

MINUTES of a STRATEGIC PRIORITY SESSION 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 Friday November 4, 2016 at 9:00 AM.

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
Director of Engineering Services, D. Horan
Superintendent of Public Works, D. Brozuk
Director of Parks, Recreation and Culture, R. Herman
Manager of Recreation and Culture, J. Barclay
Chief Constable, A. Brinton
Fire Chief, D. Cockle
Manager of Human Resources, B. Donnelly

Mayor Jensen called the meeting to order at 9:05 AM.

PRIORITIES SESSION ORDER OF BUSINESS:

1. ***Priorities Session Order of Business***
 - Agenda for Strategic Priorities Session

Gary Nason, Facilitator, in attendance for the meeting.

Councillor Kirby entered the meeting at 9:06 AM.

Mayor Jensen provided an overview of the strategic planning process undertaken to date by the District of Oak Bay and introduced Mr. Nason, who confirmed the intended objectives and outcomes for the session.

2. ***Oak Bay Community Satisfaction Survey Report - Presentation by eNRG Research Group***
 - District of Oak Bay - Community Satisfaction Survey - Final Report (October 31 2016)
 - ADDENDA - Presentation, Community Satisfaction Survey - Nov. 4, 2016

Kim Scott, Research Consultant, eNRG Research Group in attendance for this item.

Following an introduction by the Director of Corporate Services on the purpose for and process undertaken with respect to the 2016 Community Satisfaction Survey, Ms. Scott gave a presentation on the survey findings as outlined in the October 31, 2016 report.

3. ***Strategic Priorities Session Discussion***

- Council Strategic Plan 2015 – 2018: Council Strategic Plan Quarterly Report, Sep. 30, 2016
- Council Referrals and Potential Additions to the Strategic Plan: Preparation for 2016 Strategic Priority Session
- Attachments for Referral Item S1: Public/Community Engagement: 2012 Community Engagement Report; Report - Coffee with Councillors, Mar. 16, 2016; and Presentation - Community Engagement, April 2016
- Attachments for Referral Item S3: Oak Bay Cenotaph: Report to Council Jun. 13, 2016 - Oak Bay Cenotaph Task Force
- Attachments for Referral Item S5: Foreshore and Water Lot Leases: Report to COW on Sep. 12, 2016 - Director of Corporate Services, Foreshore and Waterlot Leases; Corresp. to COW on Sep. 12, 2016 - Foreshore and Water Lot Leases; Corresp. to Council on Sep. 19, 2016 - Foreshore and Waterlot Leases; Considered at COW on Oct. 19, 2016 - Oak Bay Eelgrass Inventory - SeaChange Marine Conservation Society; Considered at COW on Oct. 19, 2016 - Presentation - SeaChange, Eelgrass Report.
- Attachments for Referral Item CS1: Election Signs: Report to Special COW Oct. 21, 2016 - Director of Corporate Services
- Attachments for Referral Item ES1: Pathways and pedestrian connections: Greater Victoria Pedestrian Advocacy Organization - Oct. 13, 2016.
- Attachments for Referral Item BP2: Streamlining of Building and Planning Processes: Report to Council Jun. 13, 2016 - Housing Retention Working Group; Corresp. to Council Jun. 13, 2016 - Interim Report - Housing Retention Working Group; and Report to Special COW Sep. 23, 2016 - Director of Corporate Services.
- Attachments for Referral Item BP3: Heritage Conservation Areas: Corresp. to Council Oct. 11, 2016, Grant et al, Heritage Conservation Area.

Mr. Nason reviewed the proposed “ground rules” for the session.

A recess was called at 10:13 AM and the meeting resumed at 10:30 AM.

Following an overview of the current Council Strategic Plan 2015 – 2018, discussion turned to the Council referrals and potential additions to the Strategic Plan as outlined on the spreadsheet attached to the agenda. With respect to the items regarding election signage (CS1), 24 hour parking regulation (CS2) and the forthcoming report on blasting regulations (BP1) it was confirmed that no further action beyond the existing staff work plans to complete these items were required at this time.

A recess was called at 12:13 PM and the meeting resumed at 12:50 PM.

Members of Council undertook a roundtable discussion identifying potential new additions to the strategic plan not already included in the referral spreadsheet. At the conclusion of the discussion, the following items were identified:

- Turkey Head – Parking Lot Redesign/Uses

- Revision of RS1/RS2 Bylaw Regulations for Uplands (size, massing, setbacks)
- Deer Management Plan/Next Steps Strategy
- Short Term Rentals – Regulations
- Henderson Bike Lane – 24/7 Signage
- Development of an Oak Bay Village Neighbourhood Plan
- Review/Update of Policies and Bylaws Relating to Heritage Properties
- Leaf Blower Regulations
- Land Use Review of Turkey Head
- Development of a Dog Park
- Water Supply Redundancy
- Commercial Area Parking (Oak Bay Village/Estevan)
- Enhanced Communications Strategy/Capacity
- Additional Electric Vehicle Charging Stations

A recess was called at 2:15 PM and the meeting resumed at 2:35 PM.

A roundtable discussion ensued with members of Council discussing potential reprioritization of existing items on the strategic plan.

Councillor Kirby left the meeting at 3:30 PM and returned at 3:37 PM.

Mr. Nason provided for Council a listing of each of the previous Council referrals and potential additions as identified in the spreadsheet attached to the agenda, as well as a listing of the potential new additions identified at the meeting. On these flipcharts, each member of Council then identified their top priorities for 2017 and top priorities for 2018.

Top Priorities for 2017

- Uplands Combined Sewer Separation Project
- Infill Development Guidelines and Policies/Secondary Suites Review/Housing Strategy (One project to be determined upon receipt of advice from APC)
- Water Supply Redundancy
- Cadboro Bay Bike Lanes
- Urban Forest Strategy
- Formal Asset Management Plan
- Deer Management Plan/Next Steps Strategy
- Curb Cuts/Bike Lanes (“Operational as opposed to a 20% additional supplemental project”)
- Review/Update of Policies and Bylaws Relating to Heritage Properties/Heritage Conservation Area
- Turkey Head – Parking Lot Redesign/Uses

Top Priorities for 2018

- Uplands Combined Sewer Separation Project
- Infill Development Guidelines and Policies OR Secondary Suites Review/Housing Strategy (One project to be determined upon receipt of advice from APC)
- Water Supply Redundancy
- Derelict Vessels (Plan to Address)
- Cadboro Bay Bike Lanes

- Development of an Oak Bay Village Neighbourhood Plan
- Storm and Water Main Upgrades (“Operational as opposed to a 20% additional supplemental project”)
- Urban Forest Strategy
- Formal Asset Management Plan
- “Complete Streets”
- Review/Update of Policies and Bylaws Relating to Heritage Properties
- Additional Electric Vehicle Charging Stations
- Elgin to Bowker Pathway

Lesser Priority Items Currently on Strategic Plan – Potentially for Reprioritization Beyond Current Mandate

- DCC Bylaw
- Zoning Bylaw Review and General Redraft
- Wayfinding Signage
- Estevan Village Sidewalks
- Roadworks/Traffic - Bowker Multi-use Trail

A final ranking exercise was undertaken whereby members of Council identified their top three priorities for the next two year period. The highest ranked items included the following:

- Housing Retention/Heritage Home Preservation
- Liveaboards and Derelict Vessels
- Heritage Conservation Area
- Turkey Head Parking Lot Redesign and Community Use Options
- Development of an Oak Bay Avenue and Village Plan
- Water Supply Redundancy
- Additional Electric Vehicle Charging Stations
- Deer Management Plan

Mr. Nason noted that it would now be opportune for him to consult with senior staff to further clarify the potential impacts with respect to staff time, capacity and cost regarding the proposed 2017, 2018, and top 8 priorities. It was noted that this information would be brought forward for further consideration and additional reprioritization at a subsequent meeting.

The Mayor offered concluding remarks, thanking Council, staff and the facilitator for their participation in this session and the next steps in the strategic planning process. He then called the meeting adjourned.

The meeting adjourned at 4:49 PM.

Certified Correct:

Mayor

Director of Corporate Services