

MINUTES of a special meeting of the 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, on Thursday February 20, 2020 at 6:00 P.M.

We acknowledge that the land on which we gather is the traditional territory of the Coast and Straits Salish Peoples. Specifically we recognize the Lekwungen-speaking peoples, 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. Zheika

STAFF: Chief Administrative Officer, L Varela
Director of Corporate Services, D. Hopkins
Director of Financial Services, C. Paine
Director of Engineering Services, D. Horan
Director of Strategic Initiatives, S. Bagh
Chief Constable, A. Brinton
Fire Chief, D. Hughes
Manager of Planning, D. Jensen
Recorder, A. Nurvo

CALL TO ORDER:

Mayor Murdoch called the meeting to order at 6:00 p.m.

COMMUNICATIONS:

1. Summary and Overview

The Director of Financial Services reviewed a PowerPoint presentation and reiterated the budget principles incorporated in the preparation of the five-year Financial Plan and the budget process including timelines. The Director provided an overview of the Financial Plan (Draft Version 3), the tax increase forecasts, and rationale for the recommended increases.

2. Budget Questionnaire Public Feedback

The Director of Strategic Initiatives reviewed her Report and advised that the questionnaire closed on February 13, and that the District received 322 responses compared to 95 last year. Most people responded that they are quite happy with the level of service offered by the District, there was no reported desire for any decreases, and there was some strong indication of preferred increases, as noted in the Report. The Director advised that the current budget before Council does reflect the proposed increased services based on these responses for Council's consideration.

Mayor Murdoch invited members of the public to provide comments to Council and no comments were provided.

MOVED and seconded: That it be recommended to Council that Council receive the February 20, 2020 report from the Director of Strategic Initiatives regarding public feedback on the 2020 budget questionnaire.

CARRIED

4. Greater Victoria Public Library

The Chair of the Greater Victoria Public Library (GVPL) Board, Deborah Begoray, introduced Maureen Sawa, Chief Executive Officer (CEO), Paul McKinnon, Director of Finance, Board Representative Councillor MacKinnon from Metchosin, and acknowledged Councillor Appleton as the District's Council representative on the GVPL Board. The CEO reviewed a PowerPoint presentation, provided an overview of the strategic priorities of the GVPL including local community engagement, 2019 major achievements including user statistics and rankings, and 2020 budget requests resulting in a proposed increase of 3.90%. She advised that Oak Bay's share would be 6.65%, resulting in a per capita increase of \$0.45. She advised that the Facilities Master Plan update is pending, and that Oak Bay is a key focus regarding possible changes to the Oak Bay Branch.

5. South Island Prosperity Partnership

Bruce Williams, Chief Executive Officer (CEO), advised that SIPP is now South Island Prosperity Partnership, and that currently 12 of 13 municipalities in the Capital Region are members, as well as nine of the Salish First Nations. The CEO reviewed a PowerPoint presentation summarizing the growth last year and collaboration with local financial institutions, businesses, libraries, junior achievement and intercultural associations, and all of the major transportation service providers. He also reviewed initiatives on First Nations collaboration and upcoming events and activities. He advised that we are approaching the end of the current five year plan and the end of Oak Bay's five year commitment in the current Strategic Plan, and that SIPP intends to come back to municipalities to ask for further commitment moving forward.

3. Community Climate Action Working Group

Councillor Appleton, Chair of the Community Climate Action Working Group (CCAWG) reviewed his memorandum and advised that the CCAWG is currently concluding its work in developing five recommendations for Council consideration. Three recommendations are being brought forward now for consideration of inclusion into the 2020 budget cycle so they can be implemented immediately. Council discussion ensued regarding the Coolkit Program. The CAO advised that the Manager of Parks could attend an upcoming meeting to provide further information on this project.

MOVED and seconded: That it be recommended to Council that Council consider including the three draft priorities, with implications for the 2020 budget cycle, as outlined in the memorandum from Councillor Appleton dated February 20, 2020.

Mayor Murdoch severed the Motion into three Motions, to be discussed and voted on separately.

Motion 1: That it be recommended to Council that Council consider, prior to the 2021 budget cycle, directing the Engineering Services Department to develop the concept design, establish funding requirements, and develop a feasibility study for completion of the Oak Bay Active Transportation Network by the end of 2025. Consideration should be given to partnerships with adjacent municipalities and the Capital Regional District.

CARRIED

Motion 2: That it be recommended to Council that Council consider initiating a neighbourhood engagement program to trigger measurable community projects by funding the Coolkit program, at a cost of approximately \$116,000 that is spread over a three year period. The Coolkit program should provide educational opportunities for urban forestry, urban agriculture, and other climate related initiatives.

Mayor Murdoch invited members of the public to provide comments to Council.

Gary MacDougall, Oak Bay resident, stated that he supports the opportunity with Coolkit and the benefits of it, including that it can encourage neighbours to have discussions and take action, and that this is a challenge for the elected officials to take whatever action they can on climate emergency.

Andrea Careless, Oak Bay resident, stated that she works with the Province in climate change, is supportive of the Coolkit, and felt it was not an unreasonable amount of money to include in the budget since it is an effective way of engaging the community to take action.

Pam Woodland, Oak Bay resident, spoke in support of the Coolkit, and stated that she would appreciate an expert from the University of British Columbia (UBC) advising on options to convert green space. She suggested that Council launch the Coolkit on Earth Day and invite the public to take part in discussion of options to convert the front lawn of Municipal Hall into a meadow or garden.

Andrea Careless, Oak Bay resident, spoke a second time and stated that the Coolkit permits the community to take action on whatever we think is important, that it provides a range of options, and that volunteers are free to work in the program.

Council directed staff to provide further information regarding the Coolkit Program, including a breakdown of the requested funding, the option and mechanism for striking a local community group and providing funding to it, and details of the Climate Action Reserve Fund and approved uses for the fund. Staff confirmed that this additional information could be provided to Council prior to the next budget meeting scheduled for March 12, 2020.

The question was called on the Motion.

CARRIED

Motion 3: That it be recommended to Council that Council consider establishing an annual funding program to:

1. provide grants to community groups who are undertaking direct climate action activities within Oak Bay; and
2. provide rebates for actions that reduce GHG emissions including, for example, heating systems, electric garden equipment, and ebikes. The rebate program should take into consideration opportunities for partnering with other funding opportunities such as the Capital Regional District, Fortis, and BC Hydro.

CARRIED

Staff confirmed that a report is coming back to Council in the near future on partner funding opportunities.

6. Asset Management in Practice

The Director of Financial Services reviewed a PowerPoint presentation providing an overview of assets, services and long range planning. The Director stated that asset management is about delivering services in the long term, that each asset class is managed in a comprehensive way, and the intent is to take all individual master plans and prepare one master capital plan to cover all of the District's assets.

7. Asset Management Funding Targets

The Director of Financial Services reviewed the level of asset management funding to demonstrate the District's progress in reaching the target of providing sustainable funding for each asset class to ensure sufficient funds are available for replacement when required.

8. Debt Management

The Director of Financial Services advised that the District has very little debt. The Director reviewed statutory limitations, servicing limits, and the process for borrowing through the Municipal Finance Authority (MFA) with the result of keeping the District's borrowing costs very low.

9. Reserve Descriptions and Forecasts

The Director of Financial Services reviewed the various types of Reserves, how they are established, the current balances, the process to move funds between Reserves, and the impacts on the balances in the Reserves if the draft Financial Plan is approved by Council.

Mayor Murdoch invited members of the public to make comments relating to Items 6-9 of the Agenda and there were no comments.

Note, no further public input was requested since there were no members of the public present during the last part of the meeting.

10. Corporate Administration Capital Plan

The Director of Financial Services reviewed the proposed capital projects for Corporate Administration including the refurbishment of Municipal Hall. Mr. Cockle, consultant, joined the meeting to answer any questions from Council. Council discussion ensued, including a suggestion to include an acknowledgement of Indigenous communities in the Municipal Hall.

MOVED and seconded: That Council request that the Mayor and staff reach out to our local First Nations to gauge their interest in including a visible acknowledgement of their Nation and develop options for Council's consideration for including First Nations recognition as part of the Municipal Hall renovations.

CARRIED

The Executive Director of the Oak Bay Volunteer Society, Renee Lormé-Gulbrandsen, addressed Council and confirmed that the Society welcomed and supported the proposed relocation of their offices to Monterey Centre.

MOVED and seconded: That it be recommended to Council that \$1,322,900 for Municipal Hall health, safety, and levels of service upgrades be incorporated into the 2020 - 2024 Financial Plan, and that staff be directed to implement these projects in 2020 or 2021, in consideration of work space and business continuity planning.

CARRIED

The Director of Financial Services reviewed the request for Tod House improvements and advised that the budget includes the total amount of reserve funds pending completion of a report providing further details. Staff recommended that foreshore railings be deleted in version 4 of the Financial Plan since we currently do not have enough information to warrant moving forward. The Director advised that the preliminary report on the Marina will be reviewed in more detail by Council at the same time as other reports on leasing options for the Marina are brought forward for consideration.

11. Financial and Information Technology Capital Plan

The Director of Financial Services reviewed capital requests and rationale. Mike Gustavson and Jason Bristow, Sea to Sky Network Solution, the District's IT Contractors, were in attendance for this portion of the meeting and answered questions from Council regarding options for proposed wireless access for recreation facilities. Staff advised they will review Council's previous direction regarding Wi-Fi usage for the Parks and Recreation facilities and access to Wi-Fi by the public.

12. Police Services Capital Plan

The Director of Financial Services reviewed the proposed capital purchases and projects and the associated rationale. The Director of Financial Services and Chief Constable answered questions from Council.

13. Fire Services Capital Plan

The Director of Financial Services reviewed the proposed capital purchases, projects and rationale, and referred Council to the Report from the Fire Chief providing additional details. Council discussion ensued on the major capital expenditures including:

- Engine with Light Rescue
- Ladder Truck with Heavy Rescue, and
- Portable Apparatus Storage and Hall Door Enlargement.

The Fire Chief answered questions from Council on these proposed capital expenditures.

MOVED and seconded: That Council approve Option A as outlined in the Report of the Fire Chief dated February 20, 2020.

CARRIED

Steps for Option A		
1.	2020	Design and renovate a 1962 apparatus bay door
2.	2020	Design and purchase a new/modern Engine (1.5 year delivery time)
3.	2020	Design and purchase a new/modern 100+ foot Quint (1.5 – 2 year delivery time)
4.	2021	Design and lease a portable apparatus bay
5.	2021	Install portable apparatus bay and move 2002 Quint
6.	2021	Place new/modern Engine into renovated 1962 apparatus bay
7.	2021	Disposal of the 1990 Engine
8.	2022	Place new 10+ foot Quint into the portable apparatus storage bay
9.	2022	Disposal of the 2002 Quint

Option A Financial Summary			
Item	Project Start	Project End	Estimated Cost
New Engine	2020	2021	\$1,300,000
New 100+ foot Quint	2020	2022	\$2,050,000
1962 Door Renovation and Portable Building Site Prep	2021	2021	\$250,000
			Initial Capital Investment \$3,600,000
5-Year Portable Building Lease	2021	2026	Annual \$90,000 5-Year Total \$450,000

ADJOURNMENT:

14. Motion to Adjourn

MOVED and seconded: That the meeting be adjourned at 10:29 p.m.

CARRIED

Certified Correct:

Chair

Director of Corporate Services