

**Minutes of the  
Secondary Suite Review Committee  
Wednesday September 9, 2009  
Oak Bay Municipal Hall Council Chambers**

Meeting called to order at 5:30pm

Attended by: Nils Jensen (Chair), John Herbert, Mayor Causton (ex-officio member), Tony Sharp, Colin Crisp

Roy Thomassen (staff- non-voting)

Lise-Lotte Loomer (secretary- non-voting)

Regrets: Pam Copley and David Blades

**Tabulating the Survey Results**

John Herbert and some volunteers have been tabulating the results of the survey (except the written questions).

A total of 2,000 surveys were returned from the 6,700 which were sent out with the tax notice.

Of these, 1,100 surveys still need to be tabulated. The committee members were each given a pile of about 200 surveys to tabulate which are due back on September, 21, 2009. At this time, they will be forwarded to David Blades who will be doing the comments section.

The instructions to the committee were: to keep in the same order eg. age groups ; to total your own ticks on the sheet provided.

Roy will take care of the missing information pile where there was no area (location of residence) defined in the final category.

It was suggested that the final results be shown on a bar graph.

The committee will be releasing the results of the survey as part of the final report. The committee will need to meet at a time convenient to all members (possibly a Saturday morning), so that there can be a full discussion leading to the final report with only the committee members in attendance.

**Finalizing Questions for Other BC Municipalities**

Chair Jensen circulated a draft of the letter that would be sent to Civic Info. Committee members made suggestions and the changes will be made and circulated by Chair Jensen via e-mail. He will also send a copy to Councillor Copley and David Blades for their input.

**Next meeting**

The next meeting time has not been set at this time, it will be arranged by e-mail after the full results of the survey have been compiled.

The meeting was adjourned at 6:30pm.