



MINUTES
OAK BAY ADVISORY PLANNING COMMISSION
TUESDAY, OCTOBER 18, 2016 AT 5:00 PM
COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE

MEMBERS PRESENT

Andrew Appleton
Rus Collins
Pam Copley

Michael Low
Esther Patterson
Tim Taddy

MEMBERS ABSENT

Kris Nichols

Brian Holl

STAFF PRESENT

Deborah Jensen, Manager of Planning

Krista Mitchell, Building & Planning Clerk

1. Call to Order

The special meeting was called to order at 5:02 pm.

2. Approval of Agenda and Late Items

The agenda was approved as presented.

3. Information Items

A Commission member noted the housing retention report will be referred back to APC.

D. Jensen advised the Heritage Commission comments have been referred to Council.

It was moved and seconded to request that Council direct the Housing Retention report to the Advisory Planning Commission for review and discussion.

The motion was carried.
None opposed.

D. Jensen advised the Committee of the Whole received a presentation regarding eelgrass health in Oak Bay, noting the presentation is available for review on the District website.

D. Jensen noted the District will be contacting APC members regarding expiry of their membership terms, and particularly R. Collins, E. Paterson, M. Low and P. Copley.

4. Old Business

a. APC Procedures Manual

A Commission member commented the APC is not a public hearing vehicle.

A Commission member commented on the fine balance between receiving a lot of community input and not having any, and that APC members must remember they represent the community and are not elected officials.

A Commission member noted APC members should look at what is best for the whole community by reviewing through their own areas of expertise, resulting in a fulsome recommendation back to Council.

P. Copley advised she will draft a letter to Council requesting an extension of the current Commission appointment terms to ensure consistency during the early stages of the APC.

A Commission member requested the Commission provide a motion requesting Council to expedite replacement members where vacancies arise.

A Commission member commented there is concern about public transparency, and the public have an opportunity for input at the Committee of the Whole meeting.

A Commission member suggested APC meetings were not an appropriate venue for public input on specific applications, however it may be appropriate for policy related matters.

D. Jensen advised the minutes format is determined by Council procedures, and that staff generally target to have the minutes completed no later than one week prior to the next meeting.

A Commission member offered the following comments on public participation:

- APC members should not be unduly influenced by a group.
- APC members do not have decision making authority, and the public can speak to the Committee of the Whole.
- Consider allowing public input on agenda items not specific to land use applications.
- Decision to allow public input on a given topic will be as per the APC mandate.

J. Sultanum, a member of the public, presented information to the APC, commenting:

- Council, and not APC, are the ultimate decision makers, but the APC must provide meaningful and substantial advice to Council.
- The APC must have an open mind and their concerns and advice must be heard and considered directly by Council.
- Create a one page document to Council that sets out what the APC envisions for policy development.

D. Jensen commented that some of the more complex applications that the APC has considered have already been reviewed through the Heritage Commission or the Advisory Design Panel, enabling the Commission to review discussion of the other committees. She also noted that the Advisory Design Panel has a process in place allowing for applicants to undertake a preliminary review, with no motion / recommendation involved at that time.

A Commission member suggested some form of checklist for the APC to refer to would be useful when reviewing more complex applications.

A Commission member noted that some potential changes to procedure would require Council approval of amendments to District bylaws.

5. Next Meeting

The next regular meeting of the APC is scheduled for Tuesday, November 1, 2016.

6. Adjournment

The meeting adjourned at 7:30 pm.