

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 Monday December 3, 2018 at 7:00 PM.

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 people, known today as the Songhees and Esquimalt Nations, and that their historic connections to these lands continue to this day.

PRESENT: Mayor M. Murdoch, Chair  
Councillor A. Appleton  
Councillor H. Braithwaite  
Councillor C. Green  
Councillor T. Ney  
Councillor E. Paterson  
Councillor E. W. Zhelka

STAFF: Interim Chief Administrative Officer, L. Varela  
Director of Financial Services, D. Carter  
Deputy Director of Corporate Services, D. Hopkins  
Director of Corporate Services, W. Jones  
Chief of Police, A. Brinton  
Fire Chief, D. Cockle  
Deputy Fire Chief, D. Hughes  
Director of Parks, Recreation and Culture, R. Herman  
Director of Engineering Services, D. Horan  
Superintendent of Public Works, D. Brozuk  
Manager of Human Resources, B. Donnelly

FINANCE ITEM(S):

1. ***Budget and Strategic Planning***

- Report - Budget and Strategic Planning - Interim CAO, Dec. 3 2018

The Interim CAO provided an overview of the anticipated process for this Special Committee of the Whole Budget and Strategic Plan Workshop.

The Interim CAO and Director of Financial Services presented an introduction to the budget and strategic planning process and invited discussion and feedback from members of Council to provide direction to staff work plans.

Discussion ensued regarding the in-stream budget process for 2019 and approaches to strategic planning, financial planning, and preparing the annual report for this council term. Highlighted items included making the budget a strategic priority in 2019, alignment of corporate documents, establishment of metrics for reporting progress, distribution of budget information to the public that is accessible and understandable, and opportunities for public input on the strategic plan, financial plan, and annual report.

The Chair invited members of the public to appear before the Committee.

Anthony Mears, Oak Bay resident, said that the current Estimates Committee format for discussing the municipal budget is insufficient. Mr. Meares commented that more quality information is required because the public does not understand the process or the content. He asked why so much time is spent on approving grants and less time spent discussing more significant budget items. Mr. Meares suggested that the District look to other successful small communities to implement budget process improvements.

Mary Douglas-Hunt, Oak Bay resident, said that she conducted a survey of what other area municipalities are doing and asked that Oak Bay find ways to provide the necessary tools for staff to do their jobs efficiently. Ms. Douglas-Hunt encouraged staff to meet with neighbouring municipalities to determine best practices to implement in Oak Bay. She also asked that Council hold a Town Hall meeting to provide the community the opportunity to come together and discuss these important issues.

Curtis Hobson, Oak Bay resident, suggested that placing ads in the Oak Bay News is not an effective way to communicate with residents and asked that the District implement better methods of disseminating information. Mr. Hobson stated that good governance should not be listed as a strategic priority as it should be an expectation. He commented that the public needs to be made aware of what has to be spent and then shown what is left to be spent in the budget. He stated that public engagement should focus on what is left to be spent in the budget. He said that the District should be exploring options for borrowing for significant projects like infrastructure and creating a bylaw or policy to enable lending from the Municipal Finance Authority which would facilitate longer term financial planning. Mr. Hobson offered support to implementing best practices from neighbouring communities into Oak Bay's budget process and to providing opportunities for members of the community to participate in these discussions.

Jake Richardson, Oak Bay resident, stated that a Town Hall meeting should be held by February 2019 as this will provide an opportunity to get the budget information to the community and to answer questions. Ms. Richardson commented that good information is available from a variety of sources and asked that implementation of improvements in the budget process not be delayed.

Mary Douglas-Hunt, Oak Bay resident, asked that Council consider acquiring a brightly coloured sandwich board to put on the front lawn of the municipal hall to advertise community meetings. She said that the District is not currently communicating effectively with residents about what is going on and this needs to be changed.

2. ***Citizen Satisfaction/Priorities Survey***

- Report - Citizen Satisfaction & Priorities Survey - Director of Corporate Services, Nov. 15, 2018
- Addenda - Corresp. - Citizen Satisfaction/Priorities Survey - Wilmut, Dec. 3, 2018

In response to questions from Council the Director of Corporate Services said that the intent of the survey is to inform Council's strategic priorities. He stated that the work would be conducted in late January or early February with the results provided later in February. The Interim CAO said that the strategic planning process will require several meetings and that Council will still be engaged in the process when the results are provided.

MOVED and seconded: That the report of the Director of Corporate Services dated November 15, 2018 be received for information.

CARRIED

ADJOURNMENT:

3. ***In Camera Resolution/Motion to Adjourn***

*In Camera Resolution:*

1. *That in accordance with section 90(1)(a) & (e) of the Community Charter, the open portion of the meeting of Council 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 the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality.*

CARRIED

The meeting adjourned at 8:45 pm.

Certified Correct:

---

Mayor

---

Deputy Director of Corporate Services