

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, Victoria, B.C., on Monday May 6, 2019 at 6:00 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 K. Murdoch, Chair  
Councillor A. Appleton  
Councillor H. Braithwaite  
Councillor C. Green  
Councillor T. Ney  
Councillor E. Paterson  
Councillor E.W. Zhelka

STAFF: Chief Administrative Officer, L. Varela  
Director of Corporate Services, W. Jones  
Deputy Director of Corporate Services, D. Hopkins  
Director of Engineering Services  
Director of Financial Services, D. Carter  
Deputy Director of Financial Services, D. Costin  
Director of Building and Planning, B. Anderson  
Manager of Planning, D. Jensen

Mayor Murdoch called the meeting to order at 6:01 p.m.

MOVED and seconded: That the meeting agenda be amended to delay discussion of item No. 2 to allow consideration of items No. 2 and No. 8 in succession.

**CARRIED**

COMMUNICATIONS:

1. ***Presentation of the 2018 Draft Financial Statements & Audit Findings Report***

- Memorandum of the Director of Financial Services dated April 30, 2019 - Presentation of the Draft 2018 Financial Statements and Audit Findings Report
- Appendix A – Financial Statements Year Ended December 31, 2018
- Appendix B – Audit Findings Report Year Ended December 31, 2018
- Addenda – Correspondence – Financial Statements

Liette Bates-Eamer, Audit Partner, KPMG provided a presentation to Council and responded to questions with respect to the 2018 Draft Financial Statements and Audit Findings.

MOVED and seconded: That the 2018 Financial Statements, as shown in Appendix A of the April 30, 2019 memo of the Director of Financial Services, be approved.

**CARRIED**

MOVED and seconded: That the 2018 Audit Findings Report, as shown in Appendix B of the April 30, 2019 memo of the Director of Financial Services, be received for information.

**CARRIED**

CORRESPONDENCE – UPCOMING AGENDA ITEMS:

3. **Correspondence to be received**

- Addenda - Resolution Correspondence - Integrate Secondary Suite Implementation

MOVED and seconded: That the correspondence attached to the May 6, 2019 agenda be received for information.

**CARRIED**

BYLAWS:

4. **Bylaw Memorandum**

- Memorandum - Bylaw Nos. 4727, 4728, and 4729

The Mayor gave an overview of the bylaw process for the proposed Financial Plan and Taxation Bylaws.

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

- Report - 2019-2023 Financial Plan
- Report - 2018 Year-End and 2019 Budget (PR&C)

MOVED and seconded: That *Financial Plan Bylaw 2019, No. 4727* be given first and second reading.

**CARRIED**

Mayor Murdoch asked if there were any members of the public who wished to speak to the Financial Plan Bylaw. No members of the public rose to address Council.

MOVED and seconded: That *Financial Plan Bylaw 2019, No. 4727* be given third reading.

**CARRIED**

The CAO noted that previous Council projects that are on hold are not reflected in the 2019-2023 Financial Plan, however they will be brought back to Council for consideration in the 2020 Budget and Strategic Planning processes.

6. **For First, Second and Third Reading**

- Bylaw No. 4728, Tax Rates Bylaw, 2019

MOVED and seconded: That Tax Rates Bylaw 2019, No. 4728 be given first and second reading.

**CARRIED**

The Mayor invited comments from members of the public. None were provided.

MOVED and seconded: That Tax Rates Bylaw 2019, No. 4728 be given third reading.

**CARRIED**

7. **For First, Second and Third Reading**

- Bylaw No. 4729, Boulevard Frontage Tax Bylaw Amendment Bylaw, 2019

MOVED and seconded: That the *Boulevard Frontage Tax Bylaw Amendment Bylaw, 2019 No. 4729* be given first and second reading.

**CARRIED**

Mayor Murdoch invited comments from members of the public. No members of the public rose to address Council.

MOVED and seconded: That the *Boulevard Frontage Tax Bylaw Amendment Bylaw, 2019 No. 4729* be given third reading

**CARRIED**

2. **Secondary Suites**

- Memorandum – Secondary Suites
- Addenda – Correspondence – Secondary Suites

The Director of Building and Planning provided an overview of the Secondary Suites Study and clarification of the process regarding approvals. Mr. Anderson said that the study will be completed and then Council will be provided with information to consider regarding implementation prior to the approval of secondary suites.

MOVED and seconded: That the memorandum by the Director of Building and Planning dated May 6, 2019 be received for information.

**CARRIED**

RESOLUTIONS:

8. **Resolution - Integrate Secondary Suite Implementation in Conjunction with Comprehensive Housing Study**

- Resolution Notice - Integrate Secondary Suite Implementation - Proposed by Councillor Zhelka
- Attachment 1 – Secondary Suites Terms of Reference (09-Jul-2019)
- Attachment 2 – Secondary Suites Terms of Reference Minutes Excerpt (09-Jul-2019)
- Attachment 3 – Report Secondary Suites Infill/Housing Options Process (11-Mar-2019)
- Attachment 4 – Housing Options Minutes Excerpt (11-Mar-2019)

Councillor Zhelka introduced the Notice of Motion highlighting that he would like assurances that the process will not progress to approvals until the essence of the Housing Needs Report is determined.

The CAO said that the established Terms of Reference for the consultants does not include the approvals process. She commented that approvals will be handled in-house and will not require an amendment to the Terms of Reference.

The Director of Building and Planning affirmed that staff will not be proceeding to approvals without receiving Council direction. Mayor Murdoch added that the intention is to co-terminate the Secondary Suites Study and the Housing Needs Report processes.

Council discussion ensued and it was requested that further consideration of the matter be delayed to allow for the resolution to be rephrased.

MOVED and seconded: That the resolution to Integrate Secondary Suite Implementation in Conjunction with the Comprehensive Housing Study be referred to the next Council meeting.

**CARRIED**

ADJOURNMENT:

9. ***Motion to Adjourn***

MOVED and seconded: That the meeting be adjourned.

**CARRIED**

The meeting adjourned at 7:27 p.m.

Certified Correct:

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Mayor

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Deputy Director of Corporate Services