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## STAFF REPORT

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**TO:** CHIEF ADMINISTRATIVE OFFICER  
**FROM:** ALEX GUTERSON, BUILDING OFFICIAL / BYLAW OFFICER  
**SUBJECT:** 340 Grants Lake Road - Update  
**MEETING DATE:** DECEMBER 16<sup>TH</sup>, 2025

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### PURPOSE

The purpose of this report is to provide Council with an update on the status of this project at 340 Grants Lake Road following the October 14, 2025, meeting wherein the owners presented to Council. This report is meant to serve as a follow-up to close this file with Council.

### BACKGROUND

This report provides Council with an update regarding the substantial completion of the single-family dwelling and associated covered parking structure approved under Building Permit, originally issued on August 29, 2022, and renewed on August 16, 2024.

Progress toward occupancy was delayed due to outstanding documentation required under the BC Building Code and the Town's Building Bylaw. The matter was subsequently reviewed by the BC Appeal Board, which issued an initial decision on August 21, 2025, later revised on September 18, 2025, clarifying that only documentation related to identified structural concerns was required from the owners. Based on this direction, and following in-depth review, staff determined that additional professional assurance remained necessary for architectural components falling outside the scope of Part 9 of the BC Building Code.

On September 26, 2025, the owners provided the required structural documentation. The Town then formally advised that either an Alternative Solution or a comprehensive report under a registered professional engineer's seal would be required to address the outstanding architectural components. On November 21, 2025, the Town received a sealed report from an engineer engaged by the owner. The report confirmed that, although certain envelope assemblies did not fully meet prescriptive Part 9 requirements, they were expected to perform to generally accepted industry standards.

Following staff's technical review of this report, occupancy for the dwelling was granted on November 26, 2025.

The building permit remains active until August 16, 2026, to allow completion of the covered parking structure approved under the same permit and associated Development Variance Permit (DVP). Should the work remain incomplete at that time, the permit—and the related DVP—will expire in accordance with standard regulatory provisions.

Staff will continue to oversee the remaining components of the project as required.

## **IMPLICATIONS**

- a. Financial:**  
N/A
  
- b. Policy/Legislation:**  
BC Building Code, Building Bylaw No. 1075-2022.
  
- c. Strategic Priority:**  
N/A.
  
- d. Sustainability:**  
N/A
  
- e. Communication:**  
N/A
  
- f. Staffing Implication:**

## **Recommendation**

That Council accept this report as information.

Signed:

***Alex Guterson***

Alex Guterson

Building Official / Bylaw Officer

Concurrence:

***John T***

John Thomas

Chief Administrative Officer