

**Minutes of the
Secondary Suite Review Committee
Tuesday December 1, 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, Pam Copley, David Blades and Roy Thomassen (staff- non-voting)

Lise-Lotte Loomer (secretary- non-voting)

Regrets: Colin Crisp

Review of Community Survey Results

Dr. Blades presented the report completed with Roy Thomassen's assistance. Chair Jensen thanked them for all of their work. The committee discussed the report.

Roy was asked to ask View Royal if they can track numbers/changes in costs after 1 year of the secondary suite policy.

Brief Overview of Survey of BC Municipalities

Chair Jensen circulated an extract and presented the results. Committee members are welcome to go to: civicinfo.bc.ca/survey

Please e-mail Lise-Lotte for the username and password to view our survey.

Report to Council

- a. Content and format**
- b. Range of possible recommendations**
- c. Additional work required**
- d. Timelines**
- e. Communication issues**

From this discussion Roy Thomassen was asked to look at the definition of boarding and see if it can be expanded.

Lise-Lotte was asked to write draft report.

Next meeting

The next meeting is **tentatively** scheduled for January 13, 2010