



AGENDA
OAK BAY ADVISORY PLANNING COMMISSION
TO BE HELD TUESDAY, JULY 2, 2019 AT 5:00 PM
COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE

- 1. Call to Order**
- 2. Adoption of Minutes from June 4, 2019**
- 3. Approval of Agenda and Late Items**
- 4. New Business**
 - a. Committee Review
Council directed review of committees and commissions.
- 5. Old Business**
- 6. Information Items**
- 7. Next Meeting**

The next regular meeting of the APC is scheduled for Tuesday, September 3, 2019.
- 8. Adjournment**



MINUTES
OAK BAY ADVISORY PLANNING COMMISSION
TUESDAY, JUNE 4, 2019 AT 5:00 PM
COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE

MEMBERS PRESENT

Virginia Holden
Kristina Leach
Kris Nichols

Caroline Smart
Tim Taddy

MEMBERS ABSENT

Pam Copley
Patrick Frey
Michael Low

STAFF PRESENT

Deborah Jensen, Manager of Planning
Krista Mitchell, Building and Planning Clerk

1. Call to Order

The meeting was called to order at 5:00 pm.

2. Adoption of Minutes from May 7, 2019

It was moved and seconded that the minutes from May 7, 2019 be adopted.

The motion was carried.
None opposed.

3. Approval of Agenda and Late Items

The agenda was approved as presented with the addition of a Heritage Commission update (6a), and a transportation discussion (6b).

4. New Business

a. OCP00005 – Regional Context Statement (RCS)

To update the RCS for consistency with the Regional Growth Strategy.

D. Jensen gave an overview of the Regional Context Statement update process. Some of the comments were:

- Regional Growth Strategy was recently adopted by the Capital Regional District and contains objectives that are to be achieved, over time, within the Capital region.
- Municipalities must include a Regional Context Statement within their Official Community Plans, which links to the objectives of the Regional Growth Strategy.
- Provincial legislation states the municipality must prepare an updated Regional Context Statement within two years to show how the Official Community Plan is consistent with the new Growth Strategy.
- New growth strategy has seven objectives; managing and balancing growth, environment and infrastructure, housing and community, transportation, economic development, food systems and climate action.
- The current Context Statement already addresses five of the objectives, with some minor changes required; two new objectives, food systems and climate action, need to be added into the Context Statement.

Commission Comments

Commission members confirmed that the Regional Context Statement will be approved by Council and the Capital Regional District.

D. Jensen noted that the updated Regional Context Statement will be subject to a public hearing process.

5. Old Business

a) Secondary Suite Study Update

(<https://oakbay.civicweb.net/filepro/document/36230/Council%20Meeting%20-%2027%20May%202019.docx?handle=EB7322FF5A744CC3977FB3B3AB434DDB>) – see Item 7

D. Jensen provided an update on the secondary suites study. Some of the comments were:

- Approximately 120 people attended the open house on April 24, 2019.
- Almost 800 people participated in the questionnaire.
- More than 50% of respondents noted that they live on a street where secondary suites are present, 22% of respondents noted they owned a secondary suite, and 4% of respondents said they lived in a suite.
- Open house comments included requiring owners to live in same building, ensuring compliance to the building code, provide adequate parking, and impact to trees.
- Comments reflecting the positive aspects of secondary suites included providing diverse and affordable housing, benefiting the environment, reducing greenhouse emissions, making better use of housing stock, and not having a significant impact on parking.
- Comments reflecting the negative aspects of secondary suites included overcrowding, infrastructure concerns, parking, noise and increased cost to homeowners.
- Urban Systems is reviewing all comments, and will prepare a report for review.

Commission Comments

Commission members advised they were disappointed with the low number of respondents who live in a secondary suite, suggesting an approximate number of 450 suites according to MLS listings, and suggested extra effort be given to reaching people who live in suites.

D. Jensen advised a Housing Needs Report process is also underway, which will be used to inform the secondary suites study.

6. Information Items

a. Heritage Commission Meeting

V. Holden gave a brief report of the Heritage Commission meeting she attended on May 14, 2019.

b. Transportation

Commission members noted that they would like to communicate to Council they are would like to be involved in transportation, noting that the community has fallen behind with active transportation as compared to what is happening in Victoria and Saanich.

Commission members would like Council to consider the role of the Advisory Planning Commission with respect to active transportation and environmental issues while it is undergoing its review process of the commissions and committees.

D. Jensen commented that Commission members could have a discussion with the consultant for the committee review process with respect to their role, noting that the Commission bylaw does speak to transportation and environment.

7. Next Meeting

The next regular meeting of the APC is scheduled for Tuesday, July 2, 2019.

8. Adjournment

The meeting was adjourned at 5:52 pm.