

## Attachment 3

*March 13, 2024*  
*Letter to Owner*



# NEW WESTMINSTER

## CLIMATE ACTION, PLANNING AND DEVELOPMENT

March 13, 2024

**HAND DELIVERED and EMAIL**

TEYMORY, MONA H  
347 PEMBINA ST  
NEW WESTMINSTER BC V3M 5J5

Dear Ms. TEYMORY,

**Re: Property known as: 347 Pembina Street, New Westminster, BC**  
**Legal Description: LOT 3, PLAN EPP27053, DISTRICT LOT 757, GROUP 1, NEW WEST DISTRICT**

This letter is further to complaints received about the above-noted property and to subsequent inspections conducted February 1, 2024 (exterior only), February 12, 2024, and March 5, 2024. A number of bylaw violations and serious safety concerns were identified and require your immediate attention.

▪ Violations of the Zoning Bylaw No. 6680, 2001

The property is zoned RQ-1 (Queensborough Neighbourhood Residential Dwelling Districts). This zone permits single detached dwellings, and secondary suites if the City's "Requirements for Secondary Suites" are met. The current use as a rooming house is not permitted and contravenes the Zoning Bylaw. Operating outside of permitted uses violates Section 190.2 of the bylaw and is liable to a Bylaw Offence Notice of \$200 or a Municipal Information Ticket of \$750. Be advised that since each date is considered a separate offence, ticketing can occur daily.

▪ Violations of the Building Bylaw No. 6897, 2003

Conversion of the house to a 14-unit rooming house has been performed without required building or plumbing permits and not in compliance with the British Columbia Building and Plumbing Codes. Conducting work of this nature without permits is a violation of Section 2.6.1 of the bylaw and is liable to a Bylaw Offence Notice of \$250 or a Municipal Information Ticket of \$1000.

▪ Violations of the Business Regulation and Licensing (Rental Units) Bylaw No. 6926, 2004

The property is being used as a rental property and you do not possess a business license to operate. Operating without a business licence is a violation of Section 11(c) of the bylaw and is liable to a Bylaw Offence Notice of \$250 or a Municipal Information Ticket of \$1000. Be advised that since each date is considered a separate offence, ticketing can occur daily.

▪ Violations of the Fire Prevention Bylaw No. 6940, 2004

The Fire Inspector reports the building contains a number of significant fire safety deficiencies. On February 12, 2024 a Notice of Violation from the New Westminster Fire and Rescue Services (NWFRS) was sent to you regarding these issues.

Also note, observations by City staff indicate multiple violations of Provincial statutes including the BC Building Code, BC Plumbing Code, BC Fire Code, and the BC Safety Standards Act.

**Given the numerous bylaw violations that have been identified and the significant life safety hazards posed by these violations, and pursuant to Section 6 of the Business Regulations and Licensing (Rental Units) Bylaw, you are hereby Ordered to:**

- **Vacate the property by no later than May 1, 2024.** Section 47 (k) of the Residential Tenancy Act requires that one month notice be given all tenants. To meet this requirement you must serve the Notice to End Tenancy no later than Monday March 25, 2024.
- **Provide copies of all served Notices to End Tenancy to staff by Thursday March 28, 2024.**
- **Prior to May 1, 2024, ensure any units that are vacated early are not reoccupied.**
- **Install smoke detectors in each unit *immediately* to increase the safety to tenants during the interim period between issuance of the Notice to End Tenancy and termination of tenancy.**

**Failure to comply with the above you will result in enforcement action being taken against you including, but not limited to, fines and possible legal proceedings in the Supreme Court of British Columbia. If the latter course of action is taken, the City would seek Court costs against you.**

Further to the above, the City will be advising all occupants residing at 347 Pembina Street that serious life safety issues have been identified and that you, as the property owner, has been directed take actions to protect life safety including issuing Notices to End Tenancy. A copy of the notification to tenants is attached.

Once vacated, to bring the property into compliance you are required to:

- To apply for and obtain all permits (e.g. Building Permit, Plumbing Permit, Electrical Permit) required to return the structure to a single detached dwelling with or without a secondary suite. Questions regarding permit requirements, and/or possible re-configuration that enable a secondary suite on a flood plain, should be directed to Michael Racanello, Building Inspector, at 604-515-3804 or [mracanello@newwestcity.ca](mailto:mracanello@newwestcity.ca).

In the meantime, be advised a notice has been placed on the Tax Certificate regarding the above-noted bylaw violations. The notice is intended to ensure prospective purchasers are aware of the non-compliance and can make informed choices prior to signing purchase documents. The notice will remain posted on the certificate until such time as the property is in compliance with all City bylaws.

In future, if you wish to operate the property as a residential rental property, you will need to apply for and obtain a Business License. To be eligible to obtain a Business Licence, the property must first be in compliance with all municipal bylaws and provincial and federal regulations. Questions regarding the licensing process should be directed to Business Licence Ambassador Walt Cirillo at 604-527-4566 or [wcirillo@newwestcity.ca](mailto:wcirillo@newwestcity.ca).

If you have any questions regarding the content of this letter please contact me at 604-527-4603 or by email at [bvarn@newwestcity.ca](mailto:bvarn@newwestcity.ca).

Regards,



Bal Varn  
Senior Property Use Coordinator

Cc: M. Racanello/S. Trachta – Building Dept, City of New Westminster  
C. Paterson/I. Li – Fire Prevention Services, New Westminster Fire Rescue Services  
K. Deighton – Manager, Integrated Services, City of New Westminster



## NEW WESTMINSTER

### **Re: BC Building Code, BC Fire Code and City Bylaws Violations at 347 Pembina Street, Impact to Tenants, and Available Supports**

Dear Tenant,

This letter is to advise you that officials from the City of New Westminster's Building Department and Fire Department have identified serious violations of the BC Building Code, BC Fire Code, and numerous City Bylaws at 347 Pembina Street, New Westminster.

The City has conducted inspections and identified concerns related to fire and life-safety including but not limited to: substandard construction performed without permits; lack of early detection by smoke detectors; lack of a functioning alarm system; lack of fire separations; numerous cooking facilities; and unsafe exiting.

The fire and life-safety issues have made it imperative for the City to take direct action.

#### **Impact to Tenants**

The property owner has been advised of these issues and has been directed to vacate the property by May 1, 2024. As a result, the property owner will be issuing 1 month Notices to End Tenancy to all units at the end of March 2024.

#### **Available Supports**

There are several faith-based and non-profit organizations within the New Westminster that provide housing and social services, outreach, referral and advocacy. This includes:

- **BC Housing** – Administers subsidized housing and programs that offer housing options for low-income individuals. Phone: 604-433-2218
- **Ministry of Social Development and Poverty Reduction** – Provides support payments, employment programs, and other social-assistance to low-income individuals: Phone: 1-866-866-0800
- **Elizabeth Fry Society** – Shelter, family services, counselling, employment and educational support for women. Phone: 604-520-1166
- **Fraserside Community Services Society** – Supports individuals needing housing, seeking work, and/or living with developmental disabilities, mental health or substance use. Phone: 604-522-3722

- **Lookout Housing and Health Society** – Housing and a range of support services to adults with low or no income who have few, if any, housing or support options. Phone: 604-255-0340
- **Lower Mainland Purpose Society** – Community-based multi-service organization that delivers a continuum of social supports, including related to housing and shelter. Phone: 604 526 2522
- **Seniors Services Society of BC (60+)** – Housing and support services to support vulnerable older adults. Phone: 604-520-6621
- **Spirit of the Children Society** – Support services for Indigenous families and individuals who are at risk of losing their housing. Phone: 604-524-9113

In addition to the above resources, included with this letter is the *City of New Westminister Tenants Resources & Rights Guide*, which includes specific information on services related to shelter and housing; outreach and health; and other supports. Many of these supports are delivered by the organizations outlined above.

Should you have any questions regarding this letter, please contact Tenant Support Coordinator Bal Varn at 604-527-4603 or email at [bvarn@newwestcity.ca](mailto:bvarn@newwestcity.ca).

Your understanding and cooperation in this matter is greatly appreciated.

Sincerely,



Bal Varn  
Tenant Support Coordinator  
City of New Westminister