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**SRO Actions and Proposed  
Single Room Accommodation By-law Amendments**

**MEMORANDUM**

July 6, 2015

**TO:** Mayor and Council

**CC:** Penny Ballem, City Manager  
Janice MacKenzie, City Clerk  
Francie Connell, Director of Legal Services  
Lynda Graves, Manager, Administration Services, City Manager's Office  
Rena Kendall-Craden, Director, Communications  
Mike Magee, Chief of Staff, Mayor's Office  
Kevin Quinlan, Deputy Chief of Staff, Mayor's Office  
Braeden Caley, Director, Policy and Communications, Mayor's Office

**FROM:** Mukhtar Latif, Chief Housing Officer

**SUBJECT:** Revisions to Policy Report concerning Proposed Amendments to the Single Room Accommodation By-law - RTS 10934

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The Chief Housing Officer in consultation with the Director of Legal Services has prepared a Policy Report entitled "SRO Actions and Proposed Single Room Accommodation By-law Amendments" and dated June 29, 2015 for consideration by Council on July 7, 2015.

The Policy Report seeks to refer proposed amendments to the Single Room Accommodation By-law to a public meeting to provide an opportunity for persons to make their views known to Council as required by section 193D of the Vancouver Charter. Public notice must be published in accordance with the Vancouver Charter.

Staff recommend that the public meeting at which the proposed amendments be considered be the Standing Committee on Planning, Transportation, and Environment on July 22, 2015. Staff further recommend that the recommendations contained in the Policy Report dated June 29, 2015 be revised to allow for the following:

1. Refer the proposed amendments at the Regular Council meeting on July 7<sup>th</sup> to the Standing Committee on Planning, Transportation, and Environment on July 22<sup>nd</sup>; and
2. Consider the proposed amendments once the public has had an opportunity to make their views known to Council.



At the Regular Council meeting on July 7, 2015, should Council wish to refer the proposed amendments to the Single Room Accommodation By-law to a public meeting to provide an opportunity for persons to make their views known to Council, Council should adopt the following recommendations, instead of the recommendations currently in the Policy Report:

“THAT the draft amendments to the Single Room Accommodation (SRA) By-law, generally in accordance with Appendix A, be referred to a Standing Committee of Council for consideration on Wednesday, July 22, 2015, as follows:

- I. Expand the definition of “conversion” or “convert” to clarify that any repair that involves the relocation of a permanent resident during the repairs is not a minor repair and will require a conversion permit;
- II. Authorize the Chief Housing Officer to process and approve SRA Permit applications for minor repair conversions that will involve relocation of permanent resident(s) but not the removal of the room from the SRA By-law and require an applicant to submit a tenant relocation plan;
- III. Waiving the application fee set under the SRA By-law for minor repair conversions which do not result in the removal of the room from the SRA By-law; and,
- IV. Increase the amount Council may require as a condition of approving an SRA permit from \$15,000 to \$125,000 for the removal of the room from the SRA by-law.
- V. Replace Schedule B of the SRA By-law, Notice of SRA designation, with Schedule B attached in Appendix A so that the Notice includes information on who the tenants can contact if they need assistance with a landlord/tenant issue, or health and safety issue in their room.

FURTHER THAT the Director of Legal Services be instructed to prepare the By-law amending the Single Room Accommodation By-law, generally in accordance with Appendix A, for consideration at such meeting.

Following representations by the public at the Standing Committee meeting on July 22, 2015, staff recommend that Council consider the following recommendations:

A. THAT Council approve in principle an allocation of up to \$2M from the 2015-2018 Capital Plan for housing and authorize staff to work with non-profit organizations and report back on opportunities for an investment program that would support the upgrading of private SROs, and support non-profits purchasing or leasing these buildings to maintain affordability.

B. THAT Council direct staff to continue to work with the Provincial government to consider changes to the Residential Tenancy Act as generally outlined in Appendix B to limit annual rent increases to designated SRA rooms, as opposed to a tenant.

C. THAT Council direct staff to continue working with our health partners and the provincial government to provide more significant mental health and addictions supports to tenants living in private SROs.

D. THAT Council approve in principle the proposed amendments to the Single Room Accommodation By-law and direct the Director of Legal Services to prepare and bring forward for enactment a by-law generally in accordance with Appendix A”.



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Mukhtar Latif  
Chief Housing Officer