

# LAND USE

## SECONDARY SUITES - UNLAWFUL

### LAN.15

#### POLICY

*Date Policy Adopted: July 20, 1992*  
*Date Policy Amended: March 20, 1995*  
*Date Policy Amended: August 18, 1999*

*Council Resolution Number: 92/191*  
*Council Resolution Number: 95/281*  
*Council Resolution Number: 99/922*

To provide for the enforcement of Municipal bylaws as they pertain to unlawful secondary suites within the limited financial resources of the Municipality, the following procedures will be carried out with respect to those suites:

1. Complaints will only be acted on if they are in written form and signed by a property owner or resident living in the immediate area.
  - The complainant is to provide his/her name, address, telephone number and the reason for and nature of complaint,
  - The complainant's name is to be kept confidential unless otherwise indicated by that person or where the person may be required as a witness in court.
2. Upon receipt of a complaint:
  - (a) The complainant is to be informed that prior to any legal action being pursued, the owner of the property will be given the opportunity to resolve issues that brought about the complaint, *other than the mere existence of the suite*. (i.e., parking, noise, condition of the property, etc.) The complainant shall also be informed that the property owner will be double billed for use of the utilities.
  - (b) The alleged offender shall be contacted, when possible by telephone, and given an opportunity to resolve the issues that brought about the complaint. They are to be informed that it would be in their interest to advise the neighbors how they can be contacted directly should a further problem arise, in order to preclude the need for the District to get involved again. They shall also be advised that should the problem not be resolved, the Municipality will take the necessary action to enforce its bylaws.
  - (c) The alleged offender shall also be advised that they may make application to rezone the property to a zoning category which permits a secondary suite use.