

Attachment 1

Powers Provided to the Chief Licence Inspector

Extracts from Bylaws

**POWERS PROVIDED TO THE CHIEF LICENCE INSPECTOR
EXTRACTS FROM BYLAWS**

1. OFFICERS ESTABLISHMENT AND INDEMNITY BYLAW NO. 7175, 2007

2. The following positions are established as Officers of the City of New Westminster, and assigned the functions and duties set out:

(g) **Licence Inspector:**

The power, duty and responsibility to carry out the functions prescribed to this position by applicable legislation, and other related power, duties and functions assigned by the Council and the City Administrator.

2. BUSINESS LICENCE BYLAW NO. 5640, 1986

GRANTING AND ISSUING OF LICENSES

6. Power is hereby delegated to the Licence Inspector to:

- (1) grant a business license; and
- (2) suspend, for reasonable cause, any licence for such period as he may determine.

3. BUSINESS REGULATIONS AND LICENSING (RENTAL UNITS) BYLAW NO. 6926, 2004

PART 2 - ADMINISTRATION AND ENFORCEMENT

4. Administration

The *Inspector* is authorized to administer and enforce this bylaw and to perform any other duties and exercise any other powers that may be delegated by *Council*.

5. Right of Entry

For the purposes of ensuring compliance with this bylaw or any order made under this bylaw, the *Inspector and Building Inspector* are authorized to enter, at all reasonable times, on *residential property* that is subject to this bylaw to ascertain whether the requirements of this bylaw are met. Where entering *residential*

property, the *Building Inspector* or *Inspector* shall show proper identification and shall notify the *owner* or occupant of the purpose of the entry.

6. Compliance Orders

- (a) If, in the opinion of the *Inspector*, there is a contravention of this bylaw or an order made under this bylaw or, in the opinion of the *Inspector*, a *rental unit* or *residential property* does not conform to the minimum maintenance standards prescribed by this bylaw, the *Inspector* may issue an order requiring that the *owner* bring the *residential property* or *rental unit* into compliance with the provisions of this bylaw within the time specified in the notice.
- (b) Service of the order referred to in paragraph 6(1) will be sufficient if the notice:
 - I. in the case of service on an individual, is served personally or mailed by prepaid registered mail to the address of the *owner* shown on the then current year's real property assessment roll for the *residential property* for which the order is issued;
 - II. in the case of service on a corporation, is served personally on a director, officer or manager of the corporation or by leaving it at or mailing it by registered mail to the registered office of the corporation.

16. Granting, Refusal and Suspension of Licence

The *Inspector* is authorized to:

- (a) grant or refuse a business licence under this bylaw; and
- (b) suspend a business licence issued under this bylaw for reasonable cause, for such period as the *Inspector* may determine.

18. Conditions of Licence

For the purposes of preventing or abating *nuisances* and ensuring the safety, quiet, peace, enjoyment, comfort and convenience of tenants of *rental units* and persons in the vicinity of *rental units*, the *Inspector* may impose terms and conditions upon the granting, renewal or suspension of a business licence issued under this bylaw in the nature of pro-active property management through the implementation of those property management practices recommended by the New Westminster Police Service Crime Free Multi-Housing Program ("CFMH"), including but not limited to:

(a) proper tenant screening by:

- use of posted written applicant criteria
- obtaining and recording two pieces of identification from applicants (at least one of which must be picture identification)
- obtaining and verifying *tenant* references
- use of a detailed application form to be completed in person
- performing credit checks on applicants
- use of standard rental agreements and other BC Residential Tenancy Office forms;

(b) ongoing competent property management by:

- monitoring conduct of tenants and guests to prevent or abate nuisance behaviour
- documenting all infractions of tenancy agreements
- swiftly addressing breaches of tenancy agreements
- maintaining the physical condition of residential property including the building exterior and interior, lighting, landscaping all in accordance with New Westminster Police Service Crime Prevention Through Environmental Design (CPTED) Report recommendations and City bylaws.