

DATE OF MEETING [July 5, 2018]
AUTHORED BY [DARCY FOX, MANAGER, BUILDING INSPECTIONS]
SUBJECT [BYLAW CONTRAVENTION NOTICES – SECONDARY SUITES]

OVERVIEW

Purpose of Report

To obtain Council authorization to proceed with the registration of a Bylaw Contravention Notice on the property title of the properties listed within this report.

Recommendation

That Council direct the Corporate Officer to file a Bylaw Contravention Notice at the Land Title and Survey Authority of British Columbia under Section 57 of the *Community Charter* for the following properties:

1. 3677 Country Club Drive – authorized secondary suite
2. 806 Glengarry Crescent – illegal secondary suite
3. 5829 Tweedsmuir Crescent – illegal secondary suite

BACKGROUND

As determined through an inspection, the secondary suite located at 3677 Country Club Drive was constructed prior to 2005. As per Council's Secondary Suite Enforcement Policy adopted on 2005-FEB-07, the suite is permitted to remain if upgrades are completed through the issuance and completion of a building permit, as per "Building Bylaw 2016 No. 7224", to ensure that life-safety issues are addressed.

The Suites located at 806 Glengarry Crescent and 5829 Tweedsmuir Crescent were constructed after 2005-FEB-07 and therefore have to be either removed or upgraded to Legal Status.

Authorized Suites

A building permit application has been received to upgrade and authorize the secondary suite located at the following property:

- 3677 Country Club Drive

Illegal Secondary Suites

The following is a list of properties where an illegal secondary suite has been identified and where a building permit application has not yet been received:

- 806 Glengarry Crescent
- 5829 Tweedsmuir Crescent

As such, the Building Inspection Section, with the assistance of the Bylaw Enforcement Section, will seek further action and/or removal of the secondary suite.]

DISCUSSION

The purpose of registering a Bylaw Contravention Notice (Section 57 of the *Community Charter*) on the title of the affected property is to advise those with an interest in the property of the regulations contravened, to provide disclosure to future owners, and to protect taxpayers against potential claims with regard to the regulations contravened.

As per the Secondary Suite Enforcement Policy, a Bylaw Contravention Notice is required to be registered on the title of the affected properties in order to identify construction that was originally completed without a building permit and it is, therefore, unknown if the completed works are compliant with the standards of the BC Building Code.

SUMMARY POINTS

- Bylaw Contravention Notices are being registered in compliance with the Secondary Suite Enforcement Policy.
- Registration of a Bylaw Contravention Notice is required on the title of the affected property to advise those with an interest in the property of the regulations contravened, to provide disclosure to future owners and to protect taxpayers against potential claims with regard to the regulations contravened.]

Submitted by:

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Concurrence by:

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