

DATE OF MEETING June 17, 2021

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. 428 Milton Street – authorized secondary suite
2. 2525 Glenayr Drive – authorized secondary suite

BACKGROUND

As determined through permit application, the secondary suites located at the following addresses were constructed prior to 2005. As per Council’s Secondary Suite Enforcement Policy adopted on 2005-FEB-07, the suites are 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.

Authorized Suites

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

- 428 Milton Street
- 2525 Glenayr Drive

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:

Darcy Fox
Manager, Building Inspections

Concurrence by:

Jeremy Holm
Director, Development Approvals

Dale Lindsay
General Manger, Development Services