

## Attachment 8

*July 3, 2024*  
*Letter to Owner*

VIA PROCESS SERVER

VIA EMAIL: **S22(1) Personal Information**

July 3, 2024

Mona H. Teymory  
347 Pembina Street  
New Westminister, BC V3M 5J5

Dear Ms. Teymory:

**Re: Unlawful Occupancy at 347 Pembina Street, New Westminister, BC  
Our File No. 239-1322**

Please read the following letter carefully, as it contains important information with respect to this matter.

On Wednesday May 15, 2024 at 1:30PM, the City of New Westminister (the "City") conducted an inspection at 347 Pembina Street, New Westminister, British Columbia (the "Property") to determine compliance of the City's bylaws. The City notes that ongoing contraventions of the City's various bylaws have not been addressed by you.

We had been in contact with you numerous times previously to develop a plan to rectify your contraventions of City bylaws at the Property, which include the following bylaws:

1. *Zoning Bylaw No. 6680, 2001;*
2. *Building Bylaw No. 6897, 2019;*
3. *Business Regulation and Licensing (Rental Units) Bylaw No. 6926, 2004; and*
4. *Fire Prevention Bylaw No. 6940, 2004*

I summarize some of these contraventions by you in relation to the Property, and our proposed steps to rectify these contraventions.

#### Unauthorized Occupants

The Property is zoned as RQ-1 – Queensborough Neighbourhood Residential Dwelling Districts. The permitted uses of the Property are single detached dwelling, the keeping of not more than two boarders or lodgers nor more than four foster children in a dwelling unit nor more than eight child care children in a single detached dwelling, home based businesses, public utilities,

women's transition houses, and accessory buildings provided that they comply with the permitted uses under Section 330.9 of the *Zoning Bylaw*, No. 6680, 2001. Secondary suites are permissible 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*.

This use also contravenes the *Business Regulation and Licensing (Rental Units) Bylaw*, No. 6926, 2004 as the Property is being used as a rental property without a business license to operate.

Additionally, the Property is located on a floodplain, and the ground floor of the Property must be restored to its previous layout prior to the work completed by you in order for portions of the space to remain habitable. This includes removal of the kitchen, removal of the illegal addition at the rear, and restoring the floor layout as per 2013 drawings.

As indicated in the City's previous correspondence, any tenants that are living at the Property as part of a rooming house should be vacated. This includes any individuals that are not a part of the property owner's immediate family.

#### Works Completed Without a Building Permit

The conversion of the Property to a 14-unit rooming house was performed without required building or plumbing permits. Additionally, walls separating the front entry hall and units were removed, and walls separating some units in the main level of the house were removed. There also exists an addition below the balcony which was built without a building permit.

The City requires a plan to address the unauthorized works that were completed, including either returning the building to a single detached dwelling with or without a secondary suite, or other possible re-configurations that would be compliant with the City's zoning and building bylaws. The addition should also be removed as it had been installed illegally.

In addition to the foregoing, the City has also noted concerns with respect to fire separations between the rooms within the Property, a lack of smoke detectors within the Property, improper electrical work, and other fire safety deficiencies that need to be addressed. These concerns arise primarily as a result of the past unpermitted work completed at the Property, and create significant life safety hazards for individuals residing at the Property.

In order to rectify these deficiencies, the City requires the appropriate building permits and plumbing permits to be obtained prior to work being completed. I provide the following information for reference:

1. Single Detached Dwelling and Duplex: Building Permit Application Guideline
2. Single Detached Dwelling Permit Application

We recommend that you retain the services of a contractor and other professionals to develop a plan to complete necessary work to achieve compliance of the City's zoning requirements, building bylaw requirements, and all relevant provincial safety regulations and requirements.

#### Summary of Recommendations

In summary, the City requires that:

1. All tenants residing at the Property as part of a rooming house should be vacated immediately – this includes all tenants that are not a member of the property owner's immediate family;
2. Any authorized residents (ie. the property owner and her immediate family) at the Property cease to be roomed on the ground level which is located as part of a floodplain until the below listed work is completed;
3. The property owner cease using the Property as rental property without a business license to operate; and
4. Building permits and plumbing permits be obtained to complete the following work:
  - a. Work to rectify past work (including converting the Property from a single dwelling to a 14-unit rooming house), which may require work to return the Property back into a single dwelling or other possible reconfiguration that is compliant with the City's bylaws;
  - b. Work to restore the ground floor of the Property to its previous layout prior to work being completed by the current owner;
  - c. Work to rectify the addition below the balcony which was built without a building permit (ie. removal of the addition);
  - d. Work to rectify the past various installation and removal of walls;
  - e. Work to address the lack of fire separations, and any other issues in relation to contraventions of the *Fire Prevention Bylaw*, No. 6940, 2004; and
  - f. Work to address the insufficient electrical work throughout the Property.
5. Once building permits are obtained, for the above referenced work to be completed within a reasonable timeframe as determined between the City and the property owner.

The City makes no representation or warranty as to whether the foregoing is an exhaustive list of work to be completed to address all the violations of the property owner in relation to the Property. It is the property owner's responsibility to ensure that all bylaws, and relevant provincial safety regulations are complied with.

As indicated in my previous correspondence, the City is prepared to proceed with legal action to ensure compliance of its bylaws should we not have your cooperation within a reasonable amount of time. All of these items have been requested from you in previous correspondence, and the City has not yet obtained your full cooperation in taking these necessary steps. As such, we ask that you respond to this letter with a status update with respect to the above items by **Friday July 12, 2024.**

Furthermore, please note that a letter will follow scheduling additional inspections to take place in either July 2024 or August 2024 for a further assessment of the status of the Property.

Please let me know if you have any questions with respect to the foregoing.

Yours truly,

YOUNG ANDERSON

A handwritten signature in cursive script, appearing to read "Chris G-G", written in black ink.

Christopher Gallardo-Ganaban

*gallardo@younganderson.ca*

CGG/cgg