

MINUTES of a SPECIAL meeting of MUNICIPAL 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 Monday, August 12, 2013.

PRESENT: Mayor N. Jensen, Chair
Councillor P. Copley
Councillor K. Murdoch
Councillor T. Ney

STAFF: Municipal Administrator, G. Nason
Deputy Municipal Clerk, M. Jones

Mayor Jensen called the Special Council meeting to order at 7:03 p.m.

COMMUNICATIONS:

1. 2013-221 MUNICIPAL ADMINISTRATOR, Aug. 12, 2013
Re Official Community Plan (OCP) Renewal
 1. OCP Household Survey
 2. Input to the Official Community Plan Renewal Process by Volunteer Bodies – Civic Advisory Committees, Boards and Commissions

(Official Community Plan Project Advisory Committee members Gloria Back, Patrick Frey, John Graham and Jan Mears were present for this item).

Members of Council and the Official Community Plan Project Advisory Committee (OPAC) provided comments on the proposed Official Community Plan (OCP) Household Survey. Although members were generally supportive of the survey overall, it was noted that there were still some improvements to be made including: thanking residents for completing the survey; referencing an estimated timeline for completing the survey; commencing with the Natural Environment topic area; adding one-level dwellings as a housing type; noting the due date for submitting the completed survey; detailing the next steps in the OCP Renewal project; and indicating the additional opportunities beyond the survey for input into the OCP.

It was emphasized that although the survey is important, it is only one of various different opportunities for input into the OCP.

A member of Council expressed concern that without determining a respondent's level of satisfaction with the status quo, the input with respect to rating the importance of different items in the survey would be less meaningful. Although other members noted that it was crucial to keep the length of time needed to complete the survey to a minimum, it was agreed that this issue would be forwarded to the consultant for consideration.

MOVED by Councillor Copley
Seconded by Councillor Ney, That:

1. The August 12, 2013 memorandum of the Municipal Administrator be received, and that Council approve the draft Official Community Plan survey, generally per the content attached to the memorandum as Appendix "A", for the purposes of moving forward with the next steps in the survey implementation process;
2. Finalization of the survey sub-areas be referred to the sub-committee of the Official Community Plan Project Advisory Committee to liaise further with the consultants in this regard; and

3. Council send written communication to each of its advisory committees, boards and commissions formally inviting these bodies to submit, at any time, written comments or input on the Official Community Plan renewal project, and also advising these bodies that once the process reaches the draft document stage, further opportunities will be given to each of them to review the draft Plan and provide comment back to Council prior to finalization.

CARRIED

The Municipal Administrator noted that, in order to meet the timelines in the project charter, members are asked to provide any final comments on the survey to him by August 19, 2013 at the latest. Mr. Nason stated that the OPAC sub-committee will meet and finalize the survey sub-areas next week.

ADJOURNMENT:

MOVED by Councillor Ney

Seconded by Councillor Copley, That the open portion of the Special Council meeting be adjourned and that a closed session be convened following the adjournment of the Committee of the Whole meeting to take place immediately after the open portion of the Special Council meeting, 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.

CARRIED

The Special meeting of Council adjourned at 7:56 p.m.

Certified Correct:

Deputy Municipal Clerk

Mayor