

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 December 12, 2016 at 7:00 PM.

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

STAFF: Chief Administrative Officer, H. Koning
Director of Corporate Services, W. Jones
Deputy Director of Corporate Services, M. Jones
Director of Financial Services, D. Carter
Director of Building and Planning, R. Thomassen
Manager of Planning, D. Jensen
Director of Engineering Services, D. Horan

MINUTES AND REPORTS:

1. ***Council***
 - November 28, 2016

MOVED and seconded: That the minutes of the Council meeting held November 28, 2016 be adopted.

CARRIED

2. ***Committee of the Whole***
 - December 5, 2016

MOVED and seconded: That the minutes of the Committee of the Whole meeting held December 5, 2016 and the recommendations contained therein be adopted.

CARRIED

3. ***Special Council***
 - December 5, 2016

MOVED and seconded: That the minutes of the Special Council meeting held December 5, 2016 be adopted.

CARRIED

MAYOR'S REMARKS:

4. The Mayor provided the following remarks for his Annual Address:

"As I reflect upon this past year – and try and make sense of all that is happening in the world - I am reminded how thankful I am to be a Canadian – to live in BC and especially to live in Oak Bay. I am honoured to serve as your Mayor and to have the opportunity to work with your elected Council to preserve and enhance the quality of life and unique character that defines us and that we all hold precious.

A dominant theme for us in 2016 was renewal. This past year we recognized and celebrated the retirement of several long-serving employees, and we are very grateful to those who contributed much of their professional lives to the betterment of our community. We welcomed new members to our leadership team who bring with them expertise, new energy and experience to help us move forward, implement priorities and deliver upon expectations. Debbie Carter replaced the very long serving retiring Patricia Walker as Director of Financial Services. Dan Horan replaced the equally long serving Dave Marshall as Director of Engineering Services and Public Works. We also welcomed Warren Jones who replaced our Director of Corporate Services Lorraine Hilton who went on to become CAO for the District of Highlands.

Council's core mandate is protecting our quality of living, public safety and the management and maintenance of essential public services - our roads, sewers, parks and recreation facilities in particular. We appreciate all that our Public Works and Parks Crews do to ensure our vital infrastructure is maintained. We continue to be very proud of our Police, led by Chief Constable Andy Brinton and Fire Services led by Chief Dave Cockle, the men and women who ensure that our neighbourhoods are safe, friendly and orderly. We hear over and over again how important these services are to our residents and how much they value the seamless delivery of our public safety services to our community.

In 2016 staff embarked upon a process to develop a comprehensive Asset Management Plan to address the replacement and ongoing maintenance of our aging infrastructure and to ensure that Council's decision making Reflects community interests, concerns and values.

This year we also strengthened our commitment to citizen engagement. We started webcasting Council meetings so that more citizens could follow Council's work from their homes – and we engaged residents more broadly in key initiatives to foster greater awareness and understanding by creating more opportunities for our residents to access and share information. This approach seems to have gained some traction this year as our District website saw much more activity as our residents responded to invitations to engage in online surveys and attend Open Houses – tools which play an integral role in gathering community feedback. Thank you to everyone who has contributed valued time, energy and important insight to ensure that our community continues to reflect the needs and wants of our citizens today and into the future.

A key milestone for Council and the community in 2016 was the decision to proceed with the provincially mandated separation of the combined stormwater and sanitary sewers in the Uplands neighbourhood. Several hundred residents engaged with our staff and consultants throughout a year-long process that resulted in a publicly-supported, well-informed technical solution which will see the phased installation of a new stormwater main. Next step for this capital project is the detailed design phase.

Change is happening all around us – it's inevitable as our neighbourhoods and our citizens age. Our homes and infrastructure are aging. How we respond to increased demands for new housing options, and plan for modest population growth without compromising our infrastructure, our natural environment and our neighbourhood character is a key challenge and important priority focus for Council, staff, and our citizens. With the Official Community Plan as our guide, this year, and with the support of our citizen committees and through public engagement activities, staff have started to develop strategies that will help inform decisions ensuring that community values and priorities are recognized, protected and enhanced.

One example of this is the Urban Forest Strategy. What distinguishes Oak Bay from other communities is our natural environment – our beautiful parks and tree lined streets – and the passion of our citizen champions of the urban forest. Once finalized in 2017, the Urban Forest Strategy will be used more broadly to help guide decisions of Council and staff. The goal is to integrate all the key elements into our planning processes and decision making rather than working in silos.

Addressing housing options and issues of affordability is another priority for Council. We are grateful to the Advisory Planning Commission who are now working with staff to bring forward a recommendation for an approach that will help inform a housing strategy for the District in 2017.

Arts and culture are powerful, positive influences that contribute to economic vibrancy and shape families and communities. To encourage social engagement and creative expression, culture was formally added to the mandate of Parks and Recreation this year. Our Arts Laureate, Barbara Adams, once again delighted us all with her masterful placement of unique sculptural works and pop-up hand-painted pianos throughout our neighbourhoods. The acorns out front on the Municipal Hall lawn are particularly captivating and people from throughout the region have come to see this installation as well as enjoy the many other pieces of sculpture placed across the community. I am comfortable saying that in 2016, Oak Bay became a cultural destination for visitors, concert-goers, and shoppers. Our residents and local businesses are enjoying the vibrancy and public energy that has resulted from supporting these artistic additions to our community. We thank the Parks, Recreation and Culture Commission and staff for their continued leadership.

In 2016, we launched our first Citizen Satisfaction survey this fall inviting residents to provide feedback to Council and staff on what is working well, where we need to improve, and what initiatives and concern are priorities for residents. 99% of those who participated in the survey said that they rated the quality of life in Oak Bay as good or very good, and 8 out of 10 participants felt that they are getting good value for their tax dollars. The survey also identified initiatives and concerns that are priorities for residents.

Preserving our natural environment, our parks and trails and the safety of our streets and neighbourhoods continue to be priorities. It is also clear that how we address and finance our aging infrastructure, sewage treatment and sewer services is important – and how – as a community – we seek more effective control over the urban deer population.

The survey also asked Council to consider the impacts of population growth and densification. The information gathered provided a valuable snapshot for Council and staff. While identifying important areas of concern, the public feedback in the survey also says that – as we wind up 2016 – Council is on the right track. Thank you to all who participated.

2016 has seen the renewal of our approach to community engagement – not just with our residents but also with other local governments – including the Songhees Nation and the Esquimalt Nation. Council has made it a priority to build relationships of understanding, respect and friendship with these important communities. We have met as governments and shared meals, stories and illuminating conversations, and we have met to discuss how we might engage with each other on our infrastructure replacement projects and on cultural awareness opportunities to bridge a historical divide and build trust and opportunities for our residents as well as their communities.

Our mutual goal is to develop an enduring and respectful relationship. We were very proud on November 11th to honour the commitment and contributions that the First Nations men and women made as Canadian soldiers fighting for our collective freedom. This was a humbling and historic moment for all of us. We were very proud to have a member of the Songhees Nation join us, as one community of people, to lay a wreath of remembrance at the Cenotaph. We hope this will be the beginning of a long tradition and many more opportunities for engagement and reconciliation.

Engaging more effectively and openly with residents, with our neighbours, and with our staff, has had a positive impact. I want to acknowledge yet again our citizens who have stepped forward to give of their time, experience and energy – particularly all who serve on our Council commissions, committees, panels and boards. Thank you for giving of your time and expertise. Your insight, passion and dedication help inform and guide the District's decision making. You help us make better decisions that reflect the needs, concerns and wishes of our citizens. Thank you.

2016 has been a very busy year and an extremely productive year. While your Council is tasked with the ultimate responsibility for governing and overseeing the business of the municipality, it's our staff who deliver the services that contribute to and uphold the quality of life that we all enjoy and value.

Our staff take their responsibilities very seriously and work extremely hard shouldering the many demands of operating a municipality. Every day, our staff make sure that: you have clean water; that sanitary sewage is carried away; that your roads are clean and safe for vehicles cyclists and pedestrians; that your recreation centres continue to be the envy of the region and meet all your family's needs and interests; that your parks and neighbourhoods are beautiful, safe and welcoming; that your businesses are supported by community events that attract customers; and that your questions are answered when you call or visit the Municipal Hall. They do all this each day of the year – rain or shine – or snow. And on top of this, they are responsible for delivering Council's major priorities.

We are very fortunate to have this group of employees. We have a very lean and capable team, and on behalf of Council and our citizens – thank you for coming to work every day and consistently delivering high quality services that we all rely upon and value in Oak Bay. Special thanks to our Chief Administrative Officer for building and leading such a strong and dedicated team.

To my Council colleagues – I am thankful for your dedication. Together, working with staff and our citizens, your commitment to make positive and lasting contributions to our great community is recognized and appreciated throughout the year.

On behalf of everyone at the District at Oak Bay, to all of our residents: may the joyous spirit of this wonderful season be with you and your loved ones over the holidays – and may you enjoy blessings of health, happiness, family and friendships in the New Year.

We all look forward to 2017 – a year that promises to be a positive and exciting one for Oak Bay."

In concluding his Annual Address, the invited all Oak Bay residents to join him and his wife Jean on New Year's day for the community walk.

PUBLIC PARTICIPATION PERIOD:

5. No members of the public rose to speak.

COMMUNICATIONS:

6. ***Special Event Application - Request for Temporary Occupancy of Roadways, May 28, 2017***
 - Note - Director of Corporate Services - Kool Oak Bay Half Marathon, May 28, 2017
 - Corresp. - Frontrunners Athletic Club, Jun. 15, 2016

MOVED and seconded: That the Oak Bay Half Marathon as described in the submission from the Frontrunners Athletic Club dated June 22, 2016, be approved, subject to the Event Organizer entering into a public property occupancy agreement in which it will among other standard requirements:

1. release and indemnify the Municipality from any claims or liability associated with the event and provide evidence of public liability insurance in the amount of not less than \$3,000,000;
2. agree to pay all invoices from the Municipality for costs incurred in connection with the event;
3. agree to obtain Oak Bay Police approval for a traffic plan and implement the same subject to any field instructions from the Police; and
4. agree to give sufficient notice to all residents along the proposed route;

with the Director of Corporate Services being authorized to execute such agreement on behalf of the District of Oak Bay.

CARRIED

7. ***Special Event Application - Request for Occupancy of Roadways and Use of Amplified Sound, May 28, 2017***
 - Note - Director of Corporate Services - MS Scotiabank Walk, May 28, 2017
 - Corresp. - MS Society of Canada, Nov. 10, 2016

MOVED and seconded: That the occupancy of Willows Beach Parking Lot May 28, 2017 for the purposes of holding the MS Scotiabank Walk as described in the submission from the MS Society of Canada dated November 10, 2016, be approved, subject to the Event Organizer entering into a public property occupancy agreement in which it will among other standard requirements:

1. release and indemnify the Municipality from any claims or liability associated with the event and provide evidence of public liability insurance in the amount of not less than \$3,000,000;
 2. agree to pay all invoices from the Municipality for costs incurred in connection with the event;
 3. agree to obtain Oak Bay Police approval for a traffic plan and implement the same subject to any field instructions from the Police; and
 4. agree to give sufficient notice to all residents along the proposed route;
- with the Director of Corporate Services being authorized to execute such agreement on behalf of the District of Oak Bay.

CARRIED

8. ***Oak Bay Tourism Committee - 2017 Budget***

- Note - Oak Bay Tourism Committee 2017 Budget
- Corresp. - Oak Bay Tourism Committee, 2017 Budget, Dec. 6, 2016
- Presentation - Oak Bay Tourism, Dec. 8, 2016

Kris Morash, Chair, Oak Bay Tourism, provided a presentation to Council on the 2017 Tourism Plan and Priorities.

MOVED and seconded: That the Oak Bay Tourism Committee's 2017 budget and business plan be approved.

CARRIED

9. ***Grant Opportunity - Local Government Infrastructure Planning Grant***

- Report - Director of Engineering Services, Dec. 12, 2016

Councillor Zhelka declared a conflict of interest inasmuch as he works with Opus International. He then left the meeting at 7:53 PM.

MOVED and seconded: That the Director of Engineering Services be authorized, on behalf of the District of Oak Bay, to submit an application for the Local Government Infrastructure Planning Grant to progress in the development of an asset management plan.

CARRIED

Councillor Zhelka returned to the meeting at 7:54 PM.

10. ***Greater Victoria Public Library Operating Agreement***

- Report - Director of Corporate Services, Nov. 30, 2016
- Rpt. Attach. - Library Operating Agreement 2017 - 2020

MOVED and seconded: That Council approve the 2017 - 2020 Greater Victoria Public Library Operating Agreement and that the Mayor and Director of Corporate Services be authorized to execute the agreement on behalf of the District of Oak Bay.

CARRIED

11. **Regional Growth Strategy Amendment**
- Report - Manager of Planning, Dec. 6, 2016
 - Rpt. Attach. 1 - CRD Report, Nov 9, 2016
 - Rpt. Attach. 2 - Bylaw 4124, Nov 2016

MOVED and seconded: That Council accept the RGS Bylaw No. 4124, *A Bylaw to Amend a Regional Growth Strategy for the Capital Regional District*, and direct staff to notify the Capital Regional District of their acceptance.

CARRIED

12. **Advisory Design Panel (ADP) Minutes**
- Note - Director of Corporate Services - ADP Minutes - Oct. 4, 2016
 - Minutes, ADP, Oct. 4, 2016

MOVED and seconded: That the minutes of the Advisory Design Panel meeting held October 4, 2016 be received for information.

CARRIED

13. **Advisory Planning Commission (APC) Minutes**
- Note - Director of Corporate Services - APC Minutes - Oct. 4, Oct. 18, Nov. 1, Nov. 15, 2016
 - Minutes, APC, Oct. 4, 2016
 - Minutes, APC, Oct. 18, 2016
 - Minutes, APC, Nov. 1, 2016
 - Minutes, APC, Nov. 15, 2016

MOVED and seconded: That the minutes of the Advisory Planning Commission meetings held October 4, 2016, October 18, 2016, November 1, 2016 and November 15, 2016 be received for information.

CARRIED

CORRESPONDENCE - UPCOMING AGENDA ITEM(S)

14. No correspondence was received.

NEW BUSINESS/REPORTS FROM OTHER COMMITTEES:

15. **Report on the Capital Regional District**

Mayor Jensen provided a verbal report on the provisional budget of the Capital Regional District.

Authorization for Hosting BC Mayor's Caucus 2017

MOVED and seconded: That, the District of Oak Bay having been selected as the host for the BC Mayor's Caucus in 2017, Mayor Jensen and Councillor Braithwaite be authorized to undertake administrative and financial duties to assist with the Municipality hosting this event.

CARRIED

Greater Victoria Public Library

Councillor Murdoch advised that his term as Chair of the Greater Victoria Public Library Board was concluding in December. He also drew attention to the offerings in the new library program guides.

RESOLUTIONS:

16. ***Confirmation of 2017 Council and Citizen Volunteer Appointments***

MOVED and seconded: That the following appointments be confirmed for the 2017 Council year in accordance with the respective enactments or agreements governing them:

ACTING MAYOR & CHAIR OF COMMITTEE OF THE WHOLE

January, February, March	Councillor Kirby
April, May, June	Councillor Ney
July, August, September	Councillor Murdoch
October, November, December	Councillor Braithwaite

COUNCIL APPOINTMENTS

Business Liaison	Councillor Croft (Alternate: Councillor Braithwaite)
Camosun College Liaison	Councillor Ney
Capital Regional District (CRD)	Mayor Jensen (Alternate: Councillor Murdoch)
CRD Arts Committee	Councillor Ney
CRD Hospital District	Mayor Jensen (Alternate: Councillor Murdoch)
CRD Core Area Liquid Waste Management Committee	Mayor Jensen (Alternate: Councillor Murdoch)
CRD Inter-Municipal Climate Action Steering Committee	Councillor Braithwaite
CREST Corporation	Mayor Jensen (Alternate: Councillor Zhelka)
Greater Victoria Labour Relations Association	Councillor Kirby
Greater Victoria Public Library Board	Councillor Murdoch
Municipal Insurance Association of British Columbia	Councillor Kirby (Alternates: Councillors Croft, Murdoch)
Oak Bay Advisory Design Panel Liaison	Councillor Croft
Oak Bay Community Archives Liaison	Councillor Murdoch
Oak Bay Emergency Planning Program Liaison	Councillor Zhelka
Oak Bay Heritage Commission Liaison	Councillor Murdoch (Alternate: Councillor Zhelka)

Oak Bay Heritage Foundation Liaison	Councillor Murdoch (Alternate: Councillor Zhelka)
Oak Bay Parcel Tax Roll Review Panel	Mayor Jensen, Councillors Braithwaite and Zhelka
Oak Bay Parks, Recreation & Culture Commission	Councillor Braithwaite (Alternate: Councillor Zhelka)
Oak Bay Police Board	Mayor (ex-officio)
Oak Bay Receptions	Mayor Jensen and Councillor Braithwaite
Oak Bay Tourism Committee Liaison	Councillor Croft (Alternate: Councillor Braithwaite)
Provincial Court – Family Court Committee	Councillor Kirby (Alternate: Bill Warburton)
Regional Housing Trust Fund Commission	Councillor Ney (Alternate: Councillor Murdoch)
Regional Water Supply Commission	Councillor Zhelka (Alternate: Councillor Kirby)
Royal and McPherson Theatres Society	Councillor Ney
School District 61 Liaison	Councillor Kirby
South Vancouver Island Prosperity Project	Councillor Croft
University of Victoria Liaison	Councillor Croft
YES (Young Exceptional Star) Awards Liaison	Councillor Braithwaite

CITIZEN VOLUNTEER APPOINTMENTS

Advisory Design Panel General Members

John Armitage
James Kerr
Will King
Kim Milburn
David Wilkinson

Advisory Design Panel - Allan Cassidy
Recognition of Renovation & Building
Achievement Awards

Frans Compeer
Cassie Kangas
Bronwyn Taylor

Advisory Planning Commission

Andrew Appleton
Rus Collins
Pam Copley
Virginia Holden
Kristina Leach
Michael Low
Kris Nichols
Esther Paterson
Tim Taddy

Heritage Foundation

Phebe Chartrand
Marion Cumming
M. Jane Hall
Brita Harrison Brooke
Joan Heagle
Cassie Kangas
Jane Nielsen
Margaret Palmer
Susan Ross
Bronwyn Taylor
Robert Taylor
Patricia Wilson

Parks, Recreation & Culture Commission

Stuart Culbertson
Janet Donald
Matt Fairbarns
James Hoffman
Monty Holding
Will Moore
Darlene Therrien
Suzanne Weckend
Ann Wilmot

Arts Laureate

Barbara Adams

Board of Variance

Robert Peterson
James Murtagh
Tim Wait

Heritage Commission

Heather Cochran
Marion Cumming
Cairine Green
M. Jane Hall
Joan Heagle
Margaret Palmer
Susan Ross
Cora Smith
Bronwyn Taylor
Robert Taylor
Monica Walter

Police Board

Mary Kelly
Blair Littler
Brian Rendell
Sandra Waddington

Tourism Committee

Ken Agate
Brian Dolsen
Steve Earnshaw
Sue Hayes
Heidi Marshall
Angus Matthews
Duncan Murphy
Kris Morash
Joan Peggs
Steve Sinclair

CARRIED

17. ***2017 Meeting Schedule***

- Resolution Notice - 2017 Meeting Schedule

MOVED and seconded: That the 2017 meetings of Municipal Council be scheduled as follows:

Council, regular business commencing at 7:00 PM, closing to In Camera sessions as per Community Charter at 6:00 PM

January 9 & 23	May 8 & 23	October 10 & 23
February 14 & 27	June 12 & 26	November 14 & 27
March 13 & 27	July 10	December 18
April 10 & 24	September 11	

Council (in advance of Committee of the Whole), regular business commencing at 6:00 PM

July 17	September 18	December 11
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Committee of the Whole, commencing at 7:00 PM

January 16	May 15	October 16
February 20	June 19	November 20
March 20	July 17	December 11
April 18	September 18	

Budget Meetings

March 15 – 5:30 pm: Joint meeting with Parks, Recreation & Culture Commission

April 12 – 5:30 pm: Estimates Committee

April 19 – 5:30 pm: Estimates Committee

CARRIED

ADJOURNMENT:

18. ***Motion to Adjourn***

MOVED and seconded: That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:22 PM.

Certified Correct:

Mayor

Director of Corporate Services