

	POLICY / PROCEDURE		No.	8.5
	Bylaw Enforcement Secondary / Garden Suites		Effective Date	March 18, 2020
			Revision Letter	A
			Council Approval	2020-01-21

1. Purpose

- 1.1. To provide for the safety of occupants of secondary/garden suites, and to recover costs for utilities consumed by occupants of secondary/garden suites and provide a framework for affordable housing.

2. Scope

- 2.1. This policy applies to Administration, Finance, and Bylaw Officer.

3. Policy Statement

- 3.1. This Policy/Procedure of the District of Fort St. James shall ensure the following:

4. Procedure

- 4.1. Secondary and garden suites must be registered with the District of Fort St. James and are subject to an annual registration/licensing fee of **\$50.00**. Those homeowners who want their secondary or garden suite listed on the District's rental list, must register their secondary/garden suite. Homeowners registering their suites for the first time must also submit to a suite review/fire safety inspection fee of **\$95.24**. This fee *may* be waived if a fire safety inspection report is produced.
- 4.2. The District will not search for possible secondary/garden suites but will act on tips or complaints only.
- 4.3. After receiving a complaint of a possible secondary/garden suite, administration will contact the bylaw enforcement officer who will arrange to inspect the premises.
- 4.4. When a secondary/garden suite is confirmed, the bylaw officer will immediately inform administration, who will then inform the Fire Chief and the building inspector of the existence of the suite.
- 4.5. Administration/Finance will arrange for appropriate utility bills to be issued to the owner, retroactive to the beginning of the current billing period. A secondary/garden suite is considered a rental unit for utility billing purposes.
- 4.6. The Fire Chief will perform a fire safety inspection on the premises, and the building inspector will perform a building inspection on the premises. Wherever possible, these inspections will be completed concurrently.
- 4.7. Where the secondary/garden suite is found not to comply with the fire or building code, provisions of the applicable policy or bylaw will be followed.

5. Definitions

Secondary Suite is a self-contained dwelling unit located entirely within a portion of a single-family resident.

Garden Suite is a dwelling (or dwelling unit) within an accessory building on the same lot as a single family dwelling which is the principle use.

6. Responsibilities

Registration form copied, and data entered to MS Access

Inspections scheduled and completed by admin staff, Bylaw officer and building inspector.

Finance to update homeowner profile in Mais.

7. Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Chief Administrative Officer	Melany Helmer		
Reviewer	Corporate Officer	Grant Loyer		
Final Approver	Mayor and Council	Bev Playfair		January 21, 2020

8. Revision History

Effective Date	Rev Letter	Document Author	Description of Change
May 9, 2012			Original Policy
March 18, 2020	A	Brooke Eschuk	Changed definition of secondary suite to match BC Building code, and introduced registration.