



## District of Sooke

"Where the Rainforest  
meets the Sea"

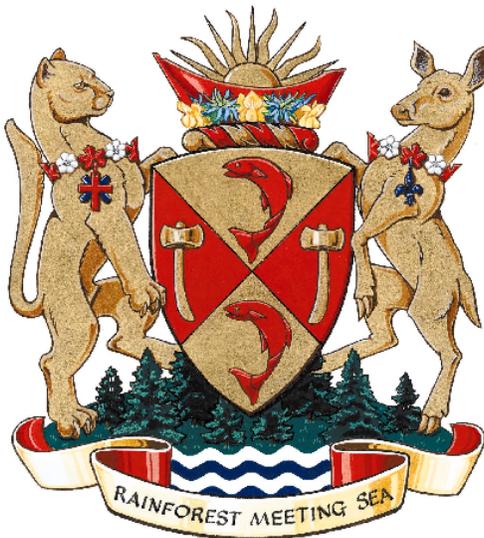


# 2012 Annual Report

Our progress during 2011 and  
our strategic plan for 2012-2013



## 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.

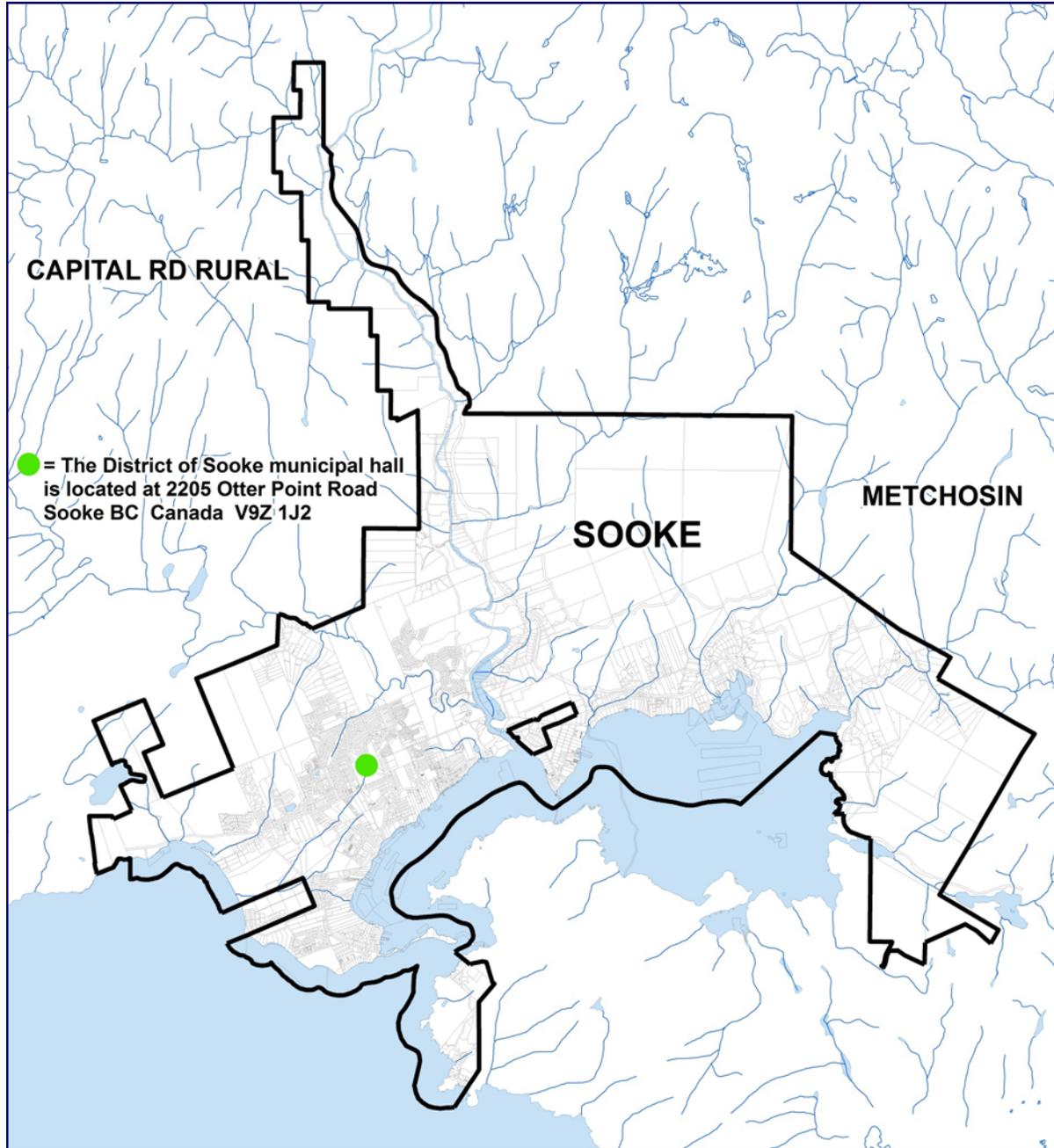
### **Motto**

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 11, 2012 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 2012 Annual Report.**

Growth in the District of Sooke has slowed over the past year in comparison to previous years. We expect this growth to improve slightly in 2012; however we must continue to be cautious in all areas of spending. Businesses and families are struggling to keep up with escalating costs. Council believes that a sustainable community must be an affordable community and we will continue to make careful decisions related to spending in order to ensure affordability.

We have agreed to a Memorandum of Understanding with the Ministry of Transportation which will allow us to move forward on improvements to the Sooke Road in the core area. Design work is in progress on both the potential round about (traffic circle) in the Sooke Core and the Throup Road by-pass running from Phillips Road to Charters Road. We expect to complete this design work on both of these projects in 2012 and negotiate with the affected landowners for road right of way. We intend to have further consultation with the community on the round-about prior to any construction.

Construction of the new hotel/conference centre along with the District boat launch and pier has been completed. Construction of a number of major projects in the Sooke core area continue, which we hope will help in bringing growth to the town centre.

<b>CORPORATE ROADMAP</b>
<p>Official Community Plan          2012 Corporate Priorities          2012 Five Year Financial Plan          Transportation Master Plan          Parks &amp; Trails Master Plan          Town Centre Plan          Liquid Waste Management Plans (Sanitary and Rain-water)          Sustainable Development</p>

In the upcoming year we hope to start construction of the roundabout and some beautification in the core if we get public support through our consultation process. We anticipate some sidewalk construction on Church Road to improve pedestrian safety with continued planning to improve other areas. We hope to complete the Agricultural Plan as well as develop a design standard for commercial buildings in the core area. We will continue to examine all contracts with the District and all by laws to ensure that they are in the best interests of the community as a whole.

Council want to thank our staff at Municipal Hall, the Fire Department and the RCMP for their continued dedication and hard work in the community. We would also like to thank the citizens who continue to provide feedback and input into the decisions Council makes. We appreciate and need your involvement,

*Mayor Wendal Milne*



## Community Overview

Located on Vancouver Island, the District of Sooke is a short 40-minute drive from downtown Victoria, the capital city of British Columbia. The community's approximately 10,000 residents enjoy a relaxed, casual lifestyle in a rural setting that also affords many of the amenities of city life.

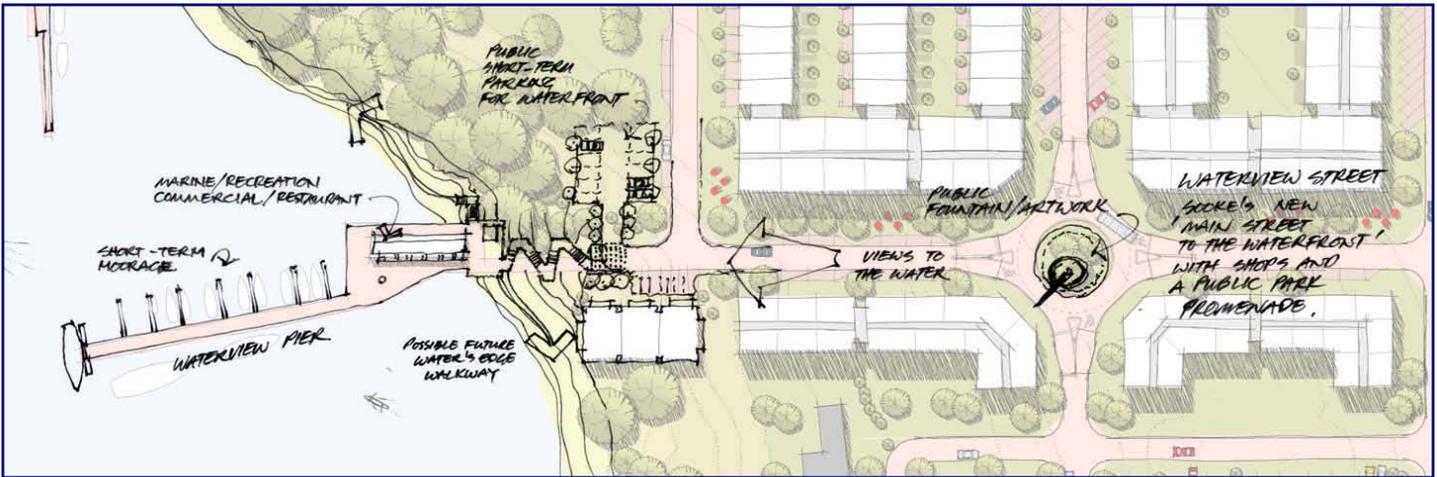
Sooke's once resource-dependent economy has shifted focus to include many home-based businesses, a commercial core, and a bustling tourism sector which annually entertains thousands of visitors from throughout the world. Sooke is the gateway to numerous ecotourism adventures as well as the West Coast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

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

Sooke supports a vibrant and varied arts community. Many talented artists and craftspeople create beautiful works from both home-based studios and galleries in the commercial core. Musicians of every genre, from symphonic to choral to bluegrass, perform at a variety of events throughout the year. They share the stage with an enthusiastic theatre community at many venues — EMCS Community Theatre, Ed Macgregor outdoor "CÁÑEN" theater and local churches and parks.

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

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



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

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

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

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

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

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

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



# 2012 CORPORATE PRIORITIES

## Introduction to Corporate Planning

Most local governments undertake some form of corporate planning. Some do it in the form of long range comprehensive strategic plans while others take a shorter more immediate focus. Members of Sooke Council participated in a workshop on January 19, 2012 to identify top priority items they wished to consider as part of the first year of their term in office. While not intended to be a long term Strategic Plan, Council saw the need to provide some quick and early guidance to staff as they began the preparation of the budget and financial plan.

As discussed during the workshop, the purpose of this forward looking exercise is to:

- ◇ Lay the path out for citizens to see what the District is going to do next
- ◇ Directs staff actions and budgets, everything aligned to achieve Council's priorities
- ◇ Legislation requires Council to advise citizens of upcoming objectives and to report back on how previous ones were addressed.



(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

## Governance at the Local Level

Local governments are not like the Federal or Provincial governments. Local Governments are "creatures" of the Province and much of what and how they operate is specified in legislation. The Provincial Legislation, both *the Community Charter* and the *Local Government Act* specify the decision-making authorities within local governments such as the District of Sooke:

- ◇ **Council sets policies and priorities**
- ◇ **Administration does the work**
- ◇ **Often more demands than resources**
- ◇ **To be successful, organization needs to set priorities and stick to them**

## ***LONG RANGE INTERESTS***

While the 2012 priority setting session was not intended to replace a comprehensive strategic planning exercise, Council took time to identify some of their high priority long term interests. The purpose was to lay the groundwork for this year's priority actions to ensure they are complementary with the longer range directions.

### **Future (High level direction)**

#### **Corporate**

- ◇ Define Sooke's identity – Sooke's competitive advantage

#### **Finance**

- ◇ Financial Sustainability
- ◇ Financial Accountability
- ◇ Fiscal Prudence

#### **Infrastructure**

- ◇ Sustainable Infrastructure
- ◇ Affordable Infrastructure Improvements
- ◇ Transportation of all forms
  - \* Accessible, drivable and walkable
  - \* User-friendly
- ◇ Maintain / Focus on local assets

#### **Town Centre**

- ◇ Revitalized Town Centre
  - \* pedestrian friendly
  - \* well-planned, working Town Centre with long term employment
- ◇ Infill Downtown Core
  - \* Employment creation
  - \* Green space connections
  - \* Land acquisition
  - \* Deal with connector
  - \* Connect town centre to waterfront (Goodmere)



# "Top 3 Priority Projects"

## RECOMMENDED 2012 PRIORITIES

In thinking of specific projects and activities they wished to focus on, Council put forward three over-arching objectives. Within each of the three following themes, Council has identified a series of specific actions they wish to consider for inclusion in the 2012 budget and staff work plans.

### 1. FISCAL RESPONSIBILITY

Council is interested in minimizing or even eliminating increases to local taxes and charges. To do so they are prepared to look at current program delivery and service levels, as well as existing agreements the District has entered into with others. Council has already established several working groups of several Council members to review existing agreements, including:

- \* ***Review of current wastewater contract (Public Works – long term options)***
- \* ***Review of Road Maintenance contract***
- \* ***Reviewing Partnership Agreement with Prestige***

With respect to other areas for reducing costs, Council is desirous of undertaking several specific actions including:

- \* ***Undertake a Service Delivery Review to identify opportunities to improve efficiencies and staff assignments***
- \* ***Examine ways and means to coordinate and perhaps link up current programs in areas of Economic Development, Tourism, Museum, and Marketing***
- \* ***Develop a framework to increase quality of assurance of external grants and line items***



## "Top Priority Projects" cont'd

### 2. IMPROVING THE DOWNTOWN

Council hopes to see additional progress being made towards realization of the Sooke Town Centre Plan (2009). To achieve that will require many different efforts, including some capital projects, land acquisition and road re-alignments. On site itself, more work is needed to improve sidewalks and pedestrian safety along with actions to improve the appearance and functionality of the area.

As a first step Council is asking administration to bring forward projects that would help achieve the long term goal of improving the downtown area. These could include such items as:

- \* ***Grant Road Connector - Church Road/Thrup intersection and associated sidewalks***
- \* ***Highway 14 Roundabout /Town Centre Streetscape improvements***
- \* ***Staff to provide other necessary infrastructure upgrades for Council consideration (Sewer)***

### 3. COMMUNITY PLANNING

Recognizing that many of the necessary background studies and plans have been or are near completion, Council wants to move forward into the implementation phase of several of those. In particular, Council wishes to:

- \* ***Review Town Centre Design Guidelines and prepare implementing bylaw***
- \* ***Complete the Development Cost Charges Bylaw Review***
- \* ***Complete the Agriculture Plan and seek ways to add early community input***
- \* ***Introduce Checklists and Templates to streamline development approvals (with legal input)***



## Potential Short Term Projects and Activities

Council members identified a series of opportunities for consideration in 2012 and 2013. They did recognize there are many limits to what the organization can undertake, including finances and staff.

### **Capital Priorities:**

- ◇ Grant Road Connector - Church Road/Thrup intersection and associated sidewalks
- ◇ Highway 14 Roundabout /Down Town Streetscape improvements
- ◇ Other necessary infrastructure upgrades (Sewer)

### **Program/Services:**

- ◇ Update Parks and Trail Master Plan
- ◇ Building Permit Process online
- ◇ Templates and Checklists – legal
- ◇ Expanded role and accountability - Economic Development ,Tourism, Museum
- ◇ Quality of assurance of external grants and line items
- ◇ Town Centre Design guidelines enforced through bylaw
- ◇ Town Centre Parking Plan
- ◇ DCC Bylaw Review
- ◇ Agriculture plan
- ◇ Affordable Housing Policy

### **Operational Services**

- ◇ Review of current wastewater contract (Public Works – long term options)
- ◇ Review of Road Maintenance
- ◇ Reviewing Partnership Agreement with Prestige
- ◇ Service delivery review (2006 operational Report)
- ◇ Recycling and Composting



## Longer Term Projects

Council referred a number of the potential projects to an upcoming longer range strategic planning session, but felt they should still note them for future consideration as they generally fall within the long term directions previously discussed.

These include:

- ◇ Update Parks and Trail Master Plan
- ◇ Building Permit Process online
- ◇ Town Centre Parking Plan
- ◇ Affordable Housing Policy (staff are looking at it now)
- ◇ Recycling/Composting initiatives - await CRD initiative



# Communications

## Communications

### External Communications

All members of Council recognize the need for good two way communications with residents, businesses and landowners in the community. In addition they see it as imperative that the same kinds of open dialogue occur between themselves and their staff. Council identified the various kinds and types of tools currently used, which are listed below:

- ◇ Website
- ◇ Twitter/Emails
- ◇ Local media
- ◇ Provide articles to press (a new initiative by the Mayor)
- ◇ Face to face discussions
- ◇ Corporate message through mail outs
- ◇ "Open Mike" session after meetings

Members felt there is still room for improvement and have begun investigation of use of newer tools such as webcasts.

### Internal Communications

Council members felt it was important to establish good communications with staff and will endeavour to include a component addressing this at their next planning session. Members also focused attention towards assuring citizens they intend to operate in an open and transparent means. To do so will require more information flowing out, along with enhanced opportunities for community engagement and input.

- ◇ Emails, memos, phone calls, verbal updates by council, small scale meetings
- ◇ Get answers to questions
- ◇ Talk to staff about providing info, open forthright
- ◇ Volunteering of info
- ◇ Get together with staff

## 2011 MUNICIPAL OBJECTIVES

As required by provincial legislation, the last Council had prepared a set of Municipal Objectives to guide their efforts and those of the organization last year. These were reported to citizens in the Annual Report, and Council received a quick update on the status of each of those items.

1. **Sidewalks**
  - Some projects completed, but still an ongoing activity
2. **Downtown Beautification**
  - Some projects completed, but still an ongoing activity
3. **Improved Public Transit**
  - BC Transit examining options
4. **Seniors/Youth Centre**
  - Temporary seniors centre operational
5. **Agricultural Plan**
  - In preparation
6. **Attainable Housing/Homelessness Policy**
  - One housing unit made available
7. **Galloping Goose Crossing**
  - Study completed
8. **Downtown Parking Plan**
  - Not started
9. **Zoning Bylaw Review**
  - Complete
10. **Land Development Procedure Review**
  - Started—Development Procedure Policy adopted
11. **Solid Waste Management Plan**
  - Not started as waiting on CRD initiative
12. **Development Cost Charges By law Review**
  - In progress

## PROGRESS TOWARDS 2011 STRATEGIC DIRECTION GOALS

### A. Well Planned, Sustainable Community

- ◇ Adoption of *Sooke Zoning Bylaw, 2011*

### B. Responsible Stewardship of the Environment

- ◇ Sewage vacuum head installed at Public Boat Launch



### C. Proactive Improved Infrastructure

- ◇ John Phillips Park drainage works and trails



### D. Diverse and Vibrant Local Economy

- ◇ New Shoppers Drug Mart



### E. Sustainable Financial Management

- ◇ Federal—Provincial- Grant Opportunity—Public Boat Launch



### F. Support Social/Community Initiatives

- ◇ Charters Creek Interpretive Centre



### G. Safe and Caring Community



- ◇ Sooke Firefighters provide education in fire and life safety skills to residents of all ages.



# 2011 Municipal Services and Operations Report

The following statements of departmental operations for 2011 are presented in accordance with the *Community Charter* section 98 requirements.

- ◇ Corporate Services
- ◇ Financial Services
  - \* 2011 Permissive Property Tax Exemptions
  - \* Audited Financial Statements 2011
- ◇ Development Services
  - \* Planning
  - \* Approving Officer
  - \* Engineering (Parks and Environmental, Building)
- ◇ Fire Rescue Services



# Corporate Services 2011 Year End Report

## 2011 Local Government Election

Every three years, the residents of the District of Sooke participate in their local government election. The November 19th, 2011 election saw the retirement of long-term Mayor Janet Evans and the election of a new Mayor, Wendal Milne; also elected to the serve for the next three years; incumbents Councillors Bev Berger, Herb Haldane and Maja Tait, returning Councillor Rick Kasper and new Councillors Kevin Pearson and Kerrie Reay. The Corporate Officer served as Deputy Election Official responsible for the nomination packages, list of electors, ballots and forms, public notices, mail ballots, voting place, etc. For the first time, the District of Sooke held a Candidate Orientation prior to the election. Voter turnout was 3,525 ballots cast with approximately 8,400 registered electors.

## Bylaws and Policies

The Corporate Services department is responsible for ensuring legislative processes of the District comply with the *Community Charter* and the *Local Government Act*, including all bylaws and policies. In 2011, **Council adopted 37 bylaws**, including 8 zoning bylaw amendments and 5 phased development agreement authorization bylaws. Most notably, the ***Sooke Zoning By-law*** was adopted on November 14, 2011 as a result of the hard work and dedication of the Zoning Bylaw Review Committee, Council and staff.

The *2011-2015 Financial Plan Bylaw*, *Property Tax Rate Bylaw 2011*, *Capital Asset Replacement Bylaw*, *Development Procedures Bylaw*, *Fees Bylaw*, *Latecomer Interest Rate Bylaw*, *Noise Control Bylaw*, *Records Management Bylaw* and *Sign Regulation Bylaw* were also presented to and adopted by Council. Through the public notice and electoral approval process, park closure and sale bylaws were adopted for Talc Place Park.

Amendments were made to the:

- *Delegation of Authority Bylaw*
- *Official Community Plan*
- *Permissive Tax Exemption for Not for Profits*
- *Sooke Core Sewer Specified Area Bylaw*
- *Sooke Core Sewer Specified Area Cost Recovery Bylaw*
- *Traffic and Highways Regulation Bylaw*

Drafting began on the:

- *Development Cost Charges Bylaw*
- *Council Procedures Bylaw*

Policies adopted in 2011 included the:

- *Code of Ethics Policies (6)*
- *Latecomer Policy*

## Council Committees

The District of Sooke encourages the public to volunteer on committees and values highly their input. Council Committees are overseen by the Corporate Services department; there are currently six active committees:

Finance and Administration Committee	Climate Change Action Committee
Land Use and Environment Committee	Board of Variance
Sooke Economic Development Commission	Community Grant Review Committee

## COMMUNITY SERVICES

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

- Sooke Community Association
- Sooke Region Tourism Association
- Sooke Fine Arts Society (Sooke Cultural Mapping)
- Sooke Region Arts Council
- Sooke Chamber of Commerce
- Sooke Food CHI
- Community Health Initiative
- Sooke Youth Council
- Sooke Canada Day Society
- CIPI Society (Need Crisis and Information Line)
- Sooke Residents in Need—Crisis Centre
- Sooke Safe Halloween
- Sooke Region Historical Society
- Juan de Fuca Salmon Restoration Society (Charters Creek Interpretative Centre)

## Conferences in Sooke

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



Prestige Grand Opening June 18, 2011

The District of Sooke is accepting requests for the use of the conference facilities in 2012 — dates are going fast. Non-profit groups are invited to make application for the use of the facilities through the District of Sooke and then, with the District approval, the application will be forwarded to Prestige. Prestige will then contact the group to make arrangements for the event.

The **Community Grant Review Committee** received and reviewed applications for grants from non-profit organizations in April and May, resulting in the following grants:

- Sooke Canada Day Society: \$1,600 towards the rental of port-a-potties for the Sooke Canada Day Society celebration.
- Sooke Fine Arts Society: \$7,000 towards the Sooke Fine Arts Society file maker data base and website project.
- EMCS Student Art Bus Shelter Project: \$2,357 towards the continued EMCS student bus shelter and medical clinic art project.
- Sooke Harbour Players Society: \$5,000 towards the Sooke Harbour Players Society production Joseph and the Amazing Technicolor Dream Coat.
- Sooke Region Food CHI Society: \$8,765 towards the Sooke Region Food CHI Society Sunriver Allotment Gardens project.
- Sooke Elderly Citizens' Housing Society: \$3,000 towards the Sooke Elderly Citizens' Housing Society Ayre Manor garden project.
- Sooke Philharmonic Society: \$4,300 towards the Sooke Philharmonic Society music concert dedicated to youth project.
- Greater Victoria Film Commission: \$1,000 towards the Greater Victoria Film Commission project to photograph Sooke locations and urge the Greater Victoria Film Commission to make a presentation to Council.
- Sooke Amateur Boxing Club: \$2,500 to the Sooke Boxing Club for the upgrade and replacement of equipment.
- Sooke Community Choir: \$5,000 towards the Sooke Community Choir 20<sup>th</sup> Anniversary Upgrade project.
- EMCS Environmental Studies Program: \$4000 to the EMCS Environmental Studies Program on the condition that \$1,000 be used towards materials and \$3,000 be used towards the restoration project at a location in Sooke determined by District of Sooke staff.
- Juan de Fuca Marine Rescue Society: \$15,000 to the Juan de Fuca Marine Rescue Society for the purchase of safety equipment.
- Sooke Street Festival: \$4,000 towards the Sooke Street Festival conditional to finalizing a date for the event.
- EKOOS Vocal Ensemble: \$2,000 towards the enhancement of EKOOS Vocal Ensemble's existing program.
- Sooke Region Volunteer Centre Steering Committee: \$1,500 towards the "needs assessment" for the Committee.

## Public Information and Communications

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

The District of Sooke holds at least two Community Open Houses each year, usually in the Fall and the Spring. The Corporate Services department coordinated a Spring Community Open House on April 14, 2011. The Open House began with a walking tour from the Municipal Hall and a park dedication at Woodland Creek. Due to the local government election in November 2011, the Fall open house was not held.



Several news releases were provided to the media in 2011, including announcements of the removal of the Florence Filberg and the launch of the new Sooke Zoning Bylaw. Weekly, the District also publishes a Council Column in the Sooke News Mirror providing current updates and notices, along with the public meeting schedule for the upcoming week. The District of Sooke website is regularly updated.

The Corporate Officer coordinates articles and prepares a quarterly newsletter for distribution. In an attempt to improve distribution and to reduce the use of paper, the **District Quarterly** newsletter is no longer mailed out to residents. The newsletter is now available on the District of Sooke website, with some paper copies available at the municipal hall and other Sooke locations (SEAPARC, library, etc.). If you wish to receive a copy of the newsletter by email, please

## Communities In Bloom 2011

The District of Sooke, Communities in Bloom Committee and local volunteers participated in the 2011 Communities in Bloom. The program inspires communities to enhance the visual appeal of their neighborhoods and public spaces. The judging took place in July and the judges participated in the presentation of the Communities in Bloom awards to local businesses and the winners of the Neighbourhood Contest. Congratulations to all who received the 2011 Communities in Bloom decal and to the T'Sou-Ke First Nation who won the Neighbourhood Contest. The District of Sooke improved its "bloom" status by one bloom for a total of 5 out of 5 blooms!



## Business Licencing

As of December 31, 2011, there were a total of 540 Business Licences issued for the current licencing year. The following shows a breakdown of those licences into their prospective categories.

Commercial Large	18
Commercial Small	164
Home-Based	168
Intermunicipal	130
Non-Resident	30
Daily	2
Direct Seller	2
Peddler	<u>26</u>
	540

On January 3, 2012, a short presentation on Business Licencing and the Sign Regulation Bylaw, was made to approximately fourteen members of the Sooke Chamber of Commerce. Discussed were the number of Businesses licenced in 2011; 528 with 96 new applications. Some benefits of obtaining a DOS Business Licence such as; ensuring the safety of the public and employees by fire and building inspections, enquiries of potential business owners who want to ensure they are the only one offering a product or service, licencing scheme agreement with other municipalities and confirmation to the Better Business Bureau, and others, that a particular business is licenced which adds credibility to their endeavours, were discussed. Copies of the Business Licence Bylaw, Home-Based Business section of the Zoning Bylaw, and Licence applications were given to the members requesting a copy. A reminder to keep the DOS informed if a business moves or dissolves was also mentioned.

The *Sign Regulation Bylaw* was discussed with copies of Sign Permit applications and *Sign Regulation Bylaw* available. The group was reminded that new signs require a permit obtained from the DOS, and that posting on utility poles, etc. is prohibited.

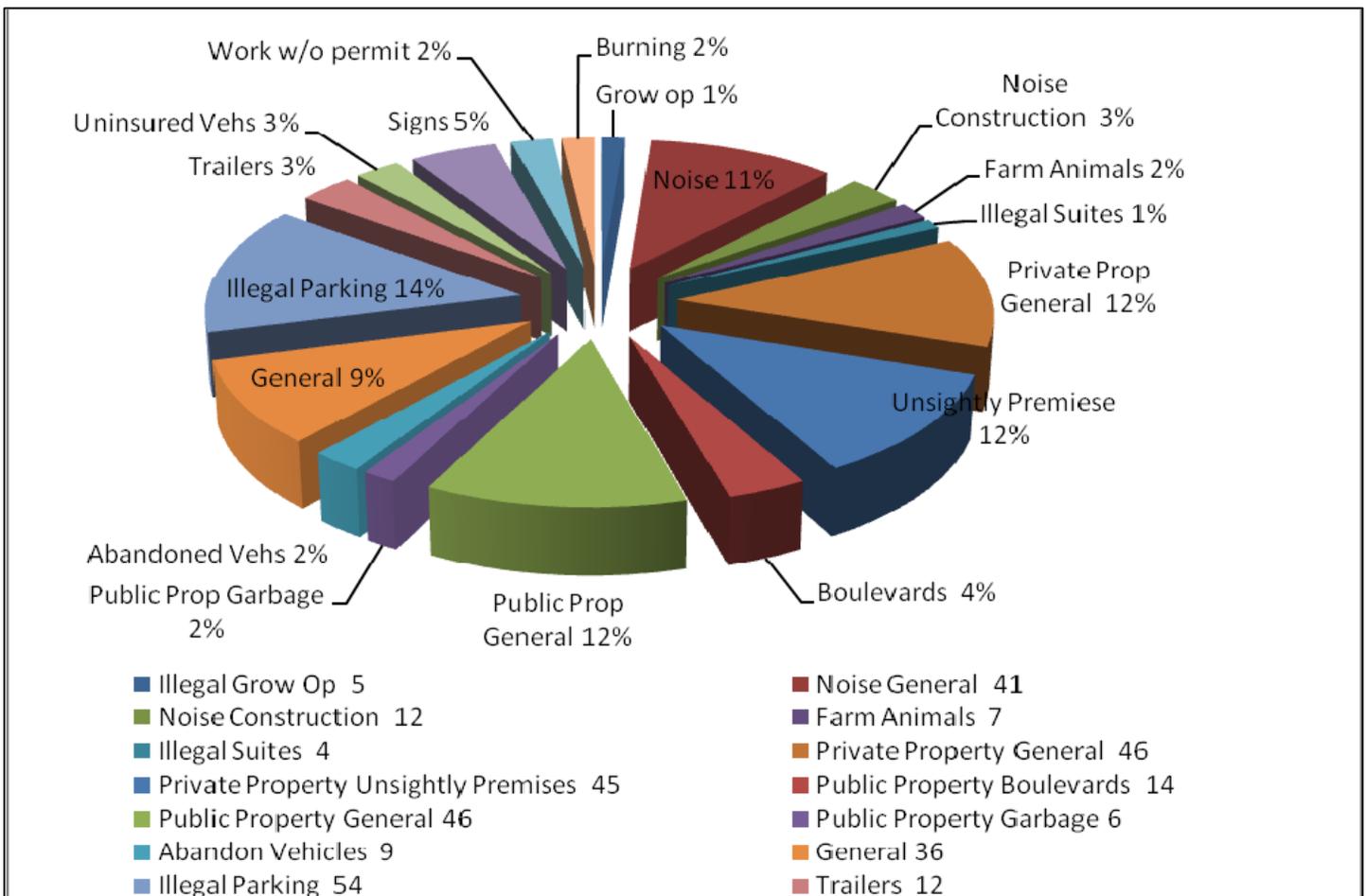
## Other Accomplishments in 2011

- 2011 Annual Report presented at Annual Meeting in July, 2011
- Participation in the 2011 Rotary Fair and Auction
- Safe Halloween Event
- SharePoint and Collabware CLM selected for electronic records management.
- Inaugural Council Meeting held December 5, 2011
- District of Sooke Council participated in the 2011 Santa Parade
- New Years Day Levy held at Municipal Hall

## Bylaw Enforcement

The Bylaw Enforcement and Business Licencing department was very busy in 2011. The number of complaints for Bylaw Enforcement was slightly above that of 2010, and; Business Licencing was equally as busy.

- ◇ There were 382 complaints to the Bylaw Enforcement department, equaling approximately 32 per month, over 2010 total of 293 complaints. The issue most called, for action or information, was Illegal Parking at 54 complaints, closely followed by Private Property General and Unightly Premises at 46 complaints each.
- ◇ The least complained about issue was Illegal Suites with four (4) calls.
- ◇ The Bylaw Enforcement Officer is working closely with other departments in the District to help ensure continuity and timely resolve, where possible, with the complaints and investigations. A close working relationship exists with the RCMP.
- ◇ When the "Tempest Calls for Service" module was added to our existing Tempest capabilities, the time spent with other file management methods was reduced thus freeing more time to devote to the issues.
- ◇ The Emergency Response Team, comprising of Bylaw Enforcement, Building Department, VIHA, Sooke Fire Department and others, had a couple of files in 2011 that had profound outcomes. In one instance, the home was demolished and the resident relocated to other accommodations. That resident is very happy with her current circumstances and appreciates the efforts to resolve her situation.
- ◇ There are more individuals the Response Team will be meeting with this year.
- ◇ Below is a diagram showing the percentage of calls devoted to each Bylaw issue.
- ◇ The category of "Private Property General" included complaints that were civil in nature, animal and those not individually listed in Tempest. The other "General" categories were those as well, that were not specifically listed in Tempest.





# Financial Services Department 2011 Year End Report

## Community Grant Funding

The Community Grant Program is designed to assist non-profit organizations with projects or activities that promote community well-being. Fiscal 2011 was another successful year as \$75,000 was awarded to 17 non-profit groups.

## Pre-Authorized Withdrawal Plan

The success of this three year old program has continued into fiscal 2011. This program has grown from 150 last year to over 200 participants in 2011. The program automatically debits the account holder's bank account on the first business day of each month from August until May with the balance automatically debited on the property tax due date.

## Electronic Home Owner Grant

Like the Pre-authorized Withdrawal Plan, 2011 was the third year for the Electronic Home Owner Grant. Not all municipalities participate in this program but those who do are finding considerable customer satisfaction and increased usage. Our statistics show that usage increased from 883 in 2010 to 1,146 in 2011.

## Deferred Property Tax

In 2010 there were 119 property owners who used this program and in 2011 this increased marginally to 122. The total dollar value of deferred taxes amounts to \$278,566.

## Financial Services

The Finance department has provided for the 2011 Annual Municipal Report the following reports:

- \* 2011 Permissive Property Tax Exemptions
- \* Audited Financial Statements 2011

## 2011 Permissive Property 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 2011. (District of Sooke Bylaw Nos. 337 and 338)

CIVIC ADDRESS	LEGAL DESCRIPTION	Term of Exemption	Exemption Value
<b>Public Worship (Mandatory Exemptions)</b>			
Sooke Baptist Church, 7110 West Coast Road	Lot A, Plan VIP61481, Section 2&3, PID 023-142-391	Note 1	\$16,401.64
Sooke Pentecostal Church, 6851 West Coast Rd.	Lot B, Plan 18924, Section 3, PID 003-818-985	Note 1	\$2,561.25
Holy Trinity Anglican Church, 1962 Murray Road	Lot 3, Plan 1169, Section 3, PID 007-838-166	Note 1	\$10,046.85
Knox Presbyterian Church, 2096 Church Road	Plan 1057, Sooke Land District, PT Sec 10 containing .48 Acre more or less, lying south of Lot 14, PID 000-108-421	Note 1	\$3,164.69
Juan de Fuca Seventh Day Adventist Church, 6251 Sooke Road	Lot 1, Plan 9917, Section 15, PID 000-349-909	Note 1	\$ 912.69
Juan de Fuca Seventh Day Adventist Church, 6255 Sooke Road	Lot 1, Plan 9247, Section 15, PID 000-042-951	Note 1	\$1,256.30
Sooke Congregation of Jehovah's Witnesses, 2207 Church Road	Lot A, Plan VIP74513, Section 26, PID 025-527-045	Note 1	\$3,420.67
<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	\$8,731.79
Sooke Community Association Ballpark, Throup Road	Lot 2, Plan VIP59555, Section 14, Sooke Land District, PID 018-906-087	2008 - 2017	\$8,235.66
Sooke Community Association Parking Area & Ballpark, Throup Road	Lot 1, Plan 5996, Section 14, PID 005-936-497	2008 - 2017	\$5,259.05
Sooke Community Association Parking Area & Ballpark, 6521 Throup Road	Parcel A, Lot 2, Plan 5996, Section 14, PID 005-936-802	2008 - 2017	\$1,598.37
Sooke Community Association Parking Area & Ballpark, Throup Road	Parcel A, Block 7, Plan 5855, Section 14, PID 005-941-245	2008 - 2017	\$1,613.81
Sooke Community Association, Fred Milne Park,	Lot 2, Plan 17066, Section 15, PID 004-132-289	2008 - 2017	\$7,827.87
Sooke Community Association Park "Sooke Flats", 2039 Phillips Road	Sooke Land District, Parcel F of Section 27, Except Plan VIP76239, PID 009-374-591	2008 - 2017	\$14,667.42
Sooke Community Association Parking Area and Ballpark, Phillips Road	Plan 7017, Sooke Land District, Lot 4, Section 73, PID 005-801-818	2008 - 2017	\$5,298.61
Sooke Lions Club Park, Murray Road	Plan 2451, Sooke Land District, Lot B, Section 3, PID 006-576-290	2008 - 2017	\$1,607.35
Summer Camp of Brownies and Girl Guides, Sooke River Road	Sooke Land District, Parcel B of Section 45, PID 009-387-234	2008 - 2017	\$6,041.38
Camp Thunderbird, Glinz Lake Road	Sooke Land District, Secs 56 & 57 Sooke and Parcel A of Sec	2008 - 2017	\$11,698.22
Camp Thunderbird, Glinz Lake Road	Block A, Section 59, PID 009-388-702	2008 - 2017	\$5,513.22
Camp Thunderbird, Glinz Lake Road	Block A, Section 60, PID 009-388-729	2008 - 2017	\$4,964.99

## 2011 Permissive Property Tax Exemptions (continued)

<b>CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION</b>	<b>Term of Exemption</b>	<b>Exemption Value</b>
<b>Non-Profit Charitable Organizations</b>			
St. Vincent de Paul Society, 6750 West Coast Road	Lot 2, Plan 15068, Section 3, PID 004-171-306	2008 - 2017	\$8,831.01
Queen Alexandra Foundation for Children, 2145 Townsend Road South	Lot A, Plan VIP74590, Section 10, PID 025-545-582	2008 - 2017	\$34,748.54
Maple Avenue Government Wharf	Sooke Land District, Sooke Harbour Authority on Government Wharf (water lot 193)	2008 - 2017	\$53.58
Maple Avenue Government Wharf	Lot 193, Sooke Land District, Government Wharf on Water Lot 193	2008 - 2017	\$9,601.78
Sooke Pacific #54 Branch, Royal Canadian Legion	Lot A, Plan 1540, Section 3, Portion D79952, PID 007-239-122	2008 - 2017	\$10,644.13
Sooke Elderly Citizens Society (Ayre Manor)	Lot 11, Plan 16754, Section 3, PID 004-051-050	2008 - 2017	\$49,806.78
Sooke Mount Shepherd Masonic Association	Lot 5, Plan 6365, Section 26, PID 001-646-931	2008 - 2017	\$10,573.40
<b>Museum</b>			
Sooke Regional Historical Society Museum, Phillips Road	Lot B, Plan VIP69170, Section 73, PID 024-548-031	2008 - 2017	\$25,203.11
<b>TOTAL</b>			<b>\$281,511.77</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, 2011

# DISTRICT OF SOOKE

## Financial Statements

Year ended December 31, 2011

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

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

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

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

  
\_\_\_\_\_  
Chief Administrative Officer

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



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Victoria BC V8W 3Y7

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Internet www.kpmg.ca

## INDEPENDENT AUDITORS' REPORT

*To the Mayor and Councillors of District of Sooke*

We have audited the accompanying financial statements of District of Sooke, which comprise the statement of financial position as at December 31, 2011, 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, 2011, 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 14, 2012  
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

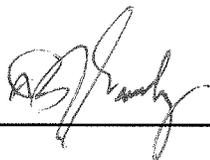
## Statement of Financial Position

December 31, 2011, with comparative information for 2010

	2011	2010 (Restated - note 13)
<b>Financial assets:</b>		
Cash and cash equivalents (note 2)	\$ 9,694,418	\$ 9,890,559
Property taxes receivable	1,006,256	838,451
Accounts receivable	552,237	681,419
Other assets (note 11(a))	113,258	109,525
	<u>11,366,169</u>	<u>11,519,954</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	1,821,139	2,844,076
Deposits	967,715	1,857,636
Deferred revenue (note 3)	6,011,985	4,318,881
Employee benefit obligations (note 4)	195,247	131,211
Long-term liabilities (note 5)	8,126,725	8,553,650
Obligations under capital lease (note 6)	231,047	304,753
	<u>17,353,858</u>	<u>18,010,207</u>
<b>Net debt</b>	(5,987,689)	(6,490,253)
<b>Non-financial assets:</b>		
Tangible capital assets (note 7)	90,583,198	88,142,025
Other assets (note 8)	438,286	-
Prepaid expenses	86,320	35,030
	<u>91,107,804</u>	<u>88,177,055</u>
<b>Accumulated surplus (note 9)</b>	<u>\$ 85,120,115</u>	<u>\$ 81,686,802</u>

Commitments and contingent liabilities (note 11)

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



Director of Finance

# DISTRICT OF SOOKE

## Statement of Operations

Year ended December 31, 2011, with comparative information for 2010

	Financial Plan (unaudited - note 12)	2011	2010 (Restated - note 13)
<b>Revenue:</b>			
Net taxes available for municipal purposes (note 10)	\$ 6,313,121	\$ 6,417,907	\$ 5,818,100
Sales and user fees	559,405	340,189	381,176
Government transfers and grants	1,138,918	1,132,597	516,786
Investment income	50,000	132,106	80,743
Penalties and fines	119,000	160,468	136,691
Licenses and permits	784,724	563,579	826,478
Lease and rental	42,813	50,051	37,726
Donations and contributions	-	3,765,578	2,169,481
Developer cost charges	673,830	82,571	9,683
Sewer operating revenue	1,616,200	1,581,980	1,459,698
Casino revenue sharing	250,000	238,011	246,828
<b>Total revenue</b>	<b>11,548,011</b>	<b>14,465,037</b>	<b>11,683,390</b>
<b>Expenses:</b>			
General government	1,923,753	2,038,166	1,874,199
Protective services	2,580,590	2,870,833	2,681,012
Engineering	1,111,356	2,790,806	2,785,723
Recreation and culture	727,786	853,807	811,725
Planning and development	948,295	911,562	781,771
Sewer	1,189,141	1,566,550	1,263,951
<b>Total expenses</b>	<b>8,480,921</b>	<b>11,031,724</b>	<b>10,198,381</b>
Annual surplus	3,067,090	3,433,313	1,485,009
Accumulated surplus, beginning of year	81,686,802	81,686,802	80,201,793
<b>Accumulated surplus, end of year</b>	<b>\$ 84,753,892</b>	<b>\$ 85,120,115</b>	<b>\$ 81,686,802</b>

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

# DISTRICT OF SOOKE

## Statement of Change in Net Debt

Year ended December 31, 2011, with comparative information for 2010

	Financial Plan (unaudited - note 12)	2011	2010
Annual surplus	\$ 3,067,090	\$ 3,433,313	\$ 1,485,009
Acquisition of tangible capital assets	(4,121,373)	(1,238,005)	(1,820,291)
Developer contributions of tangible capital assets	-	(3,742,107)	(2,154,011)
Amortization of tangible capital assets	-	2,391,282	2,338,080
Gain on sale of tangible capital assets	-	(266,843)	(78,534)
Proceeds on disposal of tangible capital assets	-	414,500	160,056
	(4,121,373)	(2,441,173)	(1,554,700)
Increase in other assets	-	(438,286)	-
Use (acquisition) of prepaid expenses	-	(51,290)	95
	-	(489,576)	95
Change in net debt	(1,054,283)	502,564	(69,596)
Net debt, beginning of year	(6,490,253)	(6,490,253)	(6,420,657)
Net debt, end of year	\$ (7,544,536)	\$ (5,987,689)	\$ (6,490,253)

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

# DISTRICT OF SOOKE

## Statement of Cash Flows

Year ended December 31, 2011, with comparative information for 2010

	2011	2010
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus	\$ 3,433,313	\$ 1,485,009
Items not involving cash:		
Developer contributions of tangible capital assets	(3,742,107)	(2,154,011)
Amortization of tangible capital assets	2,391,282	2,338,080
Gain on disposal of tangible capital assets	(266,843)	(78,534)
Actuarial adjustment on debt	(56,182)	(41,899)
Changes in non-cash operating assets and liabilities:		
Taxes receivable	(167,805)	(7,016)
Accounts receivable	129,182	(404,903)
Other assets	(3,733)	(3,446)
Accounts payable and accrued liabilities	(1,022,937)	1,065,826
Deposits	(889,921)	1,519,815
Employee benefit obligations	64,036	36,350
Deferred revenue	1,693,104	1,126,143
Other assets	(438,286)	-
Prepaid expenses	(51,290)	95
	1,071,813	4,881,509
<b>Capital activities:</b>		
Acquisition of tangible capital assets	(1,238,005)	(1,820,291)
Proceeds on disposal of tangible capital assets	414,500	160,056
	(823,505)	(1,660,235)
<b>Financing activities:</b>		
Decrease in obligations under capital lease	(73,706)	(84,935)
Debt repaid	(370,743)	(367,297)
	(444,449)	(452,232)
Increase (decrease) in cash and cash equivalents	(196,141)	2,769,042
Cash and cash equivalents, beginning of year	9,890,559	7,121,517
Cash and cash equivalents, end of year	\$ 9,694,418	\$ 9,890,559
Supplemental cash flow information:		
Cash paid for interest	\$ 454,119	\$ 459,071
Cash received from interest	125,276	91,339

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

# DISTRICT OF SOOKE

## Notes to Financial Statements

Year ended December 31, 2011

---

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

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

### 1. Significant accounting policies:

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

(a) Reporting entity:

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

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

(b) Basis of accounting:

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

(c) Government transfers:

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made. Transfers received for which expenditures are not yet incurred are included in deferred revenue.

(d) Deferred revenue:

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

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

---

## 1. Significant accounting policies (continued):

(d) Deferred revenue (continued):

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

(e) Investment income:

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

(f) Deposits:

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

(g) Cash and cash equivalents:

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

(h) Long-term debt:

Long-term debt is recorded net of related sinking fund balances.

(i) Employee future benefits:

The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

Sick leave and other retirement benefits are also available to the District's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

---

## 1. Significant accounting policies (continued):

### (j) Non-financial assets:

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

### (i) Tangible capital assets

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

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

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

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

### (ii) Contributions of tangible capital assets

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

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

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

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

---

## 1. Significant accounting policies (continued):

(i) Non-financial assets (continued):

(iv) Interest capitalization

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

(v) Leased tangible capital assets

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

(k) Use of estimates:

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

## 2. Cash and cash equivalents:

	2011	2010
Bank deposits	\$ 887,321	\$ 277,538
Municipal Finance Authority Money Market Funds	8,807,097	9,613,021
	<b>\$ 9,694,418</b>	<b>\$ 9,890,559</b>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

### 3. Deferred revenue:

	2011	2010
Development cost charges	\$ 4,640,018	\$ 3,136,818
Federal Gas Tax funds	1,100,102	801,135
Other deferred revenue	271,865	380,928
<b>Total deferred revenue</b>	<b>\$ 6,011,985</b>	<b>\$ 4,318,881</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 contributions received by the District for the development of the Ed Macgregor Memorial Park Sponsorship Program. Other deferred revenue also includes grants received for emergency planning, West Nile assistance, and Olympic grants.

#### Gas Tax Agreement Funds

	2011	2010
Opening balance of unspent funds	\$ 801,135	\$ 501,019
Add:		
Amounts received during the year	312,884	312,917
Interest income restricted for projects	4,609	2,030
	317,493	314,947
Less amount spent on projects and recorded as revenue	(18,526)	(14,831)
<b>Closing balance of unspent funds</b>	<b>\$ 1,100,102</b>	<b>\$ 801,135</b>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

### 3. Deferred revenue (continued):

#### Development Cost Charges

	2011	2010
Opening balance of unspent funds	\$ 3,136,818	\$ 2,375,277
Add:		
Development cost charges during the year	1,568,544	766,216
Interest earned	17,227	8,566
	1,585,771	774,782
Less amount spent on projects and recorded as revenue	(82,571)	(13,241)
	\$ 4,640,018	\$ 3,136,818

In accordance with Bylaw 408, development cost charges were reduced by \$38,088 in 2011. There were no waivers and/or reductions in development cost charges during 2010.

### 4. Employee benefit obligations:

	2011	2010
Accrued vacation	\$ 94,929	\$ 55,979
Other contract obligations	100,318	75,232
	\$ 195,247	\$ 131,211

Employee benefit obligations represent accrued benefits as at December 31, 2011. Accrued vacation is the amount of vacation entitlement carried forward into the next year. Other contract obligations include banked overtime payable to the District's employees and accumulated sick leave banks for possible drawdown at future dates. These sick leave entitlements may only be used while employed by the District and are not paid out upon retirement or termination of employment.

The significant assumptions used in estimating employee future benefit obligations include expectations of 3% salary increases.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

## 4. Employee benefit obligations (continued):

### Municipal Pension Plan

The Town and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The plan has about 173,000 active members and approximately 63,000 retired members. Active members include approximately 35,000 contributors from local government.

Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The most recent valuation as at December 31, 2009 indicated an unfunded liability of \$1.024 million for basic pension benefits. The next valuation will be as at December 31, 2012, with results available in 2013. The actuary does not attribute portions of the unfunded liability to individual employers. The District paid \$203,161 (2010 - \$150,863) for employer contributions and District employees paid \$177,016 (2010 - \$145,491) for employee contributions to the plan in fiscal 2011.

## 5. Long-term liabilities:

	2011	2010
Tax supported debt bearing interest at 6.75% and matures in 2017 (municipal hall and fire hall)	\$ 413,562	\$ 468,063
Tax supported debt bearing interest at 4.52% and matures in 2027 (ladder truck)	526,561	550,539
Debenture debt for sewer capital project bearing interest at 4.43% and matures in 2026	7,186,602	7,535,048
<b>Long-term liabilities</b>	<b>\$ 8,126,725</b>	<b>\$ 8,553,650</b>

### (a) Debenture debt:

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

The District issues its debentures through the MFA. Debentures are issued on a sinking fund basis, where the MFA invests the District's sinking fund 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, 2011 and 2010 is \$9,417,101. The value of the sinking fund as of December 31, 2011 is \$1,290,376 (2010 - \$863,451).

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

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

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

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	Total
2012	\$ 370,744
2013	374,422
2014	378,349
2015	382,542
2016	387,017

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- (c) Total interest expense on long-term debt for the year ending December 31, 2011 amounted to \$445,648 (2010 - \$445,990).

## 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:	
2012	\$ 122,059
2013	66,405
2014	43,286
2015	2,644
2016 and thereafter	1,321
	<hr/> 235,715
Less amount representing interest (at rates ranging from 2.75% to 3.75%)	4,668
Present value of net minimum capital lease payments	<hr/> \$ 231,047 <hr/>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

## 7. Tangible capital assets:

	Land	Land improvements	Buildings	Equipment, furniture and vehicles	Roads and sidewalks	Storm sewer	Sanitary sewer	Work in progress	Total 2011	Total 2010
<b>Cost:</b>										
Balance, beginning of year	\$23,877,714	3,412,568	3,896,546	3,586,523	42,201,383	7,482,891	23,077,609	522,343	\$108,057,577	\$104,253,348
Additions	1,459,407	1,422,043	44,757	354,882	1,121,244	665,186	324,156	101,097	5,492,772	4,233,960
Disposals	(147,657)	-	-	-	-	-	-	(512,660)	(660,317)	(429,731)
Balance, end of year	25,189,464	4,834,611	3,941,303	3,941,405	43,322,627	8,148,077	23,401,765	110,780	112,890,032	108,057,577
<b>Accumulated amortization:</b>										
Balance, beginning of year	-	1,270,371	1,481,554	1,459,346	13,185,757	561,298	1,957,226	-	19,915,552	17,666,023
Disposals	-	-	-	-	-	-	-	-	-	(88,551)
Amortization	-	124,234	135,536	234,385	1,348,645	99,800	448,682	-	2,391,282	2,338,080
Balance, end of year	-	1,394,605	1,617,090	1,693,731	14,534,402	661,098	2,405,908	-	22,306,834	19,915,552
Net book value, end of year	\$25,189,464	3,440,006	2,324,213	2,247,674	28,788,225	7,486,979	20,995,857	110,780	\$90,583,198	\$88,142,025

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

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## 7. Tangible capital assets (continued):

### (a) Assets under construction:

Assets under construction having a value of \$110,780 (2010 - \$522,343) have not been amortized. Amortization of these assets will commence when the asset is put into service.

### (b) Contributed tangible capital assets:

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. The value of contributed capital assets received during the year is \$3,742,107 (2010 - \$2,154,011) comprised of land (\$1,459,407), land improvements (234,000) roads and sidewalks (\$1,066,532), Storm sewer (\$658,012) and sanitary sewer (\$324,156).

### (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.

## 8. Other assets:

Other assets represent developer cost charges owing in respect to an arrangement with a third party developer. The amount is to be settled through a contra-arrangement in which the District will receive an allocation of facility usage over the next two years or alternative compensation will be arranged.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

## 9. Accumulated surplus:

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

	2011	2010
<b>Surplus:</b>		
Equity in tangible capital assets	\$ 82,225,426	\$ 79,283,622
Operating Fund	1,736,862	1,222,755
Total surplus	83,962,288	80,506,377
<b>Reserve Funds:</b>		
Fire Equipment Reserve	(185,810)	66,152
Parkland Reserve	504,699	378,888
Land (Non-park)	120,581	120,000
Casino Revenue Reserve	195,355	216,920
Capital Improvement Financing Reserve	15,671	7,339
SPA Revenue Reserve	33,899	27,609
Capital Works Reserve	139,233	180,996
Emergency Road Repair / Snow Removal Reserve	183,489	182,521
Community Amenities	7,500	-
Capital Asset Replacement	143,210	-
Total reserve funds	1,157,827	1,180,425
	\$ 85,120,115	\$ 81,686,802

The Fire Equipment Reserve deficit will be replenished in 2012 in accordance with the financial plan.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

## 10. Taxation:

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

	2011	2010
Taxes		
Property tax	\$ 14,449,550	\$ 13,363,401
Payments in lieu of taxes	38,217	34,862
1% Utility tax	117,935	108,887
	<u>14,605,702</u>	<u>13,507,150</u>
Less taxes levied on behalf of:		
Provincial government - school taxes	4,489,547	4,360,354
Capital Regional District	2,393,119	2,182,392
Capital Regional Hospital District	628,743	603,626
Municipal Finance Authority	440	412
BC Assessment Authority	142,850	141,656
BC Transit Authority	533,096	400,610
	<u>8,187,795</u>	<u>7,689,050</u>
Net taxes available for municipal purposes	<u>\$ 6,417,907</u>	<u>\$ 5,818,100</u>

## 11. Commitments and contingent liabilities:

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

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

Under borrowing arrangements with the MFA, the District is required to lodge security by means of demand notes and interest-bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits totaling \$113,258 (2010 - \$109,525) 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, 2011 there were contingent demand notes of \$272,296 (2010 - \$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, 2011

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

- (b) The CRD debt, under the provision of the Local Government Act, is a direct, joint and several liability of the CRD and each member municipality within the CRD, including the District.
- (c) The District is a shareholder and member of the Capital Regional Emergency Service Telecommunications ("CREST") Incorporated whose services provide centralized emergency communications, and related public safety information services to municipalities, regional districts, the provincial and federal governments and their agencies, and emergency service organizations throughout the Greater Victoria region and the Gulf Islands. Members' obligations to share in funding ongoing operations and any additional costs relating to capital assets are to be contributed pursuant to a Members' Agreement.
- (d) As part of the normal course of business, the District has entered into various agreements and contracts for services with periods ranging up to six years, including an agreement to receive an allocation of facility usage at a cost of \$300,000 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 2012 estimated cost of this contract is \$1,362,171.
- (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, 2011.
- (g) The District has entered into an agreement with its sewer utility operator which expires on September 30, 2016. Annual operating fees are \$1,013,857 in 2012. Operating fees for the 2013 - 2016 will be determined based on budgets established from the base operating fees in 2011 - 2012.
- (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.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

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## 12. Financial plan data:

The unaudited financial plan data presented in these financial statements is based upon the 2011 operating and capital financial plans approved by Council on May 9, 2011. Amortization was not contemplated on development of the financial plan and, as such, has not been included. The following reconciles the approved financial plan to the figures reported in these financial statements.

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	Financial plan amount
<b>Revenues:</b>	
Financial plan, as approved by Council	\$ 15,294,991
Less:	
Transfers from other funds	(3,746,980)
<b>Total revenue</b>	<b>11,548,011</b>
<b>Expenses:</b>	
Financial plan, as approved by Council	15,294,991
Less:	
Capital expenses	(4,121,373)
Transfer to other funds	(2,090,008)
Debt principal payments	(520,623)
Deficiency of operations	(82,066)
<b>Total expenses</b>	<b>8,480,921</b>
<b>Annual surplus</b>	<b>\$ 3,067,090</b>

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

## 13. Restatement:

During the year, it was determined that certain developer contributed lands were not accounted for upon the adoption of PSAB Section 3150, Tangible Capital Assets in 2009 and in 2010. The value of these assets at the time of contribution was estimated at \$1,433,700. \$1,106,700 has been recorded as an increase to tangible capital assets and opening accumulated surplus in 2010. \$327,000 has been recorded as an increase to tangible capital assets and donations and contributions revenue in 2010.

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

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## 14. 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) Development services:

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, 2011

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## 14. 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, 2011

## 14. Segmented information (continued):

2011	General Government	Protective Services	Engineering and development	Recreation and culture	Development services	Sewer	Total
<b>Revenue:</b>							
Taxation	\$ 6,417,907	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,417,907
User charges	281,119	35,276	141,749	7,758	487,584	1,581,980	2,535,466
Government transfers	257,624	643,211	469,773	-	-	-	1,370,608
Investment income	132,106	-	-	-	-	-	132,106
Other	-	-	2,262,151	1,155,800	-	324,156	3,742,107
Gain on disposal of assets	-	-	-	266,843	-	-	266,843
<b>Total revenue</b>	<b>7,088,756</b>	<b>678,487</b>	<b>2,873,673</b>	<b>1,430,401</b>	<b>487,584</b>	<b>1,906,136</b>	<b>14,465,037</b>
<b>Expenses:</b>							
Salaries and wages	1,098,952	828,648	551,411	-	506,585	-	2,985,596
Contracted and general services	105,509	1,465,689	354,652	729,573	385,239	949,324	3,989,986
Supplies and materials	694,368	286,303	87,568	-	19,738	127,434	1,215,411
Interest and bank charges	3,801	55,808	-	-	-	389,840	449,449
Amortization	135,536	234,385	1,797,175	124,234	-	99,952	2,391,282
<b>Total expenses</b>	<b>2,038,166</b>	<b>2,870,833</b>	<b>2,790,806</b>	<b>853,807</b>	<b>911,562</b>	<b>1,566,550</b>	<b>11,031,724</b>
<b>Annual surplus (deficit)</b>	<b>\$ 5,050,590</b>	<b>\$ (2,192,346)</b>	<b>\$ 82,867</b>	<b>\$ 576,594</b>	<b>\$ (423,978)</b>	<b>\$ 339,586</b>	<b>\$ 3,433,313</b>

# DISTRICT OF SOOKE

Notes to Financial Statements (continued)

Year ended December 31, 2011

## 14. Segmented information (continued):

2010	General Government	Protective Services	Engineering and development	Recreation and culture	Development services	Sewer	Total
<b>Revenue:</b>							
Taxation	\$ 5,818,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,818,100
User charges	300,983	18,763	119,503	-	703,368	1,459,698	2,602,315
Government transfers	291,419	138,901	333,293	-	-	-	763,613
Investment income	80,743	-	-	-	-	-	80,743
Other	-	-	1,717,727	327,000	-	109,284	2,154,011
Gain on disposal of assets	-	-	-	264,608	-	-	264,608
<b>Total revenue</b>	<b>6,491,245</b>	<b>157,664</b>	<b>2,170,523</b>	<b>591,608</b>	<b>703,368</b>	<b>1,568,982</b>	<b>11,683,390</b>
<b>Expenses:</b>							
Salaries and wages	915,548	699,569	521,449	-	518,255	-	2,654,821
Contracted and general services	81,440	1,402,239	405,461	706,087	209,918	669,349	3,474,494
Supplies and materials	725,324	268,416	77,878	-	53,598	49,156	1,174,372
Interest and bank charges	4,292	64,850	-	95	-	389,840	459,077
Amortization	132,992	237,673	1,763,997	105,543	-	97,875	2,338,080
Bad debt expense	14,603	-	-	-	-	17,164	31,767
Loss on disposal of assets	-	8,265	16,938	-	-	40,567	65,770
<b>Total expenses</b>	<b>1,874,199</b>	<b>2,681,012</b>	<b>2,785,723</b>	<b>811,725</b>	<b>781,771</b>	<b>1,263,951</b>	<b>10,198,381</b>
<b>Annual surplus (deficit)</b>	<b>\$ 4,617,046</b>	<b>\$ (2,523,348)</b>	<b>\$ (615,200)</b>	<b>\$ (220,117)</b>	<b>\$ (78,403)</b>	<b>\$ 305,031</b>	<b>\$ 1,485,009</b>

## 15. Comparative information:

Certain 2010 comparative information has been reclassified to conform with the financial statement presentation adopted for the current year.



# Planning Department 2011 Year End Report

The Planning Department is responsible for the provision of Planning Services within the Municipality. These services include long range and current planning, review of development proposals and the provision of general development information.

## Planning Department Activities

### Zoning Bylaw 2011

On November 14, 2011, District of Sooke Council adopted Bylaw No. 500, *Sooke Zoning Bylaw, 2011*. This bylaw replaces Bylaw No. 270, *Sooke Zoning Bylaw, 2006*. The initial stages of this project began in November 2010. Some highlights of the new Sooke Zoning Bylaw include:

- ◇ Achieves consistency between the Zoning Bylaw and the Official Community Plan;
- ◇ Concentrates density in the Town Centre, and within sewer serviced areas;
- ◇ Contains two High Density Multiple Family zones (RM3 & RM4) to choose from;
- ◇ Establishes two Town Centre Commercial zones: one south of and one north of Highway 14;
- ◇ Introduces minimum lot frontages into all zones;
- ◇ Updates the Neighborhood Commercial zone to meet the OCP requirements for commercial nodes;
- ◇ Upgrades the Manufactured Home Park zone to reflect community needs;
- ◇ Establishes density bonus provisions for multiple family zones;
- ◇ Provides for a range of agricultural zones, encouraging improved access to land for young farmers;
- ◇ Introduces a new zone for Technical Industrial Business Parks;
- ◇ Provides for a range of residential zones with differing lot sizes to permit a variety of housing types in Sooke;
- ◇ New Rural Zone (RU2) provisions now permit ***either*** one secondary suite ***or*** one small suite per single family dwelling;
- ◇ Residential properties fronting Highway 14 can have a maximum fence height of 2 m;
- ◇ The parking standards for a property located within the Sooke Town Centre area can be reduced by 50%;
- ◇ Parks are a permitted use in any zone.

## Sign Regulation Bylaw 2011

On October 11, 2011, the District of Sooke Council adopted **Bylaw No. 480, Sign Regulation Bylaw, 2011**. This bylaw replaces Bylaw No. 109, *Sign Regulation Bylaw, 2003*. The intent of the Sign Bylaw is to:

- (a) Encourage the effective and equitable use of signs as a means of branding and identifying businesses and services;
- (b) Enhance the appearance of the Municipality by regulating the massing, size, height, design and location of permitted signs;
- (c) Apply the sign regulations in a fair and consistent manner;
- (d) Regulate the construction, maintenance, repair, replacement and removal of signs;
- (e) Protect the public from the dangers, nuisances or hazards of inferior sign construction and those arising from improperly maintained, repaired or sited signs; and,
- (f) Regulate the issuance of sign permits.

Portable Sign



## Secondary and Small Suites Policy, 2011

On November 14, 2011, the District Council endorsed **Policy No. 8.8, Secondary and Small Suites Policy, 2011**. The purpose of this policy is to maintain the diversity, safety standards and integrity of the community's housing stock, by outlining how staff will administer the regulations pertaining to all secondary and small suites, both existing and newly created, within the municipality.

## Sooke Agricultural Plan

As requested by Council, staff began work on the District's Agricultural Plan in the summer of 2011. Background information on the history of agriculture in Sooke, statistics, climatic data and soils mapping have been gathered and the first sections of the report are being written. The Agricultural Plan will focus on community-based agriculture and agricultural land uses. A first draft of the Agricultural Plan will be completed by early February 2012.

## Sooke Housing Options Forum

On September 13, 2011, the District of Sooke hosted a public forum of discussion and exploration of housing options in Sooke. About 30 people, excluding District staff and Councillors attended. The public forum was attended by a mix of Sooke residents, local church groups, community service groups, Sooke RCMP, T'Sou-ke First Nation and Capital Regional District Housing. The purpose of the forum was to begin a discussion on identifying housing needs and housing resources in Sooke. A summary of the September 13, 2011 Housing Options forum is available on the District of Sooke website [www.sooke.ca](http://www.sooke.ca). Another meeting will be scheduled in 2012.



## Update Planning Sections of Sooke Website

Planning updated all areas of the Sooke website to ensure that all references to current development processes, current bylaws, applications forms, contact information, zoning maps and planning projects were correct.

## Development Procedures Bylaw and Development Applications Procedure Policy 2011

On May 9, 2011, District of Sooke Council adopted Bylaw No. 490, *Development Procedures Bylaw, 2011*. This bylaw replaces Bylaw No. 255, *Development Procedures Bylaw, 2007*.

On August 8, 2011, District of Sooke Council amended by resolution Policy No. 8.4, *Development Application Procedure Policy, 2011*. The bylaw and policy was brought forward for amendment to reflect:

- ◇ new bylaws that have streamlined the District of Sooke application processes;
- ◇ new policies such as Policy 13.3, *Community Amenity Contribution Policy*;
- ◇ the adoption of Bylaw No. 400, *Official Community Plan, 2010*;
- ◇ the use of new tools such as the Phased Development Agreement and the Housing Agreement;
- ◇ a new implementation system (Tempest) that began operating in 2009.

## Development Application Forms

The Planning Department reviewed all the application forms for consistency and content.

## Development Activity

DEVELOPMENT APPLICATION FEES	2010	2011
Rezoning & Public Hearing Fees	\$55,100	\$41,136
Development Permit Fees	\$94,623	\$25,491
Development Variance Permit Fees	\$8,500	\$5,800
Board of Variance Fees	\$1,750	\$500
Sign Permit Fees	\$990	\$630
ALR Application Fees	\$300	\$900
<b>Total</b>	<b>\$161,264</b>	<b>\$74,456</b>

**Development Application fees** in 2011 came to a total of **\$74,456**, representing a decrease of 60% in revenues over the previous year. This corresponds with an approximate 29% decrease in applications filed as indicated below.

APPLICATIONS SUBMITTED	2010	2011
Rezoning & Public Hearing Fees	18	8
Development Permit Fees	22	8
Development Variance Permit Fees	8	7
Board of Variance Fees	8	4
Sign Permit Fees	22	26
ALR Application Fees	2	4
<b>Total</b>	<b>80</b>	<b>57</b>



### Geographic Information Services

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

### GIS Spatial Data

The features stored in the GIS spatial databases describe the location of properties, infrastructure, environmental features, zoning and administrative boundaries, parks, watercourses, and aerial photography.

By the end of 2011, the District of Sooke GIS database contained a total of 565,000 features. These features include the locations of approximately 6200 parcels, 5900 addresses, and 1650 survey plans.

The GIS data prepared by the District of Sooke is also shared with the Integrated Cadastral Information Society (ICIS) that hosts a province-wide parcel and address database. The address database (called AddressBC) is a point-based civic address registry for British Columbia intended to improve location information for local governments, emergency responders, and utility providers across the province.

As a member municipality of ICIS, the District of Sooke participated in a joint presentation of the AddressBC project at the local ESRI (GIS software) Regional Users Conference in April 2011. Further information on the AddressBC project can be found on the ICIS website ([www.icisociety.ca](http://www.icisociety.ca)).

### Mapping

Geographic Services compiles a variety of thematic maps including a "Sooke Street Map" available as a downloadable PDF from the District of Sooke website. Updated maps for the new Zoning Bylaw are also available as downloadable PDFs from the public website ([www.sooke.ca](http://www.sooke.ca)). In addition to the full-size wall map, a new PDF booklet provides a clickable grid to navigate from location to location. Both maps include an index of street names located within the District of Sooke.

### Public Interactive Web Map

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, elevation contours, watercourses and 2011 aerial photography.



## Approving Officer's Report 2011 Year End Report

The Approving Officer is responsible for the administration of the subdivision process and final approval of subdivision plans for the District of Sooke. These include fee simple subdivision plans, bare land strata plans, boundary adjustment plans and phased strata plans (building stratas).

### Summary of 2011 Subdivision Activity:

- A total of 172 new lots were approved in 2011, up from 113 in 2010.
- 19 subdivision plans of various types were approved in 2011.
- 31 new building strata lots in five townhouse projects were approved as part of the phased strata process.
- A one lot subdivision created as part of the Silver Spray development has provided a lot to the District of Sooke for a future fire hall site.
- 12 new subdivision applications were received.

### Major Subdivision Projects Approved in 2011:

The past year saw the approval of phases in a number of long-standing projects creating a total of 172 new lots in the District. Some of the larger projects approved in 2011 included the following subdivision plans:

## Major Subdivision Projects Approved in 2011:

The past year saw the approval of phases in a number of long-standing projects creating a total of 172 new lots in the District. Some of the larger projects approved in 2011 included the following subdivision plans:

### Sunriver Phase 5C – Willowpark Way - 23 new fee simple lots



Sunriver Estates Phase 5C – 23 fee simple lots.  
House construction was well under way in 2011.

### Knott Creek Estates – Marsden/Stone Hearth Lane – 23 new lots



Knott Creek Estates – 23 new lots created in 2011. Registration provided a new road link between West Coast Road and Grant Road.

### Stone Ridge Estates Phase 2 – Mountain Heights Drive – 34 new lots



Stone Ridge Estates Phase 2 access provided off Mountain Heights Drive.

## Other Major Subdivision Approvals:

- Church Hill Meadows – Steeple Chase – 21 new fee simple lots
- Silver Spray – Thornton Heights – 13 bare land strata lots
- Silver Spray – Thornton Heights – 7 fee simple lots
- Silver Spray – Starlight Grove – 7 fee simple lots

## Phased Strata Approvals in 2011:

In order for a townhouse development to have a strata plan registered in phases it requires the approval of the Approving Officer. The past year saw the registration of new phases in five townhouse developments including:

- 2234 Stone Creek Place – The Rise – 9 units
- 2038 Gatewood Road – Carrington Place – 5 units
- 6838 Grant Road – Draye Heights – 8 units
- 2253 Townsend Road – Townsend Walk – 6 units
- 6800 Grant Road – Clearbrook Estates – 3 units

## Park Land Dedications Provided Through Subdivision in 2011:

The District of Sooke received 4,475m<sup>2</sup> of park land dedication through the subdivision of Stone Ridge Estates Phase 2 (see diagram below). This park dedication adds to existing park land obtained with the subdivision of Phase 1. In addition, the developer constructed a trail along a portion of the Feldspar Road right of way from Mountain Heights Drive and through a portion of the park dedication to connect to the newly created Bentley Place.



Stone Ridge Estates public trail between Mountain Heights Drive and Bentley Place. The trail provides majestic views over the Sooke Harbour and Basin.

## Subdivision Statistics January 1 - December 31, 2011

### Subdivisions Approved January 1 - December 31, 2011

#	PLAN #	ADDRESS	PLAN TYPE	NEW LOTS
1	EPP10511	2280 Townsend Road	Fee Simple	3
2	EPP6847	6491 Sooke Road	Boundary Adjustment	0
3	EPP9308	Strata 359 CP Tominny Road	Fee Simple	1
4	EPP9309	EPP9308 with 6882 West Coast	Consolidation	0
5	VIP88682	East Sooke Road	Fee Simple	1
6	VIP88683	East Sooke Road	Fee Simple	1
7	VIP88959	Sunriver Phase 5C	Fee Simple	23
8	VIP88971	Church Hill Meadows	Fee Simple	21
9	VIP88836	Mariner's Village	Fee Simple	5
10	VIS7092	Silver Spray - Thornton Heights	Bare Land Strata	13
11	VIP88994	Silver Spray - Thornton Heights	Fee Simple	7
12	VIP88997	Silver Spray - Starlight Grove	Fee Simple	10
13	VIP89003	Silver Spray	Boundary Adjustment	0
14	VIP89013	1928/1930 Maple Ave.	Fee Simple	3
15	VIP89039	Knott Creek Estates Phase 2	Fee Simple	23
16	VIP89042	Maple Avenue at Grant Road	Fee Simple	3
17	VIP89191	Stone Ridge Estates	Fee Simple	34
18	Pending	Whimbrel Estates - Gillespie Road	Bare Land Strata	23
20	VIP89235	Potential - 6767 Eustace	Fee Simple	1
<b>Total Lots Approved January-December 31, 2011</b>				<b>172</b>
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>Phased Building Strata Approvals</b>				
#	PLAN #	ADDRESS	PLAN TYPE	NEW UNITS
1	VIS6919	2234 Stone Creek Place (Phase 3)	Phased Building Strata	9
2	VIS7048	2038 Gatewood (Phase 1)	Phased Building Strata	5
3	VIS6844	6838 Grant Road (Phase 3)	Phased Building Strata	8
4	VIS7107	2253 Townsend (Phase 1)	Phased Building Strata	6
5	VIS6811	6800 Grant Road (Phase 2)	Phased Building Strata	3
<b>Total Units Approved January-December 31, 2011</b>				<b>31</b>
Total Units Approved January-December 31, 2010				34
Total Units Approved January-December 31, 2009				30
Total Units Approved January-December 31, 2008				31



Townsend Road Right In/Right Out Intersection

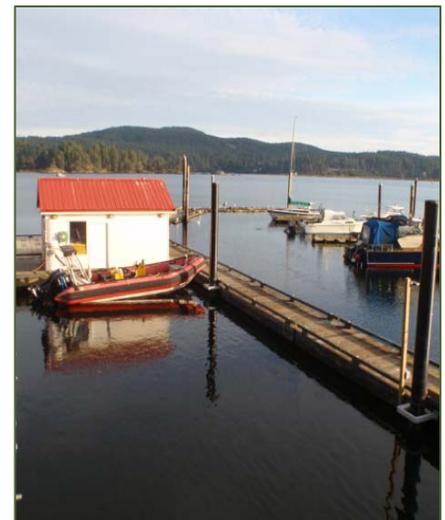
## Engineering Department

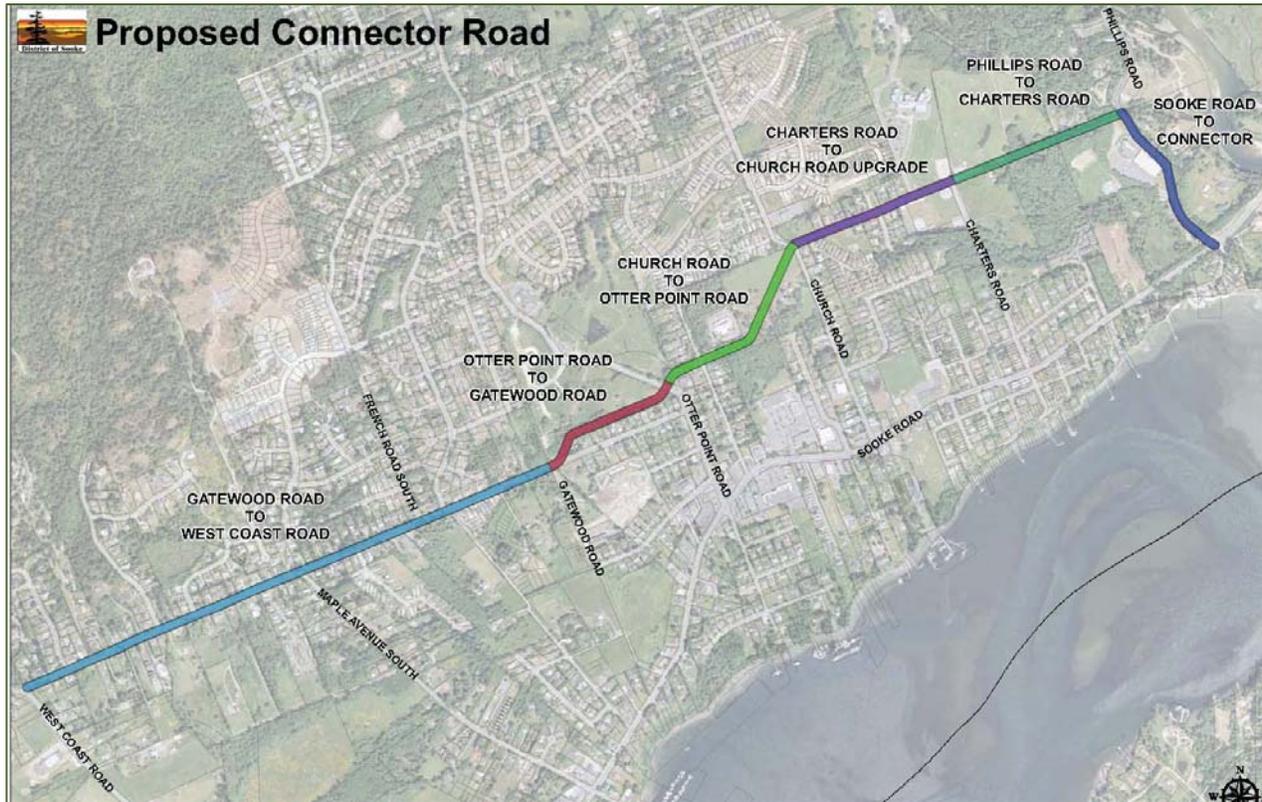
The Engineering Department is responsible for the planning, design, construction and maintenance of the Municipality's infrastructure. This department, working closely with the Planning and Building Departments, ensures that all development follows the Municipality's Master Plans and Subdivision and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

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

## Infrastructure

- ◇ Construction of the Townsend Road intersection and cross walk realignment was completed in December 2011. Permanent line painting will be completed in early spring 2012, weather permitting. The intersection upgrades were recommended in the 2008 Transportation Master Plan and were required to improve the level of service and pedestrian safety at the intersection.
- ◇ Construction of the public boat launch has been completed. The Florence Filberg, along with four other derelict vessels, was removed from Sooke Harbour and Basin as part of this project.  
*View of public boat launch*
- ◇ Preliminary design work for the Highway 14/Waterview Street round-about is currently under way. Discussions with neighboring residents with respect to land and parking requirements is a key component of the detailed design as Town Centre parking needs to be addressed to limit the impact on the neighbouring busi-





- ◇ The preliminary design work for the first phase of the Grant Road Connector, from Phillips Road to Charters Road, is underway. A detailed Geotechnical investigation was completed in order to determine the design parameters for the culvert crossing and retaining walls. Once finalized, a detailed cost estimate will be produced in early 2012 for Council consideration. Consultation with the neighbouring property owners is ongoing during this process in order to address their concerns during the design stages. For the most part, the neighbours are supportive of this project and appreciate being involved early during the design process.
- ◇ In order to improve safety and visibility in the city hall parking lot, LED lighting, low-growing landscape and line painting were installed in 2011.
- ◇ The Engineering Department worked with the Capital Regional District Water Services Department to coordinate improvements to the Maple Avenue road surface in conjunction with the water main upgrade which was completed in 2011. Work will improve the road condition and extend the life of the road, before base damage occurs, from Grant Road South to Highway 14. This work will allow for approximately seven (7) metres of pavement, creating two driving lanes, separated by a painted centre line. Future fog line painting will be added to budget requests for 2012. The surface overlay will be completed in 2012 as soon as weather permits.



## Drainage Projects

- ◇ In order to protect public safety and private property from flood damage, drainage concerns are being addressed on a priority basis. Projects reviewed this year were Brule Drive, Mountain Heights Drive, Church Road and Deerlepe Road. The improvements are anticipated for 2012.

- ◇ Yearly line painting was completed in September including sharrows on Rhodonite Drive.

Sharrow is short-form for “shared lane pavement marking”. This pavement marking includes a bicycle symbol and two white chevrons and is a reminder to drivers that they are to share the road with cyclists.



Painted Sharrow

### Developer Initiated Projects

- ◇ Drennan Street road upgrades started in early 2011.
- ◇ Wright Road reconstruction and sewer servicing was completed this year.
- ◇ Mariner’s Village road construction was completed. The installation of a new section of Goodmere Road to connect to the Church Road/Highway 14 intersection and a new portion of Lincroft Road.
- ◇ The expansion of the sanitary sewer system along Grant Road and Winfield Drive is complete. Installation of streetlights and sidewalks is also complete along Winfield Drive.
- ◇ A new accessible bus stop location has been completed on West Coast Road at the Prestige Oceanfront Hotel.

### Street Lights and Road Maintenance

- ◇ Installed two new davit arm street lights on Pascoe Road and Sooke River Road.
- ◇ The road maintenance contract expired in 2011 and Mainroad Contracting is continuing the road maintenance on a month to month basis while the contract is being reviewed.

### Sanitary Sewer and Drainage

- ◇ At the Wastewater Treatment Plant, effluent water quality was excellent throughout the year, as confirmed by daily/weekly laboratory tests, annual quality control audits and bi-annual outfall monitoring
- ◇ Continued maintenance occurred throughout the plant and collection system, including back-up generator testing, cleaning of sequencing batch reactors, inflow and infiltration (I/I) investigation, and daily/monthly operational safeguarding
- ◇ Odour control measures were put into place in the headworks building after consultations with residents neighbouring the Wastewater Treatment Plant
- ◇ A minor electrical surge protection upgrade was made to the power supply at the Wastewater Treatment Plant to protect sensitive electronic equipment at the plant from the more frequent power dips and surges that happen in the local power grid.
- ◇ Customer service initiatives continued through the year including new sewer connection and pump maintenance.
- ◇ A new lift station equipped with a back-up generator was commissioned at the Prestige Hotel which services the hotel and the new boat launch.
- ◇ A new 5 year contract was secured with EPCOR to continue operating and maintaining the plant and collection system.

### Sewer Connections

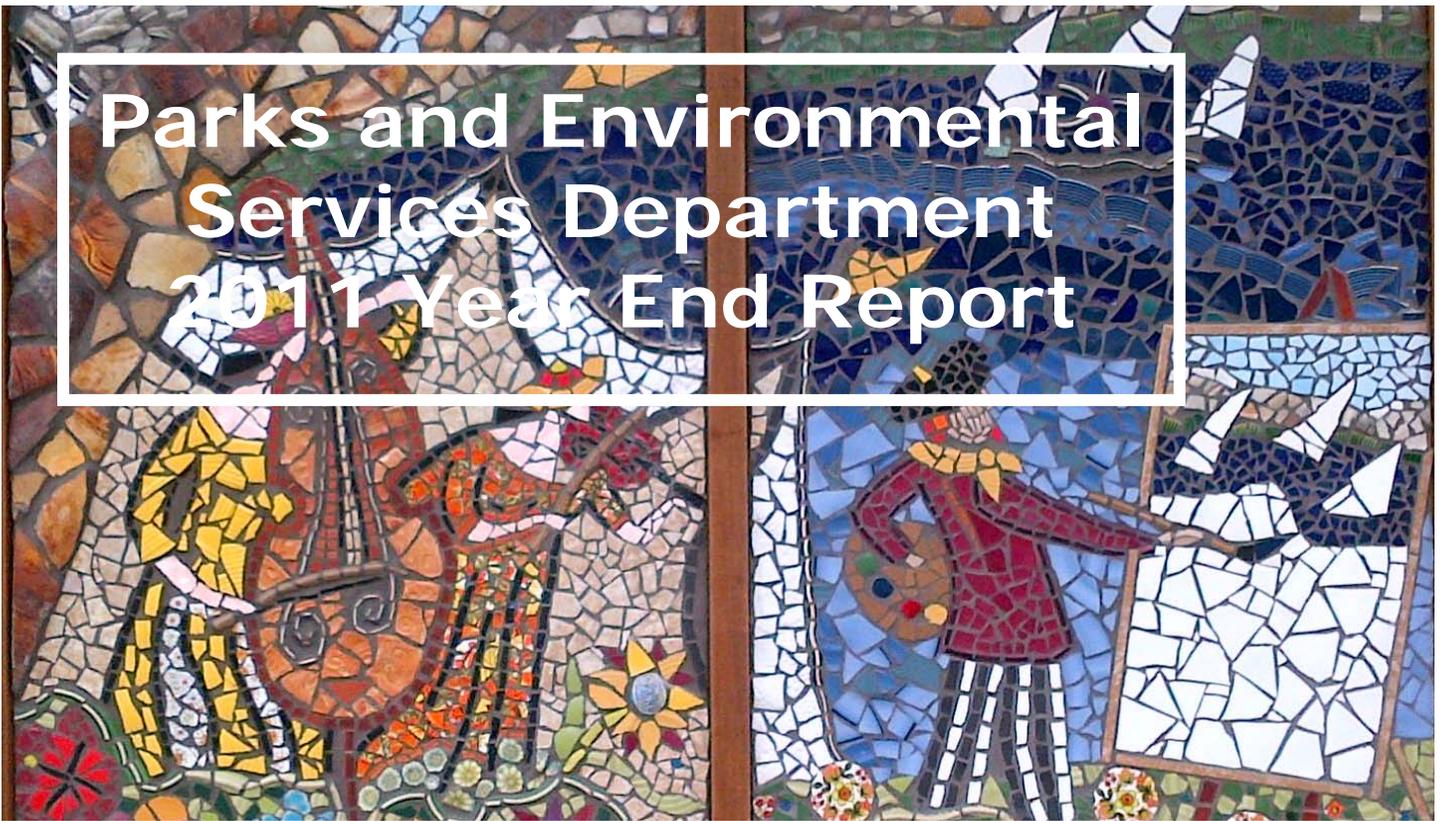
- ◇ The addition of sewers along Grant Road and Wright Road provided the opportunity for residents with aging septic fields to petition to be included in the Sewer Specified Area (SSA) and connect to the community sewer, pending Council approval.
- ◇ Nine properties were included in the SSA on Wright Road, Grant Road, West Coast Road and Helgesen Road.

## Permits

- ◇ The number of various permits issued within the Engineering Department is slightly down from last year. The Department processed 170 permits during 2011 compared to 201 permits during 2010.

Permit Type	No. of Permits Issued 2011	No. of Permits Issued 2010
Blasting	2	2
Soil Removals	5	6
Soil Deposits	6	4
TOTAL	13	12
Highway Use Permits	No. of Permits Issued 2011	No. of Permits Issued 2010
Telus	9	14
Fortis	29	33
Shaw Cable	6	4
Driveway Access for Building Permits	84	109
Other	29	29
TOTAL	157	191
<b>TOTAL PERMITS ISSUED</b>	<b>170</b>	<b>201</b>

# Parks and Environmental Services Department 2011 Year End Report



Mosaic Art in Ed Macgregor Park

Parks and Environmental Services is responsible for the administration of parks and trails maintenance and for the advancement of environmental initiatives for the District of Sooke.

## Parks

- ◇ Working with HB Lanarc/Golder to complete 75% design drawing for Sooke River Pedestrian Crossing Design at Soule Road.
- ◇ Initiated the revitalization of Pineridge Park which will include new drainage works, trails, native plantings and exercise equipment. This work is expected in early 2012 and will improve upon already completed hazardous tree removals which increased visibility and safety in the park.
- ◇ Hosted the 2011 Subaru Sooke Triathlon and facilitated the 2011 TSN Triathlon coverage and the creation of three television-ready commercials.
- ◇ Facilitated Pitch-in Canada event for community clean-up.
- ◇ Facilitated the TD Great Canadian Shoreline Clean-up.
- ◇ Facilitated the Communities in Bloom Program and four "Sooke Starlight Cinema" events at Spirit Square.
- ◇ Responded to 37 hazardous tree enquiries.
- ◇ Responded to 40 miscellaneous park and environment enquiries.
- ◇ Issued 16 Highway Use and Park Use Permits for special events.
- ◇ Worked the Sooke Program of the Arts committee to develop 14 interpretive signs for parks system.
- ◇ Installed two bike racks at municipal parks and six at local businesses.
- ◇ Issued request for quotes for Greenspaces, Trail and Walkway Maintenance, Ornamental Areas and Washrooms. Awarded contracts in April 2011.
- ◇ Developed Waste Management Plan for District parks, trails and transit stops.
- ◇ Constructed bridge in John Phillips Park with minor trail improvements.
- ◇ Installed lines on the parking lot at Whiffin Spit to maximize parking and ensure accessible parking.
- ◇ Presented to Tourism Vancouver Island.
- ◇ Attained "Five Blooms" at the Communities in Bloom Program.
- ◇ Hosted the Communities in Bloom Provincial Conference.
- ◇ Facilitated the Sooke Program of the Arts Committee.



- ◇ Installed "Sunday in the Park" Mosaic at Ed Macgregor Park.
- ◇ Fun Facts: Dispensed 30,000 dog waste disposal bags over four months, July – Oct 31, for the estimated 1905 dogs in Sooke.



Ed Macgregor Park 2005



Ed Macgregor Park 2011

## Trails

- ◇ Ponds Park corridor – 155 metres of trail constructed at Knott's Creek development.
- ◇ Stoneridge Park added 185 metres to the trail system.
- ◇ Renovated 600 metres of trails in the Sunriver Trail System.
- ◇ Installed four bollards on trails and continued a master lock system on all park infrastructures.

John Philips Memorial  
Park Trail



## Landscape

- ◇ Renovated District of Sooke and Fire Department landscape to improve safety and visibility as part of the parking lot lighting improvements. Overgrown vegetation was replaced with low-growing, drought-tolerant species with 90% of plant material reused onsite at Ed Macgregor Park.
- ◇ Assumed maintenance responsibilities for:
  1. Erinan boulevards and parkland
  2. Stoneridge Estates rainwater pond and green space

New transit stop bench and planters on  
Otter Point Road near Sooke Road



## Environment

- ◇ Completed the Rainwater Management Plans for Throup Stream, Nott Brook, Wright Road Creek and Ella Stream.
- ◇ Working with Ministry of Environment to develop strategies to improve conservation of species-at-risk on local government and private lands (via UBCM).
- ◇ Vetted eight Riparian Areas Regulation Assessments.
- ◇ Ministry of Environment approved Liquid Waste Management Plan (Rainwater and Sanitary).
- ◇ Worked with the Capital Regional District to treat and remove the noxious plant knotweed in Baker Creek watershed.
- ◇ Installed nine transit stop garbage receptacles (16 receptacles are now in service).
- ◇ As part of the Communities in Bloom initiative, handed out over 800 red cedar and hemlock seedlings in the Seedy Saturday and the Rotary Auction events.
- ◇ British Columbia Fruit Testers Association (BCFTA) to identify and catalogue heritage fruit trees for their future protection.
- ◇ Working with EMCS to clean up and restore Helgesen Creek.
- ◇ Participated in the CRD's Local Government Solid Waste Liaison Group
- ◇ Participated in the CRD's Inter-municipal Watershed Management Committee
- ◇ Participated in the CRD's Inter-municipal Climate Action Working Group.
- ◇ Day lighted 60 metres of stream in John Phillips Park.
- ◇ Collaborated with CRD and the invasive Plant Council of BC to treat the noxious weed knotweed in the Baker Creek watershed.
- ◇ Presented to Communities in Bloom regarding the environmental initiatives being implemented in the District.
- ◇ Presented to Habitat Acquisition Trust's Conservation Connection re: conservation initiatives.
- ◇ Initiated air-quality monitoring in partnership with the University of Victoria.



Before and after stream restoration work at John Phillips Memorial Park



# Building Department 2011 Year End Report

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

In 2011, the Building Department continued to experience steady building permit activity. Although building permit numbers and revenue were down from the previous year, a continued indication of overall slowdown in residential construction, a number of larger building permits were issued demonstrating continued external interest in Sooke as both a destination resort area as well as an affordable family oriented place to live.

Permits issued in 2011 for completion in 2012 included Phase One of Mariner's Village, St. Rose of Lima Church, a new dental clinic, major renovations to the Odyssey Fitness Centre, relocation of medical offices into a central location at Evergreen Mall and a new TD Bank. Many townhouse and two family building permits were also issued signifying a demand for affordable housing in the District of Sooke.

Major completed projects in 2011 include the Prestige Oceanfront Resort, a 122 room hotel and convention centre, a new Shopper's Drug Mart retail centre as well as the Juan de Fuca Salmon Restoration Society's new interpretive centre.

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.

In 2012, a new Building Code will be instituted for British Columbia, focusing on more stringent requirements for energy use and building efficiency. To effectively serve the building community, the building department will be focusing on the key aspects of the new BC Building Code and working with the builders on implementation. In order to streamline the permit process as the new Code comes into effect, the Building Department is also currently reviewing and updating the Building Bylaw using existing staff resources.

The demand for standard single family dwellings for 2012 is expected to follow the current Victoria and area trends, with a slightly higher demand for small family units as well as two family and townhouse type developments. It is expected that the Mariner's Village Phase Two mixed residential/commercial complex will commence in 2012.



Construction site of Mariner's Village Townhouses

The following summary outlines permit activity in the Building Department for 2011. Overall, the number of permits issued decreased as reflected in comparison to statistics for 2010.

	<b>2010</b>	<b>2011</b>
# of Residential permits issued ( <i>Single &amp; Multi Family</i> )	170	145
# of Other permits combined ( <i>i.e.: Commercial, Industrial, Demolition Oil Tank, Plumbing, Sewer, Additional Suite, Renovation, Woodstove, Additions, Decks</i> )	118	101
Total Number of Permits Issued	288	246
Total New Units created	228	188
Total Revenue Received	<b>\$577,388.18</b>	<b>\$438,669.37</b>

# Sooke Fire Rescue Service

# Annual Report 2011



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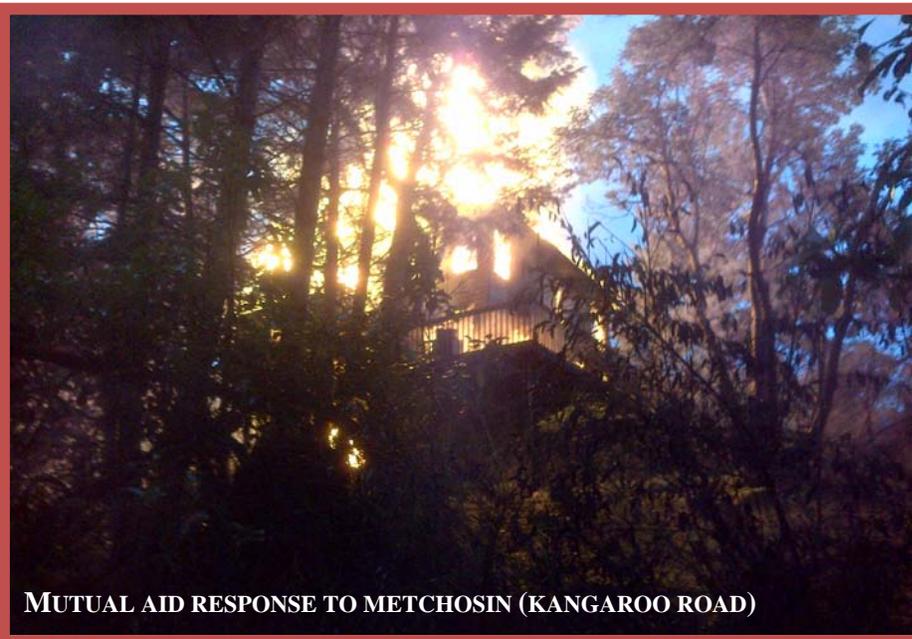
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MUTUAL AID RESPONSE TO METCHOSIN (KANGAROO ROAD)

## MESSAGE FROM THE FIRE CHIEF

2011 has come to a close as the busiest year in the history of the Sooke Fire Rescue Service. With over 870 calls attended to this year, the trend of an annual 15% increase in call volume continues. This past year has certainly seen some challenges for the fire department. Not only was it a busy year for calls, the department had to attend these incidents facing the lowest number of active volunteer firefighters on the roster in over 30 years. Thanks to the dedication of our members and the support of our mutual aid fire departments, we were still able to get the job done.

With new larger buildings now constructed or underway in Sooke, the entire way of firefighting that we have used for the past 98 years has changed dramatically. Tactics involving the use of interior standpipes, high rise operating procedures, operation of building ventilation systems, smoke control, elevator operations, firefighting tactics above and below a fire floor, aerial ladder rescue and confined space entry are some of the challenges now being faced. This has proven to be a very steep learning curve for all members of the department as we seek to be ready in event an actual emergency incident should occur in one of these structures. We have been fortunate to date, in that the building owners of these new facilities have allowed us access during the construction process to learn these skills. However as we do not have our own suitable training site it will prove difficult in maintaining the skills in the future as we cannot practice in these buildings once they are occupied.

Firefighters in Sooke participated in a remarkable amount of training this year. Over 6000 hours were invested in a variety of training programs. With the career staff now working 7 days a week, the opportunity to provide weekend courses to the volunteers has proven very popular and will be expanded on in future years.

Arson fires continue to be a problem in the Sooke area. Of the 68 fires in Sooke this past year, ten were known to be deliberately set fires. Not only are these fires a threat to the community, they pose significant risk to the firefighters attending these calls. As fire chief, this is of considerable concern to me.

Over the past 4 years approximately 42 confirmed arson fires have been set causing 1.2 million dollars of property loss. Ten of the fires have resulted in the complete loss of a building. To the firefighter's credit, we were able to save 8.8 million dollars of building value by responding to these calls. We are currently working with the GIS department and RCMP to map out these fire incidents to try and determine any patterns to these crimes.

Sooke Firefighters are also gearing up for a major milestone event. In 2013 the Sooke Fire Rescue Service will be celebrating its 100<sup>th</sup> Anniversary. The Sooke Firefighters Association is planning many different ways to mark this occasion with the hopes of having a special event each month during 2013. In addition it is hoped that the antique fire truck restoration will be completed by then and ready for parade duty. Applications for various heritage grants are being applied for in hopes of funding to complete the restoration and possibly the construction of a museum to display the completed truck.

## FIRE DEPARTMENT OPERATIONS

Sooke Fire Rescue Service had an extremely busy year in 2011, not only with emergency response, but within all areas of operations. Some of the more significant events included:

An arson fire on Rhodonite Drive completely destroyed a home. Upon investigation it was determined that at least six different points of origin were found as well as evidence of a break and enter. RCMP Forensics members as well as a private investigator for the insurance company are working this case.

Another arson fire on Kaltasin Road completely destroyed a large fifth wheel travel trailer. The fire spread to a neighbour's green house before being brought under control.

Several suspicious fires were found in the wildland areas this year. The largest occurred on Harbour View Road and would have been much more severe if not for an observant homeowner that noticed the smoke just before dark and called 911.

Medical calls increased significantly in 2011. This is likely due to an increase in population. Several of these calls occurred as the Sooke Ambulances were busy on other calls and not immediately available to respond.

The number of false alarms is on the rise. The most likely cause is the increase in the numbers of buildings and homes with alarm systems.

Several very challenging motor vehicle crashes were attended to. The Jaws of Life were put to good use in several of these incidents. In two circumstances, both sets of Jaws had to be utilized in the rescue efforts.

There was a substantial increase in the number of chimney fires this year. Fire crews were called out to 20 such incidents in 2011.

On a positive note, the number of burning complaints has seen a dramatic decrease since the introduction of the current outdoor burning bylaw.

Thanks to a grant of \$86,000.00 (shared between the District of Sooke and Juan de Fuca District) from UBCM, a comprehensive Community Wildfire Protection Plan was completed and adopted by Council.

Fire Station 2 was upgraded with new siding to replace the old warped material, a new exterior coat of paint, reinforcement of a sagging roof section and installation of an emergency power system.

The fire department gym was upgraded with new equipment, lighting and heating. The facility is available to all local emergency responders and municipal staff at a very modest fee that covers all of the operational costs.



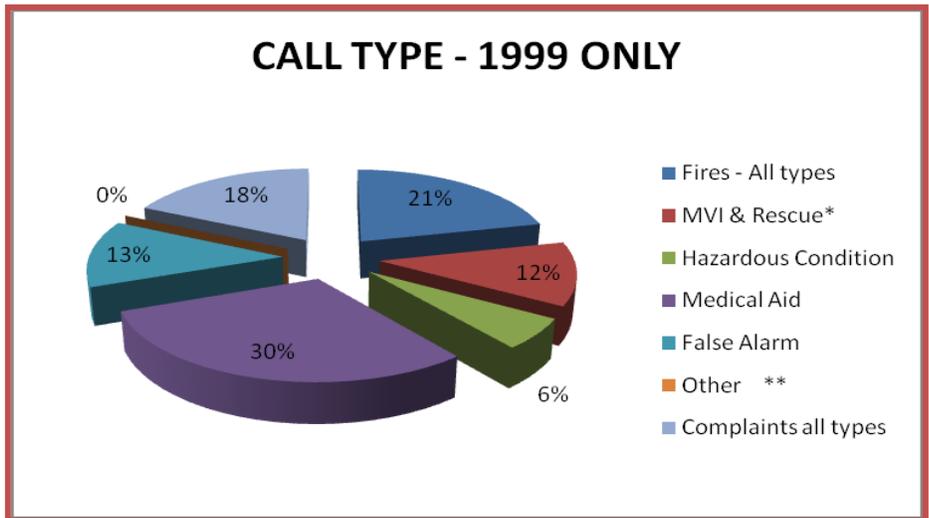
INCIDENT TYPES / CALL VOLUME COMPARISON 1999 - 2011

Type of Call	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	13 yr TOTAL
Fires - All types	63	65	60	53	60	58	44	33	38	47	57	43	68	689
MVI & Rescue*	35	58	54	52	58	75	79	80	74	71	65	78	75	854
Hazardous Condition	17	25	23	23	36	33	34	60	23	23	47	32	45	421
Medical Aid	89	191	184	150	183	238	266	306	310	313	315	232	398	3175
False Alarm	37	41	21	38	68	76	58	78	79	56	43	63	82	740
Other **	0	3	11	7	9	13	28	24	32	21	32	33	35	248
Complaints all types	53	75	79	99	108	105	99	133	225	221	292	213	170	1880
Total	294	458	432	422	522	598	608	714	781	752	851	695	873	8000

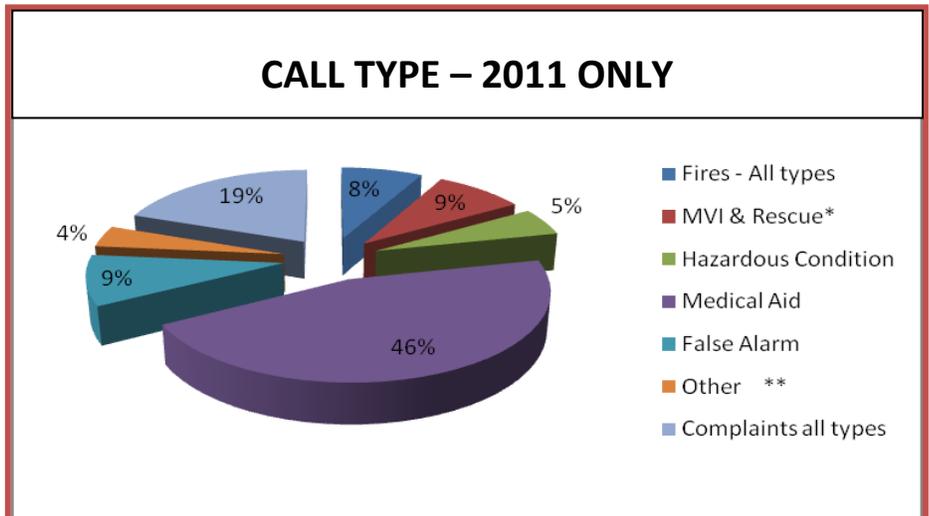


## CALL TYPE COMPARISSON

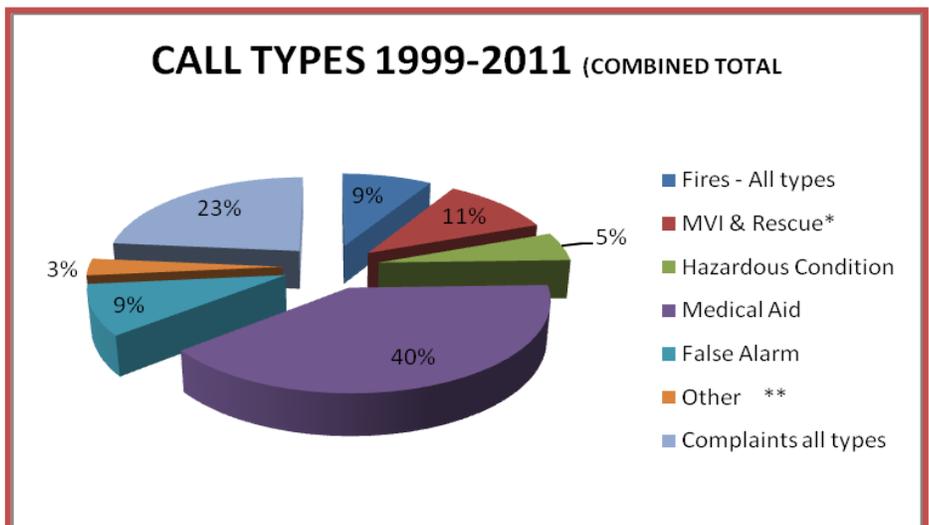
The following graphs illustrate the types of calls and percentage of the overall total call volume that each category falls in. 1999 was the first year the First Responder program was introduced in Sooke. Even though the FR program began part way through the year this category still accounts for 30% of the overall call volume. This chart based on a total of 294 calls.



By 2011 the First Responder calls now account for 46% of the overall call volume. This chart is based on a total of 873 calls representing a 300% increase from the 1999 total. On average the Sooke Fire Rescue Service experiences an annual increase of 10% in call volume each year.



This chart represents the combined total of each category for the past 13 years. It is interesting to note that the majority of categories have remained fairly consistent as a percentage of call volume



## PERSONNEL

### Sooke Fire Rescue Service is authorized to operate at the following strength:

Career Fire Chief / Emergency Coordinator working Monday-Friday shift

4 career firefighters working a rotating 4 day on / 4 day off schedule (2 per shift)

1 part time clerical support person

40 volunteer firefighters (currently operating with 30)

5 volunteer Emergency Support Services Personnel (currently operating with 8)

As there are only 30 volunteer firefighters on the roster, (of which 5 are new recruits) we have taken on additional volunteer support services personnel to help out in various non-emergency related duties.

There is an immediate need for additional volunteer firefighters. The most pressing need is in the area of Station 2, however despite an aggressive recruiting campaign for the past two years we have not had any success in obtaining more members in this region of Sooke. Additionally the need for daytime available volunteers continues to be an issue.

The following table illustrates the number of volunteer firefighters that typically respond to emergency calls. Of the 873 calls that were attended to this year, 522 (64%) of these were paged out as a general alarm to all members. For the remaining calls (36%) only the duty personnel were notified. Those statistics are not included in this comparison.

Number of volunteers attending	0 volunteers	1 volunteer	2-3 volunteers	4-5 volunteers	6 – 10 volunteers	11 – 20 volunteers	More than 20 volunteers
Based on 522 calls	55	82	133	96	98	53	5
As a percent	11%	16%	25%	18%	18%	11%	1%

Based on these statistics for 2011, 52% of the emergency calls attended had less than 3 volunteer firefighters attending. In 27% of the calls, there was only 1 or less volunteers attending. This demonstrates how essential the availability of career staff to attend calls is warranted. In only 5 calls (1%) for the entire year, were the majority of the volunteers in the department available to respond. With the construction of new, much larger buildings in Sooke, this poses some serious concerns with the risk associated in dealing with emergency calls in these types of structures. Funding for an effective recruiting and retention program for volunteer firefighters is needed or the department will need to hire additional career staff for daytime hours to provide any form of effective emergency response to major incidents. The highlighted column indicates the minimum number of firefighters on scene as required by WCB to be able to perform any interior firefighting operation. (This includes the two on duty career staff plus 4- 5 volunteers)

## APPARATUS AND EQUIPMENT

Sooke Fire Rescue Service operates from two fire stations. Station 1 on Otter Point Road was constructed in 1997 and houses the majority of the apparatus and equipment, administrative offices and support services. Station 2 located in Saseenos on Goodridge Road was built in 1985 and houses 3 pieces of fire apparatus.

The apparatus fleet meets the current minimum recommendations as stated by Fire Underwriters for pumping and aerial apparatus as rated for this community. These recommendations includes 2 front line pump apparatus, one second line pump apparatus and one aerial apparatus in Station 1 and one front line pump apparatus for Station 2. In addition, one spare (reserve) pump apparatus is needed for every 8 front line or second line pump trucks.

2011 proved to be a big year for apparatus replacement. With the old 1985 Mack Pumper requiring significant mechanical work to be placed back into service, it was determined that it made more sense to replace the truck. As funding for a brand new truck was not possible, a 6 year old used truck was acquired from Maricopa City in Arizona at less than ½ the price of a comparable new vehicle. A new pickup truck was also purchased to replace the oldest pickup truck in the fleet. This vehicle was sold to the Shirley Fire Department. In addition a JEPP grant was obtained to supplement this purchase. This allowed us to purchase the vehicle at basically no cost. As an additional bonus, this truck gets almost double the fuel mileage than the older truck it replaced, thus allowing us to modernize the fleet while saving on operating costs.

Due to accident damage, the 2004 Chevrolet one ton pick up body required extensive repairs. To make the truck more versatile a utility body was already planned for purchase in the capital budget. To make this as economical as possible, a used truck body was found in Saanich and installed and painted locally with wiring and final detail work completed by FD personnel. All in, this work was done for about ½ the cost of a new truck body. Due to some close calls for firefighters operating at accidents on Sooke Road, the truck has been outfitted with additional traffic control equipment. This equipment is used to make the incident scene safer to operate at and can also be used when detour routes are required due to natural or environmental incidents.

The Sooke Firefighters Association obtained the old 1942 International Fire Truck back from the Barriere Fire Department this fall. The truck was given to Barriere in January 1970 when Sooke acquired two new fire trucks to protect the community. After 41 years away, the truck returned home where it is being lovingly restored.



1942 International Fire Truck



2006 E-One Pumper Truck



2004 Chevrolet after rebuild

## FIREFIGHTER TRAINING

Members of the Sooke Fire Rescue Service completed an astonishing total of 6406 training hours in 2011, of which 3100 hours were on Thursday nights and the remainder spread over weekends and other evenings.

While all of the volunteer firefighters are to be commended for the commitment to the department with the amount of training and hours they attend, these following individuals were the top five members:

**Lt Ben Patterson - 255 hrs**

**FF Darcy Abell - 227 hrs**

**FF Roy Mactavish - 214 hrs**

**FF John Hester – 200 hrs**



### Hazardous Materials Training

Sooke Fire Rescue Service continued with training members to meet the requirements of the Capital Regional Districts - Hazardous Materials Initiative. Sooke co-hosted a hazardous material operation course with Langford fire department as well as being a venue for a simulated response for the CRD Team. This year, Sooke Firefighters responded to three major hazardous materials incidents within the CRD. This included:

- Fuel tanker crash at Goldstream
- Chlorine leak at condominium in Victoria
- Ammonia leak at arena in Langford



The department currently has the following qualifications for its members:

Awareness Level	5 members
Operational Level	18 members
Technician Level	7 members



Only those at the Technician Level can respond as part of the CRD Hazardous Materials Team. The municipality is responsible for funding the costs of all training to the Operations Level. The CRD then covers all of the costs of the Technician Level training, refresher training and reimburses all costs (including wages) of any certified team member responding to a hazardous materials incident.

The Otter Point Fire Department Live Fire Training Centre was heavily utilized again this year. This 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 some rapid intervention team procedures. The live fire training scenarios continue to be the most popular form of training for the members.

The Department continued with the process of certifying members to the British Columbia Firefighter Level One and Level Two Standard. This provides firefighters with certification to the NFPA 1001 level. This is the industry standard across North America and is the basic requirement in almost all fire departments. Currently the department has members with the following qualifications:

- i. NFPA 1021 Level 1 Standard Certified Fire officer – (1)
- ii. NFPA 1001 Level 2 Standard Certified firefighter - (12)
- iii. NFPA 1001 Level 2 Standard - (7)
- iv. NFPA 1001 Level 1 – (13)
- v. 4 new recruit members are being trained to the NFPA 1001 level 1&2 standard.



First Responder training continues with all existing members currently certified to the FR 3 level including their spinal and AED endorsements. Licenses issued by the Ministry of Health are good for three years at which time firefighters are enrolled in refresher training. All new members receive first responder training in the spring of each year. Sooke Fire Rescue First Responder instructors have also been providing training to members of the Shirley Fire Department.

A majority of the fire department members were present at a live fire training exercise this past fall when a property owner donated an abandoned house scheduled for demolition. This was a great opportunity for the experienced members to hone their skills and provided the five new recruits with their first opportunity to be involved in an actual structure fire. These opportunities are quite rare now, so the department takes full advantage of these sessions whenever possible.



### **Additional Training Courses:**

Two members attended the British Columbia Fire Training Officer Education Conference in Abbotsford. Courses taken included: Managing a High Rise Incident, Training to Enhance Safety and Professionalism, Structure Protection in the Wildland Urban Interface, Hazmat Detection, Trench Rescue, Confined Space Awareness and Tender Shuttle Operations.

Four members attended the Salt Spring Island Regional Training weekend in July taking sessions in Hazmat Operations, Wildland Interface Basic S100 and Pumps & Pumping.

Confined space training course July 9 & 10 in conjunction with EPCOR staff, had 8 Sooke Firefighters in attendance.

A Wildland Urban Interface Incident Management course instructed by Chief Sorensen had 8 members from Sooke and 4 from East Sooke Fire Department attending

Chief Sorensen continued the Fire Officer Level One Course with 5 Sooke members and 2 from Shirley Fire Department taking the training.

A much needed Pump Operator Training course was completed through the Justice Institute of British Columbia. Nine members of the department participated and passed the course and are now completing the final driving portion of the program. It will be great to have 9 additional driver/operators in the department.



**FIREFIGHTER PREVENTION  
INSPECTION / INVESTIGATION COMPARISON 1999 - 2011**

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

## FIRE PREVENTION AND PUBLIC EDUCATION

Sooke Firefighters were again involved in many activities throughout the year promoting and teaching fire and life safety skills to residents of all ages. These presentations included:

11 sessions on the use of fire extinguishers with a combined total of over 250 people in attendance.

8 fire station tours for daycare, kindergarten and cub/scout groups

A well attended fire department open house

A presentation on the Christchurch NZ earthquakes

Assisted with several child car seat installations

Conducted fire drills at several schools and the Sandpiper Apartment Building

Conducted fire safety lectures for scout groups, elementary, middle and high school students as well as several seniors groups.

Set up public displays and demonstrations during Emergency Preparedness Week in May and Fire Prevention Week in October.

Participated in a have a Firefighter Deliver Your Pizza and Check Your Smoke Alarm program with sponsorship from Andy's 2 for 1 Pizza and Home Hardware.

Participated in the Annual Rotary Auction, delivered the Easter Bunny to Seaparc, flipped burgers at McHappy Days, decorated fire trucks and drove Santa around Sooke for the annual Santa Run and Food Drive, assisted in setting up and operating Movie in the Park night on four separate evenings, provided manpower for the Sooke Subaru Triathlon,



Volunteer Firefighters demonstrate some of the duties and actions they perform at various public events.

## FIRE DEPARTMENT GOALS FOR 2012 - 2013

- Recruitment and Retention programs for volunteer firefighters
- Continue the educational advancement opportunities for career and volunteer staff.
- Complete the fire department master plan.
- Investigate training needs, equipment requirements and funding sources for new duties now being faced by the firefighters. This includes such things as Confined Space Rescue, High Rise Firefighting and possibly Tower Crane Rescue if these are indeed placed in Sooke for some of the major projects now being considered.
- Investigate options for additional career firefighters to supplement the limited daytime crews now available. This could be through a joint public works / firefighter position or possibly a mechanic that can do contract work for other emergency services. Need for additional full time fire inspector to keep up with the continuing rise in inspection duties.
- Continue working with local mutual aid departments to acquire tanker shuttle accreditation.
- Investigate installing wireless computer systems in front line apparatus and fire inspector vehicle.
- Continue to work towards establishing a fire station in Sun River. Look into the possibility of including a suite in the building to be used as an affordable housing unit in return for volunteer firefighter and building maintenance duties.
- Refine the fire department apparatus replacement plan and have it adopted by council.
- Include the recommendations of the Community Wildfire Protection Plan into the OCP. Continue to work with UBCM to acquire grants to set up the Demonstration Project Site at the CRD Water Treatment Plant / Salmon Enhancement Site on Charters River.



## SOOKE EMERGENCY PROGRAM

The Federal Government has begun a review of all of the NESS (emergency preparedness) supplies that have been issued across the country for many years. The shipping container at the back of the municipal hall contained a portion of the supplies that the Sooke area received some 25 or 30 years ago. Most of the material is World War 2 surplus medical supplies. A great majority of the items were split up and distributed throughout the Juan de Fuca Region when Sooke formed a municipality. As a result there is no real accounting of who has what or where it is. The BC Ambulance Service has been tasked with inventorying all of the medical supplies and has recently moved what stock we had here over to a container at the ambulance station. (These supplies are still available for Sooke residents to use in a disaster however most of the material is very dated) As a result, the container of emergency supplies is looking very bare. We are left with 2 or 3 basic first aid kits, a handful of hardhats, some outdated radios and about 100 – 50 year old blankets. That is it for disaster supplies for the entire District of Sooke.

In spite of a very limited budget, the Sooke Emergency Program made some good progress in 2011. After many starts and stops the emergency generator at the Sooke Community Hall is nearly ready for a test run. Thanks to Dale Read Electric, 95% of the necessary wiring is in place and ready to go. Once operational, this will provide the community with facilities for emergency lodging and as a reception centre. (While this provides a facility, there is currently no equipment to operate with)

Essential provider agreements have been signed with many local businesses. What may be the most important one signed is an agreement with Ayre Manor to use this facility as an emergency medical treatment centre where all of the local doctors can go to provide care to all citizens in need. The medical supplies will come from the above mentioned NESS supplies that will be updated once the entire inventory is completed.

The first of four large diameter reels have been installed on the Sooke waterfront. These reels will contain several hundred feet of spill containment boom to be used in the harbour and basin in the event of a major fuel or environmental spill. The first unit was set up on the wharf at the Sooke boat launch. The second unit will soon be installed on the Rotary Wharf on the Sooke Boardwalk.

A level one EOC training session was conducted for all of the municipal employees. A monthly mini EOC training session is held on the fourth Thursday each month and is available for all staff and volunteers to attend. A morning and afternoon session is held...

The emergency program applied for several JEPP grants this past year. These Federal grants were awarded to Sooke in 2011 for the following:

Radio for EOC Back up	\$625.76
EOC Radio Room Upgrades	\$927.73
Emergency Command Vehicle	\$25,000.18
<b>Total Received</b>	<b>\$26,553.67</b>

Under the watchful eye of Deputy Chief Rick McLeod, the Sooke ESS team has grown to include about 25 volunteers. This group meets monthly for training and information sharing. Some of the courses that this group took part in included:

- Hosting the Vancouver Island Emergency Preparedness Conference at the Prestige Hotel. Approximately 150 delegates from across the Island took part in the 2 ½ day event. A large exhibit floor was on display and open to the public.
- 2 members attended the Vancouver Emergency Preparedness Conference
- Critical Incident Stress Debriefing – Basic and Advanced
- Documentation
- ESS Director
- Group Lodging
- Regulations and Referrals
- Reception Centre
- Introduction to ESS
- Managing Walk in Volunteers

Presentations on emergency programs were also made to several local groups including area schools, seniors and the Sooke Legion.

While not directly associated with this group, the Sooke Amateur Radio Operators are part of the Sooke Emergency Program. Their equipment and base of operations is located in the glassed in office area on the side of the fire station. These members meet every Wednesday to test their equipment and contact other radio operators in the region to ensure that lines of communication are always in place no matter what the situation.

#### **EMERGENCY PROGRAM GOALS FOR 2012**

- Establish a proper Emergency Operations Centre that can be quickly activated in times of need.
- Secure a budget for the purchase of emergency / disaster equipment needs
- Investigate upgrades or possible replacement of the main emergency radio tower
- Investigate seismic restraints and window / glass protection in the fire station and municipal offices to enable the building to properly function in a disaster.
- Continue the program of establishing containment booms along the waterfront.

## 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.