

**Minutes of the  
Secondary Suite Review Committee  
Wednesday, April 7, 2009  
Oak Bay Municipal Hall Council Chambers**

**Meeting called to order at 5:30pm**

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

Lise-Lotte Loomer (secretary- non-voting)

**Public Presentation**

See attached letters presented by Mr. Neal.

In response, it was expressed by committee members that there has been no decision yet, it is the beginning of the process and that the current objective is to gather information.

**Committee discussion**

The backgrounder will be posted on the website. There was a question about the building code height clearance; it was not included in the list of areas to consider when complying with the BC Building Code. Since this backgrounder will be handed out at the next community consultation, no additions or changes will be made. For future documents, approved ceiling height will be added to the list of code requirements.

**Questionare**

Roy Thomassen, David Blades, and John Herbert will draft survey. Roy to circulate draft survey to committee members. The deadline for review of the draft survey is Thursday April 23. There will be a drop off box to collect returned surveys at the Municipal Hall or mail in the survey. There will be reminder ads in the Oak Bay News.

**Five questions to ask the LGMA**

The following is a list of possible questions:

What has your municipality done?

What issues have arisen?

What changes to community?

How do you regulate secondary suites and what is the cost (later)?

What incentive is there to register?

Why declare, why up grade?

What happened that you did not expect to happen?

What municipality has implemented? If they have experience of it, we could get detailed information later?

Using some examples from materials in binder.

Have you gone through this process? If yes, how has it been?

If no, why not?

More questions might arise from the survey, and the binder.

Nils Jensen will meet with Tom MacDonald, of the LGMA.

Lise-Lotte Loomer to circulate questions. Nils Jensen to circulate note.

**Meeting adjourned at 6:25pm**