



## District of Sooke

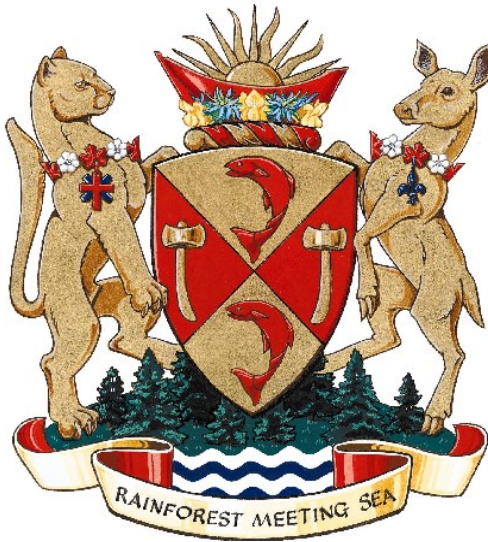
"Where the Rainforest  
meets the Sea"



## 2014 Annual Report

Our progress during 2013 and  
our strategic plan for 2014-2015

## 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.

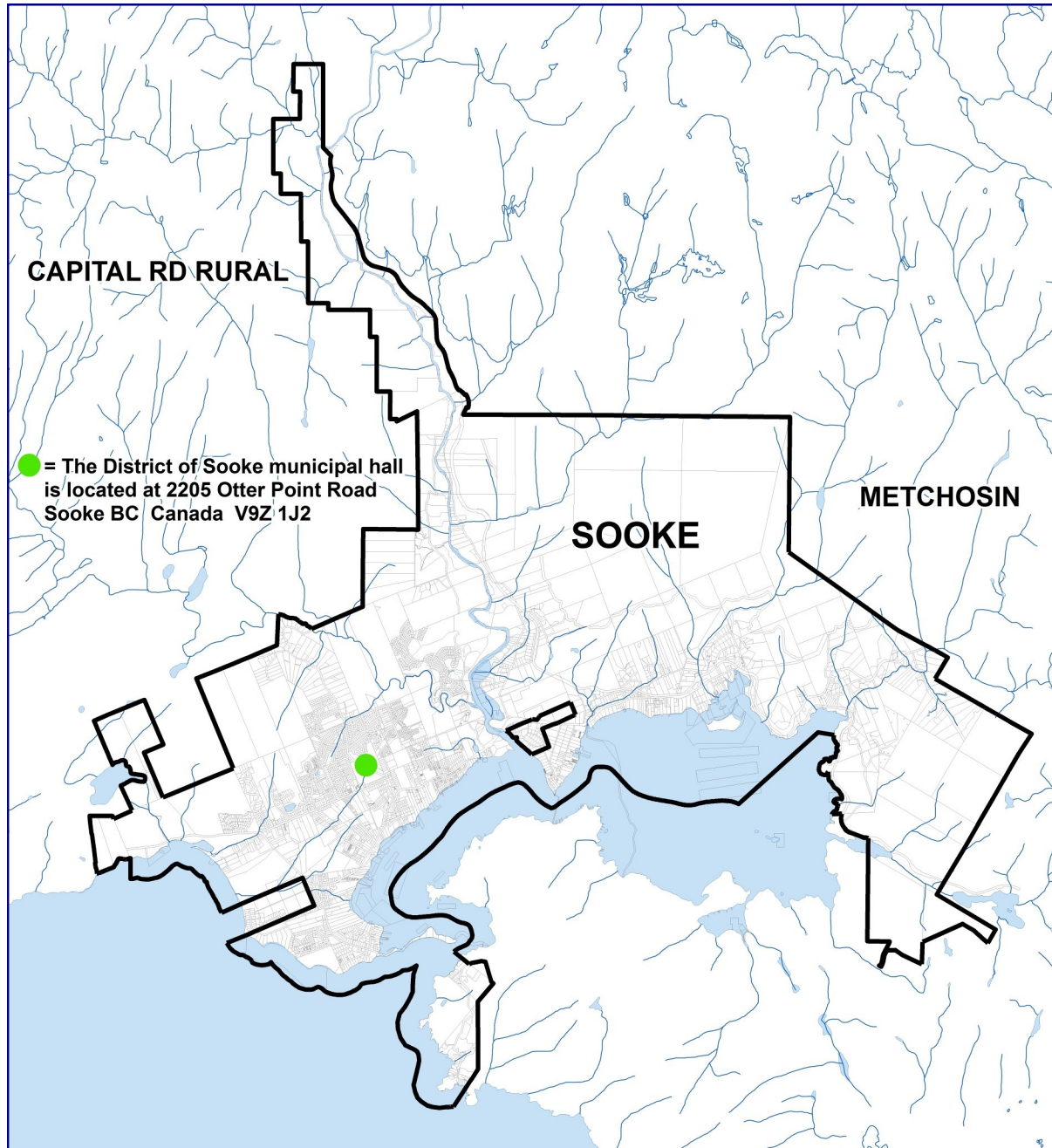
### **Motto**

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 9, 2014 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)  
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## Message from the Mayor

**On behalf of the District of Sooke, Council and Staff, it is my pleasure to introduce the 2014 Annual Report.**

**Reflecting on 2013 and looking ahead to 2014 —This Council is heading into the final year of our three-year mandate.**

We will continue our priority of fiscal responsibility maintaining a property tax increase of 2% or less for 2014, striving towards long term sustainability while still providing infrastructure improvements. Each decision Council makes will take into consideration the ability of the tax payers to fund initiatives and the overall benefits that come to the community as a result of the decision.

**The Transportation Master Plan identified the lack of east-west connectivity** on both the north and south side of Sooke Road and consequently Council is proceeding with network improvements that include the creation of a new road (yet to be named) between Church Road and Otter Point Road to be completed by August 2014. The connector road project will ease congestion through the downtown core and include a 3-metre paved multi-use trail for pedestrians and cyclists. The multi-use trail on Church Road from the connector road to Throup Road has already been completed and will be paved in early 2014. Tree clearing for the connector road right-of-way is in progress.



### CORPORATE ROADMAP

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

The connector road project will ease congestion through the downtown core and include a 3-metre paved multi-use trail for pedestrians and cyclists. The multi-use trail on Church Road from the connector road to Throup Road has already been completed and will be paved in early 2014. Tree clearing for the connector road right-of-way is in progress.

**The Transportation Master Plan also proposed intersection improvements** for Sooke Road at Evergreen Mall exit to what has been called Waterview Street (yet to be named) in the form of a roundabout. Properly designed and implemented roundabouts operate safer than conventional intersections (signals, two and four way stops) due to reduced speeds and significantly lower conflict points. We have spent the first part of our term assembling property, and planning for better transportation flow and improvements in the core area. This project will include sidewalk enhancements.

**Council is working with the community** to establish design guidelines for building in the core area. Input is currently being sought from the Arts & Beautification Advisory Panel and the Chamber of Commerce with further public input planned.

**This Council is committed to helping seniors and youth.** Sooke is currently at the top of the Vancouver Island Regional Library list for a new library. It is anticipated that the Library will put out a request for proposals this year. We will be working with the Library to look for options to include a multiuse (seniors, youth) component to this building.

**A healthy community is a priority.** Aging in the community is important to Council. We are currently working with the Sooke Elderly Citizens Housing Society (Ayre Manor) and Island Health (formerly VIHA) to increase their space. In addition, I will be chairing a committee (Primary HealthCare, working group) to look at ways to enhance the provision of medical services in the District.

**Council will continue our work** with the Chamber, the Tourism Association, and the Mayor's Panel on Economic Development to find ways to stimulate economic activity in the area. We will work in amore proactive way with the Community Health Initiative (CHI) which replaces the Mayor's Panel on Health and Social Issues. The Mayor's Panel on Arts and Beautification will play a key role in promoting the arts as well as enhancements to beautification in the community.

We look forward to an exciting 2014.

*Mayor Wendal Milne*







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.

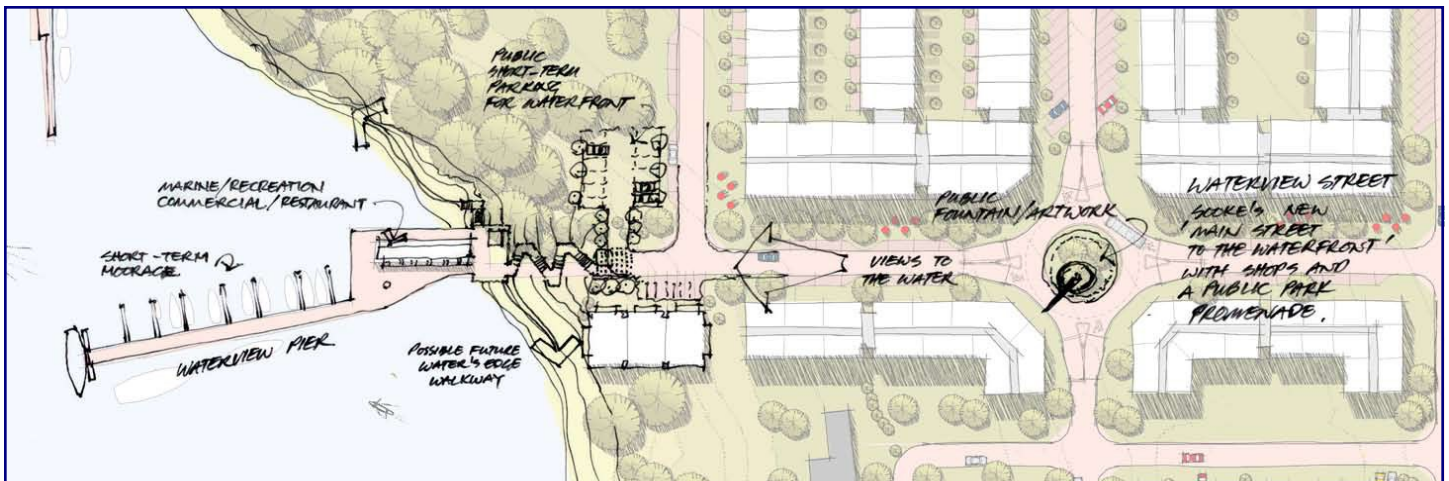
Sooke enjoys some of the mildest climate in western Canada, with warm and dry summer months, and wet, mild winter months, allowing residents and visitors alike to enjoy many amenities such as a Par 3 golf course, Whiffin Spit Park, Sooke Potholes Provincial Park, skateboard park, arena and aquatic centre, 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 strategic planning. Some do it in the form of long range comprehensive strategic plans while others take a shorter more immediate focus. Since 2011, District of Sooke Council have participated in planning sessions to identify top corporate priority items they wished to consider as part of their term in office.

- ◇ **2012 Corporate Priorities—January 2012**
- ◇ **2013-2017 Corporate Priorities—October 22, 2012**
- ◇ **2013-2014 Corporate Strategic Plan—April 22, 2013**
- ◇ **2014-2015 Corporate Strategic Plan—April 28, 2014**

The corporate planning process helps to guide the District's short term corporate decision-making, corporate work plan, and the five year financial plan implementation processes.

The goal of the Corporate Strategic Planning process for 2013-2017 was to identify and document the priorities of the Corporation for a five year period, and to lay the foundation and internal structures for the development of detailed longer-term work plans. The 2013-2017 Corporate Strategic Plan developed a vision statement, guiding principles and a commitment to providing the best possible local government for Sooke citizens and its business community.

The Corporate Priorities established in the 2013-2017 Corporate Strategic Plan were in the areas of:



(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

- A. Sustainable Land Use
- B. Energy and Climate Change
- C. Economic Development
- D. Agriculture and Food Security
- E. Health and Quality of Life
- F. Housing
- G. Arts and Culture
- H. Infrastructure
- I. Environment
- J. Leisure/Recreation Services and Facilities
- K. Parks and Trails
- L. Transportation
- M. Sustainable Financial Management
- N. Social/Community Initiatives

# 2013-2017 Corporate Priorities

## Focus Statements

### **Our Vision**

*The future we strive to create*

Sooke – a live, work, play community.

*(See the expanded section 3.1 “Community Vision” contained in our Official Community Plan)*

### **Our Guiding Principles**

*Guideposts*

- ◆ Sooke promotes its “thriveability”, safety and healthy community status
- ◆ Sustainability in Sooke
- ◆ Environmental Stewardship
- ◆ Economic Diversification
- ◆ Sooke Smart Growth
- ◆ A Culture of the Arts, Leisure and Recreation
- ◆ Community Inclusion
- ◆ Regional Collaboration
- ◆ Preserving Sooke’s Character

*(see the expanded section 3.2 “Guiding Principles” in our Official Community Plan)*

### **Organizational Excellence**

*Our Commitment*

The District of Sooke is committed to providing the best possible local government for our citizens and business community. This commitment drives constant improvement, with particular emphasis on:

- ◆ Placing sustainability (economic, corporate and environmental) as the foundation of our municipal culture
- ◆ Integrated strategic planning, business planning, budgeting and performance management systems
- ◆ Providing strong, strategic policy-based governance
- ◆ Decision-making processes to be transparent, accessible and efficient
- ◆ Fiscal accountability and prudence
- ◆ Improving customer service and related communications capacity
- ◆ Effective shared decision-making within the community and our regional partners, including First Nations



# 2014-2015 Corporate Strategic Priorities

On April 28, 2014, Council reviewed the District's corporate priorities and developed a 2014-2015 Corporate Strategic Plan. Council confirmed it's the Corporate Vision Statement and Strategic Priorities, as contained in the 2013-2014 Corporate Strategic Plan, as follows:

## Vision

- ♦ A vision statement describes the future desired outcome for the District of Sooke. *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.

# **STRATEGIC PLAN PROJECT/OBJECTIVES**

## **2014-2015**

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.



# District of Sooke

## “Live, Work, Play”

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# CORPORATE STRATEGIC PLAN

## 2014-2015

*APPROVED BY COUNCIL APRIL 28, 2014  
Amended May 26, 2014*

*Official Community Plan Guiding Principles:*

*Sooke's Thriveability; Sustainability; Environmental Stewardship; Economic Diversification;  
Smart Growth; Culture of the Arts, Leisure and Recreation; Community Inclusion;  
Regional Collaboration; Preserving Sooke's Character*



The goal of the District of Sooke Corporate Strategic Planning process is to identify and document the priorities of the Corporation for the remaining 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 2014-2018 financial plan implementation processes.

The draft District of Sooke Corporate Strategic Plan was developed at a planning session held April 28, 2014, attended by Council members and staff. The session reviewed the previous Corporate Strategic Plans which 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 2014-2015 District of Sooke Corporate Strategic Plan document includes:

- Corporate Vision Statement
- 2014-2015 Strategic Priorities Summary
- 2014-2015 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.

## Corporate Vision Statement

A vision statement describes the future desired outcome for the District of Sooke.

Council reviewed the Corporate Vision Statement 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.



## **STRATEGIC PLAN PROJECT/OBJECTIVES 2014-2015**

These 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 2014-2015

<b>STRATEGIC PRIORITY #1: Fiscal Responsibility</b> <b>**NOTE: Timeline and Resources Required based on budgeted funding and full complement of staff</b>					
Desired Long Term Results	Objectives / Work Plan	Status	Timeline**	Resources Required**	Staff Responsibility (Department)
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 2014</b>	<ul style="list-style-type: none"> <li>Current Council Policy and Direction</li> </ul>	2014-2018 Budget	Staff	Finance
	<b>Formalize Annual Capital Reserve Contribution</b>	<ul style="list-style-type: none"> <li>Current Council Policy and Direction</li> <li>Fire Apparatus Replacement Policy</li> </ul>	2014-2018 Budget	Staff	Finance

## STRATEGIC PLAN PROJECT/OBJECTIVES 2014-2015 (continued)

<b>STRATEGIC PRIORITY #2: Town Centre</b> <b>**NOTE: Timeline and Resources Required based on budgeted funding and full complement of staff</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>Multi-use trail completed except for paving. Paving will be done following some associated drainage work.</li> </ul>	<b>Spring 2014</b>	<ul style="list-style-type: none"> <li>Funding in place</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>Design, contract documents, construction 2013-2014</li> <li>All preliminary work complete                             <ul style="list-style-type: none"> <li>Property acquisition 2013</li> <li>RFP for design and construction management 2013</li> </ul> </li> <li>Major construction contract awarded</li> </ul>	<b>September 2014</b>	<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> <li>Consultants/ Project Managers</li> </ul>	Engineering / Project Manager/ Finance
	<b>Sidewalks / Town Centre improvements - North and South side of Sooke Road Church Road to Otter Point Road</b>	<ul style="list-style-type: none"> <li>Working on design guidelines to promote and encourage diversity and pedestrian activity</li> <li>Working on servicing and road connectivity plan for Town Centre</li> </ul>	<b>Late Fall 2014</b>	<ul style="list-style-type: none"> <li>Town Centre Design Guidelines</li> <li>Staff</li> <li>Consultants/ Project Managers</li> </ul>	Planning -TC guidelines Engineering / Finance / Project Manager/

## STRATEGIC PRIORITY #2: Town Centre

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

Desired Long Term Results	Objectives / Work Plan	Status	Timeline**	Resources Required**	Staff Responsibility (Department)
		<ul style="list-style-type: none"> <li>Some improvements have occurred as a result of private sector development.</li> </ul>			
	<b>Waterview and Roundabout Project</b>	<ul style="list-style-type: none"> <li>Roundabout design and contract documents @80% complete</li> <li>Property acquisition 2013/14:               <ul style="list-style-type: none"> <li>Property south of Sooke Road for "Waterview" acquired</li> <li>Sooke Road property for roundabout acquisition underway</li> </ul> </li> </ul>	<b>Spring 2015</b> – To be constructed following completion of connector road	<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>Project on hold               <ul style="list-style-type: none"> <li>Property acquisition</li> <li>Detailed design at 80%</li> <li>Draft contract documents</li> <li>Grant application underway</li> </ul> </li> </ul>	<b>Winter 2015</b> - Will require 2 to 6 months for design/ contract documents Construction	<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

## STRATEGIC PLAN PROJECT/OBJECTIVES 2014-2015 (continued)

<b>STRATEGIC PRIORITY #3: Economic Revitalization</b> <b>**NOTE: Timeline and Resources Required based on budgeted funding and full complement of staff</b>					
Desired Long Term Results	Objectives / Work Plan	Status	Timeline**	Resources Required**	Staff Responsibility (Department)
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>▪ Mayor's "Promote Sooke" Task Force:                             <ul style="list-style-type: none"> <li>○ Task Force to report</li> </ul> </li> </ul>	<b>Spring 2014</b>	Staff	Mayor / 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 – <b>Complete</b> (CASA – CHI – Mayor's Wellness Panel consolidated under CASA)</li> <li>▪ Support ongoing work for a Seniors/Youth centre and recognition as an BC Age-Friendly Community</li> </ul>	<b>Winter 2014</b>	<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>	Finance / Corporate Services
		<ul style="list-style-type: none"> <li>▪ Locate site for Senior's Centre (RFP) - underway</li> <li>▪ Possible land acquisition</li> </ul>	<b>Fall 2014</b>	<ul style="list-style-type: none"> <li>▪ CHI</li> <li>▪ Staff</li> <li>▪ Funding</li> </ul>	Mayor / Chief Administrative Officer /Finance

	<b>Library (advocacy)</b>	<ul style="list-style-type: none"> <li>▪ Continue to negotiate with Vancouver Island Regional Library               <ul style="list-style-type: none"> <li>○ Council has requested the Library Board issue a request for proposals for a new facility in Sooke. Council has also expressed interest in additional space for a multi use (seniors and youth space) in a new library facility.</li> <li>○ Council has asked the CRD to pass legislation which would allow the Vancouver Island Regional Library to borrow funds for this project.</li> <li>○ Request for proposals estimated late 2014 early 2015.</li> </ul> </li> </ul>	<b>Fall 2014</b>	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Funding</li> </ul>	Chief Administrative Officer/Finance
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## STRATEGIC PLAN PROJECT/OBJECTIVES 2013-2014 (continued)

### STRATEGIC PRIORITY #4: Community Planning

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

Desired Long Term Results	Objectives / Work Plan	Status	Timeline**	Resources Required**	Staff Responsibility (Department)
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>▪ Town Centre Design Guidelines</li> <li>▪ ALR Boundary Review</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Late Fall 2014</b></li> <li>▪ <b>2015</b></li> </ul>	<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>▪ Bylaw No. 65 and Bylaw No. 70 clarification – Underway                             <ul style="list-style-type: none"> <li>○ Bylaw 65 review 90% complete</li> <li>○ Bylaw 70 underway</li> </ul> </li> <li>▪ Development Procedures Policy Amendment</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Fall 2014</b></li> <li>▪ <b>Fall 2014</b></li> <li>▪ <b>2015</b></li> </ul>	<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 – Plans for John Phillips Memorial Park, Off-Leash Dog Park and Sooke River Road Park - underway</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Fall 2014</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Funding - advertising</li> </ul>	Planning / Parks
		<ul style="list-style-type: none"> <li>▪ Master Park Plan Update</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>2015</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff</li> <li>▪ Funding - advertising</li> </ul>	Planning/ Parks



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
  - \* 2013 Permissive Property Tax Exemptions
  - \* Audited Financial Statements 2013
- ◇ Development Services
  - \* Planning (Planning, Geographic Information Services)
  - \* Engineering (Approving Officer, Engineering, Parks and Environmental, Building)
- ◇ Fire Rescue Services



The Corporate Services department is directed by the Chief Administrative Officer and has a broad range of responsibilities ranging from managing elections for the District of Sooke to the responsibility of corporate administration.

### **Bylaws and Policies**

The Corporate Services Department is responsible for drafting and coordinating the public process for the adoption of municipal bylaws and policies. In 2013, Council adopted 18 bylaws and considered and introduced several more. Several financial bylaws were adopted in 2013:

- The *2013-2017 Five Year Financial Plan Bylaw* with the *2013 Property Tax Rate Bylaw*
- An amendment to the *Sooke Core Sewer Specified Area Cost Recovery Bylaw* was adopted to adjust the parcel tax charge from \$515 to \$552
- An amendment to the *Fees Bylaw* was adopted to establish fees for fingerprinting administrative costs
- An amendment to the *Animal Regulation and Impounding Bylaw* was adopted to align fees with other Capital Region municipalities
- A *Revenue Anticipation Bylaw* was adopted to provide for the borrowing of money in anticipation of revenue

Most notably, a review of the Sooke Zoning Bylaw was undertaken in 2012 with the adoption of the *Sooke Zoning Bylaw 2013* on January 28, 2013. A *Flood Plain Regulation Bylaw* was also adopted in conjunction with the new Zoning Bylaw.

Several policies were amended in 2013; *Community Grant Program Policy*, *Risk Management-Contract Services Policy*, *Film Permit Policy*, *Municipal Arts Program Policy*, and *Liquor Licence Application Procedure Policy*.

## **Corporate Services Priorities**

- Ongoing review of bylaws and policies as to legislative authority and relevance in 2013 included the *Sooke Zoning Bylaw*, *Subdivision and Development Standards Bylaw*, *Fire Protection Services Bylaw* (and supporting policies), *Delegation Bylaw*.
- Implementation of Records Management system, including electronic imaging system, is ongoing and includes investigation of a paperless agenda and scanning land application documents to Tempest.
- Improving communications included an update of the District of Sooke website and use of social media (Twitter).

## **Council Committees and Commissions**

The District of Sooke Council has established a number of committees and commissions. The term “committee” is commonly used to refer to all of these bodies. There are three primary types of committees (standing, select and commission) that may be established by the Mayor or the Mayor and Council. There are also statutory boards and authorities established by senior levels of government; for example, the Board of Variance is a statutory committee at arm’s length from Council.

Corporate Services staff provides administrative support to the majority of the Council Committees although not all. There are currently seven Committees; Board of Variance, Climate Change Action, Community Grant Review, Emergency Planning, Finance and Administration, Land Use and Environment and Mayor’s “Promote Sooke” Task Force.

### ***Standing Committees***

The Finance and Administration Committee provides advice to Council on the District’s financial and administrative affairs. In 2013, the Finance Committee reviewed and finalized the 2013-2017 Five Year Financial Plan for Council approval. In December 2013, the Committee began the budget process for the 2014-2018 Five Year Financial Plan. The Committee continues to review current budget-to-actuals and has considered and made recommendation to Council on several funding requests from community groups. The Committee completed the review of the Fire Protection Services Bylaw and fire department Policies and Standard Operating Guidelines.

The Land Use and Environment Committee reviews and make recommendations to Council on matters related to planning, zoning and affordable housing. The Land Use Committee reviewed and made recommendations to Council on the *Community Amenity Contribution Policy* and continues to review Bylaw No. 65, *Subdivision and Development Standards Bylaw, 2003*.

### ***Select Committees***

#### ***Community Grant Review Committee***

Council undertook a review of the Community Grant Review Committee to establish a new Terms of Reference and a new Community Grant Program for 2013. The Community Grant Review Committee met in March, April and June 2013 to review and make recommendations to Council on Community Grant applications received from local non-profit organizations. The Committee works to identify projects or special activities that build volunteer capacity and



enhance the community through sports and recreation, arts and culture, heritage, public safety and community welfare, community beautification and environmental projects.

### ***Mayor's Promote Sooke Task Force***

The Mayor's Promote Sooke Task Force held its first meeting in April 2013 and subsequently held two "Promote Sooke" Workshops with representatives from many community organizations in June, July and November 2013. The Task Force works to identify economic development and tourism issues and challenges within the District of Sooke and provides recommendations to Council on opportunities that will encourage economic development and tourism services to promote Sooke.

### ***Emergency Planning Committee***

The Emergency Planning Committee provides recommendations to Council regarding matters related to the planning, development, maintenance, and training of all aspects of emergency management within the District of Sooke. The Committee has worked closely with an Emergency Planning consultant on the revision of the District of Sooke Emergency Plan. The new District of Sooke Emergency Response and Business Continuity Plan and Emergency Operations Centre (EOC) Manual was presented to Council on February 3, 2014.

### ***Mayor's Public Advisory Panels***

The Mayor established three public managed advisory panels in the areas of Arts and Beautification, Economic Development and Community Health and Social Issues. The purpose of each of the advisory panels is to identify to Mayor and Council ideas and issues that will move the community forward in each of the three identified areas.

The Mayor's Panel on Arts and Beautification plays a key role in promoting the arts as well as making enhancements to beautification in the community. In 2013, the Arts and Beautification panel completed some of the following projects within the community:

- electrical box wrap project using photography from local photographers
- staining and filling flower planters in the town centre
- decorative artwork in various bus transit shelters
- Christmas tree light-up and Christmas swags in the town centre

The Arts and Beautification Panel and volunteers coordinated the District of Sooke's participation in Communities in Bloom 2013 in which the District received a 5 Bloom banner and the Heritage Conservation Award.





The Mayor's Advisory Panel on Economic Development works to identify ways to stimulate economic activity in the area. In the spring and summer of 2013, the Economic Development panel administered two community surveys; one directed at business in Sooke and one directed at residents of Sooke. The results of the survey were presented to Council in November.

The Mayor's Advisory Panel on Community Health and Social Issues coordinated the application for the 2013 Age-Friendly Community Planning & Project grant. The grant was received and the panel was appointed the District of Sooke Age-Friendly Committee. The project had three primary goals: to better engage senior groups and local seniors in volunteer activities, to have a place for seniors to access volunteer information face-to-face and to support seniors and youth to learn together about volunteer opportunities and resources in the community.

### **Public Information and Communications**

Members of the public attended two Open Houses held in the District of Sooke Council Chambers for presentations on the Dog Park and Bike Skills Park. A Committee of the Whole public input meeting was also held at the Sooke Community Hall on the Bike Skills Park.

A significant update to the District of Sooke website was started in 2013 in order to bring the [www.sooke.ca](http://www.sooke.ca) address to current coding standards. The new website will provide users with clean menu structure and quick links to popular sites. The website design is in its final stages and staff will be working to add content to the website before it becomes live in 2014.

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

The District of Sooke publishes weekly Council Column ads in both the Sooke News Mirror and the Sooke Voice News as to current updates and notices, including the public meeting schedule for upcoming public meetings.

### **Bylaw Compliance and Enforcement**

Bylaw Compliance and Enforcement services are undertaken pursuant to Council bylaws and policies in order to protect and enhance the standards of the municipality. Bylaw services are generally complaint driven and include the enforcement of various Municipal Bylaws, including Zoning, Building, Business Licensing and others.

Bylaw Compliance and Enforcement is the new name for this department and the change has been well received by the public at large. Many complainants understand that "voluntary compliance" is the desired outcome of actions taken, rather than the often negative connotations associated with the word enforcement.

The Bylaw Compliance and Enforcement Department maintains a steady contact with the public and property occupants. Bylaw matters are becoming much more complex, in both time and detail, requiring more involved conversations and research.

<b>Bylaw Complaints</b> There were 252 "Calls for Service" for the period of January 1, 2013 - December 31, 2013.	Animals	16
	Burning	3
	Business Licence Queries	8
	Civil	13
	Farm Animal	0
	Illegal Grow Op	1
	Illegal Suites	5
	Noise Construction	7
	Noise General	17
	Private Property General	39
	Private Property Unsightly	28
	Public Property Boulevards	4
	Public Property Garbage	8
	Public Property General	16
	Signs	10
	Work Without Permit	4
	Zoning Non-Compliance	16
	Parking	57
	<b>Total</b>	<b>252</b>

## Business Licences

Business Licences are issued with the intent of providing protection to the public when entering commercial premises and also to ensure appropriate uses operate in designated areas of the District.

Business Licences in the District of Sooke were implemented in 2008 with most businesses taking advantage of the opportunity to license their business. An expanded approval process now includes the Fire and Building Departments reviewing applications, as well as the Vancouver Island Health Authority when applicable. This ensures that commercial operations in the District of Sooke comply with the appropriate Municipal Bylaws with respect to their businesses.

In 2013, a total of 566 Business Licences were issued as follows:

Commercial Large	32
Commercial Small	184
Home-Based	291
Non-Resident	43
Daily	9
Peddler	4
Direct Seller	3
<b>Total</b>	<b>566</b>

This represents a 9% increase in total licences over 2012. There were 93 new Business Licence applications received in 2013, which represents a 12% increase over 2012. All Business Licence applications were processed without any rejections. The District of Sooke Licence Inspector continues to meet with inspectors from 12 Municipalities on Southern Vancouver Island to discuss Intermunicipal Business Licencing in order to ensure consistencies in approach and in Bylaws. This is proving to be very effective as an educational tool as well as for networking purposes. The Bylaw Compliance and Enforcement Officer also attended a *Getting to Compliance* course this year.

## **Conferences**

The District of Sooke partnering agreement with the Prestige Oceanfront Resort allows for 12 days free usage per calendar month of meeting, event or convention spaces within the Resort's facilities. Eligible, non-profit organizations are able to use the facilities for no charge, with local groups having booking priority. In 2013, 88 bookings were made through the Agreement. This included the Mayor's Public Advisory Panel meetings and many local community groups. Several regional non-profits also accessed the space when available.

Several large conferences also took advantage of the Partnering Agreement in 2013. In April, the District hosted the Association of Vancouver Island & Coastal Communities (AVICC) 2013 AGM & Convention, with more than 240 delegates and 65 partners in attendance. In May, the Western Canadian Mountain Bike Tourism Symposium took place at the Prestige Oceanfront Resort, attracting 135 delegates to Sooke.

Council attended three major Conventions in 2013; the Association of Vancouver Island and Coastal Communities (AVICC) Convention held in Sooke, the Federation of Canadian Municipalities (FCM) and Union of British Columbia Municipalities (UBCM) Conventions held in Vancouver. Conventions provide Council with important information through a variety of presentations and workshops by key political speakers and also provide networking opportunities for Council members with other local government elected officials.

## **Records Management**

The Corporate Services Department is responsible for Records Management and for processing Freedom of Information Access Requests.

In 2013, staff continued the ongoing process of maintaining the District's Records Management System. During the summer, a Camosun College student was hired to assist with scanning closed residential and commercial building permits and development permits and archiving them to the District's Land Management Database. A total of 24 boxes of building permit files and 18 boxes of development application files were processed and transferred to off-site storage. An additional 63 boxes of files from the District's Records Management System that met retention schedule requirements were also sent to off-site storage.

The implementation of a Records Management System for Sooke Fire Rescue Service began in 2013. A central file room was established for Fire Department files and staff began to transfer files into the new system. The system will ensure that Fire Department records are maintained, tracked and archived in accordance with the Local Government Management Association (LGMA) records retention schedule.

## **Special Events**

Throughout the year, members of Council and staff participate in several special events within the community and the municipal offices. The Corporate Services Department is responsible for coordinating special events.

In March, 2013, Council recognized a group of volunteers at the Sooke Community Hall for the Sixth District of Sooke Volunteer Recognition Ceremony. Following the ceremony, volunteer

award recipients and their guests enjoyed an opportunity to visit with old friends and share stories over refreshments.

The District of Sooke participated in the 2013 Sooke Rotary Auction and Spring Fair held at the SEAPARC Leisure Complex in May. Members of Council and staff presented information to the public on the 2013-2017 Five Year Financial Plan, the 2013-2014 Corporate Strategic Plan and future Capital Road projects.

The District of Sooke co-hosted the Sooke Region Chamber of Commerce 2013 Sooke Santa Parade on December 8th, 2013. Council members participated in the parade and the festivities.

A New Years Day Levee was held in the District Council Chambers organized by the Chair of the Mayor's Advisory Panel on Arts and Beautification. Entertainment was provided by the Sooke Pipes and Drums and other local musicians and refreshments provided by the Sooke Lioness.

District staff participated in several fundraising efforts in 2013. In May, District staff held a Silent Auction to raise money for the 2013 Telus Walk for Juvenile Diabetes.



Staff participated in a Family BBQ event in August, which raised \$286.25 for the United Way of Greater Victoria. The overall staff United Way Campaign for 2013 was a huge success. Payroll contributions more than doubled this year, with a total of \$4,351.25 raised through a combination of event fundraising and payroll contributions.



At Christmas time, staff took part in numerous fundraising efforts including collection of food and cash donations for the Food Bank and of hampers items for the Sooke Family Resource Society. In conjunction with CUPE 374, staff also contributed to the Annual Socks for Kids Drive for the 5th consecutive year.





## MESSAGE FROM THE DIRECTOR OF FINANCE

It is my pleasure to highlight the key accomplishments in 2013 for the Finance Department.

2013 was a year of progress in the finance department. It was the first full year under a new Chief Financial Officer that was appointed in September 2012 and a new Deputy Director of Finance was hired half way through the year. In addition to these changes, there were a number of priorities that were achieved in 2013.

### **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.

Through a number of meetings with the Finance and Administration Committee and Council, a preliminary approval of the 2013 – 2017 Five Year Financial Plan was achieved in early February. This is earlier than in past years and a testament to the hard work of every department head and the CAO in the preparation of the budget.

The 2013 – 2017 Five Year Financial Plan was brought forward into bylaw format and approved by Council on May 13<sup>th</sup>, before the provincially legislated deadline of May 15<sup>th</sup>.



The 2013 budget achieved Council's objective of less than a 2% overall tax increase while also setting additional funds aside for future capital replacement projects.

Council's objective was to begin the 2014 budget process in the fall of 2013. This objective was met and the budget document was ready for distribution in November. Deliberations and presentations for the 2014 – 2018 Five Year Financial Plan began in late 2013; and will continue into early 2014 with a preliminary approval of the 2014 budget scheduled for February 11<sup>th</sup>.

#### **2012 Year-end:**

Staff worked with the external auditors to finalize the 2012 Financial Statements to meet the statutory deadline of May 15<sup>th</sup>. The financial statements were received and approved by Council on May 13<sup>th</sup>.

A number of recommendations from the audit of the 2011 Financial Statements were implemented by the department in 2012. This resulted in a significant reduction in the number of recommendations coming from the audit of the 2012 Financial Statements. The Finance Department, in conjunction with all other District departments, continued to work hard to improve the internal processes and controls.

#### **Property Taxes:**

The tax rates must be set before May 15<sup>th</sup> each year and for 2013 they were set on May 13<sup>th</sup>. Once the tax rates have been set tax notices need to be generated and mailed out. Again in 2013, the department managed to issue the tax notices in a timely manner by mailing them out by the first week of June. There were 5,884 tax notices mailed out for 2013.

The month of June and the first week of July is a very busy time for the Finance Department and the front counter staff as we process and collect the property taxes for the year. Property taxes made up approximately 36% of all revenue for the municipality in 2013. The property tax due date this year was July 2, 2013 and accounts with outstanding balances after this date had a 10% penalty applied.

The District of Sooke has two primary sources of taxation revenue, property taxes and sewer parcel tax. Property taxation is the largest source of revenue for the District of Sooke, 36.13% of total revenue. Sewer parcel tax (including the sewer generation charge) amounts to 8.19% of total revenues.

Of the 5,618 properties that had taxes applied in 2013, 4,738 paid their taxes before the due date. This represents 84% of the tax folios.

As mentioned above, properties that have not paid their taxes before the tax due date receive a 10% penalty on outstanding current year taxes. For 2013 the penalty that has been applied was \$148,397.64. The penalty amount and the percentage paid before the due date statistics are consistent with previous years.

**Property Tax Sale:**

Each year, on the last Monday of September, municipalities across the Province of BC hold their annual tax sale if necessary. Under provincial legislation, the collector must hold a tax sale for any properties that have delinquent taxes outstanding. For 2013 delinquent taxes are outstanding taxes from the 2011 property tax year. The Tax Sale was held on September 30<sup>th</sup> this year.

Finance department staff begin contacting property owners with delinquent taxes at the beginning of August to attempt to do everything possible to avoid having properties go to tax sale. This year there were over 100 properties that had delinquent taxes when staff began contacting property owners, and staff were able to get the list down to just two properties prior to the tax sale. There were two properties that were sold at tax sale this year.

**Information Technology:**

In spring 2013 the last of our physical servers was virtualized and we now have all our servers running in a virtual environment. This saves money on dedicated hardware, power consumption and cooling requirements. Hardware failures and recovery are much easier in a virtual environment, which translates into better service for staff and the public.

We launched a new secure webserver and avoided the problems many of our neighboring municipalities had with a breach of their server platform.

IT and Geographic Information Services (GIS), in a partnership with a third party contractor, created a new connector for GIS mapping and land data. This is used internally by staff to easily create property maps when working on a particular parcel of land.

In the summer we took advantage of supplier discounts to upgrade mobile phone platform. This upgrade was neutral in terms of costs and provides a more flexible platform over the next 3+ years.

The District issued a Request for Quotes for an update to the website in June. IT staff worked closely with the successful bidder to successfully implement the new website update and the work is planned to be complete in the spring of 2014. The new website will present more current functionality, mobile device friendly and easier to maintain moving forward.

In the fourth quarter an electronic purchase order (PO) implementation began that will allow staff to generate purchase orders directly from our financial system. The benefits will be a more accurate picture of financial obligations and the ability to see budget vs. actual at the time of PO generation. This project is scheduled to be rolled out early spring 2014.

**Automated Timesheet System:**

The Finance/IT Department implemented a new timesheet program in the fall. The most significant improvement from the new program is that it fully automates the current payroll system including leave requests. Timesheets and leave requests were previously done

manually. The Finance Department, as well as other departments, is always looking for ways to increase efficiencies and procedures within the organization and this program aligns with this mandate.

#### **Human Resources:**

2013 was the first full year that the Finance Department held the Human Resources portfolio. Staff continues to work on a number of human resources related projects and tasks.

#### **Community Grant Funding:**

The Community Grant Program is designed to assist non-profit organizations with projects or activities that promote community well-being.

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

Fiscal 2013 was another successful year with the District issuing 22 grants totalling \$61,086 to Category B applicants, and an additional 12 grants totalling \$59,392 to Category A applicants.

#### **Pre-authorized Withdrawal Plan (PAWS)**

The success of this four year old project continued into fiscal 2013. This program has gone from 228 last year to 262 participants in 2013. 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, 2013 was the fifth 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 1,254 in 2012 to 1,385 in 2013. In addition to added convenience for the property tax payer, the e-HOG program has resulted in processing time savings.

#### **Deferred Property Tax:**

In 2012 there were 136 property owners who used this provincial government program and in 2013 there were 135 participants. The total dollar value of deferred taxes amounted to \$345,203 in 2013 (\$343,860 in 2012).

#### **Conclusion:**

2013 was a busy year for the Finance Department with many new initiatives in addition to the many statutory requirements. The department began work on and completed many IT and Human Resources related projects while still maintaining our regular day to day operations.

It is believed that in 2014 the Department can continue to build on its accomplishments and continue providing 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

## 2013 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 2013. (District of Sooke Bylaw Nos. 337, 338, 506 and 550)

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	\$17,425.51
Sooke Pentecostal Church, 6851 West Coast Rd.	Lot B, Plan 18924, Section 3, PID 003-818-985	Note 1	\$ 2,675.13
Holy Trinity Anglican Church, 1962 Murray Road	Lot 1, Plan VIP1169, Section 3, PID 007-838-166	Note 1	\$10,245.36
Knox Presbyterian Church, 2096 Church Road	Lot 1, Plan VIP86034, Section PT 10, PID 027-757-439	Note 1	\$ 3,527.89
Juan de Fuca Seventh Day Adventist Church, 6251 Sooke Road	Lot 1, Plan VIP9917, Section 15, PID 000-349-909	Note 1	\$ 958.69
Juan de Fuca Seventh Day Adventist Church, 6255 Sooke Road	Lot 1, Plan 9247, Section 15, PID 000-042-951	Note 1	\$ 1,326.91
Sooke Congregation of Jehovah's Witnesses, 2207 Church Road	Lot A, Plan VIP74513, Section 26, PID 025-527-045	Note 1	\$ 4,002.04
<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	\$ 8,968.02
Sooke Community Association Ballpark, Throup Road	Lot 2, Plan VIP59555, Section 14, PID 018-906-087	2008 - 2017	\$ 7,943.65
Sooke Community Association Parking Area & Ballpark, Throup Road	Lot 1, Plan VIP5996, Section 14, PID 005-936-497	2008 - 2017	\$ 5,213.71
Sooke Community Association Parking Area & Ballpark, 6521 Throup Road	Parcel A, Lot 2, Plan VIP5996, Section 14, PID 005-936-802	2008 - 2017	\$ 1,631.98
Sooke Community Association Parking Area & Ballpark, Throup Road	Parcel A, Block 7, Plan VIP5855, Section 14, PID 005-941-245	2008 - 2017	\$ 1,648.36
Sooke Community Association, Fred Milne Park,	Lot 2, Plan VIP17066, Section 15, PID 004-132-289	2008 - 2017	\$ 7,886.91
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	\$13,111.86
Sooke Community Association Parking Area and Ballpark, Phillips Road	Plan VIP7017, Sooke Land District, Lot 4, Section 73, PID 005-801-818	2008 - 2017	\$ 4,773.92
Sooke Lions Club Park, Murray Road	Plan VIP2451, Sooke Land District, Lot B, Section 3, PID 006-576-290	2008 - 2017	\$ 1,846.83
Summer Camp of Brownies and Girl Guides, Sooke River Road	Sooke Land District, Parcel B of Section 45, PID 009-387-234	2008 - 2017	\$ 5,938.27
Camp Thunderbird, Glinz Lake Road	Sooke Land District, Secs 56 & 57 Sooke and Parcel A of Sec	2008 - 2017	\$11,784.69
Camp Thunderbird, Glinz Lake Road	Block A, Section 59, PID 009-388-702	2008 - 2017	\$ 5,552.01
Camp Thunderbird, Glinz Lake Road	Block A, Section 60, PID 009-388-729	2008 - 2017	\$ 5,002.55



## 2013 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 VIP15068, Section 3, PID 004-171-306	2008 - 2017	\$ 9,451.21
Queen Alexandra Foundation for Children, 2145 Townsend Road South	Lot A, Plan VIP74590, Section 10, PID 025-545-582	2008 - 2017	\$37,225.00
Maple Avenue Government Wharf	Sooke Land District, Sooke Harbour Authority on Government Wharf (water lot 193)	2008 - 2017	\$ 9,299.00
Maple Avenue Government Wharf	Lot 193, Sooke Land District, Government Wharf on Water Lot 193	2008 - 2017	\$ 639.67
Sooke Pacific #54 Branch, Royal Canadian Legion	Lot A, Plan VIP1540, Section 3, Portion D79952, PID 007-239-122	2008 - 2017	\$9,672.23
Sooke Elderly Citizens Society (Ayre Manor)	Lot 11, Plan 16754, Section 3, PID 004-051-050	2008 - 2017	\$51,139.82
Sooke Mount Shepherd Masonic Association	Lot 5, Plan 6365, Section 26, PID 001-646-931	2008 - 2017	\$10,879.52
Sooke Hospice Society	Lot 15, Plan VIP69170, Section 10, PID 005-445-809	2012-2021	\$6,687.36
Juan de Fuca Salmon Restoration Society	Section 3, Otter Land District Parcel A, Except Plan 3943 Leased Part of PCLA, MH#9047, PID 009-496-939	2013-2022	\$13,877.23
<b>Museum</b>			
Sooke Regional Historical Society Museum, Phillips Road	Lot B, Plan VIP69170, Section 73, PID 024-548-031	2008 - 2017	\$21,105.76
<b>TOTAL</b>			<b>\$291,441.09</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, 2013

# DISTRICT OF SOOKE

## Financial Statements

Year ended December 31, 2013

### Financial Statements

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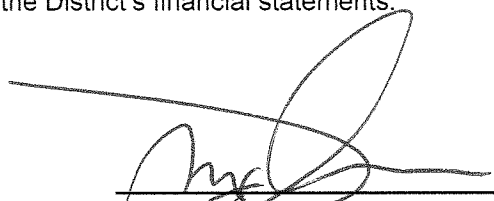
## MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

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 Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

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

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

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent 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



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**Chartered Accountants**  
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## 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, 2013, 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, 2013, 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.

Chartered Accountants

May 12, 2014  
Victoria, Canada

KPMG LLP is a Canadian limited liability partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. KPMG Canada provides services to KPMG LLP.



# DISTRICT OF SOOKE

## Statement of Financial Position

December 31, 2013, with comparative information for 2012

	2013	2012
<b>Financial assets:</b>		
Cash and cash equivalents (note 2)	\$ 10,968,703	\$ 10,410,288
Property taxes receivable	1,445,233	1,276,580
Accounts receivable	237,421	194,224
Other assets(note 10(a))	122,367	116,680
	<u>12,773,724</u>	<u>11,997,772</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	2,185,112	1,885,008
Deposits	680,155	424,621
Deferred revenue (note 3)	5,947,485	6,499,694
Employee benefit obligations (note 4)	183,555	160,908
Long-term liabilities (note 5)	7,216,170	7,681,137
Obligations under capital lease (note 6)	46,822	112,000
	<u>16,259,299</u>	<u>16,763,368</u>
<b>Net debt</b>	<b>(3,485,575)</b>	<b>(4,765,596)</b>
<b>Non-financial assets:</b>		
Tangible capital assets (note 7)	97,261,540	96,621,989
Prepaid expenses	393,453	313,813
	<u>97,654,993</u>	<u>96,935,802</u>
<b>Accumulated surplus (note 8)</b>	<b>\$ 94,169,418</b>	<b>\$ 92,170,206</b>

Commitments and contingent liabilities (note 10)

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



Director of Finance

# DISTRICT OF SOOKE

## Statement of Operations

Year ended December 31, 2013, with comparative information for 2012

	Financial Plan (note 11)	2013	2012
Revenue:			-
Net taxes available for municipal purposes (note 9)	\$ 6,842,286	\$ 6,955,089	\$ 6,668,385
Sales and user fees	42,138	93,954	252,521
Government transfers and grants	570,565	436,326	672,423
Investment income	100,000	160,940	137,179
Penalties and fines	118,320	203,766	196,736
Licenses and permits	499,335	397,382	519,083
Lease and rental	50,636	42,208	51,805
Donations and contributions	-	2,022,769	4,996,525
Developer cost charges	508,500	1,125,272	430,641
Sewer operating revenue	2,438,388	1,901,840	1,723,655
Casino revenue sharing	265,200	245,945	241,202
Total revenue	11,435,368	13,585,491	15,890,155
Expenses:			
General government	2,393,746	2,064,089	2,253,580
Protective services	2,762,296	3,222,311	3,031,136
Engineering	2,718,808	2,387,070	2,422,243
Recreation and culture	890,583	1,049,297	969,023
Planning and development	826,121	776,623	880,375
Sewer	2,591,551	2,086,889	2,107,085
Total expenses	12,183,105	11,586,279	11,663,442
Annual surplus (deficit)	(747,737)	1,999,212	4,226,713
Accumulated surplus, beginning of year	92,170,206	92,170,206	87,943,493
Accumulated surplus, end of year	\$ 91,422,469	\$ 94,169,418	\$ 92,170,206

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

# DISTRICT OF SOOKE

## Statement of Change in Net Debt

Year ended December 31, 2013, with comparative information for 2012

	Financial Plan ( note 11)	2013	2012
	-		
Annual surplus (deficit)	\$ (747,737)	\$ 1,999,212	\$ 4,226,713
Acquisition of tangible capital assets	(3,917,357)	(1,240,588)	(794,164)
Developer contributions of tangible capital assets	-	(2,022,769)	(4,931,025)
Amortization of tangible capital assets	2,391,282	2,598,033	2,483,401
Loss on disposal of tangible capital assets	-	-	26,375
Proceeds on disposal of tangible capital assets	-	25,773	-
	(1,526,075)	(639,551)	(3,215,413)
Acquisition of prepaid expenses	-	(79,640)	210,793
Change in net debt	(2,273,812)	1,280,021	1,222,093
Net debt, beginning of year	(4,765,596)	(4,765,596)	(5,987,689)
Net debt, end of year	\$ (7,039,408)	\$ (3,485,575)	\$ (4,765,596)

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

# DISTRICT OF SOOKE

## Statement of Cash Flows

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus	\$ 1,999,212	\$ 4,226,713
Items not involving cash:		
Developer contributions of tangible capital assets	(2,022,769)	(4,931,025)
Amortization of tangible capital assets	2,598,033	2,483,401
Loss on disposal of tangible capital assets	-	26,375
Actuarial adjustment on debt	(86,627)	(71,155)
Changes in non-cash operating assets and liabilities:		
Property taxes receivable	(168,653)	(270,324)
Accounts receivable	(43,197)	358,013
Other assets	(5,687)	(3,422)
Accounts payable and accrued liabilities	300,104	63,869
Deposits	255,534	(543,094)
Employee benefit obligations	22,647	(34,339)
Deferred revenue	(552,209)	487,709
Prepaid expenses	(79,640)	210,793
	2,216,748	2,003,514
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(1,240,588)	(794,164)
Proceeds on disposal of tangible capital assets	25,773	-
	(1,214,815)	(794,164)
<b>Financing activities:</b>		
Decrease in obligations under capital lease	(65,178)	(119,047)
Debt payments	(378,340)	(374,433)
	(443,518)	(493,480)
Increase in cash and cash equivalents	558,415	715,870
Cash and cash equivalents, beginning of year	10,410,288	9,694,418
Cash and cash equivalents, end of year	\$ 10,968,703	\$ 10,410,288
<b>Supplemental cash flow information:</b>		
Cash paid for interest	\$ 442,949	\$ 448,660
Cash received from interest	154,201	140,170

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

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2013

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

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

### 1. Significant accounting policies:

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

#### (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, 2013

---

## 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) Property tax revenue:

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

### (f) 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.

### (g) 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.

### (h) 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.

### (i) Long-term debt:

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

### (j) 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, 2013

## 1. Significant accounting policies (continued):

### (k) 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, 2013

---

## 1. Significant accounting policies (continued):

### (k) 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.

### (l) 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.

### (m) Change in accounting policy:

(i) The District adopted Public Sector Accounting Standard PS 3510, Tax Revenue effective January 1, 2013. This standard was adopted on a prospective basis. Under PS 3510, municipalities recognize property tax revenue using the approved mill rate and the anticipated assessment. The standard requires that property tax revenue be reported net of tax concessions. Tax transfers are reported as an expense and taxes levied on behalf of others in a flow through arrangement are not reported in the statement of operations. There were no adjustments as a result of the adoption of this standard.

(ii) The District adopted Public Sector Accounting Standard PS 3410, Government Transfers effective January 1, 2013. This standard was adopted on a prospective basis. Under PS 3410, government transfers with stipulations are recognized as revenue in the period the transfer is authorized and all eligibility criteria have been met except when and to the extent the transfer gives rise to an obligation that meets the definition of a liability for the recipient government. There were no adjustments as a result of the adoption of this standard.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2013

## 1. Significant accounting policies (continued):

### (n) Future accounting pronouncements:

Two new standards and amendments to standards, not yet effective for the year ended December 31, 2013, may potentially impact the financial statements of the District are as follows:

#### (i) PS 3450 Financial Instruments:

Financial Instruments PS 3450 and Foreign Currency Translation PS 2601 are effective for years commencing on or after April 1, 2016. The standards are to be adopted prospectively from the date of adoption. The new standards provide comprehensive requirements for the recognition, measurement, presentation and disclosure of financial instruments and foreign currency transactions. Under PS 3450, all financial instruments, including derivatives, are included on the statement of financial position and are measured either at fair value or amortized cost based on the characteristics of the instrument and the entity's accounting policy choices.

#### (ii) PS 3260 Contaminated Sites:

This section establishes recognition, measurement and disclosure standards for liabilities relating to contaminated sites. The Municipality will be required to recognize a liability when contamination exceeds an accepted environmental standard and the Municipality is directly responsible, or accepts responsibility for, the damage. The liability will be measured at the Municipality's best estimate of the costs directly attributable to remediation of the contamination. The Section is effective for fiscal periods beginning on or after April 1, 2014. The impact of adoption of this standard is being evaluated by management and the impact is not known or estimable at this time.

## 2. Cash and cash equivalents:

	2013	2012
Bank deposits	\$ 733,671	\$ 1,083,077
Municipal Finance Authority Money Market Funds	10,235,032	9,327,211
	<u>\$ 10,968,703</u>	<u>\$ 10,410,288</u>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2013

### 3. Deferred revenue:

	2013	2012
Development cost charges	\$ 3,807,570	\$ 4,607,554
Federal Gas Tax funds	1,624,817	1,397,798
Other deferred revenue	515,098	494,342
<b>Total deferred revenue</b>	<b>\$ 5,947,485</b>	<b>\$ 6,499,694</b>

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

	2013	2012
Opening balance of unspent funds	\$ 1,397,798	\$ 1,100,102
Add:		
Amounts received during the year	312,764	312,886
Interest income restricted for projects	9,954	7,033
	322,718	319,919
Less amount spent on projects and recorded as revenue	(95,699)	(22,223)
<b>Closing balance of unspent funds</b>	<b>\$ 1,624,817</b>	<b>\$ 1,397,798</b>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2013

## 3. Deferred revenue (continued):

### Development Cost Charges

	2013	2012
Opening balance of unspent funds	\$ 4,607,554	\$ 4,640,018
Add:		
Development cost charges during the year	287,889	370,155
Interest earned	28,049	28,022
	315,938	398,177
Less amount spent on projects and recorded as revenue	(1,115,922)	(430,641)
	\$ 3,807,570	\$ 4,607,554

In accordance with Bylaw 408, development cost charges were reduced by \$nil in 2013 (2012 - \$nil).

## 4. Employee benefit obligations:

	2013	2012
Accrued vacation	\$ 73,810	\$ 65,487
Other contract obligations	109,745	95,421
	\$ 183,555	\$ 160,908

Employee benefit obligations represent accrued benefits as at December 31, 2013. 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.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2013

## 4. Employee benefit obligations (continued):

### Municipal Pension Plan

The District and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trusteesd pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the 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 based on a formula. The plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 40,000 contributors from local government.

The latest 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 in 2014. Defined contribution plan accounting is applied to the Plan as the Plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, Plan assets and cost to individual entities participating in the Plan.

An estimate of the actuarial position has been performed to December 31, 2012 using the current contribution method. This extrapolation produced an estimated current contribution method unfunded actuarial liability of \$1,149 million at December 31, 2012 (2011: \$566 million).

The District paid \$203,849 (2012 - \$213,779) for employer contributions to the Plan in fiscal 2013, while employees contributed \$168,068 (2012 - \$175,734) to the plan in fiscal 2013.

## 5. Long-term liabilities:

	2013	2012
Tax supported debt bearing interest at 6.75% and matures in 2017 (municipal hall and fire hall)	\$ 293,275	\$ 355,382
Tax supported debt bearing interest at 4.52% and matures in 2027 (ladder truck)	475,667	501,609
Debenture debt for sewer capital project bearing interest at 4.43% and matures in 2026	6,447,228	6,824,146
Long-term liabilities	\$ 7,216,170	\$ 7,681,137

### (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.



# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2013

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

### (a) Debenture debt (continued):

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. The gross value of debenture debt at December 31, 2013 and 2012 is \$9,417,101.

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

	Total
2014	\$ 378,349
2015	382,542
2016	387,017
2017	391,794
2018	396,894

### (c) Total interest expense on long-term debt for the year ending December 31, 2013 amounted to \$441,721 (2012 - \$443,685).

## 6. 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:	
2014	\$ 43,286
2015	2,644
2016	1,321
	47,251
Less amount representing interest (at rates ranging from 2.75% to 3.75%)	429
Present value of net minimum capital lease payments	\$ 46,822

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2013

## 7. Tangible capital assets:

	Land	Land improvements	Buildings	Equipment, furniture and vehicles	Roads and sidewalks	Storm sewer	Sanitary sewer	Work in progress	Total 2013	Total 2012
<b>Cost:</b>										
Balance, beginning of year	\$26,802,151	5,108,479	3,941,303	4,066,520	46,132,014	9,883,325	25,120,128	142,514	\$121,196,434	\$115,713,410
Additions	894,787	126,441	28,990	108,005	813,989	660,686	378,161	252,298	3,263,357	5,725,189
Disposals	(25,773)	-	-	-	-	-	-	-	(25,773)	(242,165)
Balance, end of year	27,671,165	5,234,920	3,970,293	4,174,525	46,946,003	10,544,011	25,498,289	394,812	124,434,018	121,196,434
<b>Accumulated amortization:</b>										
Balance, beginning of year	-	1,565,633	1,754,307	1,907,892	15,705,315	774,956	2,866,342	-	24,574,445	22,306,834
Disposals	-	-	-	-	-	-	-	-	-	(215,790)
Amortization	-	179,671	137,939	236,091	1,445,536	126,409	472,387	-	2,598,033	2,483,401
Balance, end of year	-	1,745,304	1,892,246	2,143,983	17,150,851	901,365	3,338,729	-	27,172,478	24,574,445
Net book value, end of year	\$27,671,165	3,489,616	2,078,047	2,030,542	29,795,152	9,642,646	22,159,560	394,812	\$97,261,540	\$96,621,989

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2013

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## 7. Tangible capital assets (continued):

### (a) Assets under construction:

Assets under construction having a value of \$394,812 (2012 - \$142,514) have not been amortized. Amortization of these assets will commence when the asset is available for 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 \$2,022,969 (2012 - \$4,931,025) comprised of land (\$278,000), land improvements (\$96,000) roads and sidewalks (\$688,178), storm sewer (\$660,686) and sanitary sewer (\$299,907).

### (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, 2013

## 8. Accumulated surplus:

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

	2013	2012
<b>Surplus:</b>		
Equity in tangible capital assets	\$ 89,998,548	\$ 88,828,852
Operating Fund	2,075,583	1,607,422
Total surplus	92,074,131	90,436,274
<b>Reserve Funds:</b>		
Fire Equipment Reserve	3,930	(31,162)
Parkland Reserve	198,041	173,271
Land (Non-park)	116,051	121,315
Casino Revenue Reserve	682,503	436,557
Capital Improvement Financing Reserve	38,170	27,380
SPA Revenue Reserve	49,457	42,435
Capital Works Reserve	233,909	183,811
Emergency Road Repair / Snow Removal Reserve	181,569	180,373
Community Amenities	55,662	17,546
Small Communities Grant Reserve	317,204	476,733
Capital Asset Replacement	218,791	105,673
Total reserve funds	2,095,287	1,733,932
	\$ 94,169,418	\$ 92,170,206

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2013

## 9. 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.

	2013	2012
Taxes:		
Property tax	\$ 15,355,756	\$ 14,933,172
Payments in lieu of taxes	40,421	39,545
1% Utility tax	136,586	127,228
	15,532,763	15,099,945
Less taxes levied on behalf of:		
Provincial government - school taxes	4,626,074	4,627,918
Capital Regional District	2,545,492	2,461,339
Capital Regional Hospital District	664,546	648,628
Municipal Finance Authority	441	450
BC Assessment Authority	140,007	141,493
BC Transit Authority	601,114	551,732
	8,577,674	8,431,560
Net taxes available for municipal purposes	\$ 6,955,089	\$ 6,668,385

## 10. Commitments and contingent liabilities:

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

### (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 \$122,367 (2012 - \$116,680) 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, 2013 there were contingent demand notes of \$272,296 (2012 - \$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, 2013

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## 10. 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 2014 estimated cost of this contract is \$1,572,633.
- (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 \$1,094,280 in 2014. Operating fees for the 2014 - 2016 period 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, 2013

## 10. 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 \$10,000.

## 11. Financial plan data:

The unaudited financial plan data presented in these financial statements is based upon the 2013 operating and capital financial plans approved by Council on May 13, 2013. 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	\$ 17,898,648
Less:	
Transfers from other funds	(4,071,998)
Amortization offset	(2,391,282)
Total revenue	11,435,368
Expenses:	
Financial plan, as approved by Council	17,898,648
Less:	
Capital expenditures	(3,917,357)
Transfer to other reserves	(1,379,542)
Debt principal payments	(418,644)
Total expenses	12,183,105
Annual surplus (deficit)	\$ (747,737)

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, 2013

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## 12. Segmented information:

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

(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, 2013

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## 12. 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, 2013

## 12. Segmented information (continued):

2013	General Government	Protective Services	Engineering	Recreation and culture	Planning and development	Sewer	Total
<b>Revenue:</b>							
Taxation	\$ 6,955,089	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,955,089
User charges	350,480	49,952	849,400	-	317,230	2,197,360	3,764,422
Government transfers	341,645	303,640	36,986	-	-	-	682,271
Investment income	160,940	-	-	-	-	-	160,940
Other	-	-	2,022,769	-	-	-	2,022,769
Total revenue	7,808,154	353,592	2,909,155	-	317,230	2,197,360	13,585,491
<b>Expenses:</b>							
Salaries and wages	1,107,637	921,097	514,486	-	476,361	-	3,019,581
Contracted and general services	73,334	1,727,437	333,383	869,626	285,150	1,080,119	4,369,049
Supplies and materials	729,791	287,901	94,485	-	15,112	17,314	1,144,603
Interest and bank charges	8,028	49,785	-	-	-	389,840	447,653
Amortization	137,939	236,091	1,444,716	179,671	-	599,616	2,598,033
Bad debt expense	7,360	-	-	-	-	-	7,360
Total expenses	2,064,089	3,222,311	2,387,070	1,049,297	776,623	2,086,889	11,586,279
Annual surplus (deficit)	\$ 5,744,065	\$ (2,868,719)	\$ 522,085	\$ (1,049,297)	\$ (459,393)	\$ 110,471	\$ 1,999,212

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2013

## 12. 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
Total revenue	7,516,406	683,311	5,108,253	-	497,399	2,084,786	15,890,155
<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
Total expenses	2,253,580	3,031,136	2,422,243	969,023	880,375	2,107,085	11,663,442
Annual surplus (deficit)	\$ 5,262,826	\$ (2,347,825)	\$ 2,686,010	\$ (969,023)	\$ (382,976)	\$ (22,299)	\$ 4,226,713



# Planning Department Year End Report 2013

## Development & Applications

The Planning Department received a number of varied applications during 2013. 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. Planning staff also dealt with a significant number of inquiries through pre-application meetings, counter visits and phone calls.

The two tables below summarize the revenue generated from applications received during the year as well as the number of applications received.

### Development Activity

DEVELOPMENT APPLICATION FEES	2012	2013
Rezoning & Public Hearing Fees	\$25,023	\$25,663
Development Permit Fees	11,878	13,048
Development Variance Permit Fees	5,700	5,700
Board of Variance Fees	2,100	700
Sign Permit Fees	2,170	1,990
ALR Application Fees	600	600
Liquor License Referral Fees	300	nil
<b>Total</b>	<b>\$47,771</b>	<b>\$47,701</b>



<b>APPLICATIONS SUBMITTED</b>	<b>2012</b>	<b>2013</b>
Rezoning & Public Hearing	4	7
Development Permit	9	7
Development Variance Permit	9	10
Board of Variance	3	1
Sign Permit	25	38
ALR Application	2	3
Liquor License Referral	1	0
<b>Total</b>	<b>53</b>	<b>66</b>

**Development Application Fees** for 2013 came to a total of **\$47,701.00** representing a decrease of less than 0.2% in revenues from the previous year. The number of applications submitted was higher for 2013 than the previous year.

### **Sign Permits**

As shown in the two tables above, 2013 saw more sign permits than 2012 but less revenue is recorded. Of the 38 applications received 13 sign permit applications received were for special event signs and as there is no fee required for special event sign permit applications this results in lower revenue. Interpreting the Sooke Sign Bylaw and processing sign permit applications is an everyday task for the Planning Department and there were some sign permits this year that required significant staff time; time that is not reflected in the development application fees for signs shown in the table above.

## **Policy & Regulatory Initiatives**

In addition to processing 66 applications, staff worked on a variety of land use issues, policy matters and regulatory initiatives that came before LUEC and Council. Summarized below are initiatives taken on by the Planning Department during the year 2013.

### **Community Amenity Contribution Policy**

Various reports have been presented to LUEC and Council about the Community Amenity Contribution Policy and Phased Development Agreements. Discussions about appropriate base densities in the Town Centre and in Community Residential designations have taken place, as well as the need to add more amenity categories to the policy. Further discussions about the potential impacts of implementing a policy where base densities are increased and contribution rates are decreased have also taken place as a result of staff providing Council with a financial analysis of the potential impacts of those actions. This discussion is ongoing into 2014.

### **Application Brochures**

All brochures were reviewed to ensure conformance with today's bylaws and updated to provide a simple step by step aid to the public and applicants on the various application processes in Sooke.

## **Prestige Hotel Development Review**

A detailed review of the Development Permit (DP) for Prestige was completed. An amendment to the DP has been prepared as well as a Development Variance Permit and will be presented to Council in 2014.

## **Sun River School Site**

Staff has been working with its solicitors and Sun River Estates and School District No. 62 to complete the planning of a 5.9 ha site that will eventually include playing fields, a school and a fire hall. A draft Amended Land Development Agreement has been prepared and finalized and a proposed playing field layout has been developed. Staff brought various reports to Council on this project during 2013. A report will be presented to Council in early-2014 that establishes the parameters (costs, type and location) for the playing fields and which outlines a public process to receive feedback on the playing fields proposal. The District is required to satisfy Agricultural Land Commission (ALC) requirements by December 31, 2014 in order for the conditional approval from the ALC not to lapse.

## **Development & Planning Advisory Committee Meetings (DPAC)**

Staff attended meetings for up-dating the Capital Regional District Regional Growth Strategy (RGS) which will be replaced by a Regional Sustainability Strategy (RSS). The term Regional Context Statement, which is used in the District OCP, will change to a Regional Sustainability Statement as part of this process. The first draft of the RSS is in its final stages of preparation and will be presented by the CRD in early to mid-2014.



## **Bylaw No. 600, Sooke Zoning Bylaw, 2013**

The District adopted Bylaw No. 600, a new zoning bylaw in early-2014. The Public Hearing for the Zoning Bylaw was held in January and adoption of the bylaw took place on January 28.

Subsequently, the definition of “Lodge” was been amended to allow residence units included within a private residence club to be used as permanent or temporary residences, or for temporary accommodation. Staff has also presented housekeeping amendments to correct administrative inconsistencies.

## **Development Permits and Subdivisions**

Staff presented a report to LUEC to discuss the development permit (DP) requirement for single family residential subdivisions creating five (5) lots or more.

Staff suggested that instead of requiring development permits for all subdivisions creating 5 lots or more, that only higher density small lot single family development be subject to a form and character DP. Staff suggested using the term “intensive residential development” for this form of development, making it consistent with the requirements of the *Local Government Act*. The objective of creating a definition for “intensive residential development” would be to encourage small lot single family development to consider local characteristics and incorporate high quality design into the siting configuration, landscaping treatment, and overall building aesthetics (exterior design and finish). More in depth discussions is to occur on this in 2014.

## **Covenants - 1923 Maple Ave S., 1919 Maple Avenue S. and 6881 Galaxie Drive**

Significant staff time has been put into researching covenants registered on these properties at the request of a developer and property owner of 1923 Maple Avenue S. Due to the complicated history of development on these properties and the inconsistencies present within the covenants, staff is continuing to work on finding a solution to the request received and will be bringing forward a report to Council in 2014.

## **Building Permits – “Plan Checks”**

Staff complete “plan checks” on many building permit applications to confirm that zoning regulations are met and to determine if there are any development permits and/or planning related covenants in place that would affect a building and/or its location. Since the 48 hour building permit process has come into affect, planning staff complete their “plan checks” in the same day as the application has been placed on their desk. Staff completed a minimum of 24 plan checks specifically for 48 hour building permits since the adoption of the policy in May 2013.

## **File Closure and Archiving**

There are over 1000 records (application files) in the planning department’s database with some records, many of which are active development permits, being inherited files from Sooke’s incorporation. To date, only a small percentage of these 1000 records have been digitally archived. In 2013, staff implemented an administrative practise to scan at least three historical files per week. Since the end of 2012, it is standard practise for Development Services Clerks to scan new application files when completed.

## **Tempest Software**

Reviewing and updating internal administrative processes in Tempest, specifically within the configuration of the “Prospero” module, is an ongoing task within the Planning Department, specifically by the Development Services Clerks. Ensuring that the internal administrative processes are working efficiently is important because not only does this better service the needs of the Development Services Department and provide support to other departments but it helps the planning department to deliver better customer service.

## **Landscape Inspections**

Before a Landscape Bond can be fully or 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. There were three landscape inspections this year.

2253 Townsend Road (Townsend Walk Estates)  
6733 West Coast Road (Suds & Pups Car Wash)  
6995 Nordin Road (Heron View)

All three landscape inspections completed resulted in the related Landscaping Bonds being released.



## MAJOR APPLICATIONS

The following complicated (Major) applications were reviewed by staff in 2013. The complexity of these applications required considerable staff and client time to process and report on to LUEC and Council.

### **“The Hope Center” Development Permit at 6750 West Coast Road**

A Development Permit application was processed to approve the form and character of a four-storey building fronting on West Coast Road. The building includes 290 m<sup>2</sup> of commercial space (thrift store), 18 studio suites at 32.5 m<sup>2</sup> (350 ft<sup>2</sup>) each, 7 one- bedroom suites at 48 m<sup>2</sup> (520 ft<sup>2</sup>) each, 320 m<sup>2</sup> of office/college/alternative school space, shared laundry, lounge areas and outdoor deck space, underground and above ground parking. The DP for the Hope Centre was approved and construction is currently underway.

### **“Silver Spray Destination Resort” Development Permit, Variance & Floodplain Setback**

A DP was processed and approved by Council for 95 private residence club cottages, a club, a pavilion for commercial/recreational use, parking areas, a wastewater treatment plant and landscaping for Phase 1 of the Silver Spray Destination Resort Complex. A site specific floodplain exemption from Bylaw No. 561, *Flood Regulation Bylaw, 2013* was processed and approved to reduce the floodplain setback to 5 meters from 15 meters. A Development Variance Permit application was processed and approved to vary section 3.25 and section 803.7(a) of the Zoning Bylaw to reduce setbacks for the Lodge Cottages, the clubhouse, the Pavilion, and the moorage facility.

### **“Harbourside Cohousing” Rezoning Application at 6669 Horne Road**

The property at 6669 Horne Road was rezoned from Large Lot Residential to a Comprehensive Development Zone to permit development of a 31 unit cohousing community. The owners entered into a Development Agreement by way of a section 219 covenant with the District of Sooke to deal with road and frontage requirements and other related matters.

### **Car Wash and Laundromat Zoning Bylaw Text Amendment and DP**

Significant staff time was put into the Zoning Bylaw text amendment to allow a car wash in the CTC Zone (Town Centre Mixed Use Zone) on Logan Lane adjacent to Village Foods. The approval process also included an amendment to covenants (FB152757 and CA2808854) to remove the requirement to build a connecting “north/south” road to Lincroft Road from the existing laneway. The processing of the DP application for this proposal also took up significant staff time..

### **1781 Minnie Road and 7057 West Coast Road Rezoning Application**

Several reports were prepared and presented to LUEC and Council regarding this rezoning application. The applicant wishes to increase the density on the property and subsequently subdivide it to construct upwards of 10 houses. This application has been placed on hold by the Applicant until the issue of the inclusion of the property into the Sewer Service Area can be dealt with.



# Geographic Information Services Year End Report 2013

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 2013, the District of Sooke GIS database contained a variety of spatial features describing property ownership, addressing, land features, environmental features, and infrastructure. These features include the locations of approximately 6500 parcels, 6300 addresses, 1800 survey plans, and 180,000 infrastructure features.

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, and watercourses.

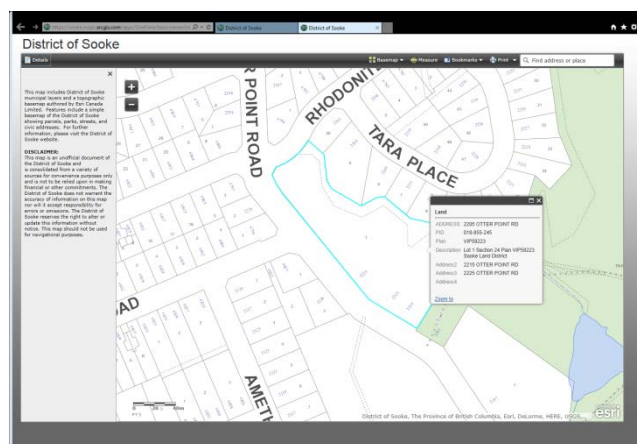


Figure 1 - District of Sooke Public Map interface.



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

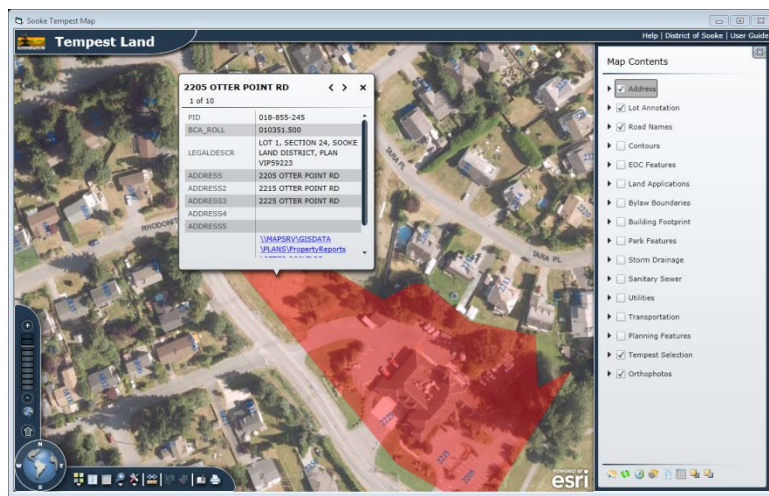


Figure 2 - District of Sooke Tempest Land Map interface.

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.

Infrastructure is digitized from survey plans and engineering drawings and stored in the GIS. Infrastructure is grouped into different categories (e.g., Road, Sanitary Sewer, Storm Drainage,

Trails, etc.). Summary scripts are run for each category to generate a listing of features by type, location, condition, and status for use in the annual infrastructure inventory summaries.

Office staff use a map interface integrated with the Tempest Land database. Land records can be selected in Tempest, and then displayed on a map. Tempest enables linking of applications to properties in the GIS. In 2013, the internal map interface and Tempest database link were updated to ArcGIS version 10.1 using the ArcGIS for Silverlight viewer.

The GIS and Tempest databases are linked and accessed using the ArcGIS Server software. This server software stores the features and creates data services that display the maps. Each set of features is stored in a database that describes its location (e.g., latitude and longitude) and attributes (e.g., type, ownership, area).

## Emergency Planning Maps

In an emergency event, it is important to be able to provide and distribute information regarding the location of the event, the neighbourhoods affected, and the location of road closures and detour routes. With the addition of new social media features in the mapping software, it is possible to send social media updates from a map using a PC or smartphone.

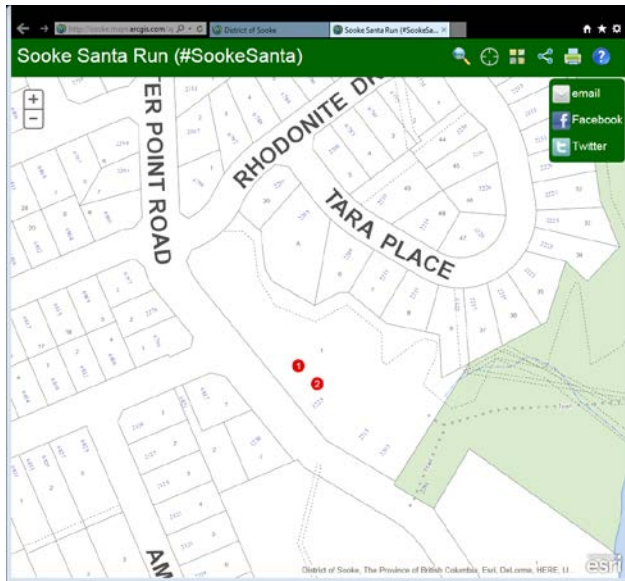


Figure 3 - Sooke Santa Run online map.

As a practical test, on Saturday, December 14, 2013 the District of Sooke employed a “Live Tracking” map system to update followers on social media of the locations of the four fire trucks travelling around Sooke on the “Sooke Santa Run”. The notification map runs on a variety of devices including PC’s, iPhones, Android smartphones, and Blackberry devices.

The goal of the exercise was to demonstrate the ability of a simple map notification system to send updates via Email, Twitter, and Facebook. In this case, the tag #SookeSanta was used to allow Twitter followers to stay informed. The map includes a “Search” button for locating trucks and a “Share” button that allows the map to be shared via email, Twitter, or Facebook.

The mapping system has a statistics report that shows the number of data requests for a given time period. Data requests do not represent the number of users of a map. Rather, data requests represent calls to the map system from clients for updates of a map display or an update on the location of a feature (e.g., truck location). One client could make many data requests during a single session.

On average, the District’s public mapping system processes 2700 daily data requests.

During the Santa Run event, the mapping system recorded a spike in usage at **116,431** data requests. The social media links were being followed, and updates of the maps were being requested.

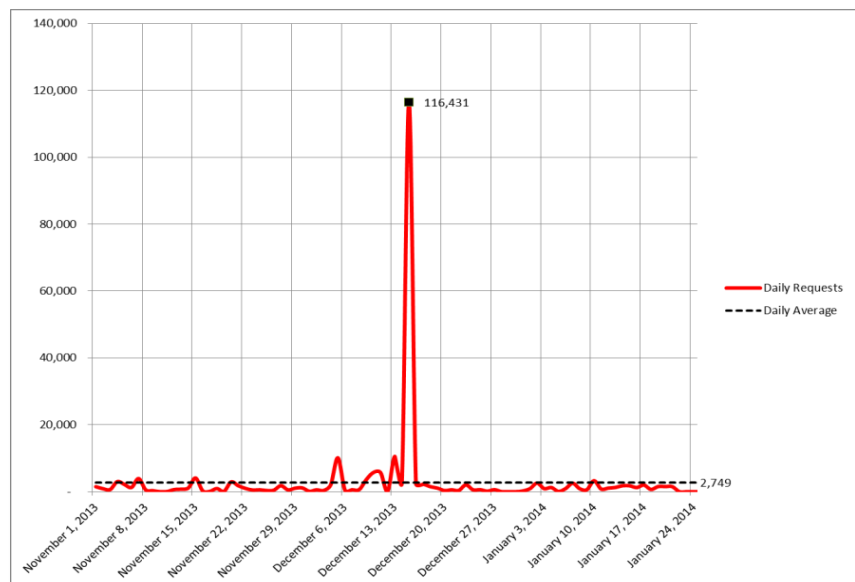


Figure 4 - Spike in map data requests during Sooke Santa Run.

This demonstrated to the District that the public mapping system is able to provide an additional method of distributing information to the emergency crews, the public, and the media regarding an emergency event.

Development of the public mapping system will continue in 2014 to add recent aerial photography and additional map themes. When completed, new maps will be posted on the District of Sooke Online Map Gallery.

## **Departmental Project Support**

During 2013, the GIS provided support to various departmental projects and tasks.

### **Corporate Services**

- In-kind support for Slow Food Cycle maps, Volunteer Fair banners, AVICC tour map, Talc Place Park project maps, Rotary Fair banners, Communities in Bloom mapping, and for Sooke Community Arts Council.

### **Finance**

- Generate infrastructure asset annual inventory summaries for compilation into Tangible Capital Assets reports.
- Land Records Management.

### **Engineering Services**

- Mapping support for Street Index Map and Booklet, and Connector Road Project, and Traffic Circle Project.
- Bike Skills Park, Off-Leash Dog Park, and Horseshoe Pits.
- Infrastructure updates including transit, street signs, street lights, roads, sanitary sewer, storm sewer, water, parks, trails, and hydro data.

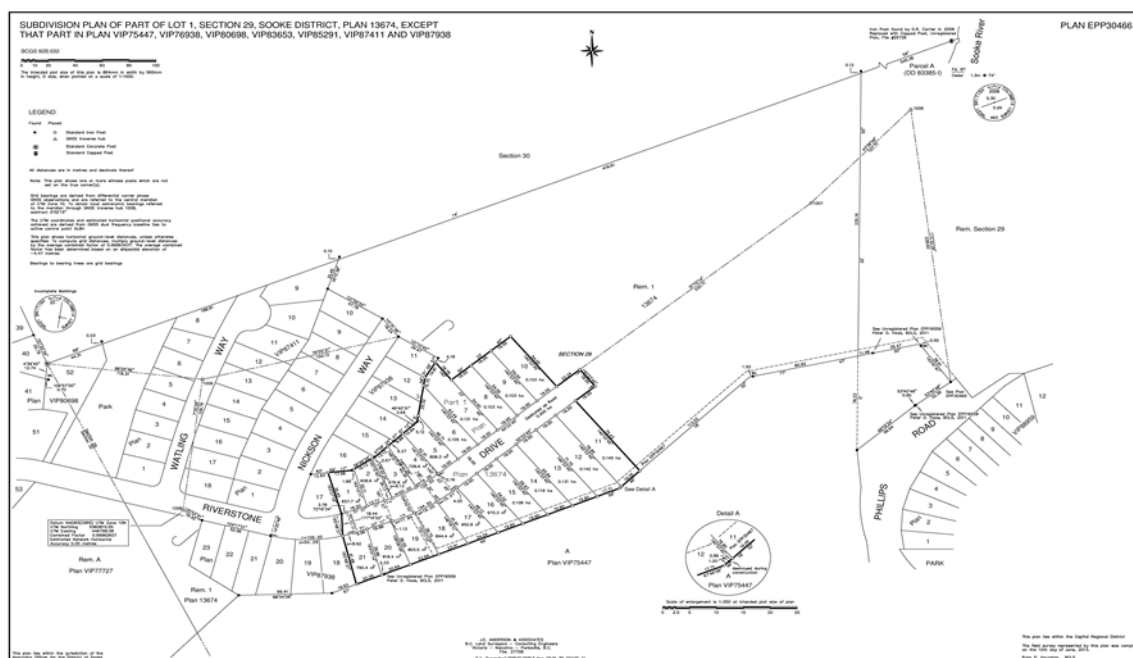
### **Planning**

- Mapping and analysis for Agricultural Plan mapping, vacant lot analyses, and for Zoning and OCP bylaw consolidations.
- Technical support for Development Services Archiving (2000-2003, 2009-2012).

### **Protective Services**

- Mapping support for Incident mapping, Burning Regulations mapping, Alternate Routes mapping, Tsunami Mapping, and EOC Emergency Planning.





# Subdivision & Development Year End Report 2013

## Background

This report is provided to highlight some of the projects staff have worked on throughout the year while also acknowledging the significant staff time devoted to provision of a multitude of other daily items including assisting the public with inquiries, interdepartmental application review, and process improvement planning.

Statistics for 2013 reflect the shift in the global economy with downward trending from previous years, however, this shift, as well as a change in departmental structure, has also allowed for a thorough evaluation of this small department and its goals for the future.

Subdivision processing is becoming more complicated due to a variety of factors including subdivision in areas requiring extension of municipal services, variances and innovative alternatives to meet municipal service requirements, and ensuring the requirements of more senior legislation are met. In addition to the various steps required for application processing, staff spend a considerable amount of time working with applicants, their engineers, surveyors, and legal representatives to address subdivision requirements both before and after registration of a subdivision plan. In most cases, subdivision plans are registered before all requirements have been met. In those situations, the developer will post security with the municipality until all items have been completed.

Dedication for future water access

Staff are responsible for the administration of the subdivision application and final approval process for a variety of subdivision plans including traditional fee simple, bare land strata, boundary adjustment, road dedication, leases over three years, and phased strata plans.

When a developer proposes registering building stratas in phases, the approval of the Approving Officer is required. Subdivision staff manage this process.

Staff are responsible for working with developers (often individual homeowners) on the process to convert previously occupied dwellings to strata title ownership.

Staff process applications for any subdivision of land for the purpose of leasing for a term longer than three years (for land, not buildings).

Staff work closely with the Corporate Services Department on the road closure/exchange process which may see unused road dedication closed and possibly sold or exchanged.

In order to ensure some future capital projects may proceed, the obtaining of road dedications is often required. The review of road dedication proposals and processing of applications is administered by subdivision staff.

Staff work closely with other departments in the processing of any park closure files. This process includes liaising with land surveyors and legal representatives on behalf of the municipality.

## Highlights of 2013

- **Final approval of 14 subdivision plans totaling 44 lots**
- **Received 11 new subdivision applications**
- **Approved two phased strata plans creating 13 new townhouse units**
- **Hired a new contract Approving Officer**
- **Assisted with finalization of subdivision plans to provide road dedication for future Waterview Street, the Grant Road Connector and Church Road multi-use trail**
- **Registered 11,533.5 m<sup>2</sup> in new park land dedication**
- **Initiated and completed an audit of all open subdivision application files including appropriate Tempest system updates and closure of inactive files**
- **Compiled a list of outstanding deposits to be addressed in 2014**
- **Staff attended legal update workshops as part of professional development**
- **Staff received major Tempest update training**

## Corporate Strategic Plan Goals

In keeping with the guidance of the District of Sooke 2013-2014 Corporate Strategic Plan, Strategic Priority #2 – Town Centre, subdivision staff processed and completed two subdivision applications which ultimately led to the dedication of road right of way for future construction of “Waterview Street”. Staff also processed and completed a road dedication application which ultimately provided for additional road dedication for the new Church Road multi-use trail and future Grant Road connector. Approval of a subdivision at the Village Food Markets mall to allow for construction of a car wash and Laundromat has also dedicated a public lane to enhance traffic movement in the Town Centre.

In accordance with Corporate Strategic Plan Strategic Priority #4 – Community Planning (streamline/simplify/clarify service responsiveness, business friendliness), staff assisted with the review of various development-related brochures and flow charts. The Approving Officer, with assistance from subdivision staff, has also refined the Preliminary Layout Assessment letter, making it simpler to understand. Further improvements are planned for 2014.

Staff continue to strive to provide service that meets business practice requirements as identified in the Corporate Strategic Plan by:

1. Providing thorough timelines and clear professional advice – being “user friendly”.
2. Being conscious of community values and sensitive to them.
3. Demonstrating commitment to the organization and the community.
4. Understanding the value of citizen trust in our local government.
5. Being responsive to governing body and formal requests.

## The Year in Review

While the number of new lots being created over the past two years has decreased, reflecting the global shift in financial markets, overall interest in subdividing within the District of Sooke continues to hold strong. This is exhibited by the numerous inquiries being received from the public.

The Approving Officer granted approval to 14 projects in 2013, up from nine in 2012. The District received 11 new applications to subdivide land in 2013, many of which are small projects which will allow for infill within the community.

Many larger projects continue to move forward at a consistent pace, registering new lots in accordance with the determining marketplace. The past year saw construction advancements at Sunriver Estates as well as Woodland Creek Estates. It is anticipated that both developments will be requesting approval of new phases early in 2014. Additionally, construction has been completed on the latest phase of Whimbrel Estates with a request for approval also expected in early 2014.



Phillips Road

### New Road Dedications

New public road was constructed in a variety of locations throughout the community in 2013. In addition to an extension of Riverstone Drive, Sunriver is currently working on improvements to Phillips Road. Woodland Creek Estates has completed a new extension of Arranwood Drive and Callumwood Lane leading to Poirier Elementary, and Whimbrel Estates has provided an extension of Sooke Hanger Drive.

Completion of an eight lot subdivision off Maple Avenue has also added a new public road to the municipality. Named Eve Grove, this road also leads to a Streamside Protection and Enhancement Area dedicated to the municipality as park.

A subdivision approval request is expected in 2014 for a subdivision project located at 2554 Sooke River Road. Once approved, this project will provide another piece of constructed public road dedication.

Approval of a three lot subdivision at the Village Food Markets mall has also provided for the dedication of a public lane to enhance traffic flow through the Town Centre. The lane is currently under construction and once complete will feature sidewalk connections for safer pedestrian flow.

### **Road Dedication Provided**

The completion of three different subdivision files has allowed the District to obtain road right of way important to future strategic projects. Through two applications, the District obtained road right of way allowing for the future

“Waterview Street” as well as a Goodmere Road connection. Completion of a road dedication file on Church Road has allowed the District to obtain road right of way on Church Road for a multi-use trail and future road improvements as well as road right of way which will allow for the construction of the future connector road between Townsend Road and Church Road (south of 2145 Townsend Road and 2182 Church Road).



Arranwood Drive

### **Park Subdivision and Dedication**

Approval was also granted for applications related to the closure and disposal of portions of former Talc Place Park. Two properties have consolidated with a portion of the closed park and a third consolidation has been approved but not yet registered.

Two subdivisions provided park land dedication. Dedication of a SPEA at 1999 Maple Avenue (Eve Grove) has provided a 953.5m<sup>2</sup> park. Dedication of a stormwater management pond and additional park space has added an additional 1.058 hectares of park space to the Woodland Creek neighbourhood.

### **Application Summary**

While the completion and registration of subdivision plans may have been up over 2012, the number of actual new lots created was down to 44 from 55 in 2012. These numbers are less than previous years, however, staff are expecting a request for final approval for five projects which were nearing completion at the end of 2013 that will create an expected 40 lots early in 2014 (see Appendix 1 for a statistical breakdown). In addition, the District currently has approximately 12 applications that could be completed if the applicants meet their requirements before the end of 2014. On average, staff are overseeing just over 50 active files. The majority of these files have received subdivision approval and have not yet finished fully meeting all development requirements.

## **Departmental Changes**

The last quarter of 2013 saw some significant internal changes with the hiring of a contract Approving Officer. Over the coming months, further plans will be implemented by subdivision staff to improve processing and communication with the goal of providing more assistance to the public and, where possible, speed up processing times.

## **Internal Processing Improvements**

All Development Services staff received extensive Tempest application processing software update training in 2013. As many new staff have joined the team since Tempest was implemented, this training has allowed for both an extensive refresher and the opportunity to highlight changes to the system. This training will allow staff to review procedures and business practices and adjust the software and its use to ensure efficiencies are attained.

## **Subdivision Goals for 2014**

- Continue review of all outstanding deposits held in conjunction with Works and Services Agreements for status of completion and tracking of security (cash or letter of credit).
- Update Tempest application processing system to reflect lessons learned over the past few years of use. Streamline internal checklists and task requests and ensure all staff continue to use the system consistently.
- Finalize archiving of all completed/expired files for off-site storage.
- Continue to review internal processes to ensure smooth workflow is coordinated between all staff involved with the processing of subdivision applications and to ensure smooth integration of Approving Officer requirements into the process.
- Update public communication tools, including website, to reflect any new processes identified through the review of internal practices.

<b>Appendix 1 - Application Statistics</b>					
<b>January 1 - December 31, 2013</b>					
<b>Subdivisions Approved January 1 - December 31, 2013</b>					
#	QUARTER	PLAN #	ADDRESS	PLAN TYPE	LOTS
1	Q1	EPP20458	2003-2005 Gillespie	Fee Simple	3
2	Q1	EPP23740	6839 Talc Place	Consolidation	0
3	Q1	Pending	6840 Opal Place	Consolidation	0
4	Q1	EPP24368	6836 Opal Place	Consolidation	0
5	Q1	EPP26003	6907 Sellars Road	Fee Simple	2
6	Q1	EPP22078	Woodland Creek	Park Dedication	0
7	Q3	EPP30466	Sunriver 3B-Stage 1	Fee Simple	21
8	Q3	EPP32716	6641 Sooke Road	Fee Simple/Road Ded.	2
9	Q3	EPP32715	6647 Sooke Road	Fee Simple/Road Ded.	2
10	Q3	EPP32377	2182 Church Road	Road Dedication	0
11	Q3	EPP23431	1999 Maple Avenue	Fee Simple	8
12	Q4	EPP31601	6661 Sooke Road	Fee Simple	3
13	Q4	EPP23598	2830 Phillips Road	Fee Simple	3
14	Q4	Pending	2895 Sooke River Road	Long Term Lease	0
<b>Total Lots Approved January-December 31, 2013</b>					<b>44</b>
Total Lots Approved January-December 31, 2012					55
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
<b>Number of Plans Approved - Yearly Summary</b>					
2013				13	
2012				9	
2011				19	
2010				19	
2009				23	
2008				14	
<b>Phased Strata Plans Approved January 1 - December 31, 2013</b>					
#		ADDRESS	PLAN TYPE	UNITS	
1	Q3	6995 Nordin Road - Phase 2	Phased Strata	7	
2	Q3	2253 Townsend Road - Phase 4	Phased Strata	6	
<b>Total Units Approved January-December 31, 2013</b>					<b>13</b>
Total Units Approved January-December 31, 2012					12
Total Units Approved January-December 31, 2011					12
Total Units Approved January-December 31, 2010					34
Total Units Approved January-December 31, 2009					30
Total Units Approved January-December 31, 2008					31

New Applications Received January 1 - December 31, 2013				
#	QUARTER	ADDRESS	PLAN TYPE	LOTS
1	Q2	7180 Grant Road W.	Fee Simple	2
2	Q2	6647 Sooke Road	Fee Simple	2
3	Q2	6641 Sooke Road	Fee Simple	2
4	Q2	2182 Church Road	Road Dedication	0
5	Q2	6456 Gollledge Avenue	Bare Land Strata	3
6	Q2	2078 Kennedy Street N.	Fee Simple	2
7	Q3	2895 Sooke River Road	Long Term Lease	0
8	Q3	1000 Silver Spray Drive	Fee Simple	4
9	Q3	7117 West Coast Road	Lot Line Adjustment	0
10	Q3	7130 West Coast Road	Fee Simple	3
11	Q4	2680 Otter Point Road	Fee Simple	2
Total Lots Proposed				20
New Applications Received - Yearly Summary				
2013			11	
2012			20	
2011			13	
2010			20	
2009			19	
2008			18	





## Engineering Department Year End Report 2013

The Engineering Department is responsible for the implementation of the municipality's infrastructure master plans as well as the planning, design, construction and maintenance of municipal infrastructure. This includes District-owned assets such as the roads, decorative street lighting, drainage and sanitary sewer infrastructure. 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.

The Engineering Department is also responsible for reviewing and providing input on all Subdivision, Development Permit, Development Variance Permit, Road Closure and Rezoning applications. Staff are also involved in the review of some Building Permit applications which affect municipal infrastructure.

Regular updates on ongoing projects in the municipality are posted on the District's website at [http://sooke.ca/EN/main/government/devservices/eng/project\\_updates.html](http://sooke.ca/EN/main/government/devservices/eng/project_updates.html). This site details initiatives undertaken by the District of Sooke, other Government Agencies, or various development projects which may affect our residents.

# Corporate Strategic Plan Goals

## Infrastructure

In the District of Sooke 2013-2014 Corporate Strategic Plan, under Strategic Priority #2 – Town Centre, Council identified objectives in the form of road and sidewalk projects. Currently, the following projects are underway:

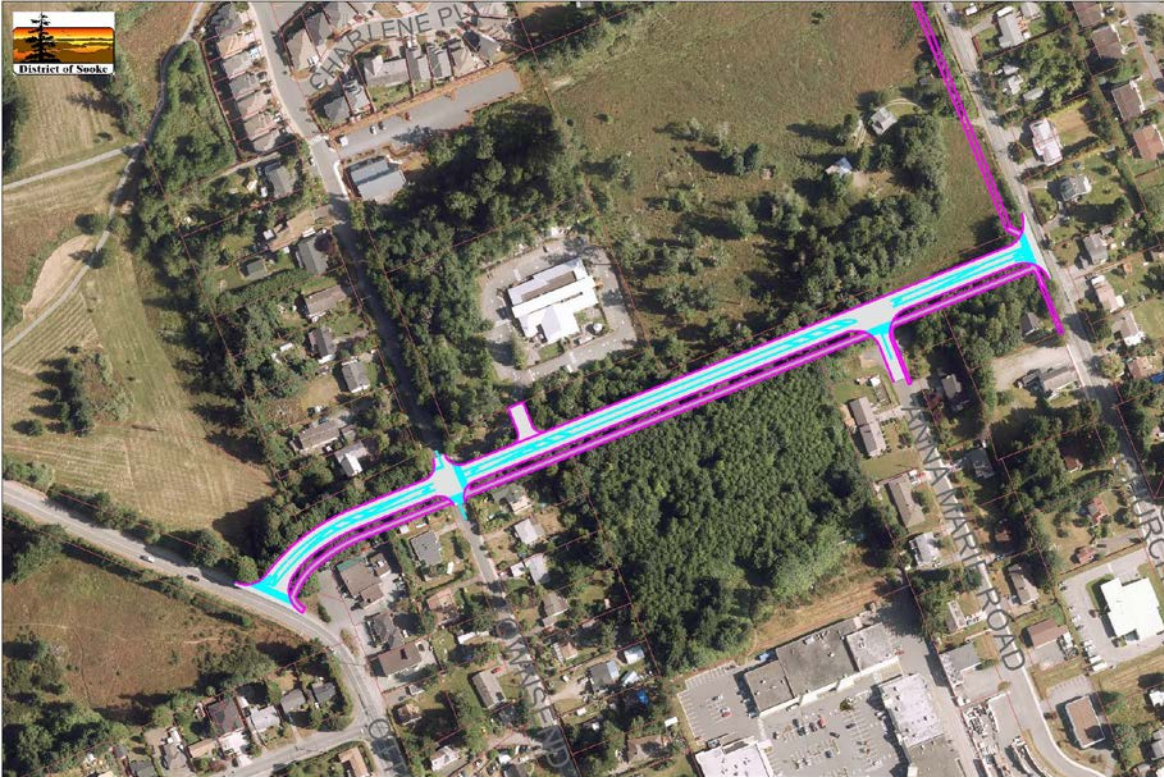
	Location	Description	Timeline
1.	Church Road	multi use trail on west side of the road from Throup Road to future connector	Fall 2013
2.	Connector Road	Church Road to Otter Point Road	Spring 2014
3.	Town Centre	purchase a portion of “Waterview” Road from Sooke Road to Goodmere Road alignment and Goodmere Road extension	Fall 2013
4.	Waterview/Highway 14 Round-about	property acquisitions and design and construction	Winter 2014
5.	Connector Road	Phillips Road to Charters Road	Winter 2015

In accordance with the Corporate Strategic Plan, the District has commenced all of the above noted projects. Appropriate funding is in place under the 2013-2017 Five Year Financial Plan.

Road dedications were required on Church Road to complete the first two projects and accordingly, agreements were entered into with the property owners for the transfer of properties to the District. Firstly, a portion of 2182 Church Road was purchased consisting of an approximately 11 meter strip along the frontage of the property and 25 meter strip along the southerly boundary of the property.

To improve the servicing and road connectivity in the Town Centre, the dedication of road right of way for future construction of “Waterview Street” and Goodmere road was also secured.

During 2013, significant progress was made on a number of the following projects:



- *Church Road – Multi Use Trail*

With the required road widening in place along Church Road, the District finalized the design for the paved multi-use trail on the west side of Church Road. The multi use trail design and construction contracts were awarded earlier this year. Clearing of trees and shrubs along Church Road from Throup Road to Knox Church and the construction of the fence works was completed in early November. The tender for the remaining works was issued in October and the gravel base courses were installed near the end of 2013, with final paving of the 3.0 m wide trail anticipated to be completed in early 2014. A submission was made to ICBC to assist with the installation of the pedestrian crossing line painting and signage and approval was granted for a small grant.

- *Grant Road Connector – Church Road to Otter Point Road*

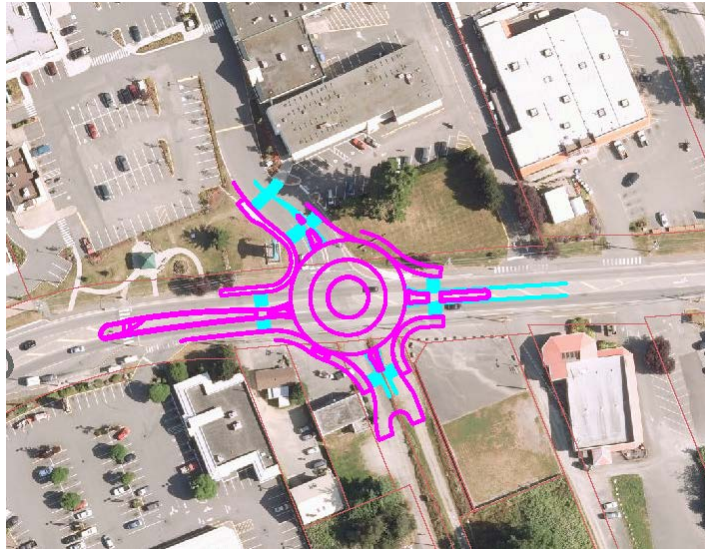
Council directed staff to proceed with the design and construction of this portion of the connector road prior to the construction of the proposed roundabout on Highway 14. McElhanney Consulting Services was hired in July as project manager to coordinate the completion of the required works for this portion of the connector. The final design is underway and includes a multi use trail located on the south side of the connector. The clearing of the road right of way commenced in late 2013. The tender for the road and multi use trail construction is anticipated to be issued later in February 2014 with construction of this portion of the connector planned to be completed by the end of the summer of 2014.





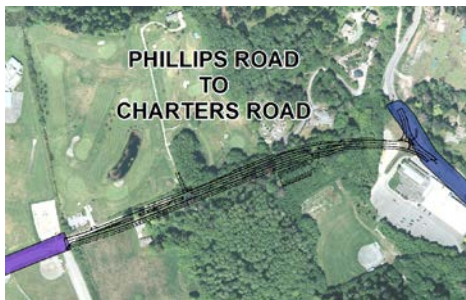
- *Highway 14 / Waterview Round-about*

This project involves coordination with the design consultant, transportation consultant and MOTI. The detailed design and tender documents for the round-about are currently at 80% and under review. Discussions commenced in 2013 regarding the required property acquisitions and will need to be finalized prior to design completion. Construction is anticipated to commence in the fall of 2014.



- *Grant Road Connector – Phillips Road to Charters Road*

The detailed design work for this phase of the Grant Road Connector, from Phillips Road to Charters Road was on hold during 2013. The 50% design drawings were submitted to the District for review in 2012 and will require further consultation with neighboring property owners prior to completion in 2014. Construction of this portion of the connector was slated for completion in 2015 in the Corporate Strategic Plan; however, the timing for this will be budget dependent. Currently, staff is planning to have this design and tender document shelf ready should there be an opportunity for grant submissions in the future.



## **Policy & Regulatory Initiatives**

In the District of Sooke 2013-2014 Corporate Strategic Plan, under Strategic Priority #4 – Community Planning, Council identified objectives to streamline, simplify, clarify service responsiveness and business friendliness. To address this objective, the brochures and flow charts for application processes were reviewed and updated and a review commenced on several policies and bylaws.

To ensure staff remains approachable, at minimum, staff continues to set aside time each Thursday to meet with members of the public and/or developers/consultants to discuss potential applications before an application is made or with existing applicants to review outstanding items and/or address questions.

### **Subdivision and Development Standards Bylaw, 2003 / Frontage Bylaw**

Work commenced with the Land Use and Environment Committee to review Bylaw 65 and all related policies to improve the language and clarity. The service areas and their respective requirements were reviewed and preliminary road sections were established and proposed revised servicing areas were presented. To ensure clarity between subdivision and development requirements, the bylaw is being completely overhauled which is anticipated to be completed for review by the Committee in early 2014.

A draft Frontage Bylaw was created to replace two outdated policies and clarify subdivision and development requirements related to frontage improvements. The intent is to provide this bylaw to Council for approval in early 2014, once reviewed by legal council to ensure fair and equitable process and treatment to all applicants.

### **DCC Bylaw**

Work commenced on the Sanitary Sewer component of the DCC Bylaw based on the completed sanitary sewer model. A preliminary draft was completed by the consultant in 2013 and was submitted to staff for review. Anticipated projects are to be aligned with the budget process and need to be aligned with the actual DCC receipts. Completion of this review is anticipated in 2014.

### **Soil Removal and Deposit Bylaws**

Work commenced to review and update the outdated CRD Soil Removal and Deposit bylaws currently still in existence. Both bylaws have been combined into one comprehensive bylaw currently under internal review prior to being brought to Council for review.

### **Blasting Bylaw**

To address a concern that the current Blasting Bylaw put too much responsibility on the District regarding blasting regulations, a review of the bylaw was undertaken. Discussions commenced if it should be a policy or bylaw and the bylaw was updated which is currently under internal review prior to being brought to Council for review.

### **Town Centre Servicing and Connectivity Review**

With the proposed development and recent road right of way acquisitions by the District in the Town Centre, staff started to review the connectivity and servicing in this area, particularly, the sanitary sewer servicing and drainage. Discussions were also held with the CRD Water Services regarding potable water supply and fire suppression for the Town Centre. Reviews of several drainage systems within the Town Centre commenced and will continue into 2014.

## Development Services

This task involves the review of developer's consulting engineer's civil design drawings for conformance with District bylaws and policies and to confirm that they address the concerns of the Preliminary Layout Assessment letter. Typically, there are at least three stages of drawing reviews, preliminary, final and construction drawing review culminating in the issuance of permission to construct once the drawings are accepted for construction. This process also includes the review of the street light design drawings and the review of design drawings prepared by BC Hydro, Telus, FortisBC, CRD Water and Shaw Cable designs for acceptability by the District prior to installation of their systems. Consultation with the Approving Officer ensures all requirements are being addressed and for identification of required easements, statutory rights of way and/or covenants. Staff also coordinates with Canada Post with regard to mail box locations and configuration, as well as with BC Hydro to arrange for activation of the streetlights.

Site conditions are reviewed prior to and during drawing review (as required). Once the design receives the Accepted for Construction, staff attends the on-site pre-construction meeting with developer, consultant, contractor and utility representatives. The District continues to have an on-site presence during construction as necessary with onsite reviews of works completed when processing reductions to Letters of Credit.

Once the off-site works are completed, the developer's consulting engineer submits as-constructed drawings which are reviewed with the off-site works. At this time, all District bylaw required forms and documentation is submitted and reviewed for completeness. The engineering staff coordinates the completion of a final acceptance certificate (FAC), which serves to summarize the completed works, shown in the As-Constructed drawing(s) and off-site cost estimate to be taken over by the District and entered into the Asset Management system.

In 2013 the following developer projects were under review;

- Riversedge Estates at 2830 Phillips Road subdivision; construction is complete
- 6947 Larkspur Road - 8 lot single and multi family development: drawings have been accepted for construction
- Sooke Hope Centre at 6750 West Coast Road is under construction
- 6661 Sooke Road- car wash and Laundromat: included Murray Road sidewalk installation as well as a dedicated public lane as secondary access to the Village Food Markets mall to enhance traffic movement in the Town Centre is currently under construction.
- Sunriver Estates Phase 3B - 21 lot subdivision on Riverstone Drive including roadway construction on Phillips Road is under construction
- Sunriver Estates Phase 4C - 10 lot subdivision at Phillips Road, north of Willow Park Way is under construction
- 2554 Sooke River Road - three lot subdivision: construction is complete, currently at substantial performance inspection stage
- 6731 West Coast Road - vehicle and dog wash development: works completed and final acceptance issued in early 2014
- Whimbrel Estates Phase II subdivision: works completed and granted substantial performance final inspection review

- Woodland Creek Estates Phase 3C - 26 lot subdivision: works completed and at the substantial performance final inspection stage
- 12-unit Townhouse development at 2248 Townsend Road: drawings have received acceptance for construction pending receipt of some further specific information
- 1999 Maple Ave: all works were completed and received final acceptance
- Engineering staff are working with Mariner's Village to update the Highway 14 /Church Road intersection.
- TD Bank frontage improvements were completed including new sidewalk anchors on the BC Hydro poles located on either side of the project.
- In late 2013, CRD Water Services submitted a highway use application complete with design drawings for the Blythwood Road watermain upgrade for District review. Work is anticipated to start in early February 2014. This project provides the District with an opportunity to replace the deteriorating wood stave culvert and to work with CRD to rehabilitate Blythwood Road's existing asphalt pavement, from Parkland Road east approximately 570 meters.
- CRD also completed upgrades to their water mains on:
  - Meota Drive, Sooke River Road to Brule Road.
  - Woodland Road, Sooke Road to Corvis Way and 75m west of Mowich Drive to 130m east of Mowich Drive.
  - Calvert Road, Sooke River Road to approximately 280m south west.

# Operations and Maintenance

## Highway Maintenance

Staff manages and coordinates the road maintenance contractor to implement the road maintenance contract.

- The highway maintenance contractor, Mainroad South Island Contracting Ltd., submits weekly schedules to provide notice as to the anticipated work for the upcoming week as well as weekly reports summarizing the work undertaken the week before. Both documents are reviewed and posted weekly on the District Website. Spot checks are performed to confirm the completed work.
- All issues or requests for highway related maintenance received from Sooke residents are entered into the District Calls for Service (CFS) system and directly issued to Mainroad for action. This has been working very well with issues dealt with quickly and tracked for asset management purposes.
- As a result of various signage requests from residents and requests for traffic calming, staff started working on reviewing highway signage to ensure all signage is appropriately documented and installed. When additional signage was required, staff prepared the traffic orders to allow the sign installation and coordinated with the RCMP and District Bylaw Officer.

## Drainage and Culvert Replacement Program

Various drainage improvement projects are being assessed for feasibility and costs to determine the appropriate plan of action and order of priority. Once the final requirements have been determined, the District will be asking contractors to quote the works.

### Drainage Projects Completed or In Progress

- Grant Road West drainage pedestrian access improvement project; the design and tender documents for 180 meters of drainage improvement work along the north side of Grant Road between Maple Avenue and Guardian Road is completed and ready to proceed to construction. Timing for this project will be included in the 2014 Budget discussions.
- A 300-mm diameter culvert was installed on Throup Road, east of Charters Road, to help alleviate the overland drainage impacting private property.
- A 200-mm diameter storm main with manhole was installed on Eustace Road, west of Otter Point Road, to stabilize the bank from undermining the existing sidewalk. The construction was completed in October 2013.



Grant Road



- Minor drainage/driveway works were completed at 7117 West Coast Rd to accommodate the sanitary sewer right of way in this location.
- During 2013, staff undertook extensive reviews of drainage issues on Sooke Road in the Stickle Back area. Onsite works are to proceed in 2014.
- Onsite reviews of the ground water exfiltration on the road pavement fronting 2454 Mountain Heights Drive. Anticipating final evaluation by a hydro geologist in order to determine how best to contain and safely discharge the surface run-off issue and construction in 2014, pending budget approval.
- Caldwell area drainage issues: a detailed review commenced on several lots and developments in this area to determine the drainage issues. Further review work is required in 2014. Construction timing pending outcome of the review.
- The drainage route from Atherly Close to the outlet is under review. Staff conducted onsite meetings with residents and is reviewing existing documentation to determine the existing route and implications to the property owners. The intent is to review the existing route, and potentially portions of it, to avoid existing structures and obtain legal documentation with the property owners to ensure that the route is properly maintained to avoid future issues.
- Major drainage rainwater system at the 2500 block of Brule Road needs realigning away from private property prior to discharging into Baker Creek. Anticipating construction in 2014, pending budget approval.
- Drainage issue at the 3100 block of Sooke River Road required evaluation of the rainwater ponding on top of the roadway. Anticipating construction in 2014, pending budget approval.
- Review of the boardwalk drainage and pavement on the south end of Murray Road: this area needs realigning and rehabilitating for the deteriorating pavement and to redirect the rainwater surface run-off away from private property. Anticipating construction in 2014, pending budget approval.
- Slope assessment report was conducted at 1600 Connie Road by a geotechnical engineering firm to help remediate the embankment. Anticipating construction in 2014, pending budget approval.

## Sanitary Sewer



EPCOR Wastewater Treatment Plant

The Sooke wastewater collection and treatment system is owned by the District of Sooke and operated by EPCOR Water Services Inc. Construction of the Sooke collection system and wastewater treatment plant began in 2004 and the system was commissioned in November 2005. The system services a core area of approximately 5,500 residents.

Engineering staff continues to be the contract manager and regularly met with EPCOR to review the ongoing operations and maintenance, as well as potential work, in addition to the agreement. This also includes the review of the monthly reports and other required yearly reporting.

To ensure compliance with the new federal wastewater systems effluent regulations that came into effect January 1, 2013, the plant started operating as a nitrifying plant. The nitrifying treatment process is proving to be very successful by providing excellent effluent quality in both basins. This process also gives an added benefit of ammonia removal. Positive results are observed daily as ammonia is almost entirely removed from effluent before being discharged into the marine environment.

Monthly Operations Reports are submitted to the District and posted on the District of Sooke website. These reports detail the system components, the operations issues dealt with throughout the month, as well as the regulatory requirements.

EPCOR staffing changes occurred with a new operations manager and an operator. The lead operator retired and the current operator filled the lead hand position.

All of the air diffuser membranes were replaced in SBR #2 as part of an asset renewal project. Air headers and diffusers disperse air into the basins for the treatment process and have a manufacturer's life expectancy of five years. This work was done on schedule and on budget. SBR#1 and Digester #2 will have all diffuser membranes replaced in the next two years to ensure equipment is properly maintained and treatment quality will continue to be excellent.

EPCOR provided a grant to Sooke Region Food CHI, a non-profit society aiming to foster awareness and support of local food production. The program is strongly aligned with EPCOR's goals to contribute to the quality of life in the community it serves and was selected from many applicants due to these principles. Funding from EPCOR's Community Essentials Council (ECEC) in 2011 supported initial development of the garden. The grant in 2013 will help with the final stages to complete the project.

The Wastewater Treatment Plant Outfall Inspection was completed by a contractor in October. As per Municipal Wastewater Regulations, outfall inspections are expected every five years and the previous inspection was performed in 2008. A dive team recorded video of the outfall pipe, joints, diffuser and ballast weights and the report confirmed all were in good condition. (The inspection was on time and under budget).

Tours of the plant were provided to District of Sooke staff to encourage positive relationships and bring awareness to the treatment facility.

EPCOR continued to meet or exceed the target values of the Performance Measures for 2013. There were no releases, no lost time accidents, effluent quality was well within regulations, and there were numerous safety activities and quality assurance/quality control activities.

A confined space rescue exercise was conducted by EPCOR staff. Sooke Fire Department was included in the exercise for emergency response preparedness and continued collaborative training.

### **Sewer Connections / SSA Expansions**

Receive requests for expansion of the Sewer Specified Area and coordinate with developers, consulting engineers, public, EPCOR and Stantec. Prepare report to Council and assist with the preparation of bylaws as required. If Council approves, follow up with petitioner to connect property and notify appropriate internal departments for records update.

- Three inclusion requests were received in 2013

Coordination of sanitary serviceability review completion and associated invoicing. Review the results of the review and track any upgrades required to the sewer system. Advise developer of applicable work required for development to proceed.

- Four sanitary serviceability reviews were received in 2013.

### **Calls for Service and Follow up**

The Engineering Department received a total of 283 new calls for service relating to public complaints, suggestions, requests, including potholes, blasting, dust, vandalism, garbage, vegetation within highway rights of way, maintenance of boulevards, drainage, street lighting, signage, pavement marking (eradication) and sanitary sewer issues during 2013 and is continuing to work on 93 active calls for service received in previous years.

Each call is entered into the Tempest system, assigned and tracked. All calls are investigated and action is taken as necessary. This includes coordination with the RCMP (when required) and coordination with the contractors (budget pending) for quotes and onsite reviews during the installation. If the caller requests a call back that will also be noted and followed up on. Once an issue/concern has been reviewed and addressed, the call is completed and closed.

Staff depends mostly on residents to contact the department when a streetlight requires repairs and enters the CFS, which then initiates the repair. The ornamental street lights are owned by the District and therefore maintained by the District. The davit lights on power poles remain the responsibility of BC Hydro so any CFS regarding a davit light is coordinated directly with BC Hydro.

## Permits

The Engineering Department issues permits for Highway Use, Soil Removal, Soil Deposit and Blasting. Each permit submission requires onsite review, often before the permit is issued, and also during the works and once the work is completed to ensure that the works were completed as detailed and without damage to public property.

Permit Type	No. of Permits Issued 2012	No. of Permits Issued 2013
Blasting	1	1
Soil Removals	4	2
Soil Deposits	5	3
<b>TOTAL</b>	<b>10</b>	<b>6</b>
Highway Use Permits	No. of Permits Issued 2012	No. of Permits Issued 2013
Telus	6	6
Fortis	22	20
Shaw Cable	3	1
CRD Water	5	7
BC Hydro	0	10
Driveway Access for Building Permits	77	51
Events	8	9
Frontage	13	17
Other	2	3
<b>TOTAL</b>	<b>136</b>	<b>124</b>
<b>TOTAL PERMITS ISSUED</b>	<b>146</b>	<b>130</b>

The Engineering Department processed an **additional 28 requests** for information for utility locates and BC One Calls during the year 2013 which included providing appropriate infrastructure drawings and maps:

CRD Water	6
Fortis BC	19
BC Hydro	3

The BC One Call agreement was terminated in August 2013.





Accessible Walkway at Ed Macgregor Park

## Parks and Environmental Services Department Year End Report 2013

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

- Continued the public input and preliminary design process for the proposed off-leash dog park in the Ponds Park Corridor at 2276 Church Road. The process is expected to be completed in 2014.
- Completed the public input and preliminary design process for the proposed bike skills park in John Phillips Memorial Park.
- Vandalism to public washrooms, locks, transit stops and trees continues to cause concern. Approximately \$4,500 was spent this year to repair damage and cover graffiti.
- Partnering with EMCS to upgrade the transit shelter at Village Foods. This project is expected to be completed in 2014.
- Renovated District of Sooke landscape to manage the drainage issues. Vegetation was replaced with river rock and water tolerant species with 90% of plant material reused onsite and at Ed Macgregor Park.
- Repaired the cedar soffits of the performance area roof at Ed Macgregor Park.





Dufour Road Transit Stop

- Continued a water conversation program for irrigation leak prevention to troubleshoot water leaks at three parks that were high water consumers (\$4,900 in leaks in 2012). Retrofitted timers and equipment for water savings. This year we have saved 65% in water costs.
- Facilitated Sooke Starlight Cinema for four movies at Spirit Square in July and August. Staff organized volunteer groups and the set-up and take-down of the technical equipment to contribute to the success of the events.
- Mitigated the risks highlighted by the Municipal Insurance Association by installing handrails and slip resistant surfacing on staircases at Ed Macgregor Park and 'slippery when wet' signage on the accessible walkway.
- Worked with the Communities in Bloom Committee and volunteers to prepare for Communities in Bloom. Attained "Five Blooms" at the Communities in Bloom Program.

## Trails

- Removed invasive species and re-graded Ponds Park Corridor between Church Road and Churchill Meadows to increase safety for users and reduce fire load.
- The trail and walkway contract 2013-2014 was awarded to a local contractor via a request for quotes process.

## Landscape

- Contractors are power raking and top dressing of ornamental areas turf to increase plant health and reduce water requirements. This practice is new in 2013 and will be done bi-annually.

## Transit

Coordination with BC Transit with regard to bus routes, bus stop locations and upgrades. Consideration of requests for accessible bus stops, bus pull outs, sidewalk connections, and implementing construction and arranging cost sharing with BC Transit.

- Coordinating the installation of two shelters and two bus stop relocations with BC Transit and Ministry of Transportation and Infrastructure. A new elevated transit stop was constructed on Otter Point Road at Eustace Road. A cedar art bench was installed fronting 7109 West Coast Road.
- Coordinated the refurbishing of existing neighbourhood transit shelters and the installation of artwork for beautification and to reduce vandalism.





Ella Beach Shoreline Cleanup

## Environment

- At Council direction the District initiated a Corporate and Community Energy Emissions Plan (CEEP). CEEP is a systematic way to analyze, rank and plan for future climate-related efforts tailored to the unique responsibilities and influences of a local government and community.
- Installed fourteen interpretive signs on the boardwalk and accessible walkway.
- Completed Operational Certificate for the wastewater treatment plant with EPCOR and the Ministry of Environment. The Municipal Wastewater Regulation requires operational certificates for wastewater treatment plants as they set municipal effluent quality standards and requirements. Facilitated seven shoreline clean-up events at local beaches through local volunteers with Great Canadian Shoreline Clean-up, Sooke Girl Guides, Sooke Navy League and John Muir Elementary School, and Sooke Harbourside Lions.
- Vetted five Riparian Areas Regulation Assessments for the redevelopment of properties and new developments at time of subdivision or rezoning.

## Calls for Service and Follow-up

- The Parks and Environmental Services Department received 165 new calls for service relating to the environment, parks, trails, boulevard maintenance, vandalism, hazardous trees, hazardous materials spills, garbage and washrooms. An additional 45 calls for service are in progress.
- Issued nine Highway Use Permits for events and ten Park Use Permits for special events.



Graffiti at Broomhill Park



Laundromat on Murray Road

## Building Department Year End Report 2013

The Building Department is responsible for the approval of residential, commercial, and industrial construction within the Municipality. All construction is required to meet 2012 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.

On December 20, 2012, a new Building Code came into affect and is the current code used when conducting building inspections. 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.

In July, the 48 Hour Building Permit application process came into effect, receiving and issuing 24 applications in 2013. This service provides an applicant, who has all supporting documentation to begin construction, two working days after the building permit application has been received.

The Building Department completed and closed in excess of 233 permits and granted over 70 Occupancy Certificates for dwellings. The building statistics are reported monthly to various third party agencies including BC Assessment and Statistics Canada.

In 2013, the Building Department received a steady flow of residential building permit applications including ongoing construction at Heron View and Leeward Cove in the Whiffin Spit area. Stone Ridge Estates, Woodland Creek and Church Hill Meadow's continued construction of Single and



Multi-Family Dwellings. Applications were also received for residential units located at the Silver Spray development and Sunriver estates. Building Officials also issued building permits for many residential home improvements, such as deck and woodstove replacements, suite conversions, garages and other accessory buildings including garden sheds.

New commercial buildings were constructed in the Town Centre, providing business opportunities and further facilities for both residents and visitors alike. Suds 'n' Pups car and dog wash facility was completed on West Coast Road. Construction commenced on a new laundromat and car wash on Murray Road, with completion expected in early 2014.



The Hope Centre on West Coast Rd

The Hope Centre broke ground in the summer, providing affordable rental housing in partnership with many organizations including The District of Sooke. This is a multi-use building located on West Coast Road, with a retail unit on the ground level and residential units and office space above.

Commercial building applications were received from H & R Block for renovations at a new location in the Evergreen Plaza and a temporary location for RBC was erected at Mariners Village. The RCMP building on Church Rd, Stick in the Mud coffee shop and Karma Hair Salon also conducted renovations and tenant improvements.



Suds n Pups on West Coast Road

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 2013:

	<b>2012</b>	<b>2013</b>
# of Residential permits issued ( <i>Single &amp; Multi Family</i> )	134	96
# of Other permits combined ( <i>i.e.: Commercial, Industrial, Demolition Oil Tank, Plumbing, Sewer, Additional Suite, Renovation, Woodstove, Additions, Decks</i> )	80	74
Total Number of Permits Issued	214	170
Total New Units created	129	130
Total Revenue Received	<b>\$323,149.51</b>	<b>\$276,532.93</b>



# Sooke Fire Rescue Service



## Annual Report - 2013

SOOKE FIRE RESCUE SERVICE 1913- 2013

Celebrating 100 Years of Volunteerism, Dedication, and Community Support

## From the Office of the Fire Chief

The year 2013 proved to be one of celebration, major challenges, and the enrichment of working relationships. It was a year to honour the past, with events celebrating the vast and rich history of the Sooke Fire Rescue Service on the occasion of its 100<sup>th</sup> Anniversary. It was a year to honour the present, by acknowledging our current firefighters as they responded with unprecedented courage, dedication and commitment to some major fires, helping to protect lives and property in their community. And it was a year to look to the future, as the local mutual aid fire departments in the region came together to investigate ways to support and assist each other in dealing with the challenges of operating effective emergency services.

Social media has become a new and somewhat unfamiliar tool that has the potential to provide great support for the emergency services if controlled and used effectively. The ability to post up to date emergency information in real time can be a life saver in times of major emergencies. The use of such programs as Twitter, Facebook and web based mapping are the new reality that we all face. A recent example of the possibilities were demonstrated in plotting the movements of Santa during the Fire Departments Santa Run. The program generated over 160,000 data requests on the DoS web based map system. Posting of road closure or traffic accident information on Twitter is now followed by hundreds of residents in Sooke as well as media outlets looking for accurate and up to date information. Followers are now looking to Social Media for information on potential evacuations and where to go in the event of emergencies.

Finally, I would like to offer my sincere appreciation to all the firefighters, support services personnel and the spouses of the Sooke Fire Rescue Service. It was a busy and demanding year. It was a year in which we had opportunities to work together, laugh together and provide support to each other. And of course, I would be remiss in not thanking those other agencies that provide great service to our fire department and this community. Our ESS volunteers, the mutual aid fire departments of Otter Point, East Sooke, Shirley, Metchosin and Langford, the members of the ambulance service and RCMP, the District of Sooke staff (with special mention to the GIS staff for all their assistance with emergency operations mapping) and all those other groups that pull together in a times of need. Thank you for all that you do.

*Steven Sorensen* – Fire Chief – Sooke Fire Rescue Service



## Fire Department Operations

The Sooke Fire Rescue Service faced an extraordinary variety of major incidents this past year. It was extremely busy for members, with the department attending over 600 emergency responses as well as attending non-emergency events including calls for assistance to complaints, investigations, inspections, public education and service calls. Several of the emergency calls exceeded the capabilities of the fire department and additional assistance was required from other local fire departments. Due to the complexity of some of these incidents and the potential risk to the community, the activation of the Sooke Emergency Program and the Emergency Operations Centre (EOC) occurred on three occasions. Some of the more dramatic events of 2013 included:



- **Evergreen Mall (July 31)** An aggressive firefighting challenge performed by approximately 50 firefighters from six different fire departments in a 16 hour operation extinguished what was determined to be the most costly arson fire in Sooke's history. With losses estimated at approximately \$5,500,000.00 this intentionally set fire destroyed the majority of "Building One" with the complete loss of 5 local businesses. Despite obvious perils, many of the firefighters entered the burning structure trying to get the fire under control. Due to the type of construction and rapid spread of fire through hidden spaces; crews were unable to gain the upper hand and had to be evacuated when the floors and ceilings began to collapse. Close to a million gallons of water was used to extinguish the fire, almost exhausting the entire Sooke Reservoir supply.
- A car crash near the Sooke Potholes Campsite near midnight on a hot August night could have turned catastrophic if not for quick action by firefighters. A little luck in that the winds diminished just as the fire took hold assisted in keeping the fire in check. Even so, the fire was spreading rapidly through the dry forest and crews had to use ropes to lower themselves down to the base of a large incline to extinguish all the hot spots. Fortunately the occupants of the vehicle escaped with minor injuries.
- A fast moving fire in the new Spiritwood subdivision was caused by blasting. At least three different fires began as a result. The fast moving fires fanned out in several directions before merging into one larger fire. Due to a tremendous effort by a handful of firefighters, the flames were stopped just at the edge of the forest. This fire had the potential for a mass evacuation of surrounding neighbourhoods due to homes in close proximity being threatened.
- A fully involved house fire in East Sooke required mutual aid from Sooke. A lack of adequate water supply greatly hampered the firefighting efforts and the building was a complete loss despite best efforts. No injuries were reported.
- A tragic vehicle crash on West Coast Road led to the loss of life of a local resident. Sooke crews assisted their Otter Point counterparts in the extrication of the victim.



## First Responder

The Sooke Fire Rescue Service continues to train all its members to the First Responder Level 3 standard. Also included are several endorsements for spinal immobilization and AED (automatic external defibrillator) protocols. All training is done within the department using certified in house instructors. By having all members trained to the First Responder Level, this then meets the requirements for Worksafe BC regulations for first aid personnel on scene of incidents and at the station. All members are licensed through the Province of BC and an individual's license is good for three years. Not only does this provide a great service for the public, but this provides a substantial savings to the District of Sooke as the required alternative would be to have members take the two-week Worksafe BC Occupational First Aid training which the fire department is not certified to provide.





## Fire Department Personnel

As with many volunteer organizations, the Sooke Fire Rescue Service continues to face declining membership. In spite of a population increase that has seen the number of residents in Sooke grow to over double what it was thirty years ago, the fire department has the same or often less members today than it did in the 1980s. This coupled with busier life styles often finds the department shorthanded when trying to cover emergency calls. In spite of several advertising and media campaigns that have been launched targeting the need to bolster the ranks, these have seen limited success. Even with the national media picking up the story, the numbers of available volunteers continues to shrink. At Station 2, this is even more of a problem as the membership in this fire hall is now down to only four firefighters and one driver/operator. This crew is supplemented by another small but dedicated group of volunteers responding from the Sun River Muster Station. As over 90% of the volunteer force of the Sooke Fire Rescue Service does not work in Sooke, daytime attendance is at a critical level and if not improved in the immediate future may see the Fire Underwriters Survey certification of Station 2 removed.

With a strong desire to maintain the historical volunteer roots of the Sooke Fire Rescue Service, a new position was created in 2013. A new, Volunteer Assistant Fire Chief position was awarded to long time volunteer member of the department. His primary duties in this new role are twofold. One is to provide an avenue for volunteer members to voice any concerns or issues they may have in which they may be uncomfortable in approaching one of the career firefighters or Chief Officers. The second component will be to assist in the supervision of responders and in the tactical decision making during major emergencies.

As of December 31, 2013, the Sooke Fire Rescue Service had the following membership:

<b>Career Staff</b>	<b>5.6 persons:</b> Fire Chief, Deputy Chief (Prevention), Assistant Chief (Training), 2 firefighters and a clerical support person.
<b>Volunteer Firefighters:</b>	<b>34 Members:</b> 1 Assistant Chief, 1 Captain, 4 Lieutenants, 20 Firefighters, 2 Driver/Operators and 6 Probationary Firefighters
<b>Volunteer Support Services:</b>	<b>10 Members:</b> 1 Lieutenant, 6 fire and life safety educators, 1 fire inspector, 1 chaplain and 1 radio operator.
<b>Emergency Social Services:</b>	27 Volunteers and 2 volunteer Ham Radio Operators.
<b>TOTAL Membership:</b>	39 Fire Suppression + 1 part time clerk + 10 Support Service + 29 ESS Members For a total of 79. This makes Sooke Fire Rescue Service one of the largest employers' within the District of Sooke.





## Fire Prevention & Public Education

### The Fire Prevention Division

Over 450 hours was dedicated to community prevention programs in 2013, the majority of it as volunteer time. The department's volunteer fire inspector provided an additional 180 hours assisting the Deputy Chief with business inspection duties. Additional volunteer hours were provided by Support Service members by attending many Thursday night training sessions to assist suppression staff. This is all in addition to their public education duties. These members provide training and expertise in a variety of subjects including:

- Transcribing emergency calls for incident reports
- Operating radio systems and logging critical information
- Instruction in first responder and medical skills.
- Decontamination procedures related to the new Worksafe BC requirement for asbestos.
- Refilling of portable fire extinguishers for training
- Annual instruction of fire and life safety skills to each new firefighter recruit class.

Support Service personnel were also instrumental in assisting the suppression crews at several major incidents this year providing well over 100 hours of duty during these calls including:

- Forest fire off of Cedar Park Place
- Forest fire at Spiritwood subdivision
- Structure fire at Evergreen Mall
- Chemical emergency at Edward Milne School
- Traffic control at major incidents and vehicle collisions.
- Refilling firefighter air bottles during major events.



*Support Services Personnel refueling apparatus during Evergreen Mall fire.*

Some of the year's public education events that were attended included:

- Fire Extinguisher training for many community groups such as the EMCS cooking class, CASA staff and the Royal Canadian Marine Search and Rescue Volunteers.
- Attended the Sooke Region Volunteer Non- Profit Fair.
- Fire Prevention Week Assemblies at all elementary schools ( 68 teachers, 901 students)
- Conducted the Fire Chief for the Day contest at local elementary schools.
- Fire truck displays at SEAPARC and the JDF Recreation Centre for Emergency Preparedness Week and at Western Speedway for the Sooke Preschool - Touch a Truck event.
- Attended Canada Day festivities including operating the Annual Fireworks Display.
- 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)
- Instruction to the firefighter recruits on the Public Education lesson plan.



- Participated in Critical Incident Stress debriefing sessions for members of Sooke Fire Rescue and other Fire Departments. The latest session involved Sooke and Otter Point Firefighters and was a result of a fatal car crash on West Coast Road.

Members of the fire department again volunteered at many community events and spearheaded a major fundraising event for the Sooke Food Bank. The fire department formed an integral part 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.

### INSPECTION / INVESTIGATION COMPARISON 1999 - 2013

Activity	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Fire Investigations	14	22	38	19	26	18	16	15	16	26	34	30	27	30	51
Daycare/ School	23	12	6	15	9	13	9	20	8	19	13	19	13	13	13
Multi-Family	14	11	15	10	6	10	12	16	8	8	6	6	25	21	22
Business	68	87	59	67	42	36	83	106	87	50	103	126	144	160	161
Public Assembly	36	18	25	19	7	11	17	35	34	35	19	39	38	48	49
Small Home Based Business											34	49	38	56	54
Miscellaneous	18	62	8	21	15	2	1	6	0	0	8	7	8	22	12
Re-Inspection	19	11	11	35	20	5	6	10	2	7	10	31	53	79	75
Oil Furnace or Oil Tank			19	22	33	40	45	32	39	31	10	26	12	8	13
Class A Burning Permit Inspection					17	12	7	12	12	N/A	1	18	23	16	12
Construction Site Inspection					24	16	9	9	43	27	15	27	44	12	28
Total Inspections	178	233	144	189	173	161	189	246	233	177	219	348	398	435	439
Plan Reviews	17	32	11	21	15	3	3	22	27	13	8	15	8	7	7
Subdivision / Rezoning Referrals						30	39	29	62	31	33	51	36	58	47
Fire Safety Plan Reviews												3	6	4	5
TOTAL ALL	195	265	155	210	192	194	231	297	322	221	260	417	448	504	498



## Fire Investigation:

Several fire investigations were completed this year with the most significant involving careful analysis of the of the Evergreen Mall site. Following a thorough investigative process, it was concluded the fire began in a plastic wheeled garbage container located adjacent to the back wall of the bank. From here the fire spread through the wall and into hidden void spaces throughout the floor and roof, eventually concluding with the loss of the entire building.

As disturbing and costly as this fire was, it was not the only deliberately set fire occurring in Sooke in 2013. The trend of suspicious fires continues to plague this area causing real concern for emergency responders. A total of 13 suspicious fires were attended this year including:

- March 31 Small brush fire on Townsend Road from kids playing with fire
- April 9 Large brush pile set on fire – Eustace Road
- April 11 Large brush pile set on fire on Lincroft Road
- April 19 Vehicle set of fire, second vehicle vandalized (Sooke Road)
- May 25 Brush fire resulting from kids playing with fire (near Journey School)
- July 31 Evergreen Mall – Building One
- Aug 6 Multiple (3) fires set on the roadway, road shoulder and mail box (Kirby/Dixon Road areas)
- Aug 29 Molotov cocktail thrown into vehicle – Broom Hill area
- Sept 10 Electrical short circuit as a result of outdoor light fixture being shot.
- Sept 25 Pick up truck set on fire – Throup Road area
- Oct 11 Youth set on fire as a result of playing with gasoline.

Another startling trend this year was a dramatic increase in the number of human caused fires as a result of carelessness. Firefighters responded to 21 such fires. The majority of these incidents were small, caused by discarded cigarettes (16 incidents). However in two cases, brush fires began as a result of improperly controlled campfires, a large forest fire began as a result of improper blasting techniques and two more fires were caused by the improper disposal of fireplace ashes.



*This fire was deemed accidental resulting from an electrical short circuit in the vehicle. The fire quickly spread to the adjoining house but was stopped before significant damage to the home was sustained.*



## Fire Department Training

Members of the Sooke Fire Rescue Service participated in 6000 hours of training and course instruction in 2013. Half of this training occurred during regular Thursday night sessions with the other half being conducted on weekends or other evenings. Three of the volunteer firefighters contributed over 200 hours each and another three were close behind with 170+ hours each. 25% of the total training hours were done by the five career staff members, the majority of this time as instructors for various programs throughout the year. This provides significant savings to the District as in house courses are far more economical to offer than sending members away to the Justice Institute of BC programs in Victoria or the lower Mainland.

Sooke Firefighters are trained to the BC Firefighter standard following the NFPA 1001 requirements. While some members have achieved third party certification, all have achieved the requirements of these standards through in house training programs.

### ACCREDITED MEMBERS:

- 11 firefighters to the NFPA 1001 Level 2 standard.
- 1 officer to the NFPA 1021 Level 1 Fire Officer Standard.
- 1 officer to the NFPA 1021 Level 2 Fire Officer Standard.

### ACHIEVED IN HOUSE TRAINING STANDARDS:

- All other current officers trained to NFPA 1021 Fire Officer Standard.
- 2 firefighters trained to NFPA 1001 Level 2 standard
- 13 firefighters trained to NFPA 1001 Level 1 standard
- The six new recruit members are in the process of being trained to the Level 2 standard with certification to follow. Two of these new recruits already had Level 2 certification credentials prior to joining.

**Hazardous Materials:** There are currently two career members and two volunteer members on the CRD Hazardous Materials Emergency Response Team, all trained to the Technician Level. While the Fire Chief, Deputy Chief and Assistant Chief are also Technicians, they are currently not part of the CRD program due to the time commitments involved in maintaining their status. There were two activations of the CRD Haz Mat Team in 2013, one of which occurred in Sooke. Of the remaining fire department members, nineteen are at the Operations Level and three have achieved the Awareness Level of training.

**Technical Rescue** covers tasks such as rope rescue and confined space rescue. Rope rescue can involve high angle and low slope type situations and confined space involves anything, (usually underground) in which there is limited access situations. This could be a sewer lift station, an underground hydro vault or below deck on a boat. Worksafe BC has stringent requirements in dealing with these types of situations and training for this usually takes place on weekends due to the complex nature of the tasks involved. Current training levels are:

- Technician Level            1 member
- High Angle Certified        8 members
- Low Slope Certified        11 members

**Auto Extrication** training is an integral part of the Firefighter Level 2 program and is part of the regular training curriculum. One of the volunteer firefighters (a certified mechanic) continues to offer additional skill training for interested members on a monthly schedule.





One aspect of firefighter training that the members took great pride in was the joint hosting of the first ever Juan de Fuca Regional Fire Training Weekend. In cooperation with the Justice Institute of BC, the fire departments of Sooke, East Sooke, Otter Point and Metchosin banded together to provide a variety of educational programs and fun activities for those firefighters and their families attending the four day event. With over 120 firefighters participating from departments all over Vancouver Island, the Justice Institute was very pleased with the results noting that this was the most successful training weekend in the over ten year history of the program. Due to the overwhelming interest in this program, work on the proposed 2014 Regional Training Weekend is already underway.

The Otter Point Fire Department Live Fire Training Centre was heavily utilized again this year. This facility provides the department the continued opportunity to conduct training in basic and advanced fire fighting skills and drills, conduct firefighter self rescue techniques and also rapid intervention team procedures. The live fire training scenarios continue to be the most popular form of training for the members.



*These photos show the new firefighter recruits participating in a car fire, dumpster fire and ladder drill scenarios all at the Otter Point Training Facility.*



## Apparatus and Equipment

Sooke Fire Rescue Service is equipped with a fleet of emergency apparatus that is in line with the current 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. The basic day to day maintenance and servicing of fire department apparatus and equipment is completed by the Sooke FD mechanic with assistance from the two career firefighters. The annual major servicing and testing of apparatus is completed by the Victoria Fire Departments certified fire apparatus mechanic.

### APPARATUS PLACEMENT:

**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 the night time duty response vehicle.

**Station 2** is outfitted with a pumper truck and a heavy rescue truck.

**Muster Station:** The muster station in Sunriver utilizes the Firefighters Associations Fire Safety House as an office/storage area and apparatus consists of a one ton – utility truck.

As emergency equipment provides a vital, life safety function, it must work at top level efficiency at all times. Because of this type of use a comprehensive capital replacement plan has been proposed for future budget years.

This year, the fire department was very fortunate to receive a \$6,000.00 gift from the Royal Bank for which the funds were used to purchase enough individual face masks for self contained breathing apparatus so as to enable each firefighter to have their own personal mask. Each firefighter is now responsible for the cleaning and decontamination of their own gear.

Due to some concerns over cracks forming and welds breaking in the fire departments tanker truck, some emergency repairs were completed by a local contractor. These repairs will likely provide some additional short term life for this unit

As the apparatus fleet is aging, it has been noted that additional time is required for maintenance. Additionally there is an increased need for new and or replacement parts. Oil leaks seem to be appearing on a more regular basis and several of the air dryers on the Freightliner apparatus were changed out. This year, the majority of the batteries also had to be replaced.

Several lengths of fire hose were destroyed this year. Some simply gave out during annual testing due to its age, however a few lengths were lost in the collapse of the Evergreen Mall and more was lost during the Spiritwood fire when the rapidly spreading fire overran the firefighter's position and burnt through their hose lines.

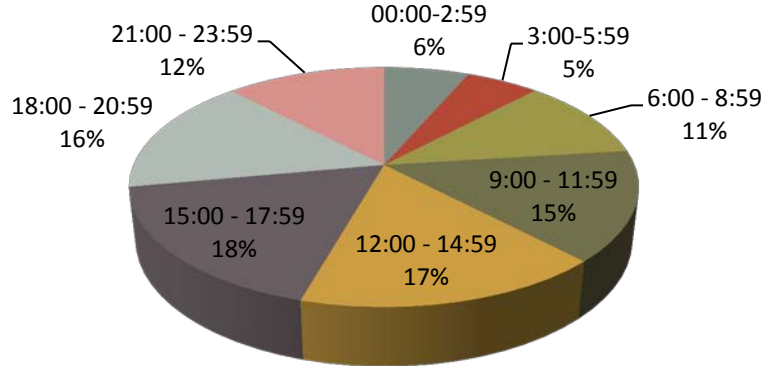


## Emergency Incident Report

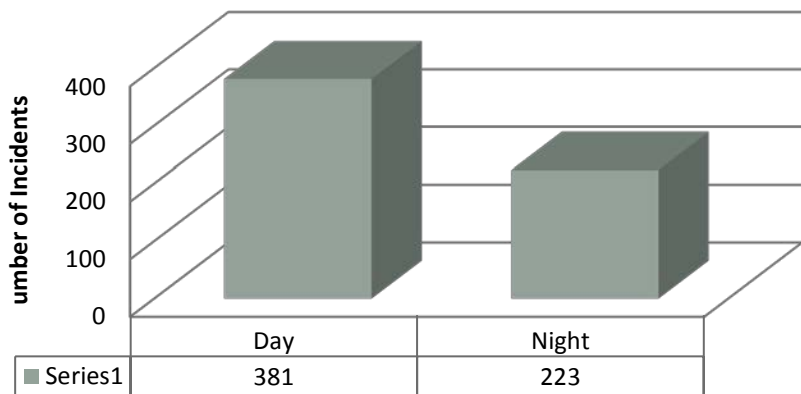
The following tables represent the time of day and day of week that are the most active for fire department emergency calls within the District of Sooke



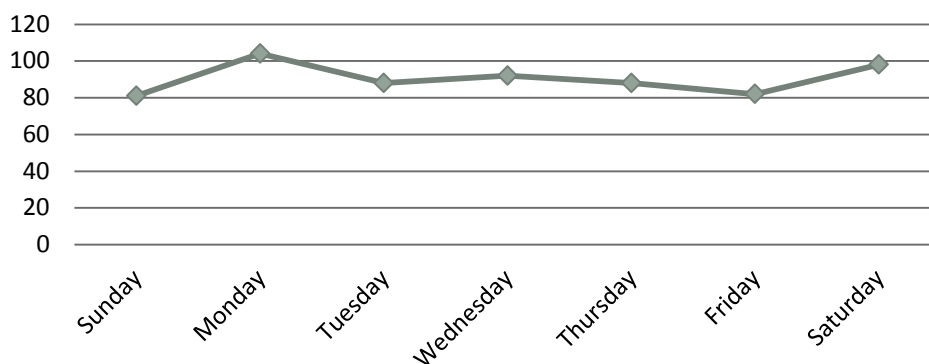
### Emergency Responses by Time of Day



### Daytime vs Nighttime Responses



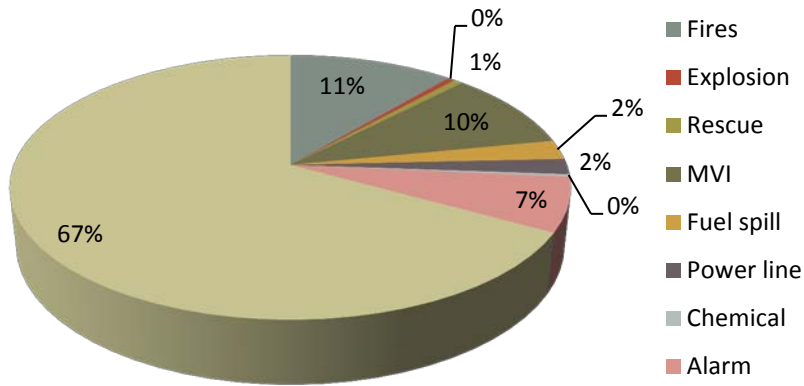
### Emergency Calls by Day of Week







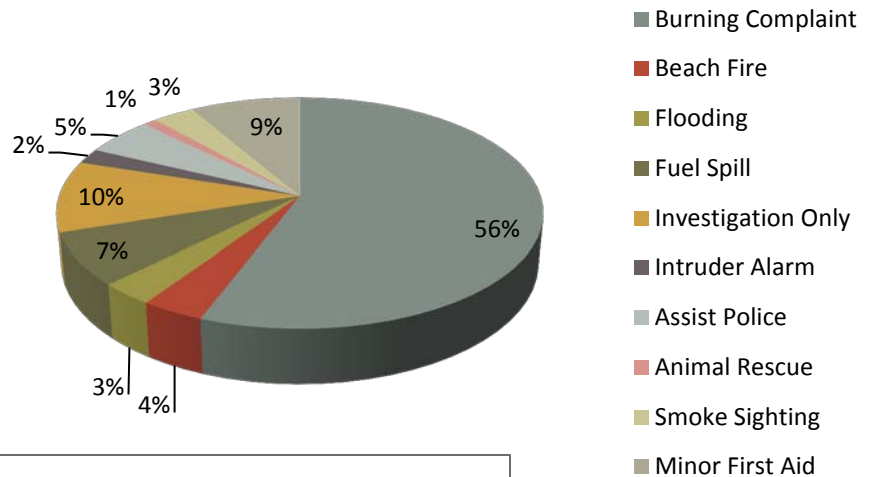
## Emergency Calls by Type



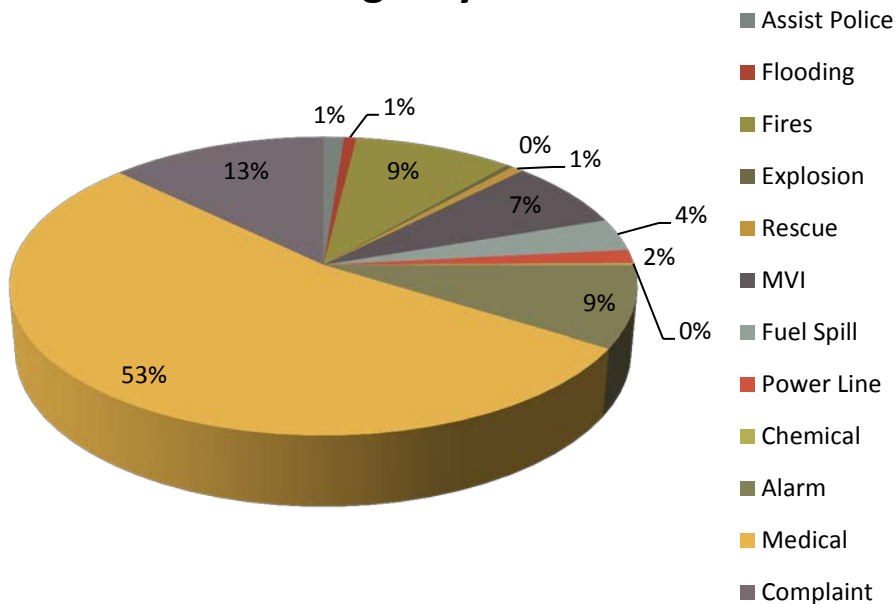
*These next three tables indicate the types of emergency and non-emergency calls that were attended to in 2013.*



## Non-Emergency Calls



## Combined Emergency & Non-Emergency Calls

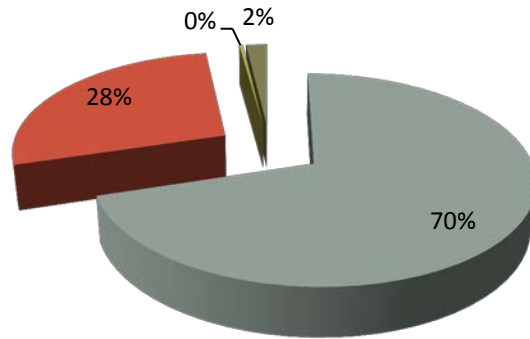


February 2013



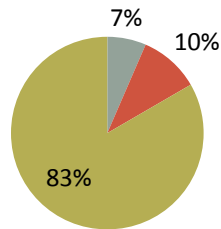
## EMERGENCY CALL LOCATIONS

Station 1 Station 2 Silver Spray Mutual Aid



## Station 1 Statistics

Sun River Whiffin Spit Remainder



As observed in these tables, the majority of emergency calls occur within the geographic boundaries of Fire Station 1 (west of Sooke River). Of those calls which represent 70% of the total call volume, 10% occur in the Whiffin Spit area and 7% are in the Sunriver area.

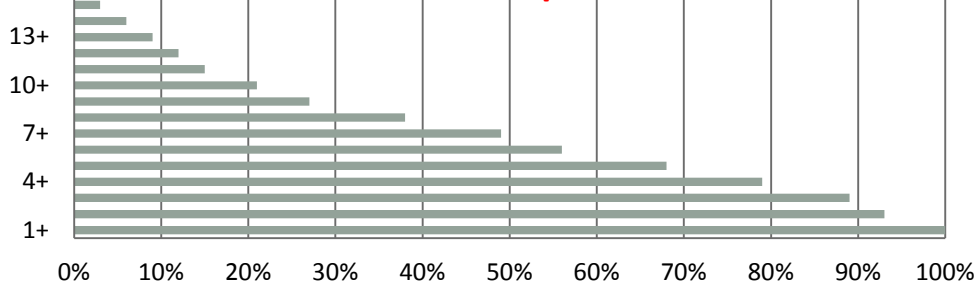
The lower table shows the average number of firefighters responding to calls

other than medical calls. For example: at least three volunteer firefighters attended 89% of the time whereas 10 or more only attended 21% of the time. In only 3% of fire calls, do we see 19 or more firefighters (representing 50% of department strength) responding to an incident.

## Average Number of Volunteer Firefighters Responding to Emergency Calls

(Based on 138 General Alarm Incidents)

**Does not include First Responder Incidents**



	1+	2+	3+	4+	5+	6+	7+	8+	9+	10+	11+	12+	13+	15+	19+
Series1	100%	93%	89%	79%	68%	56%	49%	38%	27%	21%	15%	12%	9%	6%	3%

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

The Sooke Fire Rescue Service was one of three community groups celebrating their 100<sup>th</sup> birthday in Sooke this year. The department was proud to be in the company of the Community Association and Holy Trinity Church as these milestones were celebrated.

As part of a year long celebration, the fire department organized and hosted several events encouraging both the public and firefighters from past and present to participate.

- ❖ A Fire Department “**Challenge Coin**” was presented to current serving fire department members with additional coins presented at various ceremonies throughout the year. Additional coins will be offered for sale to the public.
- ❖ The old 1942 fire truck is currently under restoration for a future display.
- ❖ 100<sup>th</sup> Anniversary banners were placed on many of the telephone poles along Sooke Rd.
- ❖ On May 11<sup>th</sup>, Sooke Fire Rescue Service hosted their annual **Firefighter Fitness Challenge**. Open to all firefighters across the region, many came to participate and close to \$1,000.00 was raised for the Muscular Dystrophy Association.
- ❖ One of the highlights of the year occurred on August 24<sup>th</sup> when a large procession of antique and modern fire trucks & emergency equipment



paraded through Sooke on their way to a **Show and Shine and Family Picnic** at

Sooke Municipal Hall. Under a bright, sunny and cloudless day, hundreds attended the display. The antique steamer, in full operation and provided by the Victoria Fire Department was a crowd favorite.



- ❖ September 19 – 22, Sooke Firefighters along with their counterparts in Otter Point, East Sooke and Metchosin Fire Departments hosted 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** hosted a display of Sooke Fire Department memorabilia. Guests from all over the world viewed the display and signed the guest book. There were many favorable comments about the presentation.
- ❖ The Firefighters Centenary Ball was held in the apparatus bays of Station 1. The room was brightly decorated and made a perfect venue for the event. The EMCS cooks training class catered the event, providing a fabulous meal. Mayor Milne and MLA John Horgan assisted Chief Sorensen in presenting 100<sup>th</sup> Anniversary Medals to each member of the department. Of special mention was the number of honorary firefighters in attendance including four fire chiefs seated at the head table.



## Sooke Emergency Program - ESS

Emergency Program: Thanks to a generous donation by the Langford Fire Department, the Sooke Emergency Program is now equipped with a mobile command post vehicle. Many thanks to the Amateur Radio group for all the work in outfitting the vehicle with the communications equipment.

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

### Courses

- Reception Centre
- Registration & Referrals
- Managing Walk in Volunteers
- Group Lodgings
- ESS 107 Level 1 Emergency Social Services
- Pet First Aid
- Meet and Greet
- Site Management
- First Aid ( 10 members )
- Information Officer
- EOC Level 3 (Operations)

### 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

The 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:

- ❖ 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 undertaken several projects this year with that of completing the new Sooke Emergency Plan as being the one we are most proud of. Debra Exelby, the previous emergency coordinator for VIHA approached the committee to offer her services to develop a new emergency plan at very minimal cost. A new, easy to use emergency plan that far exceeded expectations was delivered in November this year. The package also included a business continuity plan that details steps to ensure the municipality can continue to function in priority areas during a disaster situation. Staff has already received some basic orientation and training with the new plan.

The CRD funded Tsunami Modelling project was successfully completed and delivered. This project became much more complex than first envisioned, thus resulting in several delays as more and more data was collected. For Sooke and surrounding area, the model shows a relatively minor impact anticipated in the event of a “Cascadia” type earthquake and tsunami off the coast of Vancouver Island. It is anticipated that a wave of 2 to 3 meters in height would hit the Sooke area approximately 1 hour after the quake struck. A guideline of 4m above the high water mark has been established as the safe area for a tsunami threat. Areas most at risk have been identified and a meeting is being planned for early 2014 to allow the public an opportunity to view the information and provide feedback on any steps such as installing warning signs in areas identified as hazard zones.

During 2013, the Sooke EOC was activated to a Level 1 capacity on one occasion and Level 2 activation occurred two times this year.

1. The Evergreen Mall fire and potential evacuation of surrounding areas due to smoke.
2. The Spiritwood wildland fire that came remarkably close to threatening a major evacuation of the Firwood and Henlyn Road neighbourhoods.
3. While a chemical leak at Edward Milne School turned out to be a minor incident, with the potential threat to hundreds of students and faculty the school was evacuated and all students sent home. This was the first response for the CRD Regional Hazardous Materials Team to Sooke as additional equipment was needed to assist the local fire departments on scene.

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.

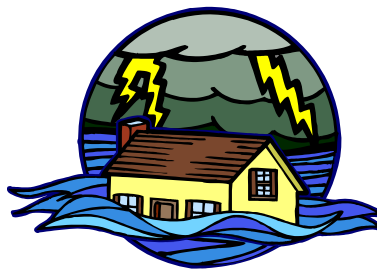




Twitter accounts have now been set up to assist in messaging to the public using the DOS account as well as an additional one set up by the Fire Chief and aptly named @FireChiefSooke where information on emergency situations can be updated quickly and easily from the scene of the emergency.

A \$5,000.00 budget was provided in 2013 to begin the purchase of emergency supplies that eventually will be stockpiled in strategic locations throughout the community. As this was the first year, the priority was on basic human need items including:

- Portable toilets and shelters
- Cots and blankets
- Tarps
- Some basic hand tools
- Portable lighting and generators
- Low frequency portable radios



## Sooke Fire Rescue and Emergency Program 2014 Goals and Objectives

- Continued development of a long term fire department strategic plans including an apparatus and major equipment replacement plan.
- Continued training of volunteers in the use of the new Sooke Emergency Plan.
- 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.
- Continue to work with the JIBC to keep the 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.
- Continued work and partnership arrangements to enhance capabilities and response protocols with other fire departments in the area.
- Continued emphasis on the recruitment and retention of volunteer firefighters living in the Station 2 and Sun River areas.
- Continued dialogue with members of Council and volunteers firefighters in working towards common goals of providing an effective and cost effective emergency response agency.



## Awards of Merit

*Members of the Sooke Fire Rescue Service including Firefighter Tom Warran and passerby Dave Ruddick were presented with Awards of Merit for their critical roles in saving the life of Graham Harder who was badly injured in an automobile accident in late 2012. Mr. Harder was able to attend and make the presentation in person.*



***Mr. Harder's vehicle as firefighters work to free him from the wreckage!***



***FF Tom Warran, Fire Chief Sorensen, Graham Harder and Dave Ruddick with awards!***

## Boquete, Panama

In 2013 an amazing group of volunteers from the Sooke Fire Rescue Service spearheaded a successful fund raising drive that allowed a contingent of six firefighters to travel to Boquete, Panama on a mission to provide enhanced levels of training to the firefighters located in this region. The group received a heroes welcome and found the journey such an amazing opportunity that they are already working on a plan to go back in 2015. The group was featured in many news events before and after their return from Panama. Congratulations to **Cam, Rod, Darcy, Paul, John and Ben** for being such great ambassadors for Sooke.



*Photo of the Sooke Firefighters with their Panamanian counterparts.*





## 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.