



**CITY OF VICTORIA
ADVISORY DESIGN PANEL MEETING MINUTES**

April 22, 2026, 12:00 P.M.

HYBRID MEETING, MICROSOFT TEAMS, 1 CENTENNIAL SQUARE

The City of Victoria is located on the homelands of the Songhees Nation and Xwsepsum Nation

PANEL MEMBERS PRESENT: Marc Showers (Chair); Julie Brown; Nicholas Standeven; Tamara Bonnemaïson; Mark Hornell; Kristina Zalite; Joseph Gowid; and Priscilla Samuel

PANEL MEMBERS ABSENT: Jarren Butterworth

STAFF PRESENT: Caner Oktem – Senior Planner, Urban Design
Alicia Ferguson – Office Coordinator
Kamryn Allen – Recording Secretary

1. Call to Order

The Chair called the meeting to order at 12:00 p.m.

2. Minutes

Minutes from the meetings held January 28, 2026 and February 25, 2026

T. Bonnemaïson joined the meeting at 12:03 p.m.

Corrections to the January 28, 2026 Minutes:

- Page 3:
 - The heading reads “Correct” - revise to yes after confirming on the recording.
 - Urban forestry goals - review and amend typos/placement/formatting in this section.
- Remove Marc Shower’s name from the vote for the first application and note Mark Hornell as the Acting Chair for the item.
- Page 7:
 - Remove P. Samuel from the vote in favour and leave as opposed with a correction to the spelling of her last name.

Corrections to the February 25, 2026 Minutes:

- Page 12:
 - Change “Fort Road” to “Gorge Road.”

Moved By: M. Showers
Seconded By: M. Hornell

That the Minutes from the meetings held January 28, 2026 & February 25, 2026, be approved with the above corrections.

CARRIED UNANIMOUSLY

3. Approval of Agenda

Moved By: M. Showers

Seconded By: M. Hornell

That the April 22, 2026 Advisory Design Panel Agenda be approved, with an amendment to include discussion regarding committee member terms before the discussion on voting expectations.

CARRIED UNANIMOUSLY

4. Committee Terms

M. Showers requested an update from staff regarding the remaining period for the Committee Panel Member terms.

C. Oktem, *staff liaison*, provided an overview of the upcoming terms expiry highlighting that the Panel Members terms are set to expire June 30, 2026 with one member being ineligible for re-appointment due to having already served their maximum number of terms allowed under the terms of reference. It was further noted that Legislative Services leads the recruitment process and members with questions about the process are recommended to reach out to that team for clarification.

Panel members asked the following questions and staff provided responses:

- Future meetings remaining for this Panel's duration of appointment?
 - The remainder of this Panel's meetings will be based on items referred to ADP for review. This could occur as soon as the next meeting, or arise for a future ADP meeting.
- The term for this ADP is expiring in late June, Legislative Services will proceed with recruitment in the meantime.
- ADP is under review, with potential updates to its operations, including recruitment. Scope, timeline and next steps on any potential changes are yet to be confirmed. Based on the current Terms of Reference, one member would not be eligible to reapply as they will have reached the maximum of three terms. The remaining Panel members are eligible to reapply.
- Should we apply to AIBC first and have them direct the application to you, or should we apply directly to the City?
 - Staff will endeavour to update the Panel on this. In the meantime, we encourage you to direct this information to Legislative Services.
- As the terms expire in June, will we receive communication outlining the timeline and key deadlines?
 - Staff will endeavour to update the Panel on this. In the meantime, we encourage you to direct this information to Legislative Services.

5. Staff Announcement

ADP Members Voting Procedures

C. Oktem, *staff liaison*, highlighted that committee members must vote for or against motions under section 123(3) of the Community Charter, and that abstentions are not allowed. If a member leaves during a vote, quorum must still be met and their absence recorded. This is not an alternative to abstaining. If no vote is stated, it is recorded as in favour. He further clarified that there are three motion options. “Support as presented” is more appropriate when no changes are needed. If refinements are possible, “support with comments provided” is more appropriate to show support while noting improvements.

Panel members asked the following questions and staff provided responses:

- In cases where a proposal is clearly heading in the right direction but is not yet at a detailed design stage, should this still be captured as “approved as presented,” or is it better to use a motion that reflects support with suggested refinements?
 - Applications may be brought forward to the ADP at various stages of the planning process, depending on the nature of the application. Where there is room for improvement, it is ideal that it is captured in the Panel’s comments.
- What level of detail is most helpful for the areas of refinement, if this will be captured in the Panel motion? A generalized statement on improvements or a detailed one?
 - Rather than a generalized statement, the areas of design improvement and refinement should be spelled out and itemized.
- Will we be meeting on June 24th? Or will the terms be suspended by that time?
 - Yes, we still anticipate having the meeting as scheduled. The current members’ terms expire at the end of June.

6. Adjournment

Moved By: J. Brown

Seconded By: J. Gowid

That the April 22, 2026 Advisory Design Panel meeting be adjourned at 12:34 p.m.

CARRIED UNANIMOUSLY