

Suite Reform Implementation Plan

1. Goals and Strategies

<p>Goal Statement Ensuring suites add to the mix of housing forms and affordability of complete communities, in a safe and sustainable way.</p>
<p>Strategy Description</p> <ul style="list-style-type: none"> - Make it easier for owners of suites to comply with the Land Use Bylaw and the Alberta Safety Codes - Provide clear information for citizens to effectively navigate the processes to develop a compliant suite - Encourage owners of existing suites to legalize and register their suites during the amnesty period

2. Approach

Implementation Steps	
Activity	Recommendations
Amnesty period	Lasting two years until 2020 June 01
Reinstate Development Permit fee	2013 rate of \$471, but waived for the duration of the amnesty period
Introduce a Registry fee	\$232 one-time fee, but waived for the duration of the amnesty period. Registered owners will be asked to complete an annual declaration on changes (if any) to the suite. This will be done in a manner that is easy for the customer.
Enforcement	<p>Focus on encouraging existing illegal suite owners to become registered. Penalties and fines will be stayed during the amnesty period.</p> <p>Safety inspections will focus on high priority safety requirements: bedroom exiting, smoke detectors, and smoke separations or sprinklers.</p>
Applications process	Online applications will be available by Q2 2018. Pre-construction or pre-application meetings available to owners.
Public education/workshops	The City will hold multiple workshops to provide information and advice.
Issues outside of land use and life safety will be dealt with by an appropriate existing bylaw	For example, the Calgary Community Standards Bylaw

Communications Strategy	
Objective	Activity
To achieve accurate media coverage of the suite process reform	Measure by content analysis to information and City messaging
To provide R-1, R-C1 and R-C1L property owners and Calgarians with adequate and appropriate information to support their understanding of changes to the Land Use Bylaw, and application process for a suite.	Update existing information on the City website to enable citizens to search land use information, and understand the application process requirements. Develop clear and precise guidelines for the suites application process (both digital and in print), and inform citizens of the changes and how they can apply for suites.
Inform owners of non-compliant suites discovered as part of the City's investigation during the amnesty period to upgrade to a compliant suite.	Promote the two-year amnesty period for suite compliance and direct citizens to the application guidelines and process information. Emphasis on Land Use Bylaw and Safety Code requirements.

3. Performance Measures

Performance Measures	
Activity	Target
Number of suites (new and existing) added to the mandatory Registry per year during the amnesty	800
Number of registered suites (new and existing) per month after the amnesty	20