

Secondary Suite Process Reform Information

On 2018 March 13 Council adopted the *Secondary Suite Process Reform*. This included Land Use Bylaw amendments that removed the land use redesignation requirement to allow a suite in a Single-detached Dwelling, created policy to assist with decision making on development permits, waived fees for development permits, created a Suite Registry for legal and safe suites. It also established a two-year “amnesty period” for illegal suites where enforcement is focused on education and actively working with landowners to bring their suite into compliance.

On 2018 May 01 this strategy moved into the implementation stage. This saw Development Compliance Inspectors and Safety Codes Officers conducting coordinated inspections of properties so that all the required and necessary advice and direction to bring the illegal suite into compliance could be delivered in one visit. Those owners wishing to begin the approval process are offered the service of processing a development permit on-site, right in their own home. This is the first time such a service has been offered by Administration with over 120 applications processed in the field to date.

In addition to typical citizen complaints received throughout the year, the last six months of 2018 saw approximately 800 illegal suites identified via proactive enforcement methods. These owners were sent an advisory letter along with an informational pamphlet on the requirements to make their suite legal and safe.

Through the efforts of proactive enforcement with mailout notifications combined with coordinated inspections, the number of development permit applications for Secondary Suites rose 500 percent from 94 in 2017 to 469 in 2018. 411 of these were received in the last six months of 2018. Almost a quarter of these applications were processed in the field by Development Compliance Inspectors.

The first two months of 2019 have shown that there is excellent uptake in this service and this trend will continue and the number of suites receiving occupancy and registration will continue to rise.

	2017	2018	2019 (Jan-Feb)
Development Permit Applications	94	475	133
Field Applications	N/A	121	29
Sites Inspected (since May 2018)	N/A	646	357

