

ATTACHMENT E

LETTER TO PROPERTY OWNER 2020-SEP-29



REGISTERED MAIL

2020-SEP-29

[REDACTED]
4259 Clubhouse Drive
Nanaimo, BC V9T 4H8

Dear [REDACTED]

Re: **4259 Clubhouse Drive, Nanaimo, BC**
LT 13, DL 19, PL 32186, LD 58
Illegal Accessory Buildings

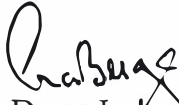
A recent inspection of the above noted property revealed two illegal accessory buildings that were constructed in the rear yard without a building permit. A building permit cannot be approved as the accessory buildings do not meet the BC Building Code or comply with the City of Nanaimo Building Bylaw.

You are directed to remove the two accessory buildings forthwith. Should you fail to do so, Council will, at its meeting scheduled for **2020-NOV-19** at 7:00 p.m. in the Shaw Auditorium, Port of Nanaimo Centre, 80 Commercial Street, Nanaimo, BC, consider ordering the building removed pursuant to Sections 72 and 73 of the *Community Charter*. You may attend this meeting and show cause why Council should not proceed.

If you choose to attend the Council meeting and speak to the matter, you will be required to register in advance. The City is currently taking measures to ensure your safety and the safety of Council and staff. If you are not feeling sick, have not travelled outside Canada in the past 14 days, or you have not provided the care of, or have been in close contact with a person with COVID-19, (probable or confirmed), you may submit a delegation request by filling out the online form found at (<https://www.nanaimo.ca/goto/delegation>). If your request is approved, you will receive detailed instructions from the Legislative Services Department regarding COVID-19 safety procedures. In-person attendance is limited and you will not be permitted to bring anyone with you. Once the matter is heard, you will be required to vacate the meeting.

Please contact **Mike Edwards**, Bylaw Enforcement Officer at 250-755-4422 for further information.

Yours truly,

A handwritten signature in black ink, appearing to read 'Laberge', written over the printed name 'Dave Laberge'.

Dave Laberge
Manager of Community Safety

pc: Canadian Imperial Bank of Commerce

File No. 428473