



**CORPORATE POLICY MANUAL**

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Title:	Secondary Suites and Family Residential Units (FRU's)	1

**POLICY**

**Secondary Suites - Valid Complaints**

With respect to the matter of a dwelling in a single-family zone being occupied by more than one family, all valid complaints shall be investigated. In order to be valid, a complaint must meet the following criteria:

1. be in writing;
2. be signed by a property owner or resident of the District of North Vancouver who owns or occupies a house within 50 meters, or in the same cul de sac, of the address noted;
3. state the address of the alleged violation;
4. indicate why it is believed there is an illegal suite at the address noted, and
5. inspectors will limit enforcement of secondary suite bylaw requirements to correction of the violation named in the complaint.

**Secondary Suite - Inspections**

In light of limited resources, increasing demands on existing staff, the potential financial hardship on homeowners and recognition of secondary suites as providing affordable housing to the community the following governs inspections of buildings or structures by staff:

If a staff inspector investigates a complaint or otherwise attends a premises for the purpose of

- a) an investigation of a zoning matter,
- b) any other investigation or inspection in respect of which attending at the premises is not pursuant to:
  - i. an inspection request under the District's building regulation bylaw in relation to a valid and subsisting building permit, or
  - ii. an investigation of work without permits conducted after November 1997

then

- c) the staff inspector must not inspect the premises, or investigate, in respect of compliance with the Building Bylaw, British Columbia Building Regulations, British Columbia Gas Code, British Columbia Electrical Code or British Columbia Plumbing Code, and

- d) if during attendance at the premises the staff inspector by any means obtains knowledge of a contravention of an enactment referred to in paragraph (c), the District is to take no enforcement or other action, and, without limitation, is to inspect no further, except the staff inspector must in writing bring contravention to the attention of the owner and occupier of the premises.

#### Secondary Suite-Applicability of Regulations

With respect to the matter of a dwelling in a single-family zone being occupied, or to be occupied, by more than one family, the following shall apply:

1. District of North Vancouver Zoning Bylaw and British Columbia Building Code regulations with respect to secondary suites will not be enforced against existing (September 2000) "registered phase out suites".
2. All suites constructed after November 1997 to meet applicable Zoning Bylaw, Building Bylaw and Building Code requirements.

#### Family Residential Units - Applicability of Regulations

1. FRU's will be considered existing non-conforming with respect to regulations adopted November 1997 as long as the owners continue to operate as authorized FRU's under the original requirements including restrictions on who can occupy the suite and payment of the annual utility fee as prescribed by bylaw.

#### REASON FOR POLICY

#### AUTHORITY TO ACT

Delegated to Staff.

Approval Date:	October 5, 1987	Approved by:	Policy & Planning Committee
1. Amendment Date:	December 11, 1995	Approved by:	Regular Council
2. Amendment Date:	February 5, 2001	Approved by:	Regular Council
3. Amendment Date:	March 12, 2001	Approved by:	Regular Council