



## District of Sooke

"Where the Rainforest  
meets the Sea"

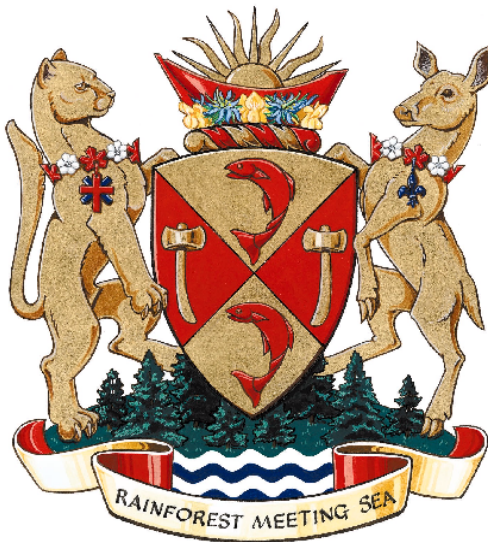


## 2013 Annual Report

Our progress during 2012 and  
our strategic plan for 2013-2014



## DISTRICT OF SOOKE COAT OF ARMS



**Armorial Bearings of the District of Sooke  
granted by the Chief Herald of Canada  
on September 16, 2002**

### **Arms (Shield)**

The red and gold of the arms are the colours of Royal Spain and hence refer to the first European contact. Gold also symbolizes the wealth derived from the historically important industries of fishing and forestry which are represented by salmon and axes, and refers to the Leech River gold rush. The diagonal design of the arms echoes the basic division of the flag of Scotland and represents the Scottish who were the first European settlers in Sooke.

### **Crest (above the shield)**

The canoe honours the people of the T'Sou-ke First Nation and their traditional lifeways. The sun refers to the sunset over the ocean as well as the sun in the flag of British Columbia. The camas was an important plant to the First Nation and the broom refers to Captain Grant, the first European settler.

### **Motto**

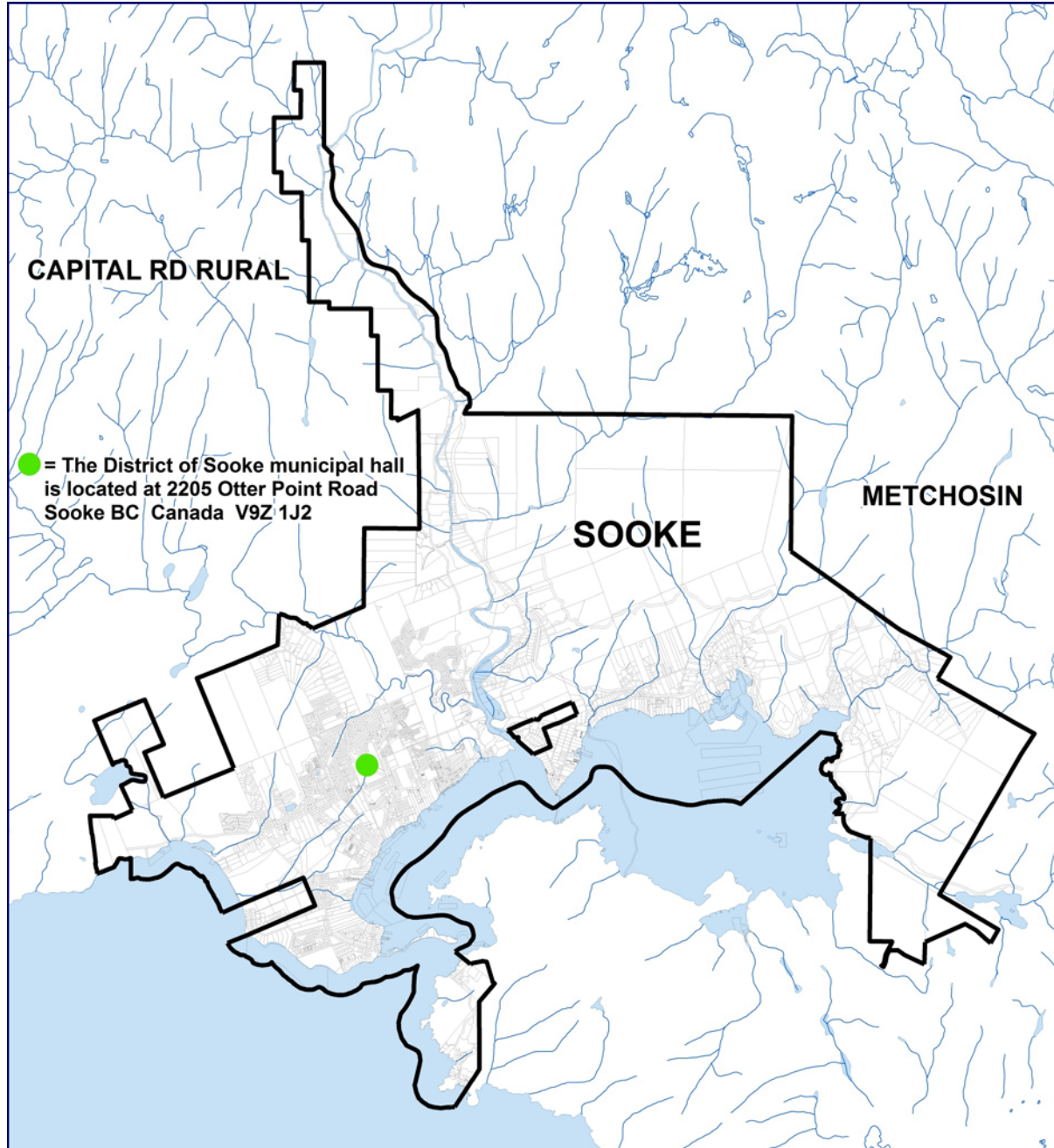
At the base of the design, "RAINFOREST MEETING SEA" is a shortened version of "Where the Rainforest meets the Sea."

### **Compartment and Supporters**

The compartment is a visual representation of the theme "Where the Rainforest Meets the Sea." The cougar is an important native animal and its collar refers to Sooke being a Canadian municipality in British Columbia. The pendent crosses are of England and Scotland, referring to British settlers. The deer is also an important native animal, while the fleur-de-lis refers to French Canadian settlers. The animals stand and the shield rests on a mound set with Douglas firs rising above the sea.



# District of Sooke Boundary Map



The District of Sooke is located on the southern point of Vancouver Island, on Canada's rugged west coast. Sooke is situated on the north shore of the Sooke Harbour and Basin and is surrounded to the north, west and south by the Juan de Fuca Electoral Area and to the east by the District of Metchosin. Sooke's political boundary includes a portion of the Sooke Harbour & Basin even though Sooke only encompasses approximately half of the directly adjacent shore. East Sooke is the unincorporated area to the south of Sooke, which encompasses the remaining uplands of the basin and separates Sooke Basin from the Juan de Fuca Strait. Whiffin Spit is a long spit of land that extends out into the mouth of the Sooke Harbour and helps protect the inner basin leaving a narrow channel of tide rips between its tip and the opposite shore. The inlet is edged with both gravel and sand beaches. The land varies from steep and gradually sloped, wooded hillsides, to the Sooke Hills further north. The community of Sooke is overlooking the Juan de Fuca Strait and Olympic Mountains range and encompasses approximately 5,800 hectares of land, which can be classified as semi-rural. The District of Sooke is located within the Capital Regional District, approximately 45 kilometres from Greater Victoria along scenic Highway 14, also known as the Pacific Marine Circle Route, and is 20 kilometres directly west of Langford. The T'Sou-ke Nation is located along the eastern shores of the Sooke River, Sooke Basin, as well as the lands along the Strait of Juan de Fuca.



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**PRESENTED BY DISTRICT OF SOOKE COUNCIL, June 10, 2013 in accordance with section 99 of the *Community Charter*.**

An electronic version (PDF) of this report is available on the District of Sooke website: [www.sooke.ca](http://www.sooke.ca)  
For more information, please contact the District of Sooke:

2205 Otter Point Road  
Sooke, B.C. V9Z 1J2  
Telephone—250-642-3807

## Message from the Mayor



### On behalf of the District of Sooke, Council and Staff, it is my pleasure to introduce the 2013 Annual Report

2012 was a busy year for District of Sooke Council and staff. Council achieved a 0% tax increase. A number of existing contracts were reviewed and these reviews resulted in saving in excess of \$500,000 between 2012 and 2015.

Two key standing committees, the Finance and Administration Committee and the Land Use and Environment Committee were established and used extensively during 2012 to ensure transparency and accountability through public input and participation. In addition, we began webcasting our Council meetings in September, followed by the Finance and Administration as well as Land Use and Environment Committees in late 2012, to enable community members to tune in live or to look at archived meetings. Council meetings have been restructured to ensure public input and questions during and after each meeting.

Three public advisory panels to the Mayor have been established to solicit public input and provide advice to Mayor and Council on issues that would benefit the economic, social and aesthetic well being of the community. Funding has been made available for initiatives that are brought forward from those advisory groups.

#### CORPORATE ROADMAP

Official Community Plan  
Corporate Strategic Plan  
Five Year Financial Plan  
Transportation Master Plan  
Parks & Trails Master Plan  
Town Centre Plan  
Liquid Waste Management  
Plans (Sanitary and Rainwater)  
Sustainable Development  
Strategy

Continuing to work with Seniors and Youth, we were successful in obtaining an Age Friendly grant for \$20,000 to assist in making Sooke more age friendly through assisting seniors in accessing information, working with youth and helping them find meaningful activities.

In early 2012, it was discovered that the *Sooke Zoning By-law* adopted in November of 2011 had not been completed correctly and as a result a new zoning bylaw had to be created. This required extensive Council meetings, public open houses and continued consultation with the community to ensure that the new bylaw met the needs and expectations of the community while respecting the visions set out in the Official Community Plan. Considerable staff time and costs were incurred as a result of this correction process. Council approval Bylaw 600 took place early in 2013.

As Mayor, I was disappointed with the lack of progress we made in the areas of accessibility and beautification. We had planned to complete a traffic circle and some accessibility improvements in the town core, along with sidewalk improvements on Church Road. Due to land acquisition issues that had not been resolved in 2011, we could not proceed with those projects.

In 2013, our new Chief Administrative Officer Gord Howie joined us on February 4<sup>th</sup>, 2013. A strategic planning session with Council and Staff was held in the first week of February to chart out our priorities for the remainder of this council's term.

Council will consider a number of initiatives and determine priorities for the remainder of 2013 and 2014. Some of those initiatives being considered will be:

- To review our traffic and trail plans around the core area. We want to ensure that our commitment to accessibility improvements in the core gets underway, in addition to the completion of sidewalks on Church Road.
- To continue working on road right of way acquisitions around the core to improve traffic movement and our access to the harbour.
- To ensure that our Official Community Plan reflects the vision of the community.
- To continue our commitment to improving things for seniors and youth by working with them in both the short and long term to find activity centre space.
- To work with Vancouver Island Library Board, aggressively to bring to fruition the new Library they have stated they would build in Sooke.
- To work to promote Sooke to attract visitors, new residents and businesses.
- To work with the Mayor's Public Advisory Panels to move forward economic, social and beautification issues identified by the community through the panels.

The preliminary budget review for 2013 began in late 2012. Based on the initial figures from the Assessment Authority the needed tax increase to fund operational requirements was approximately .5%, however, Council was planning to make that increase just under 2%. This would allow us to put in excess of \$100,000 in a Capital Works Reserve to fund future capital infrastructure programs. The Capital Works Reserve fund currently has only approximately \$12000. We need to ensure that we have a plan in place for future infrastructure improvements and not leave it to our kids to foot the bill.

We look forward to an exciting year in 2013 and I believe with Council and Staff working with the community we can achieve much.

*Mayor Wendal Milne*







# Community Overview

Located on Vancouver Island, the District of Sooke is a short 40-minute drive from downtown Victoria, the capital city of British Columbia. The 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.

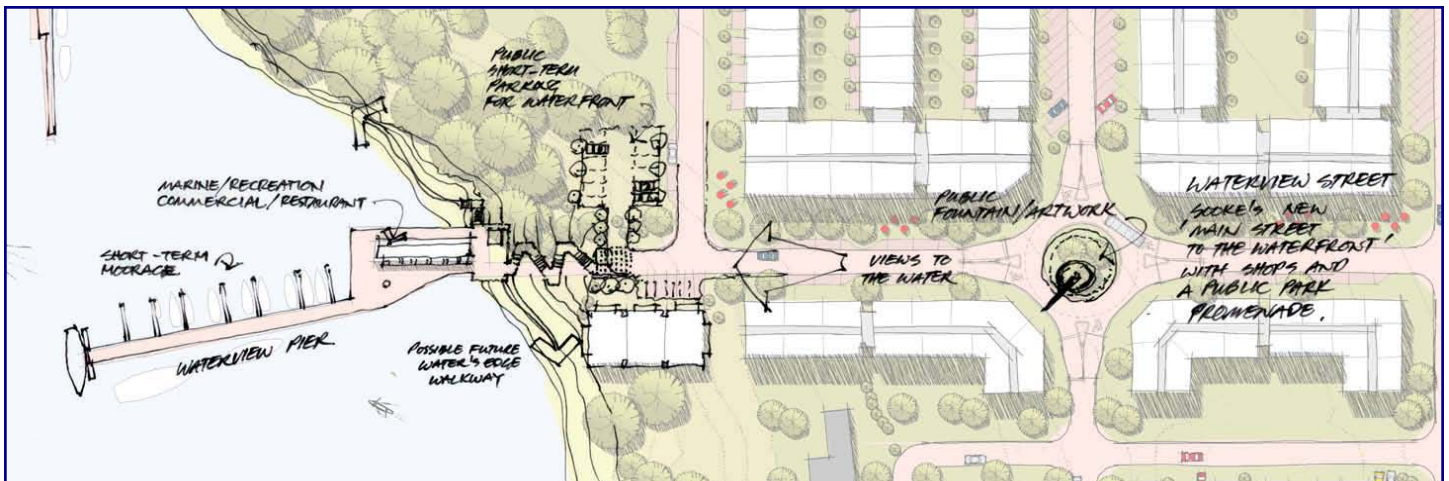
Sooke's once resource-dependent economy has shifted focus to include many home-based businesses, a commercial core, and a bustling tourism sector which annually entertains thousands of visitors from throughout the world. Sooke is the gateway to numerous ecotourism adventures as well as the West Coast Trail, Juan de Fuca Marine Trail, and Galloping Goose Trail.

Sooke enjoys some of the mildest climate in western Canada, with warm and dry summer months, and wet, mild winter months, allowing residents and visitors alike to enjoy many amenities such as a Par 3 golf course, Whiffin Spit Park, Sooke Potholes Provincial Park, skateboard park, arena and aquatic centre, museum and visitor information centre, community gardens and much, much more.

Sooke supports a vibrant and varied arts community. Many talented artists and craftspeople 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 throughout the year. They share the stage with an enthusiastic theatre community at many venues — EMCS Community Theatre, Ed Macgregor outdoor "CÁÑEN" theater and local churches and parks.

The volunteer spirit pulls residents together for numerous special events like the Rotary Spring Fair, Sooke Canada Day celebration, Sooke Fine Arts Show, Sooke Philharmonic Orchestra "Fling", Blue Grass Festival, Subaru Triathlon and Sooke Fall Fair. But that volunteer spirit doesn't end with special events. Hundreds of residents share their time and talents with dozens of community groups offering something special to their fellow residents.

Visitors to our community have the opportunity to enjoy the beauty the Sooke region has to offer, one main reason so many are proud to call Sooke home.



## A view to the future (from the 2010 Official Community Plan)

### Looking forward twenty-five years from now....

*The people of Sooke are proud of their community and its natural setting. Sooke's historic ties with the T'Sou-ke Nation are creating strong economic partnerships, social bonds, and development opportunities, which have strengthened the cultural integrity of both communities. Sooke's friendly people, diversity of culture, history, character, working class roots and small town atmosphere make it very attractive for people to visit and call home. Sooke is a great place for families, children, seniors, and others who appreciate a quiet, less complicated life-style with the amenities of a complete yet sustainable community.*

*Sooke has a vibrant, sustainable, well defined commercial core with pedestrian linkages, mixed land uses, higher densities and an appealing Town Centre character and design. The Town Centre has been linked to surrounding neighbourhoods through an integrated trail and pedestrian network. Sooke has also developed a number of sustainable, mixed use areas to complement the Town Centre and existing residential areas. The Town Centre is now the hub of vibrant pedestrian activity with many people living, working and shopping in the area. There are many small shops and galleries clustered in quaint buildings within this urban environment, which attract both visitors and new residents.*

*There is a strong sense of character within the Town Centre, with narrow streets, public gathering places and attractive landscaping. A sea-walk extends along the harbour waterfront of the community, linking the mouth of the Sooke River to the Town Centre and Whiffin Spit Park, and which has become a main attraction for residents and visitors. Sooke is a small town surrounded by rural agricultural lands, natural forests and water. The community is a safe, inviting place to live, linked to surrounding communities by a variety of transportation modes.*

*The community creates shared sustainable economic development through a thriving economy. The existence of a variety of housing types in conjunction with affordable housing has attracted a wide variety of demographics and income levels. Tourism is an important economic driver combined with a well established visual and performing arts scene. Marine and waterfront businesses support tourism as well as a mix of commercial and appropriate industrial activities. Innovations and flexibility in zoning has made Sooke a food security hub, created a friendly development environment, and which respects the rural cultural character and sense of place of the community.*

*Visitors to our community have the opportunity to enjoy the beauty the Sooke region has to offer, one main reason so many are proud to call Sooke home.*





## Introduction to Corporate Planning

Most local governments undertake some form of corporate planning. Some do it in the form of long range comprehensive strategic plans while others take a shorter more immediate focus.

The goal of the District of Sooke Corporate Strategic Planning process is to identify and document the priorities of the Corporation for the remaining 2013-2014 term of Council, and to lay the foundation and internal structures for the development of detailed longer-term work plans.

The strategic planning process will help to guide the District's short term corporate decision-making, corporate work plan, and the 2013-2017 financial plan implementation processes.

The draft District of Sooke Corporate Strategic Plan was developed at a workshop held February 8th and 9th, 2013, attended by Council members and the CAO. The workshop focused on completing a number of key tasks including:

- ◆ Comprehensive Roles and Responsibilities Review
- ◆ Strategic Planning Review – (Reconfirmation of the existing Corporate Vision Statement and Values was not undertaken for this mid-term assessment, but was discussed relevant to previous and future comprehensive long-term strategic plans).
- ◆ Identification and ratification of major strategic priorities, projects and initiatives for the balance of the term.

- ◆ Discussion of next steps for internal review processes and community engagement process for term priorities.

The **2013-2014 District of Sooke Corporate Strategic Plan** document includes:

- ◆ Corporate Vision Statement
- ◆ 2013-2014 Strategic Priorities Summary
- ◆ 2013-2014 Ranked Project/Initiative List by Strategic Priority

This document is a work in progress and represents a first step in confirming Council's direction regarding a discrete and concrete work plan for the remainder of the term. The approved list, including timelines, adequate resourcing and accountabilities should be regularly monitored and fine tuned as appropriate.



(L to R) Councillor Kevin Pearson, Councillor Maja Tait, Councillor Rick Kasper, Mayor Wendal Milne, Councillor Bev Berger, Councillor Herb Haldane and Councillor Kerrie Reay



# Corporate Vision Statement

A vision statement describes the future desired outcome for the District of Sooke. Council reviewed the Corporate Vision Statement, as contained in the 2009-2011 Strategic Plan, as follows:

## Vision

- ♦ *Council sees the District of Sooke as the hub of South Vancouver Island's West Coast and a vibrant arts and eco-tourism 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.*
- ♦ *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 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.*

## Strategic Priorities – Summary

### Strategic Priority #1: Fiscal responsibility

The District will strive towards long-term financial sustainability. It will prepare for the future by ensuring adequate contributions are made towards required long-term capital infrastructure needs, while living within our means.

### Strategic Priority #2: Town Centre

The District will strive towards making the town centre a vibrant, clean and well-maintained node, and will focus initially on transportation flow, pedestrian safety improvements and meeting appropriate maintenance standards.

### Strategic Priority #3: Economic Revitalization

The District will strive towards developing appropriate mechanisms to facilitate and promote long-term community economic prosperity and resiliency.

### Strategic Priority #4: Community Planning

The District will strive towards clarifying, simplifying and streamlining planning processes and instruments, which will respond to, enable and support investment and job growth in the community.

# PUBLIC SUBMISSIONS

A public input meeting was held on April 8, 2013 for Sooke citizens to comment on the Draft Corporate Strategic Plan that will guide the District of Sooke's decisions for 2013-2014.

Council received public input and written submissions as to the Corporate Strategic Plan as follows:

1. Concerns as to vibrancy of business along Sooke Road in the Town Centre;
2. Review of Town Centre Plan;
3. Review of *Official Community Plan* to consider community values and address changing demographics.
4. More emphasis on economic development; "ideal sustainable eco-region";
5. Focus on Sooke's assets as a destination place – beauty and proximity to the water;
6. Social and Health planning – create a Social Planning Committee;
7. Cultural planning;
8. Potential environmental impact of Charters-Phillips Connector Road on the ravine/water course near SEAPARC;
9. Re-evaluate Grant Road extension;
10. Address bicycle safety in Sooke;
11. Intergovernmental Relations;
12. Establish a process for meaningful public involvement.

The Corporate Strategic Plan was amended in *Strategic Priority #3: Economic Revitalization* to create a "Community Building Partnerships" section to address social, health, seniors and youth priorities.

## What is expected from the District

Council held a comprehensive discussion regarding its vision for business practices relating to citizen and customer service processes. This included discussion of the following expectations that Council holds for staff: (Adapted from John Nabaldian, Politics and Administration in Local Government)

- To provide through timelines and clear professional advice – no surprises.
- To be conscious of community values and sensitive to them.
- To demonstrate commitment to the organization and the community.
- To understand the value of citizen trust in our local government.
- To be responsive to governing body and formal requests.

# STRATEGIC PLAN PROJECT/OBJECTIVES

## 2013-2014

The following strategic priorities and objectives should be viewed as a starting point for future long-term strategic planning efforts, and may need to be fine tuned over the term. The information in the columns (i.e., Status, Timeline, Resources Required and Responsibility) are to be generated by staff for Council consideration and decision-making.



## STRATEGIC PLAN PROJECT/OBJECTIVES 2013-2014

<b>STRATEGIC PRIORITY #1: Fiscal Responsibility</b>					
<b>Desired Long Term Results</b>	<b>Objectives / Work Plan</b>	<b>Status</b>	<b>Timeline**</b>	<b>Resources Required**</b>	<b>Staff Responsibility (Department)</b>
The District will strive towards long-term financial sustainability. It will prepare for the future by ensuring adequate contributions are made towards required long-term capital infrastructure needs, while living within our means.	<b>Strategic Taxation Level – Less than 2% increase in 2013</b>	▪ Current Council Policy and Direction	2013 Budget	Staff	Finance
	<b>Formalize Annual Capital Reserve Contribution</b>	▪ Current Council Policy and Direction	2013 Budget	Staff	Finance

**\*\*NOTE:** Timeline and Resources Required based on budgeted funding and full complement of staff

## STRATEGIC PLAN PROJECT/OBJECTIVES 2013-2014 (continued)

<b>STRATEGIC PRIORITY #2: Town Centre</b>					
<b>Desired Long Term Results</b>	<b>Objectives / Work Plan</b>	<b>Status</b>	<b>Timeline**</b>	<b>Resources Required**</b>	<b>Staff Responsibility (Department)</b>
The District will strive towards making the town centre a vibrant, clean and well-maintained node, and will focus initially on transportation flow, pedestrian safety improvements and meeting appropriate maintenance standards.	<b>Church Road Improvements</b>	<ul style="list-style-type: none"> <li>▪ Council direction on Church Road sidewalk received (west side)</li> </ul>	Fall 2013	<ul style="list-style-type: none"> <li>▪ Funding : \$150,000+ for Church Road sidewalk</li> <li>▪ Staff</li> </ul>	Engineering / Finance
	<b>Re-alignment of Connector Road – Church Road to Otter Point Road (Evergreen/ Townsend / Otter Point)</b>	<ul style="list-style-type: none"> <li>▪ New Project</li> <li>▪ Requires Road DCC Bylaw amendment</li> <li>▪ Property acquisition 2013</li> <li>▪ RFP for design and construction management 2013</li> <li>▪ Design, contract documents, construction 2013-2014</li> </ul>	Spring 2014	<ul style="list-style-type: none"> <li>▪ Funding estimated at \$1,900,000+</li> <li>▪ Project was previously planned for 2019 in the DCC schedule</li> <li>▪ Funding to potentially come from Road DCC and other reserve accounts as only 61% DCC benefit factor</li> <li>▪ Staff</li> </ul>	Engineering / Finance
	<b>Sidewalks / Town Centre improvements</b>	<ul style="list-style-type: none"> <li>▪ Working on design guidelines to promote and encourage diversity and pedestrian activity</li> <li>▪ Servicing and road connectivity plan for Town Centre required</li> </ul>	Late Fall 2013	<ul style="list-style-type: none"> <li>▪ Revised/new Development Permit policies</li> <li>▪ Staff</li> </ul>	Planning / Engineering

<b>STRATEGIC PRIORITY #2: Town Centre</b>					
<b>Desired Long Term Results</b>	<b>Objectives / Work Plan</b>	<b>Status</b>	<b>Timeline**</b>	<b>Resources Required**</b>	<b>Staff Responsibility (Department)</b>
	<b>Waterview and Roundabout Project</b>	<ul style="list-style-type: none"> <li>▪ Roundabout design and contract documents @ 80% completion</li> <li>▪ Property acquisition 2013</li> </ul>	Winter 2014	<ul style="list-style-type: none"> <li>▪ Funding:               <ul style="list-style-type: none"> <li>○ Roundabout funding is budgeted to come from Gas Tax Reserve. \$700,000+</li> <li>○ Land purchase for Roundabout is budgeted at \$150,000.</li> <li>○ Land purchase for Waterview is budgeted to come from Road DCC at a 100% Benefit Factor</li> </ul> </li> <li>▪ Staff</li> </ul>	Engineering / Finance
	<b>Connector - Charters Road to Phillips Road Right of Way Access to Arena</b>	<ul style="list-style-type: none"> <li>▪ Property acquisition</li> <li>▪ Detailed design at 80% - hold</li> <li>▪ Draft contract documents</li> </ul>	<ul style="list-style-type: none"> <li>▪ +2 to 6 months for design/ contract documents</li> <li>Construction Winter 2015</li> </ul>	<ul style="list-style-type: none"> <li>▪ Funding:               <ul style="list-style-type: none"> <li>○ Total project cost estimated at \$2,950,000+. 61% DCC Benefit Factor</li> </ul> </li> <li>▪ Staff</li> </ul>	Engineering / Finance

**\*\*NOTE: Timeline and Resources Required based on budgeted funding and full complement of staff**



## STRATEGIC PLAN PROJECT/OBJECTIVES 2013-2014 (continued)

<b>STRATEGIC PRIORITY #3: Economic Revitalization</b>					
<b>Desired Long Term Results</b>	<b>Objectives / Work Plan</b>	<b>Status</b>	<b>Timeline**</b>	<b>Resources Required**</b>	<b>Staff Responsibility (Department)</b>
The District will strive towards developing appropriate mechanisms to facilitate and promote long-term community economic prosperity and resiliency.	<b>Economic Development Initiative</b>	<ul style="list-style-type: none"> <li>Establish Mayor's "Promote Sooke" Task Force</li> </ul>	Spring 2013	Staff	Corporate Services
	<b>Community Building Partnerships</b>	<ul style="list-style-type: none"> <li>Support the development of an inclusive social and health network through partnerships and alliances</li> <li>Support ongoing work for a Seniors/Youth centre and recognition as an BC Age-Friendly Community</li> </ul>	Fall 2013	<ul style="list-style-type: none"> <li>CHI, Mayor's Wellness Panel, Youth Council</li> <li>Age-Friendly grant awarded</li> <li>Staff</li> </ul>	Planning
		<ul style="list-style-type: none"> <li>Locate site for Senior's Centre (RFP)</li> <li>Possible land acquisition</li> </ul>	Fall 2014	<ul style="list-style-type: none"> <li>CHI</li> <li>Staff</li> <li>Funding</li> </ul>	Chief Administrative Officer/Finance
	<b>Library (advocacy)</b>	<ul style="list-style-type: none"> <li>Negotiate with Vancouver Island Regional Library</li> <li>Locate library site</li> <li>Possible land acquisition</li> </ul>	Fall 2014	<ul style="list-style-type: none"> <li>Staff</li> <li>Funding</li> </ul>	Chief Administrative Officer/Finance

**\*\*NOTE: Timeline and Resources Required based on budgeted funding and full complement of staff**

## STRATEGIC PLAN PROJECT/OBJECTIVES 2013-2014 (continued)

<b>STRATEGIC PRIORITY #4: Community Planning</b>					
<b>Desired Long Term Results</b>	<b>Objectives / Work Plan</b>	<b>Status</b>	<b>Timeline**</b>	<b>Resources Required**</b>	<b>Staff Responsibility (Department)</b>
The District will strive towards clarifying, simplifying and streamlining planning processes and instruments, which will respond to, enable and support investment and job growth in the community.	<b>Official Community Plan – Continue to Improve / Refine Relative to Community Values and Council Vision</b>	<ul style="list-style-type: none"> <li>▪ Public consultation - Development</li> <li>▪ Development Permit policies</li> <li>▪ Development Permit Information Area policies</li> <li>▪ Design Guidelines</li> <li>▪ ALR Boundary Review</li> </ul>	Summer 2013	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Funding - advertising</li> </ul>	Planning
	<b>Streamline / Simplify / Clarify Service Responsiveness, Business Friendliness</b>	<ul style="list-style-type: none"> <li>▪ Brochures and flow charts for application process</li> <li>▪ Development Procedures Policy Amendment</li> <li>▪ Bylaw No. 65 and Bylaw No. 70 clarification</li> </ul>	Spring 2013	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Funding - advertising</li> </ul>	Chief Administrative Officer
	<b>Parks and Trails Master Plan Update</b>	<ul style="list-style-type: none"> <li>▪ Priority - John Phillips Memorial Park, Off-Leash Dog Park and Sooke River Road Park</li> </ul>	Fall 2013	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Funding - advertising</li> </ul>	Planning/ Parks
		<ul style="list-style-type: none"> <li>▪ Master Plan Update</li> </ul>	Winter 2014	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Funding - advertising</li> </ul>	Planning/ Parks

**\*\*NOTE: Timeline and Resources Required based on budgeted funding and full complement of staff**



# 2012 Municipal Services and Operations Report

The following statements of departmental operations for 2012 are presented in accordance with the *Community Charter* section 98 requirements.

- ◇ Corporate Services
- ◇ Financial Services
  - \* Message from the Director of Finance
  - \* 2012 Permissive Property Tax Exemptions
  - \* Audited Financial Statements 2012
- ◇ Development Services
  - \* Planning (Planning, Geographic Information Services)
  - \* Engineering (Approving Officer, Engineering, Parks and Environmental, Building)
- ◇ Fire Rescue Services



# Corporate Services 2012 Year End Report

## Bylaws and Policies

The Corporate Services Department is responsible for the drafting and public process for the adoption of municipal bylaws and policies. Since January 1<sup>st</sup>, 2012, Council has adopted 33 by-laws and considered and introduced several more. Most notably, statutory and municipal financial bylaws were adopted:

- the *2012-2016 Five Year Financial Plan Bylaw* with the *2012 Property Tax Rate Bylaw*
- an amendment to the *Fees Bylaw* was adopted to allow for a boat launch fee
- an amendment to the *Council Remuneration and Benefits Bylaw* to freeze increases for 2012
- a bylaw to establish property tax exemptions for the Charters Creek interpretative centre and the new church located on Townsend Road
- an amendment to the Sooke Program of the Arts bylaw for Council to determine funding for art projects

A new *Development Cost Charge Imposition Bylaw* for roads was adopted as well as three amendments to the *Sooke Core Sewer Specified Area Bylaw* to allow properties to be included in the sewer area. Ten bylaws were adopted which amended the Sooke Zoning Bylaw, many of which were accompanied by Phased Development Agreement bylaws. One Official Community Plan amendment was adopted.

A *Low-Speed Electric-Powered Vehicle Authorization Bylaw* was adopted to permit operation of a neighbourhood zero emission vehicle on any highway within the Municipality that has a speed limit of over 40 kilometres per hour but no more than 50 kilometres per hour.

The Burning Regulation Review Committee recommended changes to the *Fire Protection Services Bylaw* which Council adopted by bylaw in June, 2012.

Council adopted five amendments to bylaws that addressed delegated authority to staff or committees.

Several new Policies were adopted including the *Video Surveillance of Municipal Property Policy*, *Vehicle Use Policy*, *Purchasing and Disposal of Assets Policy* and the *Community Grant Program Policy*.



Electric Car at Tourism Vancouver Island 2012 Conference

## COMMUNITY SERVICES

The District of Sooke works closely with local non-profit organizations who provide community services for the Sooke area. Some groups receive financial assistance from the District through municipal grants, sponsorship for grants, or ongoing funding. The District of Sooke is proud of its relationship with the community groups and strives to build and expand on the volunteer network and community spirit of Sooke.

The Community Grant Review Committee received and reviewed applications for non-profit organizations in June, 2012 resulting in community grants to the following community groups:

Sooke Canada Day Society	Scouts Canada – Camp Barnard
Sooke Region Food CHI Society	EMCS Student Art Bus Shelter Project
Ladybug Garden and Greenhouse	Navy League of Canada – Sooke
Addiction Recovery Coach of Canada Society	Sooke Elderly Citizen's Housing Society
Reflections of Fantasy Dance Society	Sooke Boxing Club
Sooke Fall Fair Association	Sooke Minor Fastball Association
Juan de Fuca Swim Club – Sooke	Sooke Animal Food & Rescue Society
Royal Canadian Legion Housing Society	Sooke Firefighter's Association
Sooke Town Transition Society	

Council undertook a review of the Community Grant Review Committee to establish new Terms of Reference and a new Community Grant Program for 2013.

## Conferences in Sooke

With the opening of the Sooke Prestige Hotel and Conference Centre in April 2011, the District of Sooke began coordinating the use of the conference facilities by non-profit organizations. Under the Partnering Agreement with Prestige, the convention and meeting room facilities are available FREE through the District of Sooke to non-profit organizations for banquets, conventions, meetings, etc. From the hotel opening to December 2011, the Prestige was the venue for five large conferences and 33 smaller events or meetings. The District hosted its first conference — the Communities in Bloom 2011 Conference.

In 2012, Corporate Services and the *Town Beautification and Hosting Committee* worked together to host and organize the Vancouver Island Local Government Management Association (VILGMA) and Tourism Vancouver Island (TAVI) conferences at the Prestige Hotel and Conferences Centre which were held in September 2012. To provide

parking and shuttle services for the TAVI convention, an electric shuttle car was donated to provide transportation to and from the events/parking - volunteers from the Sooke Volunteer Firefighters and Sooke Lions drove the shuttle and directed parking. The use of the electric car was permitted by the adoption of the new *Low Speed Electric-Powered Vehicle Authorization Bylaw*.



The Association of Vancouver Island Coastal Communities (AVICC) Conference will be held in April 2013 and the Corporate Services department worked with AVICC and the Hosting Committee on preparations for the conference.



## New Sooke Zoning Bylaw

In 2011, District of Sooke Council adopted Bylaw No. 500, *Sooke Zoning Bylaw, 2011*. This bylaw replaced Bylaw No. 270, *Sooke Zoning Bylaw, 2006* and represented a significant change to permitted land uses within the District of Sooke.

Concerns were raised that the changes in Bylaw No. 500 were not properly advertised and members of the public and property owners were not adequately informed. To rectify this situation, a new Zoning Bylaw was prepared. It is based largely on the contents of Bylaw No. 500. A much more extensive public notification process was used to ensure the property owners and residents of Sooke were aware of how Sooke's New Zoning Bylaw might affect their property.

At the Regular Council meeting on December 17, 2012, Council introduced and gave first and second reading to the proposed new Sooke Zoning Bylaw. After the Public Hearing, Council will consider adoption of the New Zoning Bylaw in January 2013.

## Corporate Priorities

Members of Sooke Council participated in a workshop on January 19, 2012 to identify top priority items they wished to consider as part of the first year of their term in office. Council approved their Corporate Priorities for 2013-2017 on October 22, 2012 which included Council's top three priorities for 2013:

Fiscal Responsibility

Town Centre Improvements

Community Planning

## Council Committees and Commissions

Council Committees and Commissions are overseen by the Corporate Services department; there are currently six committees; Board of Variance, Climate Change Action, Community Grant Review, Emergency Planning, Finance and Administration, and Land Use and Environment.

In 2012, the Mayor requested that members of the community establish three advisory panels in the areas of Economic Development, Arts and Beautification, and Community Health and Social Issues. The purpose of each of the independent advisory panels is to identify to the Mayor and Council ideas and issues that will move the community forward in each of the three identified areas.

## Bylaw Enforcement

Bylaw Enforcement and Business Licencing is managed through the Corporate Services department. The implementation of "Calls for Service" in the Tempest program has made the handling of bylaw complaints more efficient and allows staff to track the number of complaints on specific issues and properties more easily.

## Public Information and Communications

The Council strives to provide timely and current information to the public. The District of Sooke updates its website regularly with minutes and agendas, current issues, notices and general information ([www.sooke.ca](http://www.sooke.ca)).

In September, the District began webcasting live the Council meetings, followed by the Land Use and Environment Committee and the Finance and Administration Committee Meetings in December. Positive feedback has been received from the public on the meeting videos, which will be archived on the District website for easy access.



**Webcast Video**

The District of Sooke publishes a weekly Council Column in the Sooke News Mirror as to current updates and notices, along with the public meeting schedule for upcoming public meetings.

Several public events have been held since the beginning of the year, including the Open House for the public to provide input as to Protective Services in the municipality and a public information meeting to review the 2012 Financial Plan. A public information meeting for the uses of John Phillips Memorial Park was held in September. With the new Sooke Zoning Bylaw, two public information meetings were held.



A joint Public Consultation with the District of Sooke and Vancouver Island Regional Library Board was held May 8, 2012. Members of the public had the opportunity to hear a presentation and discuss plans for a new library in Sooke with VIRL Board members.

The District of Sooke participates each May in the Sooke Rotary Auction and Fair where the public has the opportunity to discuss municipal issues with Council and staff.

### Other Accomplishments in 2012

- 2012 Annual Report presented at Annual Meeting in June 2012
- Participation in the 2012 Rotary Fair and Auction
- Safe Halloween Event
- District of Sooke Council participated in the 2012 Santa Parade
- New Years Day Levy held at Municipal Hall

## Records Management

The District of Sooke hired a summer student from Camosun College who performed detailed entry and archiving tasks in records management. Under the direction of the Corporate Services department, all completed building permits for the years 2006, 2007 and 2008 were scanned and attached to the District's Tempest Land Management System. This has provided staff access quickly and easily to permit information that previously was time consuming to retrieve. It is anticipated that 2009 and 2010 building permits and all archived development permits will be scanned and attached to Tempest to ensure all permit information is accessible and maintained in the District's Land Management System.

Also, approximately 32 boxes of inactive records were sent to offsite storage and staff is beginning a process for pulling records back on site to manage the disposition of records in order to meet the requirements of Local Government Management Association records retention schedule and reduce costs associated with off site storage. The ability to create, store and retrieve information efficiently and effectively is crucial to the successful operations of the organization.

## Sooke Seniors

The Sooke Senior's Volunteer Group returned to the municipal hall in September after taking a break over the summer. The group continues to provide lunches and activities twice a week to senior's in the Sooke Fire Fighter's Association Lounge. Hot lunches are provided on the first Wednesday of each month.

## Special Events

A New Years Day Levee was held in the District Council chambers with the Sooke Pipes and Drums and other local musicians.

Two major special events were celebrated; the opening of the public boat launch and the transfer of Millennium Park from the Sooke Historical Society to the District of Sooke.



## BYLAW COMPLIANCE AND ENFORCEMENT

The Bylaw Enforcement department was renamed to better reflect the goals and objectives of the officer. Compliance with the District of Sooke's Bylaws is the ultimate goal of the department, therefore the name now reflects that objective. Bylaw Compliance & Enforcement is what the public will hear when they call the department, coinciding with what has always been the desired result, to achieve compliance.

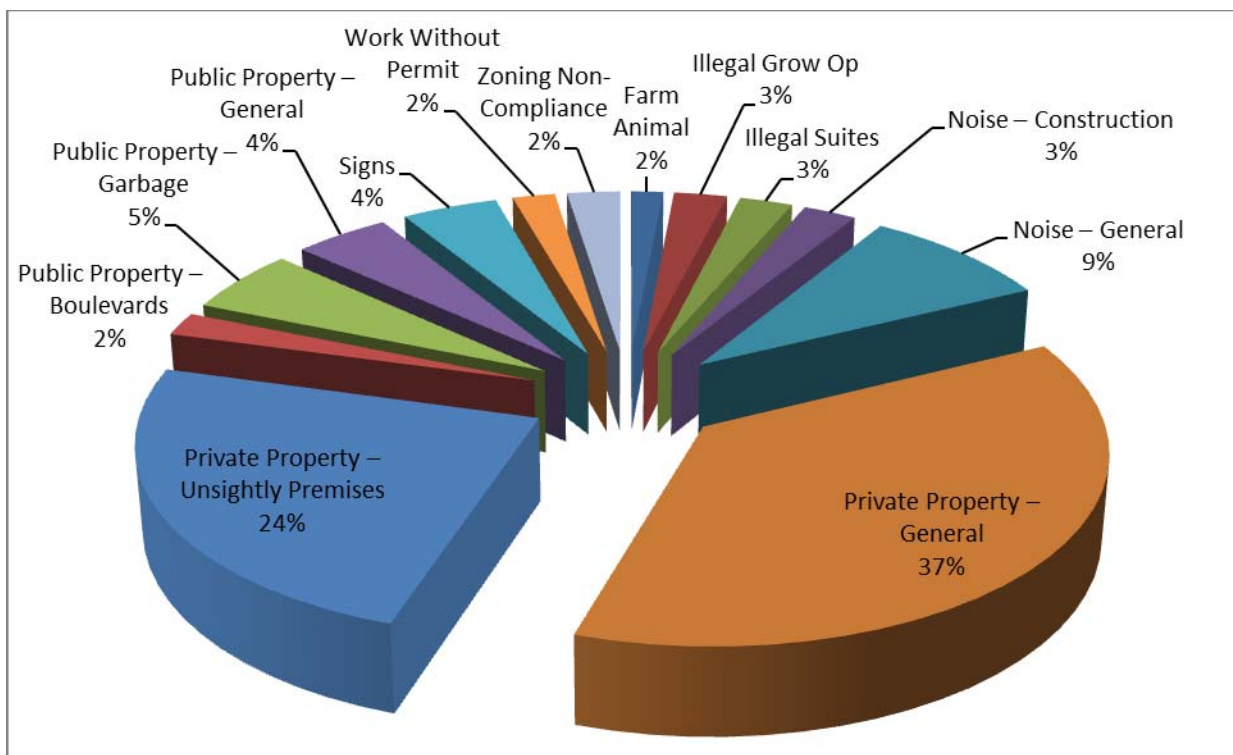
There were 270 "Calls for Service from January 1, 2012 until December 31, 2012; 202 calls were for Bylaw and 68 were for Parking. The Calls for Service categories in the municipal Tempest database now more accurately represent 'calls received' statistics with CIVIL and ZONING NON-COMPLIANCE listed.

During 2012, a strong working relationship was forged between the District of Sooke Compliance and Bylaw Enforcement Officer and the Agricultural Land Commission Compliance and Enforcement Officer. This relationship resulted in forced compliance being averted and voluntary compliance achieved.

While on the surface, it does not appear to have been a busy year for the Bylaw Compliance and Enforcement department, the contacts with the public and property occupants were much more involved. Not only were Bylaw matters discussed, in depth conversations took place regarding civil issues and other non-enforcement conversations. The time spent with each person was on a much more personal level, which resulted in longer engagement. The feedback from these contacts was much more favourable.

### BYLAW CALLS FOR SERVICE

Farm Animal	3
Illegal Grow Op	5
Illegal Suites	5
Noise – Construction	5
Noise – General	18
Private Property – General	75
Private Property – Unsightly Premises	49
Public Property – Boulevards	4
Public Property – Garbage	11
Public Property – General	9
Signs	9
Work Without Permit	4
Zoning Non-Compliance	5
<b>Total</b>	<b>202</b>



## BUSINESS LICENCING DEPARTMENT

2012 was an effective year with 702 Business *Licences* issued. To date, all Business Licence applications are being processed without any rejections. There were 93 new Business Licence applications received in 2012, broken down as follows.

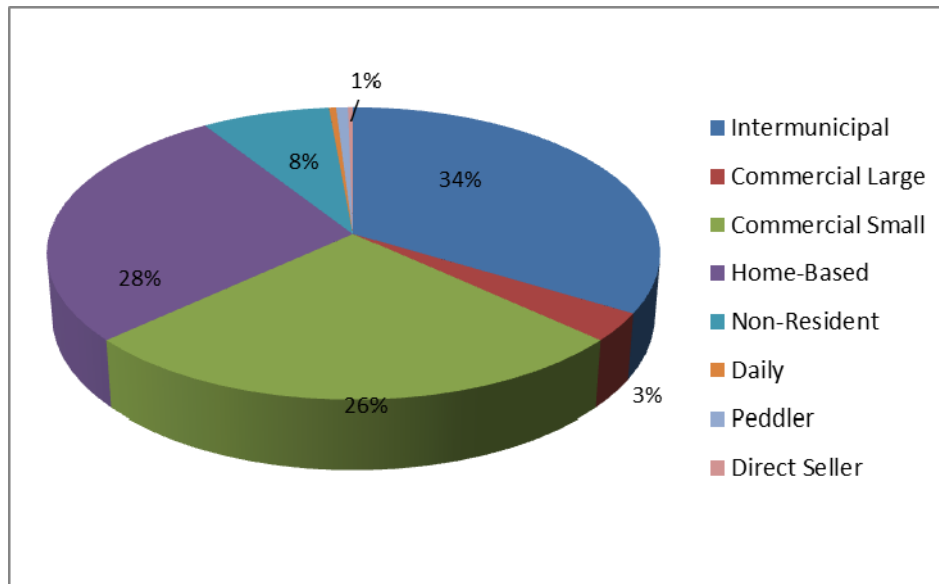
Intermunicipal	41
Commercial Large	4
Commercial Small	20
Home-Based	23
Non-Resident	4
Peddler	1
<b>Total</b>	<b>93</b>

The category and subsequent numbers of licences issued for the year, including new applications, are as follows.

Intermunicipal	236
Commercial Large	22
Commercial Small	186
Home-Based	194
Non-Resident	54
Daily	3
Peddler	5
Direct Seller	2
<b>Total</b>	<b>702</b>



The totals above represent an increase of 40.2% in 2012 Business Licences over 2011.



The District of Sooke Licence Inspector, along with those from the City of Victoria, Saanich, Central Saanich, Colwood, Esquimalt, Highlands, Langford, Metchosin, North Saanich, Oak Bay, Sidney and View Royal, now meet regularly to discuss Intermunicipal Business Licencing to endeavor to achieve a consistency between municipalities as to our approaches and Bylaws. This is proving to be very effective as an education tool as well as networking.

Consistency in applying the Intermunicipal Business Licence agreement and subsequent Bylaws has been a long time in the making and is now coming to fruition.



# Financial Services Department 2012 Year End Report

## MESSAGE FROM THE DIRECTOR OF FINANCE

It is my pleasure to highlight the key accomplishments in 2012 for the Finance Department.

The year 2012 will be remembered as a time of continued financial uncertainty due to the world wide economic downturn that has affected many communities within British Columbia. During the 2012 budget process the Finance Department spent countless hours working through the budget to successfully attain Council's objective for the 2012 Budget, a 0% overall tax increase. Council recognizes that a 0% increase in property taxes is not a sustainable level. Going forward Council's objective is to continue with fiscal responsibility through ensuring adequate contributions towards required long-term capital infrastructure requirements, while living within current means.

2012 was a year of change in the finance department. A new Chief Financial Officer was appointed in September and a new Deputy Director of Finance hired in December. There were also significant staffing changes at the front counter with many staff stepping up to assist. With these changes, there were a number of priorities that were achieved in 2012.

### Budget:

A number of issues were brought to the Finance Department's attention during the preparation, presentation and deliberation of the 2012 – 2016 Five Year Financial Plan. As a result, the Finance Department staff worked diligently to create a new budget document that would be clear and concise for the members of the Finance and Administration Committee, members of the public and internal users including department heads. This new budget document was implemented for the 2013 – 2017 Five Year Financial Plan.

Council's objective was to begin the 2013 budget process in the fall of 2012. Despite the finance department staffing levels were below capacity, the department attained Council's objective and the new budget document was ready for distribution in November. Deliberations and presentations for the 2013 – 2017 Five Year Financial Plan began in late 2012 and have continued into early 2013 with a preliminary approval of the 2013 budget received on February 12<sup>th</sup>.

## Information Technology:

2012 was a busy year for the Information Technology area of the department. There were a number of significant projects that were completed in 2012. Two such projects include:

### *Thin Clients:*

Over 50% of our desktop computers have been replaced with Thin Clients. These have no moving parts, a predicted lifespan of 10 years and only consume 10 watts of power per hour compared to 60 to 250 watts / per hour for a desktop computer.

### *Web-streaming:*

In the spring of 2012 Council made the decision to setup video streaming for Council and Committee meetings. This project was a priority for the department and has been live since September 2012. Meetings are available live and as an archive. The archive meetings are linked to the meeting agenda and the viewing experience is similar to a PVR. You can watch what you want, when you want. The streaming solution required the purchase of one fixed camera and upgraded microphones for council and staff. Meetings are available here: [http://sooke.ca/EN/topnav/online/video\\_streaming.html](http://sooke.ca/EN/topnav/online/video_streaming.html)

## Community Grant Funding:

The Community Grant Program is designed to assist non-profit organizations with projects or activities that promote community well-being. Fiscal 2012 saw another successful year as \$65,000 was awarded to 17 non-profit groups.

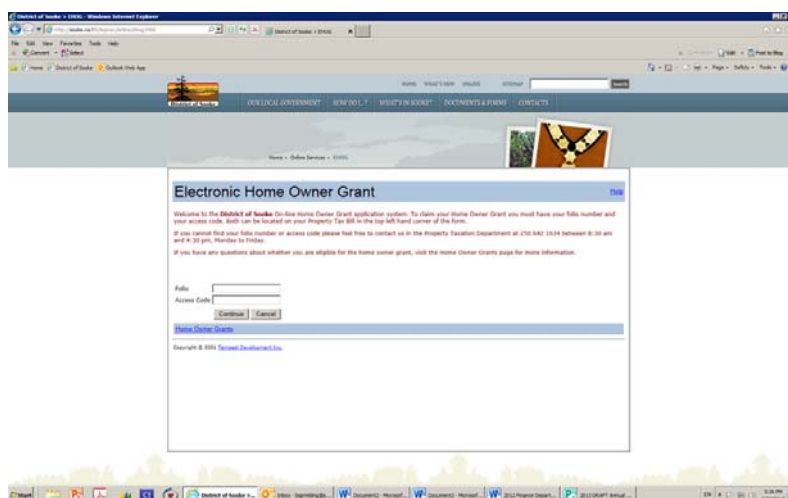
In addition, a new Community Grant Program Policy has been developed in 2012. This Policy was adopted by Council in January 2013. A new Community Grant Review Committee will be established starting in 2013. The new policy increases the fiscal responsibility and financial accountability as related to external grants to organizations. The increased sustainability and accountability ensures that the community is getting the best value for tax payer funding.

## Pre-authorized Withdrawal Plan (PAWS)

The success of this four year old project has continued into fiscal 2012. This program has gone from 189 last year to 228 participants in 2012. The program automatically debits the account holder's bank account on the first business day of each month from August to May with the balance automatically debited on the property tax due date.

## Electronic Home Owner Grant (e-HOG)

Like the PAWS, 2012 was the fourth year for the Electronic Home Owner Grant. Not all municipalities participate in this program but those that do are finding considerable customer satisfaction and increased usage. Our statistics show that usage increased from 1,145 in 2011 to 1,254 in 2012. In addition to added convenience for the property tax payer, the e-HOG program has resulted in processing time savings.



## Deferred Property Tax:

In 2011 there were 120 property owners who used this program that is offered by the provincial government and in 2012 this increased to 136 participants. The total dollar value of deferred taxes amounted to \$343,860 in 2012 (\$278,566 in 2011).

## Conclusion:

2012 has been a busy year for the Finance Department with many staffing changes and new initiatives. It is believed that in 2013 the Department can build on its accomplishments and continue to provide sound management of the District's assets and continue its delivery of exceptional customer service through timely, accurate information to stakeholders both internally and externally.

It is critical that sound fiscal responsibility be considered in all decisions. Fiscal Responsibility includes ensuring adequate contributions towards required long-term capital infrastructure, while living within current means.

*Michael Dillabaugh, CA*

Director of Finance



## 2012 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 2012. (District of Sooke Bylaw Nos. 337, 338 and 506)

CIVIC ADDRESS	LEGAL DESCRIPTION	Term of Exemption	Exemption Value
<b>Public Worship (Mandatory Exemptions)</b>			
Sooke Baptist Church, 7110 West Coast Road	Lot A, Plan VIP61481, Section 2&3, PID 023-142-391	Note 1	\$16,488.25
Sooke Pentecostal Church, 6851 West Coast Rd.	Lot B, Plan 18924, Section 3, PID 003-818-985	Note 1	\$ 2,558.27
Holy Trinity Anglican Church, 1962 Murray Road	Lot 3, Plan 1169, Section 3, PID 007-838-166	Note 1	\$10,131.03
Knox Presbyterian Church, 2096 Church Road	Plan 1057, Sooke Land District, PT Sec 10 containing .48 Acre more or less, lying south of Lot 14, PID 000-108-421	Note 1	\$ 3,286.88
Juan de Fuca Seventh Day Adventist Church, 6251 Sooke Road	Lot 1, Plan 9917, Section 15, PID 000-349-909	Note 1	\$ 968.61
Juan de Fuca Seventh Day Adventist Church, 6255 Sooke Road	Lot 1, Plan 9247, Section 15, PID 000-042-951	Note 1	\$ 1,350.07
Sooke Congregation of Jehovah's Witnesses, 2207 Church Road	Lot A, Plan VIP74513, Section 26, PID 025-527-045	Note 1	\$ 3,672.69
<b>Public Parks and Recreation Purposes (Permissive Exemptions)</b>			
Sooke Community Hall, 2039 Shields Road	Plan 1540, Sooke Land District, Firstly: Lot W8 Sec 3 Plan 1540 Secondly: Lots 9 and 10 Sec 3 Plan 1540, PID 007-239-076	2008 - 2017	\$ 8,568.25
Sooke Community Association Ballpark, Throup Road	Lot 2, Plan VIP59555, Section 14, Sooke Land District, PID 018-906-087	2008 - 2017	\$ 8,298.69
Sooke Community Association Parking Area & Ballpark, Throup Road	Lot 1, Plan 5996, Section 14, PID 005-936-497	2008 - 2017	\$ 5,247.97
Sooke Community Association Parking Area & Ballpark, 6521 Throup Road	Parcel A, Lot 2, Plan 5996, Section 14, PID 005-936-802	2008 - 2017	\$ 1,781.18
Sooke Community Association Parking Area & Ballpark, Throup Road	Parcel A, Block 7, Plan 5855, Section 14, PID 005-941-245	2008 - 2017	\$ 1,812.70
Sooke Community Association, Fred Milne Park,	Lot 2, Plan 17066, Section 15, PID 004-132-289	2008 - 2017	\$ 8,120.53
Sooke Community Association Park "Sooke Flats", 2039 Phillips Road	Sooke Land District, Parcel F of Section 27, Except Plan VIP76239, PID 009-374-591	2008 - 2017	\$14,024.97
Sooke Community Association Parking Area and Ballpark, Phillips Road	Plan 7017, Sooke Land District, Lot 4, Section 73, PID 005-801-818	2008 - 2017	\$ 5,121.69
Sooke Lions Club Park, Murray Road	Plan 2451, Sooke Land District, Lot B, Section 3, PID 006-576-290	2008 - 2017	\$ 1,699.85
Summer Camp of Brownies and Girl Guides, Sooke River Road	Sooke Land District, Parcel B of Section 45, PID 009-387-234	2008 - 2017	\$ 6,118.26
Camp Thunderbird, Glinz Lake Road	Sooke Land District, Secs 56 & 57 Sooke and Parcel A of Sec	2008 - 2017	\$11,325.44
Camp Thunderbird, Glinz Lake Road	Block A, Section 59, PID 009-388-702	2008 - 2017	\$ 5,335.65
Camp Thunderbird, Glinz Lake Road	Block A, Section 60, PID 009-388-729	2008 - 2017	\$ 4,807.60
DISTRICT OF SOOKE	ANNUAL MUNICIPAL REPORT	Page 29 of 105	



## 2012 Permissive Tax Exemptions (continued)

CIVIC ADDRESS	LEGAL DESCRIPTION	Term of Exemption	Exemption Value
<b>Non-Profit Charitable Organizations</b>			
St. Vincent de Paul Society, 6750 West Coast Road	Lot 2, Plan 15068, Section 3, PID 004-171-306	2008 - 2017	\$ 9,222.90
Queen Alexandra Foundation for Children, 2145 Townsend Road South	Lot A, Plan VIP74590, Section 10, PID 025-545-582	2008 - 2017	\$36,275.46
Maple Avenue Government Wharf	Sooke Land District, Sooke Harbour Authority on Government Wharf (water lot 193)	2008 - 2017	\$ 51.99
Maple Avenue Government Wharf	Lot 193, Sooke Land District, Government Wharf on Water Lot 193	2008 - 2017	\$ 9,401.34
Sooke Pacific #54 Branch, Royal Canadian Legion	Lot A, Plan 1540, Section 3, Portion D79952, PID 007-239-122	2008 - 2017	\$10,536.73
Sooke Elderly Citizens Society (Ayre Manor)	Lot 11, Plan 16754, Section 3, PID 004-051-050	2008 - 2017	\$49,836.91
Sooke Mount Shepherd Masonic Association	Lot 5, Plan 6365, Section 26, PID 001-646-931	2008 - 2017	\$10,834.50
Sooke Hospice Society	Lot 15, Plan VIP69170, Section 10, PID 005-445-809	2012-2021	\$7,104.91
<b>Museum</b>			
Sooke Regional Historical Society Museum, Phillips Road	Lot B, Plan VIP69170, Section 73, PID 024-548-031	2008 - 2017	\$24,876.80
<b>TOTAL</b>			<b>\$278,860.13</b>
<b>Note 1:</b> The term of the exemption is indefinite as long as the property is used for public worship purposes as per the Community Charter.			

Financial Statements of

## **DISTRICT OF SOOKE**

Year ended December 31, 2012

# DISTRICT OF SOOKE

## Financial Statements

Year ended December 31, 2012

### Financial Statements

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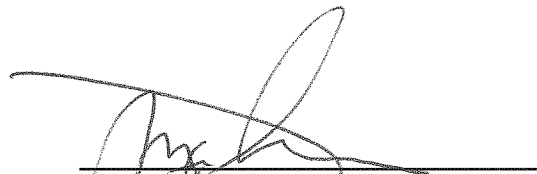
## MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

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

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

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

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

  
\_\_\_\_\_  
Chief Administrative Officer  
\_\_\_\_\_  
Director of Finance



**KPMG LLP**  
**Chartered Accountants**  
St. Andrew's Square II  
800-730 View Street  
Victoria BC V8W 3Y7

Telephone (250) 480-3500  
Fax (250) 480-3539  
Internet [www.kpmg.ca](http://www.kpmg.ca)

## INDEPENDENT AUDITORS' REPORT

*To the Mayor and Councillors of District of Sooke*

We have audited the accompanying financial statements of District of Sooke, which comprise the statement of financial position as at December 31, 2012, the statements of operations, change in net debt and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

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

### *Auditors' Responsibility*

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 comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

### *Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of District of Sooke as at December 31, 2012, and its results of operations, its change in net debt and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Emphasis of Matter*

Without modifying our opinion, we draw attention to note 2 to the financial statements which indicates that previously issued financial statements have been restated and more extensively discusses the reason for the restatement.

*KPMG LLP*

Chartered Accountants

May 13, 2013  
Victoria, Canada

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# DISTRICT OF SOOKE

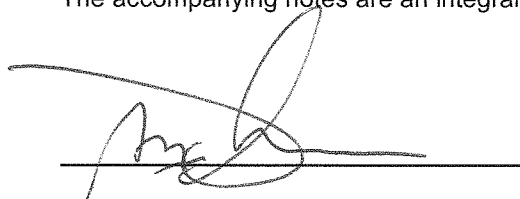
## Statement of Financial Position

December 31, 2012, with comparative information for 2011

	2012	2011
		(Restated - note 2)
<b>Financial assets:</b>		
Cash and cash equivalents (note 3)	\$ 10,410,288	\$ 9,694,418
Property taxes receivable	1,276,580	1,006,256
Accounts receivable	194,224	552,237
Other assets (note 11(a))	116,680	113,258
	11,997,772	11,366,169
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	1,885,008	1,821,139
Deposits	424,621	967,715
Deferred revenue (note 4)	6,499,694	6,011,985
Employee benefit obligations (note 5)	160,908	195,247
Long-term liabilities (note 6)	7,681,137	8,126,725
Obligations under capital lease (note 7)	112,000	231,047
	16,763,368	17,353,858
<b>Net debt</b>	(4,765,596)	(5,987,689)
<b>Non-financial assets:</b>		
Tangible capital assets (note 8)	96,621,989	93,406,576
Prepaid expenses	313,813	524,606
	96,935,802	93,931,182
<b>Accumulated surplus (note 9)</b>	\$ 92,170,206	\$ 87,943,493

Commitments and contingent liabilities (note 11)

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



Director of Finance

# DISTRICT OF SOOKE

## Statement of Operations

Year ended December 31, 2012, with comparative information for 2011

	Financial Plan	2012	2011
	(unaudited - note 12)		(Restated - note 2)
Revenue:			
Net taxes available for municipal purposes (note 10)	\$ 6,545,465	\$ 6,668,385	\$ 6,417,907
Sales and user fees	253,720	252,521	340,189
Government transfers and grants	1,208,793	672,423	1,132,597
Investment income	50,000	137,179	132,106
Penalties and fines	116,000	196,736	160,468
Licenses and permits	512,601	519,083	563,579
Lease and rental	50,078	51,805	50,051
Donations and contributions	-	4,996,525	5,958,890
Developer cost charges	673,830	430,641	82,571
Sewer operating revenue	1,661,210	1,723,655	1,581,980
Casino revenue sharing	260,000	241,202	238,011
Total revenue	11,331,697	15,890,155	16,658,349
Expenses:			
General government	1,904,608	2,253,580	2,038,166
Protective services	2,623,589	3,031,136	2,870,833
Engineering	1,031,136	2,422,243	2,342,276
Recreation and culture	765,815	969,023	853,807
Planning and development	1,025,394	880,375	911,562
Sewer	1,871,392	2,107,085	2,015,080
Total expenses	9,221,934	11,663,442	11,031,724
Annual surplus	2,109,763	4,226,713	5,626,625
Accumulated surplus, beginning of year	87,943,493	87,943,493	82,316,868
Accumulated surplus, end of year	\$ 90,053,256	\$ 92,170,206	\$ 87,943,493

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

# DISTRICT OF SOOKE

## Statement of Change in Net Debt

Year ended December 31, 2012, with comparative information for 2011

	Financial Plan (unaudited - note 12)	2012	2011 (Restated note 2)
Annual surplus	\$ 2,109,763	\$ 4,226,713	\$ 5,626,625
Acquisition of tangible capital assets	(1,545,569)	(794,164)	(1,238,005)
Developer contributions of tangible capital assets	-	(4,931,025)	(5,935,419)
Amortization of tangible capital assets	-	2,483,401	2,391,282
Loss (gain) on sale of tangible capital assets	-	26,375	(266,843)
Proceeds on disposal of tangible capital assets	-	-	414,500
	(1,545,569)	(3,215,413)	(4,634,485)
Acquisition of prepaid expenses	-	210,793	(489,576)
Change in net debt	564,194	1,222,093	502,564
Net debt, beginning of year	(5,987,689)	(5,987,689)	(6,490,253)
Net debt, end of year	\$ (5,423,495)	\$ (4,765,596)	\$ (5,987,689)

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

# DISTRICT OF SOOKE

## Statement of Cash Flows

Year ended December 31, 2012, with comparative information for 2011

	2012	2011
		(Restated note 2)
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus	\$ 4,226,713	\$ 5,626,625
Items not involving cash:		
Developer contributions of tangible capital assets	(4,931,025)	(5,935,419)
Amortization of tangible capital assets	2,483,401	2,391,282
Gain (loss) on disposal of tangible capital assets	26,375	(266,843)
Actuarial adjustment on debt	(71,155)	(56,182)
Changes in non-cash operating assets and liabilities:		
Property taxes receivable	(270,324)	(167,805)
Accounts receivable	358,013	129,182
Other assets	(3,422)	(3,733)
Accounts payable and accrued liabilities	63,869	(1,022,937)
Deposits	(543,094)	(889,921)
Employee benefit obligations	(34,339)	64,036
Deferred revenue	487,709	1,693,104
Prepaid expenses	210,793	(489,576)
	2,003,514	1,071,813
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(794,164)	(1,238,005)
Proceeds on disposal of tangible capital assets	-	414,500
	(794,164)	(823,505)
<b>Financing activities:</b>		
Decrease in obligations under capital lease	(119,047)	(73,706)
Debt repaid	(374,433)	(370,743)
	(493,480)	(444,449)
Increase (decrease) in cash and cash equivalents	715,870	(196,141)
Cash and cash equivalents, beginning of year	9,694,418	9,890,559
Cash and cash equivalents, end of year	\$ 10,410,288	\$ 9,694,418
<b>Supplemental cash flow information:</b>		
Cash paid for interest	\$ 448,660	\$ 454,119
Cash received from interest	140,170	125,276

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

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2012

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

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

### 1. Significant accounting policies:

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

#### (a) Reporting entity:

The financial statements include a combination of all the assets, liabilities, accumulated surplus, revenues and expenses of all of the District's activities and funds. Inter-departmental balances and organizational transactions have been eliminated.

The District does not control any significant external entities and accordingly no entities have been consolidated with the financial statements.

#### (b) Basis of accounting:

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

#### (c) Government transfers:

Government transfers are recognized in the financial statements 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. Transfers received for which expenditures are not yet incurred are included in deferred revenue.

#### (d) Deferred revenue:

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



# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

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## 1. Significant accounting policies (continued):

### (d) Deferred revenue (continued):

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

### (e) Investment income:

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

### (f) Deposits:

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

### (g) Cash and cash equivalents:

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

### (h) Long-term debt:

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

### (i) 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 obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

## 1. Significant accounting policies (continued):

### (j) Non-financial assets:

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

### (i) Tangible capital assets

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

Asset	Useful life - years
Land improvements	10 - 50
Buildings	25 - 40
Equipment, furniture and vehicles	4 - 25
Roads and sidewalks	25 - 75
Storm sewer	60
Sanitary sewer	25 - 60

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

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

### (ii) Contributions of tangible capital assets

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

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

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

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

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## 1. Significant accounting policies (continued):

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

#### (iv) Interest capitalization

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

#### (v) Leased tangible capital assets

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

### (k) Use of estimates:

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

### (l) Comparative information:

Certain comparative information has been reclassified to conform with the financial statement presentation adopted for the current year.

## 2. Restatement:

During the year, it was determined that certain developer contributed assets and lands were not fully recorded as tangible capital assets and corresponding revenue in 2011 and earlier years. The value of these assets at the time of contribution is estimated at \$2,823,378. \$630,066 has been recorded as an increase to tangible capital assets and opening accumulated surplus in 2010. \$2,193,312 has been recorded as an increase to tangible capital assets and donations and contributions revenue in 2011.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

## 3. Cash and cash equivalents:

	2012	2011
Bank deposits	\$ 1,083,077	\$ 887,321
Municipal Finance Authority Money Market Funds	9,327,211	8,807,097
	<u>\$ 10,410,288</u>	<u>\$ 9,694,418</u>

## 4. Deferred revenue:

	2012	2011
Development cost charges	\$ 4,607,554	\$ 4,640,018
Federal Gas Tax funds	1,397,798	1,100,102
Other deferred revenue	494,342	271,865
Total deferred revenue	<u>\$ 6,499,694</u>	<u>\$ 6,011,985</u>

Gas Tax Agreement funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

Included in other deferred revenue are grants received by the District for development of trails, emergency planning and West Nile assistance.

## Gas Tax Agreement Funds

	2012	2011
Opening balance of unspent funds	\$ 1,100,102	\$ 801,135
Add:		
Amounts received during the year	312,886	312,884
Interest income restricted for projects	7,033	4,609
	<u>319,919</u>	<u>317,493</u>
Less amount spent on projects and recorded as revenue	(22,223)	(18,526)
Closing balance of unspent funds	<u>\$ 1,397,798</u>	<u>\$ 1,100,102</u>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

## 4. Deferred revenue (continued):

### Development Cost Charges

	2012	2011
Opening balance of unspent funds	\$ 4,640,018	\$ 3,136,818
Add:		
Development cost charges during the year	370,155	1,568,544
Interest earned	28,022	17,227
	398,177	1,585,771
Less amount spent on projects and recorded as revenue	(430,641)	(82,571)
	\$ 4,607,554	\$ 4,640,018

In accordance with Bylaw 408, development cost charges were reduced by \$nil in 2012 (2011 - \$38,088).

## 5. Employee benefit obligations:

	2012	2011
Accrued vacation	\$ 65,487	\$ 94,929
Other contract obligations	95,421	100,318
	\$ 160,908	\$ 195,247

Employee benefit obligations represent accrued benefits as at December 31, 2012. 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 2% salary increases.



# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

## 5. Employee benefit obligations (continued):

### Municipal Pension Plan

The District and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the 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 176,000 active members and approximately 67,000 retired members. Active members include approximately 35,000 contributors from local government.

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, 2009 indicated an unfunded liability of \$1,024 million for basic pension benefits. The next valuation will be as at December 31, 2012, with results available later in 2013. The actuary does not attribute portions of the unfunded liability to individual employers.

The District paid \$213,779 (2011 - \$203,161) for employer contributions and District employees paid \$175,734 (2011 - \$177,016) for employee contributions to the plan in 2012.

## 6. Long-term liabilities:

	2012	2011
Tax supported debt bearing interest at 6.75% and matures in 2017 (municipal hall and fire hall)	\$ 355,382	\$ 413,562
Tax supported debt bearing interest at 4.52% and matures in 2027 (ladder truck)	501,609	526,561
Debenture debt for sewer capital project bearing interest at 4.43% and matures in 2026	6,824,146	7,186,602
Long-term liabilities	\$ 7,681,137	\$ 8,126,725

### (a) Debenture debt:

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

The District issues its debentures through the MFA. Debentures are issued on a sinking fund basis, whereby the MFA invests the District's principal payments so that the payments, plus investment income, will equal the original outstanding debt amount at the end of the repayment period. Actuarial adjustments on debt represent the repayment and/or forgiveness of debt by the MFA using surplus investment income generated by the principal payments. The gross value of debenture debt at December 31, 2012 and 2011 is \$9,417,101.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

## 6. Long-term liabilities (continued):

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

	Total
2013	\$ 378,349
2014	382,542
2015	387,017
2016	391,794
2017	396,894

- (c) Total interest expense on long-term debt for the year ending December 31, 2012 amounted to \$443,685 (2011 - \$445,648).

## 7. Obligations under capital lease:

The District has financed certain equipment by entering into capital leasing arrangements with the Municipal Finance Authority and which are recorded as capital leases. The District will acquire ownership of the equipment at the end of the lease term. Repayments are due as shown:

Year ending December 31:	
2013	\$ 66,405
2014	43,286
2015	2,644
2016	1,321
2017 and thereafter	-
	113,656
Less amount representing interest (at rates ranging from 2.75% to 3.75%)	1,656
Present value of net minimum capital lease payments	\$ 112,000

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

## 8. Tangible capital assets:

Cost:	Equipment, furniture and vehicles							Total 2011
	Land improvements	Land	Buildings	Roads and sidewalks	Storm sewer	Sanitary sewer	Work in progress	
Balance, beginning of year	\$26,058,165	4,834,611	3,941,303	44,705,950	8,535,518	23,585,678	110,780	\$115,713,410
Additions	743,986	273,868	-	1,668,229	1,347,807	1,534,450	31,734	5,725,189
Disposals	-	-	-	(242,165)	-	-	-	(242,165)
Balance, end of year	26,802,151	5,108,479	3,941,303	46,132,014	9,883,325	25,120,128	142,514	121,196,434
Accumulated amortization:								
Balance, beginning of year	-	1,394,605	1,617,090	14,534,402	661,098	2,405,908	-	22,306,834
Disposals	-	-	-	(215,790)	-	-	-	(215,790)
Amortization	-	171,028	137,217	1,386,703	113,858	460,434	-	2,483,401
Balance, end of year	-	1,565,633	1,754,307	15,705,315	774,956	2,866,342	-	24,574,445
Net book value, end of year	\$26,802,151	3,542,846	2,186,996	30,426,699	9,108,369	22,253,786	142,514	\$96,621,989
								\$93,406,576

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

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## 8. Tangible capital assets (continued):

### (a) Assets under construction:

Assets under construction having a value of \$142,514 (2011 - \$110,780) have not been amortized. Amortization of these assets will commence when the asset is put into service.

### (b) Contributed tangible capital assets:

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. The value of contributed capital assets received during the year is \$4,931,025 (2011 - \$5,935,419) comprised of land (\$743,985), land improvements (\$nil) roads and sidewalks (\$1,419,670), storm sewer (\$1,346,902) and sanitary sewer (\$1,420,468).

### (c) Tangible capital assets disclosed at nominal values:

Where an estimate of fair value could not be made, the tangible capital asset has been recognized at a nominal value.

### (d) Works of art and historical treasures:

The District manages and controls various works of art and non-operational historical cultural assets including buildings, artifacts, paintings and sculptures located at District sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

### (e) Write-down of tangible capital assets:

No write-down of tangible capital assets occurred during the year.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

## 9. Accumulated surplus:

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

	2012	2011
<b>Surplus:</b>		
Equity in tangible capital assets	\$ 88,828,852	\$ 85,048,804
Operating Fund	1,607,422	1,736,862
Total surplus	90,436,274	86,785,666
<b>Reserve Funds:</b>		
Fire Equipment Reserve	(31,162)	(185,810)
Parkland Reserve	173,271	504,699
Land (Non-park)	121,315	120,581
Casino Revenue Reserve	436,557	195,355
Capital Improvement Financing Reserve	27,380	15,671
SPA Revenue Reserve	42,435	33,899
Capital Works Reserve	183,811	139,233
Emergency Road Repair / Snow Removal Reserve	180,373	183,489
Community Amenities	17,546	7,500
Small Communities Grant Reserve	476,733	-
Capital Asset Replacement	105,673	143,210
Total reserve funds	1,733,932	1,157,827
	<b>\$ 92,170,206</b>	<b>\$ 87,943,493</b>

The Fire Equipment Reserve deficit is to be replenished in 2013 in accordance with the financial plan.



# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

## 10. Taxation:

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

	2012	2011
Taxes:		
Property tax	\$ 14,933,172	\$ 14,344,710
Payments in lieu of taxes	39,545	38,217
1% Utility tax	127,228	117,935
	15,099,945	14,500,862
Less taxes levied on behalf of:		
Provincial government - school taxes	4,627,918	4,489,547
Capital Regional District	2,461,339	2,288,279
Capital Regional Hospital District	648,628	628,743
Municipal Finance Authority	450	440
BC Assessment Authority	141,493	142,850
BC Transit Authority	551,732	533,096
	8,431,560	8,082,955
Net taxes available for municipal purposes	\$ 6,668,385	\$ 6,417,907

## 11. Commitments and contingent liabilities:

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

### (a) Municipal Finance Authority debt reserve fund deposits:

Under borrowing arrangements with the MFA, the District is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits totaling \$116,680 (2011 - \$113,258) are included in the District's financial assets as other assets and are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the District. At December 31, 2012 there were contingent demand notes of \$272,296 (2011 - \$272,296) which are not included in the financial statements of the District.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

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

- (b) The CRD debt, under the provision of the Local Government Act, is a direct, joint and several liability of the CRD and each member municipality within the CRD, including the District.
- (c) The District is a shareholder and member of the Capital Regional Emergency Service Telecommunications ("CREST") Incorporated whose services provide centralized emergency communications, and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.
- (d) 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, including an agreement to receive an allocation of facility usage at a cost of \$237,000 per year extending to 2015. These amounts will be recorded in the accounts in the period that the goods and services are received.
- (e) The District entered into a long-term contract with the Royal Canadian Mounted Police for the provision of police services effective April 1, 2002. Under the terms of this contract, the District is responsible for 70% of policing costs. The 2013 estimated cost of this contract is \$1,467,777.
- (f) The District has a contract with the federal government whereby the federal government provides Royal Canadian Mounted Police ("RCMP") policing services. RCMP members and the federal government are currently in legal proceedings regarding pay raises for 2009, 2010 and 2011 that were retracted for RCMP members. As the final outcome of the legal action and the potential financial impact to the District is not determinable, the District has not recorded any provision for this matter in the financial statements as at December 31, 2012.
- (g) The District has entered into an agreement with its sewer utility operator which expires on September 30, 2016. Annual operating fees are \$1,014,006 in 2013. Operating fees for the 2013 - 2016 will be determined based on budgets established from the base operating fees in 2011 - 2012.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

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

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

The District is self-insured for general liability claims through membership in the Municipal Insurance Association of British Columbia, a reciprocal insurance exchange. Under this program, member municipalities jointly share claims against any member in excess of their deductible. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with the other participants, would be required to contribute towards the deficit. The District's deductible is \$25,000.

## 12. Financial plan data:

The unaudited financial plan data presented in these financial statements is based upon the 2012 operating and capital financial plans approved by Council on May 14, 2012. Amortization was not contemplated on development of the financial plan and, as such, has not been included. The following reconciles the approved financial plan to the figures reported in these financial statements.

	Financial plan amount
Revenues:	
Financial plan, as approved by Council	\$ 13,053,991
Less:	
Transfers from other funds	(1,722,294)
Total revenue	11,331,697
Expenses:	
Financial plan, as approved by Council	13,053,991
Less:	
Capital expenditures	(1,545,569)
Transfer to other funds	(2,085,209)
Debt principal payments	(233,616)
Deficiency of operations	32,337
Total expenses	9,221,934
Annual surplus	\$ 2,109,763

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

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

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## 13. Segmented information:

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

(a) General Government:

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

(b) 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.

(c) 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.

(d) Recreation and culture:

Recreation and culture 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.

(e) Planning and development:

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

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

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## 13. Segmented information (continued):

### (f) 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 1.



# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

## 13. Segmented information (continued):

2012	General Government	Protective Services	Engineering	Recreation and culture	Planning and development	Sewer	Total
<b>Revenue:</b>							
Taxation	\$ 6,668,385	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,668,385
User charges	443,801	38,668	175,288	-	497,399	2,084,786	3,239,942
Government transfers	267,041	644,643	1,941	-	-	-	913,625
Investment income	137,179	-	-	-	-	-	137,179
Other	-	-	4,931,024	-	-	-	4,931,024
<b>Total revenue</b>	<b>7,516,406</b>	<b>683,311</b>	<b>5,108,253</b>	<b>-</b>	<b>497,399</b>	<b>2,084,786</b>	<b>15,890,155</b>
<b>Expenses:</b>							
Salaries and wages	977,765	920,534	576,276	-	559,502	-	3,034,077
Contracted and general services	77,612	1,561,453	348,140	797,995	311,261	1,113,393	4,209,854
Supplies and materials	1,048,254	281,143	84,749	-	9,612	29,560	1,453,318
Interest and bank charges	12,732	53,845	-	-	-	389,840	456,417
Amortization	137,217	214,161	1,386,703	171,028	-	574,292	2,483,401
Loss on disposal of assets	-	-	26,375	-	-	-	26,375
<b>Total expenses</b>	<b>2,253,580</b>	<b>3,031,136</b>	<b>2,422,243</b>	<b>969,023</b>	<b>880,375</b>	<b>2,107,085</b>	<b>11,663,442</b>
<b>Annual surplus (deficit)</b>	<b>\$ 5,262,826</b>	<b>\$ (2,347,825)</b>	<b>\$ 2,686,010</b>	<b>\$ (969,023)</b>	<b>\$ (382,976)</b>	<b>\$ (22,299)</b>	<b>\$ 4,226,713</b>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2012

## 13. Segmented information (continued):

2011	General Government	Protective Services	Engineering	Recreation and culture	Planning and development	Sewer	Total
<b>Revenue:</b>							
Taxation	\$ 6,417,907	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,417,907
User charges	281,119	35,276	141,749	7,758	487,584	1,581,980	2,535,466
Government transfers	257,624	643,211	469,773	-	-	-	1,370,608
Investment income	132,106	-	-	-	-	-	132,106
Other	-	-	4,455,463	1,155,800	-	324,156	5,935,419
Gain on disposal of assets	-	-	-	266,843	-	-	266,843
<b>Total revenue</b>	<b>7,088,756</b>	<b>678,487</b>	<b>5,066,985</b>	<b>1,430,401</b>	<b>487,584</b>	<b>1,906,136</b>	<b>16,658,349</b>
<b>Expenses:</b>							
Salaries and wages	1,098,952	828,648	551,411	-	506,585	-	2,985,596
Contracted and general services	105,509	1,465,689	354,652	729,573	385,239	949,324	3,989,986
Supplies and materials	694,368	286,303	87,568	-	19,738	127,434	1,215,411
Interest and bank charges	3,801	55,808	-	-	-	389,840	449,449
Amortization	135,536	234,385	1,348,645	124,234	-	548,482	2,391,282
<b>Total expenses</b>	<b>2,038,166</b>	<b>2,870,833</b>	<b>2,342,276</b>	<b>853,807</b>	<b>911,562</b>	<b>2,015,080</b>	<b>11,031,724</b>
<b>Annual surplus (deficit)</b>	<b>\$ 5,050,590</b>	<b>\$ (2,192,346)</b>	<b>\$ 2,724,709</b>	<b>\$ 576,594</b>	<b>\$ (423,978)</b>	<b>\$ (108,944)</b>	<b>\$ 5,626,625</b>

# Development Services Year End Report

# 2012

- Planning Department
- Geographic Information Services
- Approving Officer's Report
- Engineering Department
- Parks and Environmental Services
- Building Department



## Planning Department

### Development & Other Applications

The Planning Department received a number of varied applications during 2012. These applications ranged in degrees of complexity and required staff to initiate, in most cases, public consultation processes, interaction with applicants and reports to Land Use and Environment Committee (LUEC) and Council. The two tables below summarize the revenue generated from and the number of development and other applications received during the year.

DEVELOPMENT APPLICATION REVENUE 2012	
Rezoning & Public Hearing Fees	\$25,023
Development Permit Fees	\$11,878
Development Variance Permit Fees	\$5,700
Board of Variance Fees	\$2,100
Sign Permit Fees	\$2,170
ALR Application Fees	\$600
Liquor License Referral Fees	\$300
<b>Total</b>	<b>\$47,771</b>

DEVELOPMENT APPLICATIONS SUBMITTED 2012	
Rezoning & Public Hearing	4
Development Permit	9
Development Variance Permit	9
Board of Variance	3
Sign Permit	25
ALR Application	2
Liquor License Referral Application	1
<b>Total</b>	<b>53</b>

In addition to new applications, staff dealt with a number of on-going applications carried over from previous years, presented them to LUEC and Council and completed actions as directed. Staff also dealt with a significant number of inquiries through pre-application meetings, counter visits and phone calls and consultation with applicants.

### **Policy & Regulatory Initiatives**

In addition to processing 53 development applications, staff worked on a variety of land use issues, policy matters and regulatory initiatives that came before LUEC and Council. Summarized below are the significant initiatives taken on by the Planning Department that went before LUEC and Council during the year.

### **Secondary and Small Suites**

In March, staff prepared a series of reports on the various aspects of reducing the restrictions to allow secondary and small suites in all residential uses except duplexes in Sooke. Based on the information and analyses completed by staff, in May, Zoning Bylaw No. 500 was amended by Council to permit secondary and small suites on all residentially zoned properties in the District with a single family dwelling.

### **Group Moorage**

In May, planning staff received a request from the owners of Lease #105716 to reconsider their water zoning to Marina from Private Moorage as they desired to obtain a lease from the Province for “group moorage”.

Planning staff made recommendations in a report to Council on how to address the group moorage issue in Zoning Bylaw No. 500. Council subsequently directed staff to add a definition for group moorage in Bylaw 500 and to include group moorage as a permitted use to the W2 zone.

In November, the bylaw was repealed as a result of Council direction to draft a new Zoning Bylaw for the District. Zoning Bylaw 600, given 1st and 2nd reading on December 17, 2012, in relation to water lease and moorage issues proposes to create a new Group Moorage Zone (W4); rezone the surface

of the water, column of the sea and seabed for all existing valid water leases for private moorage from Passive Recreation (W1) to Private Moorage (W2) and change the zoning of the water lease area (Licence # 150715) associated with the upland property at 1573 Dufour Road from Private Moorage to Marina (W3).

### **6631 Sooke Road - Alcatel/Lucent Monopole Telecommunications Tower**

In June, the District received an information package from Alcatel/Lucent, wireless communications providers, to locate a 40-metre monopole tower in the Town Centre. A report was presented to LUEC noting that the proposal was inconsistent with the OCP in that it did not represent the best interests of the community for telecommunications purposes and did not conform with the design guidelines applicable to the Sooke Town Centre. Council wrote a letter to the applicant opposing the proposed tower location with copies sent to the Minister for Industry Canada as well as Vancouver Island MPs and directed staff to work with the applicant to find a more suitable location for the tower. An alternate location has not yet been proposed to the District.

### **Town Centre Guidelines**

Prior to June, Staff made recommendations in a report to Council on how to advance the implementation of the design guidelines.

In June, Council endorsed a “West Coast” theme and directed staff to draft the necessary bylaws to amend the OCP to strengthen the policy statements regarding a “West Coast” theme for the Town Centre and to include more guidelines in DPA#1 around architectural details, storefront design and building materials. Council also directed staff to prepare an illustrative guide for developers based on the policies and guidelines of the OCP and to amend Bylaw No. 65 to include specific details on sidewalk colour/texture, street furnishings, lamp standards style/colour and street trees by street.

Staff began public consultation process having met with the Chamber of Commerce to discuss the Town Centre design guidelines. A draft illustrative brochure outlining the characteristics of a “West Coast” theme has been prepared and will be posted on the District of Sooke website for comment in 2013. A report will be presented to Council recommending changes to the OCP.

### **Section 405.8(a) and 406.8(a) of CTC zones - Zoning Bylaw 500**

In June, planning staff prepared a report to explain why apartment buildings with no commercial component in the CTC zone are subject to the provisions of the High Density Multi Family 4 (RM4) zone. Staff drafted a recommendation to Council to create a new zone to permit higher density options for residential apartment buildings in the Town Centre. This issue has been addressed in proposed Zoning Bylaw No. 600 through the creation of a new Town Centre Apartment zone, Town Centre Townhouse zone and the proposed creation of a new Town Centre Mixed Use (CTC) zone which combines the two Town Centre Commercial Zones from Bylaw No. 500.

### **Delegation of Exemption from Minimum Frontage Requirement Bylaw, 2012 (Bylaw No. 546)**

In July, Staff prepared a report reviewing minimum lot frontage requirements in all zones with a second report going to Council in August. The second staff report presented a draft bylaw to allow the District Approving Officer to exempt all lots, except panhandle lots, from the 10% statutory frontage requirement of the *Local Government Act* as well as the frontage requirements established by the Zoning Bylaw. Bylaw No. 546, Delegation of Exemption from Minimum Frontage Requirement Bylaw, 2012 was adopted by Council on October 9<sup>th</sup>, 2012.



## **Covenant Amendment FB217108 – 6882 West Coast Road and 1841 and 1843 Tominny Road**

In July planning staff prepared a report to amend Covenant FB217108 applicable to the properties noted above. Council directed planning staff to review the covenant requirement for sidewalk amenities for consistency with the Amenities Policy, Parks and Trails Master Plan and the Transportation Master Plan. Staff brought back a second report to Council in October to provide the application history of the subject property and what District of Sooke plans and policies were in effect in the years 2007 and 2008. Council approved to amend Covenant FB217108 as recommended by staff.

## **Sooke Agricultural Plan**

In September, the Final draft of the Agricultural Plan was completed and presented to Council for its review. In addition to the background research completed earlier in the year, the final plan outlines the process used to consult with the public, the solutions and suggestions offered by the public, and recommendations and an implementation strategy to put the Agricultural Plan into effect. The Agricultural Plan has been reviewed by Ministry of Agriculture and the Agricultural Land Commission. The final Agricultural Plan will be posted on the Sooke website.





## Cluster Dwelling Units

In October, the Zoning Bylaw and Official Community Plan was amended to add cluster dwellings as a permitted use to multi-family and town centre south zones, as well as establish a development permit area and development permit area guidelines for multi-family residential developments relative to cluster dwelling units. In addition to providing for increased density on infill lots permitting cluster dwelling units is seen as creating another form of affordable housing in the district thereby increasing options for potential residential unit purchasers.



## Affordable Housing Information Report

In December, staff prepared an information report to the LUEC on the status of affordable housing in Sooke, what affordable housing is, and provided suggestions for next steps. It was decided at this meeting that Council will address the issue of affordable housing at a Strategic Planning Session in February 2013.



## New Zoning Bylaw – Bylaw No. 600

In October, Council directed staff to prepare a new zoning bylaw to replace Zoning Bylaw No. 500. Open houses were held on November 7 and December 5. Staff prepared multiple reports for consideration by Council on several initiatives such as the creation of two new zones for the Town Centre, reducing the minimum lot size for subdivision in the Rural Residential Zone and Marine Zones, setbacks and density in Manufactured Home Parks, group moorage, temporary use areas, flood regulation bylaw, community care facilities, and replacing frontage with lot width for purposes of subdivision. Council gave first and second reading to Bylaw No. 600 in December.

## Landscape Inspections

After a Development Permit is approved by Council, the owner enters into a Landscape Agreement and submits a Performance Bond for all landscaping works as detailed within the Development Permit prior to the District issuing a Building Permit.

In order for a Performance Bond to be released or be partially released, the Planner visits the site in the company of the project landscape architect or the person responsible for installing the landscaping to determine if landscaping meets the approved landscape plan in the Development Permit. Following the site visit with the applicant the Planner sends a letter to the developer and landscape architect informing them if the landscape security can be released. Any outstanding landscaping deficiencies are noted in the letter and the applicant is required to correct them prior to the final release of Performance Bond funds.

<b>Total Landscape Inspections 2012</b>	<b>10</b>
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## **Phased Development Agreements**

In 2012, three separate Phased Development Agreements (PDA) were prepared: 7000 Melrick Place, 2100 Otter Point Road (Nott's Brook) and 2139 Church Road. These agreements, although part of a rezoning process, are separate processes that can be quite complex, such as Nott's Brook. As a result they require considerable staff time to complete prior to being approved by Council. Increasing the complexity of the process is the degree of required interaction with the developer in the finalization of the PDA.

## **Residential Land Inventory**

In December, planning staff, in collaboration with Sooke's Geographic Services staff began researching the number of vacant lots, the number of existing and potential multiple family lots as well as the number of mixed use zones that allow residential. The purpose of the residential land inventory is to assist Council and staff with Sooke's strategic planning.



## Geographic Information Services

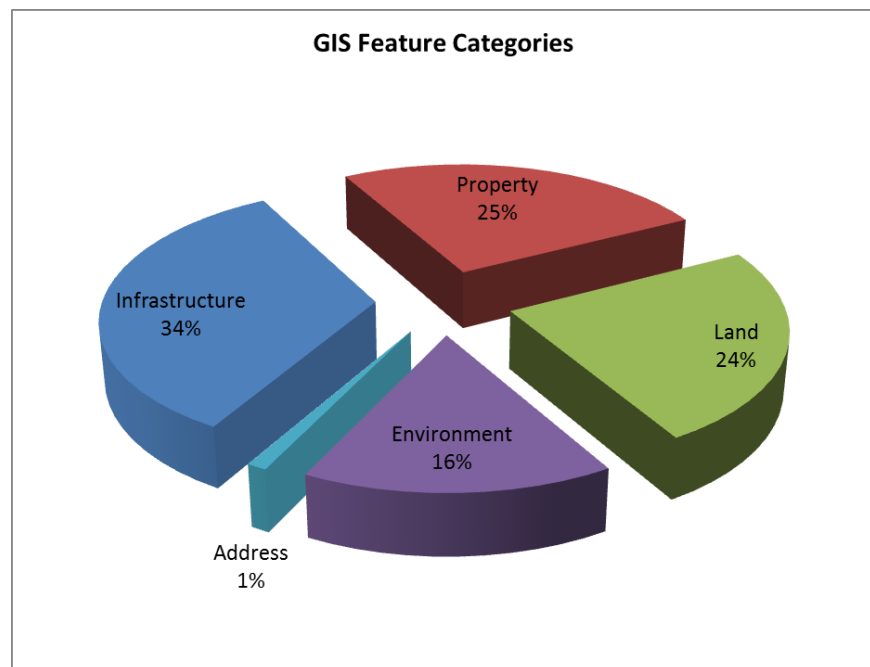
The District of Sooke municipal Geographic Information System (GIS) is the framework for providing mapping and property information to District of Sooke staff and to the public. In combination with the Tempest Land Records database, the GIS software provides a geographic context for projects in the Engineering, Planning, Building, Bylaw, Finance, and Administration departments.

### GIS Spatial Data

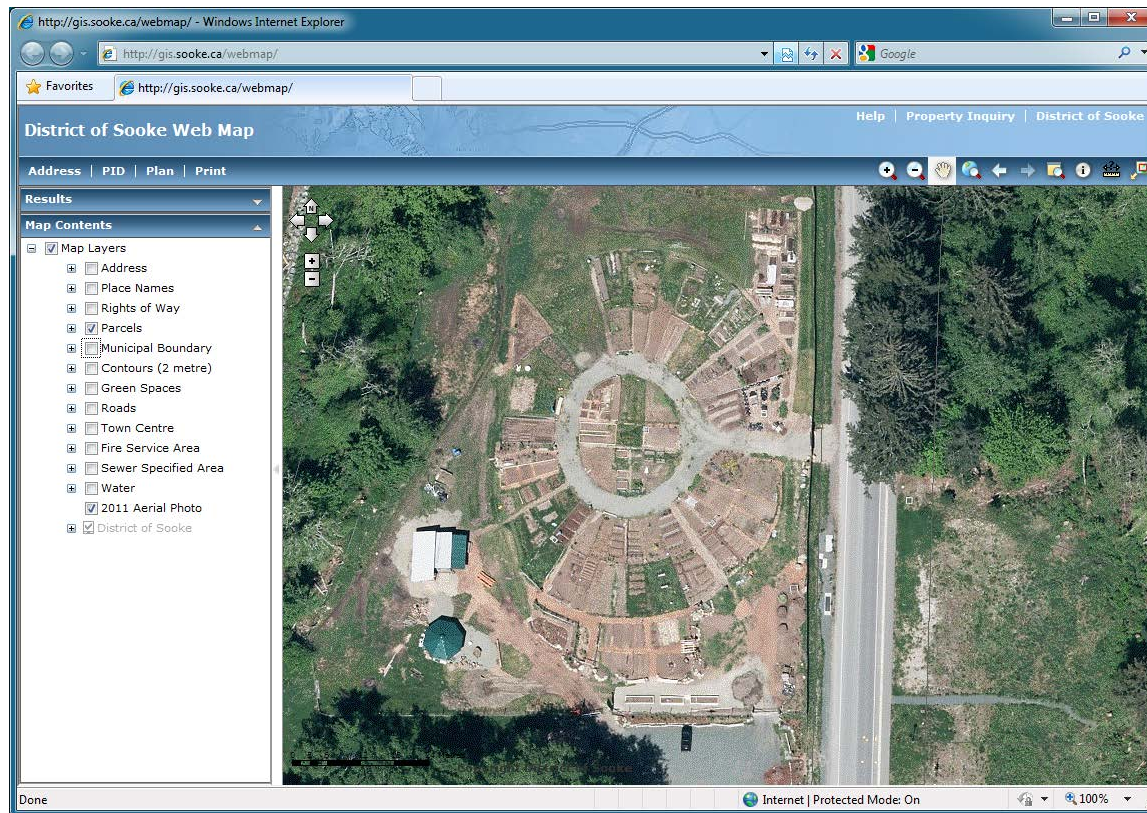
Managing the spatial data requires a combination of desktop and server software. The ArcGIS Desktop software is used to edit, maintain, analyse, and publish the spatial data on maps that can be printed or displayed on web maps hosted by the server software. The ArcGIS Server software stores the spatial features in GIS databases describing the location of properties, structures, infrastructure, environmental features, zoning and administrative boundaries, parks, watercourses, and aerial photography.

The GIS data prepared by the District of Sooke is also shared with the Integrated Cadastral Information Society (ICIS) that hosts a province-wide database of local government parcels and address points. In exchange, the District has access to data from other government agencies and utility providers.

By the end of 2012, the District of Sooke GIS database contained a total of 600,000 features of various categories describing property ownership, addressing, land features, environmental features, and infrastructure. These features include the locations of approximately 6400 parcels, 6200 addresses, 1750 survey plans, and 200,000 infrastructure features.







**Figure 1** - Public Web Map showing the aerial photography of the Sunriver Community Allotment Gardens.

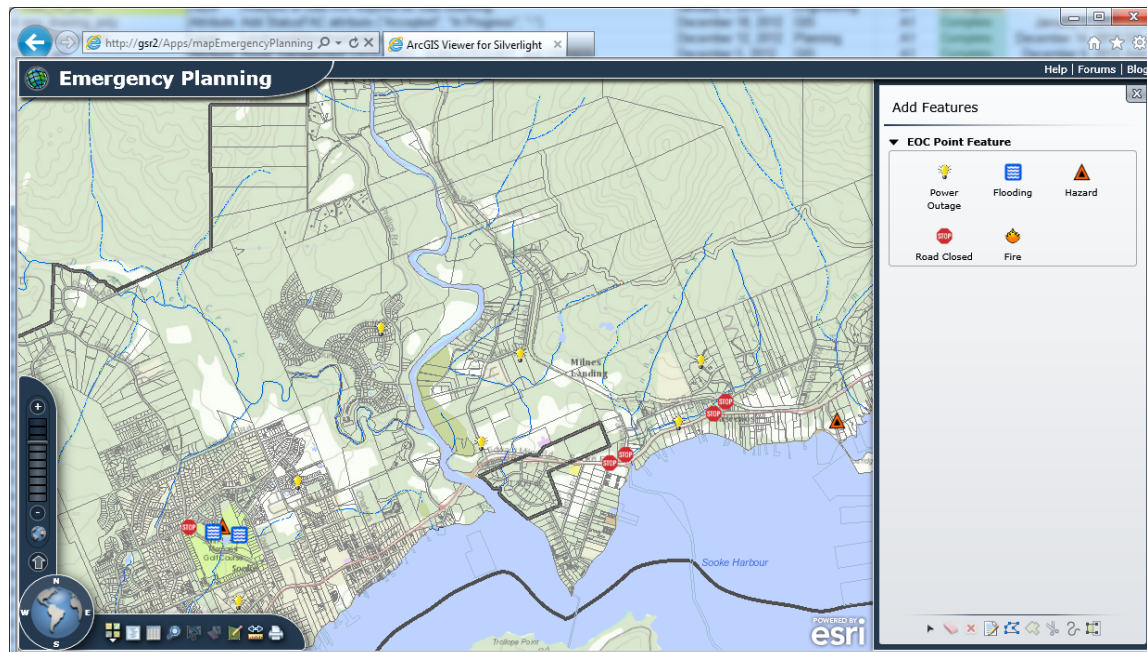
The GIS data are also available for viewing on a public interactive web map. The public map, available at the web address <http://gis.sooke.ca>, includes properties, addresses, roads, green spaces, elevation contours, watercourses, and 2011 aerial photography. A variety of thematic maps including zoning maps, a zoning booklet, and a “Sooke Street Map” are available as downloadable PDFs from the District of Sooke website.

### **ArcGIS Desktop Software**

The ArcGIS Desktop software enables staff to digitize features from survey plans, aerial photography, or to import from external data formats. Map documents are created by combining the features in symbolized layers that can be printed on large format paper or published to a map server for display on a web map.

The desktop software also allows the GIS database to be related to other databases (e.g., Tempest Land Records) to provide further analysis. Tempest contains records for lands within the District of Sooke. Regular updates from BC Assessment (e.g., new subdivisions, ownership, and property descriptions) are loaded into the Tempest system and related to property data within the GIS. Each land record in Tempest has an identifier that relates to a property in the GIS, allowing staff to select properties, determine attributes, provide analysis, and support public inquiries and development applications such as Subdivision, Rezoning, and Building Permits.





**Figure 3** - Screen shot of prototype Emergency Planning map showing active feature edit tools.

## Departmental Project Support

During 2012, the GIS provided support to various departmental projects and tasks.

### Corporate Services

- In-kind support for the Sooke Volunteer Fair and the Slow Food Cycle.
- Scanning of large-format documents in support of records management.

### Finance

- Capital Asset Infrastructure updates and reporting.
- Land Records Management.

### Engineering

- Street infrastructure updates including sidewalks, signs, traffic markings, and transit stops.
- Sanitary Sewer and Storm Drainage Infrastructure
- Street Index Maps and field booklets.

### Planning

- Agricultural Plan mapping.
- Compilation of data from Provincial databases to create a foreshore database linked to the Tempest Land Records database. This foreshore database contains locations and descriptions of foreshore leases within the Sooke Harbour Basin.
- Mapping support for the Zoning Bylaw.

### Protective Services

- Fire Protection and Fire Incident Mapping.
- RCMP Incident Mapping.
- A prototype interactive web map was created for Emergency Management Planning at the EOC exercises.

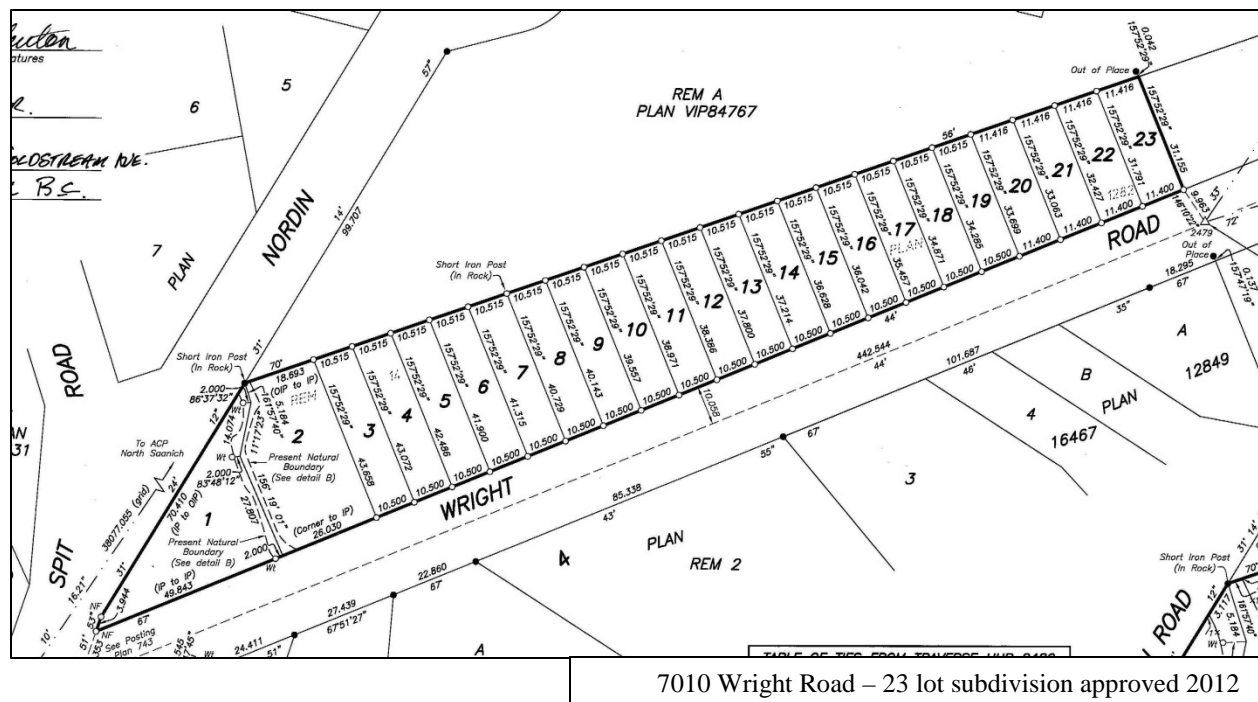


## Parks

- Park Infrastructure Inventory updates including trails, trees, benches, signs, structures, and geo-tagged site photographs.
- Mapping support for Google Maps Street View in collection of park trail photography.



**Figure 4** - Sample map of bench locations on Whiffin Spit Park.



## Approving Officer's

The Approving Officer is responsible for the administration of the subdivision process and final approval of subdivision plans for the District of Sooke. These include fee simple subdivision plans, bare land strata plans, boundary adjustment plans and phased strata plans. Subdivision staff also process road and park closure applications as well as provide consultation on Planning Department applications and building permits.

### Synopsis of 2012 Activity:

- A total of 55 new lots were approved in 2012.
- 9 subdivision plans of various types were approved in 2012.
- 12 new building strata lots in two townhouse projects were approved as part of the phased strata process.
- 20 new subdivision applications were received which, if approved, will create a total of 71 new lots.
- New internal work flow processes for improving efficiencies were implemented allowing for staff collaboration on projects with a new internal communication platform.
- Review and input on major updates of Sooke Zoning Bylaw and Development Cost Charge Bylaw.

## **Overview**

The beginning of 2012 saw an increased interest in subdividing and developing within the District of Sooke. Pressure from developers with active subdivision applications attempting to complete their projects in order to have lots registered and ready for the spring/summer building season showed renewed vigor. This followed with increased interest from individuals considering subdividing or developing land within the municipality.

That increased interest resulted in 20 new subdivision applications in 2012. These applications, if worked through to approval, will generate 71 new lots within the municipality.

Many of the new applications are basic two lot residential subdivisions, which, on completion will see the creation of new infill lots in the core of the municipality. In 2012 the Approving Officer received an application for the subdivision of one C2 (General Commercial) zoned property to create a separate C2 parcel in the Sooke Town Centre as well as a CTC2 subdivision which, if approved, will create a new CTC2 zoned lot as well as provide for new road connections in the Town Centre.

While 2012 saw a decrease in new lots being approved over previous years, end of year statistics show the potential for future subdivision activity with two new subdivision applications in 2012 for Sunriver Estates, which, if approved, will create 42 new residential lots.

And while new lots registered may be down in 2012, overall subdivision activity is still vigorous. The Approving Officer is currently overseeing an average of 55 active subdivision applications in various stages of completion. Many subdivisions are approved and registered before being fully constructed. In those cases, the applicant enters into a Works and Services Agreement with the Municipality and posts sufficient security to cover the costs of the outstanding items. As the project is completed, staff work with the developer and their consulting engineer to finalize the project and return the outstanding security. This process often takes many months after registration to complete, sometimes even years, depending on the applicant's timing to complete the required works.

## **Process Improvements**

During the past year, staff focused on implementing new internal work flow procedures with a goal of improving efficiencies. Building on the successful implementation of new file management software, staff collaboration on projects with a new internal communication platform has been very successful. Technological advances provided with the addition of this new SharePoint tool to allow for sharing of ideas, resources and status updates in one convenient location.

### **Design Drawing Review Process Improvements**

The implementation of more thorough design drawing review processes which ensure subdivision design drawings are fully reviewed and accepted prior to construction commencing has been another improvement fully implemented in 2012. These processes ensure that the District is in agreement with what is being constructed and where, as the municipality will own this infrastructure once the subdivision process is complete.

The design drawing review process involves review by the Engineering department, with consultation from Parks and Environmental Services, Subdivision staff, and other staff as required. Use of the new internal communication platform has proved to be an effective tool in the design review process as tasks are completed faster, which allows for improved communication with consulting professionals thus speeding up design drawing review times.

### **Improved Preliminary Layout Assessment Letter**

After many requests from developers, property owners and consultants to provide more detailed information in the Approving Officer's Preliminary Layout Assessment Letter, staff reviewed the PLA letters being provided by other Approving Officers and implemented a much more detailed letter. The new letter is designed to ensure that all parties involved in the subdivision process, from staff through to applicants, engineers and surveyors, are receiving the same information on what is expected in order for final approval to be granted.

As part of the process improvements, staff have invited applicants and their consultants to meet with staff in a pre-design meeting prior to designing the project in the hopes of eliminating any questions from the start which will then speed up the design drawing review process.

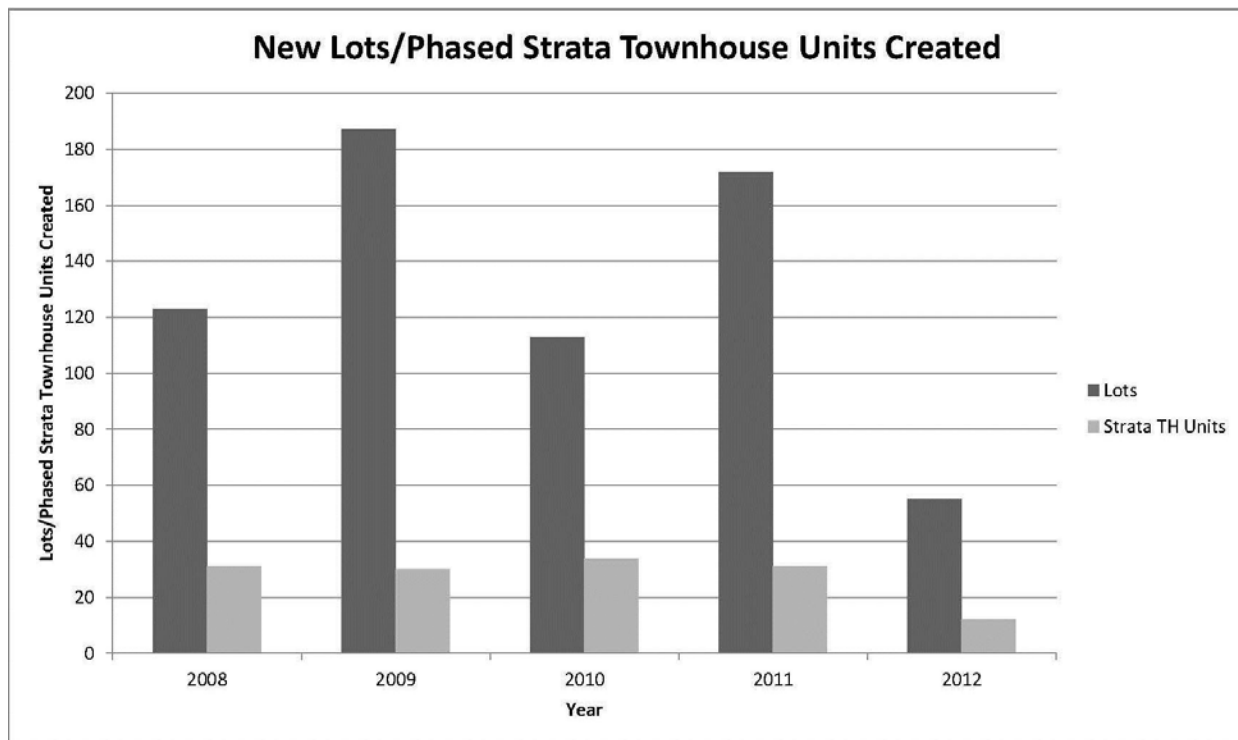
### **Other Activities:**

In addition to subdivision application processing, site reviews, and all other aspects of subdivision progression, Subdivision staff were also involved in a number of other processes in 2012 including:

- Review of the various drafts of the new Sooke Zoning Bylaw;
- Review of the new Development Cost Charge Bylaw;
- Review of Development Permit, Development Variance Permit, and Rezoning applications;
- Liaising with Building Department on subdivision-related building permit enquiries;
- Assisting with the facilitation of three consolidation subdivisions which will consolidate small portions of closed Talc Place Park with neighbouring properties, leaving one stand-alone parcel owned by the District;
- Assisting with the tracking of all municipally-owned infrastructure constructed through the subdivision process;
- Project updates to Land Use and Environment Committee as well as website tracking;
- Preparation and tracking of all Works and Services Agreements related to subdivisions, sewer inclusion applications and off-site infrastructure construction;
- Participating in pre-application meetings with property owners/developers interested in developing their land; and,
- Reviewing and processing road closure/exchange applications

## Approvals Summary:

In the past five years, 650 new fee simple lots have been approved by the Approving Officer. In addition, 138 phased building strata units have been approved by the Approving Officer. That amounts to an average of 130 fee simple lots and 27 phased strata units registered per year.



## Subdivision Statistics

### January 1 - December 31, 2012

#### Subdivisions Approved

#	PLAN #	ADDRESS	PLAN TYPE	NEW LOTS
1	EPP15113	6658 Rhodonite Drive	Fee Simple	3
2	VIP89325	1853 Tominny Road	Fee Simple	2
3	VIP89326	7010 Wright Road	Fee Simple	23
4	VIP89386	7707 West Coast Road	Fee Simple	4
5	VIP89374	2226 French Road	Fee Simple	2
6	VIP89410	1869 Tominny Road	Fee Simple	14
7	VIP89421	2363 Demamiel Drive	Boundary Adjustment	0
8	VIP89433	2633 Sooke River Road	Fee Simple	2
9	EPS790	5677 Sooke Road	Bare Land Strata	5
<b>Total Lots Approved January-December 31, 2012</b>				<b>55</b>
Total Lots Approved January-December 31, 2011				172
Total Lots Approved January-December 31, 2010				113
Total Lots Approved January-December 31, 2009				187
Total Lots Approved January-December 31, 2008				123

#### Phased Building Strata Approvals

#	PLAN #	ADDRESS	PLAN TYPE	NEW UNITS
1	VIS6674	The Pointe at Sunriver Phase 3	Strata	6
2	VIS7107	Townsend Walk Estates Phase 2	Strata	6
<b>Total Units Approved January-December 31, 2012</b>				<b>12</b>
Total Units Approved January-December 31, 2011				31
Total Units Approved January-December 31, 2010				34
Total Units Approved January-December 31, 2009				30
Total Units Approved January-December 31, 2008				31

#### Park Closures

#	PLAN #	ADDRESS	PLAN TYPE
1	VIP89409	Talc Place Park	Reference - Park Closure

#### New Applications Received

Year	# of New Applications Received
<b>2012</b>	<b>20</b>
2011	13
2010	20
2009	19
2008	18

## **Looking Forward to 2013:**

Interest in land development within the District of Sooke continues to be on a solid platform in terms of both in-progress subdivisions, and future subdivision applications which are steadily moving forward through other development approval processes.

With 20 new applications received in 2012, the coming year should see many of these applicants move forward to the design and ultimately, construction stages of their projects. In addition, applications on hold, pending zoning amendments, may also move forward in the coming year.

Staff also plan to continue to make process improvements to facilitate improved communication both between internal departments and with applicants and their consultants.





Maple Avenue South - Road Surface and Line Painting Work

## Engineering Department

The Engineering Department is responsible for the planning, design, construction and maintenance of the Municipality's infrastructure. This department, working closely with the Planning and Building Departments, ensures that all development follows the Municipality's Master Plans and Subdivision and Development Standards Bylaw and all amendments, while at the same time making sure that good engineering practices are followed.

The Engineering Department is responsible for the maintenance of the District owned assets such as the roads, drainage and sanitary sewer as well as the implementation of the infrastructure master plans. Even though the sanitary sewer collection and treatment system is owned by the District of Sooke it is being maintained and operated by Epcor Water Services Inc.

Please visit [http://sooke.ca/EN/main/government/devservices/eng/project\\_updates.html](http://sooke.ca/EN/main/government/devservices/eng/project_updates.html) to review regular updates on ongoing projects around Sooke. This site details initiatives undertaken by the District of Sooke, other Government Agencies, or various development projects which may affect our residents.

### Infrastructure

- The Sooke Public Boat Launch was officially opened with a ribbon-cutting and plaque unveiling ceremony with Federal and Provincial Government officials and Mayor Wendal Milne.
- The Public Boat Launch Sanitary Dumping facility is now fully operational. Operating instructions for boaters are posted for their convenience. A decision by Council was made to commence a launch fee of \$10 at the Sooke Public Boat Launch. A lock box and signage was installed to accept launching fee payments. Additional boat launch signage was also installed.

- The final design work for the first phase of the Grant Road Connector, from Phillips Road to Charters Road, is underway. Consultation with the neighbouring property owners is ongoing. A Provincial Grant was awarded to the District of Sooke for the multi use trail component of the connector road. Construction is pending property acquisitions and Council approval to proceed.
- Final design work for the Highway 14/Waterview Street round-about is currently under way. Construction is pending property acquisitions and Council approval to proceed.
- Permanent line painting of the Townsend Road intersection and cross walk realignment was completed in April 2012.
- The Maple Avenue road surface work from Grant Road South to Highway 14 was completed including line painting. This work has significantly improved the road driving conditions as well as extending its useful life.
- CRD water crews replaced the aging watermain on Galena Road. This project gave the District of Sooke the opportunity to work with the CRD to complete the paving and overlay work along the entire length of Galena Road ahead of the asset management schedule. Road driving conditions have significantly improved as well as extending its useful life.
- A request for proposal for the Church Road Sidewalk was drafted as per Council direction and will be released in early 2013.



Firwood Place Drainage Improvement Works

- Two drainage improvement jobs were finalised and this work was awarded to Befus Excavating. Drainage on Connie Road was improved by re-grading a ditch and installing culverts. Deerlepe Road was improved by re-grading ditches and extending a culvert.
- Other minor drainage improvements were completed during the latter part of the year at various locations such as Otter Point Road, Pascoe Road, Brule Drive and Firwood Place.
- Annual line painting works, including long line painting, fog lines, cross walks and stop bars was completed during the third quarter of 2012.

- Various new davit arm streetlights were installed by BC Hydro at the request of the District, based on resident requests and feedback.
- Various new signs were installed during 2012 based on requirements as well as resident requests and feedback.
- Bylaw 65 road sections and locations are being reviewed to provide a report to Council to determine sidewalk and curb & gutter locations for frontage improvements required for subdivisions and development.

## Road Maintenance

- The road maintenance contract was issued for tender and closed in October. Two bids were submitted and the lowest bidder was approved by Council to enter into a new contract commencing January 1, 2013.
- During the remainder of 2012, the Road maintenance work was ongoing based on the previous contract requirements.

## Sanitary Sewer

- Continued maintenance occurs throughout the plant and collection system with daily/monthly operational safeguarding. Visit the District website at [http://sooke.ca/EN/main/government/devservices/eng/sewer\\_system.html](http://sooke.ca/EN/main/government/devservices/eng/sewer_system.html) to check out the monthly and yearly operational reports.
- The detailed Preventative Maintenance Plans, Operations Procedures, Spare Parts Inventory List and a Laboratory Quality Assurance/ Quality Control Program were submitted to the District of Sooke as part of the new contract. Emergency Response Procedures were also submitted for the plant and collection system.
- Equipment for the boat launch sewage receiving station and a chemical feed system for odour control was supplied and installed by EPCOR as a donation to the District of Sooke. The chemical injection equipment for odour control including the chemical feed pump and spill containment was installed at the Prestige Hotel lift station on May 15, the vacuum pump was installed, and commissioning was completed in June.



Boat Launch Odor Control for Vacuum System



Boat Launch Sewage Vacuum Pump

- Multiple federal and provincial agencies (Environment Canada, Department of Fisheries and Oceans, Canadian Food and Drug Agency, Ministry of Environment) have changed the response of reports of wastewater releases from municipal wastewater systems. More extensive quality control procedures for commercial shellfish harvesting has resulted in more frequent and lengthy harvesting closures if a wastewater release is reported upstream of a harvesting area. This has resulted in an impact on shellfish businesses in the community. The regulated agencies clarified that lift stations were facilities of the highest risk in municipal collection systems. A review of the Sooke lift stations identified areas in need of additional protection to minimize potential releases; containment, alarm system redundancy and valve chamber and PLC alarms. EPCOR controls department, specialized contractors, and Sooke staff completed this work on schedule and within budget for the lift station modifications capital project.
- Sewer System Growth monitoring in the Sooke collection system indicated that there was a need for a third pump to be added at the West Coast Road lift station. This is the largest lift station in the collection system and it handles approximately 75% of the wastewater that goes to the treatment plant. The capital project involved electrical and civil contractors as well as EPCOR SCADA and controls and operations staff. The addition of the pump and integration into operations was completed ahead of schedule and under budget.
- In November, all of the air diffuser membranes were replaced in Digester #1 as part of an asset renewal project. Air headers and diffusers disperse air into the basins for the treatment process and have manufacturer's life expectancy of five years. This work was done on schedule and on budget. It is proposed that SBR # 1, #2 and Digester #2 have all diffuser membranes replaced in the next four years to ensure treatment quality is maintained.
- EPCOR reports that the rebuild of the centrifuge was done in December as an asset renewal project. The centrifuge is a high-speed rotating piece of equipment that dewateres the biosolids produced at the plant. It is the manufacturer's recommendation that the equipment be serviced after 8000 hours and specialized technicians were brought in to perform the rebuild. All of the bearings were replaced and the scroll itself will require replacing in 2014. This project was completed on schedule and under budget.
- The plant operating plan was updated and submitted to the Ministry of Environment in December as part of the requirement for the implementation of the Operational Certificate (OC) which is a part of the District of Sooke Approved liquid Waste Management Plan. The OC provides more extensive standards and guidelines for the operation of the wastewater treatment plant than is contained in the plant registration that was submitted by the District to the Ministry in 2002 or in the general guidelines provided in the Municipal Waste Regulations (MWR).
- Since the conceptual design plan of the Sooke Wastewater Collection system was developed in 2008, the OCP and the zoning bylaw were updated and the Town Centre Plan was completed. The System Expansion Conceptual Design Report was updated for 2012 in December. It incorporates changes in the system since 2008 to ensure capital and financial planning for the utility remains as accurate as possible and development requests can be properly evaluated with respect to potential impact on the wastewater system.



- A report to Council was completed to request direction for residential sewer pump requirements. Council voted unanimously that home owners should be able to choose their own residential sanitary sewer pumps that meet the District Standards. Work is underway to establish those standards and provide the appropriate information to the public in the form of updated sanitary sewer information pamphlets and application forms.

### **Sewer Connections**

- Five sanitary serviceability reviews were completed for new rezoning applications.
- Three Local Area Service petitions for inclusion of the Sooke Sewer Specified Area were submitted and approved.

### **Developer/CRD Initiated Projects**

- Mariner's Village design drawings for the Highway 14 improvements are under review by MOTI.
- TD Bank frontage improvements are now complete with the exception of BC Hydro who have confirmed that they will be installing new sidewalk anchors on the hydro poles located on either side of the project.
- Rhodonite Drive development is completed and includes a trail and some of the storm water upgrades for Pineridge Park.



Trail from Pineridge Park to Rhodonite Drive

- Townsend Road sidewalks between 2250 Townsend Road. and Rhodonite Drive and along the frontage of 2191 Townsend Road were completed.
- CRD Water Services replaced approximately 550 meters of the aging water main on Galena Road.
- Realignment and construction of Phillips Road in the 2500 block is now complete.
- Arranwood Drive and Callumwood Lane roadwork along with the sanitary forcemain and storm sewer mains are presently being constructed.

### Calls for Service and Follow-up

- The Engineering Department received a total of 332 new calls for service relating to drainage, signs, lighting, line painting, wastewater issues etc. during 2012.

### DCC Bylaw

- The revised DCC Bylaw for Roads was submitted to the Inspector of Municipalities for review on September 14 and was approved shortly thereafter. Council adopted the amended DCC Bylaw on October 9, 2012.
- The Sanitary Sewer component of the DCC Bylaw will be reviewed in 2013 since the sanitary sewer model review has now been completed.

### Permits

- The number of various permits issued within the Engineering Department has decreased in comparison to 2011.

Permit Type	No. of Permits Issued 2011	No. of Permits Issued 2012
Blasting	2	1
Soil Removals	5	4
Soil Deposits	6	5
<b>TOTAL</b>	<b>13</b>	<b>10</b>
Highway Use Permits	No. of Permits Issued 2011	No. of Permits Issued 2012
Telus	9	6
Fortis	29	22
CRD Water	0	5
Shaw Cable	6	3
Driveway Access for Building Permits	84	77
Events		8
Frontage		13
Other	29	2
<b>TOTAL</b>	<b>157</b>	<b>136</b>
<b>TOTAL PERMITS ISSUED</b>	<b>170</b>	<b>146</b>



## Parks and Environmental Services Department

Parks and Environmental Services is responsible for the administration of greenspaces, parks and trails and their construction and maintenance. The greenspace assets owned by the District include street trees, boulevards, play parks and natural areas. The advancement of environmental initiatives, climate change initiatives, liquid waste management, spill response, watershed protection and water quality protection are also spearheaded by Parks and Environmental Services.

Please visit [http://sooke.ca/EN/main/government/devservices/parks/parks\\_greenspaces.html](http://sooke.ca/EN/main/government/devservices/parks/parks_greenspaces.html) to review regular updates on ongoing parks and trails projects around Sooke. This site details initiatives undertaken by the District of Sooke, other government agencies, development projects or volunteers which may affect our residents.

### Parks

- Completed the design of the revitalization of Pineridge Park which will include new drainage works, trails, native plantings and exercise equipment. This work has already seen the completion of hazardous tree removals which increased visibility and safety in the park.
- The design of the Sooke River Pedestrian Crossing at Soule Road is now complete. A comprehensive package that is considered 'shovel-ready' is available for grant submissions should that be directed by Council.
- A ceremony was hosted by the Sooke Region Historical Society to mark the transfer of Millennium Memorial Park to the District of Sooke. The event was well attended by park volunteers and unveiled a refurbished parking lot, historical signs and trails and saw the addition of a bear resistant garbage can and dog bag dispenser.



- A new playground in Woodland Creek Estates, built by Totangi Properties, was dedicated to the District of Sooke and opened just in time for the summer holidays with its grand opening on September 22, 2012. This playground targets younger children and is connected to the trail system.
- Five bear resistant garbage receptacles were installed in 2012 (Public Boat Launch, Millennium Park, John Phillips Memorial Park, Woodland Creek Park and Broom Hill Park). This addition brings the total to 12 receptacles now in service.
- Additional garbage receptacles have been installed at transit stops on Highway 14 at the eastbound transit stop opposite the 17 Mile Pub and eastbound at Saseenos Road. Two additional can were installed on Church Road. This addition brings the total to 17 receptacles now in service.
- Facilitated Sooke Starlight Cinema for two movies to run in August at Spirit Square. Movies were attended by approximately 300 people for the showing of The Hunger Games and approximately 150 people for the Dark Shadows presentation. Staff organized volunteer groups and the set-up and take-down of the technical equipment to contribute to the success of the events.
- The District website has been updated to expand the Parks and Greenspaces section. Ongoing park projects and a 'park feature' based directory to parks and trails has been added to showcase the parks and trails that exist in our community.
- Vandalism to public washrooms, locks, transit stops and trees continues to cause concern. Approximately \$7,000 was spent in 2012 to repair damage and cover graffiti. Staff worked with youth in one instance where they were required to paint bus shelters and restore areas hit by vandalism.

## Trails

- The trail network in the Pineridge Park was improved through the construction of 50 meters of trail via the development on Rhodonite Drive.
- Woodland Creek Estates connected Poirier Elementary School to the Ponds Park Trail Corridor with nearly 450 meters of scenic trails around their rainwater management facility.
- The trail network in the Stone Ridge Estates has been enhanced through the construction of 175 additional meters of trail.





## Landscape

- 215 street trees were added to the urban forest at Laura's Lane, Church Hill Meadows, Mariners Village, Stone Ridge Estates, Sunriver Estates, Knott Creek Estates, the TD Bank and Woodland Creek. These trees have been added to the GIS database complete with photographs, caliper size and species name.
- A *Street Tree Care 101* pamphlet was developed for residents that encourages the public to take an interest in their street and park trees, assist in the watering of newly planted trees, watch for vandalism and be informed about the inadvertent damage that can be caused to young trees from lawn mowers and weed whips. This pamphlet has been distributed to over 250 residents to date and is available online and at the District office. Trees, collectively, the urban forest, are important assets that require care and maintenance the same as other public property.



## Environment

- The District website was updated to expand the Environmental Services section. Information about waste and watershed management. The Waste Management page provides residents with general information on garbage, composting, recycling and household hazardous waste disposal options in the District. The Watershed Management contains the *Rainwater Management Plans* and the *Stormwater Quality Annual Report 2010 and 2011*.
- Submitted the first of five annual reports required by Fisheries and Oceans Canada as per the Authorization for Works Affecting Fish Habitat related to the construction of the public boat launch. The report indicated the eelgrass and saltmarsh transplants have established well in the first year.
- Working with EPCOR and the Ministry of Environment to develop an Operational Certificate for the wastewater treatment plant. The Municipal Wastewater Regulation requires operational certificates for wastewater treatment plants as they set municipal effluent quality standards and requirements.
- Vetted five Riparian Areas Regulation Assessments for the development of utility corridors (1) and redevelopment (3) of properties and new developments (1) at time of subdivision or rezoning.

## Call for Service and Follow-up

- The Parks and Environmental Services Department received 143 new calls for service relating to the environment, parks, trails, boulevard maintenance, vandalism, hazardous trees, hazardous materials spills, garbage and washrooms in 2012.
- Issued seven Highway Use Permits and ten Park Use Permits for special events.



## Building Department

The Building Department is responsible for the approval of residential, commercial and industrial construction within the Municipality. All construction is required to meet B.C. Building Codes, Fire Codes and all other applicable local bylaws. With few exceptions, all construction in the District of Sooke requires a building permit.

In 2012, the Building Department experienced a decline from the previous year in commercial building permit applications, whilst a steady flow of residential applications continued through the year. Townhouse and multi-family permits were issued, signifying a demand for affordable housing within the District of Sooke.

The 48-Hour Building Permit application process was researched and a final approval to proceed is anticipated in early for 2013. This will allow all applicants to submit a Building Application, complete with all supporting documents required and receive a Building Permit within a 48 hour turn around period.

On December 20<sup>th</sup> 2012, a new Building Code came into affect. The 2012 British Columbia Building and Plumbing Code is an objective based code which identifies the minimum standard within the Province of BC for buildings to which this code applies. Building, Plumbing and Fire Codes are regularly updated. The BC Building Code covers the fire safety and fire protection features that are required to be incorporated in a building at the time of its original construction.

Area's of development for Single and Mult- Family Dwellings included Stone Creek Estates, Sun River Estates, Wright Road, Phillips Road and Woodlands being the more dominant locations. The Building Department also received applications for many residential home improvements, such as deck replacements, suite conversions, carports, garages and other accessory buildings including garden and storage sheds.



Mariners Village completed Phase One in 2012 and occupancy certificates were granted on several units, allowing new residents to reside in our community. The Heron View development in the Whiffin Spit area completed site amenities including pool and tennis court and continued with Phase 2 of the Multi Family Dwelling construction. The St. Rose of Lima Church building located on Townsend Rd was also completed during 2012.

Commercial building applications received included construction for a Laundromat and Car Wash on Murray Road and a Car & Dog Wash on West Coast Road. Renovations and movement from local businesses also generated further building permit applications including, You Had Me At Woof and Razor's Edge which are both located on Sooke Road. Arden's Storage Facility, located on Idlemore Road, was also completed in 2012.

The Sooke Salmon Enhancement Hatchery on Charters Creek completed their main structure and is in full use, providing educational classes for many local and surrounding area students. Further building applications to enhance the facility are proposed for 2013.

Building Department staff continued to conduct daily inspections for compliance with the minimum health, life safety and structural requirements contained in the BC Building Code and District of Sooke Bylaws. The Department maintains a dedicated and courteous staff to effectively screen and process permit applications.

The following summary outlines permit activity in the Building Department for 2012.

Permits	2011	2012
Number of Residential permits issued (Single & Multi-Family)	145	134
Number of Other permits combined (i.e.: Commercial, Industrial, Demolition Oil Tank, Plumbing, Sewer, Additional Suite, Renovation, Woodstove, Additions, Decks)	101	80
Total Number of Permits Issued	246	214
Total New Units created	188	129
Total Revenue Received	<b>\$438,669.37</b>	<b>\$323,149.51</b>



# Sooke Fire Rescue Service



## Annual Report - 2012

SOOKE FIRE RESCUE SERVICE 1913- 2013

Celebrating 100 Years of Volunteerism, Community Support and Dedication



## From the Office of the Fire Chief

The Sooke Fire Rescue Service had another busy year. Several key items were the focus in 2012 and included:

- Providing strong leadership and promote opportunities for senior department members, both volunteer and career, to improve their leadership skills in such things as coaching and mentoring newer members.
- Updating the recruit training program including fine tuning of the application process to ensure that those joining the department fully comprehend the commitment and meet the minimum job requirements.
- Enhancing opportunities for volunteer firefighters in areas such as training and certification, shift coverage and information sharing.
- Continuing the emphasis on fire prevention programs for the public, especially in areas dealing with seniors, youth and those at risk in the community.
- Working collaboratively with other District of Sooke departments focusing on opportunities for streamlining and efficiencies.
- Continuing to enhance relationships with Mutual Aid Fire Departments and other Emergency Response Agencies. Joint training and information sharing sessions were fostered whenever possible.
- Ensuring that all members of the department work within recognized safety guidelines during training and while attending emergency incidents. Enhancement of safety protocols at traffic incidents are a top priority due to the increased vehicle use and dangers associated with working on a busy highway.
- Increasing opportunities for volunteer members that live remotely from fire stations to ensure that whenever possible they can attend emergency calls. Areas such as Phillips Road, North Sooke and Whiffin Spit are particularly vulnerable to volunteer firefighter discouragement due to time and distance involved in responding to incidents. This often leads to the eventual departure of the member from the fire department.
- Begin planning for celebrating the 100<sup>th</sup> Anniversary of the Sooke Fire Rescue Service in 2013.
- Providing the best level of service possible to the community, emphasizing that the citizens and visitors to our region are our customers and should be treated as such.
- Continuing development and enhancement of the Sooke Emergency Program including staff and volunteer training opportunities.
- Keeping informed of upgrades and improvements in technology and applying it especially where safety and efficiencies of operations can be realized.



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## Fire Department Operations

The Sooke Fire Rescue Service continues to operate a safe and effective emergency response organization utilizing a small daytime career staff of five members supported by up to 35 volunteer firefighters and ten volunteers in support services. These dedicated men and women provide 24 hour coverage, 365 days a year protecting the citizens and visitors to our community.

Crews responded to just over 600 emergency calls in 2012 as well as attending about 150 non-emergency calls. In addition, there were hundreds of inspections completed under the provisions of the BC Fire Code, there were fire and life safety education programs delivered to hundreds of residents as well as thousands of hours of training time invested by members of the fire department. As much as we applaud and appreciate all the work that the volunteer firefighters contribute to the community, it must be noted that the career staff make a huge contribution to the fire department through their efforts in supporting all department personnel.

Members of the fire department again volunteered at many community events including the annual Sooke Subaru Triathlon, Safe Halloween, Canada Day, and the Sooke Christmas Parade. The fire department was integral in organizing the annual Christmas Food Drive at which firefighters and friends collected \$11,000.00 in cash and over \$25,000.00 in food and toys for the Sooke Christmas Bureau. This again goes to show the incredible dedication of this fire department to the community.

While the fire department responses this past year showed a 20% decrease in the number of motor vehicle crashes it attended, the severity of many of these crashes were extreme resulting in 3 fatalities, 2 helicopter air lifts and another dozen with major life threatening trauma. In the majority of these calls, the vehicles involved were written off due to the extensive damage. Two of the calls were mutual aid responses, one in Metchosin and the other to Otter Point. Of the 56 motor vehicle crashes attended in 2012, 28 calls or 50% of the total would be classified as extremely serious with the fire department on scene for a minimum of one hour with the longest lasting 6.5 hours. Interestingly and based on callout times, the most dangerous hours to be on the road in 2012 were between 10:00 and 11:00 am and 6:30 to 7:30 pm. Nine of the incidents resulted in complete road closures for more than 1 hour with the most serious taking 6 hours before traffic began flowing again.

Attending these types of life altering emergency calls takes its toll on our emergency responders. Over the years, the Sooke Fire Rescue Service has built up an invaluable Critical Incident Stress Team that assists with coping with the scenes that emergency personnel can face. With support from the Department Chaplain and now a volunteer Psychologist, the mental health of our firefighters and responders from other agencies is of utmost importance and an integral part of the debriefing of crews after attending these types of calls.

## Fire Department Personnel

Members of Sooke Fire Rescue Service continue to serve their community in several ways. The many volunteers that are part of this organization range from brand new untrained recruit firefighters to members with 20 Years of Service. There are volunteer public educators that specialize in teaching fire and life safety skills to people of all walks of life as well as assisting the firefighters at emergency incidents in a variety of support roles. There are many volunteers working as part of the ESS Program who donate countless hours to training and disaster preparedness. Our part-time clerical support staff looks after logging incidents into the database management system and ensuring meeting minutes are recorded and distributed. Finally there are the five career staff who ensure that there is someone on duty in the fire hall during daytime hours every day of the year. Not only do they serve their community on shift, but these dedicated firefighters support the community and fire department in their off hour activities as well.



Currently the Sooke Fire Rescue Service has the following membership:

<b>Career Staff</b>	5.6 persons: Fire Chief, Deputy Chief (Prevention), Assistant Chief (Training), 2 firefighters and a clerical support person.
<b>Volunteer Firefighters:</b>	36 Members: 3 Captains, 4 Lieutenants, 23 Firefighters and 6 Probationary Firefighters
<b>Volunteer Support Services:</b>	10 Members: 1 Lieutenant, 6 fire and life safety educators, 1 fire inspector, 1 chaplain and 1 psychologist
<b>Emergency Social Services:</b>	27 Volunteers and 2 volunteer Ham Radio Operators.
<b>TOTAL Membership:</b>	41 Fire Suppression + 10 Support Service + 29 ESS Members For a total of 80. This makes Sooke Fire Rescue Service one of the largest employers' within the District of Sooke.

*MLA John Horgan and Mayor Wendal Milne present the Federal Government Fire Services Exemplary Services Award to Chief Steve Sorensen (30 Years Service) Deputy Chief Richard McLeod (20 Years Service), Volunteer Firefighter Tom Warran (20 Years Service) and Volunteer Lieutenant Dan Poirier (20 Years Service) with Chaplain Gordon Kouwenberg officiating at the Annual Volunteer Appreciation Banquet held in October 2012.*



## Fire Prevention & Public Education

The fire prevention division had an extremely busy and active year in 2012. Sooke Fire Rescue Service was proud to host the 2012, 49<sup>th</sup> Annual Fire Prevention Officers Association of BC Annual Conference and Training Seminar at the Prestige Hotel in May. Approximately 70 delegates attended and as part of the curriculum, over 50 students were able to participate in a hands on fire investigation course thanks to the generosity of the Mariners Village Development Group who allowed the fire department to burn one of the houses on their site that was then used as a classroom for the students. Fire investigators from all over BC attended the week long conference. Several pages in the November issue of "Fire Away" magazine feature conference highlights.



*Televisions "Johnny Gage" (Randolph Mantooth) of the hit 1970's show EMERGENCY was the keynote speaker at the FPOABC Conference held in Sooke this past year.*

Over 620 hours was dedicated to prevention programs, the majority of it as volunteer time. Some of the year's highlights were:

- Provided Fire Extinguisher training for many community groups such as the EMCS cooking class, CASA staff and Prestige Hotel staff.
- Three members certified in the Child Passenger Safety Technician course.
- Attended the Sooke Region Volunteer Non- Profit Fair.
- Participated in the Sooke Minor Hockey Fund Raiser at the SEAPARC Arena.
- Attended Fire Prevention Week assemblies at all elementary schools ( 68 teachers, 901 students)
- Conducted the Fire Chief for the Day contest at local elementary schools.
- Introduced the Volunteer Firefighter Cadet program to EMCS students and staff.
- Provided Fire Truck Displays at SEAPARC, JDF Recreation Centre for Emergency Preparedness Week and Western Speedway for the Sooke Preschool - Touch a Truck event.
- Assisted with the Subaru Sooke International Triathlon.
- Attended Canada Day festivities including the Annual Fireworks Display.
- Hosted Sooke Fire Rescue Service Open House during Fire Prevention Week (with assistance from Councillors Reay and Kasper on the hot dog cooking detail)
- Attended D.A.R.E. graduation at John Muir Elementary for Grade 5 students.
- Participated in P.A.R.T.Y program at Victoria General Hospital (Prevent Alcohol and Risk Related Trauma in Youth) to 10 teachers and 80 students from Sooke.
- Participated in the Emergency Safety Fair for kids at Poirier School ( 65 students)
- Assisted with Haunted House during Safe Halloween.
- Instructed firefighter recruits on the Public Education lesson plan.
- Participated in four Level One, Critical Incident Stress debriefing sessions for members of Sooke Fire Rescue and other Fire Departments. One combined session occurred with fire, police and ambulance personnel following the major crash on Sooke Road this past fall.

## INSPECTION / INVESTIGATION COMPARISON 1999 - 2011

Activity	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Fire Investigations	14	22	38	19	26	18	16	15	16	26	34	30	27	30
Daycare/ School	23	12	6	15	9	13	9	20	8	19	13	19	13	13
Multi-Family	14	11	15	10	6	10	12	16	8	8	6	6	25	21
Business	68	87	59	67	42	36	83	106	87	50	103	126	144	160
Public Assembly	36	18	25	19	7	11	17	35	34	35	19	39	38	48
Small Home Based Business											34	49	38	56
Miscellaneous	18	62	8	21	15	2	1	6	0	0	8	7	8	22
Re-Inspection	19	11	11	35	20	5	6	10	2	7	10	31	53	79
Oil Furnace or Oil Tank			19	22	33	40	45	32	39	31	10	26	12	8
Class A Burning Permit Inspection					17	12	7	12	12	N/A	1	18	23	16
Construction Site Inspection					24	16	9	9	43	27	15	27	44	12
Total Inspections	178	233	144	189	173	161	189	246	233	177	219	348	398	435
Plan Reviews	17	32	11	21	15	3	3	22	27	13	8	15	8	7
Subdivision / Rezoning Referrals						30	39	29	62	31	33	51	36	58
Fire Safety Plan Reviews												3	6	4
TOTAL ALL	195	265	155	210	192	194	231	297	322	221	260	417	448	504

A total of 30 fire investigations were conducted including nine structure fires, four vehicle fires, two appliance fires, two explosive devices and thirteen brush fires. The SFRS met with the RCMP Major Crimes Unit to assist in the investigation of several arson or suspicious fires that had occurred in this area over the past few years. Working with the Sooke GIS department, mapping of all the fire locations was completed to determine if any patterns could be ascertained. Some possible suspects were identified with the RCMP to complete follow up investigations.

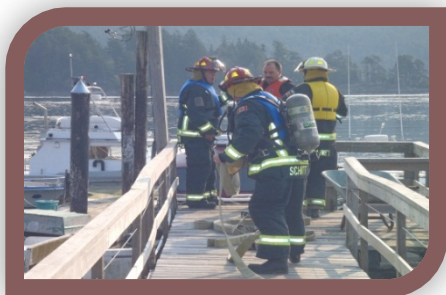
Also of note is the increase in the number of building and life safety inspections completed this year thanks to assistance from several volunteers and diligent work by DC McLeod. Despite this improvement, there is still insufficient staffing available to meet the inspection frequency schedule outlined in the SFRS bylaw.



## Fire Department Training

Members of the Sooke Fire Rescue Service contributed over 6200 hours to training and course instruction in 2012. Over 2800 hours of this were held on Thursday nights, with the remainder as special classes on weekends and other evenings. Over 1000 additional hours were contributed towards Sooke Firefighters Association Meetings and Events.

The average attendance for volunteer department members was 133 hours with career staff averaging 262 hours each.



*Sooke Firefighters participating in the JIBC Marina Firefighting Course*

Sooke Firefighters are trained to the BC Firefighter standard following the NFPA 1001 requirements. Not all members have achieved certification, they currently meet the standards.

- 12 firefighters **certified** to the NFPA 1001 Level 2 standard.
- 3 officers **certified** to the NFPA 1021 Level 1 Fire Officer Standard.
- All current officers trained to NFPA 1021 Fire Officer Level 1 or Level 2 Standard.
- 7 firefighters trained to NFPA 1001 Level 2 standard
- 13 firefighters trained to NFPA 1001 Level 1 standard
- The seven new recruit members are in the process of being trained to the Level 2 standard with certification to follow.

**Hazardous Materials:** There are currently four career members and two volunteer members on the CRD Hazardous Materials Emergency Response Team, all trained to the Technician Level. The Fire Chief is also a Technician, but currently not part of the CRD program. There were four activations of the CRD Haz Mat Team in 2012. Of the remaining fire department members, 19 are at the Operations Level and five have achieved the Awareness Level of training.

Aside from the regular Thursday night and SFRS sponsored weekend training, several members attended additional courses throughout the year including:

1. Salt Spring Island Regional Training Weekend in July. Three firefighters attended (Basic Rescuer – Rope and Incident Safety Officer).
2. Auto Extrication Training & Symposium –was hosted by Metchosin Fire Department and had seven members from Sooke attending.
3. Ten members of SFRS attended the Justice Institute Marina Firefighting that was held in Sooke using Jock's Dock for the hands on portion of the course.
4. One volunteer attended a JIBC Hazardous Material Awareness and Operations course in Comox
5. Sooke hosted a JIBC Residential Fire Command Course at which nine members of SFRS participated.

## Apparatus and Equipment

Sooke Fire Rescue Service is equipped with a modern fleet of emergency apparatus that is in line with the recommendations of the insurance industry as set forth by Fire Underwriters Survey. Strategically placed in two fire stations within the community this equipment is ready to respond at all times. Apparatus and equipment is serviced and maintained by our FD mechanic, John Maclean with assistance from the two career firefighters.

**Station 1** heavy apparatus includes two pumper trucks, an aerial ladder truck, one water tanker and a brush fire truck. There are also two pickup trucks for use by the day staff and night time duty crew as well as a decommissioned ambulance used on first response calls and as an emergency rehabilitation centre for firefighters on long duration calls.

**Station 2** is outfitted with a pumper truck, a heavy rescue truck and a medium duty utility vehicle. It is anticipated that the medium duty unit will be transferred to a temporary site in Sunriver early in 2013, where currently nine members of the department reside.

As with anything, emergency equipment has a required, and/ or recommended life span. As such, a comprehensive capital replacement plan has been proposed for future budget years.

Included are time lines, budgets and replacement plans for the following:

Heavy Apparatus	25 years service
Medium Duty Apparatus	15 years service
Light Duty Utility Vehicles	10 years service
Self Contained Breathing Apparatus	15 years service
Fire Hose	10 years service
Firefighter Protective Clothing	7 to 10 years service
Rope Rescue Gear	10 years service
Extrication Tools	15 years service

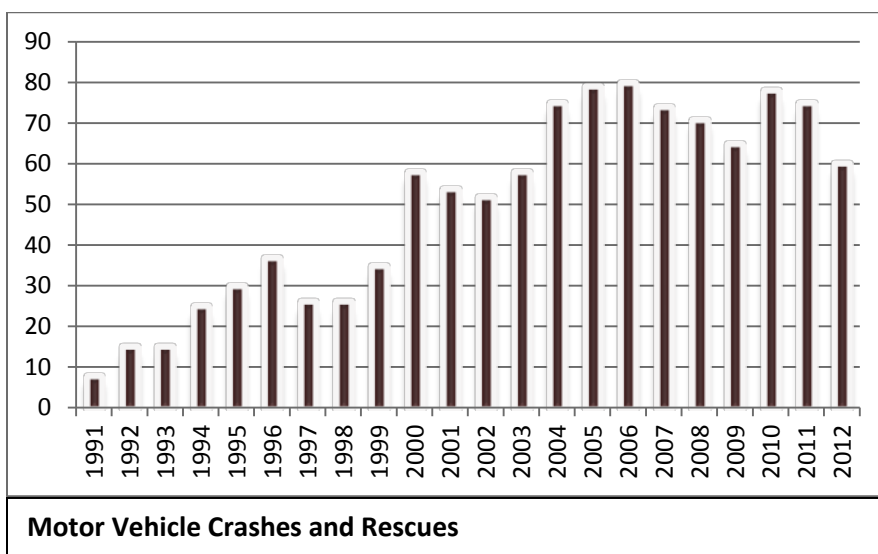
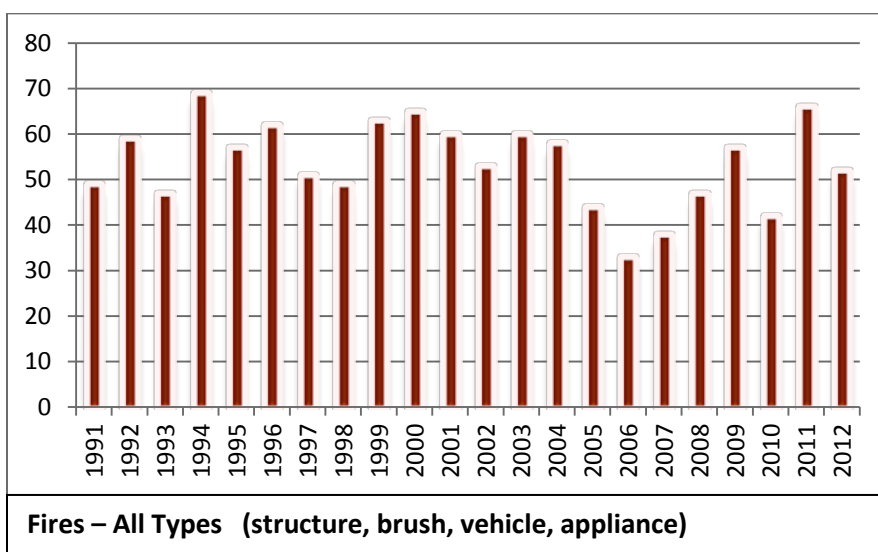


## Emergency Incident Report

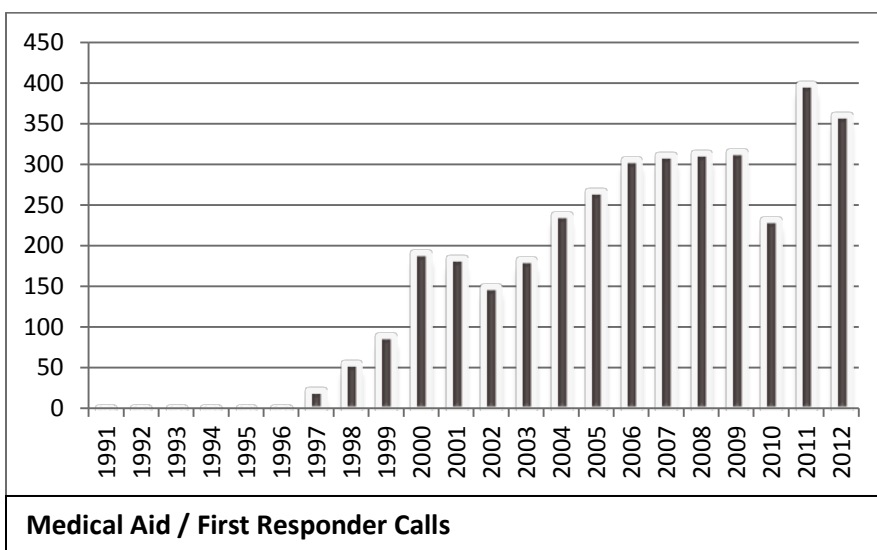
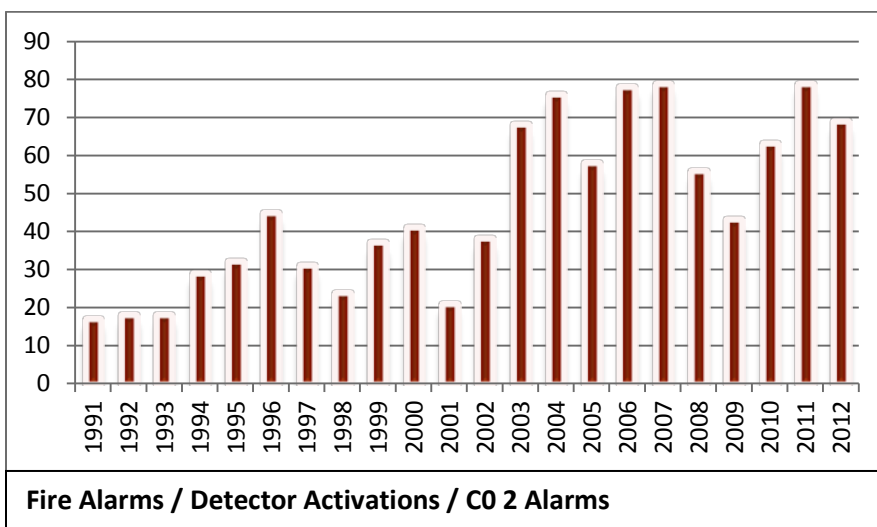
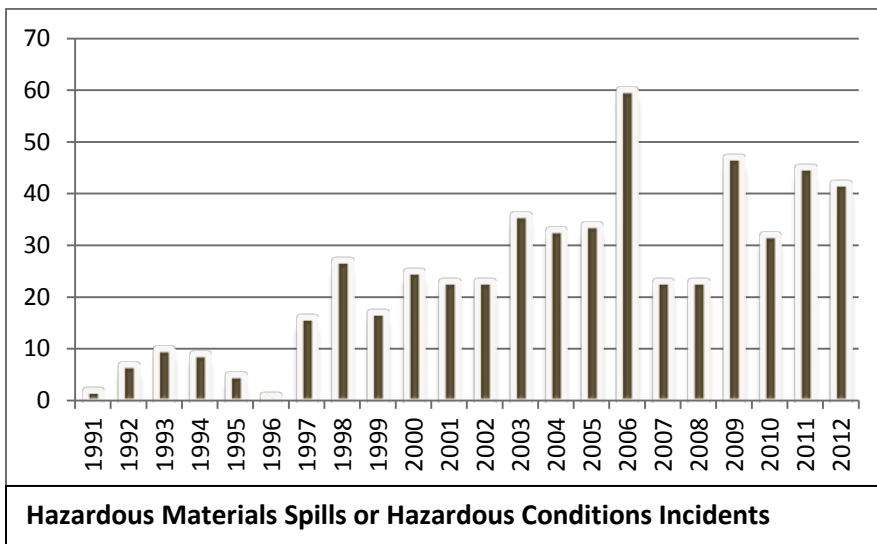
While the fire department saw an 11% decrease in the number of calls it attended in 2012 as compared to 2011, this was mostly due to a reduction in burning complaints, overall the department has experienced an average annual increase of 10% in emergency calls for over 20 years now. While the number of motor vehicle crashes attended was down slightly this year, the severity of many of the incidents was far more serious with three vehicle related fatalities recorded along with several very significant injury accidents. This works out to an average of about one injury accident per week within the District of Sooke.

In the area of non-emergency calls, the largest drop continues to be in the category of burning complaints. Thanks to ongoing education programs on when and how to burn, there has been a steady decline in complaints since the high levels reached in 2009.

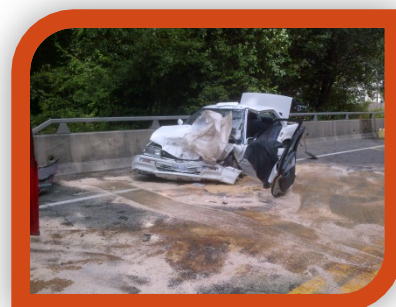
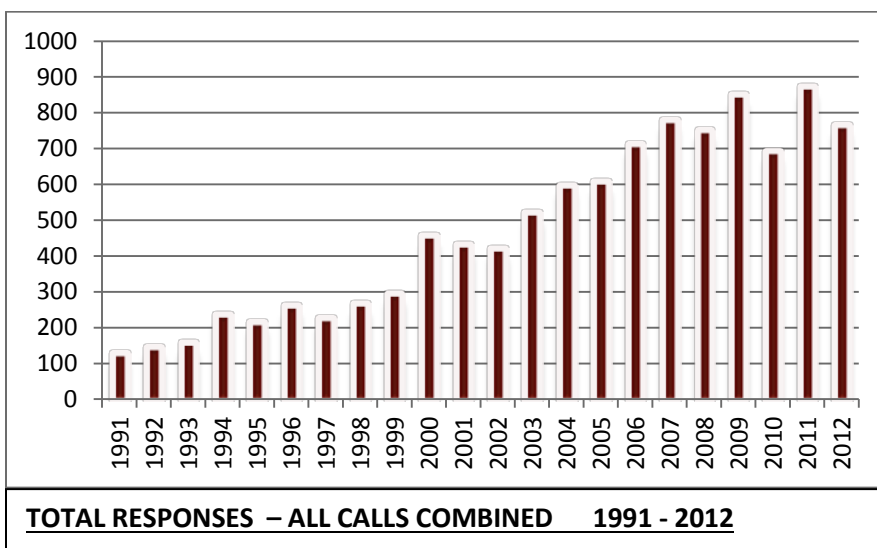
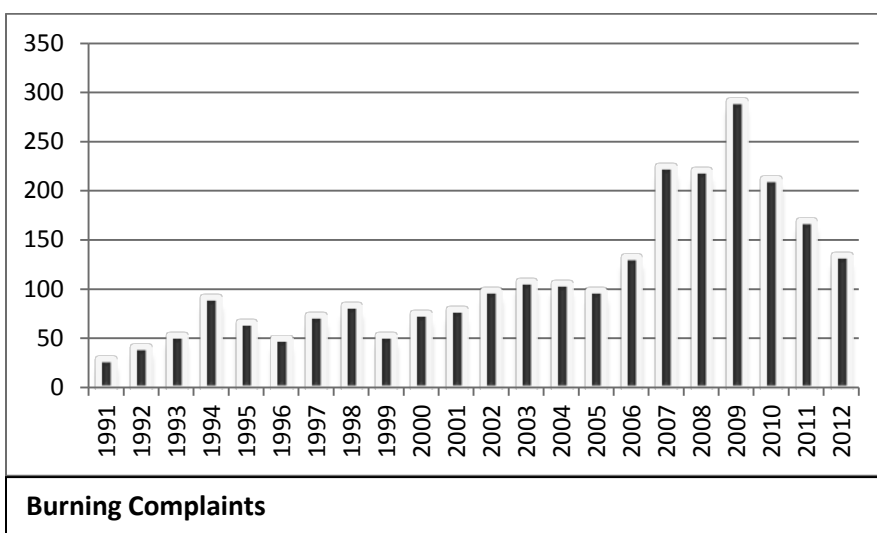
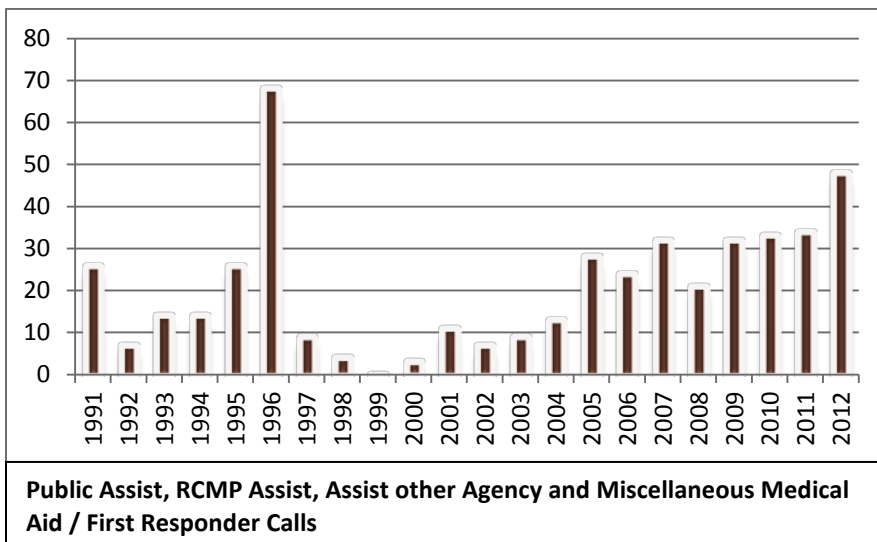
***The following eight tables represent the call volume of the SFRS in each category over the past 20 + years indicating at average annual increase rate of 10% over this time period.***



## Emergency Incident Reports (continued)



## Emergency Incident Reports (continued)

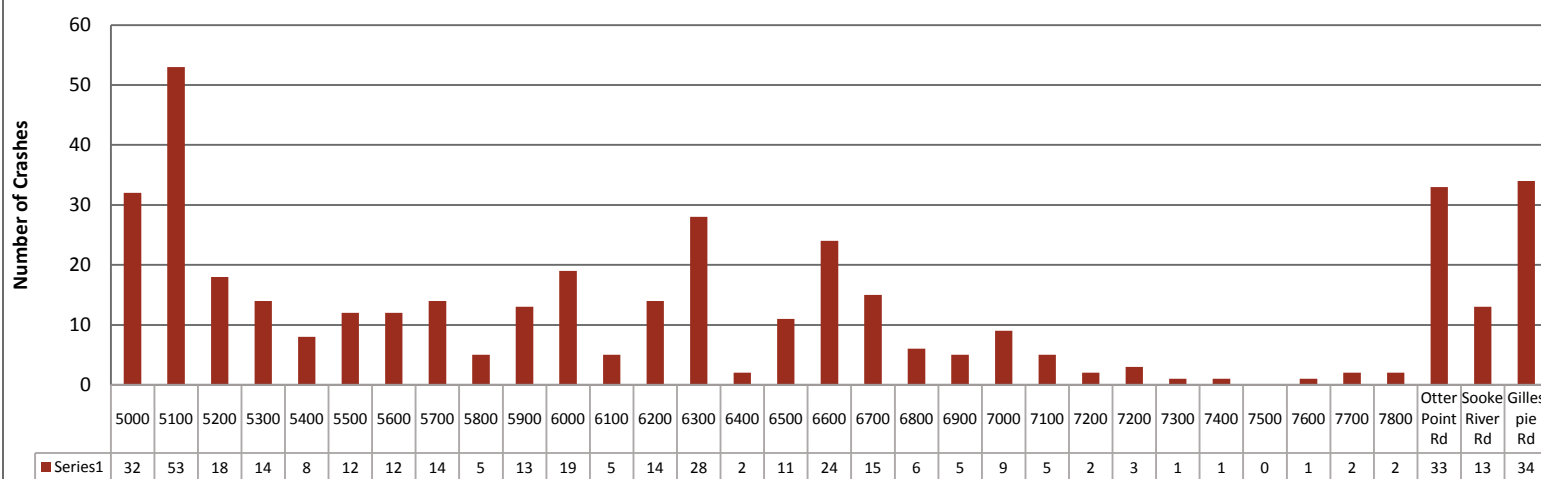


## Emergency Incident Reports – Motor Vehicle Incidents:

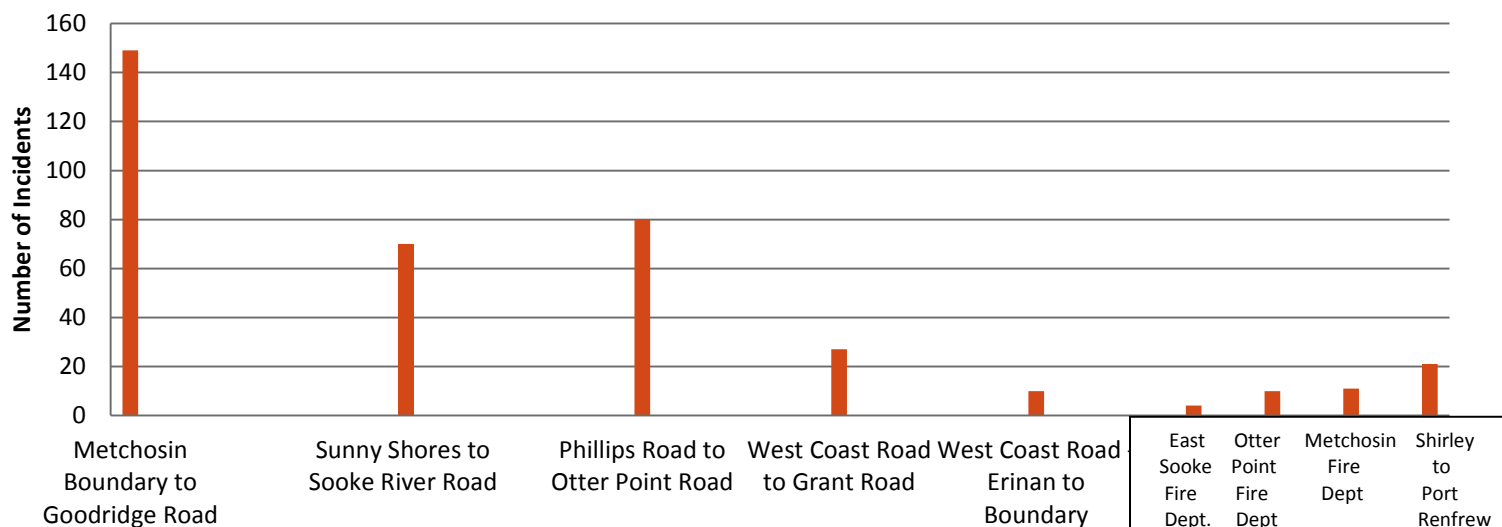
The following charts indicate the total number of motor vehicle collisions on Sooke and West Coast Road to which Sooke Fire Rescue Service responded during the years 2005 though 2012. The number of incidents for each 100 block is noted. Also included are the totals for the other three main routes in Sooke, those being Otter Point Road, Sooke River Road and Gillespie Road.

It's quite evident that the majority of traffic collisions occur in three areas along Sooke Road. Those include the stretch from the Metchosin border to about Manzer Road, the area around the Phillips Road intersection and the third most serious area is within the town core. Calls on the East side of the Sooke River Bridge number about 2 to 1 versus calls on the West side.

**Motor Vehicle Crashes within District of Sooke 2005 - 2012**  
Sooke Road / West Coast Road (by address 100 blocks)



**Motor Vehicle Crashes 2005 - 2012 by Area in DOS - Includes Mutual Aid Calls**





## 100<sup>th</sup> Anniversary Celebrations

Looking forward to 2013, members of the Sooke Fire Rescue Service are preparing to celebrate the 100<sup>th</sup> Anniversary of the start of the original “Sooke Harbour Volunteer Fire Department.” The roots of the department have been traced back to this date, thanks in part to an antique Hose Reel and large Presentation Cup awarded to the fire department and engraved as follows:

*“Sooke Harbour Volunteer Fire Department, Sooke BC  
Presented by Canadian Pipe Company Ltd., Vancouver BC – 1913”*

As part of a year long celebration, the fire department has planned several events throughout the community at which past and present firefighters along with residents and visitors can reflect and commemorate this historical milestone. The unveiling of the ground up restoration of the original 1942 International Fire Truck will also take place this year. Some of the planned highlights include:



- ❖ A newly minted FD “**Challenge Coin**” will be presented to current serving fire department members. Additional coins will be offered for sale to the public.
- ❖ April 28, a large contingent of Sooke Firefighters, family and friends will compete in the **Times-Colonist 10km Race**. Pledges will be accepted with proceeds to the Muscular Dystrophy Association.
- ❖ A display of old fire equipment including the chassis and work to date of the 1942 fire truck will be on hand at the **Annual Sooke Rotary Auction** on May 4<sup>th</sup>. Members of the public will be encouraged to buy “shares” in the fire truck to aid in restoration costs.
- ❖ On May 11<sup>th</sup>, Sooke Fire Rescue Service will host the **Firefighter Fitness Challenge**. Open to all firefighters across the region, this is their opportunity to show off their firefighting strengths and skills while competing for prizes in various categories.
- ❖ **Canada Day**, members of the department will be on hand with another display of the old fire truck, some demonstrations, compete in the raft race and set up the fireworks.
- ❖ August 24<sup>th</sup> will see antique fire trucks & emergency equipment **parade** through Sooke on their way to a **Show and Shine and Family Picnic** at John Phillips Memorial Park.
- ❖ September 19 – 22, Sooke Firefighters along with their counterparts in Otter Point, East Sooke and Metchosin Fire Departments will host the first ever Justice Institute of BC regional fire service training week. Hopefully this is the start of an annual event.
- ❖ From mid September to the end of October, the **Sooke Region Museum** will host a display of antique firefighting gear and paraphernalia from Sooke and surrounding areas. Open to residents and visitors alike, this will detail the history of the SFRS.
- ❖ As a grand finale to the year members of the Sooke Fire Rescue Service will host a **Firefighters Centenary Ball** at their Number 1 Fire Station. This grand event will feature a gala dinner, music and dancing. This will be a formal affair with a limited number of tickets available to the general public. This will take place the evening of October 19<sup>th</sup>.

## Sooke Emergency Program - ESS

This year was once again a very busy year for the members of the Sooke Emergency Support Services. There are currently 27 active members, who this year were able to amass a total of 937 volunteer hours. These hours reflect the total from monthly meetings, ESS courses, special presentations, workshops and supporting local community events throughout the year as follows:

### Courses

- **Reception Centre** – 3 course during this reporting period
- **Registration & Referrals** - 2 courses during this reporting period
- **Resource Acquisition** course
- **Group Lodgings** - 2 courses during this reporting period
- **ESS Level 1 Emergency Social Services**
- **Emergency Safety Traffic Control** course
- **Food Safe Course**
- **How to Deal with Difficult Personnel**
- **Psychosocial** course
- **Rapid Damage Assessment** course
- **EOC Essential** course
- **Emergency Evacuations** Course



*The Mobile Emergency Generator is now functional, having been tested and operated at the Sooke Community Hall for use as a disaster relief centre*

### Presentations:

- Cold Weather Homeless Shelters Presentation
- Electrical Safety Presentation
- POD organizational meeting
- Tour of PEP HQ Facility- 2 tours during this reporting period

### Community Events:

- Sooke Region Volunteer Non-profit Fair- ESS information table
- Rotary Auction - ESS information table
- Western Foods Anniversary - hot dog and raffle ticket sales
- Canada Day- ESS information table
- The Great Shakeout Earthquake Drill
- Sooke Fire and Emergency Program Open House- ESS information table
- Annual Christmas Food Drive

### Workshops:

- Assembled comfort kits for Reception Centre and Group Lodgings totes.
- Table top exercise for Reception Centre attended by JDF ESS members as well.
- Table top exercise for Group Lodgings attended by JDF ESS members as well.

Goals for 2013 will focus on recruitment, retention, training, continued cooperation with JDF ESS, increasing supplies and obtaining signed MOUs for the required facilities in Sooke.

## Sooke Emergency Program – EOC

Council's newly formed Sooke Emergency Planning Committee is comprised of representatives from various community emergency response agencies along with support from neighbouring emergency programs with public meetings held on the 4<sup>th</sup> Tuesday morning of each month.

Representatives include:

- ❖ District of Sooke Council Representative
- ❖ Sooke Emergency Coordinator – Chair
- ❖ Sooke RCMP Detachment Commander
- ❖ Sooke Ambulance Unit Chief
- ❖ Sooke ESS Coordinator
- ❖ Sooke First Nations – Emergency Program Representative
- ❖ JDF Emergency Coordinator
- ❖ Metchosin Emergency Coordinator
- ❖ School District 62 Health and Safety Representative
- ❖ Sooke Royal Canadian Marine Search and Rescue Unit Leader

The Committee has now met several times and has undertaken initiatives including:

- Working with UVic students to update the Sooke Emergency Plan
- Conducting a local Hazard Risk Analysis
- Upgrading internal and public emergency communications systems.

During 2012, the Sooke EOC was opened at Level 1 activation on three occasions in response to:

1. A warning of an ocean going tanker with a hole in the hull crossing Juan de Fuca Strait for repairs in Washington (January)
2. The Haida Gwai Tsunami Advisory in October
3. A commercial fish boat sinking in Sooke Basin with resulting fuel spill

The municipal staff continues to participate in monthly EOC training sessions conducted by the Fire Chief on the fourth Thursday of each month. This fall, a three-day event was simulated with various staff members filling roles in the EOC for short periods of time over the course of the severe storm. Everything from downed trees and electrical lines to a major propane leak, to closed highways and evacuations was covered. Several staff also participated in a level 2 EOC training course conducted by Geoff Amy, an instructor with the JIBC and Colwood's EOC Coordinator.

Some upgrades to the EOC included a file system of blank forms that must be completed for Provincial reimbursement, upgrading to mapping systems and improved access to EOC supplies. Twitter accounts have now been set up to assist in messaging to the public using the DOS account as well as an additional one set up by the Fire Chief and aptly named @FireChiefSooke where information on emergency situations can be updated quickly and easily from the scene of the emergency.

Finally, after much trial and error and problem solving, the Sooke Community Hall can now be equipped with emergency power by simply towing the generator to the scene, plugging it in and flipping a switch. Many thanks to Dale Read of Dale's Electric for all his work. This now allows the DOS to set up an Emergency Reception Centre and Group Lodging site to take care of residents and visitors faced with an emergency evacuation or other disaster.

## Sooke Fire Rescue and Emergency Program 2013 Goals and Objectives

- Continued development of a long term fire department strategic plan including an apparatus and major equipment replacement plan.
- Establishment of a fire department muster station in the Sunriver area to facilitate better and quicker response from the volunteers living in this area.
- Develop specifications for the replacement of Tanker 202.
- Work to acquire Superior Tanker Shuttle Accreditation and the resulting decrease in insurance costs for those residents outside hydrant protected area.
- Acquire sufficient large diameter supply hose to enable apparatus to be equipped as per NFPA standards.
- Continued work on recruitment and retention of volunteer firefighters.
- Continue the positive dialogue and communications with members of council
- Upgrade of the Sooke Emergency Plan and continued training of volunteers.
- Develop alternate communications plans to provide timely information to the public during times of emergency or disaster situations.
- Work with the GIS Department to develop and maintain property and building data in an electronic format to allow ease of use for emergency responders in the field.
- Continued expansion of the SFRS training programs to allow more flexible access for volunteers to acquire and maintain their firefighting and rescue skills.
- Develop, promote and foster the JIBC Regional Firefighter Training Weekend in the Sooke area as an annual event.
- Advertise and promote the importance of proper visual addressing as a key component of successful emergency response to all residents and businesses in the DOS. Possible implementation of a new addressing bylaw to ensure that adequate posting of address signs is maintained throughout the community.
- Promote and encourage fire department and community participation in the various 100<sup>th</sup> Anniversary Celebration events of the Sooke Fire Rescue Service.



## Declaration and Identification of Disqualified Council Members

Nothing to report.



## Community Participation in Your Local Government

Local government provides many opportunities for its citizens to participate in the planning and management of their own community. A citizen may:

- ◇ Run for Mayor or Councillor
- ◇ Vote at general elections or public approval opportunities
- ◇ Participate in public consultations or hearings
- ◇ Attend Council or Committee/Commission meetings
- ◇ Volunteer for a Committee or Commission

As a citizen of the District of Sooke, you may at any time make your views known. It is usually best to begin with contacting the appropriate municipal department or staff person, but citizens may also present their views to Council in writing or in person at a Council meeting.

In order to appear before Council as a delegation at a Council Meeting, you need to submit a written request to the Corporate Officer by 4:30 pm on the Tuesday before the scheduled Council Meeting. The request can either be by way of a form (available on the District website) or a separate letter that you have written which contains the information requested on this form. You can submit your request in person, by mail or by fax at 250-642-0541.

If you wish to make a presentation to Council or let Council know how you feel about an issue, please contact the Corporate Officer.