

MINISTRY OF NATURAL GAS DEVELOPMENT

BRIEFING NOTE FOR INFORMATION

I PREPARED FOR: Honourable Christy Clark, Premier

I ISSUE: Announcement of a new LNG export facility proposed for Tsawwassen, at 9:30 am on November 16, 2015, at Tilbury in Delta (6939 Tilbury Road)

II BACKGROUND

- FortisBC, along with Mitsui & Co (a major Japanese trading company) and the Tsawwassen First Nation (TFN) will be announcing a new LNG proposal – Tsawwassen LNG, which would be located on TFN land and would utilize Port Metro Vancouver's existing Delta Port at Roberts Bank.
- Tsawwassen LNG is distinct from FortisBC's Tilbury facility where a \$400 million expansion currently underway will allow the company to better meet BC's domestic market for LNG (transportation sector, power generation in remote communities) as well as allow limited export to offshore markets such as Hawaii.
- Tsawwassen First Nations members will be voting on December 16, 2015 on whether to proceed with a concept to develop LNG on Tsawwassen lands.

III DISCUSSION:

- Tsawwassen LNG would be a mid-scale LNG project designed to use existing capacity within the existing gas - less than 10 km of new pipeline would be required to connect the facility.
- Partners include Mitsui - responsible for selling facility's output, most likely into growing Asian markets and NextEra Energy, who owns Florida Power and Light and is in the process of acquiring Hawaii Electric.
- The facility would be powered using clean energy from the BC Hydro grid.
- Project timelines, at this time, proposes construction beginning in 2019 and operations in 2022.
- This announcement follows from a Memorandum of Understanding that FortisBC and Mitsui entered into in June 2014 for a joint feasibility study of a new LNG project in the Lower Mainland for 3-5 million tonnes per annum of LNG.
- TFN Members are being asked to provide their approval on December 16 to develop a LNG production facility and storage tanks in return for a variety of benefits, including:
 - Approximately \$190 million in revenue to TFN over 40 years
 - Annual property tax revenue to TFN between \$2 to \$4 million
 - Approximately \$10.5 million in off-site levies paid to TFN
 - Up to 1,000 jobs during construction
 - 50 to 100 permanent, well-paying jobs during operations
 - Education and training programs to ensure Members are given first opportunity to fill positions at the proposed facility
 - Preferential position for qualified Member businesses to deliver services to the proposed facility
 - Development of approximately 25% of the site for community recreation activities

CONCLUSION:

- Tsawwassen LNG is a promising project spearheaded by a group with experience in LNG production in BC (FortisBC) and marketing LNG in Asia (Mitsui). Location of the facility on TFN land signals an important role for the TFN in this project.
- Utilizing B.C.'s existing natural gas pipeline system will assist the proponents in a very competitive international market for LNG.
- This project has the potential to increase the market for natural gas produced in BC while creating a large number of jobs and other economic benefits for communities and First Nations, particularly in the Lower Mainland.

REVIEWED BY:

Brian Hansen, ADM

APPROVED BY:

Dave Nikolejsin, DM ✓



Meeting: FortisBC

Who: FortisBC, to discuss the status of their major projects in British Columbia.

Where: Room 101

When: 1:45pm -2:15pm Thursday October 15, 2015

PARTICIPANTS:

1. Michael Mulcahy, Chief Executive Officer, FortisBC

KEY MESSAGES:

- Thank Mr. Mulcahy and FortisBC for their platinum sponsorship, and for funding travel for students to attend the GameChanger Youth Expo at this year's LNG in BC Conference.
- Doug Stout, Vice President Market Development and External Relations, FortisBC, is participating on a panel discussion at the conference: LNG Facilities – Drivers for Change.
- The Province intends to continue to work closely with proponents such as FortisBC, residents, and municipalities as we work towards building the nascent LNG industry in British Columbia.

BACKGROUND: LNG interest in BC

Expansion of the Tilbury Facility

- The Tilbury LNG facility, located in Delta BC produces LNG for transport and industrial sectors in BC and a power utility in the Yukon.
- In 2014, FortisBC began an expansion of the Tilbury LNG facility; the company expects the expanded facility to be operational by late 2016.
- In August 2014, Hawaiian Electric signed a conditional deal with FortisBC to deliver by 2019 0.8 million tonnes per annum of LNG for up to 15 years. The deal with Hawaiian Electric could trigger a further \$400 million expansion at Fortis's plant.
- BC Ferries signed a 10-year contract with FortisBC in February 2015 to supply LNG for three ferries currently under construction. Fortis BC will supply up to 300,000 gigajoules of LNG per year.
- In May 2015, WesPac Marine received an export license from the National Energy Board to export up to 3 million tonnes per annum of LNG. WesPac's proposed jetty will be a berthing site for carriers to receive LNG from FortisBC's Tilbury Plant for transport.
- s.21
- FortisBC has stated it is committed to ensure expansion provides direct local benefits to Delta, other local communities and First Nations. They recently provided a \$75,000 grant to Aboriginal Skills 3G:BC for a new eight-week pre-apprenticeship training pilot program for First Nations, which includes training relevant to the LNG industry.

- The Tilbury expansion with WesPac LNG could lead to about 150 jobs during construction and 19 full-time employees during operation.

- s.21

Woodfibre LNG and Eagle Mountain – Woodfibre Gas Pipeline (FortisBC)

- Woodfibre LNG Ltd. is proposing to construct a small-scale LNG processing and export facility near Squamish. The Project will use existing natural gas pipeline capacity and a new looped gas pipeline: FortisBC's Eagle Mountain – Woodfibre Gas Pipeline Project.
- As of June 30, 2015, the EAO has suspended the application review period at day 169, for the proposed Eagle Mountain-Woodfibre Gas pipeline to Squamish. FortisBC had requested the suspension in order to allow additional time to complete a review of the Squamish Nation Council's conditions.
- On September 11, 2015, FortisBC submitted two Addenda to the EAO to supplement its application for an EAC. The Addendum 2 and Addendum 3 include alternatives for its proposed pipeline route and compressor station location in response to comments received from the public, Aboriginal Groups and the working group.
- A public comment period to provide comments on the two Addenda is open from September 24 to October 15, 2015. An Open House will be held on October 7, 2015 in Squamish.
- FortisBC has stated to the EAO that they would like a decision by the end of 2015. The EAO has developed a workplan with the Proponent to address the challenges of the timeline, since additional consultation and analysis will be required prior to the referral.

Proposed Project: Mitsui and FortisBC (Confidential)

- FortisBC and Mitsui entered into an MOU in June 2014 for the joint feasibility study of a new (3-5 MTPA) LNG project in the Lower Mainland.
- s.21
- The mid-scale LNG project would be to utilize capacity within the existing gas pipeline. To provide the facility with the required feedstock would require approximately 10 km of new pipeline.
- The facility would be located on Tsawwassen First Nation land and would utilize the Delta Port owned by PMV.

Attachments:

Appendix I Transmission Upgrade Projects

Appendix II Biography Mr. Michael Mulcahy, Chief Executive Officer

Appendix I Transmission Upgrade Projects***Coastal Transmission System (CTS) Upgrades***

- The CTS is the sole source of supply to the lower Mainland, serving Mission/Abbotsford and communities west, including the Metro the Vancouver distribution system as well as the Vancouver Island gas pipeline system.
- All of the upgrades will occur within utility corridors in Surrey and Coquitlam. These system improvements will increase reliability for customers during times of peak demand or when maintenance work is required.
- Throughout the remainder of 2015 and early 2016, FortisBC continues to plan and complete engineering studies, as well as consult with key stakeholders and First Nations on the required work.
- Construction is expected to start in the spring of 2017 and be completed by winter of 2017.
- Part of the CTS will be looped for the Woodfibre Gas Pipeline (FortisBC)

Lower Mainland Intermediate Pressure System Upgrades

- The Lower Mainland Intermediate Pressure System Upgrades (LMIPSU) project involves two components:
 - Replacing approximately 20 kilometres of intermediate pressure gas line between Coquitlam Station located near the corner of Como Lake Road and Mariner Way, and a station at East Second Avenue and Woodland Drive in Vancouver. The line must be replaced because it is nearing the end of its useful life.
 - Replacing approximately 300 metres of intermediate pressure gas line in south Vancouver along East Kent Avenue to increase seismic stability.
- The project is currently being reviewed by the BC Utilities Commission (BCUC). A decision is expected in early October. If the project is approved, construction would start in spring 2018.
- Currently, the project team is proceeding with engineering studies.

Appendix II Biography Mr. Michael Mulcahy, Chief Executive Officer

Mr. Michael A. Mulcahy has been Chief Executive Officer and President of FortisBC Energy Inc. and FortisBC Inc. since August 1, 2014. Mr. Mulcahy joined the Fortis group of companies in 1993. He began with Maritime Electric and has also held executive positions at Fortis Properties; Newfoundland Power and FortisBC. Most recently at FortisBC, he was Executive Vice President of Human Resources, Customer and Corporate Services. He is a former Chair of the Customer Council of the Canadian Electricity Association. Mr. Mulcahy has been an Executive Vice President of Human Resources at Terasen Inc., since November 2011. During his tenure at Fortis Properties, Mr. Mulcahy played a key role in the growth and expansion of the hospitality division in his role as Vice-President of Hospitality Services. Mr. Mulcahy holds a Bachelor of Commerce and is a Certified Human Resources Professional (CHRP).

MINISTRY OF NATURAL GAS DEVELOPMENT

BRIEFING NOTE FOR INFORMATION

I PREPARED FOR: Honourable Christy Clark, Premier

I ISSUE: Meeting with Mr. Barry V. Perry, President of Fortis Inc. and Mr. Mike Mulcahy, President and Chief Executive Officer of FortisBC Inc. and FortisBC Energy Inc.

II BACKGROUND

Expansion of the Tilbury Facility

- In 2014, FortisBC began an expansion of the Tilbury LNG facility; the company expects the expanded facility to be operational by late 2016.
- In August 2014, Hawaiian Electric signed a conditional deal with FortisBC to deliver 0.8 million tonnes per annum of LNG for up to 15 years by 2019. The deal with Hawaiian Electric could trigger a further \$400 million expansion at Fortis's plant.
- FortisBC is proposing the construction of a new 230 kV power line connecting Tilbury to BC Hydro's Arnott substation in Delta that would serve the possible expansion.
- BC Ferries signed a 10-year contract with FortisBC in February 2015 to supply up to 300,000 gigajoules of LNG per year for three ferries currently under construction.
- In May 2015, WesPac Marine received an export license from the National Energy Board to export up to 3 million tonnes per annum of LNG. WesPac's proposed jetty will be a berthing site for carriers to receive LNG from FortisBC's Tilbury Plant.

Woodfibre LNG and Eagle Mountain – Woodfibre Gas Pipeline (FortisBC)

- Woodfibre LNG Ltd. is proposing to construct a small-scale LNG processing and export facility near Squamish. The Project will use existing natural gas pipeline capacity and a new looped gas pipeline: FortisBC's Eagle Mountain – Woodfibre Gas Pipeline Project.
- On June 30, 2015, the Environmental Assessment Office suspended the application review period at day 169, for the proposed Pipeline Project. FortisBC requested the suspension in order to allow additional time to complete a review of Squamish Nation Council's conditions.
- On October 14, 2015, Squamish Nation Council voted to approve an Environmental Assessment Agreement for the proposed Woodfibre LNG Facility Project. The Agreement does not include the FortisBC's Eagle Mountain – Woodfibre Gas Pipeline Project.
- On October 26, 2015, the province issued Woodfibre LNG an environmental assessment certificate (EAC) with 25 conditions.

Proposed Project: Mitsui and FortisBC (Confidential)

- FortisBC and Mitsui entered in a Memorandum of Understanding in June 2014 for a joint feasibility study of a new LNG project in the Lower Mainland for 3-5 million tonnes per annum of LNG.

• s.21

- The Ministry of Natural Gas Development has been informed that NextEra Energy, who owns Florida Power and Light and is in the process of acquiring Hawaii Electric, has expressed interest in partnering on the project.

- The mid-scale LNG project would utilize capacity within the existing gas pipeline and an additional 10 km of new pipeline to fulfill the required amount of feedstock.
- The facility would be located on Tsawwassen First Nation land and would utilize the Delta Port owned by Port Metro Vancouver.

III DISCUSSION:

Woodfibre Gas Pipeline (FortisBC) Addenda

- On September 11, 2015, FortisBC submitted two Addenda to the Environmental Assessment Office to supplement its application for an EAC. The Addendum 2 and Addendum 3 include alternatives for its proposed pipeline route and compressor station location in response to comments received from the public, Aboriginal Groups and the working group.
- A public comment period on the two Addenda was open from September 24 to October 15, 2015 and an Open House was held on October 7, 2015 in Squamish. The public has requested an extension to the public comment period on the Addenda. The Environmental Assessment Office is not considering an extension.
- FortisBC has stated that they would like a decision by the end of 2015. The Environmental Assessment Office anticipates a referral in mid-November 2015.

Expansion of the Tilbury Facility

- **s.21**

- FortisBC has stated it is committed to ensure expansion provides direct local benefits to Delta, other local communities and First Nations. They recently provided a \$75,000 grant to Aboriginal Skills 3G:BC for a new eight-week pre-apprenticeship training pilot program for First Nations, which includes training relevant to the LNG industry.
- The essential civil construction site services are being provided by the Tsawwassen First Nation Construction / Matcon Civil Joint Venture (TMJV) which have approximately 95 full-time staff on the project. As well five engineering firms from different parts of British Columbia have over 40 professionals currently providing engineering-related services.

IV CONCLUSION:

- Community views on the Woodfibre LNG project remain very mixed which is also reflected by the fact that the Council is split between pro-development and anti-development factions.
- The Province intends to continue to work closely with residents, municipalities and proponents as we work towards building the nascent LNG industry in British Columbia.
- FortisBC had a large presence at this year's LNG in BC Conference. They were platinum sponsors, and provided funding travel for students to attend the GameChanger Youth Expo.
- Doug Stout, Vice President Market Development and External Relations, FortisBC, participated on a panel discussion: LNG Facilities – Drivers for Change.

Attachments: 1. Biographies for Barry V. Perry and Mike Mulcahy

2. Overview Eagle Mountain–Woodfibre Gas Pipeline Project and Tilbury Project

REVIEWED BY:

Brian Hansen, ADM/

APPROVED BY:

Ines Piccinino, A/DM ✓

Attachment 1: Biographies for Barry Perry and Mike Mulcahy



Barry V. Perry

Mr. Perry is the President of Fortis Inc. Prior to this; he held the position of Vice President, Finance and Chief Financial Officer of Fortis Inc. since 2004 and preceding that, of Newfoundland Power Inc. He serves on the boards of several Fortis companies.



Michael Mulcahy

Mr. Mulcahy is the President and CEO of FortisBC Inc. and FortisBC Energy Inc. He began his career with the Fortis group of companies with Maritime Electric in 1993. Mr. Mulcahy sits on the board of the Canadian Electricity Association, the Executive Council of the Western Energy Institute and is Vice Chair of the Canadian Gas Association. He also sits on the Board of Directors for Fortis Alberta.

Attachment 2: Eagle Mountain – Woodfibre Gas Pipeline Project

Natural gas will be distributed to the facility from Western Canadian market hubs through an expansion of the existing gas transmission system being completed by Fortis BC. Fortis BC's expansion project (called Eagle Mountain – Woodfibre Pipeline Expansion Project) includes the construction of a 52 km long natural gas pipeline loop of its existing facilities from the area north of the Coquitlam watershed in Metro Vancouver to the facility.

Pipeline Summary Table

Project Name:	Eagle Mountain – Woodfibre Gas Pipeline Project
Location:	Coquitlam to Woodfibre facility
Partners:	FortisBC Energy (Vancouver Island (FEVI))
Project Status:	
Plant Type / Operation:	Looping project of current FEVI pipe
Distance:	Approximately 47 km
Diameter:	609.6 mm (24 inch)
Connections:	Connection to Spectra Energy's existing transmission pipeline
Related LNG Facility:	Woodfibre LNG
Capacity:	228 million standard cubic feet per day (MMscfd)
Compressors:	Installation of one new compressor station (Squamish) and additions to two existing compressor stations (Eagle Mountain and Port Mellon).
CAPEX Estimate:	\$520 million (of which 81% will be spent in Canada) over 3 year (2014-2017) period
OPEX Estimate:	\$154 million (2014 dollars) over 50 year period
Jobs Estimate:	During construction it is estimated that the project will generate 3,843 person years of full-time employment with 1,997 FTE in BC. This translates into roughly 600 jobs.
	During operations approximately 1,232 person years of FTE of which 1,001 will be generated in BC. This translates into roughly 20 positions.
Environmental Assessment:	January 2015 submitted application for an Environmental Assessment certificate with BC EAO.

Attachment 2: Tilbury LNG Project Overview

Project Name:	Tilbury LNG
Location:	Delta
Project Co-ordinates:	49°8'30"N, 123°02'14"W
Partners:	FortisBC (Domestic) / WesPac Midstream LLC (Export)
Project Status:	Operational / Expansion
Plant Type / Operation:	Expansion
Development Concept:	
Output Capacity:	0.4 MTPA (Domestic) / 3 MTPA (Export)
Feedstock Gas:	WCSB
Related Pipeline:	Spectra Pipeline
Storage:	28,000 m ³
CAPEX Estimate:	\$400 million
Jobs Estimate:	150 (construction) Wespac LNG: Approximately 131.5 person-years employment and estimated 19 FTE's during operations
FID Date:	n/a
Announced Start Date:	Currently Operating / Exports could commence as early as 2016
LNG Output Sales:	
Export Licence:	25 years license issued for 3 MTPA
Environmental Assessment:	The volume for this project falls below the threshold required for an environmental assessment.

MINISTRY OF NATURAL GAS DEVELOPMENT

BRIEFING NOTE FOR INFORMATION

I PREPARED FOR: Honourable Christy Clark, Premier

I ISSUE: Announcement of the one-year anniversary of the FortisBC's starting the expansion of its Tilbury facility, at 9:30 am on November 16, 2015, at Tilbury in Delta (6939 Tilbury Road)

II BACKGROUND

- In 2014, FortisBC began a \$400 million expansion of the existing Tilbury LNG facility that has been in operation since 1971; the company expects the expanded facility to be operational by late 2016.
- FortisBC has committed more than \$50 million in local contracts in 2015 sourced from more than 100 companies and 10 communities.
- The expansion has generated more than 65,000 hours of employment and provided apprenticeships and First Nations training.
- The expanded facility will allow FortisBC to meet a growing demand within B.C. for LNG in the transportation sector and for power generation in remote communities (including those in the Yukon and Northwest Territories).
- BC Ferries signed a 10-year contract with FortisBC in February 2015 to supply LNG for three ferries currently under construction.
- This expansion will also support the export of LNG to offshore markets such as Hawaii - WesPac Marine has received an export license from the National Energy Board to export via a jetty it would construct at the site.
- This expansion project falls below the threshold of a provincial Environmental Assessment.

III DISCUSSION:

- s.21
- FortisBC has stated it is committed to ensure expansion provides direct local benefits to Delta, other local communities and First Nations. They recently provided a \$75,000 grant to Aboriginal Skills 3G:BC for a new eight-week pre-apprenticeship training pilot program for First Nations, which includes training relevant to the LNG industry.
- Essential civil construction site services are being provided by the Tsawwassen First Nation Construction / Matcon Civil Joint Venture (TMJV) which have approximately 95 full-time staff on the project. As well five engineering firms from different parts of British Columbia have over 40 professionals currently providing engineering-related services.

IV CONCLUSION:

- Expansion of FortisBC's Tilbury facility will allow the growing demand for LNG in B.C.'s transportation sector and in remote communities to be met. Clean-burning natural gas will replace less environmentally friendly fuels.
- The facility expansion will increase the market for natural gas produced in B.C., and will create employment and other economic spin-off benefits for Delta and other communities in the Lower Mainland.

REVIEWED BY:

Brian Hansen, ADM

APPROVED BY:

Dave Nikolejsin, DM

OFFICE OF HOUSING AND CONSTRUCTION STANDARDS

DECISION NOTE

DATE: November 17, 2015

PREPARED FOR: Honourable Rich Coleman, Minister

ISSUE: Recommendations from City of Vancouver Renters' Advisory Committee

BACKGROUND:

- In April 2015, Vancouver City Council requested that the Renters' Advisory Committee review BC's *Residential Tenancy Act* and recommend changes that would: increase resources for the city's renters, strengthen the protections in the tenancy legislation and support affordable rental housing in Vancouver.
- The Committee published a report on November 12, 2015.
- The report made 32 recommendations including:
 - placing rent increase restrictions on Single Room Accommodation rental units rather than tenancies;
 - increasing the penalty for a Notice to End Tenancy issued in bad faith, and;
 - amending the Act to allow tenants fleeing domestic violence to have a way out of fixed term tenancies.
- The Committee did not request information from the Residential Tenancy Branch on its work.
- The Committee presented the report to Council on November 17, 2015. Council have requested City staff write a response to the report. The Residential Tenancy Branch contacted City staff and offered to provide an update on the work of the Branch as they relate to the recommendations.

Cliff# 20084
Version # 01
Updated: November 17, 2015

Page 1

OFFICE OF HOUSING AND CONSTRUCTION STANDARDS

DECISION NOTE

DISCUSSION:

- The report outlines a number of recommendations, some of which have already been implemented by the Residential Tenancy Branch (RTB), others where the work is underway. Others are recommended to be reviewed or not considered at this time. See Appendix 1.
- Some of these recommendations parallel recommendations of earlier reports issued by the Community Legal Assistance Society.
- More than half of the recommendations would likely require legislative or regulatory change, some require policy or operational changes, and most would have a corresponding resource impact.
- RTB contacted City staff and offered to provide an update on the work of the Branch. The information provided will be restricted to those recommendations where there is work underway or completed. s.13,s.16
s.13,s.16
s.13,s.16
It is expected that this information may be included in the staff report back to City council.
- To date neither the Committee nor City staff have approached RTB requesting a response or information relating to the report.

CONCLUSION/RECOMMENDATION:

The report of the Renters' Advisory Committee makes a range of recommendations regarding tenancies in British Columbia. Work on a number of the recommendations is already completed or underway. As outlined in the Appendix 1, it is proposed that the remaining recommendations are either reviewed or not considered at this time.

s.13,s.16

Cliff# 20084
Version # 01
Updated: November 17, 2015

Page 2

OFFICE OF HOUSING AND CONSTRUCTION STANDARDS DECISION NOTE

Enclosures/Attachments

Appendix 1 – Recommendations and Recommended Responses

Approved/Not Approved

Honourable Rich Coleman
Minister

Date

Prepared by:

Janet Donald
Policy Director
Residential Tenancy
Branch
Office of Housing and
Construction Standards
250-415-7647

Reviewed by:

Jeff Vasey
Assistant Deputy
Minister
Office of Housing and
Construction Standards

Initial

JV

Date:

Nov 18, 2015

Dave Nikolejsin
Deputy Minister
Ministry of Natural Gas
and Responsible for
Housing

Cliff# 20084
Version # 01
Updated: November 17, 2015

Page 3

Appendix 1

Summary of City of Vancouver Renters' Recommendations 2015 and Recommended Response

The recommended responses fall into three main categories:

1. Work underway
2. To not consider the recommendation at this time
3. To undertake further review of the recommendation

Other responses are:

1. Completed
2. Not an RTB responsibility

Committee Recommendation	Recommended RTB Response
1. Modify the Act to create a clear regime to govern tenants who are renting out one of their rooms with their landlord's consent.	s.13
2. The Act should include provisions for transitional housing and provide clarity about whether housing is transitional or not. E.g. "some non-profit operators have claimed that they operate transitional housing that is not subject to the RTA."	
3. The Act should include some protections for renters who share their accommodation with the owner of the rental unit, even if the entire Act does not apply.	
4. Record RTB hearings and keep them on file until the time frame to apply for judicial review expires. Alternatively, remove the rule which prevents tenants and landlords from recording their own hearings.	
5. Accept fee waivers when an application for dispute resolution is submitted online.	
6. Tenant fees for accessing dispute resolution procedures should be automatically waived where it is possible to identify that a tenant is low-income.	
7. Allow certain communications between tenants and landlords to occur via email or text message, such as when a tenant provides a forwarding address to their landlord (currently can only be faxed, sent via ordinary mail, and other means).	

8.	Ensure that hold times on the Branch's information line meet acceptable service standards, especially at key times of the month.	s.13
9.	Expand Infoline Service Hours until 6:30pm.	
10.	Amend the Act to allow for direct requests for tenants seeking the return of a security deposit (Direct request is expedited process where the Branch issues orders without needing to hold a full dispute resolution hearing).	
11.	Provide translators for dispute resolution hearings as necessary (In Vancouver, around 40% of residents do not count English as their first language).	
12.	The Branch should amend their forms to include a place to write specifics of any allegations so that respondents know what they're accused of before any hearing. This would include written reasons for, say, the termination of a tenancy, along with particulars of any alleged acts or omissions by the tenant.	
13.	Switch evidence submission timelines so that the party with the burden of proof provides their evidence and submissions first, and then the other party has time to submit their evidence and submissions afterward.	
14.	Create a mandatory minimum penalty that is awarded to a tenant if a landlord breaks the law and evicts them without following the proper legal process.	
15.	Increase the penalty for a Notice to End Tenancy that was issued in bad faith.	
16.	Before a landlord is able to hire a bailiff to evict a tenant, the landlord should have to swear that their Order of Possession has not been appealed.	

17.	RTB should issue administrative penalties in cases where they are warranted.	s.13
18.	RTB should have legal power to inspect buildings as part of issuing monetary penalties.	
19.	The Act should be amended to provide that where parties renew a fixed term tenancy agreement for the same property, rent increases are limited in the same manner as if the tenancy had continued uninterrupted.	
20.	The Act should be amended to state that if a landlord repeatedly offers a tenant fixed term tenancy agreements with vacate clauses at the end, the third consecutive agreement automatically turns into a month-to-month tenancy at the end of its term.	
21.	Provide the ability to restore tenancies for tenants who were prevented from paying rent on time because of specified exceptional circumstances, but are able to remedy the situation expeditiously.	
22.	The Act currently prohibits application and processing fees. We recommend prohibiting application deposits, too.	
23.	Place rent control on the unit for Single Room Accommodation units.	
24.	Review the rent increase formula.	
25.	Require landlords to issue a notice of problems with a tenancy and to give tenants a reasonable chance to rectify problems before issuing a Notice to End Tenancy for Cause. RTB should issue a form for landlords to use for giving formal notice of problems with a tenancy.	
26.	All non-profit housing providers should have to provide two full months' notice when a subsidy is being reduced or removed.	

27.	All non-profit housing providers should have to disclose the amount of subsidy they are providing to renters so that renters know what their rent will be should the subsidy ever be removed.	s.13
28.	The Act should mandate that arbitrators set appropriate timelines that are fair and just in all the circumstances when issuing orders of possession.	
29.	Extend the notice period for evictions where a tenant must leave a property because of renovations or a family's use of the property.	
30.	Amend the Act so that landlords must provide tenants with compensation where the tenant has to vacate a rental unit in order to comply with a municipal order.	
31.	Amend the Act to allow renters first right of refusal with the same rate of rent increase that would have applied had the tenancy not been interrupted by the renovation.	
32.	Amend the Act to allow tenants fleeing domestic violence to have a way out of fixed term tenancies.	

OFFICE OF HOUSING AND CONSTRUCTION STANDARDS

MEETING INFORMATION NOTE

DATE: November 27, 2015

PREPARED FOR: Honourable Rich Coleman, Minister

MEETING DETAILS: Meeting with Catherine Roome, CEO and Richard Ballantyne, Board Chair of the BC Safety Authority
December 3, 2015 at 2:00 pm

BACKGROUND:

A meeting with Catherine Roome, CEO and Richard Ballantyne, Board Chair of the BC Safety Authority (BCSA) is scheduled for December 3, 2015.

The last meeting with the BCSA was held on March 23, 2015.

Items discussed at that meeting included:

- BCSA looking at ways to improve issues management;
- LNG Readiness and provincial federal jurisdiction considerations (e.g., ports)
- Oversight of BC Hydro; and
- Challenges with the Ministry of Transportation Railway Administrative Agreement.

ISSUES:

The following issues may be raised at the December 3, 2015 meeting:

1) BCSA Update on Their 2016 Business Planning Process

Two projects that will involve the Province are emerging in the planning process.

They are:

a) Certification Renewal Project (see separate information briefing note 19876)

Recommended Response:

- The Province supports the project.
 - It will ensure government and business/industry have an accurate list of qualified workers.
 - The addition of continuing professional development will raise the professionalism of safety system participants and help them keep pace with rapid changes in technology.
- Fees for certificate renewal should be kept within the Canadian average.
- s.13

OFFICE OF HOUSING AND CONSTRUCTION STANDARDS MEETING INFORMATION NOTE

b) Compliance and Enforcement

The BCSA is looking at internal practices related to compliance and enforcement that may require legislative or regulatory changes. This includes adding a provision for the public naming of individuals. At present BCSA names businesses but not individuals.

Recommended Response:

- We will look at the public naming of individuals as part of the *Safety Standards Act* refresh work underway.
- The Province supports a strong compliance and enforcement regime.
- The legislation and regulations should reflect current best practices in this area.

2) Single Bottom Elevators

- The BCSA has identified approximately 100 elevators that are still not compliant. Final enforcement action to shut down these elevators will be taken in the new year.
- The BCSA and the Office of Housing and Construction Standards are discussing impacts to tenants in buildings with these elevators.

Recommended Response:

- We understand that elevator owners have been given substantial notice and final enforcement action is needed.
- We encourage efforts to minimize impact on individuals as best you can.

3) LNG Readiness

- The BCSA has worked closely with the Ministry and the Oil and Gas Commission (OGC) on the proposed *Safety Standards Act* amendments to eliminate gaps and overlaps in regulatory oversight between the two organizations.
- The BCSA is currently talking to three LNG proponents about the development of safety management plans under the Alternative Safety Approaches Regulation.

Recommended Response:

- I understand that a strong working relationship between the OGC and the BCSA is emerging and would like to commend you for your efforts in this area.
- As work progresses please ensure you keep the Ministry aware of developments, particularly if further legislative or regulatory developments are required.

4) Adoption of the 2015 Canadian Electrical Code

- The Ministerial Order is ready for signature with an effective date of February 29, 2016.
- This date will allow the BCSA to provide training to electrical workers and their staff before formal implementation of the code.

Recommended Response:

- I am pleased to see that we were able to address the Coroner's recommendations on wood dust in the regulation.

OFFICE OF HOUSING AND CONSTRUCTION STANDARDS MEETING INFORMATION NOTE

5) Ministerial Appointments to the Board

- On March 31, 2016, two vacancies to the BCSA Board will require filling. These are two of the three positions open for ministerial appointment.
- The BCSA wishes to discuss the needs of the board and how the process for filling these vacancies will be completed.

Recommended Response:

- None

Prepared by:

Shannon Horner
Director
Safety Policy and
BCSA Liaison
250 882-0017

Reviewed by:

Jarret Hutchinson
A/Executive Director
Building and Safety
Standards Branch

Initial

SEH for JH

Date:

Nov 27, 2015

Jeff Vasey
Assistant Deputy Minister
Office of Housing and
Construction Standards

JV

2015/11/27

Dave Nikolejsin
Deputy Minister
Ministry of Natural Gas
Development and
Responsible for Housing

DN

Nov. 30, 2015

OFFICE OF HOUSING AND CONSTRUCTION STANDARDS

MEETING INFORMATION NOTE

DATE: November 23, 2015

PREPARED FOR: Honourable Rich Coleman, Minister

MEETING DETAILS: Secondary Suites and the Application of the BC Building Code
Fire Chief Len Garis, Surrey Fire Service and Jean Lamontagne,
General Manager Planning and Development
City of Surrey, December 3, 2015

BACKGROUND:

- Chief Garis and Jean Lemontagne requested this meeting to discuss the application of the BC Building Code to existing secondary suites.
- The City of Surrey is interested in legalizing existing secondary suites, of which Chief Garis estimates there are over 30,000 in Surrey alone.
- Chief Garis has a long-standing interest in this issue. He has discussed secondary suites with Building and Safety Standards Branch staff in the past, and in 2013 he co-authored a report analyzing residential fires that originate in basements, with respect to fire-specific health and safety concerns in secondary suites (see Appendix).
- There is significant interest across British Columbia in providing secondary accommodation within homes, as they are a form of affordable housing and can make home ownership more affordable through rental income.
- Section 9.37. of the BC Building Code includes provisions that apply to the construction of a secondary suite and alterations to existing buildings to accommodate a secondary suite. The provisions apply only to suites that match all four of the characteristics of a secondary suite as defined in the BC Building Code.
- Any changes to the BC Building Code or any new *Building Act* building regulation to accommodate additional relaxations for secondary suites would constitute a large project for Building and Safety Standards Branch staff.

ISSUES:

Chief Garis has concerns that the costs of bringing existing secondary suites into compliance with the BC Building Code are prohibitive and prevent owners from legalizing existing suites.

Cliff#: 20038
Version #: 1
Updated: October 30, 2015

Page 1

OFFICE OF HOUSING AND CONSTRUCTION STANDARDS

MEETING INFORMATION NOTE

Chief Garis may wish to discuss what regulatory mechanisms could be used under the *Building Act* to exempt existing secondary suites from Code provisions to expedite legalizing these suites.

RECOMMENDED RESPONSE:

- Code provisions for secondary suites already allow certain relaxations from normal code requirements.
- Because of the specific characteristics of secondary suites, these relaxations maintain an acceptable level of health and safety for the building occupants.
- During the development of the relaxations, consideration was given to make it easier to create secondary suites, particularly in existing single family homes. Most required modifications but no major renovations to convert a typical home into a home with a secondary suite.
- The relaxations are justified because of the limited additional risk posed by a suite matching all four characteristics of a secondary suite as defined in the BC Building Code.
- Any further relaxations to the Building Code for secondary suites could potentially undermine life safety. However, the National Building Code has introduced secondary suite provisions that may create flexibility while still maintaining an appropriate level of safety. BC will evaluate these provisions for potential adoption.
- While cost is an important consideration for local governments that wish to bring existing secondary suites into conformance with the Code, reducing costs for builders or owners is not a Code objective.
- The National Building Code of Canada included permissions for secondary suites after British Columbia. It is being evaluated for adoption in British Columbia and may provide a further flexibility for secondary suites
- The *Building Act* is a new act that regulates building and construction in British Columbia.
- Under the *Building Act*, only the Minister Responsible for Housing has authority to set building requirements or regulate building activities. This includes relaxations or modifications to the BC Building Code.

OFFICE OF HOUSING AND CONSTRUCTION STANDARDS

MEETING INFORMATION NOTE

Report: Fires in the Basements of Single-Detached Residential Property

Prepared by:

Carolyn Gisborne
Senior Policy
Analyst
BSSB
778-679-9651

Reviewed by:

Lee Nicol
A/Director, Policy and
Code Development
Building and Safety
Standards Branch

Initial

LN

Date:

Nov 26, 2015

Jarrett Hutchinson
A/Executive Director
Building and Safety
Standards Branch

JH

Nov 26, 2015

Jeff Vasey
ADM
OHCS

JV

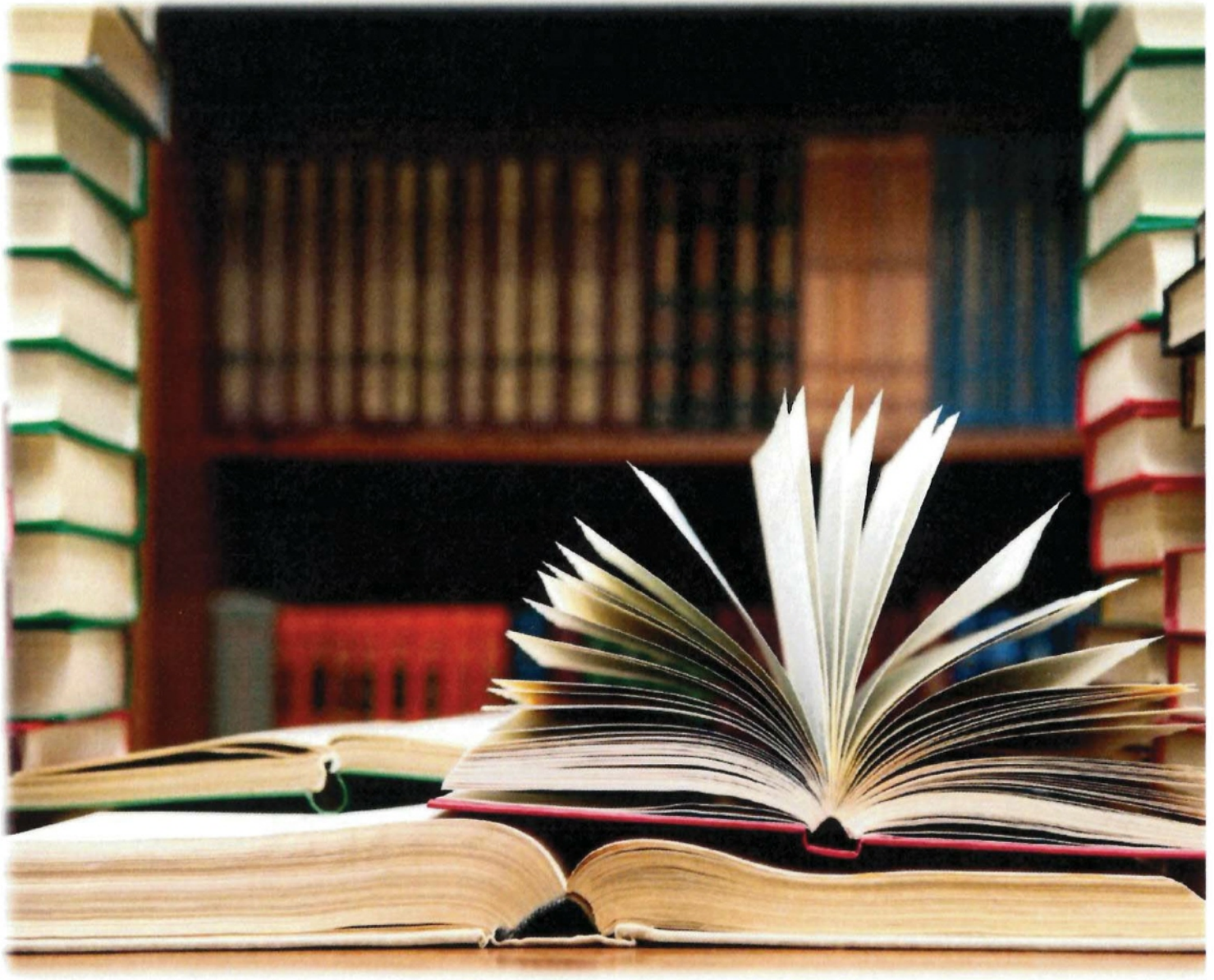
2015/11/27

Cliff#: 20038
Version #: 1
Updated: October 30, 2015

Page 3

Fires in the Basements of Single-Detached Residential Property

A Retrospective Analysis of British Columbia Residential Fires Reported 2008 to 2013



Fire Chief Len Garis and Dr. Joseph Clare

November 2013

Overview of this Research

This report examines the fires that occurred in basements of British Columbia (BC) single-detached residential properties, reported to the BC Office of the Fire Commissioner (OFC) between October 20 2008 and October 19 2013. The data included in this analysis was provided by 296 reporting agencies across the province, sampled from first nations band areas, non-municipal areas (with and without fire protection), and municipal areas. These fires that originated in the basement¹ ($n = 715$) were compared with all other fires that occurred in single-detached residential properties over this period of time ($n = 5,481$). The analysis revealed the following main findings with respect to fires that originated in the basement level of these buildings:

- They were more likely to have been ignited as a result of appliances, electrical equipment, and heating equipment;
- They were more likely to have been detected as a consequence of a smoke alarm activating and were less likely to have been without a smoke alarm;
- They were more likely to have been confined to at least the room of origin and less likely to extend beyond the building of origin;
- There was little in the way of meaningful difference in the method by which the fires were controlled as a function of the level of the building from which they originated;
- There was no difference in the rate of fire-related death as a function of the level of origin for the fire within this sample;
- Fire-related injuries were found to be more frequent for fires that originated in the basement level – a pattern consistent with the increased frequency of smoke alarm activation for this sample of fires, as demonstrated by prior research by the authors; and
- There was no obvious pattern indicating a variation in the frequency of fires by floor of origin as a function of building age. However, fire-related deaths were disproportionately higher for buildings constructed pre-1971.

These findings are discussed with respect to the BC Building Code [1] and the legislated requirements for built-in fire protection for secondary suites, which are regularly located in the basement areas of single-detached residential properties. No specific policy or practice recommendations are made as a consequence of these findings, as this is a retrospective study and there are limitations with the data that prevent specific conclusions being drawn about secondary suites in isolation. This said, in light of the combination of findings presented here, a review of the policy governing building code improvements as they relate to secondary suites would be warranted, with a view to determining if any changes would be appropriate.

Recent History for Residential Suites in BC

In 1995 the BC Building Code [1] was amended to add requirements focused specifically on secondary suites. Secondary suites are “a form of rental housing that is typically affordable, ground-oriented, and market-based... [and] can provide many benefits to homeowners, tenants, and the community” [2: 1]. As it stands,

¹ As will be explained, this includes ‘sub-basements’, and it was not possible to distinguish which of these fires occurred in finished basement suites (as opposed to occurring in the basement area of a house that was either a non-finished basement suite or a basement without a suite).

Part 9 Section 9.36 of the BC Building Code [1] outlines numerous restrictions and specific construction requirements relating to secondary suites, including (but not restricted to) the following:

- The secondary suite cannot exceed 40% of the total living area of the building it is located in, to a maximum area of 90 m² in finished living area;
- The secondary suite must be located within a building of residential occupancy containing only one other dwelling unit;
- The secondary suite must be located in, and part of, a building that is a single real estate entity;
- The ceiling height of the secondary suite can be a minimum of 2.0 m;
- Exit stairs from the secondary suite must have a minimum width of 860 mm;
- Fire separations with a fire resistance rating are required between residential suites, exits, public corridors, and storage garages, unless the building has sprinkler protection;
- Each dwelling unit shall have a second means of egress where the egress door from either dwelling unit opens to a space used by both suites with only one exit;
- Heating, ventilation, and air conditioning (HVAC) systems that serve both suites are to be equipped to prevent the movement of smoke when detected by duct-type smoke alarms;
- Independent smoke alarms are required in each suite; and
- An additional smoke alarm is required to be interconnected between both suites where a 30 min fire separation is proposed.

There are a complex set of issues and challenges associated with secondary suites, as captured in this quote from BC Ministry of Community, Aboriginal and Women's Services [2: 10]:

Given the history of illegal secondary suite housing, there continues to be debate in many communities about whether to legalize. On one hand, legalizing existing suites is difficult due to factors such as health and safety concerns, neighbourhood concerns, and the need to avoid closures of affordable housing stock. On the other hand, the option of continuing to prohibit suites does not stop them from being built, thus deepening the scale of the problem.

Some of the major challenges and issues [2], in point form, include: (a) community acceptance; (b) fairness of utility billings; (c) fairness of property taxes; (d) standards of health and safety; (e) parking; (f) impact on built form; (g) bylaw enforcement; (h) administrative costs; (i) suite registration and licensing; (j) local government liability; (k) variability in the definitions of 'single family'; and (l) security of tenure.

The findings of this report should be interpreted with respect to the fire-specific health and safety concerns that are relevant to secondary suites. Prior to introducing the findings, however, it is important to emphasize that there are caveats associated with the use and interpretation of these findings. The data analysed here covers fires from across the province, but the state of compliance with the BC Building Code standards and the local government bylaws is unknown. As a result, this research is not designed to make any recommendations. Instead, it is a retrospective analysis of the recent outcomes of fires that occurred in the basement areas of residential buildings.

The Scope of the Dataset

The 6,196 fires in single-detached residential properties reported in BC between October 20, 2008 and October 19, 2013, were taken from a larger set of 34,708 fires reported to the BC OFC, 10,640 of which occurred in residential properties.² Therefore, the sample of fires included here represents 58.2% of all residential fires reported during this time period. Overall, this sample included fires that resulted in 403 fire-related injuries and 83 deaths. The final data set was created by selecting fires that occurred in single-detached residential properties (PC3400) and then the origin level of the fire was separated into basement (including 'sub-basement', LV1000) [3] versus all other potential levels of origin. The frequencies of fires, deaths, and injuries across these two groups are presented in Table 1. As explained above, 296 reporting locations across the province submitted reports for fires that were included in this data set.

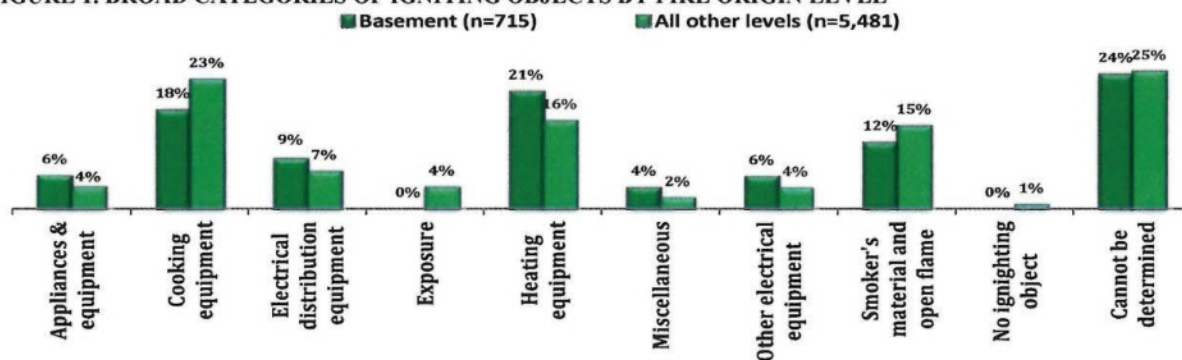
TABLE 1: FREQUENCIES OF FIRES, DEATHS, AND INJURIES BY LEVEL OF FIRE ORIGIN WITHIN SINGLE-DETACHED RESIDENTIAL PROPERTIES

Single-detached residential fires, level of fire origin	# fires	% fires	# deaths	% deaths	# injuries	% injuries
Basement, sub-basement	715	11.5%	10	12.0%	67	16.6%
All other levels	5,481	88.5%	73	88.0%	336	83.4%
Total	6,196	100.0%	83	100.0%	403	100.0%

The Igniting Object that Caused the Fire

The relationship between the broad categories of igniting objects that caused the fires and the level of the fire origin was examined, with results displayed in Figure 1. Throughout this report, the differences that are discussed can all be considered to be statistically significant,³ except where it is clearly specified that this is not the case. Although the percentages in Figure 1 appear relatively close in some cases, given the sample size involved here, meaningful differences were observed between groups for all of the categories. Basement fires were more frequently caused by appliances, electrical distribution equipment, heating equipment, other electrical equipment, and miscellaneous sources. The frequencies for all other broad categories of igniting objects were greater for fires that did not originate from the basement level of these buildings.

FIGURE 1. BROAD CATEGORIES OF IGNITING OBJECTS BY FIRE ORIGIN LEVEL



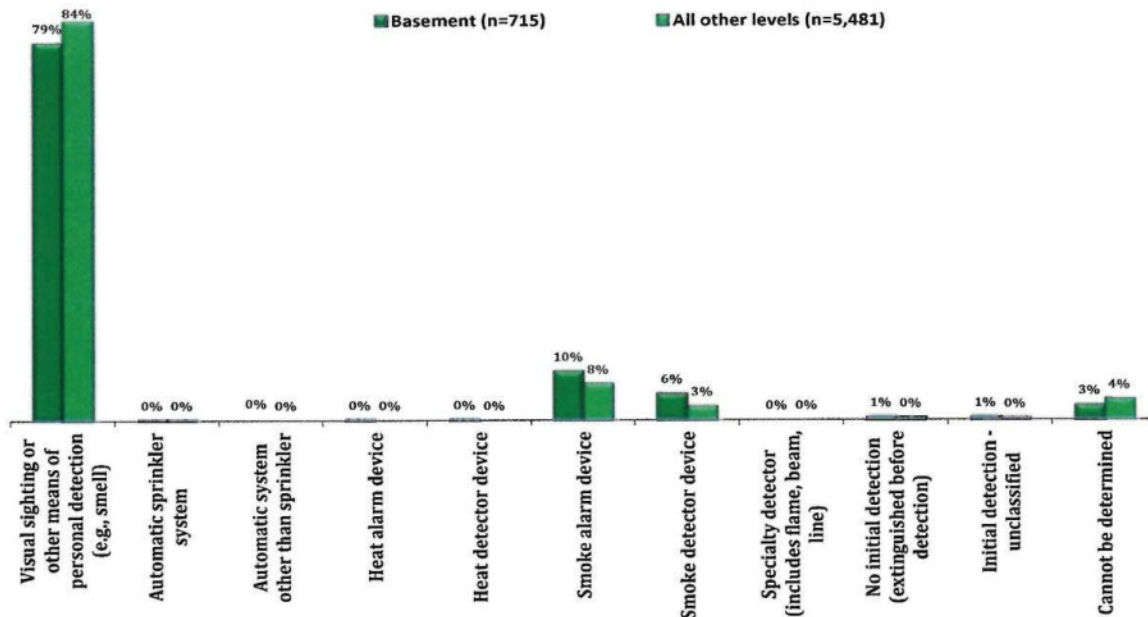
²Property complex coded for "residential use" (PC3100 to PC3900, inclusive), BC Fire Reporting Manual.

³ Statistically significant differences describe a relationship between two variables that is deemed to be too large to have occurred by chance alone, and thus represents a real difference. Conventionally this is deemed to be the case if the probability of a difference of the observed size would have occurred by chance less than 5% of the time. The majority of differences discussed within this report were planned Z-comparisons, designed to compare the relative distributions of non-parametric data within categorical groups.

The Method of Initial Fire Detection

Next, the process by which the fire was initially detected was compared, as a function of the fire origin level within the building (results displayed in Figure 2). The only differences of note between the relative frequencies of these detection methods were: (a) fires that originated in basements were less likely to have been detected by visual sighting or other means of personal detection (79.4% vs. 84.1%), and (b) in aggregate (across smoke alarms and smoke detectors), fires that originated in basements were more likely to have been detected by some type of smoke alarm (15.9% combined, compared with 10.5% of fires in all other areas of the buildings).

FIGURE 2. THE INITIAL PROCESS BY WHICH THE FIRES WERE DETECTED BY FIRE ORIGIN LEVEL



Additional analysis into the smoke alarm functionality indicates this increased detection by working alarms is the result of an increased rate of present, functioning alarms in basements (see Table 2). The frequency at which smoke alarms in basements that experienced fire were present and functioning was significantly greater than for fires experienced in all other areas of these residential buildings, and there was significantly less cases where no smoke alarm was installed in basements that experienced fire (with Z-scores indicated in the table).

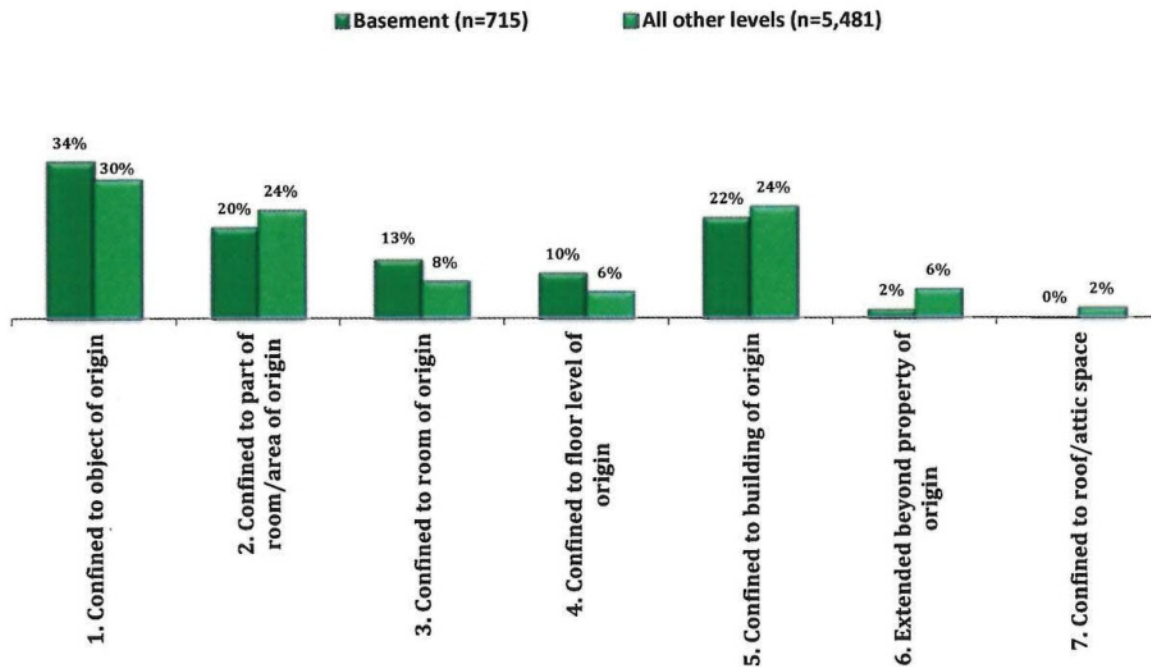
TABLE 2. THE INITIAL PROCESS BY WHICH THE FIRES WERE DETECTED BY FIRE ORIGIN LEVEL

Smoke alarm status	Basement		All other levels		Significance (Z)
	# fires	% fires	# fires	% fires	
Alarm activated	214	29.9%	1,315	24.0%	3.29*
Alarm not activated	179	25.0%	1,348	24.6%	ns
No smoke alarm installed	104	14.5%	1,147	20.9%	-4.47*
Cannot be determined	218	30.5%	1,671	30.5%	ns
Total	715	100.0%	5,481	100.0%	

The Extent of Fire Spread as a Function of Fire Origin Level

The extent of fire spread from the point of origin was also examined as a function of the fire origin level within the buildings, with the results displayed in Figure 3. In combination, fires that occurred in basements were more likely to have been confined to at least the room of origin (66.6% of fires, compared to 61.9% of fires in all other areas of the buildings). In contrast, fires that occurred outside of the basement area were significantly more likely to extend beyond the building of origin (1.7% for basements compared to 6.2% for all other locations).

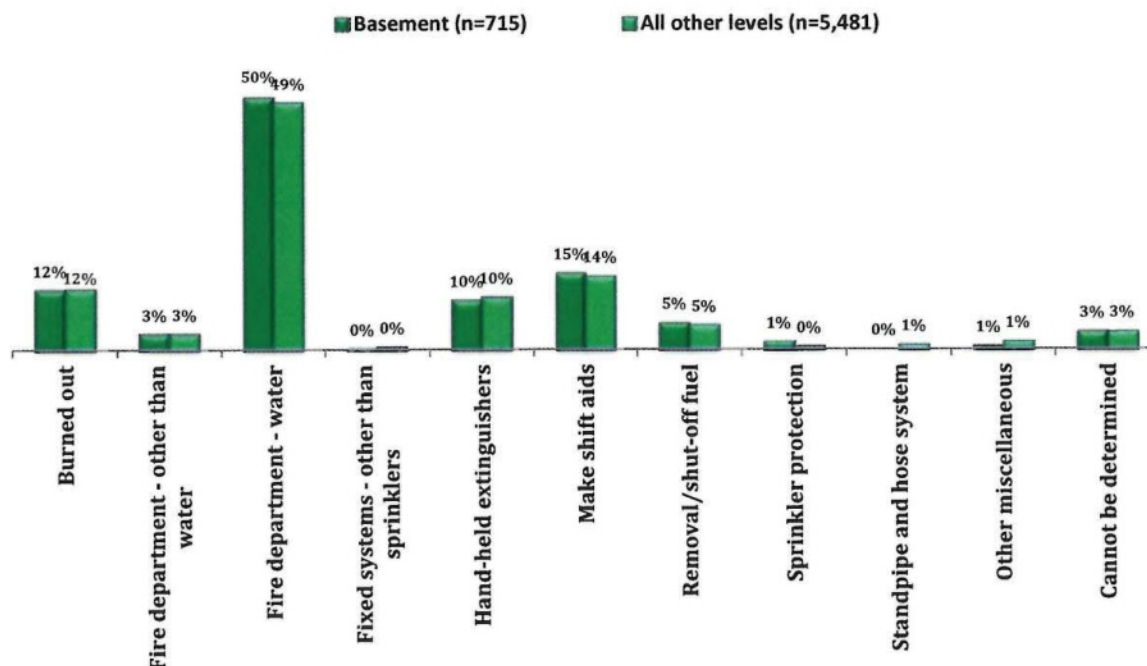
FIGURE 3. THE EXTENT OF FIRE SPREAD BY FIRE ORIGIN LEVEL



The Method of Fire Control as a Function of Fire Origin Level

The various frequencies of the methods of fire control used are displayed in Figure 4, as a function of the origin level of the fire within the buildings. As can be seen from the patterns in this frequency, there is very little meaningful difference between the methods used to control the fires when the patterns for these two groups are compared. The only statistically significant differences showed (a) a small increase in frequency of sprinkler protection in basements (1.4% of fires controlled this way, compared with 0.4% of all other fires); and (b) small increases in the frequencies at which fires that originated in areas other than basements were controlled by fixed systems other than sprinklers (0.1% vs. 0.5%), standpipe/hose systems (0.0% vs. 0.8%), and other miscellaneous methods of control (0.1% vs. 0.5%).

FIGURE 4. THE METHOD OF FIRE CONTROL BY FIRE ORIGIN LEVEL



Fire-Related Casualties as a Function of Fire Origin Level

The overall patterns for fire-related casualties (injuries and deaths) are displayed in Table 3, separated out by the fire origin level within the buildings. The rate ratio for deaths per 1,000 fires demonstrated a non-significant result (14.0 deaths per 1,000 fires in basements, compared to 13.3 deaths per 1,000 fires in other areas), indicating no difference in the rate of deaths for fires between these two groups. There was, however, a significantly greater rate of injuries per 1,000 fires when the fires originated in the basement level of these residential properties (93.7 injuries per 1,000 fires in basements, compared to 61.3 per 1,000 fires in other areas). This pattern is consistent with the increased activation of smoke alarms for fires that originate in the basements – an issue that has been explored in previous work by these authors [e.g., 4, 5].

TABLE 3. FIRE-RELATED CASUALTIES BY FIRE ORIGIN LEVEL

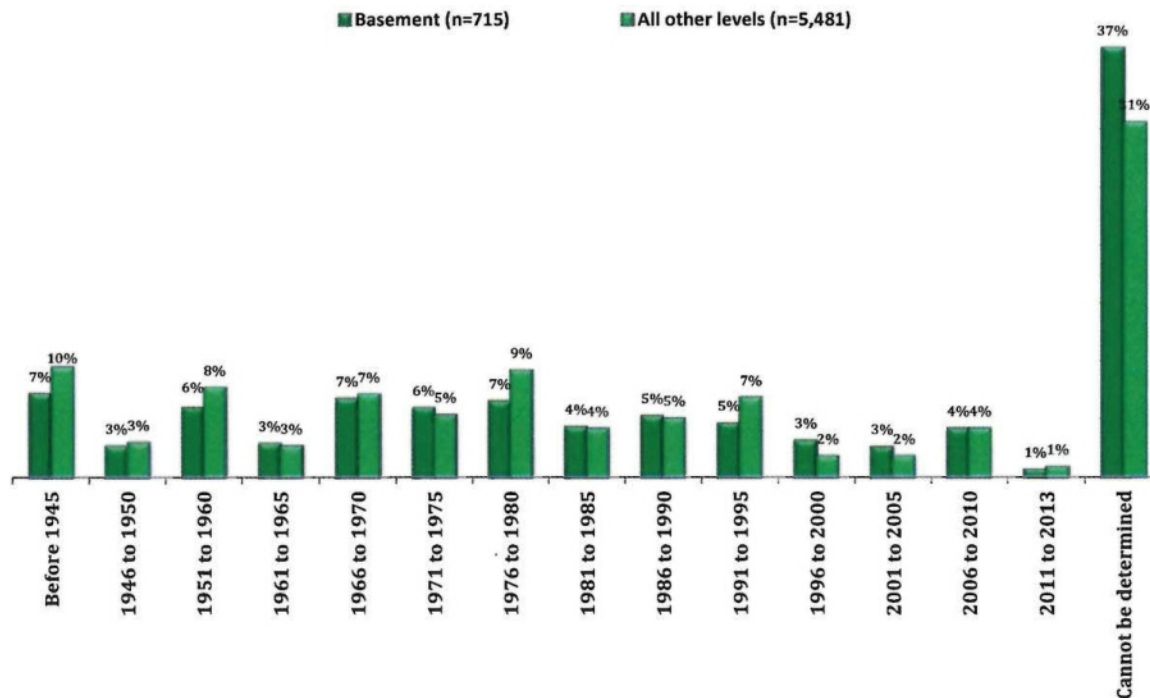
Single-detached residential fires, level of fire origin	# fires	# deaths	deaths per 1,000 fires	# injuries	injuries per 1,000 fires
Basement, sub-basement	715	10	14.0	67	93.7
All other levels	5,481	73	13.3	336	61.3
Total	6,196	83	13.4	403	65.0

Exploring the Relevance of Building Year of Construction for Fire Origin Level

Given the recent history with respect to the amended legislation regarding secondary suites, as discussed above, the patterns for fires as a function of the year of construction was also explored (with findings displayed in Figure 5). It should be noted that this variable is not always completed within the fire incident reports that are submitted to the BC OFC, as demonstrated by the large percentages of fires in both groups for

which the building year of construction could not be determined. Ostensibly, the patterns across these groups appear fairly similar. Interestingly, when the building age was known, regardless of the floor within the building at which the fire originated, 72.9% of all the deaths occurred in buildings that were constructed prior to 1971 despite these buildings making up only 26.8% of the total sample that experienced fires.

FIGURE 5. THE YEAR OF BUILDING CONSTRUCTION (GROUPED) BY FIRE ORIGIN LEVEL



General Summary of Findings and Conclusion

Overall, as explained from the outset, this analysis demonstrated that fires in basements were: (a) more likely to have been ignited as a result of electrical appliances and heating equipment; (b) more likely to have been detected as a consequence of a present, functioning smoke alarm; (c) more likely to have been confined to at least the room of origin; and (d) controlled in much the same way as fires that commenced in other areas of these buildings. In addition to this, there was no difference in the rate of fire-related death as a function of the level of origin for the fire within this sample. This said, injuries were more frequent for fires that originated in the basement level, but this finding is consistent with the increased presence of functioning smoke alarms. Finally, although there was no clear interaction between the frequency of fires, the floor of origin, and the building age, fire-related deaths were disproportionately higher for buildings constructed pre-1971 (regardless of the fire level of origin within the building).

As suggested previously, this paper is not designed to make any specific policy or practice recommendations to building owners, managers, local authorities, or the fire service. Instead, it just acts to retrospectively analyse the available information into fires that occur in the basement levels of residential buildings relative to fires that occur in all other areas of these types of properties. While the findings of this report should be interpreted with respect to the fire-specific health and safety concerns that are relevant to secondary suites, it is important to restate the major caveat associated with the use and interpretation of these findings: the state

of compliance with the BC Building Code standards and the local government bylaws for the fires analysed here is unknown. This research is not intended to address any other issues associated legalizing suites, as discussed above. Its intention is to provide insight into how these occupancies are generally performing when fires occur.

References

1. Office of Housing and Construction Standards, *British Columbia Building Code*, 2006, Ministry of Forests and Range and Minister Responsible for Housing, Office of Housing and Construction Standards.
2. Ministry of Community Aboriginal and Women's Services, *Secondary suites: a guide for local governments*, 2005, Housing Policy Branch Government of British Columbia, Victoria, BC.
3. Office of the Fire Commissioner, *Fire Reporting Manual*, 1993, Ministry of Municipal Affairs, Recreation and Housing, Province of British Columbia: Victoria, BC.
4. Garis, L. and J. Clare, *Smoke alarms work, but not forever: posing the challenge of adopting multifaceted, sustained, interagency responses to ensuring the presence of a functioning smoke alarm*, 2012, Centre for Public Safety and Criminal Justice Research, School of Criminology and Criminal Justice, University of the Fraser Valley.
5. Garis, L. and J. Clare, *Fires that commence on balconies of multi-residential buildings: the importance of an external fire area of origin for residential fire outcomes*, 2013, Centre for Public Safety and Criminal Justice Research, School of Criminology and Criminal Justice, University of the Fraser Valley.

Author Biographical Information

Len Garis is the Fire Chief for the City of Surrey, B.C. and is an Adjunct Professor in the School of Criminology and Criminal Justice at the University of the Fraser Valley and a member of the Institute of Canadian Urban Research Studies, Simon Fraser University. Contact him at LWGaris@surrey.ca.

Dr Joseph Clare was the Strategic Planning Analyst for the Surrey Fire Service (BC) between 2010 and 2013, and is also an adjunct professor in the Crime Research Centre, University of Western Australia, and a member of the Institute of Canadian Urban Research Studies (ICURS), Simon Fraser University. Contact him at joe.clare@uwa.edu.au.

Acknowledgements

Special thanks to the BC Office of the Fire Commissioner for the provision of the BC data discussed in this report. This work would not have been possible without the contributions of this organisation. Additional thanks goes to the Building Standards Branch for BC, who identified this as a relevant research area.

OFFICE OF HOUSING AND CONSTRUCTION STANDARDS

MEETING INFORMATION NOTE

DATE: October 22, 2015

PREPARED FOR: Honourable Rich Coleman, Minister

MEETING DETAILS: Minister meeting with British Columbia Real Estate Association CEO Robert Laing to discuss *Residential Tenancy Act* on November 3, 2015 at 11:30 AM.
Attending: Greg Steves, Executive Director, Residential Tenancy Branch, Office of Housing and Construction Standards.

BACKGROUND:

Robert Laing, CEO of the BC Real Estate Association is interested in discussing the mandated review of the *Residential Tenancy Act*.

The June 2015 Minister's mandate letter includes:

- "Review the *Residential Tenancy Act* and to reduce red tape for tenants and make improvements where appropriate."
- Continue to implement Housing Matters, our provincial housing strategy to ensure citizens are able to find housing that meets their needs across British Columbia

ISSUES:

Limited reviews of the Act were undertaken over the past two years, focused on business transformation, electronic service delivery, fixed term tenancies and administrative penalties. These reviews have been a driving force for our business transformation and are consistent with the commitment made in *Housing Matters*. The focus continues to be on modernizing and streamlining services and processes, and reducing red tape for both tenants and landlords.

BUSINESS TRANSFORMATION:

Dispute Resolution:

Amendments to the *Residential Tenancy Act* and the *Manufactured Home Park Tenancy Act* were passed in the spring to create a new dispute resolution service – a facilitated settlement process - that will promote collaborative problem solving between the landlord and tenant, shifting from adjudication only.

Electronic Service Delivery

When the amendments are brought into force, landlords and tenants will have the ability to do more business online, such as serving notices and providing evidence by email and other electronic means which the legislation does not currently allow.

Cliff#: 19989
Version #: 1
Updated: Oct 22, 2015

Page 1

OFFICE OF HOUSING AND CONSTRUCTION STANDARDS

MEETING INFORMATION NOTE

Other amendments to the *Residential Tenancy Act* currently before the Legislative Assembly will make it easier for landlords to return security and pet damage deposits by allowing those deposits to be returned by electronic transfer at the end of a tenancy. Currently landlords can only return deposits by regular mail or in person.

Fixed term tenancies

Also before the Legislative Assembly are amendments that provide a streamlined process for a tenant to end a fixed term tenancy agreement (lease) to flee family violence or to move into a long-term care facility. The amendments balance the needs and interests of both landlords and tenants and will not involve adjudication by the Residential Tenancy Branch.

Administrative penalties

Staff are currently reviewing the administrative penalty provisions in the legislation as well as the associated policies and processes with a focus on recommendations to streamline and improve this process.

RECOMMENDED RESPONSE:

Service Improvements

- The Residential Tenancy Branch is working to improve its services.
- Services need to evolve to meet citizens' expectations.
- We made a commitment in our provincial housing strategy, *Housing Matters*, to streamline and modernize Residential Tenancy Branch services.
- Modernizing Residential Tenancy Branch services is about ensuring that citizens have better access to information and improved tools to resolve disputes.
- It is also about streamlining services and processes and reducing red tape for both tenants and landlords.
- Significant improvements have been made to improve access through a more user-friendly website, and a more efficient contact centre.
- The Residential Tenancy Branch has made significant improvements to the online application for dispute resolution which:
 - provides an easy-to-use question and answer format;
 - allow landlords to apply online for dispute resolution by direct request—an expedited process for obtaining an order of possession and monetary order for unpaid rent or utilities for undisputed notices to end tenancy; and
 - allow parties to apply online and then submit payment within 3 days to the Residential Tenancy Branch or any Service BC office.

OFFICE OF HOUSING AND CONSTRUCTION STANDARDS

MEETING INFORMATION NOTE

Legislative Amendments

- Recently passed legislative amendments will enable the Branch to provide facilitated dispute resolution services that promote collaborative problem solving between the landlord and tenant and support the prevention and early resolution of disputes.
- When parties have more input into the resolution of their dispute, they are more likely to be satisfied with the outcome.
- The legislative amendments also provide the legal authority to increase opportunities for landlords and tenants to do more business online.
- Proposed legislative changes recently introduced in the Legislature will reduce barriers by allowing tenants to end a fixed-term tenancy (lease) early, in cases where the tenant is fleeing family violence or has been accepted into a long-term care facility.
- Another proposed change to the Act will allow for the electronic return of security deposits and pet damage deposits, reducing time, cost and process for landlords.

<u>Prepared by:</u>	<u>Reviewed by:</u>	<u>Initial</u>	<u>Date:</u>
Audrey Panter Senior Policy Analyst Residential Tenancy Branch Office of Housing and Construction Standards 250-818-5749	Janet Donald Director of Policy Residential Tenancy Branch Office of Housing and Construction Standards	JKD _____	October 26, 2015 _____
	Greg Steves Executive Director Residential Tenancy Branch Office of Housing and Construction Standards	GDS _____	October 27, 2015 _____
	Jeff Vasey Assistant Deputy Minister Office of Housing and Construction Standards	JV _____	October 28, 2015 _____
	Ines Piccinino A/Deputy Minister MNGD	___IP___	___October 28, 2015

Cliff#: 19989
Version #: 1
Updated: Oct 22, 2015

Page 3