

www.sooke.ca



2009

Annual Report

Our progress during 2008 and our strategic plan for 2009-2011.

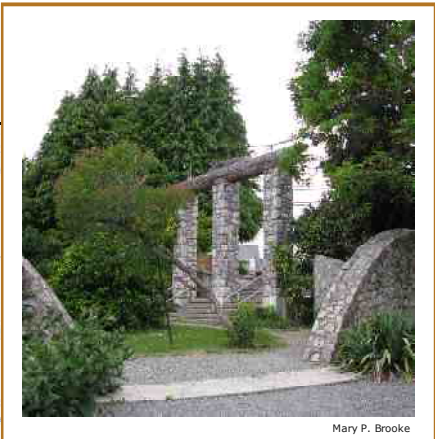
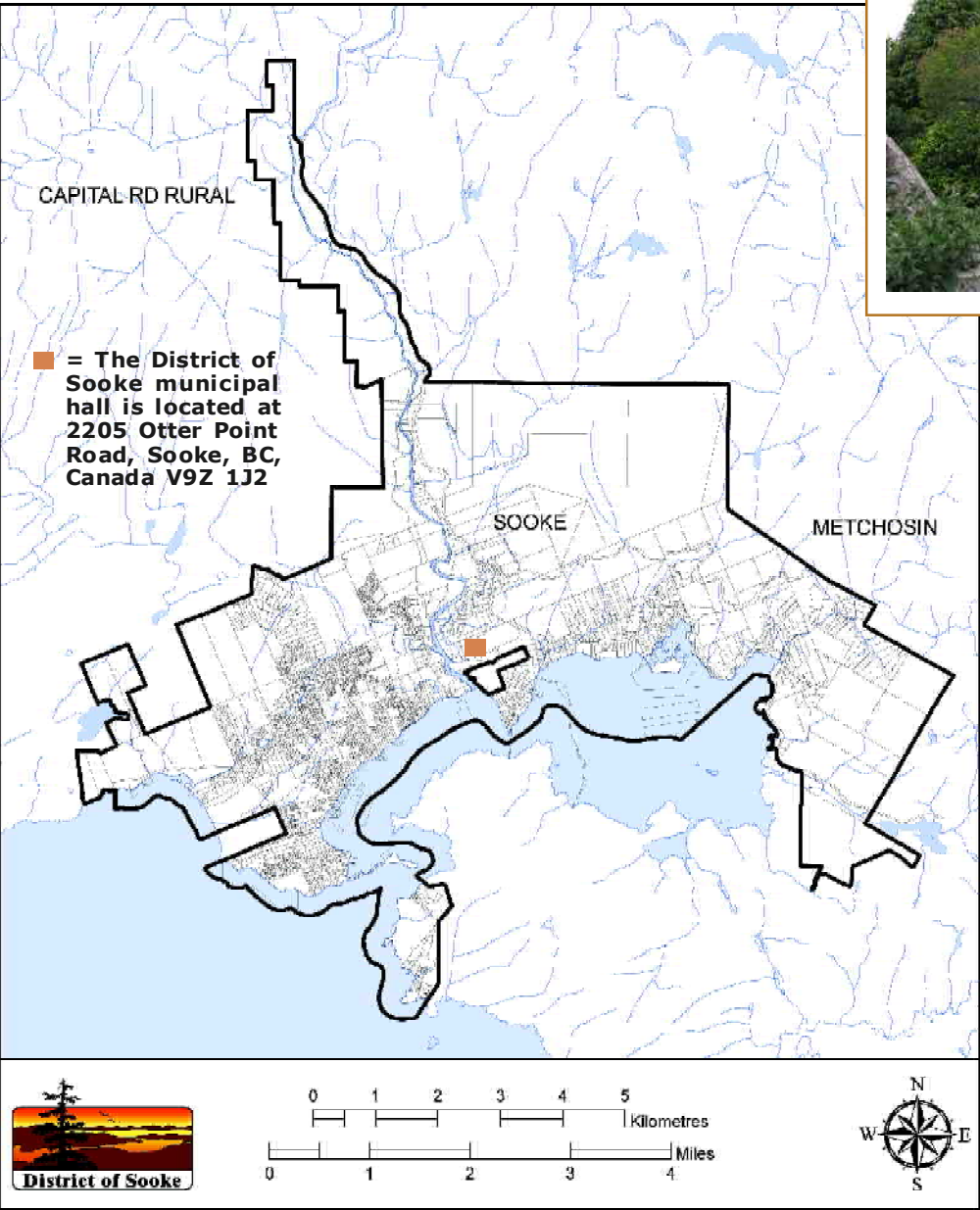
Growing a sustainable community.



DISTRICT
of **SOOKE**

*"Where the **Rainforest** meets the **Sea**"*

District of Sooke Boundary Map



Mary P. Brooke

Foliage is well maintained around unique stonework in Ed Macgregor Park.



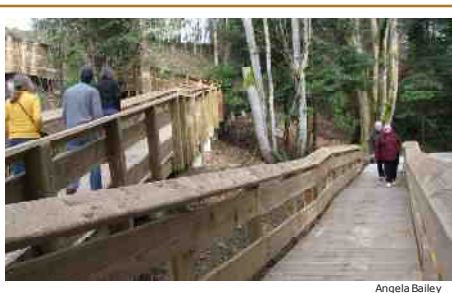
Angela Bailey

Mayor Janet Evans cuts the community cake at the annual Canada Day celebration in Sooke.

Whiffin Spit offers ample opportunity for boating, dog walking, and easy strolling at the Sooke Harbour.



Donald C. Mills



Angela Bailey

An access ramp allows easy access to the marine boardwalk at Sooke Harbour.

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**District of Sooke
2205 Otter Point
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Canada V9Z 1J2**

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

Presented by
District of Sooke Council,
June 29, 2009
in accordance with
Section 99, Community Charter.



On behalf of the District of Sooke, Council, and Staff, it is my pleasure to introduce the 2009 Annual Report.

I am honored once again to be elected as Sooke's Mayor and will continue to work hard for the community. I welcome four new members to Council and look forward to working with all six members for the next three years. Council and I believe that Sooke is one of the best places on Vancouver Island to live. Others seem to agree, that is why we are one of the fastest growing areas on the island. We are faced with growing demand for housing, recreation, amenities and economic development.

Council has been challenged in the past on how to balance the growth and still maintain our quality of life and protection of the rural environment. In order to achieve this balance Council voted to work on long range plans and strategic goals that would lay the foundation for the future.

Staff worked on the Parks and Trails Master Plan, the Transportation Master Plan, the Town Centre Plan, the Liquid Waste Management Plan and the biggest one of all, the Official Community Plan (to be adopted Summer 2009). With these plans approved by Council and the public it sets the direction for staff and Council to build the budget for the next five years. These plans enable staff to develop the new road network and new sidewalks, revitalize the town core, and build trails and parks that help protect the environment. We are also working on a Town Centre Revitalization Bylaw, an affordable housing strategy, a secondary suite bylaw, an amenities bylaw, a signage bylaw, and an arts policy to name a few.

Council still meets as Committee of the Whole to discuss issues that relate to our plans and objectives, and welcomes the public at all meetings. Council voted to enact a new protective services committee that meets monthly to discuss issues around crime, vandalism, drinking and driving, drugs and other safety issues that the public are very concerned about.

Even with the economic slowdown, Council, staff and I are excited about the next few years. We are firmly committed to Sooke having a new hotel/marina with a small convention centre; construction is expected to start this fall. Council has also purchased land adjacent to the new hotel for a long-awaited public boat launch. With the start of the Mariners Village development in the town core and other projects coming forward, Sooke will be able to showcase its fabulous harbour, and residents will be able to buy housing with great views, safe trails and sidewalks.

Some members of Council and I are highly involved in representing Sooke in the larger region. We sit on many committees and boards in the CRD in order to make sure Sooke's voice is heard when issues regarding the whole region are considered.

On behalf of Council I would like to thank the hard working District staff, the fabulous men and women of our volunteer fire department, and the protective services employees in the community. We thank all the volunteers on our committees and those who put many long hours into District plans and projects. Our thanks to all Sooke residents who continue to volunteer throughout the community; their hard work and dedication helps make Sooke the great community it is today. To all Sooke citizens, thank you for your continued support in making Sooke the best place to live, work and play, let's all get involved in our exciting future!



Mayor Janet Evans

Report from the Chief Administrative Officer

Mary P. Brooke

I welcome everyone to read through our 2009 Annual Report. You will find a host of exciting initiatives that will transform our community for the next 20 to 30 years. We are at a significant crossroad in terms of our future. Sooke is a proud historical forestry and fishing community who finds itself looking for a new identity. I believe we have found it... eco-tourism and high-tech development.

Eco-tourism is all about selling a lifestyle to those professionals looking to locate in our beautiful seaside community. Hi-tech is all about locating companies here with good paying jobs and importing bright young talent and business professionals who will buy houses, raise families and work, live, and play in Sooke. Eco-tourism is all about the T'Sou-ke Nation, Sooke River, Regional Parks, the Galloping Goose Trail, Juan de Fuca and West Coast Trails, the Marine Boardwalk and Accessible Walkway, the Bike Shop, the Sooke Flats, the Sooke Subaru Triathlon, the Adventure School, fishing charters, the internationally acclaimed Sooke Harbour House, our wonderful B&B's, the new community-focussed *MapleLine Magazine*, the music and arts festivals, and more. High-tech development is all about business parks, job creation, and good clean green sustainable economic development. We have a lifestyle unparalleled in the world. We need to aggressively sell our lifestyle to the appropriate high-tech development markets. We can and we will.



Evan Parliament, CAO

Corporate Roadmap

2009-2011 Strategic Plan

2009 Five Year Plan

Transportation Master Plan 2008

Parks & Trails Master Plan 2009

Town Centre Plan 2009

Liquid Waste Management
Plans (Sanitary and Rainwater)
2009-2010

Sustainable Development
Strategy 2008

Accessibility and
Inclusiveness Study 2008

Official Community
Plan (draft stage)

Frederique Philip, owner of Sooke Harbour House, coined it best when asked to describe our beautiful community..."We have a natural amusement park on our doorsteps! With Whiffin Spit Park, East Sooke Park, the Juan de Fuca Trail, the West Coast Trail and much more, kilometers of beaches (including French Beach, China Beach, Sombrio Beach, Botanical Beach) and the opportunity to enjoy ocean-related activities like fishing, sailing, surfing, kayaking. The Sooke Potholes are a favourite hot spot all summer long for everyone to enjoy, and for cyclists the Galloping Goose Trail connects Sooke all the way to Sidney!"

Before we can sell this exciting venture, we need a clear plan. A corporate roadmap so to speak. That's what 2009 and 2010 are all about. In this report, you will see the key plans we are completing as we lay the framework to put the entire infrastructure in place to meet our corporate goals.

In 2010 and beyond, the residents of Sooke will see construction taking place, jobs being created and continued local prosperity.

I invite all of you to read through this important publication and get involved in our exciting new future.

Evan Parliament
Chief Administrative Officer



Ken Alard

Community Overview 2009

Located on the southwestern tip of Vancouver Island, the District of Sooke is a 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 eco-tourism adventures as well as the West Coast Trail, Juan de Fuca Marine Trail, and Galloping Goose Trail.

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.

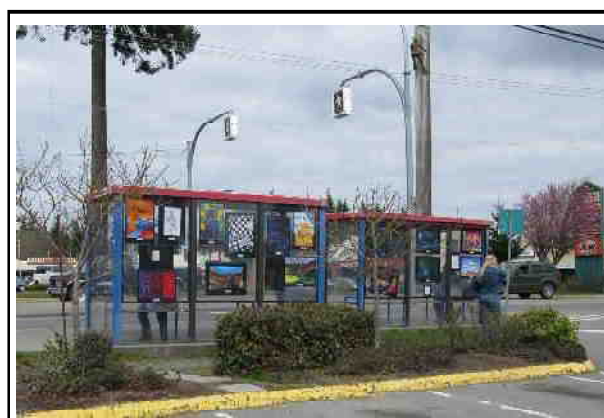
Sooke's vibrant arts community supports many talented artists and craftspeople who create beautiful works from both home-based studios and galleries in the commercial core. Musicians of every genre, from symphonic to choral to bluegrass, perform at a variety of events, sharing the limelight with an enthusiastic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

and a rural issues publication. 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, All Art Show, Sooke Philharmonic Orchestra "Fling" and the 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.



Angela Bailey

Food sustainability booth at the Rotary Auction.



Mary P. Brooke

Artwork displayed at the bus stop on Sooke Road at new crosswalk, adjacent to town centre retail. Landmark logger on pole.



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.

2009-2011 Strategic Plan

Ken Sprinkling

About the Strategic Plan

The newly elected District of Sooke Council (November 15th, 2008) completed its first corporate planning sessions in December 2008. Out of the planning sessions, a comprehensive Strategic Plan for 2009-2011 was developed. The intent was to create a Strategic Plan that would act as a guide to decision-making for council, staff and various committees.

(L to R):
Councillor
Sheila Beech,
Councillor
Ron Dumont,
Councillor
Herb Haldane,
Mayor Janet
Evans,
Councillor
David
Bennett,
Councillor
Bev Berger,
Councillor
Maja Tait.



Ken Sprinkling

Council Values

Successful organizations and groups take the time to identify what sort of values they would like to exhibit as they move forward with their work. The District of Sooke council identified the following list of values they wish to see evident in their actions over the course of their term of office (2008-2011).

Communication
Politeness
Dedication
Respect
Accountability
Responsibility
Courtesy
Fairness
Integrity
Sincerity
Attentiveness

Continuity
Listening
Humour
Honesty
Open-mindedness
Patience
Trust
Ethics
Public Interest
Team Building

Corporate Objectives and Measures

All initiatives identified in the 2009-2011 Strategic Plan are based on the District of Sooke Vision and the objectives are focused on the seven strategic directions.

Each of the objectives is broadly worded to allow for a range of complementary initiatives which contribute to achieving the stated objective. While the 2009-2011 strategic directions do not provide a full listing of municipal activities, they have been carefully chosen as indicators of progress towards an objective. Individual departments perform many important municipal activities essential to managing the District of Sooke's day to day operations.

The Strategic Plan and Official Community Plan are reviewed annually using a comprehensive process that involves the municipal staff representing all departments, Mayor and Council and the public.

Through this collaborative process, the priority initiatives for the next and following three years are chosen to move us closer to achieving the District of Sooke Vision.

Vision for the District of Sooke

- Council sees the District of Sooke as the hub of Vancouver Island's West Coast, an arts and eco-tourism stopping place and a vibrant waterfront community built on its tourism and green business resource base.
- Council maintains a fair tax and service delivery policy to municipal taxpayers while encouraging sustainable, SMART growth.
- Council encourages volunteers and community participation.
- The District of Sooke community takes pride in its social, environmental and entrepreneurial achievements.

Strategic Directions

In order to achieve the "Vision", seven Strategic Directions have been identified:

- Well Planned, Sustainable Community
- Responsible Stewardship of the Environment
- Proactive Improved Infrastructure
- Diverse and Vibrant Local Economy
- Sustainable Financial Management
- Support Social/Community Initiatives
- Safe and Caring Community

- Council considers the interest and concerns of all District of Sooke residents in local decision making and strives to inform the public on all issues.

■ Sooke's diverse arts and culture, sports, eco-tourism and hospitality add to the interest and enjoyment of visitors and area residents.

- Amenities and facilities complement Sooke's waterfront location and lifestyle.



Restaurant, light industrial, marine tourism, harbour access, moorage and fishing is an example of combined land usage in Sooke.

Top 10 Priorities

2009-2011

Priority determined by Council

- 1 Sewer Expansion
- 2 Alternate Highway Route
- 3 Adopt Official Community Plan
- 4 Town Centre Plan
- 5 Beautification – Sidewalks
- 6 Rate and Quality of Growth
- 7 Industrial Site
- 8 Compost Recycling
- 9 Highway 14 Beautification
- 10 Galloping Goose Connector



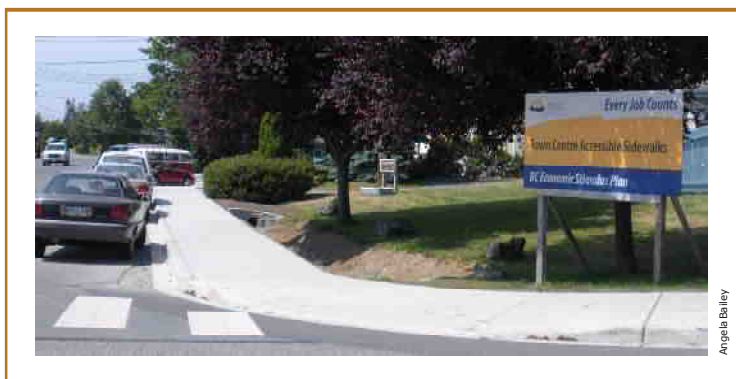
Establishing Plans

The year 2008 became a time of planning – several major community plans were developed that will support Council's decision-making for the community over the next few years. The Corporate Services Department was responsible for ensuring that the required public participation opportunities were provided and that legislative requirements were met for the adoption of these key community plans.

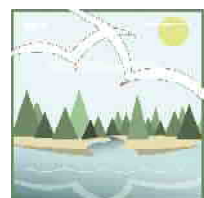
- Official Community Plan
- Liquid Waste Management Plan (Rainwater) Stages 2 & 3
- Liquid Waste Management Plan (Sanitary) Stage 3
- Parks and Trails Master Plan
- Transportation Master Plan
- Accessibility and Inclusiveness Study
- Community Sewer Modeling Plan
- BC Spirit Square
- Town Centre Plan
- Sustainable Development Strategy

Grants

The Corporate Services Department coordinated the application for several funding grants in 2008. Grants are an integral part of municipal financial planning and provide funds for many capital projects. In 2008, the District applied for the following grants:



A new sidewalk leads to the Legion building, funded by a Towns for Tomorrow grant.



Sooke Spirit
Square



Accessible ramp within a forested trail leads to the Sooke marine boardwalk.

- "Dialogue with Seniors" Union of B.C. Municipalities "Seniors in Communities" program, funded by the Ministry of Community Services and Ministry of Health.
- "Bear Aware Community Program" funded by the BC Conservation Foundation.
- "Building Canada Program" (roads infrastructure), Ministry of Transportation, funded by the Province of British Columbia and Government of Canada.
- "BC 150" grant (fire department artifacts)
- "Emergency Management BC" (portable emergency generator)
- "LocalMotion BC" (Broomhill accessible playground)
- "Rick Hansen Foundation" (accessible boardwalk)
- "BC Spirit Squares Program" funded by the Ministry of Community Services.

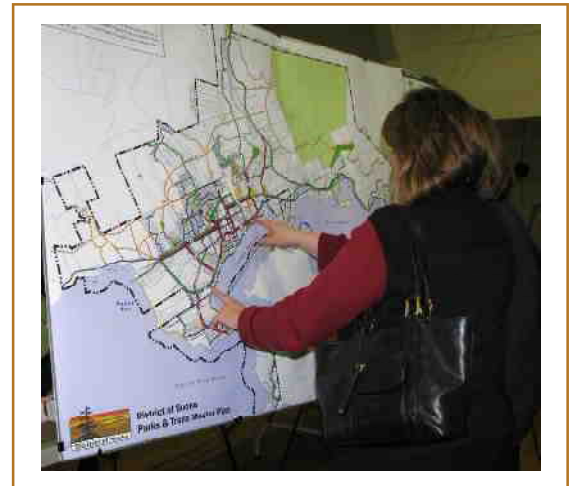
Public Information and Communications

The Corporate Services department is responsible for public communication and media relations.

- The Corporate Officer coordinated the articles, preparation and review of the quarterly District newsletter for January, April, and July 2008. Due to the November 2008 municipal election, a fall newsletter was not produced.
- The newly designed District of Sooke website at www.sooke.ca was launched July 10th, 2008 and updated regularly by Corporate Services in 2008. The Corporate Officer coordinated the new website development.
- Sixteen news releases were prepared and published in 2008.
- The Corporate Services department coordinates two Community Open Houses each year (spring and fall). In 2008, three Community Open Houses were held (one in June and two in October), with the additional one for Planning.
- The 2008 Annual Municipal Report was presented to the public on June 14th, 2008 and the Annual Meeting was held July 7th, 2008. The Corporate Officer coordinated the reports, preparation, view and production of the Annual Report.
- The weekly Council Column provides the public with the upcoming meeting schedule and public notices, including information as to current events. In 2008, the column was in every issue of the *Sooke News Mirror*.
- Corporate Services ensured that notices in accordance with the provincial legislation were published in the local newspaper, which in 2008 included: five Public Hearings notices; three public input meetings; notice of property tax exemptions; and notice of the Annual Meeting.



The new District of Sooke web presence was launched in July 2008 at www.sooke.ca.



Various planning and development maps are displayed at the District of Sooke Open Houses.

Freedom of Information/Protection of Privacy

The Corporate Officer received four formal FOIPOP requests and the requests were responded to and the files closed in accordance with the Freedom of Information/ Protection of Privacy Act.

Municipal Election

The Corporate Officer was appointed as Deputy Election Official for the 2008 general municipal election; the position of Chief Election Official was contracted to Tom Moore. The Corporate Officer ensured that all forms, notices and bylaws met the requirements of the Local Government Act. The election was held on November 15th, 2008, with the announcement of the officials elected made and confirmed, and no outstanding issues.

New Council Orientation

The Corporate Services department coordinated the orientation program for the newly elected District of Sooke Council:

- production of Council Orientation materials, including a manual for attendance at Newly Elected Officials workshops;
- one in Victoria and one with the Local Government Leadership Academy;
- coordinating the District of Sooke Council Orientation.

Strategic Planning

Corporate Services worked with the consultant, Rob Roycroft of Roycroft Consulting Services on the development of the agenda and preparation of background materials for the Corporate Strategic Planning workshops which were held in December, 2008. The Strategic Plan 2009-2011 was adopted by Council on January 12th, 2009 and has been posted on the District's website and made available at the Municipal Hall.

New Records Management System

Corporate Services issued Strategic Directions for Records Management in 2008, setting goals, strategies, and tactics for the redesign of the District of Sooke records management system. The LGMA Records Management Program was established which supports both clerical and service priorities to meet the needs of staff:

- Redesigned the content and format of our records management system to keep pace with technological change.
- Trained staff to use the new Records Management system.
- Developed ways to allocate and focus resources on the most significant record-keeping challenges. Developed a records management work plan for future years.
- Collaborated with other municipalities to develop more flexible approaches to records. These approaches help to implement electronic record-keeping and simplify file allocation.
- Implemented new e-mail regulations for filing messages in a formal agency record-keeping system.
- Implemented a new incoming mail process to eliminate redundancy.

Building A Corporate Team

The year 2008 challenged the Chief Administrative Officer to bring in new staff for the District of Sooke.

Al Fontes, Kevin Smitten and Laura Byrne were hired in Engineering.
Gerald Christie and Tara Johnson were hired in Planning.
Bill Hadikin was hired as Head of Building/Bylaw Services.
and Emergency Operations Coordinator.
Mark Downton was hired in IT.
Brian Goble was hired in GIS.
Stacey Dalep was hired as Receptionist.

District staff organized and managed the District's first Toxic Roundup (May 2009).

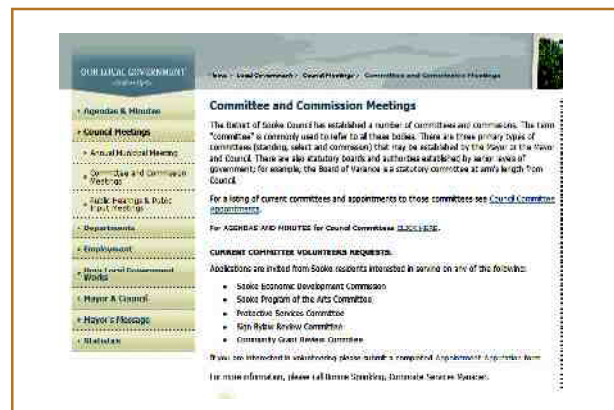


Mary P. Brooke

Council Committees

New advisory committees were established to obtain public input on community issues, such as the Official Community Plan Review Committee, the LWMP Rainwater and Sanitary advisory committees, the Protective Services Committee, the Sign Bylaw Review Committee and the Council Remuneration Review Committee. The Corporate Services department ensured that all Council committee appointments and meetings were carried out in accordance with the Council Procedure Bylaw and the Community Charter. Minutes and agenda were published on the District of Sooke website.

The Council Committees and Commissions have been active and their accomplishments have been considerable in 2008 and 2009.



Committees and Commissions meetings are listed on the District's website at www.sooke.ca.

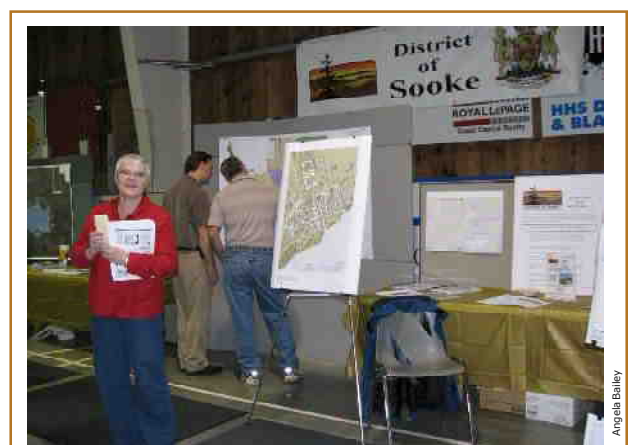
Community Grants

The District of Sooke Council is pleased to provide grants once a year to local community groups through the Community Grant program. In 2008 the Community Grant Review Committee reviewed the grant applications and recommended to Council the following grant awards totaling \$75,000:

■ Sooke Canada Day Society	\$3,000	■ Sooke Country Market Society	\$2,700
■ Sooke Options for Community Living	\$12,000	■ Sooke Philharmonic Society	\$11,000
■ Wild ARC	\$2,000	■ EMCS Student Bus Shelter	\$2,550
■ Sooke Fine Arts Society	\$7,000	■ Stage West Players Society	\$3,000
■ EMCS Theatre Project	\$12,000	■ Food CHI	\$5,000
■ Sooke Cooperative of Service Agencies	\$6,000	■ Sooke Fall Fair	\$8,000
■ Sooke Youth Services Committee	\$750		

Other Accomplishments 2008

- Communities in Bloom Participant
 - 3 Blooms awarded
- Sooke Marine Boardwalk construction completed
- Participated in Emergency Operation Centre for Fall 2008 High Rain Event
- Volunteer Recognition Ceremony
- Annual Christmas Tree Light Up
- BC 150 and Spirit of BC events
 - Flag Raising, etc.
- Spirit Square Grant received - \$237,500
- Participated in Spring Rotary Fair and Auction
- Sooke Program of the Arts Sewer Pump Painting Project
- Coffee with Council



The District of Sooke presented an extensive display of public information at the Sooke Rotary Auction.

Planning



Mary P. Brookie

New Staff

Joining Katherine Lesyshen in the Planning Department are two new planners, Gerald Christie and Tara Johnson. Gerald joined the team as Senior Planner having worked for numerous years at the City of Prince George. Tara joined the team as a Planner, and brings several years of planning experience from Mountain View County, Alberta. Brian Goble was hired as a GIS Specialist, and brings extensive experience in municipal government and the forestry sector. Sally Hodgson was brought on as a GIS Intern to assist Brian in developing the GIS system.

The Year of the Plan

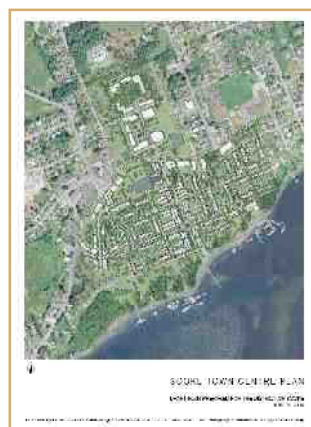
The District undertook numerous long-range planning activities in 2008, which made for a busy year in the Planning Department! The following is a brief summary of planning initiatives that took place in 2008.

The Official Community Plan (OCP) Review

It has been a very busy and productive year for staff, consultants and the OCP Review Committee. Several major milestones of the OCP process were reached in 2008, including completion of the background study, surveys, public open houses, and circulation of preliminary sections of the draft document for committee and District staff review. Mazzonni & Associates Planning will complete the OCP in the summer of 2009.

Town Centre Plan

The Town Centre Plan consulting team and District staff held a design charrette in April 2008, conducted interviews with stakeholders, met with the OCP Review Committee and presented design concepts and policies at last fall's planning open house. The Town Centre Plan, based on input from the community, outlines the land uses, urban design standards and street network, to provide a strategic concept for town centre development. The Town Centre Plan will also contain development standards that will provide the necessary infrastructure and amenities to achieve the streetscapes desired in the plan. The Town Centre Plan will be finalized in early 2009.



The Town Centre Plan is available on the District website.

Parks & Trails Master Plan

The Parks and Trails Master Plan was initiated in the spring of 2008. The intent of this project was to develop a comprehensive strategy to guide future decisions for parks, trails and greenways in the area, identify opportunities and priorities for acquisition and expansion of the parks and trails system, and identify the trends and demands that will determine the future for outdoor recreation in the Sooke area. This plan will assist the District in prioritizing needs for parks and trails, and will be finalized in early 2009.

Sustainable Development Strategy

The Sustainable Development Strategy was developed in consultation with the community. It identifies community priorities and outlines eight key strategies that will support sustainable development throughout the District. Council approved the Sustainable Development Strategy for the District of Sooke in the summer of 2008.



New Ella Road Trail contributed by adjacent property owners.

Accessibility and Inclusiveness Study

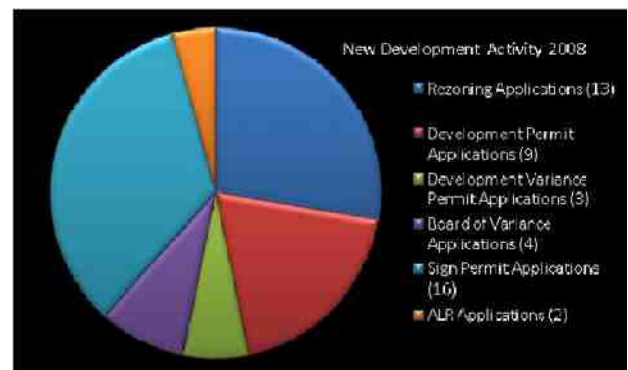
In January 2008, the District retained SPARC BC to develop a plan for accessibility and inclusion within the District. The Measuring Up Advisory Committee was formed to steer the project to completion. The study made a number of recommendations to improve accessibility throughout the community. Council approved the Accessibility and Inclusiveness Study in the fall of 2008. This project was funded through 2010 Legacies Now.

Current Planning

The following is a brief summary of current planning in 2008.

Development Activity

2008 was an active year for development applications with the Planning Department receiving thirteen (13) new Rezoning/OCP Amendment applications, nine (9) new Development Permit applications, sixteen (16) Sign Permit applications, three (3) Development Variance Permit applications, four (4) Board of Variance Applications and two (2) Agricultural Land Reserve applications. There were also numerous files carried over from previous years including fourteen (14) Rezoning applications, and one (1) Development Permit application.



Development Application Fees

Development application fees in 2008 came to a total of \$103,061, shown by application type:

Rezoning and Public Hearing Fees	\$64,142
Development Permit Fees	\$34,084
Development Variance Permit Fees	\$2,250
Board of Variance Fees	\$1,000
Sign Permit Fees	\$685
ALR Application Fees	\$900
TOTAL	\$103,061

Special Events

Sustainable Communities Forum

On March 6, the District of Sooke co-hosted a Sustainable Communities Forum: Local Governments Making a Difference at Edward Milne Community School. The Forum provided elected officials, local government staff and community members with an opportunity to learn how local governments can achieve leadership in implementing local sustainability. Discussion ranged from climate change to water conservation to habitat preservation to economic stability to building complete communities. The Forum featured a keynote address by the Honourable Mike Harcourt, former Premier of British Columbia, Mayor of the City of Vancouver and advocate for sustainable communities.

Accessibility Challenge

In March, the Measuring Up Advisory Committee, responsible for steering the Accessibility and Inclusiveness Study, challenged local politicians, planners, engineers and other key decision makers to navigate our town centre in wheelchairs. This event raised awareness about accessibility issues throughout the community, and gave participants a glimpse at what it would be like to get around in a wheelchair.

Planning Open House

In October, the Planning & Engineering Departments hosted a "Community Planning Open House" at the Sooke Community Hall. The public was provided with an opportunity to learn about current planning projects, and provide feedback on the Official Community Plan, Parks & Trails Master Plan, Transportation Master Plan, and the Town Centre Plan.

Sooke Community Farm Forum

In October the District of Sooke provided financial and staff support to Sooke Food CHI and the Juan de Fuca Economic Development Commission to host a Farm Forum, in conjunction with a "Food, Farms and Fun" Community Festival at EMCS. The day-long event concluded with a Harvest Feast to celebrate local foods and the region's culinary excellence.

The importance of the Farm Forum was to bring farmers, community gardeners, planners, local politicians, First Nations, and other people and organizations supporting local food production to take part in the discussion of supporting agriculture and securing a sustainable, food-secure future in the Sooke region. The purpose was to lay the foundation for development of an agricultural plan for the Sooke region as a first-step for food security.



Wheelchair accessible ramp to the boardwalk, from Ed Macgregor Park.



Residents attending a District Open House.

GIS Implementation Project

During 2008, staff began the creation of an in-house Geographic Information System (GIS) to provide mapping and property information within the District of Sooke. With the assistance of staff, the GIS Specialist compiled property records, civic address points, survey plans, and aerial photography into a centralized spatial database.

This GIS database currently contains 4,300 property polygons, 3,900 civic address points, 500 road sections, and a variety of data describing zoning designations, service areas, ground elevations, and water bodies. Together this GIS data forms the spatial component of the new Tempest Land Records database. In addition, the GIS creates a framework for future municipal projects including the tracking and management of municipal infrastructure (e.g. roads, sewer, and drainage).

New Policy

Manufactured Home Park Redevelopment Policy, 2008

A Manufactured Home Park Redevelopment Policy was passed by Council in October 2008. This policy will be used when considering the impact that a rezoning of an existing manufactured home park may have on land use and housing options in the community.

The purpose of this policy was also to provide tenants and landowners of manufactured home parks with clarity regarding communication required between all affected parties, financial assistance for Tenants, and consistency to Landowners regarding the District of Sooke rezoning process for existing manufactured home parks. These policy items are in addition to the legislated requirements of the Manufactured Home Park Tenancy Act.

Grants

The District of Sooke was awarded a grant of \$237,500 towards a \$475,000 Spirit Square project that includes improvements at Ed Macgregor Park, including construction of a covered performance venue, a sidewalk along Murray Road, and a West Coast Road sidewalk upgrade between Murray Road and Ed Macgregor Park. The project is set to start in spring of 2009 and will be completed by October 30, 2009.



Illustration of the pedestrian court and service area as proposed for Sooke's Spirit Square in Ed Macgregor Park.

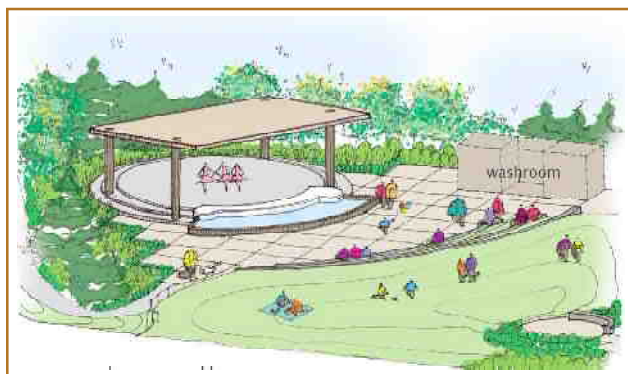
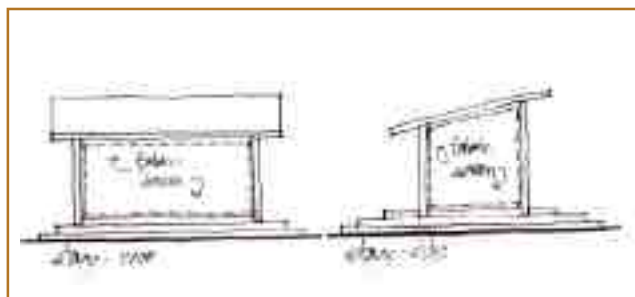


Illustration of the covered performance venue proposed for Sooke's Spirit Square in Ed Macgregor Park.



Planner's drawings of stage with removable wind screens, as part of the covered performance venue proposed for Sooke's Spirit Square in Ed Macgregor Park.



Engineering

Highlights

The District of Sooke Engineering Department is responsible for a wide range of priorities including:

- Subdivisions
- Development reviews
- Roads (construction, maintenance and use of)
- Parks and trails
- Maintenance contracts
- Drainage
- Sewers
- Major master plans



New sidewalk on Ayre Rd.

Townsend Road

The completion of the repaving of Townsend Road (complete with sidewalk) in 2008 has created a pedestrian-friendly link between Otter Point Road and Rhodonite Drive.

Ayre Road

Working with our goal to make Sooke a more pedestrian-friendly place, the completion of the Ayre Road sidewalk is providing a vital link between Ayre Manor and the Sooke core.

Crack Sealing

Driving in the District became a little smoother after crews applied 600 litres of crack seal to area roads.

Wheelchair Access

Two wheelchair accessible platforms were installed at Connie Road transit stops as well as a wheelchair letdown at the transit stop in front of Village Food Markets on Sooke Road.

Transit Shelter Fix

In the past, glass panels in the transit shelters in front of Village Food Markets have been continuously vandalized, requiring glass replacement several times a year. The initiation of the Student Art Bus Shelter Program, in cooperation with Edward Milne Community School and BC Transit has led to the cessation of vandalism at this site. Plans are underway to retrofit the glass at various shelters to enable the program to be continued at other sites within the District.

Maintenance Contracts

Staff currently oversee both the Parks and Roads Maintenance Contracts and will be preparing for any future revisions as required in 2009.

Speed Limit Reductions

The posted speed limit on Otter Point Road was reduced from 50 km/h to 30 km/h on either side of Grant Road to improve motorist safety. Watch for other safety improvements in 2009.

Liquid Waste Management Plans

Engineering staff are working with volunteers and consultants to prepare the next stage LWMPs for Stormwater and Sanitary.

Sanitary Sewer

Staff continue to work with EPCOR to ensure the effective operation of our sanitary sewer infrastructure and treatment plant.

Illumination Improvements

Users of Phillips Road will have noticed a brighter stretch of road between SEAPARC and Sunriver Estates after the installation of new pole-mounted street lights.

Other Major Projects

Engineering is currently working on the completion of major projects including:

- Transportation Master Plan;
- Subdivision & Development Servicing Bylaw Update;
- Highway Use Permit Bylaw Update;
- DCC Bylaw Review;
- Inventory Data Collection and GIS map upgrades;
- Ella Road cul-de-sac and beach access;
- Grant submissions for future connector project;
- Line painting on District roads;
- Flushing and video inspection of drainage lines.

Parks and Trails

Broomhill Park

Staff worked closely with the community group, Parents For Play, which raised funds and in-kind support to upgrade and install new play equipment at Broom Hill Park. Engineering staff worked with volunteers and contractors to ensure equipment was installed to national standards. Staff worked with the RCMP and contractors to ensure that Crime Prevention Through Environmental Design principles were integrated into the vegetation and light management at the site. Renovations to the bathroom on site will be completed in early 2009. In addition to the new and improved playground there will be more improvements coming in 2009.



Sooke Engineering Dept.

New play equipment was installed in Broomhill Park.

Park Maintenance

A fresh coat of paint has been applied to most of the District's park and transit amenities. Bus shelters, benches, the Sooke Bluff's staircase, bollards, gates and fences received a fresh coat of paint. Look for more "wet paint" signs in 2009!

To further enhance the enjoyment of District parks by users, and to help keep them clean, a few new features were added. These included:

Eight new dog feces bag dispensers were installed in various parks this year.

Four bear proof garbage containers were installed at Whiffin Spit and one at Sooke Bluff's Park.

The Silver Spray Nature Trail received a facelift to sections where it had become overgrown and damaged by falling trees.

The Stone Ridge Estates Trail has been completed and now enables walkers and hikers to access the hills that overlook Sooke Harbour and Basin.

Broom Bashing

The District of Sooke worked with students from Edward Milne Community School to remove invasive plant species from Ed Macgregor Park. Staff worked with the students in the classroom and then put their knowledge and muscles to work in the park. Students spent four mornings bashing broom, destroying daphne and eradicating ivy, all toward benefitting the ecosystem.



Scotch broom (*Cytisus scoparius*) grows abundantly in the Sooke area.

Sidewalks and Trails

Boardwalk and Accessible Walkway

The Ed Macgregor Accessible Walkway and Boardwalk were completed in 2008, providing access to the marine shoreline to persons of every ability. Both constructed of wood surfaces, the accessible walkway snakes through the forest, linking to the marine boardwalk. The project was designed to allow everyone the ability to reach the shoreline.

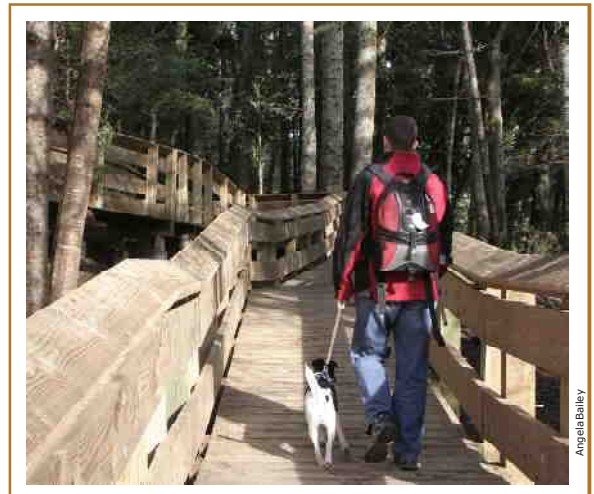
The District of Sooke received a 2010 Olympic/Paralympic Live Site grant in the amount of \$330,000 plus community and developer contributions of approximately \$200,000 to complete this project.

Improved Pedestrian Safety

Residents have indicated that one of the most pressing needs in our community is the construction of sidewalks and trails.

The completion of the Ayre Road sidewalk, which links the Ayre Manor Seniors Complex with downtown Sooke is one example of the ways the District is working to improve pedestrian linkages in the community. The reconstruction of Townsend Road, complete with sidewalk, is another example, as is the recent construction on Phillips Road, which provides for a gravel trail for walkers and other users.

The completion of a new cul-de-sac at the end of Ella Road is providing for safe parking for users of the newly improved trail to Ella Beach.



Pedestrian use of the Accessible Walkway.

Subdivision and Development

Engineering oversees an average of 60 active subdivision files as well as 10 larger multi-family development projects. These projects require staff to work with the developer, developer representatives, as well as the general public to ensure a smooth transition from pre-development to post-development of the land.

Staff are responsible for all aspects of the subdivision process from initial application to the recommendation to the Approving Officer for final approval. The Deputy Approving Officer is a member of the Engineering Department.

The District received 19 new subdivision applications in 2008, and recommended final approval of 14 subdivisions. Engineering also reviewed and recommended approval of 6 phased strata/strata conversion plans.

Development Cost Charges are collected at the final stage of the subdivision process and at the Building Permit stage for multi-family and commercial projects.

Subdivision and development activity within the District does not appear to show any major signs of slowing down as six new subdivision applications were received in the last two months of the year.



Mary P. Brooke

Business Licencing

2008 saw the implementation of the new Business Licencing Bylaw No. 301, and business owners were encouraged to join the Licencing program. By the end of 2008, 382 business licences were issued, generating \$36,000 in revenue.

Bylaw Enforcement

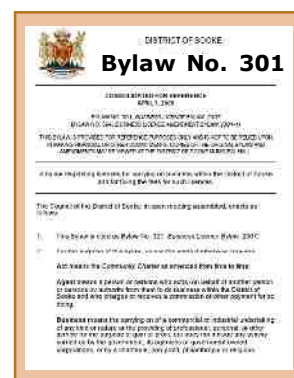
The Bylaw Enforcement department was very busy in 2008.

- Of particular note during the year was the success in the clean-up of centrally located commercial property. This property has been the subject of Bylaw Enforcement action for many years. Previous municipal actions, from letters to the property owners to applying for court injunctions, were attempted to have the property owner bring his property into compliance with District of Sooke bylaws. Council proceeded under the "self help remedy" of Bylaw No. 296, Unsightly Premises and Objectionable Situations, 2007, whereby, if the property remained in contravention the District could carry out the clean-up of the property, remove and store any merchandise, and bill the owner for all costs, if costs were not paid the outstanding amount could be applied to the property taxes. Within the time period specified in the letter, the tenant had the property brought into compliance with the Unsightly Premises Bylaw.
- Again under Bylaw No. 296, another attempt to achieve compliance by a property owner was successful. Many complaints were received regarding a property with no positive results achieved. Once the appropriate individual was notified, the situation explained, and many hours coaching the person on how to motivate others to do their part, the property has been transformed.
- An industrial property, in the heart of Sooke was encouraged to make some changes, many not easily obtained, which resulted in a transformation.

In each of the above examples, many hours of staff time were involved. A creative approach produced the results desired but more importantly, co-operation between staff and Council made the difference in the ability to move forward with the ideas that eventually worked in those situations. Residents have commented on the changes and are pleased with the appearances of the properties.

Complaint Breakdown

The Bylaw Enforcement Office received a total of 163 complaints, of varying degrees of complexity and time involved. Not included in the total complaints were phone calls of which a resident or visitor had a quick question that could be briefly answered. Traffic and high-ways enforcement, where the Bylaw Officer's intent was to make residents and others aware there was an Enforcement Officer, was not included in these statistics.



Subdivisions and Development

Building

While the economy faced a dramatic downturn towards the end of 2008, Sooke was not as affected as other Municipalities that had large projects shelved indefinitely. With housing priced favourably in comparison with other Municipalities, construction slowed, but kept at a steady pace. Total construction value reached \$34 million in 2008.

Residential Construction: A total of 144 new dwelling units were issued building permits for construction in 2008, comprising 106 new single family homes and 38 multi-family units in nine buildings.

Commercial: One new 3-story office building was started in 2008 for completion in 2009.

Industrial: A new water treatment building was started in 2008 for completion in 2009.



Mary P. Brooke

A 3-storey commercial building was under construction in 2008 on West Coast Rd.



It is my pleasure to present the 2008 annual report of the Sooke Fire Rescue Service. As with most emergency services, this past year has presented us with many challenges, some exciting moments, and some tragic events. On many occasions our circumstances had every member at their proudest to be a firefighter.

The volunteer and career members of the department continue to strive to improve the quality of service they provide to their community. Through training, community events and attendance at emergency calls, crews contribute thousands of hours of service each year. On-call 24 hours a day, the 48 men and women of the Sooke Fire Rescue Service face all challenges head on and with much pride and determination. This year, over 4,000 hours of training was completed by the firefighters in addition to the time provided responding to calls. The public education members invested over 450 hours and had over 4,000 people pass through their displays or training sessions.



I would also like to thank the Sooke District Councils, both past and present, for the continued support they show this organization. This is reflected in the quality of the facilities, apparatus and equipment the firefighters use to perform their jobs. I would also like to thank the District of Sooke staff who assist us in many of the behind-the-scenes requirements needed for keeping this fire department functioning effectively. Last and certainly not least, I would like to thank the officers, firefighters and public education members who have supported me through this challenging transition period. I look forward to their continued support and invite them to continue to provide input into keeping this organization on its successful track.

With an ever-growing community, the requests for assistance and emergency calls will continue to rise. Since incorporation of the District in 1999, the call volume has increased from 300 responses a year to over 750. This represents a 150% increase (an average of 15% per year) in the number of incidents attended. With all of the new construction, business licensing, home-based business inspections, life safety education programs, training standards and requirements of the many government regulatory agencies, the demands on the fire department are beginning to exceed the capacity of the staff.

It has been my privilege to be a member of this fire department for more than 25 years. Now facing the challenge of managing this great organization, I am determined to continue to foster and support the excellence shown by all of the members. Through committed leadership, this fire department will continue to strive to meet the needs of the community and its citizens as we all move forward in these exciting times.

Steve Sorensen
Acting Fire Chief
Sooke Fire Rescue Service

Fire Department Emergency Responses

In 2008, Sooke Fire Rescue Services recorded their second busiest year ever for combined emergency and non-emergency calls. With a total of 752 responses -- down only 29 calls from the record 781 calls in 2007 -- firefighters were busy throughout the year. The slight decrease in calls is mostly due to a slight decrease in the amount of burning complaints (-19) compared with 2007.

Statistics over a 10-year period (since incorporation of the District of Sooke in 1999) give some interesting if not startling findings emerge.

Since incorporation, the annual call volume has increased from just under 300 calls per year to 750+. This represents a 150% increase in responses over 10 years. This call volume has been handled with only one additional career firefighter hired and no increase in the number of volunteer firefighters. Within this same time frame, firefighters have responded to an impressive 5,581 emergency incidents or requests for assistance. The following 10-Year Response Analysis graph (of numbers and types of responses) indicates where our resources are being allocated.



Mary P. Brooke

Fire truck ready at the station.

Sooke Fire Rescue - 10 YEAR RESPONSE ANALYSIS - 1999 to 2008											
Type of Call	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	10 Yr. Total
Fires - All Types	63	65	60	53	60	58	44	33	38	47	521
MVI & Rescue*	35	58	54	52	58	75	79	80	74	71	636
Complaints all types	53	75	79	99	108	105	99	133	225	221	1197
Hazardous Material	17	25	23	23	36	33	34	60	23	23	297
Medical Aid	89	191	184	150	163	238	266	306	310	313	2230
False Alarm	37	41	21	38	68	76	58	78	79	56	552
Other**	0	3	11	7	9	13	28	24	32	21	148
TOTAL	294	458	432	422	522	598	608	714	781	752	5581

* MVA = Motor Vehicle Incident

** = Other: Police assistance, investigations (nothing found)

On average, 75% of the responses in any given year are for emergency situations while 25% are non-emergency calls. Of the emergency calls attended, Medical Aid (First Responder) calls account for 40% of all the calls attended. Another 11 % of the incidents are for motor vehicle incidents and specialized rescue calls. This means that 50% of the incidents usually involve some form of medical emergency or serious injury type call. While only 9% of the yearly call volumes are for fires of any type, this is very much in keeping with the Canadian national average where 7% to 10% of emergency calls involve a fire of some type. Another 10% of the calls are for false alarms or detector activations where there is no actual fire. Hazardous Materials calls only account for 5% of the incidents; these involved chemical spills, live power line emergencies, fuel leaks and some environmental emergencies. Non-emergency or complaint type calls generate another 21% of the annual call volume. The majority of these types of incidents involve illegal burning, smoke or burning complaints, or unattended rubbish fires.

With increased growth in the community projected over the next decade, it seems likely that the call volume for Sooke Fire Rescue Service will continue to grow. With an average increase of 10% to 15% per year (compare: in 1991 there were 131 calls), it won't be too long before the fire department is handling 1,000+ calls per year.

Statistical Analysis of 2008 Incidents

- Daytime hours include the hours of 6:00 am to 6:00 pm, Monday to Friday but do not include statutory holidays.
- Evening and weekend hours cover the remaining time frame of 6:00 pm to 6:00 am.
- Working Hours refer to the hours of 8:30am to 4:30 pm when the career staff is paid to be on duty.
- Duty Officer only calls are those in which only the on duty officer attends the call (usually a complaint).
- First Responder Duty Calls refer to incidents handled by the night-time paid duty crew.
- Sunriver calls refer to incidents in the Sunriver area and along Phillips Road. Whiffin Spit calls refer to any incident on Whiffin Spit or any of the roads in this area.

There were 751 emergency and non-emergency responses attended by the Sooke Fire Rescue Service in 2008, showing the following tallys and trends:

- There were 467 calls (62%) in the Station 1 area, 264 (35%) in the Station 2 area, 1 (.01%) in the Station 3 area and 20 (2.5%) mutual aid calls were apparatus responded to another district or municipality.
- 38 responses were to the Sunriver area (5%) and 46 (6%) were in the Whiffin Spit area.
- 239 (32%) of the calls were during regular working hours, although 321 (43%) of the calls occurred between 6:00 am and 6:00 pm when the least amount of staffing is available. Generally this means the career staff attends an additional 11% of the calls as nobody else is available to respond. This means that 431 calls (57%) are attended to by the volunteer firefighters and/or career staff during non-working hours such as evenings and weekends.
- 66 of the first responder calls were handled by the first responder duty crew (on duty from 10:00 pm to 5:00 am each day. Crews are rotated weekly. This accounts for almost 99% of the total call volume; however it is 21% of the first responder calls handled in the year.
- The on-call duty officer attended a total of 149 incidents (20%). These calls are handled by the individual duty officer; additional assistance is not required.
- Of the 206 burning complaints, 68 of these types of incidents were related to people not knowing or understanding the new burning bylaw that took effect in October that only permits burning on days the venting index is rated GOOD. The remainder of these calls related to illegal burning for other reasons or permitted burning that was investigated but proved to be unfounded.

District of Sooke - FIRE RESPONSE ZONES

Station 1: west of the Sooke River Bridge

Station 2: east of the bridge

Station 3 (when built): Silver Spray Lands

Note: For larger events, both stations attend the calls.

Incident Comparison: 1999 to 2008

FIRES: The number of structure fires and chimney fires have remained relatively consistent from 1999 to 2008. By 2008, wild land fires dropped in number by about half compared to 1999/2000. The number burning complaints have increased since 1999, with 2007 and 2008 figures being about double of those seen in 2002. There were no spills or leaks with fire during 2006 to 2008.

RESCUE: First Responder/Medical calls have increased fairly steadily from 94 in 1999 to a high of 313 in 2008. Motor Vehicle accidents were lower (25 to 50) in 1999 to 2003 compared to higher numbers (64 to 70) in 2004 to 2008.

HAZARDOUS MATERIALS: In the period 1999 to 2008 there was a spike in numbers in 2006 (due to the wind storms in December of that year). Otherwise, the number of hazardous material calls remained relatively consistent over the nine year period.

PUBLIC SERVICE: Assisting police or agency is the highest volume of public service calls, higher since 2004 than before that year. There were two animal rescues in 2008 (compared to one or none in other years).

ALARMS: In the 1999-2008 period, smoke sightings were highest at 17 in 2004, with only six reported in 2008. Detector activations remained above 25 calls per year during 2006 to 2008. Statistics for carbon monoxide detectors were collected starting 2005; there were five CO calls in 2008.

Some Significant Incidents of 2008



A mid-afternoon fire in a home on Grant Road caused extensive fire damage to the attached garage with heavy smoke damage throughout the remainder of the home. Damage was estimated at \$125,000. A fast response and quick knockdown by firefighters kept the fire from spreading. The cause was a battery charger connected to a motorcycle in the garage.



A bedroom fire caused considerable damage to a home after one of the occupants accidentally started the fire in a closet while attempting to "cook" a controlled substance. All of the occupants managed to escape safely.



A rash of arson and malicious fires were set over the year. Several schools were targeted as well as brush fires, garbage cans, dumpsters and even a large tire fire. This fire was set at Sooke Elementary School when a can of highly flammable glue stolen from a nearby construction site was ignited adjacent to an outside wall. Fortunately, damage was minimal at most incidents. A total of 20 suspicious or juvenile fire-setter fires were attended to this year. These files have been turned over to the RCMP.



The owner of this SUV escaped serious injury after her vehicle struck and broke three gas meters at the Cedar Grove Mall. Firefighters were quickly on scene to control the incident as a crew was nearby cooking in the Great Chili Cook-Off at the Sooke Fall Fair.



An excavator fire at the Kendrew site on Phillips Road resulted in the total write off of this piece of heavy equipment. The long response time to reach this area allowed the fire to gain good headway. Damage was estimated at about \$125,000.

Recruiting Drive 2008

Due to an alarming decrease in the number of active firefighters and the lack of suitable applicants for replacement, two members of the department took on the challenging task of implementing a recruiting drive. Lt. Gary Hof along with the printing talents of Firefighter Jason Dixon developed an entire program in the hopes of attracting new, community minded citizens to join the ranks of the Sooke Fire Rescue Services. To say this program proved successful would really be an understatement. Along with some assistance from their fellow firefighters, these two forward thinking firefighters set up display booths throughout the community on a variety of days. Beginning with the placement of attractive posters throughout the community, some advertising in the local paper and displays of fire trucks, equipment and even a staged auto accident to demonstrate the "Jaws of Life", a large number of applications were handed out. With about a 30% return rate, several new candidates were interviewed and tested for positions in the fire department with a total of 10 applicants meeting all of the requirements. These new members have now completed all of their basic training requirements and are active probationary members of the department.

2008: Firefighters & Officers Report

11 new firefighters.
6 firefighter retirees.
Shane Burket promoted to Acting Captain.

Training Report

Total training hours in 2008: 4,172
Hazardous materials training: 16 members at the awareness level, 6 at operational level, 4 at the technician level.

Apparatus and Equipment

The current fleet of Sooke Fire Department apparatus and equipment is in excellent condition. The only addition to the fleet in 2008 was an additional trailer for use by the Public Education Division. This was entirely funded through fundraising efforts of this group, so with the exception of the nominal trailer insurance, there was no cost to the District. Equipment is also in great shape. An annual replacement program for fire hoses and turn out gear has been initiated to replace this equipment at the end of its life span as set out in and to meet the regulations of WCB and NFPA. With the year's snow and ice storms almost finished with, the

need to quickly chain up fire trucks for emergencies suddenly became apparent. This was especially true one icy night when the department almost lost a truck on Gillespie Road when it couldn't stop on an ice-covered hill while responding to a call. A product called "Insta-chains" is being investigated as a retrofit to the four front-line major apparatus units. These devices provide chain traction to the rear wheels at the flick of a switch and are ideal in light snow and icy conditions. A cost analysis is currently underway.

Sooke Fire Department - FLEET 2008		
Apparatus	Purpose	Location
Engine #201 (1999)	Frontline pumper	Station #2
Engine #202 (2002)	Frontline water tender	Station #1
Engine #203 (2006)	Frontline ladder truck	Station #1
Engine #204 (1985)	Reserve pumper	Station #1
Engine #205 (2003)	Frontline pumper	Station #1
Squad #206 (2002)	Frontline wild land unit & spare rescue truck	Station #2
Rescue #207 (2004)	Frontline heavy rescue	Station #1
Squad #208 (2004)	First Responder / Pickup Truck.	Station #1
Rescue #209 (2001)	Duty Officer / Inspection	Station #1
Command #210 (2007)	Fire Chief Vehicle	With Fire Chief
Trailer #1	Fire Safety House	Station #2
Trailer #2	Wildland support unit	Station #1
Trailer #3	Hazardous Materials unit	Station #1
Trailer #4	Traffic Control unit	Station #1
Trailer #5	Public Education unit	Station #1

Fire Prevention / Public Education: 2008

The Public Education Division focussed on fire safety activities for children. A bounce house and a used utility trailer were purchased for about \$8,000 (funded entirely through fund raising activities). In 2009 we aim to set up Safety Fairs at various community functions.

Over 450 hours were dedicated to fire and life safety programs. Over 4,000 preschoolers, school children, adults and seniors received fire safety messages or training through various activities or public displays. Almost 1,000 students and teachers received training and instruction at the 12th Annual Western Communities Fire and Life Safety Expo; 97 people learned to use portable fire extinguishers. Over 1,500 people attended various fire safety displays at the Rotary Auction, District of Sooke Open House, Sooke Fall Fair, Canada Day, the Sooke Museum Open House, Cops for Cancer event, and a public safety display at Poirier School. The Safe Halloween Event at the fire station was attended by 1,200 adults and children. Fire station tours were attended by about 200 adults and children.

Our firefighters attended the Provincial Fire Prevention Week kickoff at the BC Legislature in Victoria along with other Greater Victoria fire departments and the BC Office of the Fire Commissioner.

Our department's semi-monthly column *The Hot Sheet* appeared in the *Sooke News Mirror*. Two national fire service magazines -- *Firefighting in Canada* and the *Canadian Firefighter* -- featured three articles written by Sooke's Deputy Chief Sorensen.

Challenges & Opportunities: 2009

Recruiting and retention of firefighters continues to be the toughest challenge. New firefighters are recruited but turnover is high due to people moving away.

Career staffing is a challenge. Following Chief Kelsey's retirement, only two career members are employed in 2009 (same staffing level as in 1986). Inspections for business licensing requirements plus an increasing volume of emergency calls means that additional career staff will be essential for maintaining even minimal service levels. A shortage of daytime responders results from volunteer firefighters not working in this community. Clerical support is also required for handling the administrative requirements of government and regulatory agencies.

Fire apparatus is in very good condition but the spare pumper truck (#204) is nearing the end of its service life and requires replacement. Its replacement has been budgeted for 2012 but in 2010 it will no longer meet insurance requirements. A used BC Government ambulance is being considered as a more suitable unit and to provide a rehabilitation area for firefighters during long or adverse weather incidents.

Scheduled maintenance of the current fire stations is necessary, including repair and replacement of critical components. Additional storage space is required. Expanding the existing stations, the addition of small satellite stations, and the sharing of buildings with other agencies will need to be considered. On-board computer terminals are an essential component of emergency apparatus and the planning for purchase and installation of this equipment should begin.

Sooke Economic Development Commission



Seven Targets

1. **Retirement residence facilities** (independent, supportive, and assisted living).
2. **Tourism Industry.** Hotels with meeting and conference facilities as well as eco-tourism operators and supporting businesses.
3. **High-Tech / Internet** Technology Industry, including the film industry.
4. **Post Secondary Education** facilities such as schools for fine arts, music academies, sailing and outdoor operations.
5. **Light industrial** and marine-related manufacturing.
6. **Abattoir** facility.
7. **Increased retail** space capacity.

Building Relationships

The SEDC recognizes the importance of building and maintaining strong relationships. SEDC meets with the District's development staff to discuss future strategies for developing strong economic growth within the Town Centre and the outer industrial areas as well as other current Municipal initiatives and projects.

Liaison with Chamber of Commerce

Shared breakfast meetings of the Sooke Harbour Chamber of Commerce with the SEDC serve to bring Sooke's business and community leaders together to create positive change and solutions.

Measureable and Achievable Workplan

The workplan is a guiding document setting out more than 25 action items for the Commission to accomplish over the next year. Five critical areas will receive the SEDC's focus: 1. Business retention and expansion. 2. Business investment and attraction. 3. New business start-ups and small business development. 4. Research, marketing and communication. 5. Balanced growth.



Light industrial and marine-related manufacturing is one industry that the SEDC hopes to continue attracting to Sooke.



Local farm establishments are a balance for business development in Sooke, in a unique urban-rural mix in the area.



The relationship of the Sooke Harbour to the business activities of Sooke is a strong one.

Sooke Regional Tourism Association

Members of the SEDC (in partnership with the Sooke Harbour Chamber of Commerce) participated in the Tourism Foundation which helped facilitate the implementation of a Sooke to Port Renfrew tourism plan that was presented to Council in June 2008. From that plan emerged the new Sooke Region Tourist Association (SRTA) which promotes tourism throughout the Juan de Fuca and Sooke regions.



Local artist Patrick Irwin's large murals (about the logging industry of days past) are displayed at the centrally located Stone Pipe Grill restaurant in Sooke.

Advantage Sooke Web Presence

The **advantagesooke.ca** website (a marketing initiative of the SEDC) is intended as a resource for finding a 'one-stop guide' to the general economic and lifestyle trends in Sooke. Links are provided to several other websites about Sooke to give a more detailed picture to users who want to dig a little deeper. The website aims to promote Sooke as a community that can have a positive impact on business operations and employees.



The Sooke Economic Development Commission (SEDC) promotes the arrival of new businesses and residents to Sooke.



Links to various established Sooke businesses and services are provided within **advantagesooke.ca**.

BCBizPaL Launch on Sooke.ca

The BCBizPaL online tool for business start-up and growth provides a roadmap for permits and licencing with all levels of government. A collaborative initiative, the website reduces the time that businesses must spend when researching the obligations and fulfillments for opening a business. At **bcbizpal.ca** the



The **BCBizPal.ca** interface will ultimately be launchable from the District of Sooke's **sooke.ca** website.

District of Sooke will have a drop down menu; ultimately the District of Sooke will have a formal launch directly from **sooke.ca**. There is no cost to the District to participate in this BC Ministry of Small Business and Revenue initiative.



It is my pleasure to submit to you the annual audited financial statements for the year ended December 31, 2008, and to highlight some of our key accomplishments in 2008 and plans for 2009 and beyond.

With the objective of elevating and streamlining the District's internal and external processes, the Finance Department began investigation into a replacement municipal software system. The Department's requirement was for a software which will enhance the taxation, local improvement, permitting, business licensing, land management, and cash receipting functions of the municipality while providing online functions such as electronic home owners grant and electronic tax certificates. The Department selected the Tempest property software product which would provide the best integration with our existing core financial software as well as provide seamless integration with the Planning Department's GIS database and provide more robust inspection and permitting solutions.

Software integration and data conversion began in the spring of 2008 and was completed successfully in January 2009. Since the conversion, the enhanced online services (electronic Home Owner Grant application, tax certificate, and property related search functionality) and improved internal business processes have enabled the District to improve our service level. In 2009, the Finance Department will continue working in collaboration with the GIS Department to complete the land and spatial databases integration.

The Finance Department also developed the Tax Rate Policy to set tax ratios and rates to maintain tax stability between property classes while factoring in non-market growth. In an effort to encourage and foster commercial and light industry growth in the area, Council adopted the Policy and will strive to set the tax rate ratios for Class 5 and 6 (Light Industry and Business) as following:

- During the period 2009 to 2013, Class 5 (Light Industrial) and Class 6 (Business / Other) tax ratios are being transitioned to the provincial ratios of 3.40 and 2.45 respectively (2009 ratios 5.08 and 3.29 respectively).
- Class 8 (Non-profit and Recreation) assist sector by reducing Tax Ratio to 1.00.
- Class 9 (Farms) encourage local farm production by reducing the Tax Ratio to 1.00.

In recognition of the current economic slowdown in residential and commercial development, in June 2009 Council adopted a bylaw to provide incentives to revitalize the Sooke Town Centre Area through tax exemptions and the reduction of building permit fees and Development Cost Charges, and the creation of a new Capital Improvement Financing Reserve that will be funded by new taxes generated by development and used to fund amenities in the Sooke Town Centre.

Audited Financial Statements for the Year 2008 (see appendix page 44).

Dave Devana
Director of Finance

2008 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 2008.

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	\$ 5,679.01
Lot B, Plan 18924, Section 3, PID 003-818-985	Sooke Pentecostal Church, 6851 West Coast Rd.	\$ 1,634.79
Lot 3, Plan 1169, Section 3, PID 007-838-166	Holy Trinity Anglican Church, 1962 Murray Road	\$ 1,647.38
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	\$ 1,480.42
Lot 1, Plan 9917, Section 15, PID 000-349-909	Juan de Fuca Seventh-Day Adventist Church, 6251 Sooke Road	\$ 380.19
Lot 1, Plan 9247, Section 15, PID 000-042-951	Juan de Fuca Seventh-Day Adventist Church, 6255 Sooke Road	\$ 346.14
Lot A, Plan VIP74513, Section 26, PID 025-527-045	Sooke Congregation of Jehovah's Witnesses, 2207 Church Rd.	\$ 792.22
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	\$ 5,158.52
Lot 2, Plan VIP59555, Section 14, Sooke Land District, PID 018-906-087	Sooke Community Association Ballpark, Thrup Road	\$ 3,179.91
Lot 1, Plan 5996, Section 14, PID 005-936-497	Sooke Community Association Parking Area & Ballpark, Thrup Road	\$ 2,325.20
Parcel A, Lot 2, Plan 5996, Section 14, PID 005-936-802	Sooke Community Association Parking Area & Ballpark, 6521 Thrup Road	\$ 666.36
Parcel A, Block 7, Plan 5855, Section 14, PID 005-941-245	Sooke Community Association Parking Area & Ballpark, Thrup Road	\$ 670.06
Lot 2, Plan 17066, Section 15, PID 004-132-289	Sooke Community Association, Fred Milne Park, 2249 Sooke River Road	\$ 3,312.72
Sooke Land District, Parcel F of Section 27, Except Plan VIP76239, PID 009-374-591	Sooke Community Association Park "Sooke Flats", 2039 Phillips Road	\$ 6,897.76

2008 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	\$ 2,084.61
Plan 2451, Sooke Land District, Lot B, Section 3, PID 006-576-290	Sooke Lions Club Park, Murray Road	\$ 927.55
Sooke Land District, Parcel B of Section 45, PID 009-387-234	Summer Camp of Brownies and Girl Guides, Sooke River Road	\$ 1,858.02
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	\$ 3,524.28
Block A, Section 59, PID 009-388-702	Camp Thunderbird, Glinz Lake Road	\$ 1,662.19
Block A, Section 60, PID 009-388-729	Camp Thunderbird, Glinz Lake Road	\$ 1,495.60
NON-PROFIT CHARITABLE ORGANIZATIONS		
Lot 2, Plan 15068, Section 3, PID 004-171-306	St. Vincent de Paul Society, 6750 West Coast Road	\$ 2,808.92
Lot A, Plan VIP74590, Section 10, PID 025-545-582	Queen Alexandra Foundation for Children, 2145 Townsend Road South	\$ 12,324.81
Lot A, Plan 18747, Section 17, ID 003-773-272	Juan de Fuca Marine Rescue Society, 7316 MacMillan Road	\$ 4,725.70
Sooke Land District, Sooke Harbour Authority on Government Wharf (water lot 193)	Maple Avenue Wharf	\$ 20.32
Lot 193, Sooke Land District, Government Wharf on Water Lot 193	Maple Avenue Wharf	\$ 4,498.92
Lot A, Plan 1540, Section 3, Portion D79952, PID 007-239-122	Sooke Pacific #54 Branch, Royal Canadian Legion	\$ 4,848.16
Lot 11, Plan 16754, Section 3, PID 004-051-050	Sooke Pacific #54 Branch, Royal Canadian Legion	\$ 4,693.28
Lot 5, Plan 7365, Section 26, PID 001-646-931	Sooke Pacific #54 Branch, Royal Canadian Legion	\$ 2,536.86
MUSEUMS		
Lot B, Plan VIP69170, Section 73, PID 024-548-031	Sooke Regional Historical Society Museum, Phillips Road	\$ 12,578.32
TOTAL		\$ 94,755.25



Summary below. See further details about each objective starting on pg. 35.

1. Well-Planned, Sustainable Community

Goal

Through a strong commitment to the Official Community Plan, promote a well planned, sustainable community that provides a high quality of life for the citizens and responsible, quality development with a focus on limiting the size of the urban footprint.



Planning includes delivery of utility services to urban areas.

2. Responsible Stewardship of the Environment

Goal

Promote conservation, reuse and protection of our resources.



Organized recycling efforts are popular in Sooke.

3. Proactive Improved Infrastructure

Goal

Facilitate a legacy of durable, functional, effective and sustainable physical infrastructure of all kinds.



Upgrades and improvements to Hwy.14 are among the District's infrastructure goals.

4. Diverse and Vibrant Local Economy

Goal

Attract, keep and nurture business and industry appropriate to our community through proactive economic and tourism development.



Mary P. Brooke

Expanded housing options for seniors is among the goals to support proactive economic development.

5. Sustainable Financial Management

Goal

Manage fiscal resources in a wise and thoughtful manner, both to maintain financial stability and to ensure long term financial sustainability.



Mary P. Brooke

Development Cost Charges for roads, wastewater, storm water and parkland will be reviewed and revised.

6. Support Social/Community Initiatives

Goal

Preserve our community identity and volunteer spirit through partnerships with local organizations and the T'Sou-Ke First Nation.



Plans for the Olympic Torch coming through Sooke on the 2nd day of the cross-Canada relay (Oct. 31, 2009) and Sooke's 10th anniversary (Dec.31, 2009) are underway.

7. Safe and Caring Community

Goal

Provide appropriate protective services and other initiatives to support community wellness and improve the quality of life in the District of Sooke.



Mary P. Brooke

Municipal Hall aims to maintain a professional and well-equipped working environment.

1. Well-Planned, Sustainable Community

Goal

Through a strong commitment to the Official Community Plan, promote a well planned, sustainable community that provides a high quality of life for the citizens and responsible, quality development with a focus on limiting the size of the urban footprint.

OBJECTIVE	DEPARTMENT	MEASURE	TARGET
1. Complete, adopt and implement policies of the 2009 Official Community Plan (including Regional Growth Statement) as a long term planning tool that will guide development in the District of Sooke.	Planning	New OCP adopted.	September 2009
2. Complete and incorporate the Sooke Sustainable Development Plan, 2008 Town Centre Plan, 2008 Parks and Trails Master Plan and 2008 Transportation Master Plan into the 2009 Official Community Plan.	Planning	Complete.	September 2009
3. Consider additional plans for the District of Sooke: <ul style="list-style-type: none"> • Agricultural; • Wildlife Awareness & Management; • Affordable Housing. 	Planning / Engineering	Plans completed: <ul style="list-style-type: none"> a. Agriculture b. Wildlife c. Affordable Housing 	2010 2011 2012
4. Consider the location for the proposed Sunriver School site to enhance the safety of students and develop regulation size sports fields as a community asset.	Planning / Engineering	Final decision on Sunriver School site.	2009
5. Consider the location of an additional Fire Hall.	Fire	Identify and acquire new Fire Hall site.	2010
6. Identify priority areas for expansion of the sewer system: <ul style="list-style-type: none"> • develop implementation and finance plan for each priority catchment area; • monitor existing sewer capacity and develop long term plans to expand capacity of the wastewater treatment plan and related pump stations. 	Engineering	Sewer modeling study complete. Financial planning for sewer expansion. Enter into a 21-year agreement for financing, building and operating sewer expansion areas.	2009 2009
7. Upon adoption of the 2009 Official Community Plan, undertake a review of the Sooke Zoning Bylaw to update and revise the Bylaw as necessary, including: <ul style="list-style-type: none"> • Create Town Centre zone; • Update industrial & commercial zones; • Create business park zone; • Consider pre-zoning certain areas. 	Planning	New Zoning Bylaw adopted.	Dec. 2010

OBJECTIVE	DEPARTMENT	MEASURE	TARGET
<p>8. Develop or revise land development policies and bylaws to streamline municipal application processes and better regulate development, including:</p> <ul style="list-style-type: none"> a. Amenities Policy; b. Affordable Housing & Social Housing Policy; c. Subdivision and Development Standards Bylaw; d. Manufactured Home Park Development Bylaw; e. Development Procedures Bylaw; f. Development Application Procedures Policy; g. Development Permit Delegation Bylaw. 	Planning / Engineering	<p>Adopted:</p> <ul style="list-style-type: none"> a. Amenities Policy; b. Affordable Housing & Social Housing Policy; c. Subdivision and Development Standards Bylaw; d. Manufactured Home Park Development Bylaw; e. Development Procedures Bylaw f. Development Application Procedures Policy; g. Development Permit Delegation Bylaw; h. Development Cost Charges Bylaw. <p><i>Overall measure: reduce application process time by 30%</i></p>	<p>August 2009</p> <p>August 2009</p> <p>September 2009</p> <p>September 2009</p> <p>June 2009</p> <p>June 2009</p> <p>May 2009</p> <p>September 2009</p>
<p>9. Work cooperatively with other governmental agencies to develop strategies to reduce homelessness.</p>	Planning	Strategy developed.	2010

2. Responsible Stewardship of the Environment

Goal

Promote conservation, reuse and protection of our resources.

OBJECTIVE	DEPARTMENT	MEASURE	TARGET
1. Identify and implement green house gas reduction initiatives to meet commitment to the BC Climate Action Charter, including: a. Bio-waste composting facility; b. Wood-waste processing facility; c. Food security; d. Alternative energy strategies; e. Alternative transportation system (eg. multi-use trails).	Engineering / Planning	New OCP adopted Facilities identified and developed Parks & Trails Master Plan adopted	September 2009 2010 2009
2. Implement policies of the Sooke Sustainable Development Plan.	Planning	OCP Adoption.	September 2009.
3. Complete and implement the Liquid Waste Management Plans for onsite septic system management, stormwater management, and community sewer system management issues.	Engineering	LWMP Plans adopted Strategies implemented	October 2009 2011
4. Continue monitoring Sooke Harbour and Basin water quality and investigate methods to revitalize and protect the Sooke Harbour and Basin.	Engineering	CRD Water Quality report; improvement areas.	Annual report.
5. Continue to consult with senior governments as to removal of derelict vessels in the Sooke Harbour and Basin.	Corporate Services	Number of derelict vessels reduced to zero.	December 2010

3. **Proactive Improved Infrastructure**

Goal

Facilitate a legacy of durable, functional, effective and sustainable physical infrastructure of all kinds.

OBJECTIVE	DEPARTMENT	MEASURE	TARGET
1. Develop and enact implementation strategies for infrastructure upgrades and new construction identified in the following plans: a. 2008 Transportation Master Plan (including Highway 14 Upgrade and Phillips/Thrup Road Upgrade); b. 2008 Town Centre Plan; c. 2008 Parks and Trails Master Plan (including Galloping Goose Connector); d. Liquid Waste Management Plans (Sanitary and Storm Water).	Engineering	Strategies developed	December 2009
		Achieve target 50% grant funding for all major capital projects	Ongoing
		Achieve target transfer of 15% of property taxes to capital fund	Ongoing
2. Develop an implementation strategy for a multi-use trail connecting Whiffin Spit to the Town Centre to the Galloping Goose Regional Trail network (2008 Parks and Trails Master Plan).	Engineering	Strategy developed	December 2010
3. Enter into a long-term contract (up to 21 year partnering/franchise agreement) for operation, maintenance and capital expansion of sewer system.	Finance	Electoral assent process complete and Agreement signed.	January 2010
4. Develop a strategy to identify phasing of sidewalk improvements and beautification in the Town Centre.	Engineering	Strategy completed.	September 2009
5. Commence a process for design and construction of the Spirit Square project -- Murray Road to Ed Macgregor Park.	Planning / Engineering	Spirit Square completed.	November 2010
6. Work cooperatively with other levels of government for upgrades and improvements to Highway 14 and to identify a second route in and out of Sooke (eg. West Sooke to Malahat).	Engineering	Long range strategy complete with MOT in place for Highway 14 and alternate route.	May 2010
7. Continue to advocate for water services to North Sooke.	Engineering	Planning initiated for expansion of water service with CRD Water Department.	2010
8. Continue to work with BC Transit for improvements to the transit system; internal and night/weekend services.	Engineering	Improved transit service by 30%.	2010

4. Diverse and Vibrant Local Economy

Goal

Attract, keep and nurture business and industry appropriate to our community through proactive economic and tourism development.

OBJECTIVE	DEPARTMENT	MEASURE	TARGET
1. Develop and implement appropriate economic development strategies in the 2008 Town Centre Plan and the 2008 Tourism Implementation Action Plan.	Sooke EDC	Strategies implemented	2010
2. Enhance partnerships with the Sooke Region Museum Society, Sooke Chamber of Commerce, Sooke Community Association and Sooke Region Tourism Association for both economic development, tourism and recreation services.	Corporate Services	Agreements and contracts completed.	Annual
3. Participate in regional economic development discussions.	Sooke EDC	Reciprocal agreement with regional EDC completed.	2010
4. Promote the vitality of the Town Centre (2008 Town Centre Plan) and encourage commercial growth on the waterfront and in the Town Centre.	Planning	Increase in number of new businesses in Town Centre by 25%.	2010
5. Proactively promote the development and/or establishment of enterprises such as: <ul style="list-style-type: none"> a. hotel in or in close proximity to the Town Centre; b. light industrial and/or manufacturing business park; c. businesses supporting eco-tourism, arts, medical. 	Sooke EDC	New enterprises sited.	2010
6. Investigate annexation of industrial park properties into the District of Sooke.	Sooke EDC	Petition by property owners for inclusion in District of Sooke boundaries.	2011
7. Investigate opportunities for a public boat launch facility.	Corporate Services	Property purchase and design of boat launch complete.	July 2009
8. Work cooperatively with other governments and agencies to: <ul style="list-style-type: none"> a. Build a joint-use medical centre facility in the Town Centre; b. Recruit and retain health care professionals; c. Expand housing options for Seniors (including Ayre Manor). 	Corporate Services	Joint RFP for medical centre complete. Support Sooke Elderly Citizens Society.	July 2009 Ongoing

... continued on page 40

9. Enhance the District of Sooke and "Advantage Sooke" websites to promote opportunities within the District of Sooke for tourism and economic development including: a. Eco-tourism; b. Agriculture-tourism; c. Green-based light industry; d. Seniors initiatives; e. Public market.	Sooke EDC	Increased public access to website.	2009
		New tourism related businesses sited.	2010

5. Sustainable Financial Management

Goal

Manage fiscal resources in a wise and thoughtful manner, both to maintain financial stability and to ensure long term financial sustainability.

OBJECTIVE	DEPARTMENT	MEASURE	TARGET
1. Align and integrate the Five Year Financial Plan with the Strategic Plan.	Finance	Five Year Financial Plan adopted.	Annual
2. Continue to monitor and renew as required all external contracts.	Finance	Contracts renewed.	Ongoing
3. Pursue new sources of revenue and alternative ways of finances: a. decommission and sale of undeveloped park (Sooke Park Study and Parks & Trails Master Plan) and highway properties; b. develop an amenity listing and policy; c. review and revision of Development Cost Charge Bylaw for roads, wastewater, storm water and parkland; d. develop project funding partnerships with community based partners such as private sector, non-profit organizations, governments and First Nations; e. proactively pursue strategic grant opportunities; f. create funding options to acquire strategic parcels of land (eg. Town Centre waterfront park, agricultural lands for food security, public market lands, light industrial lands).	Finance	Strategies developed.	2009-2011

6. Support Social/Community Initiatives

Goal

Preserve our community identity and volunteer spirit through partnerships with local organizations and the T'Sou-Ke First Nation.

OBJECTIVE	DEPARTMENT	MEASURE	TARGET
1. Be receptive and responsive to community groups that come forward with offers of, or request for, funding and assistance; youth, sports, arts, etc.	Corporate Services	Increase in partnerships with community groups.	Ongoing
2. Implement policies and recommendations of the 2009 Official Community Plan regarding community services, including parks, recreation and culture.	Engineering / Corporate Services	Policies implemented.	2010
3. Review current practices and expenditures on communications with the public to look for methods of improvement.	Corporate Services	Study implemented.	2010
4. Continue to foster the co-operative working relationship with the T'Sou-ke First Nation (Memorandum of Understanding).	Corporate Services	Increased partnering activities.	Ongoing
5. Prepare for District of Sooke 10th Anniversary celebration.	Corporate Services	Celebration	December 31, 2009
6. Continue to work with Spirit of BC Committee in the promotion of the District of Sooke; Spirit Square project, 2010 Olympic Torch relay, etc.	Corporate Services	Events managed by Committee.	2009 / 2010
7. Through consultation and discussion with the appropriate jurisdictions, local community groups and sports organizations, develop a strategy to address the need for functional, high quality playfields for community use.	Corporate Services	Increase in number of playfields.	2010
8. Complete Age-Friendly Community Plan and implement policies of the Age-Friendly Community Plan and the Measuring Up Accessibility Plan.	Planning	Plan completed.	2009

7. Safe and Caring Community

Goal

Provide appropriate protective services and other initiatives to support community wellness and improve the quality of life in the District of Sooke.

OBJECTIVE	DEPARTMENT	MEASURE	TARGET
1. Establish a Protective Services Committee to achieve a stronger working relationship with the local RCMP, emergency and fire services, and community stakeholders (safety and social issues).	Building / Fire / RCMP	Review of protective services policies.	Ongoing
2. Update the District of Sooke Emergency Plan in consultation with the Juan de Fuca Electoral Area Emergency Committee, and maintain and practice on a regular basis the Emergency Plan.	Emergency Operations Coordinator	Renewed relationships with JDFEA Emergency Committee	2009
		Emergency Plan completed	2010
3. Continue to coordinate Bylaw Enforcement services in cooperation with the RCMP, Sooke Fire Department, VIHA and associated health agencies and property owners to develop plans, strategies and initiatives.	Bylaw Enforcement	Plans, strategies and initiatives completed.	2010
4. Update and adopt the Fire Master Plan.	Fire	Plan completed.	October 2009
5. Create an environment in the municipal office that promotes a professional, well-equipped and innovative work force that takes pride in public service and delivers high quality and efficient municipal programs and services.	Corporate Services	Staff retention.	Ongoing

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 by: Donald C. Mills
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Audited Financial Statements of the District of Sooke Year ended December 31, 2008

See details on pages to follow.

Financial Statements of the

DISTRICT OF SOOKE

Year ended December 31, 2008

DISTRICT OF SOOKE

Municipal Council

2008

MAYOR

Janet Evans

COUNCILLORS

Sheila Beech

Ron Dumont

David Bennett

Herb Haldane

Bev Berger

Maja Tait

~~~~~

## OFFICIALS

Chief Administrative Officer

Evan Parliament

Director of Finance

David Devana

~~~~~

Auditors

KPMG LLP

Solicitors

Lidstone, Young, Anderson

Bankers

Canadian Imperial Bank
of Commerce

Police

RCMP - Sooke Detachment

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The following financial statements are prepared in accordance with

Section 167 of the Community Charter.

# DISTRICT OF SOOKE

## Financial Statements

Year ended December 31, 2008

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## **FINANCIAL REPORTING RESPONSIBILITY**

The accompanying consolidated financial statements and schedules 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.

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Chief Administrative Officer

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Director of Finance



**KPMG LLP**  
**Chartered Accountants**  
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Victoria BC V8W 3Y7

## **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, 2008 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, 2008 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'. The signature is written in a cursive, flowing style, with the letters 'KPMG' being more prominent and the 'LLP' following in a similar but slightly less bold script.

Chartered Accountants

Victoria, Canada

April 24, 2009



# DISTRICT OF SOOKE

## Consolidated Statement of Financial Position

## Statement A

December 31, 2008, with comparative figures for 2007

|                                                   | 2008          | 2007          |
|---------------------------------------------------|---------------|---------------|
| <b>Financial Assets</b>                           |               |               |
| Cash and short-term investments (note 3)          | \$ 6,567,228  | \$ 5,861,985  |
| Taxes receivable                                  | 1,006,618     | 712,345       |
| Accounts receivable (note 4)                      | 624,719       | 799,408       |
| Other assets                                      | 103,140       | 98,984        |
| Total financial assets                            | 8,301,705     | 7,472,722     |
| <b>Liabilities</b>                                |               |               |
| Accounts payable and accrued liabilities (note 5) | 1,744,422     | 1,230,189     |
| Deferred revenue (note 6)                         | 2,391,804     | 1,800,719     |
| Deposits and bonds                                | 609,364       | 223,924       |
| Employee benefit obligations (note 7)             | 76,191        | 78,035        |
| Lease obligations (note 8)                        | 497,818       | 585,783       |
| Long-term debt (note 9)                           | 9,353,527     | 9,727,814     |
| Total liabilities                                 | 14,673,126    | 13,646,464    |
| Net financial liabilities                         | (6,371,421)   | (6,173,742)   |
| Capital assets (note 10)                          | 33,795,070    | 32,131,005    |
| Net municipal position                            | \$ 27,423,649 | \$ 25,957,263 |

## Municipal Position

|                                      |               |               |
|--------------------------------------|---------------|---------------|
| Funds:                               |               |               |
| General Revenue Fund (Schedule A)    | \$ 2,529,201  | \$ 2,601,977  |
| Capital Fund (Schedule B)            | 362,060       | 738,963       |
| Sewer Operating Fund (Schedule C)    | (207,772)     | (93,784)      |
| Sewer Capital Fund (Schedule D)      | (46,462)      | (46,462)      |
| Reserves Fund (Schedule E) (note 11) | 842,897       | 939,161       |
|                                      | 3,479,924     | 4,139,855     |
| Equity in capital assets (note 12)   | 23,943,725    | 21,817,408    |
| Municipal position                   | \$ 27,423,649 | \$ 25,957,263 |

Commitments and contingencies (note 16)

See accompanying notes to financial statements.

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

# DISTRICT OF SOOKE

## Consolidated Statement of Financial Activities

## Statement B

Year ended December 31, 2008, with comparative figures for 2007

|                                                                             | Budget<br>2008 | Actual<br>2008 | Actual<br>2007 |
|-----------------------------------------------------------------------------|----------------|----------------|----------------|
| Revenue:                                                                    |                |                |                |
| Net taxes available for municipal purposes (note 13)                        | \$ 4,837,970   | \$ 4,776,896   | \$ 4,156,341   |
| Net payments in lieu of taxes available for<br>municipal purposes (note 14) | 27,994         | 32,324         | 29,176         |
| Sales and user fees                                                         | 41,647         | 93,975         | 117,024        |
| Government transfers and grants (note 15)                                   | 908,953        | 709,747        | 528,530        |
| Investment income                                                           | 88,000         | 178,699        | 200,581        |
| Penalties and fines                                                         | 101,000        | 153,432        | 113,106        |
| Licenses and permits                                                        | 837,824        | 745,640        | 882,811        |
| Lease and rental                                                            | 25,000         | 20,120         | 19,870         |
| Donations and contributions                                                 | 64,667         | 32,149         | 30,000         |
| Sewer operating revenue                                                     | 1,221,660      | 1,243,492      | 1,161,171      |
| Casino revenue sharing                                                      | 295,000        | 270,161        | 281,147        |
| Gas tax                                                                     | 475,000        | 271,688        | -              |
| DCC revenue                                                                 | 35,000         | -              | -              |
| Total revenue                                                               | 8,959,715      | 8,528,323      | 7,519,757      |
| Expenditure:                                                                |                |                |                |
| General government services:                                                |                |                |                |
| Legislative                                                                 | 161,737        | 173,538        | 179,885        |
| Administrative                                                              | 1,748,094      | 1,596,727      | 1,268,063      |
|                                                                             | 1,909,831      | 1,770,265      | 1,447,948      |
| Protective services:                                                        |                |                |                |
| Policing                                                                    | 1,262,559      | 1,122,914      | 1,149,015      |
| Fire protection and emergency response                                      | 769,633        | 675,338        | 1,374,075      |
| Inspection and bylaw services                                               | 332,642        | 341,981        | 296,525        |
|                                                                             | 2,364,834      | 2,140,233      | 2,819,615      |
| Engineering and development:                                                |                |                |                |
| Roads, inspections and development                                          | 1,993,109      | 1,607,345      | 651,178        |
| Sewer operating                                                             | 1,040,721      | 1,072,729      | 994,880        |
|                                                                             | 3,033,830      | 2,680,074      | 1,646,058      |
| Community services:                                                         |                |                |                |
| Public health                                                               | 89,029         | 89,406         | 86,085         |
| Recreation and parks                                                        | 1,385,029      | 1,252,034      | 792,493        |
|                                                                             | 1,474,058      | 1,341,440      | 878,578        |
| Development services:                                                       |                |                |                |
| Planning                                                                    | 624,194        | 682,278        | 342,915        |
| Economic development                                                        | 124,524        | 111,712        | 62,552         |
|                                                                             | 748,718        | 793,990        | 405,467        |
| Total expenditure                                                           | 9,531,271      | 8,726,002      | 7,197,666      |
| Excess (deficiency) of revenue over expenditure                             | (571,556)      | (197,679)      | 322,091        |
| Debt principal repaid                                                       | (430,075)      | (374,287)      | (343,002)      |
| Debt proceeds                                                               | -              | -              | 617,101        |
| Lease principal repaid                                                      | (97,522)       | (87,965)       | (57,153)       |
| Change in funds balance                                                     | \$ (1,099,153) | \$ (659,931)   | \$ 539,037     |

See accompanying notes to financial statements.

# DISTRICT OF SOOKE

## Consolidated Statement of Changes in Financial Position

## Statement C

Year ended December 31, 2008, with comparative figures for 2007

|                                                              | 2008         | 2007         |
|--------------------------------------------------------------|--------------|--------------|
| Cash and short-term investments provided by (used in):       |              |              |
| Operating activities:                                        |              |              |
| Excess (deficiency) of revenue over expenditure              | \$ (197,679) | \$ 322,091   |
| Decrease (increase) in net financial assets other than cash: |              |              |
| Taxes receivable                                             | (294,273)    | (169,929)    |
| Accounts receivable                                          | 174,689      | 43,380       |
| Other assets                                                 | (4,156)      | (10,199)     |
| Increase (decrease) in short-term liabilities:               |              |              |
| Accounts payable and accrued liabilities                     | 514,233      | 259,395      |
| Deferred revenue                                             | 591,085      | 701,828      |
| Deposits and bonds                                           | 385,440      | (88,852)     |
| Employee benefit obligations                                 | (1,844)      | (476)        |
|                                                              | 1,167,495    | 1,057,238    |
| Financing activities:                                        |              |              |
| Debt principal repaid                                        | (374,287)    | (343,002)    |
| Debt proceeds                                                | -            | 617,101      |
| Lease principal repaid                                       | (87,965)     | (57,153)     |
|                                                              | (462,252)    | 216,946      |
| Increase in cash                                             | 705,243      | 1,274,184    |
| Cash and short-term investments, beginning of year           | 5,861,985    | 4,622,705    |
| Proportionate share of consolidated entities' opening cash   | -            | (34,904)     |
| Cash and short-term investments, end of year                 | \$ 6,567,228 | \$ 5,861,985 |

See accompanying notes to financial statements.

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2008

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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 accounting policies adopted by the District are as follows:

#### (a) Reporting entity:

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

#### (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 in 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 deferred revenue. When qualifying expenditures are incurred the related amounts 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, 2008

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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 and are recorded on the consolidated statement of financial position at historical cost. 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 PSAB Standard 3150. This new standard will be applicable to the District's 2009 annual financial statements. As at December 31, 2008, 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) 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, 2008

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

#### (h) Use of estimates:

The preparation of financial statements in conformity with Canadian 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. These notes and deposits, which are contingent in nature, are held by the MFA and are not recorded in the financial statements. 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:

|              | 2008 |         | 2007 |         |
|--------------|------|---------|------|---------|
| Cash         | \$   | 98,984  | \$   | 98,984  |
| Demand notes |      | 272,296 |      | 272,296 |
|              | \$   | 371,280 | \$   | 371,280 |

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

|                                                | 2008 |           | 2007 |           |
|------------------------------------------------|------|-----------|------|-----------|
| Bank deposits                                  | \$   | 306,453   | \$   | 725,047   |
| Municipal Finance Authority Money Market Funds |      | 6,260,775 |      | 5,136,938 |
|                                                | \$   | 6,567,228 | \$   | 5,861,985 |

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2008

### 4. Accounts receivable:

|                    | 2008              | 2007              |
|--------------------|-------------------|-------------------|
| General operations | \$ 318,709        | \$ 493,398        |
| Sewer grant        | 306,010           | 306,010           |
|                    | <b>\$ 624,719</b> | <b>\$ 799,408</b> |

### 5. Accounts payable and accrued liabilities:

|                          | 2008                | 2007                |
|--------------------------|---------------------|---------------------|
| General operations       | \$ 1,606,777        | \$ 1,184,939        |
| Sewer project operations | 137,645             | 45,250              |
|                          | <b>\$ 1,744,422</b> | <b>\$ 1,230,189</b> |

### 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      | \$ 1,080,450        | \$ 416,047             | \$ 35,022          | \$ -                | \$ 1,531,519        |
| Development cost charges wastewater | 295,834             | 224,232                | 9,589              | -                   | 529,655             |
| Gas Tax funding                     | 314,289             | 166,441                | 11,430             | (271,688)           | 220,472             |
| Other deferred revenue              | 110,146             | 53,181                 | -                  | (53,169)            | 110,158             |
|                                     | <b>\$ 1,800,719</b> | <b>\$ 859,901</b>      | <b>\$ 56,041</b>   | <b>\$ (324,857)</b> | <b>\$ 2,391,804</b> |

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2008

### 7. Employee benefit obligations:

|                            | 2008      | 2007      |
|----------------------------|-----------|-----------|
| Accrued vacation           | \$ 42,636 | \$ 48,816 |
| Other contract obligations | 33,555    | 29,219    |
|                            | \$ 76,191 | \$ 78,035 |

Employee benefit obligations represent accrued benefits as at December 31, 2008. 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:

|                                                                              |            |
|------------------------------------------------------------------------------|------------|
| 2009                                                                         | \$ 120,307 |
| 2010                                                                         | 184,318    |
| 2011                                                                         | 89,562     |
| 2012                                                                         | 99,489     |
| 2013                                                                         | 74,480     |
| Total minimum payments                                                       | 568,156    |
| Less amounts representing interest<br>(at rates ranging from 2.75% to 3.75%) | (70,338)   |
| Present value of net minimum capital lease payments                          | \$ 497,818 |



# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2008

### 9. Long-term debt:

|                                                                                        | 2008                | 2007                |
|----------------------------------------------------------------------------------------|---------------------|---------------------|
| Tax supported debt bearing interest at 6.75% and matures in 2017 (fire hall)           | \$ 565,432          | \$ 611,746          |
| Tax supported debt bearing interest at 4.52% and matures in 2027 (ladder truck)        | 595,778             | 617,101             |
| Debenture debt for sewer capital project bearing interest at 4.43% and matures in 2026 | 8,192,317           | 8,498,967           |
|                                                                                        | <b>\$ 9,353,527</b> | <b>\$ 9,727,814</b> |

Principal repayment schedule for next five years:

| 2009       | 2010       | 2011       | 2012       | 2013       |
|------------|------------|------------|------------|------------|
| \$ 364,068 | \$ 367,297 | \$ 370,742 | \$ 374,422 | \$ 378,350 |

Interest expense in the year relating to long-term debt is \$456,002 (2007 - \$413,139).

### 10. Capital assets:

|                         | 2008                 | 2007                 |
|-------------------------|----------------------|----------------------|
| Land                    | \$ 1,764,980         | \$ 1,764,980         |
| Buildings               | 2,263,380            | 2,228,320            |
| Machinery and equipment | 3,401,809            | 3,114,008            |
| Engineering structures  | 2,785,187            | 1,443,983            |
| Sanitary sewer utility  | 23,579,714           | 23,579,714           |
|                         | <b>\$ 33,795,070</b> | <b>\$ 32,131,005</b> |

### 11. Reserves Fund:

|                                    | Beginning balance | Revenue           | Transfer (to) from other funds | Ending balance    |
|------------------------------------|-------------------|-------------------|--------------------------------|-------------------|
| Fire Equipment Reserve             | \$ 196,684        | \$ 5,685          | \$ (22,647)                    | \$ 179,722        |
| Parkland Reserve                   | 316,119           | 10,385            | 12,150                         | 338,654           |
| Casino Revenue Reserve             | 114,920           | 281,910           | (345,756)                      | 51,074            |
| Sooke Outdoor Arts Program Reserve | 19,539            | 681               | (5,874)                        | 14,346            |
| Capital Works Reserve              | 101,899           | 2,263             | (35,061)                       | 69,101            |
| Emergency Road Repair/Snow Removal | 190,000           | -                 | -                              | 190,000           |
|                                    | <b>\$ 939,161</b> | <b>\$ 300,924</b> | <b>\$ (397,188)</b>            | <b>\$ 842,897</b> |

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2008

### 12. Equity in capital assets:

|                                   | 2008          | 2007          |
|-----------------------------------|---------------|---------------|
| Beginning balance                 | \$ 21,817,408 | \$ 20,857,897 |
| Asset acquisitions                | 1,664,065     | 1,217,020     |
| Debt proceeds                     | -             | (617,101)     |
| Debt principal repayments         | 374,287       | 343,002       |
| Lease principal repayment         | 87,965        | 57,153        |
| Equity from consolidated entities | -             | (40,563)      |
| Ending balance                    | \$ 23,943,725 | \$ 21,817,408 |

### 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.

|                                                                                    | 2008          | 2007         |
|------------------------------------------------------------------------------------|---------------|--------------|
| Taxes:                                                                             |               |              |
| Property tax                                                                       | \$ 11,099,929 | \$ 9,909,303 |
| 1% utility tax                                                                     | 93,253        | 89,915       |
|                                                                                    | 11,193,182    | 9,999,218    |
| Less taxes, requisitions and levies collected on behalf of the following agencies: |               |              |
| Province of British Columbia - school purposes                                     | 3,874,377     | 3,616,656    |
| Capital Regional District                                                          | 1,759,169     | 1,555,817    |
| Capital Regional Hospital District                                                 | 372,039       | 319,870      |
| British Columbia Assessment Authority                                              | 120,006       | 111,600      |
| British Columbia Transit - Victoria Regional Transit Commission                    | 290,359       | 238,516      |
| Municipal Finance Authority of British Columbia                                    | 336           | 418          |
|                                                                                    | 6,416,286     | 5,842,877    |
| Net taxes available for municipal purposes                                         | \$ 4,776,896  | \$ 4,156,341 |

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2008

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

|                                             | 2008      | 2007      |
|---------------------------------------------|-----------|-----------|
| Payments in lieu of taxes                   | \$ 59,763 | \$ 55,453 |
| Less taxes on behalf of:                    |           |           |
| School authorities                          | 16,437    | 16,211    |
| Capital Regional District                   | 7,615     | 6,980     |
| British Columbia Assessment Authority       | 1,241     | 519       |
| Victoria Regional Transit Authority         | 476       | 1,480     |
| Capital Regional Hospital District          | 1,670     | 1,087     |
|                                             | 27,439    | 26,277    |
| Net payments in lieu for municipal purposes | \$ 32,324 | \$ 29,176 |

### 15. Government transfers and grants:

The following government transfers have been included in revenues:

|                                                 | 2008       | 2007       |
|-------------------------------------------------|------------|------------|
| Operating transfers from provincial government: |            |            |
| Small Communities Grant                         | \$ 334,556 | \$ 294,154 |
| Other                                           | 157,391    | 122,176    |
| Capital transfers                               | 217,800    | 112,200    |
|                                                 | \$ 709,747 | \$ 528,530 |

### 16. Commitments and contingencies:

#### (a) Contingent liabilities:

Capital Regional District debt, under provisions of the Local Government Act, is a direct, joint and several 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.

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2008

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### 16. Commitments and contingencies (continued):

#### (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, 2008, 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.

### 17. 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 150,000 active members and approximately 54,000 retired members. Active members include approximately 32,000 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 \$152,050 (2007 - \$122,595) for employer contributions to the plan in fiscal 2008.

### 18. Segment reporting:

The District is a diversified municipal organization that provides a wide range of services to its citizens.

District services are provided by departments and their activities reported separately. Certain functions that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

#### **General government**

The general government operations provide the functions of corporate administration and legislative services and any other functions categorized as non-departmental.



# DISTRICT OF SOOKE

Notes to Financial Statements

Year ended December 31, 2008

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## 18. Segment reporting (continued):

### **Planning and development**

Planning and development work to achieve the District's community planning goals and economic development through the official community plan, and other policy initiatives.

### **Protective services**

Protective services is comprised of three different functions, including the District's emergency management, fire, and regulatory services. The emergency management agency prepares the District to be more prepared and able to respond to, recover from, and be aware of, the devastating effects of a disaster or major catastrophic event that will impact the community. The fire department is responsible for providing critical, life-saving services in preventing or minimizing the loss of life and property from fire and natural or man-made emergencies. The mandate of the regulatory services is to promote, facilitate and enforce general compliance with the provisions of bylaws that pertain to the health, safety and welfare of the community and provide a full range of planning services related to zoning, development permits, variance permits, and current regulatory issues.

### **Transportation services**

Transportation services is responsible for a wide variety of transportation functions such as roads and streets. As well, services are provided around infrastructure, transportation planning, pedestrian and cycling issues, and on-street parking regulations, including street signs and painting.

### **Engineering**

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

### **Community services**

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

# DISTRICT OF SOOKE

Notes to Financial Statements

Year ended December 31, 2008

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## 18. Segment reporting (continued):

### **Sewer**

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

Certain allocation methodologies have been employed in the preparation of the segmented financial information. The General Fund reports on municipal services that are funded primarily by taxation such as property taxes and other tax revenues.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 2. For additional information see the Consolidated Schedule of Segmented Information (Schedule F).

# DISTRICT OF SOOKE

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

Schedule A

Year ended December 31, 2008, with comparative figures for 2007

|                                                                   | Budget<br>2008 | Actual<br>2008 | Actual<br>2007 |
|-------------------------------------------------------------------|----------------|----------------|----------------|
| Revenue:                                                          |                |                |                |
| Net taxes available for municipal purposes                        | \$ 4,837,970   | \$ 4,776,896   | \$ 4,156,341   |
| Net payments in lieu of taxes available for<br>municipal purposes | 27,994         | 32,324         | 29,176         |
| Sales and user fees                                               | 41,647         | 93,975         | 117,024        |
| Government transfers and grants                                   | 752,903        | 491,947        | 416,330        |
| Investment income                                                 | 88,000         | 147,936        | 152,487        |
| Penalties and fines                                               | 101,000        | 153,432        | 113,106        |
| Licenses and permits                                              | 837,824        | 743,140        | 868,911        |
| Donations and contributions                                       | -              | 12,150         | -              |
| Gas Tax revenue                                                   | 325,000        | 271,688        | -              |
| Lease and rental                                                  | 25,000         | 20,120         | 19,870         |
| DCC revenue                                                       | 35,000         | -              | -              |
|                                                                   | 7,072,338      | 6,743,608      | 5,873,245      |
| Expenditure:                                                      |                |                |                |
| General government services:                                      |                |                |                |
| Legislative                                                       | 161,737        | 173,538        | 179,885        |
| Administrative                                                    | 1,331,744      | 1,339,388      | 1,166,104      |
|                                                                   | 1,493,481      | 1,512,926      | 1,345,989      |
| Protective services:                                              |                |                |                |
| Policing                                                          | 1,262,559      | 1,122,914      | 1,149,015      |
| Fire protection and emergency response                            | 597,533        | 609,816        | 660,580        |
| Inspection and bylaw services                                     | 332,642        | 341,981        | 296,525        |
|                                                                   | 2,192,734      | 2,074,711      | 2,106,120      |
| Engineering and development:                                      |                |                |                |
| Roads, inspections and development                                | 1,248,109      | 928,758        | 557,193        |
| Community services:                                               |                |                |                |
| Public health                                                     | 89,029         | 89,406         | 86,085         |
| Recreation and parks                                              | 638,566        | 589,417        | 484,912        |
|                                                                   | 727,595        | 678,823        | 570,997        |
| Development services:                                             |                |                |                |
| Planning                                                          | 624,194        | 682,278        | 342,915        |
| Economic development                                              | 124,524        | 111,712        | 62,552         |
|                                                                   | 748,718        | 793,990        | 405,467        |
| Total expenditure                                                 | 6,410,637      | 5,989,208      | 4,985,766      |
| Excess (deficiency) of revenue over expenditure                   | 661,701        | 754,400        | 887,479        |
| Debt principal repaid                                             | (134,716)      | (67,037)       | (41,971)       |
| Lease principal payments                                          | (97,522)       | (87,965)       | (57,153)       |
| Net transfers to Reserves Fund                                    | (47,063)       | (79,768)       | 609,335        |
| Transfer to Capital Fund                                          | (637,400)      | (592,406)      | (1,226,682)    |
| Change in fund balance                                            | (255,000)      | (72,776)       | 171,008        |
| Fund balance, beginning of year                                   | 2,601,977      | 2,601,977      | 2,465,873      |
| Proportionate share of consolidated entities' opening balance     | -              | -              | (34,904)       |
| Fund balance, end of year                                         | \$ 2,346,977   | \$ 2,529,201   | \$ 2,601,977   |

# DISTRICT OF SOOKE

## Statement of Financial Activities and Fund Balance Capital Fund

Schedule B

Year ended December 31, 2008, with comparative figures for 2007

|                                        | Budget<br>2008 | Actual<br>2008 | Actual<br>2007 |
|----------------------------------------|----------------|----------------|----------------|
| Revenue                                | \$ 306,050     | \$ 217,800     | \$ 112,200     |
| Expenditure:                           |                |                |                |
| Capital assets:                        |                |                |                |
| General government services:           |                |                |                |
| Administrative                         | 416,350        | 257,339        | 101,959        |
| Protective services:                   |                |                |                |
| Fire protection and emergency response | 172,100        | 65,522         | 713,495        |
| Engineering and public works:          |                |                |                |
| Roads, streets and storm drainage      | 745,000        | 678,587        | 93,985         |
| Community services:                    |                |                |                |
| Recreation and parks                   | 746,463        | 662,617        | 307,581        |
| Total expenditure                      | 2,079,913      | 1,664,065      | 1,217,020      |
| Deficiency of revenue over expenditure | (1,773,863)    | (1,446,265)    | (1,104,820)    |
| Debt proceeds                          | -              | -              | 617,101        |
| Transfer from General Revenue Fund     | 481,350        | 592,406        | 328,179        |
| Transfer from Reserves Fund            | 553,550        | 476,956        | 898,503        |
| Change in fund balance                 | (738,963)      | (376,903)      | 738,963        |
| Fund balance, beginning of year        | 738,963        | 738,963        | -              |
| Fund balance, end of year              | \$ -           | \$ 362,060     | \$ 738,963     |

# DISTRICT OF SOOKE

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

Schedule C

Year ended December 31, 2008, with comparative figures for 2007

|                                    | Budget<br>2008 | Actual<br>2008 | Actual<br>2007 |
|------------------------------------|----------------|----------------|----------------|
| Revenue:                           |                |                |                |
| Parcel tax                         | \$ 988,020     | \$ 1,013,265   | \$ 929,363     |
| Generation charge                  | 233,640        | 229,977        | 231,808        |
| Management fees                    | -              | 250            | 0              |
| Sewer permit fees                  | -              | 2,500          | 13,900         |
| Contribution                       | 64,667         | 19,999         | 30,000         |
|                                    | 1,286,327      | 1,265,991      | 1,205,071      |
| Expenditure:                       |                |                |                |
| Sewer operations                   | 494,176        | 530,176        | 487,751        |
| Contribution to reserve account    | 20,000         | 20,000         | 20,000         |
| Interest on long-term debt         | 390,000        | 378,108        | 446,981        |
| Insurance                          | 16,000         | 18,036         | 15,775         |
| Other expenses                     | 120,545        | 126,409        | 24,373         |
| Total expenditure                  | 1,040,721      | 1,072,729      | 994,880        |
| Excess of revenue over expenditure | 245,606        | 193,262        | 210,191        |
| Debt principal repaid              | (295,359)      | (307,250)      | (301,031)      |
| Change in fund balance             | (49,753)       | (113,988)      | (90,840)       |
| Fund balance, beginning of year    | (93,784)       | (93,784)       | (2,944)        |
| Fund balance, end of year          | \$ (143,537)   | \$ (207,772)   | \$ (93,784)    |



# DISTRICT OF SOOKE

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

Schedule D

Year ended December 31, 2008, with comparative figures for 2007

|                                    | Budget<br>2008 | Actual<br>2008 | Actual<br>2007 |
|------------------------------------|----------------|----------------|----------------|
| Revenue:                           |                |                |                |
| Government transfers               | \$ -           | \$ -           | \$ -           |
| Sale of capacity                   | -              | -              | -              |
|                                    | -              | -              | -              |
| Expenditure:                       |                |                |                |
| Capital assets:                    |                |                |                |
| Engineering and public works       | -              | -              | -              |
| Excess of revenue over expenditure | -              | -              | -              |
| Borrowing proceeds                 | -              | -              | -              |
| Change in fund balance             | -              | -              | -              |
| Fund balance, beginning of year    | (46,462)       | (46,462)       | (46,462)       |
| 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, 2008, with comparative figures for 2007

|                                    | Budget<br>2008 | Actual<br>2008 | Actual<br>2007 |
|------------------------------------|----------------|----------------|----------------|
| Revenue:                           |                |                |                |
| Investment income                  | \$ -           | \$ 30,763      | \$ 48,094      |
| Casino revenue sharing             | 295,000        | 270,161        | 281,147        |
|                                    | 295,000        | 300,924        | 329,241        |
| Transfer from General Revenue Fund | 97,063         | 141,918        | 300,178        |
| Transfer to General Revenue Fund   | (50,000)       | (62,150)       | (11,010)       |
| Transfer to Capital Fund           | (553,550)      | (476,956)      | (898,503)      |
| Change in fund balance             | (211,487)      | (397,188)      | (280,094)      |
| Fund balance, beginning of year    | 939,161        | 939,161        | 1,219,255      |
| Fund balance, end of year          | \$ 727,674     | \$ 842,897     | \$ 939,161     |

# DISTRICT OF SOOKE

## CONSOLIDATED SCHEDULE OF SEGMENTED INFORMATION

Schedule F

Year ended December 31, 2008

|                                                                   | General<br>Government | Planning and<br>Development | Protective<br>Services | Community<br>Services | Engineering | Sewer     | Reserve<br>Funds | 2008      | 2007      |
|-------------------------------------------------------------------|-----------------------|-----------------------------|------------------------|-----------------------|-------------|-----------|------------------|-----------|-----------|
| Revenues:                                                         |                       |                             |                        |                       |             |           |                  |           |           |
| Net taxes available<br>for municipal purposes                     | \$ 4,776,896          | -                           | -                      | -                     | -           | -         | -                | 4,776,896 | 4,156,341 |
| Net payments in lieu of taxes<br>available for municipal purposes | 32,324                | -                           | -                      | -                     | -           | -         | -                | 32,324    | 29,176    |
| Sales and user fees                                               | 31,144                | 3,941                       | 37,160                 | -                     | 21,730      | -         | -                | 93,975    | 117,024   |
| Government transfers and grants                                   | 379,164               | 38,531                      | 72,187                 | 217,800               | 2,065       | -         | -                | 709,747   | 528,530   |
| Investment income                                                 | 147,936               | -                           | -                      | -                     | -           | -         | 30,763           | 178,699   | 200,581   |
| Penalties and fines                                               | 153,432               | -                           | -                      | -                     | -           | -         | -                | 153,432   | 113,106   |
| Licenses and permits                                              | 39,349                | 102,127                     | 513,798                | -                     | 87,866      | 2,500     | -                | 745,640   | 882,811   |
| Lease and rentals                                                 | 20,120                | -                           | -                      | -                     | -           | -         | -                | 20,120    | 19,870    |
| Donations and contributions                                       | -                     | 12,150                      | -                      | -                     | -           | 19,999    | -                | 32,149    | 30,000    |
| Sewer operating revenue                                           | -                     | -                           | -                      | -                     | -           | 1,243,492 | -                | 1,243,492 | 1,161,171 |
| Casino revenue sharing                                            | 270,161               | -                           | -                      | -                     | -           | -         | -                | 270,161   | 281,147   |
| Transfer of Gas Tax revenue                                       | 271,688               | -                           | -                      | -                     | -           | -         | -                | 271,688   | -         |
|                                                                   | 6,122,214             | 156,749                     | 623,145                | 217,800               | 111,661     | 1,265,991 | 30,763           | 8,528,323 | 7,519,757 |
| Expenditures:                                                     |                       |                             |                        |                       |             |           |                  |           |           |
| Salaries and benefits                                             | 821,123               | 415,665                     | 628,933                | -                     | 395,611     | -         | -                | 2,261,332 | 1,858,595 |
| Contracted and general services                                   | 662,297               | 378,325                     | 239,401                | 349,650               | 533,148     | 694,621   | -                | 2,857,442 | 2,817,663 |
| RCMP contracted services                                          | -                     | -                           | 1,122,914              | -                     | -           | -         | -                | 1,122,914 | 1,149,015 |
| Vancouver Island Regional Library<br>contracted                   | -                     | -                           | -                      | 329,173               | -           | -         | -                | 329,173   | 318,063   |
| Interest and bank charges                                         | 29,503                | -                           | 83,465                 | -                     | -           | 378,108   | -                | 491,076   | 493,209   |
| Capital expenditures                                              | 257,339               | -                           | 65,522                 | 662,617               | 678,587     | -         | -                | 1,664,065 | 561,121   |
|                                                                   | 1,770,262             | 793,990                     | 2,140,235              | 1,341,440             | 1,607,346   | 1,072,729 | -                | 8,726,002 | 7,197,666 |
| Excess (deficiency) of revenue<br>over expenditure                | \$ 4,351,952          | (637,241)                   | (1,517,090)            | (1,123,640)           | (1,495,685) | 193,262   | 30,763           | (197,679) | 322,091   |