

Res #	File	Action Required	Responsibility	Status Update
<b>November 5, 2018</b>				
2018-01	2019 Council Appointments	Approval of Council member appointments to internal and external boards/commissions/committees and notification thereof	CS	<b>Complete</b>
<b>November 13, 2018</b>				
2018-02	Strategic Priorities	Refer broader discussion of cannabis retail sales and production in Oak Bay to the next strategic priorities session	CS	<b>Complete</b>
2018-03	Deer Management	Submit Urban Deer Cost Sharing Program Grant Application	CS	<b>Complete</b>
2018-04	Bylaw 4714	That staff be directed to draft a permit and/or licence category and fee for bike share businesses that reflects the costs to the District for providing the necessary infrastructure and enforcement related to this new business category	Eng B&P CS	<b>Repealed Jan 13/20</b>
<b>November 26, 2018</b>				
2018-05	2019 Budget, Strategic & Financial Plan Process	That staff be directed to organize a special COTW on Dec 3/18 to discuss the Budget and Strategic and Financial Plan process	CS	<b>Complete</b>
2018-06	ADP00095	Approval of ADP00095 at 3046 Valdez Place	B&P	<b>Complete</b>
2018-07	ADP00099	Approval of ADP00099 at 2450 Landsowne Road	B&P	<b>Complete</b>
2018-08	ADP00100	Approval of ADP00100 at 607 Island Road	B&P	<b>Complete</b>

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2018-09	Citizen Satisfaction & Priorities Survey	1. Refer discussion of this item to the Special COTW to be held Dec 3/18 2. That the report dated Nov 15/18 be received for information	CS Fin	Complete
2018-10	Tenders	Award of Tenders (Vehicle & Equipment)	Fin	Complete
2018-11	Agreement	Award of Wireless Service Agreement - Telus	Fin	Complete
2018-12	Police Budget	Approval of the 2019 Oak Bay Provisional Police Budget and direct staff to include in the 2019 Corporate Budget	Pol Fin	Complete
2018-13	Procedure Bylaw	That staff be directed to bring back to Council suggested changes to the Procedure Bylaw and the Public Hearing process	CS	Complete
<b>December 10, 2018</b>				
2018-14	CEPF Grant	Submit \$25,000 grant application for the Community Emergency Preparedness Fund – Evacuation Route Planning Stream	Fire	Complete
2018-15	HAP00016	Approval of HAP00016 at 915 Island Road	B&P	Complete
<b>January 14, 2019</b>				
2019-01	2019 Budget	Early approval of 2019 capital projects	Fin & Eng	Complete
2019-02	Heritage Foundation Grant	That staff be directed to process the Victoria Foundation direct deposit of \$1,345.00, and in turn issue a grant to the OB Heritage Foundation for the same amount, indicating that it is to be used towards its Endowment Fund	Fin	Complete

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2019-03	UBCM Grant	That Council endorse a joint UBCM Community Child Care Planning Program grant in partnership with the District of Saanich, and that the District of Saanich be authorized to apply for, receive and manage the grant funding on Oak Bay's behalf	CS PRC Fin	Complete
2019-04	Bylaw 4284	That staff be directed to report to Council in Q4 of 2019 on possible changes to the Elections and Voting Bylaw to allow for an extended period of mail ballot voting	CS	ON HOLD - 2021 CS Work Plan
<b>January 28, 2019</b>				
2019-05	HCA Proposed Guidelines	That staff be directed to report on an OCP amendment process to incorporate the Prospect Heritage Conservation Area for Council's consideration at a future COTW	B&P	Complete
2019-06	OB Tea Party Society	That staff be directed to approve the POP and issue the grant request for \$7,000	CS & Fin	Complete
2019-07	SIPP	That staff notify SIPP Partners Committee of the appointment of Mayor Murdoch and Councillor Braithwaite as alternate	CS	Complete
2019-08	Grant in Aid	That Council authorize a \$5,000 grant to the Greater Victoria Sport Tourism Commission to support the bid package to host the Invictus Games in 2022 in Victoria.	Fin	Complete
2019-09	DP000024	That the Director of Building and Planning be authorized to issue Development Permit DP000024 with respect to 2020 Oak Bay Avenue	B&P	Complete
<b>February 13, 2019</b>				
2019-10	Capital Purchase - Police	Approve purchase and early release of funding for the Draeger Drug Test 5000 in the amount of \$6,692.01	Fin Pol	Complete
2019-11	Early Approval - Eng	Early approval for you to \$15,000 for proposed traffic calming project (Cranmore Crosswalk improvements)	Fin Eng	Complete

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2019-12	DVP00089	That the Director of Building and Planning be authorized to issue DVP00089 with respect to 638 Beach Drive	B&P	Complete
<b>February 25, 2019</b>				
2019-13	Lease Agreement	That staff be directed to issue a Notice of Intent for the Garry Oak Scout Hall Licence of Occupation as per Sec 94 of the CC (Mar 1 & Mar 6)	CS	Complete
2019-14	Lease Agreement	That the Director of CS and the Mayor be authorized to execute a lease agreement between OB and Scouts after the notification period if no objections are received	CS	Complete
<b>March 11, 2019</b>				
2019-15	ADP00104	That ADP00104 with respect to 3395 Weald Road be referred back to staff (recommendation from Feb 19 CW)	B&P	Complete
2019-16	HCA Proposed Guidelines	Direct staff to bring options forward for Council consideration regarding a moratorium of demo permits during OCP amendment process (recommendation from Feb 19 CW)	B&P	Complete
2019-17	HCA Proposed Guidelines	Direct staff to prepare the OCP bylaw amendment for inclusion of the Prospect HCA in the OCP (recommendation from Feb 19 CW)	B&P	Complete
2019-18	GVPL 2019 Budget	That Council approve payment of \$1,188,789 for the GVPL 2019 operating budget.	Fin	Complete
2019-19	Secondary Suites & Infill Housing	That Council authorize early approval of funds up to \$50,000 for staff to commence work on the Housing Needs Report	Fin B&P	Complete

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2019-20	Single-Use Item Reduction Strategy	Refer to strategic priorities to consider directing staff to investigate and report back on regulatory and engagement options to address single-use items and provide potential options for restricting or banning use of these products	CS	ON HOLD - 2021 CS Work Plan
<b>March 25, 2019</b>				
2019-21	Advisory Bodies	That Councillor Braithwaite be appointed the Wall of Fame Sub-Committee	CS PRC	Complete
2019-22	Advisory Bodies	That the Council members appointed as the liaison to the PRC Commission also be appointed to the Wall of Fame Sub-Committee annually	CS PRC	Complete
2019-23	Animal Control Bylaw	That staff be directed to bring back options to examine restricting dogs and associated activities from the south end of Willows Beach	PRC	Deferred - 2021 CS work Plan
2019-24	ADP	3395 Weald Road ADP approval	B&P	Complete
2019-26	Public Art Policy	That the Public Art Policy be reviewed to consider placing District owned art only on lands owned or under the control of the District of Oak Bay	CS PRC	In Progress - policy in early draft, paused due to COVID-19; resume in 2021
2019-27	BIA Budget	That Council approve the BIA budget incorporating on the revenue side \$78,000 to be recovered by means of a local service tax	Fin	Complete
2019-28	BIA Bylaw	That Council direct staff to prepare a report on the process for renewing the Oak Bay Business Improvement Area Bylaw	CS	Complete

Res #	File	Action Required	Responsibility	Status Update
2019-29	Regional Vegetation Management Strategy	That Council direct staff to write a letter to the CRD and all members indicating Council's interest in participating in a co-application to UBCM's Community Resiliency Investment Program for the development of a regional vegetation management strategy	CS	Complete
<b>April 8, 2019</b>				
2019-30	Funding Request Ride Dont Hide Event	That Council approve a grant for police marshalling costs related to the Ride Don't Hide Event on June 23, 2019	Pol Fin	Complete
2019-31	CRD	That Council declare a climate emergency and work towards the goal of carbon neutrality by 2030; and that the District incorporate revised carbon neutrality goals into the 2020 and subsequent year Strategic Plans	CS B&P	Complete
2019-32	Public Art Fund	That the Public Arts Fund be renamed to the Mayors' Arts Legacy Fund	CS PRC	Complete
2019-33	Annual Meeting Schedule	That the Financial Plan (Estimates) meetings to be held April 10	CS	Complete
2019-34	DVP00091	That the Director of Building and Planning be authorized to issue Development Variance Permit DVP00091 with respect to 787 Transit Road, as appended to the Council agenda of April 8, 2019	B&P	Complete
<b>May 6, 2019</b>				

Res #	File	Action Required	Responsibility	Status Update
2019-35	Audited Financial Statements	That the 2018 Financial Statements, as shown in Appendix A of the April 30, 2019 memo of the Director of Financial Services, be approved	Fin	Complete
2019-36	Audit Findings Report	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.	Fin	Complete
2019-37	Secondary Suites	That the memorandum by the Director of Building and Planning dated May 6, 2019 be received for information.	B&P	Complete
<b>May 13, 2019</b>				
2019-38	Long-Term FP	That staff be directed to collaboratively develop an enhanced framework for a long-term Financial Plan based on the proposed draft layout contained in the staff report for future consideration	Fin CAO	<b>Five Year Financial Plan Adopted NOTE: 50 Year Infrastructure Replacement Plan currently being developed</b>
2019-39	FP & Taxation Bylaws	That staff be directed to prepare the 2019-2023 Financial Plan and 2019 Tax Rates and Boulevard Frontage Tax Bylaws	Fin	Complete
2019-40a	Early Approvals, Rec	1) That Council award early approval of the fitness cardiovascular equipment replacement with a budgeted value of \$214,000 and award the proposal to Fitness Town Commercial for \$209,365	Fin PRC	Complete

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2019-40b	Early Approvals, Rec	2) That Council approve funding for this purchase of \$24,000 from the PRC Equipment Reserves – Studio Fund and up to \$190,000 to be borrowed from the Capital Works Reserve with funds to be repaid with interest over three years	Fin PRC	<b>Complete</b>

Res #	File	Action Required	Responsibility	Status Update
2019-41	Carnarvon Park Master Plan	That Council refer the draft Carnarvon Park Master Plan to staff and Lees and Associates for amendment including an analysis of existing and potential tennis and pickleball facilities and potential options for siting	PRC	Complete
2019-42	Carnarvon Park Master Plan	That Council direct staff to provide recommendations at a future CW on potential scope and associated costing of further traffic analysis related to the Carnarvon Park Master Plan	Eng PRC	Repealed Jan 13/20
2019-43	Tender PW05-2019	That the contract for the Asphalt Resurfacing and Miscellaneous Concrete Program be awarded to Island Asphalt Company in accordance with their tender submission in the amount of \$664,700	Fin Eng	Complete
2019-44a	CRD Foodland Access Program	That the Mayor write a letter to the CRD indicating Oak Bay's support for food security in the region and expressing concerns regarding the appropriateness of the proposed tool.	Mayor/Admin	Complete
2019-44b	CRD Foodland Access Program	That the CRD be notified that there is no municipal land available in Oak Bay for the use of a Lands Trust	Mayor/Admin	Comeplete
2019-45	Funding VSAC	That the Mayor write a letter requesting that the Government of BC provide the Victoria Secual Assault Centre with continuous provincial funding	Mayor/Admin	Complete
2019-46	Council Committees & Commissions	That the Terms of Reference for the Review of Council Committees and Commissions attached to the report of the Director of Corporate Services dated May 2, 2019 be approved	CS	Complete
2019-47	Housing Needs	That Council approve a funding application to the UBCM Housing Needs Reports Program and provide support for the current proposed activities and willingness to provide overall grant management	B&P	Complete

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2019-48a	Secondary Suites	That the approvals process identified in the Terms of Reference for the Secondary Suites Study commence after Council direction is provided by resolution	B&P	Complete
2019-48b	Secondary Suites	That any approvals process approved by Council for the Secondary Suites Study commence following completion of the Housing Needs Report	B&P	Complete
<b>May 27, 2019</b>				
2019-49	Animal Control Contract	That the District waive its Purchasing Policy and extend the Animal Control Contract to VACS to July 1, 2021	CS	Complete
<b>June 10, 2019</b>				
2019-50	BIA Hydro Box Wrap	That Council approve the installation of a graphic wrap for a hydro box located on the 2200 block of Oak Bay Ave	CS	Complete
2019-51	Grant in Aid	Approval of a \$500 grant to appeal case law interpretation pertaining to dangerous dogs	Fin CS	Complete
2019-52	DVP00088	That the Director of Building and Planning be authorized to issue DVP00088 at 1054 Falkland Rd	B&P	Complete
2019-53	DVP00092	That the Director of Building and Planning be authorized to issue DVP00092 at 2725 Lincoln Rd	B&P	Complete
2019-54	Public Community Meetings	That the Oak Bay Municipal Council host one Special Committee of the Whole meeting in each of the North, Central, and South Oak Bay neighbourhoods in 2019.	CS	Complete
<b>June 24, 2019</b>				
2019-55	1561 York PI	That staff be directed to bring a report to Council regarding the viability of adding the property at 1561 York PI to the Heritage Registry and indicating which heritage assets would be included	B&P	Complete
2019-56	UBCM Resolutions	1. Modernizing Property Tax Homeowner Grant Assessment 2. Library Funding 3. Beverage Container Recycling System	CS	Complete

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2019-57	Notice of Motion	That staff be directed to prepare a report on the Blue Dot Initiative so Council may consider its adoption	Eng	Deferred to Q1 2021
<b>July 8, 2019</b>				
2019-58	Grant In Aid	That a grant for the Saanich Canoe Club in the amount of \$500 be approved	CS Fin	Complete
2019-60	DVP00093	That the Director of Building and Planning be authorized to issue DVP00093 at 1175 Beach Dr	B&P	Complete
<b>July 22, 2019</b>				
2019-61	SEMP	That Council adopt the 2019 Strategic Energy Management Plan	PRC	Complete
2019-62	Annual Report	That Council adopt the 2018 Annual Report	CS	Complete
2019-63	RFQ PW06-2019	Award of RFQ PW06-2019 I-II per Addendum "A" and III-V to Iconix Water Works	Eng Fin	Complete
2019-64	REMP	That Council authorize the CAO to sign the MOU that supports the Regional Concept of Operations during events of regional significance	Admin	Complete
2019-65	BP012105	That the building permit BP012105 at 3000 Rutland Road for removal of one chimney be referred back to staff	B&P	Complete
2019-66	HAD00013	That Council consider the property at 1561 York Place, as described in the SOS developed for the property and attached to the July 6, 2019 report for HAD00013, be added to the Oak Bay Community Heritage Register.	B&P	Complete
<b>August 22, 2019</b>				
2019-67	Approval of Expenditures from Reserves	That staff be directed to undertake the outlined projects, with finding from applicable Reserves, as detailed in the report of the CAO dated August 22, 2019 Municipal Hall Structural Repairs and Municipal Hall Finance Computer Equipment Reserves	Eng	Complete
<b>September 9, 2019</b>				

Res #	File	Action Required	Responsibility	Status Update
2019-68	1558 Beach Dr	That staff be directed to provide Council with information to consider placing a 60 day temporary protection order on the property at 1558 Beach Drive	B&P	Complete
<b>September 12, 2019</b>				
2019-69	OB Marina Repair	That staff be directed to authorize Flinstones Contracting to undertake repair of concrete and flashing and associated work at the OB Marina gift shop building at a cost not to exceed \$75,970 (excluding GST)	CS Fin	Complete
2019-70	Temporary Protection Order 1558 Beach Dr	That staff be directed to place a 60 day temporary protection order on the property located at 1558 Beach Drive	B&P	Complete
2019-71	1558 Beach Dr	That staff be directed to provide options for heritage preservation and retention of the property located at 1558 Beach Drive	B&P	Complete
2019-72	HCA Proposed Guidelines	That staff be directed to provide information regarding a heritage control period pertaining to the proposed HCA	B&P	Complete
2019-73	HAP00018	That Council approve Heritage Alteration Permit HAP00018 with respect to 1416/1418 St David Street	B&P	Complete
<b>September 30, 2019</b>				
2019-75	2861 Cadboro Bay Rd Tree Removal Reconsideration	That Council decline the application for reconsideration of refusal for the removal of two trees on 2861 Cadboro Bay Road	PRC	Complete
2019-76	1026 Roslyn Rd Sec 57 Notice	That a Notice be registered with the Land Title and Survey Authority against land at 1026 Roslyn Road for failure to comply with Bylaw Nos. 4247 and 3531 and the BC Building Code, which contraventions relate to work without permit.	B&P	Complete

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2019-77	Tender - Traffic Signal Upgrade	That the contract for the Traffic Signal Upgrades - Intersection of Foul Bay Road and Oak Bay Avenue be awarded to Raylec Power LP in accordance with their tender submission in the amount of \$124,000 excluding GST.	Eng Fin	<b>Complete</b>
2019-78	HCA Heritage Control Period	That Council direct staff to prepare a bylaw to apply a heritage control period to the area included in the proposed Prospect Heritage Conservation Area in accordance with s. 608 of the LGA for a period of up to one year.	B&P	<b>Complete</b>
2019-79	Notice of Motion	That District staff provide to Council a listing of Provincial and Local Government legislation and regulations considered by the District's Approving Officer for assessing land subdivision in the District of Oak Bay.	B&P	<b>Complete</b>
<b>October 15, 2019</b>				
2019-80	1718 Monteith St Tree Removal Reconsideration	That Council decline the application for reconsideration of refusal for the removal of a spruce tree and its stump at 1718 Monteith	PRC	<b>Complete</b>
2019-81	1587 Monterey Ave Sec 57 Notice	That a Notice be registered on title with the LTSA against land at 1587 Monterey Avenue for failure to comply with the DOB Zoning Bylaw 3531.	B&P	<b>Complete</b>
2019-82	2023 Newton Street Sec 57 Notice	That a Notice be registered with the LTSA against land at 2023 Newton Street for failure to comply with the DOB Building Bylaw No. 4247, Zoning Bylaw No. 3531 and the BC Building Code, which contraventions relate to the work without permit.	B&P	<b>Complete</b>
2019-83	Tender - LED Street Lights	That Council approve Section I to be awarded to E.B. Horsman for \$43,735 and Section II be awarded to Ecol Electric for \$17,473.20.	Eng	<b>Complete</b>
2019-84	Tender - OBMH 4-2019	That the contract for the Sanitary Sewer and Storm Drain Main Lining be awarded to Insituform Technologies Limited in accordance with their tender submission in the amount of \$408,137 excluding GST for 2019.	Eng	<b>Complete</b>
<b>October 17, 2019</b>				

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2019-85	1561 York Pl	That the Annandale rock walls located at 1561 York Place be subject to a Temporary Protection Order in accordance with Section 606 of the Local Government Act for a period of not more than 60 days.	B&P	Complete
2019-86	1561 York Pl	That the owner of property located at 1561 York Place be given an opportunity to address Council regarding the Temporary Protection Order at an upcoming meeting of Council.	B&P	Complete
<b>October 28, 2019</b>				
2019-87	640 Beach Dr	Approval of ADP0014	B&P	Complete
2019-88	642 Beach Dr	Approval of ADP00113	B&P	Complete
2019-89	Grant - Deer	That Council endorse an application to the Province for a grant of up to \$42,366 to implement the next phase of the deer mangamet strategy and, if approved commit to providing matching District funding in the 2020 budget	SI	Complete
<b>November 12, 2019</b>				
2019-90	Advisory Bodies	That staff be directed to prepare a draft vision and guiding principles to establish Council Committees and Commissions and a draft policy to guide the function and operations of Council Committees and Commission for Council review		Complete
2019-91	Advisory Bodies	That the Council Committee and Commission structure, and associated governing documents, be reviewed by Council, staff and the Committees and Commissions on a bi-annual basis		Complete
2019-92	Advisory Bodies	That the draft Committee and Commission minutes be made available and posted to the website within an advanced time frame		Ongoing/Complete
2019-93	Advisory Bodies	That staff be requested to look into allowing Committee or Commission members to conduct site visits where applicable		Complete
2019-94	Advisory Bodies	That the Council Procedure Bylaw, 1999, No. 4052 be amended to establish a time limit for all Committee and Commission meetings		Complete

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2019-95	Advisory Bodies	That staff undertake a review of how the Tourism Committee may be established so that it may manage the revenue received from the Municipal and Regional District Tax, with input from the Tourism Committee		<b>Q3 2020 - Research complete, report drafted</b>
2019-96	Advisory Bodies	That the Council Liaison be requested to report back to Council Committees and Commissions on the decisions made by Council on matters previously considered by the Committee or Commission		<b>Complete</b>
2019-97	Advisory Bodies	That staff be directed to develop and deliver an interactive Orientation/Training session to each Committee and Commission on an annual basis		<b>In Progress - est. completion Feb 2021</b>
2019-98	Advisory Bodies	(a) Staff review the appointment and recruitment process and establish a standard time of year for recruitment and appointments to Council Committees and Commissions; (b) All members whose terms may be expiring, but are still eligible to serve, be required to re-apply to the Committee or Commission; and (c) The current and future appointments to all Committees or Commissions be reviewed to ensure they reflect the membership requirements as outlined in the establishing bylaw or terms of reference		<b>Complete</b>
2019-99	Advisory Bodies	That the Director of Corporate Services be responsible for the administrative oversight of the Council Committees and Commissions		<b>Complete</b>
2019-100	Advisory Bodies	That the Code of Ethics apply to Council Committee and Commission members		<b>Complete</b>
2019-101	Advisory Bodies	That: (a) The APC and Heritage Commission continue as separate commissions; (b) A Council Liaison be appointed to the APC; and (c) Staff be directed to review the information flow and referral processes between the two Commissions		<b>Complete</b>

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2019-102	Advisory Bodies	That: (a) Council consider dissolving the Parks, Recreation and Culture Commission and re-establish it as a select committee of Council; and (b) Staff be directed to make the necessary bylaw amendments to dissolve the commission and draft revised terms of reference		Complete
2019-103	Advisory Bodies	That further consideration of Recommendation No. 15 from the Council Committee and Commission Review Report prepared by Sonia Santarossa be set aside until input has been received from the new Director of Financial Services		Q4 2021
2019-104	Advisory Bodies	That staff be directed to develop options on the establishment of a working group to address action items arising from the Climate Emergency Declaration		Complete
2019-105	Advisory Bodies	That staff be directed to review consolidated Bylaw No. 3545, "Uplands Regulation Bylaw, 1987", and relevant Zoning Bylaw regulations and make recommendations to clarify design guidelines for the Uplands		Repealed as per Jan 30/2020 Council resolution
2019-106	Advisory Bodies	That administrative support to the Heritage Foundation be reviewed		Complete
2019-107	RCS	That Council set a Public Hearing on Bylaw No. 4620.002 on Nov 25/19 at 6:00 pm.	B&P	Complete
2019-108	Combined Sewer Separation Update	That the Program Update - Combined Sewer Separation, as presented by the Director of Engineering Services, be received for information and that staff forward the report to the CRD for submission to the Ministry of Environment and Climate Change Strategy	Eng	Complete
2019-109	Budget	That Council endorse the 2020 Budget Approach	Fin	Complete
2019-110	Advisory Bodies	That Council approve the TOR for the CCAWG; establish the CCAWG; appoint the members of the APC; appoint Councillor Appleton as the Council Liaison and that he be assigned the role of Chair	CS B&P	Complete

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<b>November 25, 2019</b>				
2019-111	Bylaw - Tree Protection	That staff be directed to bring to a future COTW options for the draft Tree Protection Bylaw that contains language around inclusion of Indigenous significant trees, options for delagatio and scalability of applications, and options for public engagement	PRC	<b>Complete</b>
2019-112	Police Budget	That Council approve the 2020 provisional Police Budget as recommended by the Oak Bay Police Board, and instruct staff to incorporate it into the 2020 Municipal Budget	Pol & Fin	<b>Complete</b>
2019-113	Climate Action	That the matter of banning residential use of gas powered leaf blowers be referred to the CCAWG for consideration and subsequent recommendation to Council	B&P	<b>Complete</b>
2019-114	Council Appointment	That Council appoint Councillor Green as Board of Director and Councillor Braithwaite as Alternate Board of Director to the GVLRA	CS	<b>Complete</b>
2019-115	Council Appointment	That Council appoint Councillor Green as Delegate to the AGM of the GVLRA	CS	<b>Complete</b>
2019-116	Advisory Bodies	That a Working Group comprised of two to three Council members be established in the short-term to work with staff and the current Parks, recreation and Culture Commission members, and other individuals as appropriate, to identify the mandate of a Parks, Recreation and Culture select committee of Council	Admin	<b>Complete</b>
2019-117	PRC	That staff be directed to review any administrative policies and procedures that have been approved by the current Parks, Recreation and Culture Commission and make any necessary changes to reflect the revised structure	PRC	<b>Complete</b>
<b>December 9, 2019</b>				

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2019-118	DP000027 1280 Newport Ave	That Council approve the proposal to undertake exterior alterations to the existing building at 1280 Newport Avenue subject to the issuance of DP000027	B&P	Complete
2019-119	DP000028 2187 Oak Bay Ave	That Council approve the proposal to undertake exterior alterations to the existing building at 2187 Oak Bay Avenue subject to the issuance of DP000028	B&P	Complete
2019-120	Tender Awards - Vehicle and Equipment	That Council award Tender PW08-2019 - Articulating Crane and Flat Deck to Metro Motors Ltd. In the amount of \$151,997.78; That Council award Tender PW09-2019 - 3/4 Ton Crew Cab Long Box Pickup Truck to Suburban Motors Victoria Ford Alliance Ltd in the amount of \$39,135.25; and further that Council award Tender PW10-2019 - Service Truck and Body to Metro Motors Ltd in the amount of \$87,058.41	Eng & FS	<b>RESCINDED DEC 12, 2019 (see 2019-127)</b>
2019-121	Acting Mayor Rotation 2020	That Council approve the 2020 Acting Mayor Rotation Jan/Feb Councillor Green, Mar/Apr Councillor Zhelka, May/Jun Councillor Paterson, Jul/Aug Councillor Ney, Sep/Oct Councillor Appleton, Nov/Dec	CS	Complete
2019-122	Council Appointments	That Council approve the 2020 Council appointments to Boards, Commissions, Committees, Foundations, and Liaisons	CS	Complete
2019-123	Annual Meeting Schedule 2020	That Council adopt the 2020 Meeting Schedule	CS	Complete
2019-124	Policy - Sustainable Procurement	That Council approve the Sustainable Procurement Policy and direct staff to report quarterly to Council on those purchases approved under the schedule of purchasing authorities	FS & ALL	Complete
2019-125	Policy - Purchasing Policy	That Council repeal the District of Oak Bay's Purchasing Policy	FS	Complete
<b>December 12, 2019</b>				
2019-126	Speed Limits	That the Mayor write a letter of support to the Province regarding the <i>Motor Vehicle Act</i> to promote road safety through speed limit modifications.	Admin	Complete

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2019-127	Tender Awards - Vehicle and Equipment	That Council award Tender PW08-2019 - Articulating Crane and Flat Deck to Metro Motors Ltd. In the amount of \$151,997.78; That Council award Tender PW09-2019 - 3/4 Ton Crew Cab Long Box Pickup Truck to Jenner Chevrolet Buick GMC Ltd in the amount of \$39,135.25; and further that Council award Tender PW10-2019 - Service Truck and Body to Metro Motors Ltd in the amount of \$87,058.41	Eng & FS	Complete
2019-128	Council Appointment	That Council appoint Mayor Murdoch to the Royal McPherson Theatres Society Advisory Committee	CS	Complete
<b>January 13, 2020</b>				
2020-01	Housing Needs Report	That this matter be returned to staff to ensure accuracy in the statistical data contained in the Report and to add definitions of terms used, and that the amended Housing Needs Report come back to a future COTW meeting	B&P	Complete
2020-02	DP000027 1280 Newport Ave	That Council approve Development Permit DP000027 to undertake exterior alterations to the building at 1280 Newport Avenue	B&P	Complete
2020-03	DP000028 2187 Oak Bay Ave	That Council approve Development Permit DP000028 to undertake exterior alterations to the building at 2187 Oak Bay Avenue	B&P	Complete
2020-04	Investment Policy	That Council repeal the District of Oak Bay Investment Policy, 2004; and further that Council approve the proposed Investment Policy, 2020	Fin	Complete
2020-05	Council Resolution Tracking	That Council repeal resolution No. 04, directing staff to draft a permit and/or licence category and fee for bike share businesses that reflects the costs to the District for providing the necessary infrastructure and enforcement related to this new business category	Eng CS	Complete
2020-06	Council Resolution Tracking	That Council repeal resolution No. 57 instructing staff to provide recommendations at a future COTW on potential scope and associated costing of further traffic analysis related to the Carnarvon Park Master Plan	Eng CS	Complete

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2020-07	Notice of Motion	That Council refer this matter to a future meeting of Council to invite a representative from the Chamber of Commerce to present additional membership information and ask staff to compare current transaction rates with what the Chamber of Commerce can provide	CS PRC Fin	<b>Complete</b>
2020-08	DVP00095	That the Director of Building and Planning be authorized to issue Development Variance Permit DVP00095 with respect to 2643 Cavendish Avenue	B&P	<b>Complete</b>
2020-09	3470 Upper Terrace Rd	That Council hereby confirms that by adopting the minutes of the COTW meeting of October 22, 2019, and in accordance with Section 9 of the Procedure Bylaw, Council accepted the recommendation of the COTW and thereby denied the application referred to the Uplands Siting and Design Application (ADP00108) for the property at 3470 Upper Terrace Road, and, for greater certainty, Council denies as to Uplands Siting and Design the proposal to construct a single family home and an accessory building containing an indoor swimming pool at 3470 Upper Terrace Road, as outlined in the October 3, 2019 report for ADP00108	B&P	<b>Complete</b>
<b>January 27, 2020</b>				
2020-10	Budget	That Council include Diverse Housing #9 Regulations for Short-term Rentals for further budget consideration	Fin B&P	<b>Complete</b>
2020-11	Budget	That Council include Sustainable Service #6 Willows Beach Infrastructure Plan over the next three years with outreach to First Nations for further budget consideration	Fin B&P	<b>Complete</b>
2020-12	Budget	That Council include Quality of life #1 Review Bylaw 3545 "Uplands Regulation Bylaw, 1987" for further budget consideration	Fin B&P	<b>Complete</b>

Res #	File	Action Required	Responsibility	Status Update
2020-13	Budget	That Council include Health and Resilience #3 Install additional electric vehicle charging stations for further budget consideration	Fin Eng	<b>Complete</b>
2020-14	Budget	That Council include Health and Resilience #5 Increase fees for demolition permits for further budget considerations	Fin B&P	<b>Complete</b>
2020-15	Budget	That Council include Health and Resilience #6 more recycling bins for further budget consideration	Fin Eng/PRC	<b>Complete</b>
2020-16	Budget	That Council include Other #10 Change rules for home-based businesses for further budget consideration	Fin B&P	<b>Complete</b>
2020-17	Budget	That Council reaffirm 2019-2022 Council Priorities; AND THAT Council approve the Council Priorities metrics proposed in the January 16, 2020 report from the Director of Strategic Initiatives; AND FURTHER THAT Council direct staff to obtain input and report back with administrative, operational, and financial implications of Council-identified initiatives for implementation 2020-2022, as well as the following additional initiatives identified in Attachment #4: Diverse Housing #9 Regulations for short-term rentals Sustainable Service #6 Willows Beach infrastructure improvements Quality of Life #1 Review Uplands Regulation Bylaw, 1987, No. 3545 Health and Resilience #3 Install additional EV charging stations Health and Resilience # Increase fees for demo permits Health and Resilience #6 More recycling bins Other #10 Change rules for home-based businesses	Fin B&P Eng PRC	<b>Complete</b>
2020-18	Notice of Motion - CCAWG	That Council approve the inclusion of a line item in the draft 2020/21 budget for consideration during the budget review process, to be informed by the Community Climate Action Working Group's recommendations once finalized	Fin	<b>Complete</b>

Res #	File	Action Required	Responsibility	Status Update
2020-19	Early Approvals Capital Projects	That Council: 1. provide early approval to undertake replacement of the pool roof at the Oak Bay Recreation Centre at a cost not to exceed \$480,000, with funding to be provided from the Capital Works Reserve; and 2. provide early approval to undertake replacement of the stepdown transformer at the Oak Bay Recreation Centre at a cost not to exceed \$185,000, with funding to be provided from Capital Works Reserve.	PRC & Fin	Complete
2020-20	CRD Bylaw Nos. 4326 & 4327 Land Banking and Housing Service	That Council consent to the CRD adopting Bylaw No. 4326, to amend the Land Banking and Housing Service Establishing Bylaw to update the borrowing amount, and Bylaw No. 4327 to authorize the borrowing of \$10 million to fund additional housing units under the Regional Housing First Program	CS	Complete
2020-21	2020 Budget - CCAWG	That Council approve the inclusion of a line item in the draft 2020/21 budget for consideration during the budget review process, to be informed by the Community Climate Action Working Group's recommendations once finalized	B&P & Fin	Complete
<b>February 10, 2020</b>				
2020-22	2020 Council Priorities	That Council direct staff to revise the Council Priority metrics approved on January 16, 2020 to remove the metric related to deer counts	SI	Complete
2020-23	2020 Council Priorities	That Council direct staff to include Item 1 of Attachment 2 'Enhance Enforcement of Short-term Rentals' as a new Council initiative for further consideration during the 2021 budget process	SI	Complete

Res #	File	Action Required	Responsibility	Status Update
2020-24	2020 Council Priorities	That Council direct staff to remove Item 2 of Attachment 2 "Engage with First Nations to identify supportable improvements at Willows Beach from the list of new Council initiatives	SI	<b>Complete</b>
2020-25	2020 Council Priorities	That Council direct staff to remove Item 3 of Attachment 2 'Review consolidated Bylaw No. 3545 Uplands Regulation Bylaw 1987' from the list of new Council initiatives	SI	<b>Complete</b>
2020-26	2020 Council Priorities	That Council direct staff to include Item 4 of Attachment 2 'Install additional Electric Vehicle Charging Stations' as a new Council initiative for further consideration during the 2020-2022 budget process	SI	<b>Complete</b>
2020-27	2020 Council Priorities	That Council direct staff to include Item 5 of Attachment 2 'Increase fees for demolition permits' as a new Council initiative for further consideration during the 2020 budget process	SI	<b>Complete</b>
2020-28	2020 Council Priorities	That Council direct staff to include Item 6 of Attachment 2 'More recycling bins' as a new Council initiative for further consideration during the 2020 budget process	SI	<b>Complete</b>
2020-29	2020 Council Priorities	That Council direct staff to include Item 7 of Attachment 2 'Change rules for home-based businesses' as a new Council initiative for further consideration during the 2020 budget process	SI	<b>Complete</b>
2020-30	2020 Council Priorities	That Council acknowledge that the potential initiatives listed in Attachment 4 of the January 16, 2020 report from the Director of Strategic Initiatives will no longer be on staff's "potential projects tracking list" unless/until Council directs otherwise; AND FURTHER THAT Council reaffirm the 2017 Protocol for Proposed New initiatives/Special Projects (Attachment 3)	SI	<b>Complete</b>
2020-31	2020 Budget Staffing Recommendations	That Council direct staff to exclude the position of a Committees and Commissions Clerk in the draft 2020 budget	Admin & Fin	<b>Complete</b>

Res #	File	Action Required	Responsibility	Status Update
2020-32	Grants - Sewer Separation	That staff be authorized to submit, on behalf of the District of Oak Bay, an application to complete the Uplands Sewer Separation Project through the Investing in Infrastructure Program - Green Infrastructure Environmental Quality Sub-Stream; And that Council Support the project, commit \$6,127,000 (27%) from the Capital Works Reserve to the project, and include this commitment in the 2020-2024 Five Year Financial Plan	Eng Fin	<b>Complete</b>
2020-33	Grants - Bike Pathway	That staff be authorized to submit, on behalf of the District of Oak Bay, and in partnership with the University of Victoria, an application to the BC Active Transportation Grant Program to complete a two-way bicycle pathway between University Drive and ring Road connecting to the centre of campus; And that no District funds be allocated for this project, in recognition of the University of Victoria's plan to fully manage the project and fund the municipal portion of any cost-sharing agreements under the BC Active Transportation Grant Program.	Eng	<b>Complete</b>
<b>February 24, 2020</b>				
2020-34	GILOT	That the Mayor write to the Province to request reconsideration of the amount distributed as Grants in Lieu of Taxes to municipalities that have universities and colleges located within them	Mayor/Admin	<b>Complete</b>
2020-35	Housing Needs Report	That Council receive the 2020 Housing Needs Report in accordance with section 585 of the Local Government Act with the first sentence of the first paragraph of section 4.6 being struck from the Housing Needs Report	B&P	<b>Complete</b>
2020-36	Tenders - PW	That Council award tenders PW01-2020, PW02-2020, PW03-2020 and PW04-2020 as outlined in the report of the Superintendent of Public Works dated February 24, 2020	Eng & Fin	<b>Complete</b>

Res #	File	Action Required	Responsibility	Status Update
2020-37	Traffic Control Orders	That Council approve Traffic Control Order Nos. 2020-03, 2020-04, 2020-05, 2020-11, 2020-12, and 2020-13 as outlined in the report of the Director of Engineering Services dated February 18, 2020	Eng	Complete
<b>March 9, 2020</b>				
2020-38	Public Art Purchase	That Council approve the purchase and relocation of the "Harmony Humpbacks" sculpture by Daniel Cline as requested by the Public Art Advisory Committee at a total cost of \$19,260 (\$18,000 plus \$1,260 PST), with funding to come from the Public Art Fund	PRC & Fin	Complete
2020-39	Committee and Commission Review	Whereas there are already sufficient processes in place that all Committee members serve at the pleasure of Council, that the words "and approved by Council" be removed from the first sentence under Advisory Body Chairs on page 6 of the Council Committee and Commission Policy	CS	Complete
2020-40	Committee and Commission Review	That the Council Committee and Commission Policy be amended at clause 4(c) by striking the words "four (4) consecutive years" and replacing with the words "six (6) consecutive years".	CS	Complete
2020-41	Committee and Commission Review	That the Council Committee and Commission Policy be amended to include term limits for Chairs for a maximum of two years	CS	Complete
2020-42	Budget	That Council consider, prior to the 2021 budget cycle, directing the Engineering Services Department to develop the concept design, establish funding requirements, and develop a feasibility study for completion of the Oak Bay Active Transportation Network by the end of 2025. Consideration should be given to partnerships with adjacent municipalities and the Capital Regional District	Eng & Fin	Delayed due to COVID-19 - expecting report to Council Jan. 2021

Res #	File	Action Required	Responsibility	Status Update
2020-43	Budget	That Council consider initiating a neighbourhood engagement program to trigger measurable community projects by funding the Coolkit program, at a cost of approximately \$116,000 that is spread over a three year period. The Coolkit program should provide educational opportunities for urban forestry, urban agriculture, and other climate related initiatives	PRC & Fin	<b>Deferred to 2021</b>
2020-44	Budget	That it be recommended to Council that Council consider establishing an annual funding program to: 1. provide grants to community groups who are undertaking direct climate action activities within Oak Bay; and 2. provide rebates for actions that reduce GHG emissions including, for example, heating systems, electric garden equipment, and ebikes. The rebate program should take into consideration opportunities for partnering with other funding opportunities such as the Capital Regional District, Fortis, and BC Hydro	B&P & Fin	<b>Funding portion complete</b> <b>Program update to be presented in 2021</b>
2020-45	Corporate Administration Capital Plan	That Council request that the Mayor and staff reach out to our local First Nations to gauge their interest in including a visible acknowledgement of their Nation and develop options for Council's consideration for including First Nations recognition as part of the Municipal Hall renovations	Admin - MH renovations	<b>In Progress</b>
2020-46	Corporate Administration Capital Plan	That it be recommended to Council that \$1,322,900 for Municipal Hall health, safety, and levels of service upgrades be incorporated into the 2020 - 2024 Financial Plan, and that staff be directed to implement these projects in 2020 or 2021, in consideration of work space and business continuity planning	SI & Eng	<b>Complete</b>
2020-47	Fire Services Capital Plan	That Council approve Option A as outlined in the Report of the Fire Chief dated February 20, 2020	Fire & Fin	<b>In Progress; Completion scheduled for 2022</b>

Res #	File	Action Required	Responsibility	Status Update
<b>March 16, 2020</b>				
2020-48	COVID-19	<p>Direct staff to limit agenda items for Council and Committee of the Whole meetings to urgent business matters, as determined by the CAO, until the declaration of a pandemic has been rescinded and/or the EOC has been de-activated;</p> <p>Authorize an extension of timelines for work in progress as necessary with a report back to Council with revised timelines once the EOC is de-activated;</p> <p>Direct staff to suspend all Committee and Commission meetings with further Council review of the suspension at the April 27, 2020 Council meeting; and</p> <p>Direct staff to assess special events scheduled to be held using municipal facilities and/or infrastructure with a report back to Council at an upcoming meeting with recommendations for approved special events, in-stream applications for special events, and future special event applications.</p>	Admin	<b>Complete</b>
2020-49	Utility Bills	That staff be directed to prepare bylaw amendments such that penalties and interest on utility bills are indefinitely suspended for bills due on or after March 16, 2020	Fin	<b>Complete</b>
2020-50	Council Meeting Schedule	<p>BE IT RESOLVED THAT Council suspend the regular meeting schedule of Council and Committee of the Whole meetings established for 2020 until the District's Emergency Operations Centre is de-activated;</p> <p>AND BE IT FURTHER RESOLVED that special meetings may be called at the discretion of the CAO and/or Mayor during this time of suspension</p>	CS	<b>Complete</b>
<b>April 6, 2020</b>				

Res #	File	Action Required	Responsibility	Status Update
2020-51	Zoning Bylaw	That Council direct staff to temporarily relax enforcement of the zoning bylaw regulations contained in Section 5.1 that prohibits the use of campers, and to Section 4.13 that restricts the location of campers on residential property, so that residents may be permitted to use one camper per single family residential property as temporary accommodation for the specific purpose of self-isolation by person(s) required to adhere to the Orders of the Provincial Health Officer during the COVID-19 pandemic	B&P	Complete
<b>April 23, 2020</b>				
2020-52	BIA	That Council approve the budget submitted by the Oak Bay Business Improvement Association for the 2020 calendar year as outlined in the February 20, 2020 correspondence from the Oak Bay Business Improvement Association	Fin	Complete
2020-53	Property Tax	That the payment due date for property taxes be changed from July 2 to August 4, 2020.	Fin	Complete
2020-54	Property Tax	That penalties for late payment of residential class property taxes be changed to 5% on August 4 and an additional 5% on October 1	Fin	Complete
2020-55	Budget	That Council direct staff to amend the draft 2020-2024 Financial Plan as presented at the March 12, 2020 Committee of the Whole meeting to reduce the tax funded portion of the proposed 2020 budget increase by 1.2% using the mechanisms set out in the report from the Director of Financial Services dated April 23, 2020	Fin	Complete
2020-56	Budget	That staff be directed to evaluate the list of 2020 special initiatives in the draft Financial Plan and report back to Council on options for potential reallocation of the special initiatives funds to respond to unanticipated budgetary needs associated with the COVID-19 pandemic	Fin	Complete

Res #	File	Action Required	Responsibility	Status Update
2020-57	Tender	That the contract to replace the roof over the pool at the Oak Bay Recreation Centre, as outlined in the tender document OBRC-01-2020, be awarded to Alpha Roofing & Cladding Inc. in accordance with their submission in the amount of \$392,584.50 including GST	PRC	Complete
2020-58	Grant-in-Aid	That the 2020 annual discretionary Grant in Aid budget be set at \$80,000; AND FURTHER THAT the 2020 Grant in Aid Process be approved by Council and amended to revise the process to modify step 3 to remove the average scoring for the 2020 budget year only	Fin	Complete
2020-59	Advisory Bodies	That staff be directed to suspend all Committee and Commission meetings until May 31, 2020 with further review of the suspension prior to the end of May	CS	Complete
<b>May 7, 2020</b>				
2020-60	2019 Financial Statements	That Council approve the 2019 Financial Statements	Fin	Complete
<b>May 28, 2020</b>				
2020-61	Tender	That the contract for the Supply and Delivery of Refuse Collection Truck tender be awarded to Rollins Machinery Ltd. in accordance with their request for proposal submission in the amount of \$351,503.00	Eng	Complete
2020-62	Tender	That the contract for the Asphalt Resurfacing & Miscellaneous Concrete Program be awarded to Island Asphalt Company in accordance with their tender submission in the amount of	Eng	Complete
2020-63	Traffic Control Order	That two regular parking spaces at the Monterey Centre parking lot be converted to handicap parking as outlined in the Traffic Control Order No. 2020-16	Eng	Complete
2020-64	Grant in Aid	That the Motion be amended to read that in lieu of the \$1,500 grant in aid amount, staff be directed to provide the BC Accordion and Tango Society with one night of municipal booking time at Dave Dunnet Theatre if possible	Fin	Complete

Res #	File	Action Required	Responsibility	Status Update
2020-65	Grant in Aid	That Council approve the 2020 grant in aid request by the Capital Region Food and Agriculture Initiatives Roundtable in the amount of \$500	Fin	Complete
2020-66	Grant in Aid	That Council approve the 2020 grant in aid request by the Community Association of Oak Bay in the amount of \$2,000	Fin	Complete
2020-67	Grant in Aid	That Council approve the 2020 grant in aid request by the Friends of Uplands Park in the amount of \$2,500	Fin	Complete
2020-68	Grant in Aid	That Council approve the 2020 grant in aid request by the Gage Gallery Arts Collective in the amount of \$1,300	Fin	Complete
2020-69	Grant in Aid	That Council approve the 2020 grant in aid request by the Greater Victoria Bike to Work Society in the amount of \$1,650; That Council give direction to staff to allow the funds to be used for any activities promoting bicycle usage and not limited to the events included in the application as presented from the Greater Victoria Bike to Work Society	Fin	Complete
2020-70	Grant in Aid	That Council approve the 2020 grant in aid request by the Green Teams of Canada in the amount of \$3,800	Fin	Complete
2020-71	Grant in Aid	That Council approve the 2020 grant in aid request by the Oak Bay Heritage Foundation in the amount of \$5,000	Fin	Complete
2020-72	Grant in Aid	That Council approve the 2020 grant in aid request by the Oak Bay Lawn Bowling Club in the amount of \$5,000	Fin	Complete
2020-73	Grant in Aid	That Council approve the 2020 grant in aid request by the St. John Society in the amount of \$1,500	Fin	Complete
2020-74	Grant in Aid	That Council approve the 2020 grant in aid request by the Vancouver Island South Film & Media Commission in the amount of \$10,000	Fin	Complete
2020-75	Grant in Aid	1. That Council approve the 2020 grant in aid request by the Victoria Sexual Assault Centre in the amount of \$5,580; 2. That Council direct Mayor Murdoch to write to the Province requesting that they provide stable, consistent funding for the Victoria Sexual Assault Centre.	Fin	Complete

Res #	File	Action Required	Responsibility	Status Update
2020-76	Grant in Aid	That Council approve the 2020 grant in aid request by the Victoria Women's Transition House in the amount of \$1,220	Fin	Complete
2020-77	Grant in Aid	That Council approve the Grant in Aid request from the JeuxFC Victoria 2020 (Canadian Francophone Games) in the amount of \$30,000 by funding \$15,000 from the 2020 discretionary Grant in Aid budget and \$15,000 from the 2021 Grant in Aid budget	Fin	Complete
2020-78	COVID-19 Use of Public Spaces	That the Director of Engineering and Public Works be authorized to issue Street Occupancy Permits for the purposes of temporary sidewalk or parking stall patios; That application fees and administration fees for the purposes of temporary sidewalk or parking patios be waived; And further that these measures be in place effective immediately, until November 15, 2020	B&P	Complete
2020-79	COVID-19 Suspension of Committee and Commission Meetings	That staff be directed to temporarily suspend all Committee and Commission regular meetings until the District's Emergency Operations Centre is deactivated, or September 15, 2020, whichever is earlier	CS	Complete
<b>June 29, 2020</b>				
2020-80	COVID-19 Ministerial Order No. M192	Restriction of public at Council meetings while Ministerial Order No. M192 remains in effect (see full motion in minutes)	CS	Complete
2020-81	2019 SOFI	That Council approve the Statement of Financial Information for the year ended December 31, 2019	Fin	Complete

Res #	File	Action Required	Responsibility	Status Update
2020-82	CRD Bylaw No. 4304	That Council consent to the CRD adopting Bylaw No. 4304, "Liquid Waste Management Core Area and Western Communities Service Establishment Bylaw No. 1, 1995 Amendment Bylaw No. 3, 2020"	CS	<b>Complete</b>
2020-83	MVA Pilot Project	That the Director of Engineering and Public Works be encouraged to participate with the District of Saanich planning meetings to explore opportunities, challenges, alternatives, and risks related to BC <i>Motor Vehicle Act</i> pilot project proposals	Eng	<b>Complete</b>
2020-84	City of Victoria Richardson St Corridor	That Council request the City of Victoria to extend consultation to allow Oak Bay Council the opportunity to review and comment in the design prior to approving changes to the Richardson Street Corridor. Council also requested that staff request a delegation from the City of Victoria to provide information and details on the proposal and to respond to questions from Council	CS	<b>Complete</b>
2020-85	COVID-19 Tree Protection Delegation	That while the Provincial State of Emergency due to the COVID-19 pandemic remains in effect, Council authorize the Manager of Parks Services to waive the Replacement Tree security fee outlined in Schedule A to the Tree Protection Amendment Bylaw, 2020, No. 4759 on a case-by-case basis where: a. The tree(s) to be removed are in an advanced and irreversible state of decline due to disease, decay, dieback or other pathological conditions, mishap or pest attack as per Section 9.2(i) of the Bylaw; and, b. The applicant submits a written request for fee exemption and can demonstrate, to the satisfaction of the Manager of Parks Services, that they are experiencing financial hardship as a result of the COVID-19 pandemic	PRC	<b>Complete</b>
2020-86	Policy Sustainable Procurement	THAT Council approve the proposed amendments to the Sustainable Procurement Policy as outlined by the Director of Financial Services	Fin	<b>Complete</b>

Res #	File	Action Required	Responsibility	Status Update
<b>July 6, 2020</b>				
2020-87	ADP00117 3145 Ripon Rd	That the proposal to construct an accessory building at 3145 Ripon Road, as outlined in the July 6, 2020 report for ADP00117 be approved as to Uplands siting and design	B&P	<b>Complete</b>
2020-88	ADP00118 3165 Midland Rd	That the proposal to construct a new single family dwelling and accessory building at 3165 Midland Road, as outlined in the July 6, 2020 report for ADP00118 be approved as to Uplands siting and design	B&P	<b>Complete</b>
2020-89	DVP00094 336 Newport Ave	That the Director of Building and Planning be authorized to issue Development Variance Permit DVO0094 with respect to 336 Newport Avenue, as appended to the Council agenda of July 6, 2020	B&P	<b>Complete</b>
<b>July 20, 2020</b>				
2020-90	Active Transportation Richardson St Corridor	That Council receive the letter from the City of Victoria dated July 9, 2020 regarding Richardson Street Bike Lanes for information and send a letter to Mayor Helps inviting City of Victoria staff to attend a future meeting of Council to provide further information to Council and staff, including an overview and rationale for the decision, and to provide an opportunity to ask questions	CS	<b>Complete</b>
2020-91	Q2 Reports Deferral of Initiatives	That Council approve deferring initiation of the following Council Priority projects to start in 2021: 1-6) Refresh website; 1-16) Investigate and consult on regulatory options for restricting or	SI	<b>Complete</b>

Res #	File	Action Required	Responsibility	Status Update
2020-92	Q2 Reports Approval of Initiation	THAT Council confirm that the following Council Priority projects, previously identified on April 23, 2020 as requiring Council confirmation prior to proceeding, be approved for initiation as soon as practical: 1-3) Prepare and implement an HR Plan (talent management, health & safety, performance management, compensation & benefits and HR systems); 1-10) Negotiate Marina Lease (2023 +30 years); 1-11) Undertake deer management research project; 1-15) Improve the District's Records and Information Management Program; 4-16) Prepare Fire Master Plan; 5-5) Prepare an Emergency Evacuation Plan (funded by grants); 6-2) Complete a Secondary Suite Study; 6-3) Identify infill housing opportunities and specific housing needs for neighbourhoods; 6- 4) Prepare Village Area Plan(s) for the Oak Bay Village/Cadboro Bay Road corridor and for the Secondary Village areas; 6-14) Complete sea level rise study; 7-10) Prepare Sewer Master Plan; 7-13) Prepare EV Station Options Analysis; 7-14) CCTV sanitary and storm sewer; 7-15) Assess pavement condition; and 8-5) Implement the Urban Forest Strategy	SI & Fin	<b>Complete</b>
2020-93	Budget	THAT Council restore the sidewalk budget in the Five Year Financial Plan by increasing the Transportation Safety Improvement budget by \$100,000 in each year 2020-2024; and further that Council restore the storm drain catch basin and manhole budget in the Five Year Financial Plan by increasing the storm sewer rehabilitation budget by \$70,000 in each year 2020-2024	Fin & Eng	<b>Complete</b>
2020-94	EOC Report	THAT Council receive the EOC report and authorize staff to continue with/initiate implementation of lessons learned recommendations where possible within existing resources and to bring forward budget-dependent items for 2021 budget discussion	EOC	<b>Complete</b>

Res #	File	Action Required	Responsibility	Status Update
2020-95 1/2	Rise and Report Motions from July 20, 2020 Clsoed meeting	<p>WHEREAS Oak Bay Council recognizes the Oak Bay Lodge property to be a significant piece of public land within the District potentially suitable for supportive care, respite care, mixed housing, or a wide range of other possible uses that could meet the needs of the region for decades to come;</p> <p>AND WHEREAS the current zoning of the Oak Bay Lodge lands doesn't currently support use as a temporary hospital facility or housing for people experiencing homelessness;</p> <p>AND WHEREAS Council recognizes that Provincial legislation gives every property owner the right to make application to change the permitted uses on their property and that Council must give those applications full and fair consideration;</p> <p>THEREFORE BE IT RESOLVED THAT Council supports a comprehensive planning and consultation process as discussed over the last 18 months with the Capital Regional Hospital District to determine the future use of the Oak Bay Lodge lands;</p>	CS	<b>Complete</b>
2020-95 2/2	Rise and Report Motions from July 20, 2020 Clsoed meeting	<p>THAT Council request the CRHD to recognize and preserve project timelines, value to taxpayers, and community trust while seeking an outcome for the Oak Bay Lodge lands that supports economic, social, and environmental wellbeing over the long term;</p> <p>THAT Council requests the CRHD to respect stakeholder and community consultation as an essential component of a rezoning application, in accordance with the Local Government Act, should the CRHD wish to propose a temporary or permanent change of permitted use for the Oak Bay Lodge lands;</p> <p>AND FURTHER THAT the Mayor be directed to communicate the above resolutions to the CRHD Board on behalf of Mayor and Council</p>	CS	<b>Complete</b>
<b>July 27, 2020</b>				

Res #	File	Action Required	Responsibility	Status Update
2020-96	Bylaw Review			
2020-97	Curbside Organics	That the level of service for the curbside organics pick up be increased to include yard waste; and further that the Residential Organics Collection Services contract be awarded to GFL Environmental Inc. in accordance with their Request for Proposal submission of \$303,810	Eng	<b>Complete</b>
2020-98	Temporary Protection Order 785 Island Rd	That the principal building located at 785 Island Road be subject to a Temporary Protection Order in accordance with section 606 of the <i>Local Government Act</i> for a period of not more than 60 days.	B&P	<b>Complete</b>
2020-99	DP00029/ADP00116 3555 Beach Dr	That the proposal to construct an addition to a single family dwelling at 3555 Beach Drive, as outlined in the July 27, 2020 report for DP000029 and ADP00116 be approved as to Uplands Siting and Design subject to the issuance of Development Permit DP000029	B&P	<b>Complete</b>
2020-100	ADP00123 3375 Ripon Rd	That the proposal to construct an accessory building at 3375 Ripon Road, as outlined in this July 27, 2020 report for ADP00123 be approved as to Uplands Siting and Design	B&P	<b>Complete</b>
2020-101	DVP00097 2326 Lincoln Rd	That the Director of Building and Planning be authorized to issue Development Variance Permit DVP00097 with respect to 2326 Lincoln Road, as appended to the Council agenda of July 27, 2020	B&P	<b>Complete</b>

Res #	File	Action Required	Responsibility	Status Update
2020-102	Advisory Bodies	<p>1). That the updated Committee and Commission Policy be approved;</p> <p>2). That the terms of appointment of all current volunteer Members of the District's Advisory Planning Commission, Advisory Design Panel, Heritage Commission and Public Art Advisory Committee be extended to December 31, 2020;</p> <p>3). That the revised implementation schedule for completion of the Committee and Commission Review project be approved as presented under Timelines/Process/Next Steps section of the Memorandum of the Director of Corporate Services dated July 27, 2020</p>	CS	<b>In Progress</b>
<b>September 14, 2020</b>				
2020-103	Request for Proposals - Lease of Oak Bay Lands and Marina	<p>That Council approve the Request for Proposals (RFP) document (Attachment 1) and authorize staff to post towards obtaining proposals for a new 30-year lease of the upland and foreshore/aquatic crown lands associated with the municipally-owned marina facilities located at 1327 Beach Drive.</p> <p>And that once RFP responses are received and technical evaluation completed, staff be directed to report back to Council to obtain direction on next steps regarding provisions for public input and scoring of the amenity value of proposals.</p>	SI	<b>In Progress</b>
2020-104	Grant in Aid Application - Maritime Museum of BC	That Council approve the Grant in Aid request from the Maritime Museum of BC in the amount of \$2,000	F	<b>Complete</b>

Res #	File	Action Required	Responsibility	Status Update
2020-105	Tender Award - Kings Road Drain Installation	That the contract for Kings Road Drain installation be awarded to Don Mann Excavating Ltd. In accordance with their tender submission in the amount of \$419,840.00 excluding GST.	Eng	Complete
2020-106	Consideration of a Temporary Protection Order - 785 Island Road	That Council refer consideration of Temporary Protection Order - BP012974 - 785 Island Road to a future Special Council meeting prior to September 25th, 2020	B&P	Complete
2020-107	DVP00099 - 3140 Midland Road	That the Director of Building and Planning be authorised to issue Development Variance Permit DVP00099 with respect to 3140 Midland Road, as appended to the Council agenda of September 14, 2020.	B&P	Complete
2020-108	DVP00100 - 3375 Cadboro Bay Road	That the Director of Building and Planning be authorised to issue Development Variance Permit DVP00100 with respect to 3375 Cadboro Bay Road, as appended to the Council agenda of September 14, 2020.	B&P	Complete
2020-109	ADP00120 - 3000 Valdez Place	That Council approve the proposal to construct a new single family dwelling and accessory building at 3000 Valdez Place, as outlined in the September 8, 2020 report for ADP00120 as to Uplands siting and design.	B&P	Complete
2020-110	ADP00121 - 3060 Midland Road	That Council approve the proposal to construct a new single family dwelling and accessory building at 3060 Midland Road, as outlined in the September 8, 2020 report for ADP00121 as to Uplands siting and design.	B&P	Complete
<b>September 28, 2020</b>				
2020-112	Child Care Inventory and Action Plan 2020	That Council receive the Child Care Inventory and Action Plan 2020 for information	PRC - future staff report	Complete - is PRC doing any further reporting or recs.?

Res #	File	Action Required	Responsibility	Status Update
2020-113	Donation of Public Art - Winds of Time	That Council accept a donation of the "Winds of Time" sculpture by artist Linda Lindsay from a local donor and approve of its permanent installation at the ocean view parking lot of King George Terrace on District owned land	PRC	Complete
2020-114	Mutual and Automatic Aid Agreement	That Council approve the Mutual and Automatic Aid Agreement with the District of Saanich	Fire/CS	In Progress
2020-115	Use of Anticoagulant Rodenticides in the District of Oak Bay	That Council provide direction to staff implement a ban of anticoagulant rodenticides on all municipally owned properties in the District of Oak Bay; And that Council direct staff to communicate to residents and businesses in the District of Oak Bay regarding the harmful effects to wildlife when anticoagulant rodenticides are used for rodent control and that safer alternatives are available; and that that Mayor be requested to write a letter to the Premier on behalf of Council, to encourage a provincial ban on the use of anticoagulant rodenticides, with a copy of the letter to appropriate Ministers and MLAs in the Region for their information.	PRC/Mayor	In Progress
2020-116	Heritage Alteration Permit HAP00020 - 1520 York Place	That the proposal to undertake renovations to the existing single family home at 1520 York Place, within the Prospect Heritage Conservation Area, be approved subject to the issuance of the Heritage Alteration Permit HAP00020	B&P	Complete
2020-117	Council and Committee of the Whole Meeting Schedule	That the regular meeting schedule of Council and Committee of the Whole meetings established for 2020 be reinstated, subject to the District's Emergency Operations Centre either remaining at Level 1 or being deactivated.	CS	Complete
<b>October 13, 2020</b>				

Res #	File	Action Required	Responsibility	Status Update
2020-118	Provincial Urban Deer Cost-Share Program Grant Application	That Council authorize an application to the Ministry of Forests, Lands, and Natural Resource Operations and Rural Development for a grant of up to \$41,950 to continue the Oak Bay deer management research project substantially in the form of the program prepared by the Urban Wildlife Stewardship Society and, if approved, commit to providing District of Oak Bay funding of \$42,151 in the 2021 budget.	SI	In Progress
2020-119	Tod House Condition Assessment and Grant Application	That Council receive the Tod House Condition Assessment Report (Attachment 1 and 2); And that Council refer the Tod House Condition Assessment Report to the Heritage Commission for information and input on a potential application for Provincial Heritage Designation of the Tod House property; And further that staff be directed to, as part of 2021 budget discussions, identify Five Year Financial Plan implications of fully implementing the Tod House Condition Assessment Report recommendations.	SI/BP/Fin	In Progress
2020-120	2020 Winter Markets	That Council approve the request from the Oak Bay Business Improvement Association to operate a Winter Market series, including food and craft sales, on the Municipal Hall property during the months of November and December, 2020.	CS	Complete
2020-121	Anonymous Donation of Public Art	That Council refer the proposed artwork created by Kent Laforme to the Public Arts Advisory Committee for comment; And further that staff provide the comments of the Public Arts Advisory Committee and the staff report authored by the Manager of Parks Services dated October 13, 2020 to a future Committee of the Whole meeting.	PRC	Complete
2020-122	Siting of Uplands National Historic Site Plaque	That Council support a permanent installation of a commemorative plaque to be provided by Parks Canada in recognition of Uplands as a National Historic Site at Midland Circle.	PRC	In Progress - Agreement signed and sent to Parks Canada

Res #	File	Action Required	Responsibility	Status Update
2020-123	OBRC Transformer Replacement Tender OBRC-02-2020	<p>That the contract for the construction to replace the transformer/substation at the Oak Bay Recreation Centre, as outlined in the tender document OBRC-02-2020, be awarded to Houle Electric in accordance with their submission in the amount of \$176,895.00 contingent on full year forecasts prepared by the Director of Financial Services forecasting that capital expenditure and transfer from reserve limits in the 2020-2021 Financial Plan Bylaw will not be exceeded.</p> <p>That Council authorize an additional \$100,000 budget for the OBRC Transformer Replacement Project for 2020 funded by the Capital Works Reserve.</p>	PRC	<b>In Progress</b>
2020-124	Intersection Safety Upgrades - Beach Dr and King George Terr	That Council direct staff to carry out the proposed intersection safety upgrades at the corner of Beach Drive and King George Terrace;	EPW/	<b>In Progress</b>

Res #	File	Action Required	Responsibility	Status Update
2020-125	Time Extension - Use of Public Spaces to Support Small Businesses	<p>That the Director of Engineering and Public Works be authorized to issue Street Occupancy Permits for the purposes of temporary sidewalk or parking stall patios;</p> <p>And that application fees and administration fees for the purposes of temporary sidewalk or parking stall patios be waived;</p> <p>And that the Director of Building and Planning be authorized to give consent to a one year extension, until October 31, 2021, of the existing Temporary Expanded Services Area authorizations for licensed patios (both on public and private property);</p> <p>And that the approval of temporary patios and customer staging areas include weather protection structures (roof shelters and awnings, heat sources) subject to meeting District requirements;</p> <p>And further that these measures be in place effectively immediately, until November 15, 2021.</p>	EPW	<b>Complete</b>
2020-126	Notice of Motion - Councillor Zhelka - Strata Title Conversion	Therefore be it resolved that Council direct staff to include the provision of a policy related to the strata title conversion of existing rental housing as part of the preparation of a Housing Framework for Oak Bay.	BP	<b>In Progress</b>
2020-127	Records Mgmt Update and Corporate Records Mgmt Bylaw	<p>That the Records Management status update report from the Interim Director of Corporate Services be received for information.</p> <p>That Council give first and second reading of the Corporate Records Management Bylaw, 2020, No. 4768.</p> <p>That Council give third reading of the Corporate Records Management Bylaw, 2020, No. 4768.</p>	CS	<b>In Progress - Bylaw scheduled to be adopted Oct. 26, 2020</b>
2020-128	Permissive Tax Exemption Application - 931 Foul Bay Rd	That Council decline the permissive tax exemption application for 931 Foul Bay Road from the DeMezey Memorial Abbeyfield Legacy Society.	Fin	<b>Complete</b>