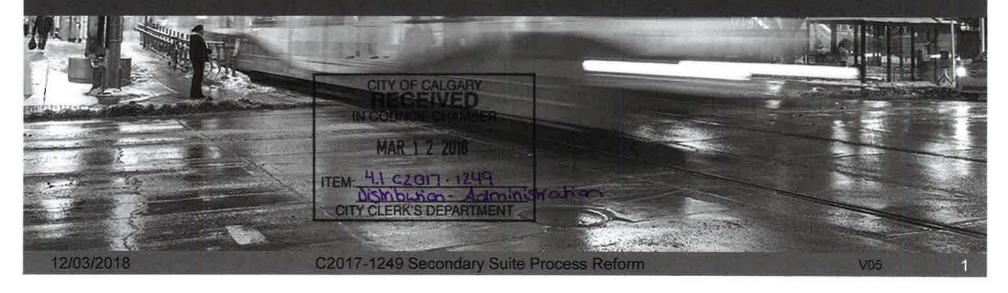


# C2017-1249 Secondary Suite Process Reform

**Public Hearing Council Meeting** 

Item 4.1

Report C2018-0128





#### Council Direction

- December 11, 2017 Notice of Motion C2017-1249
  - Make Suites discretionary use in:
    - Residential One Dwelling (R-1) District
    - Residential Contextual One Dwelling (R-C1)
      District
    - Residential Contextual Large Parcel One Dwelling (R-C1L) District
  - Policy to Guide Discretion
  - Reinstate application fees
  - Mandatory Suite Registry
  - Implementation plans on suite amnesty, application guidebook, rebate program, advertising and engagement



#### Background

- Suites currently allowed in most residential districts
- R-1, R-C1 and R-C1L currently require a land use redesignation
- Voluntary registry currently in place
- Currently no fee for either a Land Use Redesignation or Development Permit



#### Proposed Land Use Bylaw Changes

- Secondary Suite and Backyard Suite added as discretionary uses to R-1, R-C1 and R-C1L Districts
- 170,316 parcels with these land use districts
- Development Permit always required
- Notice posting required during Development Permit
- Opportunity for appeal



## Suites Advertising Bylaw

- 2018 January 22 Council adopted Bylaw 2M2018
- Allows Administration to advertise the Land Use Bylaw amendments for Suites and inform the general public in alternative method
- Letters to all directly affected land owners
- Comprehensive communication program



# **Communication Program**

- Letters to land owners
  - Directs readers to website to enter address
- Digital
  - Social media, websites
- Print
- Newspapers, including non-English publications
- Other
  - Bold signs, Digital displays, media scrums



## Policy to Guide Discretion

- Policy based on Council direction and previous Public Hearings
- Parking
- Amenity Space
- Access
- Backyard Suites and Privacy



#### Fee Reinstatement

- Reintroduce fees for Land Use Redesignations for suites
- Reintroduce fees for Development Permits
- Adopt the amended fee schedule to waive Development
  Permit fees to support the proposed 2 year amnesty



## Suite Registry

- Focus on safe, compliant suites
- Mandatory upon completion of permit and inspection process
- Must be on the Registry to advertise a suite for rent to the public
- One time fee
  - Fee not applicable to suites currently on voluntary Registry



## 2 year Amnesty Period

- 2 year period where Development Permit fee waived
- Focus on bringing existing suites into compliance
- After 2 years Development Permit fee reinstated
- Focus transitions to enforcement



# Application Guidebook, Rebate Program, and Advertising and Engagement

- Application guide to be developed upon Council decision of suite process
- Rebate program for owner occupied properties not recommended
- Development Permits are to be notice posted and circulated to Community Associations



#### Recommendations

That Council hold a Public hearing on Proposed Bylaw 24P2018; and

- 1. Adopt the proposed amendments to Land Use Bylaw 1P2007; and
- 2. Give three readings to Bylaw 24P2018 (Attachment 10);
- 3. Adopt by resolution the proposed Policy to Guide Discretion for Secondary Suites and Backyard Suites (Attachment 3);
- 4. Give three readings to Bylaw 11M2018 (Attachment 4);
- 5. Adopt by resolution the 2018 Land Use Amendment Fee Schedule (Attachment 5);
- 6. Adopt by resolution the 2018 Planning Applications Fee Schedule (Attachment 6) to reintroduce fees; and,
- 7. Adopt by resolution the 2018 Planning Applications Fee Schedule (Attachment 7) to support the two-year amnesty.