

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 Monday, November 2, 2020 at 7:00 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  
Interim Director of Corporate Services, S. Morden  
Director of Financial Services, C. Paine  
Director of Building and Planning, B. Anderson \*  
Director of Strategic Initiatives, S. Bagh  
Director of Engineering and Public Works, D. Horan \*  
Director of Parks, Recreation and Culture, R. Herman\*  
Fire Chief, D. Hughes \*  
Interim Deputy Director of Corporate Services, J. Winter  
Manager of Human Resources, B. Donnelly  
Recorder, A. Nurvo

\* attended the meeting via telephone conference call

#### CALL TO ORDER:

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

#### MAYOR'S REMARKS:

##### 1. **Mayor's Remarks**

Mayor Murdoch thanked everyone for participating in a safe and friendly Halloween. The Mayor invited residents to complete the District's budget survey through the link available on the District's website. Mayor Murdoch also invited members of the community to participate in the Remembrance Day ceremony remotely through the link on the District's website.

PUBLIC PARTICIPATION PERIOD:

**2. Public Participation Period**

Mayor Murdoch invited members of the public to phone into the meeting to provide comments to Council. The Interim Director of Corporate Services advised that no calls had been received.

COMMUNICATIONS:

**3. Development Variance Permit - DVP00101 - 629 Beach Drive**

Mayor Murdoch invited members of the public to phone into the meeting to provide comments on DVP00101 to Council. The Interim Director of Corporate Services advised that no calls had been received.

MOVED and seconded: That the Director of Building and Planning be authorized to issue Development Variance Permit DVP00101 with respect to 629 Beach Drive as appended to the Council Agenda of November 2, 2020.

**CARRIED**

**4. Third Quarter Work Plan and Budget Update 2020**

The Chief Administrative Officer reviewed a PowerPoint presentation and provided an introduction summarizing the impacts of COVID-19 on the staff work plan, special projects and operations, and advised that the other Directors are also available for additional information.

The Director of Strategic Initiatives reviewed a PowerPoint presentation and provided an update of the work plan and the status of 30 Council priority projects arising from the Corporate Plan.

The Manager of Human Resources provided an update on the HR Plan and advised that some HR projects, such as development and implementation of new policies, procedures and staff training, have been delayed due to COVID-19. The Manager advised that the Wednesday Wellness Sessions have been well appreciated by staff.

The Director of Strategic Initiatives continued with the PowerPoint presentation and reviewed Corporate Plan projects advanced during the third quarter, including Municipal Hall renovations, the issuance of the Marina Lease RFP and the immunization of 60 deer. The Director also summarized the seven projects that have been delayed.

**5. Council Resolution Tracking Update**

The Interim Director of Corporate Services reviewed a PowerPoint presentation and summarized the status of resolutions passed during the current term of Council.

MOVED and seconded: That Council receive the Council Resolution Tracking Update dated November 2, 2020 for information.

**CARRIED**

4. **Third Quarter Work Plan and Budget Update 2020 (continued)**

The Director of Financial Services reviewed a PowerPoint presentation and provided an update of the Budget, including a comparison of forecasts from Quarter 2 to Quarter 3, year-to-date revenues, expenses, spending on special projects and capital projects, reserve transfers and the net financial position. The Director also advised that the report includes a schedule of all purchases and contracts over a value of \$25,000 as directed by the Sustainable Procurement Policy recently approved by Council.

MOVED and seconded: That Council receive the third quarter 2020 work plan and budget update;

And that Council approve deferring completion of Council Priority projects as follows: Prepare Village Area Plan(s) for the Oak Bay Village/Cadboro Bay Road corridor and for the Secondary Village areas (2022); Upgrade payroll software (2021); Prepare Fire Master Plan (2021);

And that Council approve deferring: initiation of Work Force and Succession planning to 2021 and completion to 2022; initiation and completion of Recruitment/Selection and Onboarding to 2022; initiation and completion of Employee Survey/Action Plan to 2022; initiation and completion of Total Compensation Policy to 2021;

And further that Council recognizes the ongoing pandemic as presenting an unknown risk to work plans as currently proposed and that further refinements to 2019-2022 work plans may be necessary.

**CARRIED**

MOVED and seconded: That Council endorse the general framework of the Quarterly Reporting as provided by staff at the November 2, 2020 special Council meeting.

**CARRIED**

6. **Board of Variance Temporary Extension of Terms**

MOVED and seconded: That all current Board of Variance member terms be temporarily extended to January 31, 2021.

**CARRIED**

7. **IT Project Development Position**

MOVED and seconded: That Council approve the creation of a four year term IT Project Development Position;

And further that staff reallocate funding for the IT Position within the existing operating and capital budgets detailed in the 2021-2025 Five Year Financial Plan.

**CARRIED**

With Councillor Appleton opposed

ADJOURNMENT:

8. **Motion to Adjourn**

MOVED and seconded: That the meeting be adjourned at 9:10 p.m.

**CARRIED**

Certified Correct:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Services

DRAFT