

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, March 25, 2013.

PRESENT: Mayor N. Jensen, Chair
Councillor P. Copley
Councillor C. Green
Councillor J. Herbert
Councillor M. Kirby
Councillor K. Murdoch
STAFF: Municipal Administrator, G. Nason
Municipal Clerk, L. Hilton

Mayor Jensen called the Special Council meeting to order at 5:30 p.m.

COMMUNICATIONS:

1. -- INTERIM MUNICIPAL ADMINISTRATOR, Verbal Discussion
Re: March 2012 “Strategic Priorities” (McIntosh Report) and Other Council Referrals to Staff Subsequent to Last Workshop

Referring to the spreadsheet summarizing the strategic priorities last set by Council along with other referrals to staff, a number of items were raised for consideration by the Municipal Administrator.

OCP Renewal and Floor Area Regulations Review

Mr. Nason indicated that the latest draft of the Project Charter for the OCP Renewal has been completed. Following discussion, it was agreed that the Project Charter, along with proposed branding options for the renewal process, would be brought forward to Council for consideration at its April 8, 2013 regular meeting.

In respect to the relationship between the OCP Renewal process and the proposed formation of a floor area regulation review committee, it was noted that the terms of reference for such a committee were deferred at the last Council meeting to enable further consideration of the composition of the committee and to consider how the two processes might work concurrently.

Mr. Nason updated Council on recent discussions with staff and the OCP consultant in that regard, and it was suggested that a committee could be formed now, with the condensed working time frame of a few months. In terms of the qualifications of volunteers that might be sought to serve on the committee, there was consensus that people with experience, skills and knowledge in land use planning would be desirable members of such a committee.

It was agreed that revised terms of reference would be brought forward to the April 8, 2013 Council meeting for formal consideration of the establishment of a committee.

Municipal Website

Attention was drawn to the Municipal website and what appears to be a gap between the expectations of Council and the advisory committees in terms of the

maintaining the website and uploading desired information and the resources available for this work. The Municipal Administrator advised that in order to meet the expectations for the website from Council and the advisory committees, additional resources would be required.

Kitchen Scraps

In turning to the issue of kitchen scrap collection, the Municipal Administrator indicated that staff had outsourced drafting an RFP for the purpose of contracting out that service, and further advised that a legal opinion on the issue of contracting out kitchen scrap collection would be forthcoming to a closed meeting of Council.

Uplands Sewer Separation

There was discussion regarding a letter proposed to be sent under the Mayor's signature to the Capital Regional District with respect to requesting approval at the Regional and Provincial level for Oak Bay's proposed approach to the separation of the Uplands sewer as mandated by the Provincial Government. The plan, said the Municipal Administrator, would be to install a new storm drain system in the sections of the Uplands now served by a single sewer line.

It was further noted that if the plan receives approval from the CRD and the Province, a survey program would be undertaken to determine the elevations of each house to facilitate the design of the proposed new storm main, along with the collection of other data on existing pump usage.

Following approval of the plan at the Regional and Provincial levels, noted Mr. Nason, a preliminary design would be brought forward to Council for consideration.

Following discussion, it was the consensus of Council members present to submit the letter to the Capital Regional District as described.

Other Outstanding Council Referrals and Priorities

There was consensus that in light of the staff resources available perhaps the list of outstanding referrals could be reviewed in more detail with a view to reducing it. It was agreed that a subsequent special Council meeting should be scheduled for late April for further consideration of the outstanding work list.

ADJOURNMENT:

MOVED by Councillor Kirby

Seconded by Councillor Copley, That the open portion of the Special Council meeting be adjourned and that a closed session be convened 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 and litigation or potential litigation affecting the Municipality.

CARRIED

The Special meeting of Council adjourned at 6:35 p.m.

Certified Correct:

Municipal Clerk

Mayor