



2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2

Phone: (250) 642-1634
email: info@sooke.ca

Fax: (250) 642-0541
website: www.sooke.ca

REGULAR COUNCIL MEETING AGENDA

April 26, 2011 at 7:00 pm

Council Chambers

2225 Otter Point Road, Sooke, B.C.

INTRODUCTION OF NEW BUSINESS		Page No.
MINUTES:	Adoption of Committee of the Whole minutes - April 18, 2011	1
REPORTS Requiring Action:	Committee of the Whole Recommendation – April 18, 2011: <ul style="list-style-type: none">• Bylaw No. 493, <i>Official Community Plan Amendment Bylaw (400-01)</i><ul style="list-style-type: none">○ Give first, second reading and schedule public hearing	5
INTRODUCTION OF SUPPLEMENTARY INFORMATION		
BYLAWS:	B-1 Bylaw No. 488, <i>Fees Bylaw, 2011</i>	11

DISTRICT OF SOOKE
Committee of the Whole Minutes
Meeting held April 18, 2011 at 6:00 p.m.
Council Chamber, 2225 Otter Point Road
Closed Portion at 6:00 pm
Open Portion at 7:00 pm

COUNCIL PRESENT

Mayor Janet Evans
Councillor Sheila Beech
Councillor David Bennett
Councillor Bev Berger
Councillor Ron Dumont
Councillor Herb Haldane
Councillor Maja Tait

STAFF PRESENT

Sue-Lin Tarnowski, Director of Finance
Bonnie Sprinkling, Corporate Officer
Gerard LeBlanc, Planner
Elisabeth Nelson, Municipal Engineer
Steve Sorensen, Fire Chief

1. **Call to Order**

The meeting was called to order at 6:02 p.m.

2. **MOTION TO CLOSE THE MEETING TO THE PUBLIC**

MOVED and seconded to close the meeting to the public under section 90 of the *Community Charter* to discuss:

90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED UNANIMOUSLY

3. **MOTION TO RE-OPEN THE MEETING TO THE PUBLIC**

Mayor Evans called the open portion of the Regular Council meeting to order at 7:00 p.m. in the Council Chambers.

Approval of Agenda

MOVED to approve the agenda with the addition of New Business – reports from Fire Chief Steve Sorensen as to Malahat incident and Emergency Preparedness Conference.

CARRIED

4. **Code Of Ethics**

Council discussed the draft policies and recommended amendments in:

1. Code of Ethics in section 3.9.7 and section 5.3;
2. Whistle Blower Policy in section 4.15;
3. Complaint Resolution Policy in section 10.3.

MOVED to direct staff to forward to Council for adoption the following policies with amendments as recommended by Committee of Whole:

- Policy No. 7.10, *Code of Ethics Policy, 2011*
- Policy No. 7.11, *Respectful Workplace Policy, 2011*
- Policy No. 7.12, *Whistle Blower Policy, 2011*
- Policy No. 7.13, *Anti-Harassment Policy, 2011*
- Policy No. 7.14, *Complaint Resolution Policy, 2011*
- Policy No. 7.15, *Conflict of Interest Policy, 2011.*

CARRIED

Public Input:

Gail Hall, Sooke Resident, does not support the policies and stated that they will be difficult to deal with; asked how can you force people to sign Code of Ethics statement; does not have an issue with the Whistleblower Policy but does not support the Conflict of Interest policy for staff.

5. **Quarterly Reports**

Council discussed the quarterly reports; affordable housing policy, bus stops, sign bylaw, tower crane training, chimney fires.

Public Input: None

MOVED to accept the Departmental Quarterly Reports.

CARRIED

6. **Grouse Nest**

Representatives for Atwater Landing:

John Kuharchuk (Daedev), Doug Regelous (Daedev), Peter Ferguson (ILC {?} Engineering), Paul Merrick (Merrick Architecture) and Christine Lintot.

Gerard Leblanc gave an overview of the staff report for the Atwater Landing (Grouse Nest) Neighbourhood Plan and Official Community Plan Amendment. There is a section of Roche Cove that has been designated as Comprehensive Development; it should be Park and requires an OCP amendment.

Council suggested holding a Public Hearing for the proposed OCP amendment bylaw concurrently with the proposed Zoning amendment bylaw.

Council requested further information on:

- Schools and transportation to schools
- Upgrade of roads and intersections
- Provision for sewage and water services
- Environmental studies; stormwater management

Mr. Leblanc advised that the applicants' consulting team is working on the studies and concepts for the comprehensive development and will provide Council with full information.

Council discussed further;

- Providing wiring for electric cars
- Accessible onsite trails – linkages to Galloping Goose
- Showcase of heritage portion of property – public art display (murals) to show history

The applicant, Doug Regelous, gave an update of the work since 2009:

- @500 hours of consultation, communication with various consulting groups, agencies, staff,
- Envisioning internally; vetted and assessed
- Met with a number of major stakeholders, including T'Sou-Ke Nation;
- Staff have been to property;
- Provided a Neighbourhood Plan as required and which has been critiqued by Staff.

The Neighbourhood Plan is an introduction to Atwater Landing and is the basis for further envisioning for the development plan that will be brought forward to Council. The applicant will provide water and sewer, traffic studies have been completed.

Public Input:

Gail Hall, Sooke Resident, stated that she had inquired as to the designation of this property and was advised that it is Rural Residential and that the Comprehensive Development would meet the rural designation; Public Consultation should take place before the OCP amendment.

Mr. Regelous advised that they were open to all inquiries as to the development and will be holding public information meetings over and above the required Public Hearing.

Mr. Regelous announced that they have entered into a Memorandum of Understanding with "Go Rowing Canada" which will be re-locating to Grouse Nest before the development actually starts.

MOVED TO recommend that Council confirm by resolution that the Atwater Landing Neighbourhood Plan is consistent with the District of Sooke Bylaw No. 400, *Official Community Plan, 2010 (OCP)*;

AND TO recommend that Council introduce and give first and second reading to Bylaw No. 493, *Official Community Plan Amendment Bylaw (400-1)* to delete the Rural Residential designation from Schedule "A" Official Community Plan Land Use Map and designate the Atwater Landing site as CD- Comprehensive Development and removing the Rural Residential designation from Roche Cove Park;

AND TO direct staff to schedule a public hearing in accordance with the Local Government Act and *Community Charter*.

CARRIED

7. **New Business**

Emergency Preparedness Conference

Fire Chief Steve Sorensen reported on the very successful Emergency Preparedness Conference; 253 delegates registered; trade show – 350-400 people; some parking issues, 6 members of ESS and 2 from amateur radio, presentations on Christchurch earthquake and flooding incident in Duncan. Prestige Hotel was very impressed with the organizational skills of group. Thank you to Deputy Fire Chief Rick McLeod for his volunteer contribution to the event.

Malahat Incident

Fire Chief Steve Sorensen gave a PowerPoint presentation on the Columbia Fuels Tanker Crash on the Malahat Drive on April 16th, 2011, including a review of the HazMat response units. The Sooke fire department HazMat technicians were first on scene; Langford will reimburse Sooke for supplies.

Council stated that they support the Sooke Fire Department for responding to the incident.

8. **Adjournment**

The meeting was adjourned at 8:37 p.m.

Certified Correct:

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer



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COMMITTEE OF THE WHOLE RECOMMENDATIONS

Committee of the Whole Meeting
of April 18, 2011

Grouse Nest

THAT COUNCIL confirm by resolution that the Atwater Landing Neighbourhood Plan is consistent with the District of Sooke Bylaw No. 400, *Official Community Plan, 2010 (OCP)*;

AND TO recommend that Council introduce and give first and second reading to Bylaw No. 493, *Official Community Plan Amendment Bylaw (400-1)* to delete the Rural Residential designation from Schedule "A" Official Community Plan Land Use Map and designate the Atwater Landing site as CD- Comprehensive Development and removing the Rural Residential designation from Roche Cove Park;

AND TO direct staff to schedule a public hearing in accordance with the Local Government Act and *Community Charter*.



DISTRICT OF SOOKE

BYLAW No. 493

A bylaw to amend Bylaw No. 400, *Official Community Plan Bylaw, 2010* for the purpose of amending the land use designation for the properties located at 1424 Gillespie Road also known as Grouse Nest.

The Council of the District of Sooke, in open meeting assembled, enacts as follows:

1. This Bylaw is cited as the *Official Community Plan Amendment Bylaw (86-23)*.
2. Bylaw No. 400, *Official Community Plan Bylaw, 2010* is amended in **Map 1 and Map 1D (East Sooke), Schedule A – Official Community Plan Land Use Map** by deleting from the *Rural Residential (RR)* designation and adding to the *Comprehensive Development (CD)* designation the properties legally described as:

 (PID 000-246-221) Section 77, Sooke District, Except Those Parts in Plans 76 RW, 1204OS and VIP58518;
 and,
 (PID 000-246-204) Block B of District Lot 222, Sooke District (collectively known as "Grouse Nest"),

 all as shown as outlined in black on Schedule A to this bylaw.
3. Bylaw No. 400, *Official Community Plan Bylaw, 2010* is amended in **Map 1 and Map 1D (East Sooke), Schedule A – Official Community Plan Land Use Map** by deleting from the *Rural Residential (RR)* designation and adding to the *Park (P)* designation a portion of the property legally described as Roche Cove Park and as shown as outlined in black on Schedule B to this bylaw.

Introduced and read a first time the day of , 2011.

Read a second time the day of , 2011.

Public hearing held the day of , 2011.

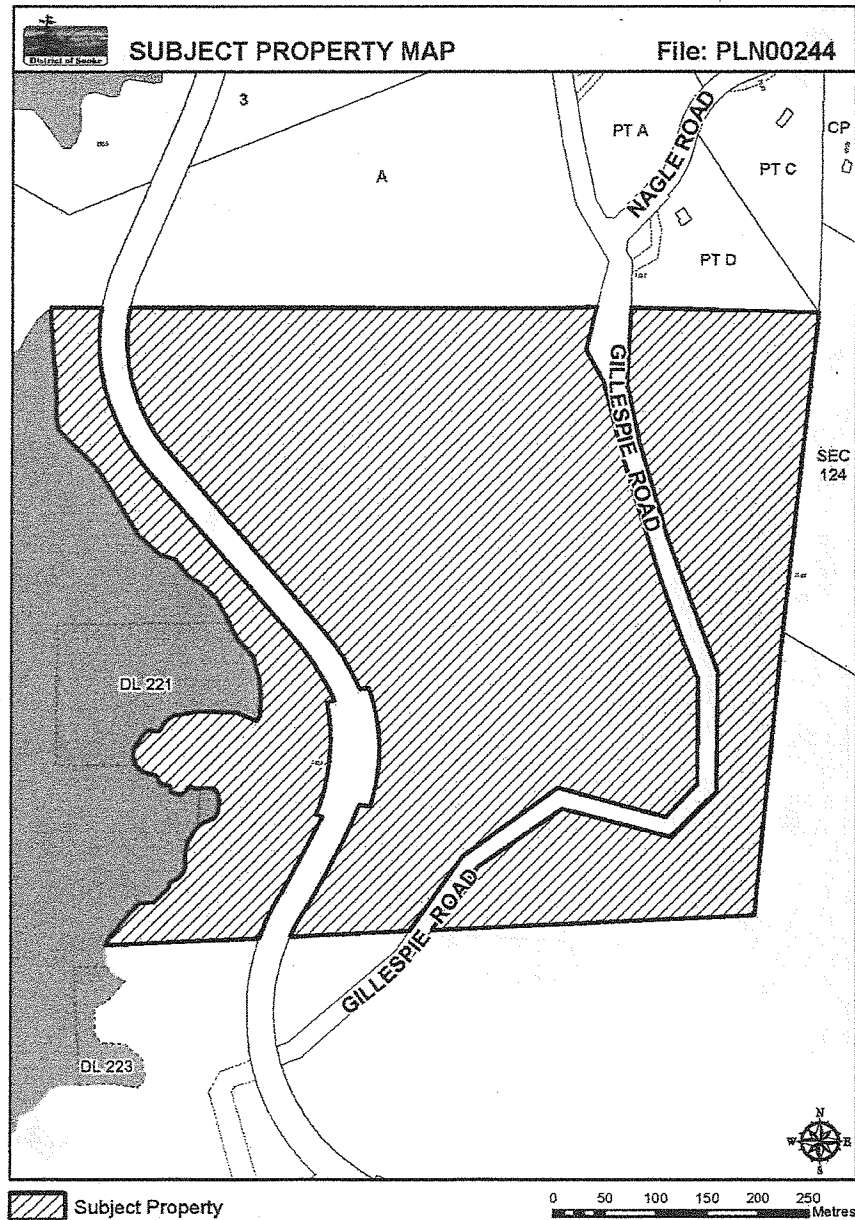
Read a third time the day of , 2011.

Adopted the day of , 2011.

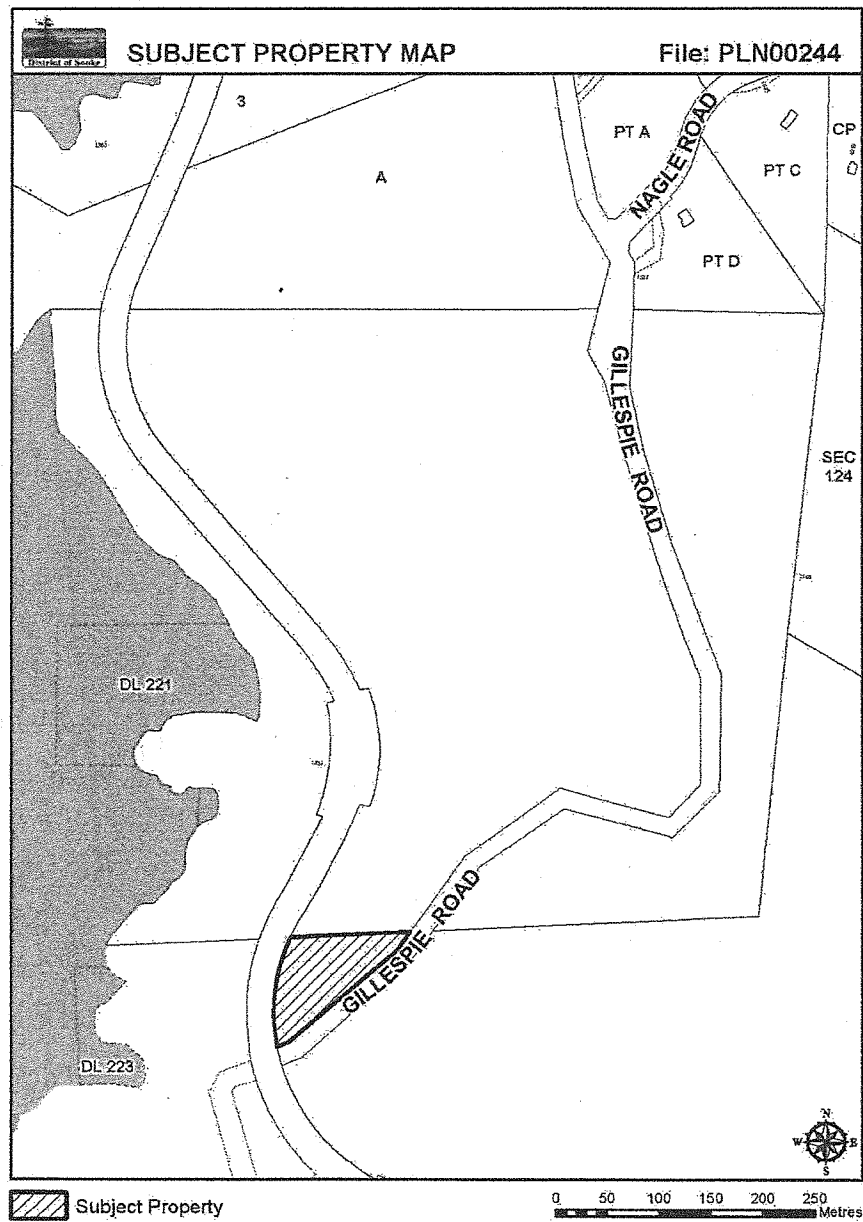
Janet Evans
Mayor

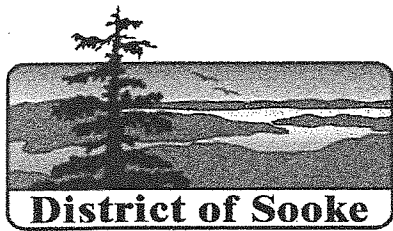
Bonnie Sprinkling
Corporate Officer

SCHEDULE A



SCHEDULE B





File No. 1700

REQUEST FOR DECISION
Regular Council
Meeting Date: April 26, 2011

To: Evan Parliament
From: Staff Sergeant Stephen Wright, RCMP and
Bonnie Sprinkling, Corporate Services
Re: **Bylaw No. 488, Fees Bylaw, 2011 – Amendment as to Fee for
Volunteer Criminal Records Checks**

SUGGESTED ACTION:

THAT COUNCIL amend and give third reading to Bylaw No. 488, *Fees Bylaw, 2011*.

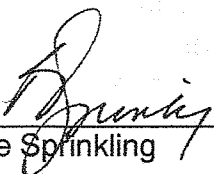
Fees Bylaw, 2011

In consideration of the concerns expressed by local volunteer organizations as to instituting a fee of \$10.00 for volunteer criminal records checks, the RCMP and District staff recommend that this fee not be instituted at this time. However, it is recommended that there be an increase to \$65.00 in fees for regular criminal record checks to offset the RCMP staff costs.

Criminal records checks in British Columbia range from \$50 to \$65.

Attached Documents:

1. Bylaw No. 488, *Fees Bylaw, 2011* (see Schedule J)



Bonnie Sprinkling

Approved for Agenda

Evan Parliament, CAO



DISTRICT OF SOOKE

BYLAW No. 488

A bylaw to establish fees and charges for District of Sooke services and information.

The Council of the District of Sooke, in open meeting assembled, enacts as follows:

1. **Title**

This Bylaw is cited as *Fees Bylaw, 2011*.

2. **Payment of Fees**

The following fees are established and are subject to applicable taxes where appropriate:

FEES	
For photocopying and printing	In accordance with Schedule A of this bylaw
For copies of bylaws and specified reports	In accordance with Schedule B of this bylaw
For document retrieval and production services	In accordance with Schedule C of this Bylaw
For maps and digital data projects	In accordance with Schedule D of this bylaw
For services - document services	In accordance with Schedule E of this bylaw
For services – Development Services	In accordance with Schedule F of this bylaw
For services – Finance Services	In accordance with Schedule G of this Bylaw
For services – Municipal Property Use	In accordance with Schedule H of this bylaw
For services – Film Permit Fees	In accordance with Schedule I of this bylaw
For services – Protective Services	In accordance with Schedule J of this bylaw
Miscellaneous Fees	In accordance with Schedule K of this Bylaw

Bylaw Repeal

3. Bylaw No. 183, *Fees Bylaw, 2004*, as amended is repealed.

Introduced and read a first time the 11th day of April, 2011.

Read a second time the 11th day of April, 2011.

Read a third time the day of , 2011.

Adopted on the day of , 2011.

Janet Evans
Mayor

Bonnie Sprinkling
Corporate Officer

SCHEDULE A

FEEES FOR PHOTOCOPYING AND PRINTING

Black and White:	
8.5" x 11" paper	\$.35 per single-sided page \$.50 per double-sided page
8.5" x 14" paper	\$.35 per single-sided page \$.50 per double-sided page
11" x 17" paper	\$.50 per page
Larger than 11" x 17"	Recovery of actual cost, plus shipping and handling
Colour:	
8.5" x 11" paper	\$1.00 per single-sided page \$2.00 per double-sided page
8.5" x 14" paper	\$1.00 per single-sided page \$2.00 per double-sided page
11" x 17" paper	\$2.00 per page
Larger than 11" x 17"	Recovery of actual cost, plus shipping and handling

SCHEDULE B

FEES FOR COPIES OF BYLAWS AND SPECIFIED REPORTS

Official Community Plan	\$50.00
Zoning Bylaw	\$45.00
• 42" x 60" Zoning Colour Map only	\$20.00
Subdivision and Development Standards Bylaw	\$40.00
Annual Report - colour	\$35.00
Master Plans	As per Schedule A of this Bylaw
Other bylaws, documents and reports	As per Schedule A of this bylaw

SCHEDULE C

FEES FOR DOCUMENT RETRIEVAL AND PRODUCTION SERVICES

For processing of access to information requests under the <i>Freedom of Information and Protection of Privacy Act</i>	As set in the Schedule of Maximum Fees , set by Order of the Lieutenant Governor in Council, included in the <i>Freedom of Information and Protection of Privacy Act</i>
For locating and retrieving a routinely available record	\$15.00 per ¼ hour or portion thereof after the first ¼ hour
For producing a record manually	\$15.00 per ¼ hour or portion thereof
For producing a record for disclosure and handling a record	\$15.00 per ¼ hour or portion thereof
For producing a video or audio recording	\$15.00 per ¼ hour or portion thereof plus recovery of actual cost of reproduction
Shipping charges	Recovery of actual costs of shipping by method chosen by applicant
Handling charges	10% on cost of shipping

SCHEDULE D

FEES FOR MAPS AND DIGITAL DATA PROJECTS

Maps – Singles • May be laminated upon request	Recovery of actual Cost for printing and processing fee
Maps – Sets	Recovery of actual Cost for printing and processing fee
Spatial Information	Recovery of Actual Cost for printing and processing fee

SCHEDULE E

FEES FOR SERVICES – Document Services

Documentation/Advertising fee for Municipal Leases and Municipal Lease renewals	Recovery of actual cost
Registration of legal documentation <ul style="list-style-type: none"> • Notices on Title, etc. 	Recovery of actual cost
Removal of Notice on Title	\$100.00 per civic address
Title search via BCONLINE	\$ 15.00 per civic address
Non-financial charge search via BCONLINE	Recovery of actual cost
Non-financial charge search via land title registry services	Recovery of actual cost
Registrable documents in favour of the District of Sooke	Recovery of actual cost plus \$100
Non-registrable documents in favour of the District of Sooke	Recovery of actual cost
Property comfort letter: <ul style="list-style-type: none"> • Full written clarification of zoning and/or building information and requirements and other matters related to building or property use, including fire department letters 	\$50.00 per civic address
Building or Zoning Inquiries: <ul style="list-style-type: none"> • Request for basic written clarification 	\$30.00 per civic address to any person other than the registered owner of a property
List of Electors (Voter's List) <ul style="list-style-type: none"> • Nominee only • Must be authorized under the <i>Local Government Act/Community Charter</i> to obtain a copy 	First copy free to Nominee \$30.00 per copy after first free copy
Staff time for obtaining and photocopying documents <ul style="list-style-type: none"> - Not <i>Freedom of Information and Protection of Privacy</i> related - Not copying List of Electors, bylaws or minutes 	\$30.00 per hour, billable in ¼ hour increments after the first ¼ hour, plus the applicable photocopying rate if copies are made
Staff time for drafting legal documents	\$30.00 per hour, billable in ¼ hour increments after the first ¼ hour

SCHEDULE F

FEES FOR SERVICES – Development Services

Liquor Licence application under the District of Sooke <i>Liquor Licence Application Procedure Policy:</i> <ul style="list-style-type: none">• Application for a new liquor primary licence• Application to amend an existing liquor licence	\$500 \$300
Road* and Park Closure or Exchange (not initiated by the District of Sooke) <i>*See Road Closure and Sale Policy</i>	\$2,000 per closure or exchange (including applicable taxes)
Latecomer's Agreement	\$2,000

SCHEDULE G

FEES FOR SERVICES – Finance Services

Processing of a dishonoured cheque	\$35.00 per cheque plus bank charges
Property Tax certificate:	\$25.00 per roll number, except for the purpose of transporting a mobile home
Property Tax demand notice reprint:	\$20.00 per folio number
Property Tax refund:	\$25.00 per folio number
Liens – Registration and Removal of Liens on tax sale properties	Recovery of actual cost
Interest – Accounts Outstanding Beyond 30 days	Interest Charge of 1% per month – compounded to a maximum Annual Rate of 12%
Financial Information – Research of -where it is determined that research and preparation of information could involve staff time in excess of 15 minutes, but no exceeding one hour	\$75.00

SCHEDULE H

FEES FOR SERVICES – Municipal Property Use

Use of Council Chamber and Meeting Room under Council Chamber and Meeting Room Use Policy	
• Rental fee	\$25.00 for non-tenants
• Audiovisual equipment fee	\$25.00
• Janitorial fee	Recovery of actual cost of work under janitorial contract

SCHEDULE I

FEES FOR SERVICES – Film Permit Fees

Application Fee	\$50.00
Use of Municipal Property	\$200 per day
Staff	Recovery of actual cost per hour
Police Officer	Recovery of actual cost per hour
Engines (Fire Department)	\$600 per hour per engine
Engines on standby (Fire Department)	\$300 per hour per engine

SCHEDULE J

FEES FOR SERVICES – Protective Services

Criminal Records Check	\$65.00
Signs – Return of non-municipal signs - Including , but not limited to, election and real estate signs	\$20.00 per sign

SCHEDULE K

MISCELLANEOUS FEES

District of Sooke flag:	\$110.00
District of Sooke Logo pin:	\$ 1.00
Service Organization Sign Plaque:	\$50.00