

Attachment #1

Policy for the Review of Unit Additions in Rental Buildings

Policy Title:	POLICY FOR THE REVIEW OF NEW UNIT ADDITIONS IN EXISTING RENTAL BUILDINGS
Issue Date:	February 2024
Revised Date:	
Prepared by:	Climate Action, Planning and Development
Document #:	2360584

1. Policy Statement and Purpose

New Westminster’s housing stock includes a large, aging stock of over 9,000 purpose built market rental units, much of which make up some of the most affordable rental housing stock in the city. Retention and renewal of these units is a priority for the City of New Westminster, as well as adding new rental units to the housing stock. The intent of this policy is to guide the evaluation of development applications which propose to add new units to existing rental buildings. The policy’s purpose is to provide staff and applicants with a framework to ensure retention and revitalization of existing rental units is balanced with the provisions of new ones.

2. Policy Application and Scope

This policy applies to development applications which propose to add new units to existing rental buildings. This policy will guide the review of these applications. Where discretionary approvals by Council are required (i.e. Development Variance Permit), meeting all items in the following policy will be a requirement in order for staff to support the application. Where discretionary approvals by Council are not required, staff will encourage applicants to use this policy as best practice and request that applicants enter into a Housing Agreement.

3. Policy Provisions

3.1 A preliminary inspection by Integrated Services is required to ensure the building is well maintained and is in compliance with the minimum maintenance standards as

listed in the City's *Business Regulations and Licensing (Rental Units) Bylaw*. This inspection shall occur prior to application review, and maintenance deficiencies must be addressed prior to Council Consideration.

3.2 A preliminary review by the Building Division is required to ensure the units can safely be added, and that building code compliance including life safety issues, fire safety, ventilation, and safe access/egress can be achieved. This preliminary review shall take place prior to Council consideration and/or issuance of Development Permit.

3.3 If a discretionary approval (i.e. DVP) is required, a Housing Agreement Bylaw will be required, with the applicant signing a Housing Agreement ensuring that:

- a) The building is secured as rental for 60 years or the life of the building, whichever is longer
- b) All building tenants are not prohibited from installing an air conditioning unit
- c) The changes to the building will not require an extraordinary rent increase (over and above the guidelines of the RTA)

3.4 The loss of protected trees shall be minimized to the greatest extent possible, especially in neighborhoods which are deficient in mature trees. Submission of a Tree Permit Application is required. An arborist report shall be required per the terms of the Tree Protection and Regulation Bylaw No. 7799, 2016.

3.5 Common amenity rooms shall not be converted to rental units unless an equally sized amenity room, with the same level of access, is provided elsewhere in the building.

3.6 Common laundry rooms shall not be converted to rental units unless laundry (washing and drying) is provided in-suite.

3.7 Direct access to the units shall be provided, separate from vehicular traffic. Prior to the issuance of a Building Permit, the applicant must demonstrate that there is sufficient electrical capacity to permit the use of an air conditioner in every unit.

3.8 All new units shall have access to natural light and access to outdoor space, meeting the requirements of the Zoning Bylaw and Development Permit Area guidelines.

3.9 All new units shall be consistent with City policies, guidelines, Bylaws, and Development Permit Areas.