

MINUTES of a special meeting of the COMMITTEE OF THE WHOLE 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 September 10, 2020 at 7:00 P.M.

We acknowledge that the land on which we gather is the traditional territory of the Coast and Straits Salish Peoples. Specifically we recognize the Lekwungen-speaking peoples, 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 E. Paterson  
Councillor E.W. Zhelka

REGRETS: Councillor T. Ney

STAFF: Chief Administrative Officer, L Varela  
Director of Corporate Services, D. Hopkins  
Director of Building and Planning, B. Anderson  
Deputy Director of Corporate Services, S. Morden  
Recorder, A. Nurvo

CALL TO ORDER:

Mayor Murdoch called the meeting to order at 7:00 p.m.

COMMUNICATIONS:

1. **Council Procedure Bylaw, 2020, No. 4740**

The Chief Administrative Officer provided an overview of the proposed new Council Procedure Bylaw and reviewed a PowerPoint presentation summarizing the function of a Procedure Bylaw, goals of the review process, increased opportunities and focus for public input, as well as transparency and accountability enhancements. The CAO advised that the new Bylaw creates opportunities for flexibility and adaptability as required and includes rules of conduct for all stakeholders which will also be applicable to all committees.

Mayor Murdoch invited members of the public to call in at 7:45 p.m. or at the end of the meeting to provide input to Council.

Staff answered questions from Council. The CAO advised that staff will further review section 55.3 to clarify the rights of the Mayor and Councillors to vote on committees and commissions and whether public input would be provided for New Business items introduced at the meeting. The CAO advised that the Guidelines regarding public input (Public Correspondence, Agenda Publication, Public Hearings, Advisory Body Agenda Publication and Minutes Guidelines) will be put in place at the same time as the Bylaw is adopted. She

also advised that staff are currently working on modernizing the Land Use Procedures Bylaw and hope to have that available for Council review this year, which may include applicant-hosted information meetings for major developments.

The Director of Building and Planning advised that the District has no ability to require but can only encourage consultation for small lot residential development, but that the District could consider a "Good Neighbour" policy along with some educational and informational tools. Mayor Murdoch acknowledged that while some local governments have moved away from public input since it is hard to control, this Bylaw provides a good balance, and he encouraged members of the public to continue to contact individual members of Council and staff with any concerns and questions.

The Director of Corporate Services advised that no calls have been received from any member of public.

Mayor Murdoch requested that when the draft Bylaw comes back to Council, staff provide some timelines for various processes and guidelines that have been identified for staff action.

The CAO directed Council's attention to Appendix A, Table 2 and confirmed Council's direction to make the following changes:

- (i) 6.0-8.0 date and time of meetings to be reviewed at COTW;
- (ii) 7.0 leave Public Hearings on Thursdays but staff to flag in staff report for review;
- (iii) 9.0 closed Council meetings are to be addressed in the staff report for review.

The CAO advised that the draft Bylaw will be brought back to COTW for review together with the draft Guidelines, and that there will be opportunity for public input on the draft Bylaw at that time.

MOVED and seconded: That staff be directed to develop a report that analyzes options for alternate days and times for meetings of Council, COTW and Public Hearings and to bring the report back to COTW for review.

**CARRIED**

MOVED and seconded: That staff be directed to incorporate changes to the new Bylaw as directed, and to bring the draft Bylaw back to COTW for review together with the companion Guidelines.

**CARRIED**

ADJOURNMENT:

2. **Motion to Adjourn**

MOVED and seconded: That the meeting be adjourned at 9:08 p.m.

**CARRIED**

Certified Correct:

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Chair

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Director of Corporate Services