

Secondary Suite Committee
Wednesday, February, 4, 2009 at 5:30 PM
Oak Bay Recreation Centre (Bee Street)
Administration Board Room

Meeting called to order 5:35pm

Attended by: Nils Jensen (Chair), Pam Copley,, Colin Crisp, John Herbert, Tony Sharp,
Roy Thomassen, Mayor Christopher M. Causton (ex-officio member)

Lise-Lotte Loomer (secretary- non-voting)

Regrets: David Blades

Minutes of January, 21, 2009 meeting

Correction of “conversions” from “conventions” under Committee Mandate part 8. Otherwise approved as presented.

Bylaw Review Questions and Answers

Questions for Roy. Construction part A936.12

John asked: What is a winder? Roy answered: Historically, stairs were built with three winders coming to one point, now the narrow end of a winder is required to be 6 inches in depth.

John asked: What are combustable water pipes?

Combustable piping rather than copper or cast iron.

Roy answered questions on ceiling height and the challenges of reconciling new policies relating to inspection on new secondary suites in existing homes.

Building inspectors are concerned with health and fire safety; ceiling height is considered a health issue.

The basic requirement for entrance and egress from a secondary suite allows for one door, occupants can travel up or down one set of stairs to get to this door.

John asked: How deep in the ground a suite can be?

Roy answered that there are requirements around that. For example, there is a window required in a bedroom, if more than 5 feet from the floor, it is suggested to have built-in furniture that a child could climb on to get out in the case of an emergency. There would be a window well outside.

Review Binder Material Questions and Answers

The committee would like to have presentations from other municipalities.

Mayor asked Roy: What is the pick-up on the registrations for suites?

Roy said that in Sidney it was 12 the first year and Central Saanich didn't have a flood of applications.

In some jurisdictions, people who are not complying with the new by-laws can have a notice on title.

Pam: Suggested that there might be information from the Seniors Task Force that we could use.

Tony offered to speak with the District of North Vancouver since it is quite similar to Oak Bay.

It was agreed to send a list of 5 questions to Tom MacDonald at the Local Government Manager's

Association (LGMA) who act as a clearing house of information and do support for other government agencies. We don't need to reinvent the wheel.

Roy can get the white boards from Central Saanich

Lise-Lotte and Roy can set up a matrix in order to compare with others, in table format such things as parking and other by-laws.

Work Plan and Committee Schedule and Communication Plan

Lise-Lotte presented her communication plan based on her understanding of what was discussed at the first meeting and what was in the initial binder materials. There was much discussion on the sequence of activities. Updates to the plan will be made for approval at next week's meeting.

See attached updated Communication plan

Meeting adjourned at 6:40pm

New Action Items

the following items are in addition to ones found in the communication plan

Date	Item	Whose Responsible	By When	Complete
January, 21, 2009	Communication plan	Lise-Lotte	Feb, 4, 2009	✓
January, 21, 2009	Read all materials handed out, prepare any questions for next meeting	All Committee members	Feb, 4, 2009	✓
February, 4	Ask to borrow white boards from Central Saanich	Roy		
February 4	Set up a matrix to compare with other similar municipalities by-laws	Roy to suggest headings, Lise-Lotte to write	Feb 18	✓
February 4	Fill in information for matrix	Lise-Lotte		