



**MINUTES**  
**OAK BAY ADVISORY PLANNING COMMISSION**  
**WEDNESDAY, JANUARY 11, 2017 AT 5:00 PM**  
**WINDSOR PARK PAVILLION, 2451 WINDSOR ROAD**

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**MEMBERS PRESENT**

Andrew Appleton  
Pam Copley  
Rus Collins  
Virginia Holden  
Kristina Leach

Michael Low  
Kris Nichols  
Esther Paterson  
Tim Taddy

**MEMBERS ABSENT**

n/a

**STAFF PRESENT**

Helen Koning, Chief Administrative Officer  
Deborah Jensen, Manager of Planning

Warren Jones, Director of Corporate Services  
Krista Mitchell, Building and Planning Clerk

**1. Call to Order**

The meeting was called to order at 5:07 pm.

**2. Approval of Agenda and Late Items**

The agenda was approved as presented.

A Commission member asked for additional information respecting the makeup and expertise of Commission members.

**3. Old Business**

a. Residential Infill Strategy- Review- Continuation of Workshop

P. Copley, Chair, provided an update of the Residential Infill Strategy (RIS) process. Some of the comments were:

- Council has asked the Advisory Planning Commission to guide the process to provide a plan and framework for expansion of housing options to meet a diversity of needs and demographics that many in the community are requesting.
- This is a key action item identified in the Official Community Plan (OCP) and helps fulfill the legislative requirement to provide the type and context for residential development to meet anticipated housing needs.
- The process also helps meet the Capital Regional District regional growth strategy objectives to keep urban settlement compact, create safe and complete communities, and improve housing affordability.

- A housing strategy provides the bigger picture in identifying the community's overall housing needs as expressed through the OCP process, noting specific community values included established streetscape and green spaces, environmental considerations, active transportation opportunities, community character, and a full range of housing options that also address affordability.
- RIS offers specific guidelines for Established Neighbourhoods, and offers direction for how to manage current and future housing needs.
- There is general support for regulation of secondary suites in private homes, conversion of larger single family homes into multi-units for conservation of heritage properties, and for provision of one level homes to support aging in place.
- Referenced page 73 of the Official Community Plan regarding community support.

H. Koning advised that Council, at their priorities session to be held on January 13, 2017, will consider the Advisory Planning Commission (APC) recommendation on how to proceed with the overall or specific components of the RIS.

#### *Facilitated Workshop*

A member of the Commission made a point of order that, in their view, staff should not participate in this workshop, other than as a resource, in accordance with the *Community Charter* (Section 5) and the *Local Government Act* (Part 14, Section 461 (5)). It was the consensus of the Commission that this would be an appropriate process to undertake and accordingly all staff, except the Manager of Planning and the Commission Recording Secretary, relocated from the Commission table to the audience during the facilitated workshop. From this point on, staff provided information only in a resource capacity when asked to do so.

M. Low continued the facilitation workshop to review and determine the focus of action items for the RIS process. Comments arising from the discussion included:

- Strategic priorities relating to the RIS are listed as “infill development guidelines and policy / secondary suites review / housing strategy (one project to be determined upon receipt of advice from the APC).”
- Priorities are nested, ranging from the high level to the specific.
- Top voted item from results of sessions to date was communication to the community, and should be an overarching principle of the housing strategy.
- Communication is a core deliverable, particularly various aspects of infill as it pertains to density.
- Look at a way forward on a neighbourhood by neighbourhood basis as needs vary for each neighbourhood.
- Section 6.2 of the OCP speaks to indicators for monitoring and review, and these indicators would help provide the information for communicating with the community, and would help assess items and consistently monitor and evaluate.
- Community is interested in moving forward on housing options, and a housing strategy would help focus on the form and people it serves while proceeding with legalizing secondary suites could run concurrently.
- Secondary suites have been in the community for a long time, and why have they not previously been regulated.

H. Koning noted the APC could provide direction on specific housing options to move forward, noting the municipality has limited staff resources for taking on too many projects at any given time; and advised staff could be compiling the OCP indicators annually.

P. Copley noted there is documented support for secondary suites, noting the 50/50 split of support determined by the secondary suites task force, and that support for alternative housing has been increasing.

W. Jones commented there has been debate in the community over whether a housing strategy should have been done before a residential infill strategy, and that a broader housing strategy could help inform the residential infill strategy at a later date.

K. Springer commented that communication and education are key, and that the gathering of information will be crucial.

D. Jensen commented that municipal staff do compile information for the OCP indicators, and that further discussion needs to take place in order to define what a housing strategy would look like for Oak Bay as it can take different forms.

A Commission member commented that it is important to look at housing as a whole, including infill and affordable housing.

V. Holden departed at 7:16 pm.

It was moved and seconded to recommend to Council to undertake the regulation of secondary suites.

The motion was carried.  
E. Paterson opposed.

It was moved and seconded to recommend to Council to consider undertaking the development of zoning appropriate for existing legal nonconforming duplexes.

The motion was carried.  
E. Paterson opposed.

It was moved and seconded to undertake the necessary data gathering needed to consider the benchmarks listed on page 162 of the OCP, as well as further data which captures the diversity of our neighbourhoods and that this information be used to help define and initiate a Housing Strategy for Oak Bay

The motion was carried.  
None opposed.

#### **4. Next Meeting**

The next regular meeting of the APC is scheduled for Tuesday, February 7, 2017.

#### **5. Adjournment**

The meeting was adjourned at 7:28 pm.