

**Appendix A**

**History:**

Jun 23, 2021	Public complaint received for “construction without a permit”.
Oct 5, 2021	<p>Site visit conducted by the Building Inspector. Photos taken. The Building Inspector spoke with the owner and encouraged them to apply for a building permit and did not post a Stop Work Order at that time, but noted two building infractions:</p> <ul style="list-style-type: none"><li>a) Construction of a Single Family Dwelling (SFD) with woodstove without the benefit of approvals or building permits.</li><li>b) Alteration and Addition to Convert a refrigeration trailer to a SFD (refrigeration trailer) without the benefit of approvals or building permits.</li></ul> <p>The Building Inspector advised the tenant and property owner to submit applications for construction of the SFD and installation of the woodstove along with Islands Trust approval. Once submitted, the next priority would be for the owner to submit application along with Islands Trust approval for the refrigeration trailer.</p>
Oct 6, 2021	Letter sent to the owner by registered mail referenced the site visit on October 5, 2021 and the two building infractions required a building permit application be submitted for the SFD and woodstove by November 17, 2021 including Islands Trust review and approval. Once submitted, a building permit application would be required for the refrigeration trailer.
Nov 4, 2021	Letter unclaimed and returned.
Nov 5, 2021	Letter resent. Submission deadline revised to December 17, 2021.
Nov 10, 2021	Letter returned. Canada Post refused delivery as their records indicated there had been no building permit application, therefore no civic address had been assigned in their system.
Dec 30, 2021	Email sent to Islands Trust asked if a permit plan review was in progress.
Jan 4, 2022	Email from Islands Trust advised that no application had been received.
Mar 2, 2022	Letter hand-delivered to the owner referenced the letter of November 5, 2021 and on-site conversations and requested a meeting be scheduled and proof of correspondence with Islands Trust be provided by April 6, 2022 regarding the unpermitted structures.
Apr 4, 2022	Change of ownership. Building Inspection not notified.
Apr 14, 2022	Infraction referred to Island Health by email regarding sewerage disposal.
Apr 21, 2022	Infraction referred to CRD Bylaw Enforcement for construction of SFD without a permit and conversion of refrigeration trailer to an SFD. Also referred to Islands Trust Bylaw Enforcement by email regarding land use.

	Response from CRD Bylaw Enforcement advised the six-month timeframe to respond and seek compliance had passed.
Apr 27, 2022	Stop Work Notice posted for construction and habitation of the SFD without permits or approvals, as well as a woodstove installed without permits. Photos taken.
May 4, 2022	Response from Islands Trust Bylaw Enforcement advised a file was open.
May 13, 2022	Building Inspection became aware that a change of ownership had taken place.
May 18, 2022	Letter hand-delivered to the new owners referenced the site visit on April 27, 2022 and the letters of October 6 and November 5, 2021 and March 2, 2022 delivered to the previous owner, and the requirement that a building permit application for the SFD and refrigeration trailer with Islands Trust approvals be submitted by June 18, 2022.
May 20, 2022	Stop Work Notice referred to CRD Bylaw Enforcement and Islands Trust Bylaw Enforcement by email to advise them of the infractions for construction of SFD without a permit and conversion of refrigeration trailer to an SFD.
May 24, 2022	Stop Work Notice and Do Not Occupy Notice posted on SFD. Photo taken.
Jun 30, 2022	Email sent to Islands Trust asked if permit review applications were in progress for the two structures.
	Email from Islands Trust advised they had not received an application and a bylaw enforcement file was open for this property. The email noted that if the property exceeds the permitted density a building permit review would not be sufficient to bring the property into compliance with Islands Trust bylaws without removing one of the buildings.
Jul 8, 2022	Letter sent by courier to the new owners referenced the letter of May 18, 2022 and advised that as no applications had been received the next step would be to register a notice on title and then refer the file for further action. Delivery confirmed by courier on July 20, 2022.
Oct 13, 2022	The Building Inspector recommended registration of a notice on title.
Oct 27, 2022	The Chief Building Inspector authorized an invitation letter and staff report be prepared for committee.
Jan 17, 2023	The Chief Building Inspector attempted to contact the owner by phone, a voice message was left. An email was not sent as the owner has not corresponded and no address was provided.