

MINUTES of a regular 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 January 14, 2019 at 7:00 PM

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: Interim Chief Administrative Officer, L. Varela
Director of Corporate Services, W. Jones
Deputy Director of Corporate Services, D. Hopkins
Director of Financial Services, D. Carter
Director of Building and Planning, B. Anderson
Manager of Planning, D. Jensen
Director of Engineering Services, D. Horan

MINUTES AND REPORTS:

1. **Committee of the Whole**

- Committee of the Whole December 10, 2018

MOVED and seconded: That the minutes of the Committee of the Whole held December 10, 2018 be adopted.

CARRIED

2. **Council**

- Council Meeting December 10, 2018

MOVED and seconded: That the minutes of the Council meeting held December 10, 2018 be adopted

CARRIED

3. **Special Council**

- Special Council Meeting December 12, 2018

MOVED and seconded: That the minutes of the Special Council meeting held December 12, 2018 be adopted

CARRIED

4. **Special Council**
 - Special Council Meeting January 7, 2019

MOVED and seconded: That the minutes of the Special Council meeting held January 7, 2019 be adopted

CARRIED

MAYOR'S REMARKS:

5. Mayor Murdoch commented that this is the third meeting of this municipal Council. The Mayor expressed appreciation to local and regional staff for the orientation sessions conducted over the past few months. Mayor Murdoch also thanked Interim CAO Lou Varela for her excellent service to Oak Bay and noted that the District is currently undertaking a recruitment process to hire a permanent CAO. He acknowledged staff involved in the recruitment process which is a large and significant process.

Mayor Murdoch noted that there is considerable work occurring within the municipality with respect to a review of the Procedure Bylaw, aligning the strategic planning and budgeting process and scheduling dates for upcoming Strategic Priorities sessions and a budget session that are open to the public. Upcoming Strategic Priorities sessions are scheduled for January 24, 29 and February 13. An information session on the 2019 budget will be held on March 28.

PUBLIC PARTICIPATION PERIOD:

6. J. Richardson, Oak Bay resident, requested that once the staff review of the Oak Bay United Church development application is complete, that Council provide one month public access to the application prior to scheduling this to a meeting agenda for consideration. Ms. Richardson said that sufficient access should be granted to those who will be most impacted and this request would allow enough time for Council and tax payers to formulate carefully considered and informed opinions and decisions.

COMMUNICATIONS:

7. **Oak Bay Advisory Design Panel Minutes**
 - Note - Director of Corporate Services - ADP Minutes November 6, 2018
 - ADP Minutes November 6, 2018

MOVED and seconded: That the minutes of the Oak Bay Advisory Design Panel held on November 6, 2018 be received for information.

CARRIED

8. **Request for Early Approval of 2019 Capital Projects**
 - Report - Request for Early Approval of 2019 Capital Projects - Director of

Financial Services Jan 8 2019

- Addenda - Corresp. - Early Capital Approvals

The Director of Financial Services provided an overview of the request for early approval of capital projects included in the 2019 budget.

In response to questions from Council the staff said that the discrepancy between the amount being requested as an early approval and the amount listed as provisional budget results from asking for the same capital approvals granted in previous budgets. The early approval process allows staff to get some of the work underway prior to the approval of the complete municipal budget in late Spring and assists staff to capitalize on good weather and more competitive pricing from vendors. Staff confirmed that the aim is to shift to a multi-year budget process that includes capital works planned for upcoming years and will reduce the need for requests for early approvals. Staff also confirmed that funds from the capital reserve for police vehicles was previously allocated and that the Police Department puts money away each year for vehicle replacement.

MOVED and seconded: That the capital projects listed below be given early approval:

<u>Capital Project</u>	<u>Amount</u>	<u>Funding Source</u>
Pavement management	\$600,000	Property tax
Storm manholes	\$ 30,000	Property tax
Curb drops	\$ 25,000	Property tax
Catch basins	\$ 40,000	Property tax
Police vehicle	\$ 65,000	Capital Works Reserve
VMWare Workspace ONE	\$ 25,518	Capital Works Reserve & carry forward funds
Mail assembly equipment	\$ 19,000	Capital Works Reserve
Fire hydrant replacement	\$ 50,000	Water fund
Replace water mains	\$400,000	Water fund
Sewer manholes	\$ 53,900	Sewer fund
Sewer rehabilitation	\$ 50,000	Sewer fund

CARRIED

9. **Heritage Foundation Grant**

- Report - Heritage Foundation Grant - Director of Financial Services Jan 8 2019

MOVED and seconded: That Council direct staff to process the Victoria Foundation direct deposit for \$1,345.00, and in turn issue a grant to the Oak Bay Heritage Foundation for the same amount, indicating that it is to be used towards its Endowment Fund.

CARRIED

10. **Council Appointment - Royal McPherson Theatres Advisory Committee**
- Memorandum - Council Appointment - Royal McPherson Theatres Advisory
 - Committee - Deputy Director of Corporate Services Jan 10 2019

MOVED and seconded: That Council appoint Mayor Murdoch to the Royal McPherson Theatres Advisory Committee.

CARRIED

CORRESPONDENCE - UPCOMING AGENDA ITEM(S):

11. **Correspondence to be received**
- Corresp. - Upcoming Agenda Items - Sultanum, January 14, 2019

MOVED and seconded: That the correspondence attached to the January 14, 2019 agenda be received for information.

CARRIED

NEW BUSINESS/REPORTS FROM OTHER COMMITTEES:

12. **New Business & Verbal Reports**

2019 Meeting Schedule

Several meeting dates were proposed to the 2019 Meeting Schedule to allow for strategic priorities session and a budget information session including March 28, January 24, 29 and February 13.

MOVED and seconded: That Council receive the revised schedule for information.

CARRIED

CRD Report

Mayor Murdoch said that the strategic planning process is underway lead by the new board Chair, Councillor Colin Plant and that a number of new committees and initiatives will result from this process. The Mayor noted that he has been appointed as vice-chair of the Housing and Hospitals Board and as the CRD representative to the Harbour Commission.

The Mayor said that the South Island Transportation Study has been announced by the Province and the CRD will be actively participating in the analysis of alternate routes as well as on broader transportation discussions impacting the southern Vancouver Island.

Verbal Reports

Councillor Paterson noted that P25 EMS Communication System has been activated and rolled out and looks forward to hearing more information regarding this from the Emergency Planning Program.

Councillor Ney provided an update on the Royal McPherson Theatres Society (RMTS) regarding the planned changes to usages and fees associated with the theatres. She noted that the major users were notified of these changes in late October and that the RMTS conducted facilitated meetings to come to some resolve for the users and the theatres. Councillor Ney said that she would keep Council apprised of any additional changes.

Councillor Green attended the Greater Victoria Labour Relations Association (GVLRA) orientation session last week which is the bargaining body for member municipalities in the region. Councillor Green advised that she will be attending the first Oak Bay Tourism meeting on February 7.

Councillor Braithwaite commented that she attended the Association of Vancouver Island and Coastal Communities (AVICC) meeting on January 12 and reminded Council that the deadline to submit resolutions for the annual convention is February 7 and the same deadline applies for anyone seeking a nomination for the AVICC. Councillor Braithwaite advised that the AVICC annual convention is scheduled to be held from April 12 – 14 in Powell River.

Councillor Appleton said that he attended the Greater Victoria Public Library Board meeting on December 7 and that Mayor Murdoch was recognized for his exemplary service as past Chair of this board and that the Mayor's contributions were highly appreciated by the attendees.

Councillor Zhelka said that he is the newest volunteer in the radio area with the Oak Bay Emergency Program. He noted that there are 60 volunteers involved with the emergency program and that planning is progressing well. Councillor Zhelka also commented that the recent bottle drive held to support the 5th Garry Oak Scouts and 1st Cedar Hill Cubs was very successful.

Mayor Murdoch attended the South Island Prosperity Project Young Innovators Awards at the University of Victoria over the past weekend and commented that he was impressed with the quality and scale of the projects being undertaken.

Councillor Paterson asked about Bill 18 that was introduced last May which requires municipalities to have a housing plan and how this may be incorporated into work plans and strategic planning.

In response, the Director of Building and Planning said that Bill 18 will require that a housing needs assessment be completed within three years after the Bill comes into effect. Mr. Anderson said that the District will likely want to get this work underway sooner than what will be required under the proposed legislation. He noted that there is

potential for collaboration regionally on housing needs reports and that staff are participating in these early planning discussions. Mr. Anderson also said that an announcement was made regarding funding available through the Union of British Columbia Municipalities and that the District would be seeking access to those funds either in partnership with the CRD or on individual basis as the process progresses.

RESOLUTIONS:

13. *Development Variance Permit (DVP00086) - 3225 Exeter Road*

- Resolution Notice - 3225 Exeter Road - DVP00086
- Report - 3225 Exeter Rd - Manager of Planning, November 28, 2018
- Plans - DVPADP - 3225 Exeter Road, Nov 18, 2018
- Rpt Attach 2 - Arborist Memo, Oct 29, 2018
- Rpt Attach 3 - Draft Development Variance Permit DVP00086

The Manager of Planning provided a brief overview of the development variance permit to be considered.

No members of the public rose to address Council.

MOVED and seconded: That the Director of Building and Planning be authorized to issue Development Variance Permit DVP00086 with respect to 3225 Exeter Road, as appended to the Council agenda of January 14, 2019.

CARRIED

14. *Union of British Columbia Municipalities (UBCM) Community Child Care Planning Program Grant*

- Resolution - UBCM Community Child Care Planning Program Grant - Proposed by Mayor Murdoch
- Resolution Attach. - UBCM Community Child Care Planning Program Grant - District of Saanich

Mayor Murdoch introduced this Notice of Motion noting that the Province was encouraging collaborative regional applications. He noted that joining the grant application with the District of Saanich would provide useful data to Oak Bay should the District choose to proceed with an operational grant for child care but that this motion delegated the responsibility of managing the process to Saanich.

MOVED and seconded: That the District of Oak Bay seek a joint UBCM Community Child Care Planning Program grant in partnership with the District of Saanich, and that the District of Saanich be authorized to apply for, receive and manage the grant funding on Oak Bay's behalf.

Council asked that Oak Bay residents be afforded the opportunity to provide comments as part of the public consultation to be included in this process.

CARRIED

15. ***Elections and Voting Bylaw No.4284***

- Resolution - Elections and Voting Bylaw No.4284 - Proposed by Mayor Murdoch

MOVED and seconded: That staff be directed to report to Council in Q4 of 2019 on possible changes to the Elections and Voting Bylaw to allow for an extended period of mail ballot voting.

CARRIED

ADJOURNMENT:

16. ***Motion to Adjourn to In Camera***

MOVED and seconded: That, in accordance with sections 90(1) (a) and (c) of the *Community Charter*, the open portion of the meeting of Council be adjourned and that a closed session be convened to discuss: personal information about an identifiable individual who hold or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and labour relations or other employee relations.

CARRIED

The open portion of the meeting adjourned at 7:45 pm.

Certified Correct:

Mayor

Deputy Director of Corporate Services