

Chronology of Council Direction to Administration Regarding Secondary Suites: 2005-Present

Council Date:	Summary:	Directed to:	Status:	Bylaw/ Report #
2005 July 25	Council approves secondary suites as part of the Low Density Residential Districts Framework in the new Land Use Bylaw (LUB).	Planning Implementation	Complete	LPT2005-45
2007 November 26	Council approves the terms of reference and budget for public consultation and education on secondary suites.	Corporate Properties Group	Complete	LPT2007-61
2007 November 26	Council approves the creation of the Enterprise Housing Program to encourage the development of non-market and low end market housing.	Corporate Properties Group	Ongoing	M2007-08
2008 June 1	LUB 1P2007 comes into force. Secondary suites introduced as a discretionary in R-C2, R-2M, R-2 and M-CG districts and by way of a land use re-designation to R-1s, R-C1s and R-CL1s. Development standard rules for secondary suites are also introduced.	Planning Implementation	Complete	1P2007
2010 June 7	Council approves the following amendments to the secondary suite rules in the LUB: • Changes to the secondary suite terms • Rules requiring a separate entry to suite are removed. • Secondary suites listed as a permitted use in R-2 and R-2M land use districts. • Reduction of parcel width & depth requirements as well as suite size restrictions in order to align with Duplexes • Suite size can be relaxed up to 10%	Planning Implementation	Complete	12P2010
2010 July 26	Council approves amendments to the LUB: • Secondary suites listed as discretionary uses in R-C1N and R-1N • Secondary suites added to 7 multi-residential land use districts and 2 centre city land use districts.	Planning Implementation	Complete	34P2010
2011 March 7	Council receives report LPT2011-11, Secondary Suites Update; directs the following City departments to investigate changes to current practises and regulations for secondary suites: • Building Regulations • Land Use Planning and Policy • Planning Implementation • Office of Land Servicing & Housing	Multi-departmental	Ongoing	LPT2011-11
2011 March 7	REFER back to Administration to examine the potential for listing secondary suites as legal uses in all land use districts with special consideration to: a new enforcement approach to focus on suites that are unsafe or non-compliant.	Office of Land Servicing and Housing	Report to LPT no later than December 2011	LPT2011-11

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2011 March 7	Council directs Administration to amend the LUB so as secondary suites will be listed as permitted uses in those land use districts where they are listed as discretionary, excluding the R-C1N and R-1N land use districts.	Planning Implementation	Complete	33P2011 Council approved on September 12, 2011, CPC2011-093 (M2011-013)
2011 March 7	MOTION ARISING Council directs Administration to examine the A.B.C. requirements for secondary suites with respect to requirements that have a material impact on the construction cost of such suites, but do not have an impact on the safety of those suites. Based on these findings prepare a set of recommended changes to the Code for presentation to the Prov. Gov't.	Building Regulations	Report back to Council no later than 2011 June.	LPT2011-11
2011 March 7	REFER to Administration for a report to the 2011 April 20 SPC on Land Use, Planning and Transportation with some costing around community by community consultation: 1. Direct Administration to undertake a consultative process to consider rezoning R-1, R-C1, and R-C1L to consider amending the Land Use Bylaw to add secondary suites, in attached and detached forms, to be a discretionary use in all districts currently zoned; and R-1, R-C1, and R-C1L within a 2.5km radius of MRU, SAIT, and ACAD, Bow Valley College and U of C; and 2. Direct Administration to undertake a consultative process to consider rezoning R-1, R-C1, and R-C1L to consider amending the Land Use Bylaw to add secondary suites, in attached and detached forms, to be a discretionary use in all districts currently zoned; and R-1, R-C1, and R-C1L within 400m of an LRT station or BRT stop	Land Use Planning and Policy	Report back to SPC on Land Use, Planning and Transportation 2011 April 20	LTP2011-11
2011 April 18	Council approves motion directing administration to utilize the land use district R-1s instead of R-1 on all future outline plan applications and land use redesignations. Administration is to amend the Municipal Development Plan to reflect this change.	Land Use Planning & Policy	Ongoing...awaiting to hear back on official status.	NM2011-10
2011 April 20	SPC on Land Use, Planning and Transportation – TABLE and BRING FORWARD LPT2011-37 for May 18, 2011 meeting	N/A	Complete	LPT2011-37
2011 May 18	APPROVE recommendations in LPT2011-37 and that Council receive the scoping report and costs for information	N/A	Complete	

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2011 June 20	Council receives report on the changes to the Alberta Building Code standards for secondary suites: • Suites existing prior to December 31, 2006 will only be required to abide by the fire code. • A building permit will still be required for the secondary suite. • Process and communication strategy are being developed in order to implement these changes. • Amended recommendation to seek further clarification relating to separate heating, ventilation and air conditioning (HVAC) systems (i.e. Space Heater) and advocate for change if necessary.	Building Regulations	Complete – Building Regulations continues to investigate re: Amended recommendation	E2011-10
2011 June 20	Council receives report on a consultative strategy for adding secondary suites, as discretionary uses, on parcels designated R-C1, R-1 and R-C1L that are close to public transit and post secondary institutions. Option 1 – Inform and Consult by Quadrant Option 2 – Inform and Consult by Ward Option 3 – Inform, Survey and Consult by Community Council directs Administration to come back with 3 options for consultation as well as Option 4 (Inform and Consult by Quadrant) as proposed by Council and provide the cost of a standalone plebiscite on the issue.	Land Use Planning & Policy	Report back to Council September 2011 (September 19, C2011-76)	LPT2011-37
2011 July 25	Notice of Motion by Alderman Carra that Administration return in 2011 November at Budget with BPBC (Business Planning and Budget Coordination) with a scoping report on Land Use Amendments and Policy allowing secondary suites to be contained within semi-detached dwellings. (This was not supported by Council during their budget deliberations)	Planning Implementation with Land Use Planning & Policy	Complete	NM2011-28

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2011 September 19	E2011-12, Secondary Suites and Legal Implications of a Public Vote Council considered: 1. Consider this report in conjunction with City Clerks' report C2011-76 Cost of a Question (Plebiscite) on Secondary Suites; and 2. Direct Administration to undertake the community consultation program outlined in Option 3 in support of its consideration to allow Secondary Suites as Discretionary Uses in R-1, R-C1, and R-C1L districts lying within 2.5 km of Major Educational Institutions and 400m of LRT Stations and BRT Stops. MOTION LOST C2011-76, Cost of a Question (Plebiscite) on Secondary Suites. Council considered: That the Administration recommendations contained in Report C2011-76 be filed and replaced with the following: That Council direct the Law Department to draft a question for Council approval, to be used for a plebiscite to be held in conjunction with the 2013 General Election. MOTION LOST	Land Use Planning & Policy. E2011-12, Secondary Suites and Legal Implications of a Public Vote City Clerks C2011-12, Cost of a Question (Plebiscite) on Secondary Suites	Report Filed Council September 19, 2011	E2011-12 & C2011-76
2012 January 9	Request to Defer, Adopted via Consent Agenda. Reason for recommendation: "To investigate and resolve potential legal implications related to the proposed approach for Enforcement"	Building Regulations / Calgary Fire Department	Report to PUD no later than March 14, 2012	LPT2011-103
2012 March 14	Item reviewed at PUD- concern re: the 'implicit' approval of illegal suites -- one permit approach making the process 'too easy' for illegal suites to be approved	Building Regulations / Calgary Fire Department	Item to be reviewed at April 9, 2012 Council	PUD2012-06
2012 April 9	Council voted to adopt recommendations outlined in PUD2012-06: • Approve Suite Safety program • Conduct pilot project from May 2012-April 2013 (50 suites in all LUD) • Investigate creation of one permit approach to upgrade existing suites • Education and engagement with landlords and tenants re: existing suites • Report on findings no later than June 2013	Multi-departmental	Ongoing	PUD2012-06
2012 April 23	Evaluation of Incentive Programs in the Enterprise Housing Program Council supported the recommendations of SPC on PUD contained in the report. Corporate Services to continue Secondary Suites Grant Program and report back on other matters	PDA (Building Regulations) & Corporate Services (Affordable Housing)	Complete/Ongoing	PUD 2012-11

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2012 December 03	74D2012 (CPC2012-087) Crandell-Hart House Motion Arising (Alderman Demong) That Council direct PDA to report back through SPC on PUD no later than April 2013, on how Administration has been interpreting and applying Council's revised Notice of Motion NM2011-10 Secondary Suites in Undeveloped R-1 Districts, adopted on April 18, 2011. CARRIED Motion Arising (Alderman Demong) Further be it resolved that until this report is completed, Council confirm that NM2011-10 was not intended to apply to partially built-out communities (meaning an area so identified in the applicable ASP) in the Developing Areas, that do not have any lands already designated on R-1s. CARRIED	Land Use Planning Policy	Complete/Ongoing	
2013 May 6	Report CPC2013-036 heard. Recommend Administration to investigate laneway housing (additional units in rear of existing properties accessible from a lane) on the residential properties situated on the east side of 10a Street NW between 3 Avenue NW and Kensington Road. The investigation should address the following: • The potential viability for laneway housing • Land use amendments necessary to allow redevelopment options • Barriers to development opportunities for laneway housing • Mechanisms to address coordination among multiple owners			
2013 July 29	PUD2013-0176 findings and recommendations of the Suite Safety Approach pilot. Recommendations: 1. Undertake a review of existing policies and develop guidelines, including stakeholder engagement, with regards to the Land Use Bylaw to be used by Administration in the review of land use and development permit applications to improve predictability for applicants of secondary suites; 2. Continue to work with the Province of Alberta to provide funding for safe and affordable housing by re-establishing the Secondary Suite Grant Program; and 3. Report to the SPC on Planning and Urban Development with recommendations no later than September 2014.	LUB Sustainment		

Council Date:	Summary:	Directed to:	Status:	Bylaw or Report Number:
2013 September 16,	ADOPT, Moved by Alderman Farrell, Seconded by Alderman Mar, that with respect to Report C2013-0644, the following be adopted as Recommendation 3: 1.a. That Council direct Administration to create a team dedicated to deal with reconstruction of secondary suites impacted by the flood. 1.c. That Council direct Administration to redesignate properties with existing suites impacted by the flood to a land use district that lists secondary suites as a use. 1.e. That Council direct Administration to amend the fee bylaw to remove the land use amendment and development permit fees associated with secondary suites. ADOPT, Moved by Alderman Farrell, Seconded by Alderman Mar, that with respect to Report C2013-0644, the following be adopted: 1.f. That Council lobby the Province of Alberta for legislative changes. MOTION ARISING, Moved by Alderman Carra, Seconded by Alderman Lowe, that with respect to Report C2013-0644, and further to Council's discussion regarding large lots where a basement suite and an above-garage suite could fit, Council direct Administration to proceed with the development of a land use district to address this opportunity, returning to Council through the SPC on Planning and Urban Development no later than 2014 September. 3. That Council refer the remaining alternatives, including inclusionary zoning, to the Secondary Suite Policy update, returning to Council through the SPC on Planning and Urban Development in 2014 September. MOTION ARISING, Moved by Alderman Carra, Seconded by Alderman Lowe, that with respect to Report C2013-0644, and further to Council's discussion regarding large lots where a basement suite and an above-garage suite could fit, Council direct Administration to proceed with the development of a land use district to address this opportunity, returning to Council through the SPC on Planning and Urban Development no later than 2014 September.	1.a. Planning Implementation 1.c. LUPP – LU Amendments 1.e. Council 1.f. IGA 3. LUB Sustainment Motion Arising - LUB Sustainment	Ongoing	C2013-0644
2013 September 16	Council approved Administration's request to defer the report regarding laneway housing in the community of Hillhurst to the SPC on PUD no later than 2013 December (PUD2013-0623).	LUPP – Corridor Program	Passed at Council December 16, 2013	PUD2013-0623
2013 December 16	That the SPC on Planning and Urban Development recommends that Council direct Administration to include the Hillhurst Laneway Housing Investigation in the 2014 Land Use Planning & Policy Corporate Work Program for consideration in conjunction with the Corridor Program.	LUPP – Corridor Program	Passed at Council December 16, 2013	PUD2013-0738
2014 June 9	That Council direct Administration to bring a report to Council on the potential feasibility of setting up a business licence framework for secondary suites by 2014, September 22.	LUB	Referred at Council 2014 September 22 to report back in December 2014	

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2014 September 22	Motion Arising, that with respect to Report PUD2014-0671, Council direct: 1. Administration to establish a Working Group to explore issues related to existing illegal/unsafe secondary suites, including compliance enforcement, reporting, incentives and penalties and that a. The Working Group be comprised of three members of Council and include key Administrative support, and b. City Clerk's consult with all Members of Council to seek their interest in participating on the Working Group; and 2. The Working Group report back directly to Council no later than December 2014 with recommendations on compliance and enforcement matters.		Deferred at Council 2014 November 17 to report back no later than 2015 March	
2014 September 22	Report PUD2014-0671 be referred to Administration to return with a Report that includes: a) Deleting references and recommendations regarding where suites should be located within Calgary; b) Incorporating the relevant elements of General Manager Rollin Stanley's presentation at the 2014 September 10, Standing Policy Committee on Planning and Urban Development that were not contained in the revised report; c) Developing options for a licensing regime for secondary suite landlords; d) Exploring the impact of allowing secondary suites as a discretionary use in R1, RC-1 and R-C1L land use districts, including preparing draft requirements, procedures, and citizen application forms to be used in exercising such discretion, including the following: i. Neighbour consultation be deemed a key priority in exercising such discretion. ii. Such requirements include but not be limited to options for a minimum mandatory neighbour consultation within a specified relevant radius of the applications; and e) Return with a revise report to Council no later than December 2014.	Council		

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2014 November 17	NM2014-42 ADOPT, Moved by Councillor Chabot, Seconded by Councillor Demong, that Councillor Chabot's Revised Motion, Secondary Suite Implementation Initiative, NM2014-42, be adopted, after amendment, as follows: WHEREAS the issue of creating more safe secondary suites is important for many Calgarians; AND WHEREAS there are over 120,000 properties in the City of Calgary that are currently zoned appropriately for secondary suites; AND WHEREAS a secondary suite may have the appropriate land use, but may not be built to Alberta Building codes which makes the suite safe; AND WHEREAS there are many property owners who either are unaware that their secondary suite is illegal or they know that their suite is illegal but choose to rent it out despite that, due to lack of deterrents; AND WHEREAS there is currently no way to determine which existing suites are legal and no current way for renters to know if they are renting or going to be renting a legal secondary suite; NOW THEREFORE BE IT RESOLVED that Council direct Administration to investigate the possibility of establishing an 18 month relaxation for homeowners with current suites to meet with City Officials to determine if their suite is legal and or make application to bring it into compliance; AND FURTHER BE IT RESOLVED that Administration and Law be directed to review the potential to fine owners for a first offence following the 18 month relaxation; AND FURTHER BE IT RESOLVED that Administration identify properties with legal secondary suites on Calgary.ca's interactive map for the creation of a centralized database where renters can find safe secondary suites to rent; AND FURTHER BE IT RESOLVED that any surplus revenue from enforcement fines be put towards affordable housing initiatives. AND FURTHER BE IT RESOLVED that Administration report back on all these items, through the Working Group on Secondary Suites Enforcement no later than Q1 2015. And further, that the In Camera discussions remain confidential pursuant to Section 27(1)(a) of the <i>Freedom of Information and Protection of Privacy Act</i>.		Ongoing	