

MINUTES of the regular 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 November 16, 2020 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 peoples, 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, S. Williams
Director of Building and Planning, B. Anderson *
Director of Strategic Initiatives, S. Bagh *
Director of Engineering, D. Horan*
Manager of Engineering Services, S. Rennick
Manager of Planning, D. Jensen *
Recorder, A. Nurvo

* attended by conference call

CALL TO ORDER:

Mayor Murdoch called the meeting to order at 7:00 p.m. Mayor Murdoch advised that members of the public are invited to call into Municipal Hall to provide comments on any agenda items.

COMMUNICATIONS:

1. **Request for an Additional Driveway Access at 1259 Oliver Street**

MOVED and seconded: That it be recommended to Council that the application for a second driveway at 1259 Oliver Street be approved.

CARRIED
With Councillor Paterson opposed

2. **Development Application DP000026 - 1476 Beach Drive**

MOVED and seconded: That it be recommended to Council that the proposal to undertake exterior alterations to the existing building at 1476 Beach Drive be approved subject to the issuance of Development Permit DP000026.

CARRIED

3. **Zoning Amendment ZON00038 - 1538 Monterey Avenue**

MOVED and seconded: That it be recommended to Council to consider the site specific zoning to permit congregate housing at 1538 Monterey Avenue and give 1st and 2nd readings to Zoning Amendment Bylaw 2020 No. 3531.105; and set a public hearing date for Bylaw No. 3531.105 to be held at the Oak Bay Municipal Hall on January 14, 2021 at 7:00 pm in Council Chambers and that notice be given in accordance with the Local Government Act.

CARRIED

4. **Secondary Suites Study Update for Council Information**

The Manager of Planning provided an overview of the study process. Dan Huang of Urban Systems reviewed a PowerPoint presentation providing an update of the Study and the timelines for next steps, with the final report going to Council in March 2021.

Council discussion included:

- Staff confirmed that the strata conversion policy is on the staff work plan, and that this will not impact secondary suites since they cannot be converted to strata
- There will be further public engagement to obtain input on the pros and cons on the options for enforcement and their implications, trade-offs, and regulatory considerations
- In addition to impacts such as off-street parking, staff should also consider impacts on police and fire as part of infrastructure capacity review
- Demographics of occupants of secondary suites is currently not included in the study, but should be considered for further consultation in 2021
- Online engagement must be anonymous to ensure full participation from residents
- The presentation of the draft report to Council should address recent community concerns of a connection between secondary suites and COVID
- The presentation of the phase 4 draft report to Council will include all the work to date including issues and opportunities, implications, draft strategies, and more detail and experiences, for example with health and safety, including new Building Code alternate compliance standards
- The issue of requiring owner occupancy will be addressed in the report
- The consultant confirmed secondary suites can be part of overall densification strategy and that the issue of climate change adaptation will be included into the upcoming consultation

Public Participation:

The Director of Corporate Services advised that two members of the public have called into the meeting:

Trisha Sanders, Oak Bay resident, stated that she supports development of a bylaw to regulate secondary suites, that Council's strategic priorities include diverse housing and fostering community health, and that it is well known that housing options affect community health.

Andrea Careless, Oak Bay resident, said she was concerned since the scope of the project does not include climate change and adaptation and that the upcoming public consultation

needs to include information on this key priority issue since secondary suites are a means of reducing GHG and urban sprawl.

MOVED and seconded: That the staff report on the Secondary Suites Study Update for Council Information, authored by the Manager of Planning and dated November 16, 2020, be received for information.

CARRIED

With Councillor Zhelka opposed

5. **Council Procedure Bylaw**

Council discussion included:

- 18.3 when a request for a delegation is denied, include that a copy of the decision will be provided to all Council members
- There was general consensus that Tuesday meetings could work as long as it does not have an impact on attendance at other committee meetings
- Starting meetings earlier than 7:00 p.m. may affect the ability of some members of Council or members of the public to attend and participate
- There was consensus that reducing the length of Council meetings to two hours would not provide sufficient time to complete all of Council's business as set out in the agendas

MOVED and seconded: That the Committee refer Council Procedure Bylaw, 2020, No. 4740 to Council for consideration of first three readings.

CARRIED

MOVED and seconded: That the Committee request staff to come back to a COTW meeting with some options for changing the day and/or time of Regular Council and Committee of the Whole meetings.

CARRIED

6. **Committee and Commission Review**

Council discussion included:

- For recruitment of APC members, include that Council will endeavour to appoint a member with heritage expertise.
- Staff clarified that the role of advisory bodies is to provide their expertise and recommendations to Council and that the public input needs to be provided to Council as the main governance and decision-making body.
- Staff advised that Council can review the issue of community input, for example into heritage and what is important to community, at the proposed Heritage Commission planning session, and that we need to ensure a process for advisory bodies to bring their priorities to Council annually for approval to ensure adequate resources and to allow for innovation.

MOVED and seconded: That the Committee refer the draft Establishing Bylaws for the Advisory Planning Commission – Design Panel and Advisory Planning Commission – Land Use to Council for consideration of first three readings and the draft Terms of Reference for the Public Arts Advisory Committee to Council for consideration of adoption;

And that staff be directed to proceed to recruitment for those three Advisory Bodies immediately following adoption of the Establishing Bylaws in December 2020;

And further that the current member terms for the Advisory Design Panel, Advisory Planning Commission, and the Public Arts Advisory Committee be extended to January 31, 2021.

CARRIED

MOVED and seconded: That staff be requested to organize a facilitated planning session before the end of 2020 to allow Council an opportunity for further consideration and discussion regarding the future mandate of the Heritage Commission;

And that current member terms for the Heritage Commission be extended to February 28, 2021.

CARRIED

MOVED and seconded: That Section 19(a) of the Committee and Commission Policy be amended to reflect that the Council Liaison to the Heritage Commission is appointed as a non-voting member.

CARRIED

ADJOURNMENT:

7. Motion to Adjourn

MOVED and seconded: That the meeting be adjourned at 10:21 p.m.

CARRIED

Certified Correct:

Chair

Director of Corporate Services