Minutes – Executive Policy Committee – March 14, 2018

Report – Standing Policy Committee on Protection, Community Services and Parks – March 6, 2018

Item No. 1 Converted Residential Dwellings (CRD) with Shared Facilities (Rooming Houses) – Annual Report

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Protection, Community Services and Parks and submitted the following to Council:

1. That the report be received as information.

Report – Standing Policy Committee on Protection, Community Services and Parks – March 6, 2018

DECISION MAKING HISTORY:

Moved by Councillor Pagtakhan,

That the recommendation of the Standing Policy Committee on Protection, Community Services and Parks be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On March 6, 2018, the Standing Policy Committee on Protection, Community Services and Parks concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

STANDING COMMITTEE RECOMMENDATION:

On February 5, 2018, the Standing Policy Committee on Protection, Community Services and Parks granted an extension of time of 30 days for the Winnipeg Public Service to report back on the matter.

COUNCIL DECISION:

On November 16, 2016, Council concurred in the recommendation of the Standing Policy Committee on Protection, Community Services and Parks and adopted the following:

1. That the strategic initiatives to address annual inspections of Converted Residential Dwellings with Shared Facilities (attached as Appendix A) be received as information.

2. That the Winnipeg Public Service be requested to report back annually on Converted Residential Dwellings with shared Facilities, including but not limited to the Winnipeg Regional Health Authority education effectiveness; 311 screening; number of complaints, inspections, compliances, and outstanding inspections; and anything regarding the by-law safety issues, and recommendations.

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

ADMINISTRATIVE REPORT

Title: Report on Annual Inspection of Converted Residential Dwellings (CRD) with Shared Facilities (Rooming Houses)

Critical Path: Standing Policy Committee on Protection Community Services & Parks – Executive Policy Committee - Council

AUTHORIZATION

Author	Department Head	CFO	CAO
J. Bier W. Yee	J. Lane C. Fernandes	M. Ruta	D. McNeil

EXECUTIVE SUMMARY

This report provides Council with the requested annual update on inspections and statistics for Converted Residential Dwellings with Shared Facilities.

New processes have also been put in place such as posting inspection statistics online and, in collaboration with the Licencing Branch, Fire Prevention now sends letters to owners to inform them that if they do not allow entry for the fire safety inspection, they risk having their licence revoked.

RECOMMENDATIONS

That this report be received as information.

REASON FOR THE REPORT

On November 16, 2016 City Council adopted the Standing Policy Committee on Protection, Community Services and Parks recommendation that the Winnipeg Public Service report back annually on Converted Residential Dwellings with Shared Facilities, including but not limited to: the Winnipeg Regional Health Authority education effectiveness; 311 screening; number of complaints, inspections, compliances, and outstanding inspections; and anything regarding the by-law safety issues, and recommendations.

IMPLICATIONS OF THE RECOMMENDATIONS

There are no implications associated with this report as it is for information only.

HISTORY/DISCUSSION

The City of Winnipeg licenses CRDs to help ensure that conversions of residential dwellings meet minimum occupancy, structural, and fire safety standards. A CRD Shared must meet the following two general criteria to be licensed / allowed to operate in the City of Winnipeg:

1. A converted residential dwelling (CRD) meets the following criteria:
   i. Is a building that contains a residential occupancy.
   ii. Has a maximum building height of three stories.
   iii. Was originally designed for use by one or two families but has since been converted to provide more than two suites, or
   iv. Was originally designed for use by one or two families but has been converted to provide more than one suite with a commercial occupancy.

2. A shared facilities dwelling is:
   i. A dwelling that is designed for sanitary facilities or cooking facilities to be shared by occupants of three or more dwelling units, whether or not the dwelling units are occupied.
   ii. A dwelling where sanitary facilities or cooking facilities are shared by two or more residents of a dwelling unit that is not operated under a single tenancy.

Since the Council decision of November 16, 2016, the Public Service has been actively engaged in ensuring compliance for CRDs.

Winnipeg Regional Health Authority Education Effectiveness:

Community By-law Enforcement (CBES) has been in contact with WHRA in coordinating training sessions for their front line staff. This is an ongoing process.

311 Screening:

As a result of our report in 2016, Planning Property and Development has set up a process related to 311 screening of illegal rooming house reporting by citizens. PPD posts real-time year-to-date inspection statistics on their website http://www.winnipeg.ca/ppd/inspections/RoomingHouse/Metrics.stm. The 2017 data is attached.
In addition to the statistics regarding illegal rooming houses, the Public Service receives complaints from 311 regarding legally established converted residential dwellings. The following complaints were received through 311:

- 2017 - Fire Prevention – 17 complaints related to CRDs
- 2017 - CBES – 111 complaints related to CRDs

Fire Safety Inspections:

The Fire Prevention Branch initiated annual inspections of licenced Converted Residential Dwellings (CRD) Shared Facilities in November of 2016 as per the Council Decision of November 16, 2016. Table 1 below reports the number of annual inspections completed as well as number of outstanding licenced CRD Shared Facilities for 2017, and the number of thirty month CRD inspections completed and outstanding. The table also reports on the compliance rate based on the number of inspections conducted by CRD to achieve compliance.

Table 1 Inspections Completed by Fire Prevention

Requirement	Annual target	Number Inspected 01/01/2017– 12/31/2017	Number Outstanding
CRD Shared Facilities Annual	187	160	27
CRD 30 Month Inspections	241	224	17
Compliance Rate by Inspection	**Compliant on 1st inspection**	**Compliant on 2nd inspection**	**Compliant 3 or more inspections**
CRD Shared Facilities Annual	41%	57%	2%
CRD 30 Month Inspections	40%	58%	2%

NOTE: The number of outstanding inspections includes all inspections not completed for any reason. Included are those inspections where the property owner has failed to reply to a request(s) to schedule an inspection, where the inspection is scheduled but not yet complete, inspections with re-inspection pending and those instances where the Fire Inspector has yet to contact with the property owner.

Table 2 reports the total number of complaints received by Fire Prevention from the public, other agencies and fire suppression personnel; the number of CRDs that were referred to Community By-law Enforcement (CBES); the number of inspections CBES completed, and their compliance rate.

Table 2 Inspection Details

CRD Inspection Details Fire Prevention	Number
Number of complaints for CRD Shared Facilities rec'd by F.P.[1]	41
Number of complaints for CRD Shared Facilities initiated by F. P. officers	105
Number of complaints for CRD (30 month schedule) rec'd by F.P.[2]	54
Number of complaints for CRD (30 month schedule) initiated by F.P. officers	148
CRD Inspection Details CBES	**Number**
Number of complaints for CRD Shared Facilities rec'd through 311	111

[1] These complaints include 311, complaints from other agencies, fire crews, emailed complaints, telephone complaints; they do not include complaints initiated by Fire Prevention Officers.

[2] Same as above

Number of complaints for CRD Shared Facilities initiated by CBES officers	20
Number of CBES Inspections of CRD Shared Facilities	332
CBES Compliance Rate (created 69 orders, 10 outstanding)	85.5%

One of the main challenges that Fire Inspectors are encountering is difficulty in making contact with the owners and arranging entry for inspection. Many owners disregard our inspectors' calls and calling cards, making it very challenging to gain entry for the fire safety inspection. In collaboration with the Licencing Branch, Fire Prevention now sends letters to owners to inform them that if they do not allow entry for the fire safety inspection; they risk having their licence revoked.

Fire Safety Infractions Documented:

FIRE PREVENTION	
BY-LAW INFRACTIONS DOCUMENTED IN 2017	
Fuel-fired heating	54
Fire safety equipment & heating service label	50
Fire escape	32
Fire alarm system issues	30
Extension cord misuse	27
Egress issues	21
Smoke alarm log	19
Smoke alarms missing or not functioning	15
Combustible material storage	15
Electrical issues	14
Emergency procedures posted	14
Emergency exit sign for fire escape or balcony	13
Door closers not functioning	7
Fire separations breached or compromised	6
Dryer vents	5
Fire alarm system inspection report required	4
Sprinkler	3
Lint traps	2
Emergency lighting	2
Local fire alarm system sign	1
Access keys to fire alarm system	1
Provide fire safety equip. or heating insp. report	1
Boiler certificate required	1
Non-compliance to 4304 configuration requirements	1
Grand Total	**338**

NLB By-Law Infractions Documented:

COMMUNITY BY-LAW ENFORCEMENT SERVICES	
BY-LAW INFRACTIONS DOCUMENTED IN 2017	
Litter garbage	65
Insects bedbugs	19
Property safety	17
Exterior defects	16
Insects cockroaches	12
Interior defects	11
Lack of heat	10
Mould	10
Rodents	9
Plumbing	6
Electrical	4
Derelict vehicle	3
Insects	3
Lack of hot water	3
Weeds	3
Burning open air	2
Lack of water	2
Other	2
Vegetation	2
Illegal residence	1
Noise	1
Pigeons	1
Property safety	1
Smoke/fire alarms	1
Termites	1
Vacant maintenance	1
Grand Total	**206**

FINANCIAL IMPACT

Financial Impact Statement **Date:** February 14, 2018

Project Name:

First Year of Program

2017

Annual inspection of converted residential dwellings with shared facilities (rooming houses)

	2017	2018	2019	2020	2021
Capital					
Capital Expenditures Required					
Less: Existing Budgeted Costs					
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal					
Debt - External					
Grants (Enter Description Here)					
Reserves, Equity, Surplus					
Other - Enter Description Here					
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ 125,000				
Less: Incremental Revenue/Recovery					
Net Cost/(Benefit)	$ 125,000	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts	125,000				
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments:

The cost of fire inspectors undertaking this program of work is fully budgeted with the Fire Prevention Branch, however as these represent additional inspections they do mean that inspectors are then not available for other inspection work. The number of hours utilized on this work approximates one full time equivalent position and so reduces the overall branch inspection capability by around 5%.

Original signed by

John Hall FCMA, CGMA
Financial Controller
Fire Paramedic Service

CONSULTATION

In preparing this report there was concurrence with:

Planning Property and Development

SUBMITTED BY

Department: Winnipeg Fire Paramedic Service
Division: Fire Prevention
Prepared by: Janet Bier
Date: February 14, 2018
File No:

Attachments: Rooming House Metrics report from PP & D website

From PPD Website http://www.winnipeg.ca/ppd/inspections/RoomingHouse/Metrics.stm

Rooming House Metrics

Year-to-date Metrics on Potential Illegal Rooming House Enforcement Activity

Neighbourhood	Total Opened Investigations YTD		Investigation Status		Referred to Winnipeg Fire Prevention[3]
	Complaint Driven[1]	Proactive Enforcement[2]	In Progress	Complete	
Agassiz	3	8	0	11	3
Amber Trails	1	0	0	1	0
Armstrong Point	0	1	0	1	0
Booth	1	0	0	1	0
Bridgwater Forest	3	1	0	4	1
Bridgwater Lakes	3	0	0	3	0
Burrows Central	0	1	0	1	0
Centennial	0	3	0	3	0
Central St. Boniface	0	4	1	3	1

Neighbourhood	Total Opened Investigations YTD		Investigation Status		Referred to Winnipeg Fire Prevention[3]
	Complaint Driven[1]	Proactive Enforcement[2]	In Progress	Complete	
Chalmers	2	1	0	3	0
Crescentwood	0	2	0	2	0
Crestview	1	1	0	2	0
Daniel Mcintyre	2	2	1	3	0
Deer Lodge	0	1	0	1	0
Dufferin	1	0	0	1	0
Earl Grey	0	1	0	1	0
Exchange District	1	1	0	2	0
Fairfield Park	1	0	0	1	0
Fort Richmond	35	6	3	38	10

Neighbourhood	Total Opened Investigations YTD		Investigation Status		Referred to Winnipeg Fire Prevention[3]
	Complaint Driven[1]	Proactive Enforcement[2]	In Progress	Complete	
Garden City	1	0	0	1	1
Glenwood	3	0	0	3	1
Heritage Park	1	1	0	2	0
Inkster Gardens	0	2	0	2	0
Island Lakes	0	1	0	1	0
Jefferson	1	0	0	1	0
Kildare-Redonda	0	1	0	1	0
Kildonan Drive	0	1	0	1	0
King Edward	1	1	0	2	0
Linden Woods	1	0	0	1	0

Neighbourhood	Total Opened Investigations YTD		Investigation Status		Referred to Winnipeg Fire Prevention[3]
	Complaint Driven[1]	Proactive Enforcement[2]	In Progress	Complete	
Lord Roberts	1	2	0	3	0
Mathers	2	1	0	3	0
Maybank	2	1	2	1	0
Mcmillan	0	3	0	3	0
Meadowood	1	0	0	1	0
Minnetonka	0	1	0	1	0
Mission Gardens	0	1	0	1	0
Montcalm	1	9	0	10	1
Munroe West	1	0	0	1	0
Niakwa Place	0	1	0	1	0

Neighbourhood	Total Opened Investigations YTD		Investigation Status		Referred to Winnipeg Fire Prevention[3]
	Complaint Driven[1]	Proactive Enforcement[2]	In Progress	Complete	
North Point Douglas	1	3	0	4	0
North St. Boniface	0	1	0	1	0
Norwood East	1	0	0	1	0
Old Tuxedo	0	1	0	1	0
Richmond West	2	2	0	4	1
River East	0	2	0	2	0
River Park South	1	3	0	4	3
River-Osborne	0	2	0	2	0
Rossmere-A	0	1	0	1	0
Royalwood	0	1	0	1	0

Neighbourhood	Total Opened Investigations YTD		Investigation Status		Referred to Winnipeg Fire Prevention[3]
	Complaint Driven[1]	Proactive Enforcement[2]	In Progress	Complete	
Sage Creek	0	1	0	1	0
Sargent Park	1	0	0	1	0
Seven Oaks	0	1	0	1	0
Silver Heights	0	1	0	1	0
South Pointe	0	1	0	1	0
South Portage	0	1	0	1	0
Spence	1	3	0	4	0
St. Boniface Industrial Park	0	1	0	1	0
St. George	1	1	0	2	0
St. John's	0	6	0	6	0

Neighbourhood	Total Opened Investigations YTD		Investigation Status		Referred to Winnipeg Fire Prevention[3]
	Complaint Driven[1]	Proactive Enforcement[2]	In Progress	Complete	
St. Matthews	0	2	0	2	0
Templeton-Sinclair	1	0	0	1	0
The Maples	0	1	0	1	1
Tuxedo	1	0	0	1	0
Tyndall Park	0	1	0	1	0
Varennes	1	0	0	1	0
Varsity View	0	1	0	1	0
Vista	1	0	0	1	0
Waverley Heights	3	2	1	4	0
West Broadway	0	3	0	3	0

Neighbourhood	Total Opened Investigations YTD		Investigation Status		Referred to Winnipeg Fire Prevention[3]
	Complaint Driven[1]	Proactive Enforcement[2]	In Progress	Complete	
Weston	0	2	0	2	0
William Whyte	5	4	2	7	0
Windsor Park	0	2	0	2	0
Wolseley	3	1	0	4	0
Woodhaven	1	0	0	1	0
TOTAL	94	110	10	194	23

Neighbourhoods will be listed only if an investigation was opened during the current calendar year.

1. Cumulative complaint incidents received for potential illegal rooming houses. Multiple complaints on one property within a short period of time are investigated as one incident.
2. Cumulative investigations for 'non-citizen complaint initiated' enforcement (e.g. internal referrals, proactive investigations, etc.)
3. Investigations that result in the determination of an illegal rooming house are referred to Winnipeg Fire Prevention for further enforcement.

Last update: January 4, 2018