

AGENDA ITEM NO: 7.16  
MEETING DATE: April 18, 2023

**STAFF REPORT – COVER SHEET**

SUBJECT: Proposed Amendments to Miscellaneous Rates Bylaw (Crime Prevention Services) DATE: April 11, 2023

DEPARTMENT: Public Safety and Social Development PREPARED BY: Karen Stanton

**1. SUMMARY OF ISSUE:**

Amendments to Miscellaneous Rates Bylaw 2001, No. 2750 are proposed to incorporate a fee structure for the following services and programs:

- (1) Crime Through Environmental Design (CPTED) Assessments and Reports;
- (2) Crime Free Multi-Family Residential Program
- (3) Crime Free Multi-Family Training

These programs are provided by the City's Crime Prevention Services staff out of the downtown community policing office (previously the Chilliwack Crime Prevention Society)

**2. RECOMMENDATION:**

Recommendation that "Miscellaneous Rates Bylaw Amendment Bylaw 2023, No. 5289", be given first and second reading.

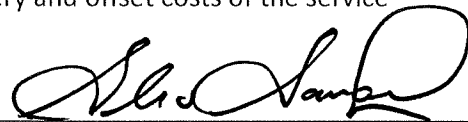
Recommendation that "Miscellaneous Rates Bylaw Amendment Bylaw 2023, No. 5289", be given third reading.



Karen Stanton, Director  
Public Safety and Social Development

**3. FINANCE COMMENTS:**

Revenues charged operate on the principle of cost recovery and offset costs of the service



Glen Savard, Director of Finance

**4. CHIEF ADMINISTRATIVE OFFICER'S RECOMMENDATION/COMMENTS:**

Supports recommendation.



Chris Crosman, CAO

**STAFF REPORT ON  
Proposed Miscellaneous Rates Bylaw Amendments (Crime Prevention Services)**

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|--------------|----------------------|-------------|---|
| PREPARED BY: | <u>Karen Stanton</u> | DATE:       | <u>April 11, 2023</u>                       |
| POSITION:    | <u>Director</u>      | DEPARTMENT: | <u>Public Safety and Social Development</u> |

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**1. DEFINITION OF ISSUE:**

Amendments to Miscellaneous Rates Bylaw 2001, No. 2750 are proposed to incorporate a fee structure for the following:

- (1) Crime Through Environmental Design (CPTED) Assessments and Reports;
- (2) Crime Free Multi-Family Residential Program
- (3) Crime Free Multi-Family Training

These programs are provided by the City's Crime Prevention Services staff out of the downtown community policing office (previously the Chilliwack Crime Prevention Society)

**2. FACTORS:**

**2.1 Crime Prevention Services**

In 2022, the Chilliwack Crime Prevention Society was dissolved, and its services and staff were brought under the City umbrella. This included the following fee-based services which must now be considered within the City's regulatory framework, through amendments to the Miscellaneous Rates Bylaw:

**a. Crime Prevention Through Environmental Design (CPTED) Assessments**

The CPTED assessment educates business owners on prevention of criminal activity occurring on their properties. It includes:

- (i) Daytime and nighttime security assessment of building and business following 4 elements: Natural Surveillance, Access Control, Territoriality and Maintenance; and
- (ii) An illustrated report with suggestions for target hardening to deter criminal activity from being attracted to the business property. This may include specific locking mechanisms on doors and windows, lighting set up, signage, access, and natural surveillance, fencing or barriers.

Depending on the size of the business, the process can take 2 to 4 hours for smaller sites, and up to 6 hours for larger sites. Two city staff are certified to perform CPTED assessments. On average, there are 2-4 requests per month.

**b. Crime Free Multi-Family Housing (CFMH) Program**

This is an effective solution-oriented crime prevention initiative designed specifically to help apartment owners, managers, residents, police and other agencies work together to keep illegal and nuisance activity off rental property. It includes three components:

- (i) A one-day seminar for resident managers and/or owners;
- (ii) A security evaluation of the property and recommendations
- (iii) An annual safety social for the residents hosted by the property owner/manager. Crime Prevention Staff attend to provide crime prevention tips and encourage community involvement.

Following the completion of all three components, the property management will earn the privilege to post signs and use the CFMH logo for marketing purposes. There are currently 43 multi-family housing sites in Chilliwack that have this certification, which must be maintained through an annual safety social (also attended by the CFMH Coordinator).

**c. CFMH Train the Trainer**

This is a specialized 8-hour training group session that is offered on request (typically 1-2 times annually) to train municipal coordinators, outside of the City of Chilliwack, to run a Crime Free Multi Family Housing Program. The City's Crime Free Multi-Family Housing Coordinator is one of two people in BC that are certified to offer this training. Alternative options exist through the International Crime Prevention Association (U.S.A) at a cost of \$250 USD or greater.

**2.2 Proposed Fee Structure**

**a. CPTED Assessments**

The Society has historically charged smaller businesses \$300 (under 4,000 sq.ft) and larger businesses \$500 (over 4,000 sq. ft). Fees are waived for referrals from Victim Services (e.g. vulnerable person that has been a victim of a break-in) and non-profit agencies.

The City has been asked by the Chamber of Commerce if a reduction in these fees could be considered. Recognizing there is a value to the City in terms of potential reduction in policing costs when property owners take pro-active steps to protect their business vs. reacting to crime once it has occurred; and there is a value to the business in terms of avoiding potential business loss (vandalism, theft), it is recommended that a reduced fee be offered to encourage business to take pro-active steps to protect their business:

- \$100 (businesses under 4,000 sq.ft / 370 m<sup>2</sup>);
- \$150 (over 4,000 sq. ft. / 370 m<sup>2</sup>).

Staff are hesitant to recommend a further reduction in fees, as historically, when CPTED assessments were offered free of charge, it was found that property owners were not as likely to follow through on recommendations (as they were, after a fee was implemented). Additionally

It is proposed that fees continue to be waived for non-profit agencies, for Victim Services referrals, and additionally, for RCMP referrals.

As fees have been in place for parks (requests from communities within the UFVRD and outside of Chilliwack), it is proposed that these be maintained to support occasional demand.

**b. Crime Free Multi-Family Housing (CFMH) Program**

It is recommended that the existing crime free multifamily housing program fees be maintained, recognizing staff time and current market acceptance: \$450 (30 or less units); \$600 (over 30 units).

**c. CFMH Train the Trainer**

It is recommended that the CFMH training fee be raised from \$75/person to \$300 / person to recognize the full cost of the program including staff time, training, travel, training manuals, and meeting supplies. This rate is on par with training offered through the International Crime Prevention Association.

**3. RECOMMENDATION & SUBSTANTIATION:**

**Recommendation:**

Recommendation that “Miscellaneous Rates Bylaw Amendment Bylaw 2023, No. 5289”, be given first and second reading.

Recommendation that “Miscellaneous Rates Bylaw Amendment Bylaw 2023, No. 5289”, be given third reading.

**Substantiation:**

The proposed bylaw amendments take into consideration the pre-existing fee structure for CPTED and CFMH services, which are now offered through the City’s Crime Prevention Services division, recognizing cost recovery for the crime free multi housing program, and balancing this with a desire to support business in taking pro-active steps to protect property and prevent crime from occurring, potentially reducing business costs (loss from theft), and policing costs to the community.