

MINUTES of a special meeting 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, Oak Bay, B.C., on Monday July 13, 2015 at 7:00 p.m.

PRESENT: Councillor K. Murdoch, Chair
Councillor H. Braithwaite
Councillor T. Croft
Councillor T. Ney
Councillor E. Zhelka

STAFF: Chief Administrative Officer, H. Koning
Municipal Clerk, L. Hilton
Deputy Municipal Clerk, M. Jones
Director of Building and Planning, R. Thomassen
Director of Engineering Services, D. Marshall
Chief Constable, A. Brinton
Director of Parks and Recreation, R. Herman
Deputy Treasurer, F. Pimentel

The Mayor called the meeting to order at 7:00 p.m.

COMMUNICATIONS:

1. **2014 Annual Report**
 - Note - Municipal Clerk - Annual Report
 - 2014 Oak Bay Annual Report

Members of the public were invited to address Council in respect to the 2014 Annual Report.

Mary Douglas-Hunt, Oak Bay resident, drew attention to the Fire Department's Departmental Report in the Annual Report and asked for clarification with respect to its involvement in developing the Official Community Plan and the Department's initiatives in the current Strategic Plan, particularly with respect to the Secondary Suites review.

In response to Ms. Douglas-Hunt, the Chief Administrative Officer noted that the Fire Department has a separate Strategic Plan which is available on the website and commented that as the Secondary Suite Review is an upcoming initiative the role of the Fire Department has not yet been finalized. All departments, she noted, were involved in the development and the review of the Official Community Plan.

Esther Paterson, Oak Bay resident, provided comments on various sections of the Annual Report, emphasizing the importance of keeping costs reasonable given the size of the Municipality. Ms. Paterson asked for clarification on various topics, including: unfunded liabilities; municipal succession planning; the increase in water rates; the impact of film productions on municipal operations; and the role of the Building and Planning Department with respect to the safety of residents. She commented on the impact to adjacent residents resulting from extensive construction on Woodlawn Crescent, noting that the Annual Report should take this into account.

After congratulating Council and staff on the successes identified in the Annual Report, Ms. Patterson concluded her remarks, highlighting the importance of protecting the existing character of Oak Bay as noted in the Chief Administrative Officer's message.

Various staff and members of Council responded to Ms. Paterson's questions. It was noted that the Deputy Treasurer would follow up on what are the unfunded liabilities and the percentage of the increase in the collective agreements. The Chair noted that succession planning is contemplated in the Council Strategic Plan for 2015 and that water rates have increased, despite decreasing water consumption, due to fixed regional costs. With respect to film productions, the Director of Parks and Recreation stated that film companies are invoiced for any direct costs incurred by the Municipality, such as policing, and that, as part of the transition to incorporating culture in the Department's mandate, a part-time coordinator will be assisting in managing the film permitting process. The Director of Building and Planning clarified that the Building and Plumbing Bylaw describes the purpose of the Department with respect to monitoring, while the Annual Report also addresses the Department's role in planning for a safe, healthy, and sustainable lifestyle for the residents of Oak Bay.

Councillor Ney entered the meeting at 7:25 p.m.

Anthony Mears, Oak Bay resident, questioned why the Municipality has not instituted a Development Cost Charges Bylaw to address the costs associated with development, especially given recent tax increases. Mr. Mears also asked for clarification on the future financial impact of connecting individual properties to services in the Uplands once the storm and sewer services are separated.

With respect to Mr. Mears question regarding development cost charges, the Director of Building and Planning noted that consideration had been given to this issue ten years ago and it was not found to be warranted at that time given the limited applicability of such charges. However, noted Mr. Thomassen, the issue is identified for review in the Official Community Plan.

The Chair clarified that the design process for the separation of the combined services in the Uplands is still under way, but that once the design is finalized and implementation proceeds it is expected that owners will bear the cost of connecting their properties to the separated services.

Members of Council commented on the Annual Report, noting that the report was very readable and connected well with the Official Community Plan. It was also requested that staff provide information on the status of the update to the Building and Plumbing Bylaw with respect to blasting.

MOVED by Councillor Braithwaite, seconded by Councillor Croft: That the 2014 Annual Report be received.

CARRIED

2. ***Proposed Amendment to Financial Plan Bylaw - Equipment Financing***
 - Report - Municipal Treasurer, Jul. 7, 2015

MOVED by Councillor Braithwaite, seconded by Councillor Croft: That the Municipal Treasurer's report of July 7, 2015 be received.

CARRIED

BYLAWS:

3. **Bylaw Memorandum**

- Memo - Municipal Clerk, Jul. 7, 2015

The Chair provided an introduction with respect to the bylaws being considered at the Special Council meeting.

4. **For Adoption**

- Bylaw No. 4649, Financial Plan Bylaw, 2015, Amendment Bylaw No. 1, 2015
- Bylaw No. 4650, Capital Works and Equipment Reserve Fund Appropriation Bylaw No. 2, 2015

MOVED by Councillor Ney, seconded by Councillor Braithwaite: That Bylaw No. 4649, *Financial Plan Bylaw, 2015, Amendment Bylaw No. 1, 2015* be adopted.

The Chair asked if anyone in attendance wished to address Council regarding the Financial Plan Bylaw, 2015, Amendment Bylaw No. 1, 2015. No one come forward.

The question was then called.

CARRIED

MOVED by Councillor Ney, seconded by Councillor Braithwaite: That Bylaw No. 4650, *Capital Works and Equipment Reserve Fund Appropriation Bylaw No. 2, 2015* be adopted.

CARRIED

5. **First, Second and Third Reading**

- Bylaw No. 4651, Financial Plan Bylaw, 2015, Amendment Bylaw No. 2, 2015

MOVED by Councillor Braithwaite, seconded by Councillor Croft: That Bylaw No. 4651, *Financial Plan Bylaw, 2015, Amendment Bylaw No. 2, 2015* be read a first time.

CARRIED

MOVED by Councillor Braithwaite, seconded by Councillor Croft: That Bylaw No. 4651, *Financial Plan Bylaw, 2015, Amendment Bylaw No. 2, 2015* be read a second time.

Responding to questions from Council, the Deputy Treasurer confirmed that an update could be provided on the projected increase in property tax revenue from 2015 to 2016. Mr. Pimentel also provided an overview of the various changes in Schedule A proposed by the bylaw.

The question was then called.

CARRIED

MOVED by Councillor Braithwaite, seconded by Councillor Croft: That Bylaw No. 4651, *Financial Plan Bylaw, 2015, Amendment Bylaw No. 2, 2015* be read a third time.

CARRIED

ADJOURNMENT:

6. ***Motion to Adjourn***

MOVED by Councillor Braithwaite, seconded by Councillor Croft, That the special meeting of Council be adjourned.

CARRIED

The meeting adjourned at 7:40 p.m.

Certified Correct

Municipal Clerk

Mayor