

MINUTES of a Special meeting of the MUNICIPAL COUNCIL of The Corporation of the District of Oak Bay, held in the Council Chambers, Oak Bay Municipal Hall, 2167 Oak Bay Avenue, Victoria, B.C., on Thursday, May 7, 2020 at 12:15 P.M.

We acknowledge that the land on which we gather is in the traditional territory of the Coast and Straits Salish Peoples. Specifically we recognize the Lekwungen speaking people, known today as the Songhees and Esquimalt Nations, and that their historic connections to these lands continue to this day.

PRESENT: Mayor K. Murdoch, Chair
Councillor A. Appleton
Councillor H. Braithwaite
Councillor C. Green
Councillor T. Ney
Councillor E. Paterson
Councillor E.W. Zhelka

STAFF: Chief Administrative Officer, L. Varela
Director of Corporate Services, D. Hopkins
Director of Financial Services, C. Payne
Director of Engineering Services, D. Horan
Recorder, A. Nurvo

CALL TO ORDER:

Mayor Murdoch called the meeting to order at 12:15 p.m. and advised that the meeting was being held remotely by live video stream via Zoom, and will be recorded for future viewing.

MAYORS REMARKS:

1. Mayor's Remarks

Mayor Murdoch encouraged residents to check connect.oakbay.ca to share stories and connect with other members of community during this pandemic. The Mayor acknowledged the continuing work of staff involved in the District's Emergency Operations Centre and stated that 240 action items have been completed to date to ensure continuation of the District's core services. The Mayor also acknowledged the great work from the Province, and noted the recent announcement that we will shortly be entering phase 2 of the recovery plan which will open up a few more activities and services in our communities.

COMMUNICATIONS:

2. 2019 Financial Statements

The Director of Financial Services advised that the District's Auditors from KPMG are available to answer any questions during this meeting. The Director summarized his staff report, including the audit findings, audit results, financial condition changes, audit misstatements, and internal control and policy improvements completed and pending. He noted that with the adoption of a Five Year Financial Plan, staff are authorized to continue to spend on projects approved in the Plan until staff receive alternate direction by Council approval of a new Financial Plan. This will

result in being able to proceed with programs and projects earlier in the year by not having to wait until the annual budget is approved mid-May. Staff answered questions from Council and Liette Bates-Eamer from KPMG responded to a Council question on the role of finance committees.

MOVED and seconded: That Council approve the 2019 Financial Statements.

CARRIED

NEW BUSINESS/REPORTS FROM OTHER COMMITTEES:

3. New Business & Verbal Reports

- New Business

Councillor Paterson advised that she will be bringing forward the following Notice of Motion, and will seek input from staff prior to bringing it to Council for consideration:

WHEREAS Council authorized a significant change in District financial planning by authorizing spending for a 5-year time frame commencing January 2020 and continuing through 2024,

AND WHEREAS S.142 of the *Community Charter* gives Council the opportunity and authority to establish and appoint a Select Committee to consider or inquire into any matters and to report back on its findings,

AND WHEREAS such Select Committee would afford Council with an opportunity to tap into residents' expertise on financial matters, while acknowledging the powers, duties and functions conferred to the District's Financial Officer in S.149 of the *Community Charter*,

THEREFORE BE IT RESOLVED that Council direct staff to take the necessary steps to establish a Financial Governance and Oversight Committee to support the District's ongoing efforts to ensure long-term financial sustainability.

- Report on the Capital Regional District (CRD)

Mayor Murdoch advised that the CRD meetings have been suspended, that CRD Directors have been provided with regular updates from the Regional Emergency Operations Centre, and that the CRD has completed the review of its Financial Plans.

- Other Verbal Reports

Councillor Green advised that the two organizations that she represents Council on, the Oak Bay Business Improvement Association and the Oak Bay Tourism Committee, both represent sectors that have been hit very hard by the pandemic, and that Oak Bay has lost some businesses. She questioned whether there is something the District could do to support and acknowledge the importance of small business to our community.

Mayor Murdoch stated that individually Council can remind people to shop locally, and to share stories and concerns on connect.oakbay.ca and on social media to raise awareness of this issue.

Councillors Green and Braithwaite will review this further and bring options back to Council for future consideration.

Councillor Braithwaite, as the Association of Vancouver Island Coastal Communities (AVICC) director, advised that there was no convention this year, and no AGM or election. The Association is looking at carrying out online updates or potentially combining their meeting with UBCM if that goes forward this year.

Councillor Paterson advised that the CREST AGM will be held electronically on May 20 and that the Heritage Foundation has continued to hold its meetings electronically during this pandemic including the review and approval of grant applications for work on heritage properties.

Councillor Appleton advised of the recent press release regarding the decision by the Greater Victoria Public Library Board to lay off a number of employees since the branches have temporarily closed, and their hope is that upon reopening they may be able to re-engage some or all of these employees.

Councillor Zhelka advised that this week is National Emergency Preparedness Week and that there is much information available on our website. He thanked everyone who is actively working on keeping us safe. He acknowledged that the CRD Water Commission is working hard to ensure our water operations continue and that there is sufficient staff trained and available for these essential services.

BYLAWS:

Note: Three readings and adoption of bylaws temporarily permitted at the same meeting by Ministerial Order M139 during the Provincial State of Emergency caused by COVID-19

4. **Bylaw No. 4752, Financial Plan Bylaw, 2020**

MOVED and seconded: That Council give first and second Readings to the Financial Plan Bylaw, 2020, No. 4752.

CARRIED

MOVED and seconded: That Council give third Reading to the Financial Plan Bylaw, 2020, No. 4752.

CARRIED

MOVED and seconded: That the Financial Plan Bylaw, 2020, No. 4752 be adopted.

CARRIED

5. **Bylaw No. 4753, Tax Rates Bylaw, 2020**

MOVED and seconded: That Council give first and second Readings to the Tax Rates Bylaw, 2020, No. 4753.

CARRIED

MOVED and seconded: That Council give third Reading to the Tax Rates Bylaw, 2020, No. 4753.

CARRIED

MOVED and seconded: That the Tax Rates Bylaw, 2020, No. 4753 be adopted.

CARRIED

6. Bylaw No. 4754, Boulevard Frontage Tax Bylaw Amendment Bylaw, 2020

MOVED and seconded: That Council give first and second Readings to the Boulevard Frontage Tax Bylaw Amendment Bylaw, 2020, No. 4754.

CARRIED

MOVED and seconded: That Council give third Reading to the Boulevard Frontage Tax Bylaw Amendment Bylaw, 2020, No. 4754.

CARRIED

MOVED and seconded: That the Boulevard Frontage Tax Bylaw Amendment Bylaw, 2020, No. 4754 be adopted.

CARRIED

7. Bylaw No. 4755, Refuse Collection and Disposal Bylaw Amendment Bylaw, 2020

MOVED and seconded: That Council give first and second Readings to the Refuse Collection and Disposal Bylaw Amendment Bylaw, 2020, No. 2755.

CARRIED

MOVED and seconded: That Council give third Reading to the Refuse Collection and Disposal Bylaw Amendment Bylaw, 2020, No. 2755.

CARRIED

MOVED and seconded: That the Refuse Collection and Disposal Bylaw Amendment Bylaw, 2020, No. 2755 be adopted.

CARRIED

8. Bylaw 4751, Alternative Tax Collection Scheme Bylaw, 2020

MOVED and seconded: That Council give first and second Readings to the Alternative Tax Collection Scheme Bylaw, 2020, No. 4751.

CARRIED

MOVED and seconded: That Council give third Reading to the Alternative Tax Collection Scheme Bylaw, 2020, No. 4751.

CARRIED

MOVED and seconded: That the Alternative Tax Collection Scheme Bylaw, 2020, No. 4751 be adopted.

CARRIED

9. **Bylaw No. 4757, Revenue Anticipation Borrowing Bylaw, 2020**

The Director of Financial Services advised that staff recommend this Bylaw be passed as a precautionary measure in the event property tax revenue cash flow becomes an issue, to permit short term temporary borrowing from the Municipal Finance Authority for operations if needed. The *Community Charter* permits a local government to borrow up to 75% of the previous year's tax revenue, which for the District amounts to approximately \$18 million. The Director answered questions from Council.

MOVED and seconded: That Council give first and second Readings to the Revenue Anticipation Borrowing Bylaw, 2020, No. 4757.

CARRIED

MOVED and seconded: That Council give third Reading to the Revenue Anticipation Borrowing Bylaw, 2020, No. 4757.

CARRIED

MOVED and seconded: That the Revenue Anticipation Borrowing Bylaw, 2020, No. 4757 be adopted.

CARRIED

ADJOURNMENT:

10. **Motion to Adjourn**

MOVED and seconded: That the meeting be adjourned at 1:59 p.m.

CARRIED

Certified Correct:

Mayor

Director of Corporate Services