

Application to Request an Extension to SSMUH Compliance Deadline

Please read the [Provincial Policy Manual & Site Standards](#) for Small-Scale Multi-Unit Housing (SSMUH) prior to completing this application. *Bill 44* requires local governments to amend their bylaws to comply with SSMUH requirements by June 30th, 2024.

Local governments seeking extensions will need to know the results of their extension applications prior to June 30th, 2024, so they can bring all applicable zones for which no extension has been sought or granted into compliance in their SSMUH bylaw amendments. **Extension applications should therefore be submitted to the Minister of Housing 45 days prior to local government’s anticipated council hearings for SSMUH-related bylaw amendments.** The last possible date to submit extension applications related to infrastructure is June 1, 2024, and June 30, 2024 for extraordinary circumstances.

Local governments may apply for an extension to update their applicable bylaws to be compliant with new requirements added to the *Local Government Act* by *Bill 44 Housing Statutes (Residential Development) Amendment Act* (Small-Scale Multi-Unit Housing legislation), under Section 786 of the *Local Government Act* and Section 625 of the *Vancouver Charter*.

Please complete the fields under *Application Information*, applicable questions for the extension category being applied for, and required signatures. Local governments may apply for multiple extensions of the same or different extension categories, however, must complete separate application forms and packages for each infrastructure project or issue.

Adobe Reader is the recommended software to fill out this application.

| Application Information | | |
|---|-----------|-------------|
| Extension Category (select all categories applicable to your application): | | |
| <input type="checkbox"/> Ongoing Infrastructure Project <input type="checkbox"/> Infrastructure Upgrade Needed to Address Risk to Public Health, Safety or the Environment <input type="checkbox"/> Extraordinary Circumstances | | |
| Requested extension date for compliance (must be before Dec 31, 2030): | | |
| (dd/mm/yyyy): | | |
| Contact Information | | |
| Contact person for the local authority submitting the application. All communication from the Province about this application will be directed to this email address. | | |
| The contact person does not have to be the same individual who signs the application (see page 8). | | |
| First Name | Last Name | |
| Job Title | | |
| Street Address | | |
| City | Province | Postal Code |
| Telephone | | |
| Email Address | | |

Category 1
Ongoing Infrastructure Project

a. Provide a description of the ongoing infrastructure upgrade which prevents compliance with SSMUH zoning requirements by June 30, 2024. Explain why new SSMUH development cannot occur until the upgrade is complete. Indicate the location(s) of affected parcels and location(s) of the ongoing infrastructure upgrade (include map as attachment). Attach supporting documentation and list the attachments provided on page 5.

b. Indicate project timelines below. Attach proof of project contract or agreement to complete the infrastructure upgrade, and any progress reports and list on page 5. Please note any changes which are not noted in attachments, i.e., change in end date or budget.

Category 2

Infrastructure Upgrade Needed to Address Risk to Public Health, Safety, or Environment

a. Describe the infrastructure deficiency and how changing the zoning in the affected area would pose a risk to public health, safety or the environment until an upgrade is undertaken. Show where the risk applies (include map as attachment). Attach supporting documentation and list attachments on page 5. Please include any technical investigations completed and a project plan for the upgrade if one exists.

**Category 3
Extraordinary Circumstance**

a. Describe the extraordinary circumstance occurring in your community and how it prevents compliance with the SSMUH legislative requirements by June 30, 2024.

b. Provide a description of any work completed to comply with the SSMUH requirements up to this point, what additional work is planned to be done, an anticipated timeline when the extraordinary circumstances will be resolved and/or when compliance will be achieved. Provide supporting documentation and list attachments provided on page 5, for example, a Declaration of a State of Emergency.

| | |
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| Authorization | |
| The application must be signed (electronic signatures are permitted) by a Chief Administrative Officer. Signature confirms that a resolution has been passed by the applicable council or board supporting the submission of an extension application. | |
| Collaboration | |
| Applicants are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to collection and dissemination of information included with this application as well as any contractual obligations that may affect their right to disclose the substance of confidential agreements, reports, or other documents included in this application. By submitting this application, the Applicant represents that it has obtained all necessary consents, permissions or waivers, in written form, before forwarding such information to the Province. Such written consents, permissions or waivers should specify that the personal or confidential information, or both as the case may be, may be forwarded to the Province for the purposes of making this extension application and used by the Province, its agents, employees, contractors and subcontractors for the purposes of this extension application and its evaluation. The Province may, at any time, request the original consents, permissions or waivers, or copies of the original consents, permissions or waivers from Applicants, and upon such request being made, Applicants will immediately supply such originals or copies to the Province. If you have questions about our collection of personal information, please contact plum@gov.bc.ca . | |
| All extension applications submitted to the Province are subject to the provisions of the <i>Freedom of Information and Protection of Privacy Act</i> ("FOIPPA"). The Province may be required to disclose information pursuant to FOIPPA. The Province will, if required to disclose information pursuant to FOIPPA, give the Applicant notice where required by FOIPPA. For more information on the application of the Act, go to: http://www.cio.gov.bc.ca/cio/priv_leg/index.page . Further information regarding exceptions to disclosure can be found in Division 2 of the Freedom of Information and Protection of Privacy Act . | |
| Chief Administrative Officer Authorization | |
| First Name | Last Name |
| Signature | |
| Administrative Intake – Internal Use Only | |
| Application No. | |
| Receiver | Date Received |
| Administrator | Date Completed |