

MINUTES of the 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, December 17, 2020 at 6:00 PM

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 T. Ney
Councillor E. Paterson
Councillor E.W. Zhelka *

STAFF: Chief Administrative Officer, L Varela
Director of Corporate Services, S. Williams
Deputy Director of Corporate Services, S. Morden
Director of Building and Planning, B. Anderson *

* attended by conference call

CALL TO ORDER:

Mayor Murdoch called the meeting to order at 6:00pm.

COMMUNICATIONS:

1. **Heritage Commission Planning Session**

Consultant Joanna Winter was in attendance to facilitate a Heritage Commission planning session with Council. Key matters agreed to by Council, as summarized by Ms. Winter at the conclusion of the session, include the following:

- The Heritage Commission is a Council Advisory Body providing advice to Council on heritage matters.
- It is important that the Heritage Commission carry out meaningful work based on an Annual Work Plan. The Heritage Commission will provide an Annual Work Plan (in accordance with the Committee and Commission Policy) for Council's consideration during the annual budget process; this work plan should support Council's current strategic priorities.
- Communications and clarity of expectations are key to moving forward. Tools that will help with this include:
 - Ensuring Commission members are briefed, during orientation, on the *Council Procedure Bylaw*, the Commission's Establishing Bylaw, the District's Commission and Committee Policy, and related Guidelines;
 - Development of flow charts to clarify land use processes;

- Development of new Guidelines for the preparation of Statements of Significance;
 - Ongoing feedback from Council to the Commission; and
 - A comprehensive orientation session for Commission members that will include enabling legislation, role, mandate, land use processes, Council's priorities.
- Public input on broad heritage matters must go to Council, not through the Heritage Commission, as Council is the decision-maker and in order to avoid potential risk in matters that require public hearings.
 - In accordance with the Committee and Commission Policy, the Heritage Commission may invite subject matter experts to attend meetings in order to make presentations or provide input on matters under consideration by the Commission.
 - It is important that the Heritage Commission and Heritage Foundation function as two distinct bodies with clearly articulated differences in their mandates and the composition of their respective volunteers/directors. This could include a limit on the number of members in common between the Heritage Commission and the Directors of the Heritage Foundation.
 - Section 3 of proposed/draft Heritage Commission Establishing Bylaw will be reworked to clarify that the role of the Commission includes providing advice to Council on heritage matters and taking on heritage initiatives as approved by Council in an Annual Work Plan.
 - Consideration should be given to recruiting for advisory body members earlier in the fall, rather than November/December.

Public Participation:

Mayor Murdoch called for public input at approximately 8:10pm.

Mick Collins, Oak Bay resident stated that collaboration between three parties (Council, staff and Commissions/Committees) is very important and that the Commissions and Committees must be sufficiently resourced, including formal allocation of staff time through job descriptions, annual work plans and budgets. Mr. Collins also suggested that the District develop flow diagrams or simple graphics to clearly outline land use application processes that have to do with heritage matters.

Mayor Murdoch again called for public input at approximately 9:05pm. No further calls were received.

ADJOURNMENT:

8. **Motion to Adjourn**

MOVED and seconded: That the meeting be adjourned at 9:21 p.m.

CARRIED

Certified Correct:

Chair

Director of Corporate Services