

MINUTES of a SPECIAL meeting of COUNCIL of The Corporation of the District of Oak Bay, held in the Council Chambers, Oak Bay Municipal Hall, 2167 Oak Bay Avenue, Oak Bay, B.C., on Friday, April 26, 2013 at 8:30 a.m.

PRESENT: Mayor N. Jensen, Chair  
Councillor P. Copley  
Councillor J. Herbert  
Councillor K. Murdoch  
Councillor T. Ney (entered at 8:48 a.m.)

STAFF: Municipal Administrator, G. Nason  
Municipal Clerk, L. Hilton  
Deputy Municipal Clerk, M. Jones  
Municipal Treasurer, P. Walker  
Director of Building and Planning, R. Thomassen  
Director of Engineering Services, D. Marshall

Mayor Jensen called the Special Council meeting to order at 8:34 a.m.

COMMUNICATIONS:

1. 2013-102 DIRECTOR OF PARKS AND RECREATION, April 8, 2013  
Re Tender Award – Four-Court Tennis Bubble Replacement

*(Ray Herman, Director of Parks and Recreation, in attendance for this item)*

The Municipal Administrator provided an overview of the status with respect to awarding the contract for the four-court tennis bubble replacement project, noting that Council has 60 days after the tender closed on March 22, 2013 to award the contract. Mr. Nason stated that the urgency is in regards to the construction period of 17 weeks, after which the impact of poor weather and lost revenue become a concern.

Turning to the issue of fire access to the tennis bubble, Mr. Nason noted that in his meeting with School District staff, they seemed relatively positive that the design requirements for the Oak Bay High School Replacement Project could be amended to address the fire access requirements for the replacement tennis bubble, but that it would be preferable to have written correspondence confirming this before proceeding.

The Director of Parks and Recreation commented that the award of the contract must be completed by May 15, 2013.

In response to questions from Council, the Director of Building and Planning noted that the current proposal to address fire access requirements was preferable due to cost and the increased access for other emergency services.

MOVED by Councillor Herbert

Seconded by Councillor Murdoch, That Council defer further consideration of awarding the contract for the four-court tennis bubble replacement to a future meeting.

CARRIED

2. 2013-120 DIRECTOR OF ENGINEERING SERVICES, April 24, 2013  
Re Encroachment Agreement – Abstract Developments Inc.

The Director of Engineering Services noted that Abstract Developments Inc. has requested permission to use stabilization anchors across Foul Bay Road for a development project located in the City of Victoria.

In response to questions from Council, Mr. Marshall noted that the developer would be required to indemnify the District and provide \$5 million in liability insurance. Additionally, he said, \$15,000.00 security would be provided for small issues that may arise during the encroachment. He noted that a security of \$1,000 per anchor left in the ground is also proposed.

MOVED by Councillor Herbert

Seconded by Councillor Copley, That the Mayor and Municipal Clerk be authorized to execute the Encroachment Agreement with Abstract Developments Inc. substantially in the form printed for the purpose of the April 26, 2013 Special Council meeting.

Mr. Marshall responded to questions from Council, clarifying that Abstract Development Inc. is paying for the legal costs associated with the encroachment agreement, but is not paying for municipal staff time.

In response to Council discussion, the Municipal Administrator noted that, as the Municipality does not have a fees and charges bylaw which would identify a charge for this kind of service, it would be problematic to require that Abstract Developments Inc. reimburse the Municipality for staff costs associated with the encroachment agreement, but that a request could be made.

Councillor Ney entered the meeting at 8:48 a.m.

The question was then called.

CARRIED

3. -- MUNICIPAL ADMINISTRATOR  
Re Official Community Plan Project Update

*Branding*

The Municipal Administrator provided copies of the recent branding option for the Official Community Plan (OCP) Renewal.

MOVED by Councillor Copley

Seconded by Councillor Herbert, That Council endorse the Oak Bay Official Community Plan Renewal branding, "Choosing Our Future" as circulated at the Special Council meeting on April 26, 2013.

CARRIED

*Visioning Sessions*

The Municipal Administrator stated that the Official Community Plan Project Advisory Committee (OPAC) recommends changing two of the visioning sessions to community open houses, to be held on May 25, 2013 at Windsor Pavilion and June 4, 2013 at either the Emmanuel Baptist Church or the Uplands Campus.

Mr. Nason noted that these open houses would require an additional \$4,300.00 in consultant fees.

MOVED by Councillor Herbert

Seconded by Councillor Copley, That Council endorse changing two resident visioning sessions to community open houses for the public consultation process of the Oak Bay Official Community Plan Renewal.

CARRIED

*Communications Blitz*

Mr. Nason provided a status update on the communications blitz for the OCP Renewal, noting that the blitz, which would include press releases, advertising, and invitations to the visioning sessions, was planned to begin the week of May 6, 2013. He commented that the master stakeholders list is currently being compiled.

The Mayor noted that during his absence in May, Councillor Copley should be the designated media contact for the OCP Renewal Project.

A discussion ensued on the timing of the communications blitz, with the majority of Council commenting that the time frame was supportable.

*Community Survey*

Mr. Nason noted that consideration of the potential expansion of the community survey was still underway, specifically with respect to methodology, cost comparison and identifying benefits of an expansion. Preliminary indication, he said, is that the cost would be approximately \$7,000.00. He commented that more information would come forward to Council following future OPAC meetings.

ADJOURNMENT:

MOVED by Councillor Herbert

Seconded by Councillor Murdoch, That the Special Council meeting be adjourned.

CARRIED

The meeting adjourned at 9:15 a.m.

Certified Correct:

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Municipal Clerk

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Mayor