabilities:

Capital Regional District debt, under provisions of the Local Government Act, is a direct, joint and severally liability of the Capital Regional District and each member municipality with the Capital Regional District, including the District.

(b) Capital Region Emergency Service Telecommunications (CREST) Incorporated:

The District is a shareholder and member of the Capital Region Emergency Services Telecommunications (CREST) Incorporated whose services provide centralized emergency communication, and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations through the Greater Victoria region and the Gulf Islands. Pursuant to a Members' Agreement, members are obligated to share in funding the ongoing operations and costs related to capital assets.

(c) Commitments:

As part of the normal course of business, the District has entered into various agreements and contracts for services with periods ranging up to six years. These amounts will be recorded in the accounts in the period that the goods and services are received.

(d) Litigation:

In the normal course of business, the District is threatened with or named in litigation. As at December 31, 2007, it is considered that the potential claims against the District resulting from such litigation not covered by insurance would not materially affect the consolidated financial statements.

### 18. Pension liability:

The municipality and its employees contribute to the Municipal Pension Plan (the plan), a jointly trusteesd pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 144,000 active members and approximately 51,000 retired members. Active members include approximately 35,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the plan and the adequacy of plan funding. The most recent valuation as at December 31, 2006 indicated a surplus of \$438 million for basic pension benefits. The next valuation will be as at December 31, 2009 with results available in 2010. The actuary does not attribute portions of the unfunded liability to individual employers. The District of Sooke paid \$122,595 for employer contributions to the plan in fiscal 2007.

# DISTRICT OF SOOKE

## Statement of Financial Activities and Fund Balance General Revenue Fund

Schedule A

Year ended December 31, 2007, with comparative figures for 2006

|                                                                   | Budget<br>2007 | Actual<br>2007 | Actual<br>2006 |
|-------------------------------------------------------------------|----------------|----------------|----------------|
| Revenue:                                                          |                |                |                |
| Net taxes available for municipal purposes                        | \$ 4,160,644   | \$ 4,156,341   | \$ 3,585,252   |
| Net payments in lieu of taxes available for<br>municipal purposes | 25,449         | 29,176         | 23,464         |
| Sales and user fees                                               | 82,930         | 117,024        | 61,228         |
| Government transfers and grants                                   | 690,259        | 416,330        | 411,884        |
| Investment income                                                 | 75,000         | 152,487        | 94,463         |
| Penalties and fines                                               | 88,000         | 113,106        | 106,589        |
| Licenses and permits                                              | 634,490        | 868,911        | 562,412        |
| Lease and rental                                                  | 24,870         | 19,870         | 22,843         |
|                                                                   | 5,781,642      | 5,873,245      | 4,868,135      |
| Expenditure:                                                      |                |                |                |
| General government services:                                      |                |                |                |
| Legislative                                                       | 169,094        | 179,885        | 90,143         |
| Administrative                                                    | 1,099,168      | 1,166,104      | 1,132,875      |
|                                                                   | 1,268,262      | 1,345,989      | 1,223,018      |
| Protective services:                                              |                |                |                |
| Policing                                                          | 1,149,066      | 1,149,015      | 996,348        |
| Fire protection and emergency response                            | 624,683        | 660,580        | 583,902        |
| Inspection and bylaw services                                     | 287,317        | 296,525        | 206,452        |
|                                                                   | 2,061,066      | 2,106,120      | 1,786,702      |
| Engineering and development:                                      |                |                |                |
| Roads, inspections and development                                | 751,429        | 557,193        | 525,254        |
| Community services:                                               |                |                |                |
| Public health                                                     | 86,085         | 86,085         | 83,713         |
| Recreation and parks                                              | 453,563        | 484,912        | 444,698        |
|                                                                   | 539,648        | 570,997        | 528,411        |
| Development services:                                             |                |                |                |
| Planning                                                          | 422,225        | 342,915        | 250,315        |
| Economic development                                              | 82,318         | 62,552         | 32,029         |
|                                                                   | 504,543        | 405,467        | 282,344        |
| Total expenditure                                                 | 5,124,948      | 4,985,766      | 4,345,729      |
| Excess (deficiency) of revenue over expenditure                   | 656,694        | 887,479        | 522,406        |
| Debt principal repaid                                             | (156,686)      | (41,971)       | (54,946)       |
| Lease principal payments                                          | (99,600)       | (57,153)       | (66,248)       |
| Net transfers to Reserves Fund                                    | 566,315        | 609,335        | 16,236         |
| Net transfer gas tax deferred revenue                             | 10,727         | -              | -              |
| Transfer to Capital Fund                                          | (1,167,450)    | (1,226,682)    | (7,758)        |
| Change in fund balance                                            | (190,000)      | 171,008        | 409,690        |
| Fund balance, beginning of year                                   | 2,465,873      | 2,465,873      | 2,014,035      |
| Proportionate share of consolidated entities' opening balance     | -              | (34,904)       | 42,148         |
| Fund balance, end of year                                         | \$ 2,275,873   | \$ 2,601,977   | \$ 2,465,873   |

# DISTRICT OF SOOKE

## Statement of Financial Activities and Fund Balance Capital Fund

Schedule B

Year ended December 31, 2007, with comparative figures for 2006

|                                         | <i>Budget<br/>2007</i> | <i>Actual<br/>2007</i> | <i>Actual<br/>2006</i> |
|-----------------------------------------|------------------------|------------------------|------------------------|
| Revenue                                 | \$ 87,500              | \$ 112,200             | \$ -                   |
| Expenditure:                            |                        |                        |                        |
| Capital assets:                         |                        |                        |                        |
| General government services:            |                        |                        |                        |
| Administrative                          | 102,850                | 101,959                | 24,833                 |
| Protective services:                    |                        |                        |                        |
| Fire protection and emergency response  | 67,100                 | 713,495                | -                      |
| Engineering and public works:           |                        |                        |                        |
| Roads, streets and storm drainage       | 402,000                | 93,985                 | 32,925                 |
| Community services:                     |                        |                        |                        |
| Recreation and parks                    | 683,000                | 307,581                | -                      |
| Total expenditure                       | 1,254,950              | 1,217,020              | 57,758                 |
| Excess of expenditure over revenue      | (1,167,450)            | (1,104,820)            | (57,758)               |
| Debt proceeds                           | -                      | 617,101                | -                      |
| Transfer from (to) General Revenue Fund | 319,700                | 328,179                | 7,758                  |
| Transfer from Reserves Fund             | 847,750                | 898,503                | 50,000                 |
| Change in fund balance                  | -                      | 738,963                | -                      |
| Fund balance, beginning of year         | -                      | -                      | -                      |
| Fund balance, end of year               | \$ -                   | \$ 738,963             | \$ -                   |

# DISTRICT OF SOOKE

## Statement of Financial Activities and Fund Balance Sewer Operating Fund

Schedule C

Year ended December 31, 2007, with comparative figures for 2006

|                                                 | <i>Budget<br/>2007</i> | <i>Actual<br/>2007</i> | <i>Actual<br/>2006</i> |
|-------------------------------------------------|------------------------|------------------------|------------------------|
| Revenue:                                        |                        |                        |                        |
| Parcel tax                                      | \$ 933,400             | \$ 929,363             | \$ 441,540             |
| Generation charge                               | 232,700                | 231,808                | 114,395                |
| Sewer permit fees                               | -                      | 13,900                 | -                      |
| Contribution                                    | 33,333                 | 30,000                 | -                      |
| Investment income                               | -                      | -                      | 785                    |
|                                                 | <u>1,199,433</u>       | <u>1,205,071</u>       | <u>556,720</u>         |
| Expenditure:                                    |                        |                        |                        |
| Sewer operations                                | 442,501                | 487,751                | 215,191                |
| Contribution to reserve account                 | 20,000                 | 20,000                 | 10,000                 |
| Interest on long-term debt                      | 369,013                | 446,981                | -                      |
| Interest on short-term debt                     | -                      | -                      | 316,624                |
| Insurance                                       | 14,000                 | 15,775                 | 13,890                 |
| Other expenses                                  | 102,000                | 24,373                 | 3,959                  |
| Total expenditure                               | <u>947,514</u>         | <u>994,880</u>         | <u>559,664</u>         |
| Excess (deficiency) of revenue over expenditure | 251,919                | 210,191                | (2,944)                |
| Debt principal repaid                           | (295,519)              | (301,031)              | -                      |
| Change in fund balance                          | <u>(43,600)</u>        | <u>(90,840)</u>        | <u>(2,944)</u>         |
| Fund balance, beginning of year                 | (2,944)                | (2,944)                | -                      |
| Fund balance, end of year                       | \$ (46,544)            | \$ (93,784)            | \$ (2,944)             |



# DISTRICT OF SOOKE

## Statement of Financial Activities and Fund Balance Sewer Capital Fund

Schedule D

Year ended December 31, 2007, with comparative figures for 2006

|                                    | <i>Budget</i><br><i>2007</i> | <i>Actual</i><br><i>2007</i> | <i>Actual</i><br><i>2006</i> |
|------------------------------------|------------------------------|------------------------------|------------------------------|
| Revenue:                           |                              |                              |                              |
| Government transfers               | \$ -                         | \$ -                         | \$ 306,010                   |
| Sale of capacity                   | -                            | -                            | 2,282,269                    |
|                                    | -                            | -                            | 2,588,279                    |
| Expenditure:                       |                              |                              |                              |
| Capital assets:                    |                              |                              |                              |
| Engineering and public works       | -                            | -                            | 1,290,588                    |
| Excess of revenue over expenditure | -                            | -                            | 1,297,691                    |
| Borrowing proceeds                 |                              | -                            | 312,549                      |
| Change in fund balance             | -                            | -                            | 1,610,240                    |
| Fund balance, beginning of year    | (46,462)                     | (46,462)                     | (1,656,702)                  |
| Fund balance, end of year          | \$ (46,462)                  | \$ (46,462)                  | \$ (46,462)                  |

# DISTRICT OF SOOKE

## Statement of Financial Activities and Fund Balance Reserves Fund

Schedule E

Year ended December 31, 2007, with comparative figures for 2006

|                                    | <i>Budget<br/>2007</i> | <i>Actual<br/>2007</i> | <i>Actual<br/>2006</i> |
|------------------------------------|------------------------|------------------------|------------------------|
| Revenue:                           |                        |                        |                        |
| Investment income                  | \$ -                   | \$ 48,094              | \$ 39,448              |
| Cash in lieu of parkland           | -                      | -                      | 153,913                |
| Casino revenue sharing             | 270,000                | 281,147                | 269,529                |
|                                    | 270,000                | 329,241                | 462,890                |
| Transfer from General Revenue Fund | 281,435                | 300,178                | 49,323                 |
| Transfer to General Revenue Fund   | -                      | (11,010)               | (65,559)               |
| Transfer to Capital Fund           | (847,750)              | (898,503)              | (50,000)               |
| Change in fund balance             | (296,315)              | (280,094)              | 396,654                |
| Fund balance, beginning of year    | 1,219,255              | 1,219,255              | 822,601                |
| Fund balance, end of year          | \$ 922,940             | \$ 939,161             | \$ 1,219,255           |