



MINUTES
OAK BAY ADVISORY PLANNING COMMISSION
TUESDAY, APRIL 2 2019 AT 5:00 PM
COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE

MEMBERS PRESENT

Patrick Frey
Virginia Holden
Kristina Leach
Michael Low

Kris Nichols
Caroline Smart
Tim Taddy

MEMBERS ABSENT

Pam Copley

STAFF PRESENT

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

1. Call to Order

The meeting was called to order at 5:04 pm.

2. Adoption of Minutes from February 5, 2019

It was moved and seconded that the minutes from February 5, 2019 as be adopted.

The motion was carried.

None opposed.

3. Approval of Agenda and Late Items

The agenda was approved as presented.

4. Old Business

None

5. New Business

a) Secondary Suite Study Update – Introductory Open House

D. Jensen provided an update on the upcoming secondary suites open house. Some of the comments were:

- Have confirmed an open house will be held on April 25, 2019, 4:30 pm to 7:00 pm at the Oak Bay Recreation Centre Sports View Lounge to initiate discussion on the secondary suites study.
- Looking to generate community input on aspects of secondary suites regulations, for example, parking, owner occupied, and building safety.
- Staff are currently reviewing best practices from other municipalities.
- Open house format will include a sign in desk where people can sign up for the email list, information boards and opportunities to complete the online questionnaire.
- The questionnaire will be provided through MapQuest, which provides for anonymity, and will be available for approximately two weeks.

- Following the open house and survey completion, all information will be compiled and provided to both the Commission and Council.
- An information sheet will be sent to all residences within the community, either through Canada Post bulk mail, or with the Oak Bay News.
- Commission members were asked to volunteer at the open house.

Commission Comments

Commission members offered the following comments:

- Confirmed that the District is reviewing other municipalities for best practices related to secondary suites.
- Invitation to the open house should be placed in the newspaper, the District website, and social media with advance warning so residents can plan accordingly.
- Consider placing open house information on the Oak Bay local facebook page.
- Invite should be sent to the University of Victoria, Camosun College, and local schools.
- Provide information that is easy to understand, showing where we are in the secondary suites process.
- Consider including information on the boards that indicates what the regulations are from other municipalities such as Sidney or Courtney, for example, parking, trees, and noise.
- Concerned as to how to get responses from both property owners and renters, noting that only a narrow group of people typically participate in the public events.
- The BC Building Code is very specific on parameters for secondary suites.
- Fairfield south and north are very similar to the District of Oak Bay.

6. Information Items

M. Low volunteered to attend the April 9, 2019 Heritage Commission meeting.

7. Next Meeting

The next regular meeting of the APC is scheduled for Tuesday, May 7, 2019.

8. Adjournment

The meeting was adjourned at 5:42 pm.