



Date: 29/07/2021

To: Chair and Directors, Cariboo Regional Hospital District Board

And To: John MacLean, Chief Administrative Officer

From: Virgil Hoefels, Chief Building Official

Date of Meeting: Cariboo Regional District Board_Sep10_2021

File: 4010-20-CE200000046

Short Summary:

Area G – Notice on Title - Lot 75, Plan KAP19800, District Lot 3568, Lillooet Land District

Voting:

Stakeholder Vote – Weighted – Electoral Areas A, B, C, D, E, F, G, H, I and L

Memorandum:

On August 12, 2020, a site visit to the subject property was conducted by the Senior Bylaw Enforcement Officer as recommended by the Chief Building Official in response to information received about an ancillary building and a shelter built on the property without permits. A check of the Cariboo Regional District's building records verified that no application for building permits had been received for these structures, and the site visit confirmed that each structure exceeded 20 m² (215 sq. ft.). CRD Warning Notice No. 90517 was left at the property on August 12, 2020 informing the property owners of the requirement to obtain building permits for the structures and requesting that they contact the office within 7 days. They did not respond, and a formal letter was then sent by registered mail to the property owners on October 21, 2020 warning them that a Notice on Title may be placed if they remained in contravention of the Building Bylaw. The letter was returned by Canada Post marked "Refused". On January 8, 2021, another letter was sent by regular mail to the owners along with CRD Bylaw Violation Notice No. 004614 informing them that a \$190.00 penalty would be applicable if they did not respond within 14 days. When they did not respond, a third letter was sent to the property owners from the Building Department notifying them that a recommendation to place a Notice on Title would be made to the Board of Directors on September 10, 2021.

Attachments:

None

Financial Implications:

Cost to file a Notice in the Land Title Office is \$34.31. Once the required documents are received and deficiencies are rectified, the Notice may be removed by the Cariboo Regional District upon receipt of a \$350.00 fee per the current Building Bylaw.

Policy Implications:

Although there are no policies relating to filing of Notices, the Board has dealt with a number of building bylaw contraventions by filing Notices. It has proven successful over time in resolving many of these situations.

Alignment with Strategic Plan:

- Communication:** Facilitate communication strategies throughout the entire Cariboo Regional District that meet the needs of residents, community stakeholders, and other levels of government.
- Planning:** Intentionally plan services and activities of the CRD to prepare for future needs of residents and community stakeholders.
- Economic Sustainability:** Foster an environment to ensure the economic sustainability of CRD communities and the region.
- Governance:** Ensure that CRD governance policy and practices are intentional, transparent, and respectful.

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CAO Comments:

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Options:

1. Endorse filing Notice on Title;
2. Endorse filing Notice on Title and authorize further enforcement action;
3. Reject recommendation for filing Notice on Title and archive file (refer to archive procedure);
or
4. Defer.

Recommendation:

That the agenda item summary from Virgil Hoefels, Chief Building Official, dated July 29, 2021, regarding Notice on Title – Lot 75, Plan KAP19800, District Lot 3568, Lillooet Land District, be received. Further, that the Manager of Corporate Services at the Cariboo Regional District be directed to file Notice in the Land Title Office, in accordance with Section 57 of the *Community Charter*. Further, that upon confirmation from the Chief Building Official that the matter has been resolved and an approved final inspection issued, the Notice may be discharged from the title upon receipt of the fee stipulated in the Building Bylaw.