



**MINUTES**  
**OAK BAY ADVISORY PLANNING COMMISSION**  
**TUESDAY, SEPTEMBER 3 2019 AT 5:00 PM**  
**COUNCIL CHAMBERS, MUNICIPAL HALL, 2167 OAK BAY AVENUE**

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**MEMBERS PRESENT**

Pam Copley  
Patrick Frey  
Virginia Holden  
Kristina Leach

Michael Low  
Caroline Smart  
Tim Taddy

**MEMBERS ABSENT**

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 5:03 pm.

**2. Adoption of Minutes from July 2, 2019**

It was moved and seconded that the minutes from July 2, 2019 be adopted.

The motion was carried.  
None opposed.

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

The agenda was approved as presented, with the addition of the Secondary Suite and Housing Needs Report update under Item 6.

**4. New Business**

- a. Prospect Heritage Conservation Area  
Introduction to the review process.

D. Jensen gave a preliminary introduction of the Prospect Heritage Conservation Area. Some of the comments were:

- Prospect neighbourhood residents had approached Council asking for a heritage conservation area for their neighbourhood.
- Council established a working group to consider a heritage conservation area, who along with a heritage consultant documented the historical characteristics of the neighbourhood, created design guidelines for future development in the area, and prepared a proposed schedule of properties.
- The process to implement a conservation area includes amendments to the Official Community Plan through a bylaw process, which would require a public hearing.
- Preliminary review with the committees is being initiated, and staff will be contacting property owners within the proposed heritage conservation area, advising them of the proposed conservation area and inviting feedback.
- Consideration is being given to the heritage alteration permit process, and how proposed work would be address for both scheduled and non-scheduled properties.

Commission members confirmed the proposed Heritage Conservation Area will be reviewed, and recommendations made, by the Advisory Design Panel, the Advisory Planning Commission, and the Heritage Commission.

**5. Old Business**

None

**6. Information Items**

D. Jensen advised there are currently no updates for the secondary suites process, pending finalization of the Housing Needs Report.

P. Copley will attend the next Heritage Commission meeting.

C. Smart gave a brief summary of her attendance at the July Heritage Commission meeting.

**7. Next Meeting**

The next regular meeting of the APC is scheduled for Tuesday, October 1, 2019.

**8. Adjournment**

The meeting was adjourned at 5:30 pm.