

**Minutes of the  
Secondary Suite Review Committee  
Thursday April 23, 2009  
Oak Bay Municipal Hall Council Chambers**

Meeting called to order at 5:35pm

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

Roy Thomassen (staff- non-voting)

Lise-Lotte Loomer (secretary- non-voting)

Regrets: Tony Sharp

**Minutes-** Not available

**Public Presentations**

Paul Elworthy

Mr. Elworthy was wondering how big a problem are secondary suites and if a change is turned down, what action would be taken.

Roy Thomassen replied that he is not able to answer what would happen if there is no change in the policy. Currently, there are 3-4 complaints per month, complaints are investigated after the municipality receives a written by-law complaint.

Tony Mears

Mr. Mears discussed the advantages of having an informed public when it comes to the issue of secondary suites and their advantages and disadvantages.

Maureen Bennett

Ms. Bennett moved to Oak Bay 6 years ago from the Dunbar/West Point Grey area of Vancouver. It was her experience that there was increased litter, cars and noise as a result of a change in the municipal policy allowing secondary suites.

Bruce Gallant

Mr. Gallant wondered where he could get information on the issue of secondary suites and he was directed to the Oak Bay website.

**Questionnaire**

David Blades drafted the questionnaire based in large part on the themes reflected in the comments recorded in the small group discussions of the Community Consultations. He was assisted by the sub-

Committee of John Herbert and Roy Thommassen.

The Committee discussed the fourth draft of the Questionnaire working through it from start to finish.

The following decisions were made:

- The forms would be numbered sequentially to prevent duplication. The first set (about 6,700) would be sent to homeowners with their tax bill. Any numbers beyond that would represent renters. Renters could come into the Municipal Hall, show ID and be given a form.
- All forms could either be mailed back to the Municipal office with their tax payment, or could be handed into a locked ballot box at the following locations: Oak Bay Municipal Hall; Oak Bay Recreation Centre.
- There will be a map of the zones (pertaining to a specific question to be answered) on the ballot box and posted on the website.
- Roy will add the original wording on boarding use, so that it is defined.
- Question 2 replace the word “live” with “reside”.
- Add some wording to reflect “answer only the ones you want”
- Add “secondary suites should only be allowed in selected areas”
- Possible question for LGMA: Cost of increased services
- Only one questionnaire per household.
- Add the website address at the top of the questionnaire.
- On the website, community members will find a Frequently Asked Questions posting written by Lise-Lotte using content for answers from Roy.
- Some suggested questions: Definition of secondary suites: height, separation; boarder/tenant; parking – by-law parking control; timing.
- Lise-Lotte to have FAQ sheet posted by mid-May to coincide with mailing of the questionnaire.
- Need someone who could data process the returned questionnaires.
- Lise-Lotte and Nils to work on schedule for advertising.

After additional discussion with the input of the community members who were present, modifications were made.

- The questionnaire will be printed on two different colours of paper, one for owners and one for renters for ease of compiling results.
- Add “increased” noise to noise question in survey.
- There was much discussion about the zones. Roy was asked to simplify if possible.
- David Blades will make changes to the questionnaire based on discussion.
- Roy will check with Bill Cochran and the Mayor to discuss the idea of spending money on self-addressed stamped envelopes as a way to increase the return rate of the survey.

## **Questions for LGMA**

Chair Jensen was in touch with Civic Info regarding the 5 questions. This will be the topic of the next meeting, tentatively scheduled for Wednesday, May 6, 2009. The confirmed date will be posted on the website.

The meeting was adjourned at 7:15pm