

MINUTES of a regular meeting of 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., following a Special Council meeting on Monday December 14, 2015 at 7:00 PM.

PRESENT: Councillor H. Braithwaite, Chair  
Mayor N. Jensen  
Councillor T. Croft  
Councillor M. Kirby  
Councillor K. Murdoch  
Councillor T. Ney  
Councillor E. W. Zhelka

STAFF: Chief Administrative Officer, H. Koning  
Director of Corporate Services, L. Hilton  
Deputy Director of Corporate Services, M. Jones  
Director of Financial Services, P. A. Walker  
Director of Building and Planning, R. Thomassen  
Director of Engineering Services, D. Marshall

The Chair called the meeting to order at 7:30 PM.

FINANCE ITEM(S):

1. ***Monthly Financial Report***

- Report - Director of Financial Services, Dec. 8, 2015
- Rpt. Attach. - Statement, Capital, Investments, Prop. Taxes, Nov. 2015

In response to questions from the Committee, the Director of Financial Services provided clarification with respect to carrying forward funds regarding special projects and on the budget allocations for emergency vehicle replacement and repairs to the fire truck.

MOVED by Councillor Murdoch, seconded by Councillor Zhelka: That the monthly financial report of the Municipal Treasurer dated December 8, 2015 be received for information.

CARRIED

2. ***Asset Management Presentation***

- Report - Deputy Director of Financial Services, Dec. 10, 2015

*Fernando Pimentel, Deputy Director of Financial Services, in attendance for this item.*

The Deputy Director of Financial Services provided an overview of the principles of asset management, as outlined in his report of December 10, 2015, noting that the goal of asset management is to provide sustainable service delivery. Mr. Pimentel then responded to questions and comments from the Committee regarding his presentation, clarifying the work on asset management undertaken by other jurisdictions and confirming that natural areas are an

asset that would need to be contemplated in this process. He concluded his remarks by stating that this current process would formalize the asset management process to provide Council with enhanced information for its decision-making process.

MOVED by Councillor Ney, seconded by Councillor Murdoch: That the December 10, 2015 report of the Deputy Director of Financial Services accompanying his presentation with respect to asset management be received for information.

CARRIED

EMERGENCY SERVICES ITEM(S):

3. ***Fire Hall Earthquake Seismometer***
- Report - Fire Chief, Dec. 10, 2015

*Dave Cockle, Fire Chief, in attendance for this item.*

The Fire Chief gave an overview of his report with respect to the installation of an earthquake seismometer at the Fire Hall and Oak Bay's participation in the British Columbia Smart Infrastructure Monitoring System (BC SIMS).

MOVED by Councillor Kirby, seconded by Councillor Croft: That the December 10, 2015 report of the Fire Chief with respect to the Fire Hall Earthquake Seismometer be received for information.

CARRIED

LAND USE APPLICATION(S):

4. ***Uplands Siting and Design Application - 3290 Norfolk Road***
- Report - Planner, Dec. 8, 2015
  - Plans - ADP - 3290 Norfolk Rd, Nov. 9, 2015

*D. Jensen, Planner, in attendance for this item.*

Discussion ensued with respect to the application, with some members of the Committee requesting clarification on the impact of the proposed driveway location, specifically with regards to the potential tree removal. It was noted that a representative for the application was not in attendance at this time.

MOVED by Councillor Kirby, seconded by Councillor Ney: That further consideration of the Uplands Siting and Design Application for 3290 Norfolk Road be deferred to a future Committee of the Whole meeting to allow the applicants to attend the meeting and respond to questions from members of the Committee regarding their proposal.

CARRIED

Councillors Murdoch and Zhelka against the motion

5. ***Uplands Siting and Design and Development Variance Permit Application - 3140 Midland Road***

- Report - Planner, Dec. 7, 2015
- Plans - DVP, ADP - 3140 Midland Rd, Dec. 7, 2015

*D. Jensen, Planner, in attendance for this item.*

The Planner provided an overview of the application.

MOVED by Councillor Croft, seconded by Councillor Murdoch: That it be recommended to Council that the proposal to:

1. construct an accessory building at 3140 Midland Road be approved as to architectural design and siting; and
2. construct an accessory building and reduce the minimum interior side lot line setback at 3140 Midland Road be approved subject to the issuance of a development variance permit, and further that a resolution authorizing the issuance of a development variance permit, as outlined in the December 7, 2015 report for DVP00029 and ADP00028, be prepared and brought forward to a meeting of Council for consideration.

CARRIED

6. ***Development Variance Permit Application - 2540 The Esplanade***

- Report - Planner, Dec. 8, 2015
- Rpt. Attach. 1 - Director of Building and Planning, Nov. 9, 2015
- Plans - DVP - 2540 Esplanade, Dec. 8, 2015

*D. Jensen, Planner, in attendance for this item.*

The Planner gave an overview of the report. Ms. Jensen noted that, should the application proceed to Council for further consideration, the accompanying plans would show a minor correction, accurately reflecting a smaller size of river stone in the legend section.

The Director of Building and Planning responded to questions from the Committee, clarifying the manner in which the proposed development variance permit could specify paving materials and the options available for enforcement should the requirements of the permit not be met.

MOVED by Councillor Murdoch, seconded by Councillor Ney: That it be recommended to Council that the proposal to increase the maximum paved surface requirements for landscape design at 2540 The Esplanade be approved subject to the issuance of a development variance permit, and further that a resolution authorizing the issuance of a development variance permit, substantially as outlined in the November 9, 2015 report of the Director of Building and Planning for DVP00027, be prepared and brought forward to a meeting of Council for consideration.

CARRIED

7. **Development Variance Permit Application - 2121 Cadboro Bay Road**

- Report - Planner, Dec. 7, 2015
- Plans - DVP - 2121 Cadboro Bay Rd, Nov. 16, 2015

*D. Jensen, Planner, in attendance for this item.*

MOVED by Councillor Kirby, seconded by Councillor Zhelka: That it be recommended to Council that the proposal to operate an illuminated, free standing sign with moving LED display at 2121 Cadboro Bay Road be approved subject to the issuance of a development variance permit, and further that a resolution authorizing the issuance of a development variance permit, as outlined in the December 7, 2015 report for DVP00028, be prepared and brought forward to a meeting of Council for consideration

CARRIED

REGULATORY ITEM(S):

8. **Age Friendly Action Plan Update**

- Report - Planner, Dec. 8, 2015
- Rpt. Attach. 1 - Age Friendly Action Plan, Draft Strategies & Actions, Nov. 2015
- ADDENDA - Corresp. - Dec 11 - 14, 2015 - Age Friendly Action Plan

*D. Jensen, Planner, in attendance for this item.*

The Planner provided an overview of the report and responded to questions from the Committee with respect to the selection of the consultant who assisted in the analysis and development of the Age-Friendly Action Plan.

Committee discussion ensued on the action plan. Some members of the Committee expressed concern that the action plan could more adequately address mobility issues and that a better balance may be needed between plan development and implementation. Other members of the Committee expressed strong support for the community engagement opportunities offered by the action plan process, particularly with respect to transportation and housing, noting that the analysis being undertaken would provide useful information for the Council decision-making process.

MOVED by Councillor Murdoch, seconded by Councillor Zhelka: That the correspondence listed under agenda item no. 8 be received.

CARRIED

MOVED by Councillor Zhelka, seconded by Councillor Croft: That the December 8, 2015 report of the Planner be received.

CARRIED

ENGINEERING SERVICES ITEM(S):

9. ***Complete Streets Program Update***

- Report - Director of Engineering Services, Dec. 8, 2015
- Rpt. Attach. 1 - Oak Bay Complete Streets Handbook DRAFT. Nov. 17, 2015

The Director of Engineering Services provided an overview of his report and responded to questions from the Committee, clarifying that, in the past, staff have undertaken an opportunistic approach to mobility enhancements for streets and sidewalks, coordinating these enhancements with other repairs or upgrades in order to reduce costs. Mr. Marshall commented that a Complete Streets Program would assist staff in responding to requests from the public by helping to determine the best locations and best components to enhance accessibility and transportation needs.

Committee discussion ensued on the Complete Streets Program. Some members of the Committee noted the importance of ensuring that the value of the program was reflected during implementation, while other members emphasized that the program would provide useful tools to enhance future projects and the overall walkability of the community.

MOVED by Councillor Zhelka, seconded by Councillor Murdoch: That the December 8, 2015 report of the Director of Engineering Services be received for information.

CARRIED

ADJOURNMENT:

10. ***Motion to Adjourn***

MOVED by Councillor Croft, seconded by Councillor Zhelka: That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:40 PM.

Certified Correct:

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Director of Corporate Services

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Chair