



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

MEMBERS PRESENT

Patrick Frey
Kristina Leach
Michael Low

Caroline Smart
Tim Taddy

MEMBERS ABSENT

Pam Copley
Virginia Holden
Kris Nichols

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 July 3, 2018

It was moved and seconded that the minutes from July 3, 2018 be adopted.

The motion was carried.
None opposed.

3. Approval of Agenda and Late Items

The agenda was approved as presented.

4. Old Business

M. Lowe volunteered to attend the February 12, 2019 Heritage Commission meeting.

5. New Business

a. Introduction to Secondary Suites Study

D. Jensen gave a summary of the study. Some of the comments were:

- The 2017 – 2018 Strategic Plan approved by Council includes undertaking the regulation of secondary suites in Oak Bay.
- Staff presented a report to Council in March 2018 that outlined a work plan for a secondary suites study. Council subsequently approved the project terms of reference on July 9, 2018, which included goals of the project and scope of work, scheduling, public consultation opportunities, draft strategy preparation and Council approvals.
- OCP policies specify including secondary suites within Established Neighbourhoods, developing a policy and regulatory framework to permit secondary suites, considering conversions and retrofitting of heritage and character buildings to include secondary suites; and updating the Zoning Bylaw to include provisions related to secondary suites and developing a policy and regulatory framework to permit secondary suites.
- Public consultation will take place throughout the process and the Commission will be regularly vetted for input.
- Currently working on the background review, including data collection and a review of regulations in other municipalities; and preparing a community engagement plan.

Commission Comments

Commission members noted the following regarding the background review of the secondary suites study:

- The Fairfield and Gonzales neighbourhoods are very similar to Oak Bay, and Victoria regulations should also be considered as they have been regulating secondary suites for some time. They also noted the regulations and goals for secondary suites could be quite different across municipalities, for example, North Saanich and Sidney.
- There is fear in the community regarding the impact of secondary suites, with respect to noise and parking, and we should look to other municipalities to determine whether there were any increases in noise complaints.
- An objective of the Official Community Plan is to regulate secondary suites, noting that the Official Community Plan and its contents was approved by Council.
- Should think of housing as additional infrastructure, and have a 20+ year plan for that infrastructure.
- Should consult with the University of Victoria and Camosun College.

Commission members noted that, as part of the upcoming community engagement sessions, should ask about the pros and cons of the various issues, for example, wider driveways versus reducing green space. They also noted that public engagement sessions could benefit from breaking into smaller, facilitated working groups.

D. Jensen commented that Council is working on the strategic priorities, including a housing session that included goals and policies in the OCP. Council has not finalized the strategic initiatives yet.

6. Information Items

Mayor Murdoch noted a review of all District commissions and committees is underway, and that Commission members have a vast knowledge and range of expertise that could benefit future initiatives.

7. Next Meeting

The next regular meeting of the APC is scheduled for Tuesday, March 5, 2019.

The Chair confirmed that the role of the Commission is to advise Council. Members of the public may speak at Committee of the Whole or at Council, where the Commission is an advisory body and does not invite public comment.

8. Adjournment

The meeting was adjourned at 5:35 pm.