

November 15, 2011

## Secondary Suite Licensing Bylaw

Inspections and Licensing

### Report Summary & Recommendation:

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The secondary suite permitting process within the Land Use Bylaw has been ongoing now since December 14, 2009. Prior to the bylaw being approved by Council, the process had allowed for community input with open houses, web surveys, brochures and local paper advertisement for bylaw amendments. Over 450 secondary suites have been considered by the Development Authority and for each application the landowners within 60 metres of each site have been notified of the secondary suite use. To ensure that we keep a continuing open line of communication with the public and secondary suite owners, we would recommend that City Council support **Option 2** which would allow Administration time to notify secondary suite owners of the proposed bylaw and allow time for other members of the public to contact us.

### City Manager Comments:

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I support the recommendation of Administration.

Craig Curtis  
City Manager

### Proposed Resolution

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Resolved that Council of The City of Red Deer having considered the report from the Inspections & Licensing department dated November 15, 2011, Secondary Suite Licensing Bylaw, hereby agrees to lift from the table consideration of the above report.

## Report Details

### Background:

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On June 27, 2011, Inspections & Licensing submitted a report to Council related to what a Secondary Suite License Bylaw could achieve. At this meeting City Council approved the following resolution:

**“Resolved** that Council of the City of Red Deer having considered the report from the Inspections & Licensing Co-Managers dated June 7, 2011 re: Licensing of Secondary Suites hereby supports a Secondary Suite Licensing process in order to track and monitor active secondary suites and authorizes Administration to develop Secondary Suite Bylaw to be brought back for Council’s consideration prior to October 31, 2011”

At the Council meeting of October 17, 2011, this item was tabled until the Monday November 28, 2011 Council meeting.

### Discussion:

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Administration along with Legal Counsel has developed the Bylaw, which is attached with this report. Some key points of the proposed Secondary Suite Licensing Bylaw are:

- No person shall operate any secondary suite without a license
- A new licensee will be required on the sale of the property
- Licenses will be \$165.00 annually, similar to home occupation business licenses
- Detailed information that will be required when the application is made
- Conditions may be issued with the License
- Licenses are renewal 12 months from the date the license is issued
- Licenses can be refused or revoked allowing the owner to appeal to the City of Red Deer Appeal and Review Board.
- Additional fees for costs incurred by the City may be charged to the owner
- The bylaw will become effective March 1, allowing compliance with the bylaw no later than June 1, 2012

The proposed attached bylaw has been reviewed and supported by both the Secondary Suite Ad Hoc Committee at their meeting of November 8, and the Municipal Planning Commission at their meeting of November 9, 2011.

The proposed \$165 license fee will provide approximately \$80,000 additional revenue, which will be brought forward to Council during the 2012 Operating Budget process in the form of a Funding Adjustment Recommendation (FAR).

Administration offers two options for Councils consideration:

**Option 1**

Approve the bylaw and give 3 readings of the bylaw on November 28.

**Option 2**

Approve the bylaw and give 1<sup>st</sup> reading on November 28, 2011 and table the 2<sup>nd</sup> and 3<sup>rd</sup> reading for one month to allow the community to make comments on the proposed bylaw.