

## Sunshine Coast Regional District

### OPERATIONAL POLICY

Section:	Properties Administration	8
Subsection:	Strata Title Properties	3300
Title:	Strata Conversion of Previously Occupied Lawful Dwelling Units	1

#### POLICY

The Sunshine Coast Regional District (SCRD) will consider applications for the conversion of previously occupied duplexes and parcels with two dwellings as permitted by the *Strata Property Act*.

#### REASON FOR POLICY

The *Strata Property Act* requires that stratification of previously occupied dwellings be approved by a local government or delegated to staff subject to the provisions of this section and other criteria that may be stipulated by the local government. This policy has been developed to ensure that there is a consistent review of strata conversion applications against criteria that meet the requirements of the Planning and Development, Building and Infrastructure Services Departments as well as community values.

#### AUTHORITY TO ACT

The *Strata Property Act* provides the authority for this policy to be applied by the SCRD and that the authority to be delegated, by Board resolution, to the Manager of Planning and Development.

#### PROCEDURE

1. The SCRD shall receive applications to allow the Manager of Planning and Development, as delegated by the Board, to consider the strata conversion of dwelling units on parcels with existing duplexes or more two dwelling units as permitted by the *Strata Property Act*.
2. Applications for the consideration of approval of a strata conversion in the *Strata Property Act* shall include confirmation that:
  - (1) The dwelling units are in conformance with all applicable provisions of zoning bylaw applicable to the property or that the dwelling units are legal-nonconforming with respect to use and siting as set out under Section 911 of the *Local Government Act* to the satisfaction of the Regional District.
  - (2) The Building Inspection Department documents, to the satisfaction of the SCRD, the dwelling units are in conformance with the applicable provisions of the *British Columbia Building Code*, including, but not limited to:
    - (a) Fire separations;
    - (b) Heating systems;
    - (c) Ventilation;
    - (d) Smoke alarms; and
    - (e) Plumbing systems.

- (3) The SCRD Building Inspector estimates to the satisfaction of the SCRD, the life expectancy of the dwelling units and projected increases in maintenance costs for the dwelling units after meeting the applicable provisions of the *British Columbia Building Code* as set out in Section 2 above.
  - (4) The dwelling units have sewage disposal systems that have received the required approval or registration number from the Coast Garibaldi Health Unit or Vancouver Coastal Health; or are lawfully connected to a local community sewer system to the satisfaction of the SCRD and meeting the SCRD's servicing bylaw.
  - (5) The dwelling units are provided with domestic water by either:
    - (a) The SCRD or other community water system providing domestic water to the dwelling units to the satisfaction of the SCRD with required water metering; or
    - (b) An independent qualified professional engineer confirming that the dwelling units have wells or surface water licenses that provide sufficient quantity as required under the *British Columbia Building Code* and quality as set out under the *Canadian Drinking Water Guidelines*.
  - (6) Any tenant is provided with written notice of the proposed strata conversion at least 30 days prior to its consideration by the Manager of Planning and Development, and which notice must be received at least 60 days prior to any final written approval of the strata conversion that may be granted by the *Local Government Act*.
  - (7) Written confirmation is provided by the applicant that alternative accommodation for any tenant has been obtained, if found necessary by the SCRD.
  - (8) The priority and needs of providing rental accommodation over owned accommodation within the subject electoral area is considered.
3. In considering applications of a strata conversion, the Manager of Planning and Development may consider any other matter as permitted by the *Strata Property Act*.
  4. Applications for strata conversions shall be accompanied by an application form and fee as set out under the current development procedures and fees bylaw.

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