

Attachment 1

History:

Jun 20, 2017	Stop work order posted for ATCO construction trailer and recreational vehicle moved in and connected to services without permits.
Jun 21, 2017	Registered letter to owner advising of stop work order and requesting a building permit application to be submitted within 30 days.
Jun 23, 2017	<p>Referral sent from Building Inspection to Island Health to determine if the existing onsite sewage system is adequate for an ATCO construction trailer and recreational vehicle connected to services.</p> <p>Email sent from Building Inspection to CRD Integrated Water Services (IWS) to determine if approval is in place to connect water to the ATCO construction trailer and recreational vehicle.</p> <p>Email from CRD IWS to Building Inspection advising that the new main is not connected to the CRD water system.</p> <p>Received response from Island Health advising that the referral is not approved.</p>
Aug 23, 2017	Registered letter sent to owner advising of stop work order, the rejection from Island Health and referring to the June 21, 2017 letter requesting that a building permit application be submitted. The letter also stated that the next step would be to register a notice on the land title and that the fee for removing the notice is \$500.
Aug 30, 2017	Site visit conducted by Building Inspector revealed that the ATCO trailer and recreational vehicle appear to be occupied and underground services are being utilized for both structures.
Sep 8, 2017	Registered letter sent to owner referring to August 23 and June 20, 2017 letters and the stop work order posted on June 20, 2017. The letter advised that the process is underway to register a notice on the land and that the fee to remove the notice is \$500.
Sep 21, 2017	Site visit by Building Inspector and photos taken to commence the process of registering a notice on the land title.
Apr 10, 2018	An incomplete building permit application, supporting documents and the plan processing fee were received for a move in ATCO trailer (file BP004265).
Apr 19, 2018	Email was sent to the applicant requesting additional information to support the building permit application received.
Apr 20, 2018	Site visit conducted by Building Inspector for pending application received.
Apr 25, 2018	Invitation was sent to the owner by registered mail to attend the May 9, 2018 public meeting of the Electoral Area Services Committee (EASC). Canada Post Tracking confirms delivery.

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| May 9, 2018 | <p>The property was considered at the May 9, 2018 EASC Hearing and this item was deferred in order to work with the property owner for one month to bring the building into compliance. The following motion was made:</p> <p style="text-align: center;"><i>MOVED by Director Hicks, SECONDED by Director Howe,
That this report be deferred for one (1) month.</i></p> <p style="text-align: right;"><i>CARRIED</i></p> |
| May 10, 2018 | Email was sent to the applicant updating the list of required additional information to support the building permit application received. |
| May 11, 2018 | Applicant submitted electrical permit by email. |
| May 15, 2018 | Referral response received from Juan de Fuca Planning office provided approval for a three unit overnight accommodation with no kitchens. No additional land clearing to northwest of trailer. |
| May 16, 2018 | Email received from CRD IWS advising that as there has been recent upgrades to the Port Renfrew Water System, with still more to come, IWS has no concerns about the proposed addition affecting the capacity of the water system. |
| Jun 1, 2018 | Email received from CRD IWS advises that the property is currently classified as only three single family equivalents (SFEs) and that the proposed trailer is an additional three units. IWS cannot provide confirmation that adequate potable water is available to approve additional SFEs until a new storage tank is built. |
| Jun 13, 2018 | <p>The property was considered at the June 13, 2018 EASC Hearing and a discussion ensued on water issues that are delaying the progress of bringing the property into compliance and providing more time to allow the owner to correct these issues. The following motion was made:</p> <p style="text-align: center;"><i>MOVED by Director Hicks, SECONDED by Alternate
Director Mabberley,
That this report be deferred for one (1) month.</i></p> <p style="text-align: right;"><i>CARRIED</i></p> |
| Jun 21, 2018 | Email discussion between Chief Building Inspector and the applicant advising of the outstanding issues and that requirements for Alternative Solutions can be prepared by an Architect or Engineer. |
| Jun 28, 2018 | Email received from CRD IWS notifying the applicant and owner that on an interim basis for 2018 there is adequate water supply for the current applied for uses on the site. Ongoing supply will be subject to review and confirmation after the SFE review is complete. |
| Jul 5, 2018 | The owner advises the Chief Building Inspector that they are working with an architect to provide an Alternative Solution. Notice on Title process is on hold. |
| Jul 10, 2018 | Email received from architect submitting email string that discusses whether existing buildings are seasonally occupied or if it's a camp situation. |

- Oct 1, 2018 The requested additional supporting documents in order to process the building permit application received on April 10, 2018 had not been received. As a result, the building permit application was cancelled. Registration process of notice on the land title to proceed.
- Nov, 2018 Ongoing email discussions took place over several months between the Chief Building Inspector and the applicant regarding proposed Alternative Solution requirements that were under consideration. These discussions were held in conjunction with the ATCO trailer building permit application for 17293 Parkinson Road.
- The proposed Alternative Solution was never finalized.
- Feb 22, 2019 Building Inspector requests site visit to be booked to take photos to update the file.
- Mar 14, 2019 Site visit conducted by Building Inspector and new photos taken. The Building Inspector reported the issues concerning ATCO trailer still not resolved. Additional recreation vehicle moved in and connected to services, possibly occupied as dwelling. Additional decks constructed.
- To date, no new building permit applications have been received.
- The Chief Building Inspector authorized an invitation letter and staff report be prepared for committee.