



Date: 17/11/2022

To: Chair and Directors, Cariboo Regional District Board

And To: Brian Carruthers, Interim Chief Administrative Officer

From: Virgil Hoefels, Chief Building Official

Date of Meeting: Cariboo Regional District Board_Dec09_2022

File: 3120-20-20180227

Short Summary:

Area L – Notice on Title - Lot 6, Plan KAP61928, District Lot 4447, Lillooet Land District, Manufactured Home Reg.# 103301

Voting:

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

Memorandum:

September 8, 2021, the CRD received a complaint from the owners of 6986 Colgan Road after they surveyed their property to install a fence. The survey showed that the mobile home installed on the adjoining property (6968 Colgan Road) is encroaching their property. A letter was written to the complainants to advise them of the CRD's responsibilities regarding property encroachment.

July 7, 2022, a proposed copy of a subdivision plan was received by the Chief Building Official (CBO). On September 1, 2022, a site visit was completed by the CBO stating the following and a copy was emailed to the property owners:

1. File was closed in error
2. Siting issue
3. Owner to submit approved subdivision prior to closing the file
4. Proposed subdivision on file – submit approved subdivision to 100 Mile Office when complete and registered
5. File will be forwarded to Board for N.O.T.

A follow-up letter was mailed to the owners dated October 24, 2022, advising that the file would be forwarded for recommendation to the Board at the December 9, 2022, Board meeting.

Attachments:

PID 024-161-331(1) Supporting Document

Financial Implications:

Cost to file a Notice in the Land Title Office is \$74.87. 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:

[Click here to enter text.](#)

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.

[Click here to enter text.](#)

CAO Comments:

[Click here to enter text.](#)

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, dated November 17, 2022, regarding Notice on Title – Lot 6, Plan KAP61928, District Lot 4447, Lillooet Land District, Manufactured Home Reg.# 103301, be received. Further, that the Manager of Corporate Services of 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.