

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 28, 2019. The meeting adjourned to In Camera at 6:00 PM and reconvened for regular business 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 Building and Planning, B. Anderson
Manager of Planning, D. Jensen
Fire Chief, Dave Cockle
Deputy Chief, Darren Hughes

ADJOURNMENT TO IN CAMERA:

1. **Motion to Adjourn to In Camera**

That, in accordance with section 90(1)(a), (b) and (c) of the Community Charter, that 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 holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; labour relations or other employee relations; and personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

CARRIED

OPEN PORTION OF THE MEETING TO RECONVENE AT 7:00 PM:

CHANGE OF COMMAND CEREMONY - FIRE CHIEF

Mayor Murdoch facilitated the Change of Command Ceremony between retiring Fire Chief Dave Cockle and incoming Fire Chief Darren Hughes. The Mayor said that both men were long time members of the Oak Bay Fire Department who have and continue to serve our community extraordinarily well. On behalf of Oak Bay Council, Mayor Murdoch extended his sincere appreciation to Chief Cockle for his service and welcomed Mr. Hughes to the role of Fire Chief. The Mayor commented that Oak Bay is blessed by the quality of work carried out by the Fire Department. He then gave an overview of career highlights for both Mr. Cockle and Mr. Hughes. Chief Cockle presented Mayor Murdoch with the original 1938 leather helmet from the municipality's first Fire Chief, Edward Clayards. The Mayor then presented the helmet to the incoming Fire Chief, Darren Hughes.

Outgoing Chief Cockle thanked Mayor and Council for the opportunity to serve in Oak Bay. Chief Cockle received a standing ovation from Council members, staff and the gallery.

MINUTES AND REPORTS:

2. **Special Council**

- September 17, 2018 Minutes

MOVED and seconded: That the minutes of the Special Council meeting held September 17, 2018 be adopted.

CARRIED

3. **Council**

- January 14, 2019 Minutes

MOVED and seconded: That the minutes of the Council meeting held January 14, 2019 be adopted

CARRIED

4. **Committee of the Whole**

- January 21, 2019 Minutes

MOVED and seconded: That the minutes of the Committee of the Whole meeting held January 21, 2019 be adopted.

CARRIED

MAYORS REMARKS:

5. Mayor Murdoch thanked staff for their ongoing work with the strategic planning process. He recognized that this is a large undertaking and that Council and the public are appreciative of the efforts made.

The Mayor provided an update on the Police Board highlighting the Regional Integrated Units report that was discussed at the previous meeting and encouraged members of the public to view the report and meeting minutes available on the District's website.

PUBLIC PARTICIPATION PERIOD:

6. D. Agar, Oak Bay resident, discussed a safety issue on McNeill Avenue between Foul Bay Road and Falkland Road. Mr. Agar said that the long hill in conjunction with no impediments to the flow of traffic facilitates speeding along this road. He said that speeding and the high volume of traffic at peak times combine to make the area unsafe. Mr. Agar said that traffic counters and speedometers had been placed at this site so sufficient data has been collected and should demonstrate the need to implement traffic calming that would improve safety in the area.

R. Taylor, Chair, Oak Bay Heritage Foundation, requested that the heritage advisory bodies be actively included in the development of the District's housing strategy. Mr. Taylor said there is tension between heritage conservation and protection, and approaches to increasing the housing stock. He said that heritage can play a

supporting role in the District's housing strategy through variances that support upgrades for older homes as well as repurposing and protecting heritage houses.

J. Armitage, Oak Bay resident, said that the Heritage Conservation Area (HCA) proposed guidelines are comprehensive, carefully constructed and recognize the special quality of Oak Bay's aesthetic heritage values. Mr. Armitage expressed concern that some of the included terms are open to interpretation and may need refining, and that the approval process relies primarily on staff. Mr. Armitage commented that the proposed Prospect HCA guidelines will be setting an important precedent for what will happen in other areas of Oak Bay in the future.

C. Hobson, Oak Bay resident, asked how the 77 new houses listed on the Quarterly Report of Active Land Use Applications will impact the urban forest. Mr. Hobson said that trees located within the building envelope can be removed without discriminating between young and mature trees or between species. He said tree retention should be encouraged regardless of whether variances are required to facilitate construction. Mr. Hobson requested that Council consider designating trees as a community amenity and that they be considered as a community contribution.

Mr. Hobson further inquired about the status of the Development Cost Charges and Community Amenity Contributions report that was requested by Council in 2018 and why the rezoning application ZON00034 was not included as an active application on the Quarterly Report of Active Land Use Applications.

COMMUNICATIONS:

7. **Single Use Plastics**

- Presentation – Single Use Plastic

Grade 5 students from Glenlyon Norfolk School, Beach Drive Campus, presented to Council on the dangerous impacts of single use plastic products on the environment. The student presenters requested that Council consider enacting a single use plastic reduction plan to minimize or eliminate the use of these products within Oak Bay.

8. **Prospect Heritage Conservation Area Proposed Guidelines**

- Memo - Prospect HCA
- Prospect HCA Proposed Guidelines
- Addenda - Correspondence Prospect HCA Proposed Guidelines

Mr. Gord MacDonald of Heritageworks Ltd presented to Council regarding the proposed guidelines for the Prospect Heritage Conservation Area on behalf of the Heritage Conservation Area Working Group.

In response to questions from Council, Mr. MacDonald said that these proposed guidelines provide a solid foundation that future HCAs could be based upon. He also noted that the guidelines were consistent with the Standards and Guidelines of Historic Places in Canada. Mr. MacDonald said that there were three classifications included in the guidelines, designated, registered and recognized, to facilitate the inclusion of properties or features of properties that hold significant cultural value.

Mayor Murdoch said that in 1986 a heritage asset inventory was completed by a consultant and these assets were considered for inclusion along with features included in the neighbourhood Statement of Significance with the intention of achieving broader inclusion.

MOVED and seconded: That Council receive the verbal report by Heritageworks Ltd. on behalf of the Heritage Conservation Area Working Group and the associated proposed guidelines for the Prospect Heritage Conservation Area; and that staff be directed to bring forward a report on an Official Community Plan amendment process to incorporate the Prospect Heritage Conservation Area for Council's consideration at a future meeting.

CARRIED

Councillor Braithwaite declared a conflict of interest with the next business item as she is on the Board of Directors of the Oak Bay Tea Party Society. She recused herself from the meeting at 8:11pm.

9. **Oak Bay Tea Party and Parade**

- Note - Oak Bay Tea Party and Parade
- Correspondence - Oak Bay Tea Party and Parade

Ms. Sandy Germain, Chair, Oak Bay Tea Party Society provided a brief overview of the application noting that 2019 marks the 57th staging of the Oak Bay Tea Party and that the request for financial assistance is for the same amount requested for the past 19 years.

MOVED and seconded: That:

1. Pursuant to the Streets and Traffic Bylaw and the Zoning Bylaw, permission be given to the Oak Bay Tea Party Society for the occupancy of public land and for the closure of public streets as shown in the sketches attached to the memorandum from the Director of Corporate Services for the purposes of staging the 2019 Oak Bay Tea Party and Parade from May 31 to June 2, 2019, subject to the Oak Bay Tea Party Society:
 - a. undertaking public notices and other safety requirements at the direction of Oak Bay Police;
 - b. executing an agreement as follows:
 - releasing and indemnifying the Municipality from any claims or liability associated with the event and providing evidence of public liability insurance in the amount of not less than \$3,000,000; and
 - agreeing to pay all invoices from the Municipality for costs incurred in connection with the event,with the Director of Corporate Services being authorized to execute such agreement on behalf of the District of Oak Bay; and
2. That a grant of \$7,000.00 be provided to the Oak Bay Tea Party Society for the 2019 Oak Bay Tea Party.

CARRIED

Councillor Braithwaite returned to the meeting at 8:15 pm.

10. **South Island Prosperity Project Partners Committee Appointment**

- Memo - SIPP Committee Appointment

MOVED and seconded: That Council appoint Mayor Murdoch to the South Island Prosperity Project Partners Committee and that Councillor Braithwaite be appointed as the alternate.

CARRIED

11. **Quarterly Report of Active Land Use Applications**

- Memo - Active Land Use Applications

MOVED and seconded: That the Building and Planning Quarterly Report of Active Land Use Applications be received for information.

CARRIED

12. **Oak Bay Heritage Commission Minutes**

- Note - Heritage Commission Minutes
- November 13, 2018 Minutes
- December 11, 2018 Minutes

MOVED and seconded: That the minutes of the Heritage Commission held on November 13 and December 11, 2018 be received for information.

CARRIED

CORRESPONDENCE - UPCOMING AGENDA ITEM(S):

NEW BUSINESS/REPORTS FROM OTHER COMMITTEES:

13. **New Business & Verbal Reports**

Invictus Games Funding

Mr. Keith Wells, Executive Director, Greater Victoria Sport Tourism Commission presented to Council requesting that Oak Bay contribute \$5,000 to fund the bid package for Greater Victoria to host the 2022 Invictus Games. Mr. Wells provided an overview of the multisport games and responded to questions from Council.

MOVED and seconded: That Council authorize a \$5,000 grant to the Greater Victoria Sport Tourism Commission to support the bid package to host the Invictus Games in 2022 in Victoria.

CARRIED

Notice of Motion – Single Use Plastics

Councillor Ney gave notice to bring forward a motion regarding single use plastics in Oak Bay for the next Council meeting on February 11, 2019.

New Agenda Format

Councillor Green noted that the meeting agenda had a revised format and thanked staff for implementing this change and hoped that the revisions are more informative for the public.

Greater Victoria Public Library (GVPL) Board Labour Negotiations

Councillor Appleton reported that the GVPL has successfully concluded labour negotiations and are now moving ahead with greater certainty.

South Vancouver Island Film Commission

Councillor Green said she and Councillors Braithwaite and Paterson attended the South Vancouver Island Film Commission presentation by Kathleen Gilbert and her staff and commented that she was pleased that the District supports the Commission as Oak Bay is a major contributor and a significant beneficiary.

Capital Regional District Update

Mayor Murdoch stated that strategic planning is still underway at the CRD. He also reported that the Core Area Liquid Waste Management Committee consultant announced that the project is at significant risk of going over budget.

RESOLUTIONS:

14. ***Development Permit (DP000024) - 2020 Oak Bay Avenue***

- Resolution Notice - 2020 Oak Bay Avenue
- Report - 2020 Oak Bay Avenue
- Plans 2020 Oak Bay Avenue
- Draft Development Permit (DP000024)

MOVED and seconded: That the Director of Building and Planning be authorized to issue Development Permit DP000024 with respect to 2020 Oak Bay Avenue, as appended to the Council agenda of January 28, 2019.

CARRIED

ADJOURNMENT:

15. ***Motion to Adjourn***

MOVED and seconded: That the meeting be adjourned.

CARRIED

Certified Correct:

Mayor

Deputy Director of Corporate Services