

**DISTRICT OF SOOKE**  
Committee of the Whole Minutes  
Meeting held October 17, 2011 at 7:00 p.m.  
Council Chamber, 2225 Otter Point Road

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**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**

Evan Parliament, Chief Administrative Officer  
Bonnie Sprinkling, Corporate Officer  
Sue-Lin Tarnowski, Director of Finance  
Tracy Olsen, Planner II  
Al Fontes, Manager of Operations  
Steve Sorensen, Fire Chief  
Lisa Urlacher, Corporate Assistant

**ABSENT:**

1. **Call to Order**

The meeting was called to order at 7:00 p.m.

2. **Approval of Agenda**

**MOVED** to approve the agenda as circulated.  
**CARRIED**

3. **CRD Pedestrian and Cycling Master Plan (PCMP) – Marg Misk-Evans, Senior Manager and Sue Hallatt, Research Planner**

Marg Misk-Evans provided an overview of the travel choices and the directives that establish a regional approach to walking and cycling.

Sue Hallatt overviewed the phased approach to PCMP which identified four types of cyclists: Strong and Fearless (1%), Enthused and confident (7%), Interested but concerned (60%) and No way no how (33%). The project was overviewed:

- Engineering – Classifications and bikeway typology was defined and the goal is to upgrade the Primary Inter-Community Bikeway Network to Class I or “Low Stress” bikeways
- Examples of bikeway facilities on Sooke Road
- Creating pedestrian standards
- Education and encouragement
- Evaluation and enforcement

The next steps for implementation are to establish timeframe, scope, funding and priorities and report back to the CRD Board in January of 2012.

Marg Misek-Evans asked for consultation and guidance as to the following:

- Reconstitute the technical advisory committee to guide the process
- Be available to consult with municipal citizen advisory groups on request

The Committee discussed:

- Sooke Road being Ministry of Transportation jurisdiction
- Green paint bicycle lanes in high conflict zones
- Identified that no shoulder is available from Maple Avenue to Prestige Hotel
- High level planning map and the need to create user maps
- Identifying community priorities
- Technical committee and appointment of District of Sooke staff
- Extending of shoulder on Highway 14
- Promotion of pacific marine routes and circle route – Eco and cultural attractions
- Highway 14 being used for triathlon and as a training course
- Family and school courses for road rules and safety
- Galloping Goose crossings and intersections

**Public Input:**

Ellen Lewers, resident, inquired as to licencing bicyclists.

4. **Records Management Bylaw**

Bonnie Sprinkling provided an overview of the District of Sooke existing records management system and explained that the intent of the bylaw and manual which is based on the Local Government Management Association policy directive.

The Committee discussed:

- Microfiching
- Scanning
- Retention

**Public Input:**

Myke Colbert, Moonfist, resident, expressed the need for back-ups with electronic data and extra security using offsite storage.

**MOVED** to recommend that Council introduce and give first, second and third reading to Bylaw No. 508, *Records Management Bylaw, 2011*;

**AND** designate Lisa Urlacher as alternate Records Officer.

**CARRIED**

5. **Proposed Road Closure, Removal of Highway Dedication, and Sale of Excess Grant Road Right of Way at 6826 Grant Road**

The Committee discussed the process for selling the property to the adjacent owner, it was clarified that legislation allows Local Government to advertise and the *Road Closure and Sale Policy* provides direction as to adjacent property owners.

**Public Input:**

There was no public participation.

**MOVED** to recommend to Council to direct staff to proceed with the road closure, removal of highway dedication and sale of undeveloped Grant Road right of way fronting on 6826 Grant Road (Lot 2, Section 23, Sooke District, Plan 1849, Except Parcel A (DD 127341I) and Except part in Plans 47404 and 47833).

**CARRIED**

**6. Secondary and Small Suites Policy**

Tracy Olsen provided an overview of the *Secondary and Small Suites Policy* identifying the following:

- Life safety issues
- Leveling the “playing field” for taxation and utility charges
- Recognizing the role suites play in increasing the affordability of housing
- Establishing a consistent and defined approach to unauthorized suites
- Focus on administrative functions associated with suites
- Use of existing regulations and legislation
- Emphasis on the need for an inter-departmental approach to suites

Fire Chief Sorensen provided a visual presentation of the fire and safety hazards in illegal suites and reviewed the fire at 6894 Beaton Road on October 11<sup>th</sup>, 2011.

The Committee discussed:

- Life and safety issues
- Suites create housing and mortgage helpers
- Street numbering bylaw for suites
- Sewer generation charges
- Registration of existing suites
- Zoning issue – allow suites in all zones
- Potential homelessness when decommissioning illegal suites
- Examples of other suite policies and bylaws within the region
- Generating tax and sewer revenue by providing safe and legal suites
- OCP direction
- BC Building Code does not allow suites in duplexes
- Illegal suite scenarios – process for legalizing

The following direction was provided:

- Extension of 12 months for decommissioning suites
- Clarity for outside the SSA – septic system provision of VIHA

**Public Input:**

Adrian Cowden, property owner, expressed support for addressing the issues and expressed concern as to real estate affordability. Mr Cowden suggested to set a policy that assists those who do not qualify for legal suites and to acknowledge the suites to

provide the owners an amnesty policy to bring them up to code to keep the families with a roof over their head. Mr Cowden stated that the Sooke Community Development Association is able to work with staff to create policies and standards to address the issue and debate.

Moonfist, resident, commented on the legislation in place not being adhered to when buildings are passed with suites within.

Councillor Haldane inquired as to conflict of Interest with regard to owing a building with a suite. It was explained that owning a legal suite does not constitute conflict of interest.

Councillor Beech stated that she has a legal suite and left the meeting at 8:54 p.m.

**MOVED** to recommend that Council direct staff to proceed with the *Secondary and Small Suites Policy* with the amendment as to 12 months for decommissioning of suites and as to the addition of provisions for septic tanks and fields.

**CARRIED**

**MOVED** to recommend that Council revisit allowing suites in all zones providing that they meet BC Building Code and municipal parking regulations concurrently with the consideration of the *Secondary and Small Suites Policy*.

**CARRIED**

Councillor Beech returned to the meeting at 8:56 p.m.

The Committee of the Whole recessed the meeting at 8:56 p.m.

The meeting resumed at 9:01 p.m.

## 7. **Transit Bench Advertising Agreement**

Sue-Lin Tarnowski explained that the installation of the benches is operational and would normally have been included in a quarterly report and that staff were proactive in pursuing infrastructure at a no-net cost. It was also explained that the sign bylaw does not apply to municipal properties and that staff worked with the Ministry of Transportation (MOT) and BC Transit. MOT regulations supersede our bylaws.

The committee noted that the infrastructure is needed and being used by the residents.

The Committee expressed the following concerns:

- Local advertising first and foremost
- Process for advertising - Island Advertising has exclusivity
- Missed opportunity for local suppliers – purchasing policy
- Payment in advance to offset garbage pick-up
- Council being informed and involved in decision making
- Negotiating different style with new additions
- Functionality vs. visual charm
- District of Sooke sponsoring student art - student artwork on garbage receptacles
- Staff to provide update in 2012

After discussion the Committee asked that the company be contacted and that staff express the above concerns.

(b) Public Input

Moonfist, resident, expressed support for the implementation of new infrastructure and that advertising companies aim to please. Moonfist noted that in-lieu of garbage pick up the local supplier could receive free advertising space. Moonfist stated that the materials used are damage resistant.

8. **Adjournment**

The meeting was adjourned at 9:38 p.m.

**Certified Correct:**

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**Janet Evans**  
**Mayor**

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**Bonnie Sprinkling**  
**Corporate Officer**