



---

**POLICY:** STRATA CONVERSION POLICY

**SECTION:** Development Services **POLICY #:** DEV-004

**PREPARED BY:** Alison Walker **PAGE:** 1 of 2  
Planner

**EFFECTIVE DATE:** Adopted by Council February 23, 2010

**SUPERSEDES:** N/A

**AUTHORIZED:**

  
\_\_\_\_\_  
Cress Farrow  
Mayor

  
\_\_\_\_\_  
Deborah Sargent  
Chief Administrative Officer

---

**PURPOSE:**

The purpose of this policy is to provide a consistent process for evaluating applications for the conversion of existing buildings into strata title ownership.

**POLICY:**

Applications to Council for the conversion of previously occupied residential buildings into strata lots by an owner/developer should consider the following guidelines:

Compliance with Municipal Bylaws

1. Applications must demonstrate the level of compliance with the Zoning Bylaw, Building Bylaw, and Subdivision Servicing Bylaw. This includes, but not limited to parking, landscaping, pedestrian and vehicular access, servicing, and common areas.
2. Applications must include a proposal to bring any areas of non-compliance into compliance as a condition of strata conversion approval.

Compliance with BC Building Codes & Legislation

3. Applications must be accompanied by a report from a Professional Engineer and/or Registered Architect (in the appropriate field), indicating the level of

---

compliance with the current BC Building Code, Plumbing Code, Fire Code and other Provincial and Federal Regulations.

4. Upgrades required by Council to comply with bylaw standards must be completed prior to the Approving Officer signing the forms necessary to register the strata plan at the Land Titles Office.

#### Building Life Expectancy & Condition

5. The above report must verify the building(s) life expectancy is a minimum of twenty-five (25) years. In addition, the applicant must include projected major increases in maintenance costs due to the condition of the building.

#### Protection & Relocation of Existing Tenants

6. The applicant shall provide written verification that all existing tenants have been notified of the owners' application to convert the building into strata lots as well as written evidence of all tenants in favor of the proposed conversion.
7. Applications must include a Tenant Relocation Plan in accordance with or exceeding the *Residential Tenancy Act*.

#### Priority of Rental Accommodation

8. In order to protect the rental housing stock, Council will only consider a strata conversion application when the rental vacancy rate, after the removal of the strata units, is greater than 5% as determined by the Town of Smithers, unless the applicant proposes an acceptable relocation plan. The strata conversion of any two, three or four unit development is exempt from this requirement.
9. Approval of strata conversion applications are delegated to the Approving Officer for the following:
  - a) Two, three, and four unit residential buildings;
  - b) Commercial buildings; and
  - c) Industrial buildings.

Council may approve the strata plan, approve the strata plan subject to terms and conditions, refuse the strata plan, or refuse to approve the strata plan until all terms and conditions have been met.