



**City of Kingston
Information Report to Council
Report Number 18-001**

To: Mayor and Members of Council
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Paige Agnew, Director, Planning, Building & Licensing Services
Date of Meeting: December 19, 2017
Subject: Residential Rental Licensing – Review of Other Ontario Municipalities

Executive Summary:

Through the consideration of an Interim Control By-Law in the Williamsville, Sydenham and Portsmouth Electoral Districts earlier this year, staff were directed to report back to Council with options and recommendations to help guide appropriate infill and intensification in the three Electoral Districts. A number of short-term and long-term recommendations were approved by Council at its May 2, 2017 meeting ([Report Number 17-139](#)) to address the complexity of land use and other issues identified by residents. One of the long-term recommendations was for staff to re-evaluate the concept of residential rental licensing, building off of the experience of other municipalities that have considered residential rental licensing in the past. The purpose of this report is to provide an overview of the concept of residential rental licensing, a review of other Ontario municipalities that have residential rental licensing programs in place, and an outline of the next steps proposed by staff.

The *Municipal Act, 2001*, was amended in 2007 allowing municipalities to license any business or activity that is considered appropriate in pursuing the public good. Under the new regulations, the City of Oshawa was the first municipality in Ontario to license residential rental units. Since then, several other Ontario municipalities have also passed residential rental licensing by-laws. Residential rental licensing by-laws regulate residential rental units by requiring that landlords operate their properties according to certain standards to ensure that the health and safety of the residents is protected.

Recommendation:

This report is for information purposes only.

December 19, 2017

Page 2 of 11

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Lanie Hurdle, Commissioner, Community Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Desirée Kennedy, Chief Financial Officer & City Treasurer Not required

Denis Leger, Commissioner, Corporate & Emergency Services Not required

Mark Van Buren, Acting Commissioner, Transportation & Infrastructure Services Not required

December 19, 2017

Page 3 of 11

Options/Discussion:**Origin**

Some residential areas of Central Kingston have experienced a significant amount of pressure for infill development over the years that has resulted in the construction of additions and the demolition of existing buildings for the construction of larger scale residential rebuilds and intensification through the conversion of a single-unit dwelling into a dwelling having two or more units. Such developments have raised public concern regarding their impact on the built form and character of the affected neighbourhoods.

In response, the city considered implementing an Interim Control By-Law in early 2017 aimed at limiting new development or alterations to existing development in the Portsmouth, Williamsville and Sydenham electoral districts, being the areas where growth pressures appear to be the greatest. The growth pressures have often been associated with the increasing student population at the two post-secondary institutions (Queen's University and St. Lawrence College) located within this area. At the January 24, 2017 Council meeting, staff were directed by Council to undertake an appropriate land use study in respect of the city's existing policies and regulations regarding residential intensification within the three electoral districts, in order to provide a detailed assessment of development and/or conversion pressures and specific recommendations to guide the future of this area. Council also asked that a Public Meeting be held to receive feedback from residents on the draft Interim Control By-Law and directed staff to report back to Council with options/recommendations.

A comprehensive report ([Report Number 17-139](#)) was provided to Council on May 2, 2017 that offered information related to:

- The Official Plan policy framework that guides infill and intensification in the city;
- The existing zoning by-laws and the new city-wide Zoning By-Law Update;
- The purpose of an Interim Control By-Law and a review of interim control by-laws in other Ontario municipalities;
- The land-use planning concerns and other issues identified through the public consultation process;
- The merits and limitations and risks of implementing an Interim Control By-Law in the three electoral districts; and
- An alternative approach that included a number of short-term and long-term recommendations to respond to the complexity of land use and other issues identified through the public consultation process.

While several issues identified by residents related to land use planning matters, the following additional concerns were raised:

- Addition of illegal units to existing dwellings;
- Conversion of single family homes into commercial ventures by absentee landlords;
- Buildings in run down condition;
- Lack of proper maintenance of properties;

December 19, 2017

Page 4 of 11

- Disruptive behaviour;
- Garbage; and
- Noise violations.

The recommendations of [Report Number 17-139](#) were endorsed by Council at its May 2, 2017 meeting. One of the long-term recommendations was for staff to re-evaluate the concept of residential rental licensing, building off of the experience of other municipalities that have considered residential rental licensing in the past. The recommendation related to residential rental licensing is provided below:

That staff be directed to re-evaluate the appropriateness of implementing residential rental licensing and report back to Council with the findings.

Residential Rental Licensing

The *Municipal Act, 2001*, was amended in 2007 allowing municipalities to license any business or activity that is considered appropriate in pursuing the public good. Under the new regulations, the City of Oshawa was the first municipality in Ontario to license residential rental units. Since then, several other Ontario municipalities have also passed residential rental licensing by-laws. Residential rental licensing by-laws regulate residential rental units by requiring that landlords operate their properties according to certain standards to ensure that the health and safety of the residents is protected.

The primary purpose of residential rental licensing is to protect the residents of rental units by ensuring that the units comply with applicable regulations that relate to health, safety and welfare of residents, and to provide a mechanism to address substandard development. While the *Building Code* and *Fire Code* are in place to ensure that residential buildings are constructed and/or altered safely, proper maintenance of a building after initial approval is the responsibility of the property owner. Residential rental licensing by-laws enable municipalities to apply additional requirements to rental units to ensure that the health and safety of tenants is maintained (i.e. through regular inspections, requiring proof of insurance, a fire safety plan, etc.). Residential rental licensing programs can also be used to complement existing tools that a municipality already has such as by-laws relating to property standards, yards and solid waste.

Some of the potential advantages of residential rental licensing are:

- It provides for safer rental accommodation;
- It improves quality of life for renters;
- A licensing by-law can be tailored such that it applies to both new and existing rental housing;
- A licensing by-law can be tailored to regulate the number of bedrooms that are made available for rent within a unit to address overcrowding and to ensure there is adequate common amenity area available;
- A licensing by-law could provide greater opportunities for property standards enforcement through a regular scheme of mandatory inspections of rental properties;

December 19, 2017

Page 5 of 11

- A licensing by-law may reduce the negative impacts that a rental property may have on a surrounding neighbourhood by ensuring that the property complies with all applicable by-laws with respect to exterior maintenance; and
- It may result in increased property values for rental properties.

Some of the potential drawbacks and limitations of residential rental licensing are:

- A licensing by-law would result in an increased cost to the city (additional staff for administration and enforcement) and to landlords (licensing fee and costs to bring rental housing into compliance);
- Licensing rental housing could lead to higher rents and as such may have an impact on affordable housing;
- Such by-laws could be considered discriminatory based on the various grounds listed in the Ontario *Human Rights Code*;
- Licensing rental housing may not be effective in addressing behavioural issues;
- Licensing rental housing does not address the issue of conversion of single unit dwellings into rental accommodation; and
- Residential rental licensing should not be considered as an alternative to enforcement of existing by-laws.

Ontario Human Rights Commission

Over the past few years, the Ontario Human Rights Commission (OHRC) has been monitoring and reviewing various municipal approaches to regulating private rental housing. The OHRC released a guide in 2014 to assist municipalities in ensuring that their rental housing regulatory practices do not create barriers and discrimination in housing for groups protected by the Ontario *Human Rights Code* (the Code). The Code prohibits actions that discriminate against people based on any of the fourteen protected grounds which include age, family status, marital status, receipt of public assistance, etc. The OHRC has consistently raised concerns about provisions in residential rental licensing by-laws regarding minimum separation distances, bedroom caps, gross floor area requirements and living spaces that go beyond what is required by the *Building Code*, and other issues that appear to target certain Code-protected groups or result in differential treatment of these groups.

The guide – ‘Room for everyone: Human rights and rental housing licensing’ – gives an overview of human rights responsibilities in licensing rental housing and makes the following recommendations to help municipalities protect the human rights of tenants:

- Consider the Ontario *Human Rights Code* before drafting the by-law and refer to the Code in the by-law;
- Consult with Code-protected groups;
- Make sure that meetings about the by-law do not discriminate;
- Roll out the by-law in a consistent, non-discriminatory way;
- Work to secure existing rental stock;
- Avoid arbitrary bedroom caps;
- Avoid gross floor area requirements that exceed the Building Code;

December 19, 2017

Page 6 of 11

- Eliminate per-person floor area requirements;
- Eliminate minimum separation distances;
- Enforce the by-law against the property owner, not the tenants;
- Protect tenants in cases of rental shut down;
- Monitor for impacts on Code group; and
- Make sure licensing fees are fair.

When adopting a residential rental licensing by-law, the guide directs municipalities to ensure that:

- A residential rental licensing by-law was adopted to achieve a rational planning purpose;
- The municipality held a good faith belief that it needed to adopt the by-law or the requirement to achieve that purpose; and
- The by-law requirement was reasonably necessary to accomplish its purpose or goal, in the sense that other, less discriminatory alternatives would present undue hardship relating to health and safety or financial factors.

The OHRC recommends applying licensing by-laws to an entire municipality so that no groups of persons living in a specific area are subjected to differential treatment.

Review of Other Ontario Municipalities

Staff have consulted with other Ontario municipalities that have residential rental licensing by-laws in place, including Oshawa, Waterloo, London and North Bay. Below is a summary of this review.

- Purpose of residential rental licensing: In all cases, the issues that originally gave rise to the consideration of residential rental licensing originated from a defined geographic area of the municipality, particularly around post-secondary institutions. Residential rental licensing was implemented to respond to one or more of the following issues:
 - To address uncontrolled growth of rental housing;
 - To address the illegal conversion of single-detached dwellings into lodging houses;
 - To address property standards and other by-law enforcement issues that address health and safety issues (i.e. lot maintenance, parking, noise, etc.);
 - To ensure that rental properties comply with the Fire Code and the Building Code;
 - To deal with absentee/negligent landlords;
 - To take a proactive approach to addressing substandard housing conditions that are likely to adversely affect the residents of rental properties; and
 - To protect the residential amenity, character and stability of residential areas.
- Geographic extent: Oshawa is the only municipality that has implemented its residential rental licensing program in a specific geographic area in the vicinity of Durham College and the University of Ontario Institute of Technology. All other municipalities have implemented their residential rental licensing programs at a city-wide level. The City of

December 19, 2017

Page 7 of 11

North Bay started with a phased-in approach with the residential rental licensing by-law now covering the entire municipality.

- Types of residential development that is licensed: Generally speaking, development subject to a residential rental licensing by-law is the low density, low rise type of residential development. Rental units in apartment buildings are generally exempt. The rationale behind this approach is that buildings with a larger number of dwelling units are generally subject to Site Plan Control and also have additional safety construction requirements as part of the Building Code and the Fire Code. These types of rental buildings are typically managed by property management companies, have on-site staff, have dedicated garbage storage areas and have adequate parking arrangements.
- Effectiveness: Most municipalities are seeing increased levels of compliance with the program. The program has been effective in addressing issues related to property standards, garbage, parking and compliance with the zoning by-law, Fire Code and the Building Code. Municipalities have seen a decline in property-related by-law complaints. On the other hand, in North Bay, the program worked well when first introduced. However, more recently, an increasing number of landlords are operating rental properties without a license and enforcement has been the biggest challenge for the city.
- Challenges: Some of the challenges identified by other municipalities around residential rental licensing by-laws are as follows:
 - The introduction of the by-law faced opposition from landlords;
 - The review of a proposed residential rental licensing by-law by the Ontario Human Rights Commission can be a lengthy process;
 - Many landlords are still operating rental units without a license;
 - Enforcement of the by-law can be a challenge if there are not adequate staff resources available;
 - A residential rental licensing program is resource intensive; and
 - In some cases, the by-laws faced legal challenge.
- Application requirements: The following is a consolidated list of information and/or documentation required by other municipalities as part of the application submission. It should be noted; however, that not all municipalities have the same application requirements:
 - Completed application form and fees;
 - Property owner information – to facilitate contact with the property owner(s);
 - Proof of ownership;
 - If the property owner is not local, a local contact;
 - Property maintenance plan – to address garbage storage, snow removal and general upkeep of the property;
 - Parking plan – to ensure that the number, dimensions and location of parking spaces are in compliance with the zoning by-law;

December 19, 2017

Page 8 of 11

- Floor plan – to determine the proposed use and to ensure compliance with applicable codes and the zoning by-law;
 - Proof of insurance for property damage and bodily injury;
 - A signed self-certification checklist – to indicate compliance with applicable regulations and by-laws;
 - Fire safety plan – to ensure adequate fire evacuation routes, points of egress and fire suppression equipment are provided;
 - Electrical Safety Authority (ESA) Certificate – to ensure that the property complies with ESA regulations;
 - HVAC inspection certificate, if the building has HVAC equipment – to ensure that the HVAC system is safe and functional; and
 - Police clearance certificate – to ensure that the property owner does not have a history of criminal activity which may compromise tenant safety.
- Fees: The fees are generally based on a five-year cost recovery basis, funded by the user and not all taxpayers.
 - Impact on staffing and work load: Most municipalities increased their staffing complement when the residential rental licensing by-laws were implemented. Staff from various departments have been involved in the licensing process, including Enforcement, Planning (for zoning compliance and for developing the by-law), Building (for Building Code compliance for developing the by-law), Fire (for Fire Code compliance for developing the by-law), Legal and Clerk's (for developing the by-law), and Information Technology (for tracking purposes and process improvement).
 - Impact on affordability: There do not appear to be any studies to prove or disprove that such by-laws have had an impact on the affordability of private rental accommodation.
 - Amendments to the by-laws: Generally speaking, the municipalities have had some housekeeping amendments to their by-laws. Aside from the minor changes, the notable amendments include the introduction of a licensing demerit point system by Oshawa and an expansion of the area when the residential rental licensing program applies. The demerit point system is intended to deal with the chronic/repeat offenders who could end up losing their license if they do not comply with the by-law and the conditions of their license. The City of Waterloo initially contained per person gross floor area requirements in its by-law and also required tenant information to be included as part of the application submission. These requirements were removed after objections were raised by the Ontario Human Rights Commission and the Information and Privacy Commissioner of Ontario, respectively.
 - Variance process: A variance process has been established by the City of North Bay to allow a property owner whose property does not meet a licensing requirement with respect to the number of bedrooms within a rental unit, to apply for a variance to obtain a license.

December 19, 2017

Page 9 of 11

- Legal challenges: The Cities of London, Waterloo and North Bay have faced legal challenges respecting their residential rental licensing by-laws:
 - London: In 2010, a landlords association made an application to the Superior Court of Justice to have London's residential rental licensing by-law quashed, claiming that the by-law: conflicted with the *Residential Tenancies Act*; violated the *Municipal Freedom of Information and Protection of Privacy Act*; discriminated in accommodation on the basis of age, marital status and receipt of public assistance; and was illegal. The Court's decision upheld the legality of the by-law.
 - Waterloo: In 2013, the operator of two purpose built residential townhouse complexes in Waterloo applied for judicial review of Waterloo's residential rental licensing by-law, on the grounds that the by-law was a taxing statute and that it was discriminatory against the occupants in townhouse tenancies on the basis of "family status". The Divisional Court's decision upheld the by-law and dismissed the application for judicial review.
 - North Bay: North Bay's by-law is currently under judicial review, with a hearing expected in February 2018.

Exhibit A includes an overview of the residential rental licensing by-laws of Oshawa, Waterloo and London, and also includes a review of other Ontario municipalities that are currently considering and those that have considered residential rental licensing in the past.

Current Rental Housing Environment in Kingston

In 2011, the city had a total of 52,415 dwelling units, of which 20,105 were renter-occupied (2011 National Household Survey). Of the total dwelling units, 7,845 units were located in apartment buildings containing five or more storeys (2011 Census). The city currently has a total of 53,518 private dwellings, of which 21,620 are renter-occupied (2016 Census). According to the Canada Mortgage and Housing Corporation (CMHC), the city had a total of 13,466 private apartment units (defined by CMHC as any building containing three or more rental units) as of October 2016. Exhibit B shows the geographic distribution of renter-occupied units as a percentage of total dwelling units across the city based on the 2011 Census and the 2011 National Household Survey. Renter-occupied units are generally concentrated in Central Kingston and in Kingston East, on the Canadian Forces Base (CFB).

Consideration of Residential Rental Licensing in Kingston

The issues surrounding rental housing are not new or unique to Kingston. Residential rental licensing has been previously considered by the city as part of the Central Accommodation Review project ([Report Number PC-15-031](#)). However, through the review, it was recommended that residential rental licensing not be pursued by the city at that time.

Many of the ongoing concerns from residents directed to the city's enforcement staff include concerns over parking, general maintenance and upkeep of rental properties, illegal units and overcrowding, litter, noise and nuisance. The city has a number of regulatory by-laws in place to address such concerns, including the Property Standards By-Law, Yards By-Law, Noise By-

December 19, 2017

Page 10 of 11

Law, Parking By-Law and Garbage By-Law. Staff from the Licensing and Enforcement Division are currently working on a Nuisance Party By-Law intended to address behaviour specific to the context of large social gatherings/parties. The city's five principal zoning by-laws regulate matters such as the use of land and associated standards.

The city has been carrying out proactive enforcement of the Property Standards By-Law and the Yards By-Law at specific times in a number of affected areas of the city. Despite enhanced proactive enforcement efforts, staff are continuing to receive complaints respecting residential rental properties regarding non-compliance with city by-laws and other health and safety standards.

The city is considering residential rental licensing primarily for the following reasons:

- To address substandard conditions in rental units;
- To address illegal rental units (i.e. those that don't comply with the zoning by-law(s));
- To ensure rental properties are maintained over time according to applicable regulations;
- To make landlords more accountable by placing the onus on them to demonstrate compliance with applicable by-laws and standards; and
- To strengthen enforcement of other city by-laws.

Staff also believes that there is no single tool that can be used to comprehensively address the complexity of issues surrounding rental housing, and that a combination of tools would need to be utilized to respond to the issues.

Next Steps

Staff from the Planning, Building & Licensing Services Department are drafting preliminary options for a residential rental licensing framework and will test them through a public consultation program in early 2018. Some of the key stakeholders include residents, landlords, tenants, the Ontario Human Rights Commission and representatives from post-secondary institutions. Staff are currently undertaking a cost-benefit analysis, including a discussion of potential costs and resource requirements to determine if licensing of residential rental units is feasible. Staff will report back to Council in the spring of 2018.

Existing Policy/By-Law:

Municipal Act, 2001

Notice Provisions:

Not applicable

Accessibility Considerations:

Not applicable

December 19, 2017

Page 11 of 11

Financial Considerations:

Not applicable

Contacts:

Paige Agnew, Director, Planning, Building & Licensing Services 613-546-4291 extension 3252

Sukriti Agarwal, Project Manager, Planning Division 613-546-4291 extension 3217

Other City of Kingston Staff Consulted:

Not applicable

Exhibits Attached:

Exhibit A Review of Other Ontario Municipalities

Exhibit B Map Showing the Geographic Distribution of Renter-Occupied Units in Kingston

Residential Rental Licensing in other Ontario Municipalities

Municipality	Fees	What Units Require a License	Bedroom Limit	Staffing Requirements/ Financial Implications
<p>Oshawa (Vicinity of Durham College and the University of Ontario Institute of Technology)</p> <p>Schedule K to By-Law Number 120-2005, passed in 2008</p>	<ul style="list-style-type: none"> • Non-refundable application fee - \$75 • First time applicant - \$500 • Annual Renewal if submitted 60 days or more prior to expiry - \$360, \$500 thereafter 	<ul style="list-style-type: none"> • All residential rental properties <p>Exempt:</p> <ul style="list-style-type: none"> • a rental unit that is occupied by all owners of the rental unit as their sole residence and in which no more than two (2) bedrooms are occupied by tenants. • a “housing project” as that term is defined in the Housing Services Act, 2011 	<ul style="list-style-type: none"> • Limits the number of bedrooms in a rental unit to five within the Simcoe Street Corridor, and to four elsewhere 	<p>In 2008, the proposed by-law contemplated a licensing fee of \$250 which was less than the anticipated cost of administration of the Licensing By-law respecting a rental unit for one year.</p>
<p>London (Citywide)</p> <p>By-Law CP-19, passed August 30, 2011</p>	<ul style="list-style-type: none"> • Initial application - \$165.00 • Annual Renewal - \$55.00 • If a fire inspection is required - \$171 <p>A new license is required if the property changes ownership.</p>	<ul style="list-style-type: none"> • Any building containing four or less rental units and converted dwellings (including secondary dwelling units). <p>Exempt:</p> <ul style="list-style-type: none"> • Rental units in an 	<ul style="list-style-type: none"> • Bedroom limit is separate from the licensing by-law. The Zoning By-law limits bedrooms to 5 in a dwelling unit. 	<p>In 2008, staffing requirement was anticipated as follows:</p> <ul style="list-style-type: none"> • 2 property standards officers • 1 customer service representative <p>In 2009, staffing</p>

Municipality	Fees	What Units Require a License	Bedroom Limit	Staffing Requirements/ Financial Implications
		<p>apartment building, stacked townhouse, townhouse</p> <ul style="list-style-type: none"> Rental unit that constitutes the principal residence of the registered owner, and temporarily rented for no greater than 12 consecutive months in a 24-month period, and the owner intends to reoccupy the unit. 		<p>requirement was reduced to 1 property standards officer and 1 customer service representative.</p> <p>It was anticipated that the cost of two inspectors and one customer service representative, yearly cost for inspections and administration would be \$230,000. A licensing registration fee of \$150 collected at year 1 and year 6 (unless there is a change of ownership), was anticipated to bring in a revenue stream of \$1,875,000 over the five year period.</p>
<p>Waterloo (Citywide)</p> <p>By-law 2011-047, passed May 9,</p>	<ul style="list-style-type: none"> Preliminary consultation \$68.15 Fee varies from \$374.82 to \$757.30 depending upon the class of license 	<ul style="list-style-type: none"> Any low rise building containing 3 or less rental units (including single-detached dwellings, semi- 	<ul style="list-style-type: none"> Class 'A' license is required by rental units that are not covered by any of the other classes. Class 	<p>In 2011, staff requirement was anticipated as follows:</p> <ul style="list-style-type: none"> 1 program

Municipality	Fees	What Units Require a License	Bedroom Limit	Staffing Requirements/ Financial Implications
<p>2011; came into effect April 1, 2012</p>	<p>and number of bedrooms in a rental unit</p> <ul style="list-style-type: none"> • Separate fee schedule for townhouses in block ownership • Annual renewal fee varies from \$224.89 to \$413.07 • Fees set to fully recover the costs of administering and enforcing the program 	<p>detached, duplexes, triplexes, converted dwellings, townhomes) and</p> <ul style="list-style-type: none"> • any owners renting out one, two, three or four bedrooms in their residential unit <p>Exempt:</p> <ul style="list-style-type: none"> • a student residence operated by a University or College and zoned “BI” under the relevant Zoning By-Law; • an Apartment Building; • a Group Home; • a hotel, inn or bed and breakfast; or, • a Rental Unit to which any of the following statutes, or their regulations, apply: <ul style="list-style-type: none"> • the Homes for Special Care 	<p>‘A’ license permits a maximum of four bedrooms for rent in a rental unit</p> <ul style="list-style-type: none"> • Class ‘B’ licenses are for owner occupied rental properties and permit a maximum of four bedrooms for rent • Class ‘C’ license is for rental units with more than five bedrooms (boarding houses, lodging houses or rooming houses) • Class ‘D’ license is for existing lodging houses • Class ‘E’ is for a temporary rental unit (up to 36 months) • Class Z: Required for rental units in buildings that contain four or more dwelling units, where the dwelling units are horizontally 	<p>administrator</p> <ul style="list-style-type: none"> • 3 property standards enforcement officers • 1 fire prevention officer • 1 full time and one part-time planning position • 1 part time Amanda program administer (full time for the first two years after which the position would become part time) <p>In the Residential Rental Housing Program model, there were anticipated to be deficits in 2011, 2012, and 2013 and surpluses in 2014, 2015, and 2016. In 2012 and 2013 however, more</p>

Municipality	Fees	What Units Require a License	Bedroom Limit	Staffing Requirements/ Financial Implications
		<p>Act, R.S.O. 1990, c. H.12, as amended;</p> <ul style="list-style-type: none"> • the Inkeepers Act, R.S.O. 1990, c. 17, as amended; • the Long-Term Care Homes Act, 2007, S.O. 2007, c. 8, as amended; • the Retirement Homes Act, 2010, S.O. 2010, c. 11, as amended; and, • the Social Housing Reform Act, 2000, S.O. 2000, c. 27, as amended; • social housing or affordable housing that is not subject to Social Housing Reform Act, 2000, S.O. 2000, c. 27, as amended, but which is subject to an 	<p>separated</p>	<p>applications were received than originally projected, resulting in a surplus.</p>

Municipality	Fees	What Units Require a License	Bedroom Limit	Staffing Requirements/ Financial Implications
		<p>agreement with the Regional Municipality of Waterloo and which has been approved for exemption by the Director.</p>		
<p>North Bay [Currently under judicial review]</p> <p>(Phased-in approach: Initially applied to a specified geographical area, expanded across the City in 2016)</p> <p>By-Law Number 2011-184 came into effect January 1, 2012, which was later repealed. An updated By-law 2012-55 came into effect on</p>	<ul style="list-style-type: none"> • Each rental unit - \$300 • Renewal fee (every 2 years) - \$300 • Late Payment Fee - \$25.00 • Appeal Fee - \$50.00 • Variance Application Fee - \$300.00 	<p>All dwelling units that are used for rental accommodation, where:</p> <ul style="list-style-type: none"> • They are zoned for low density residential use, being: R1, R2, R3, R5, RM1, RM2 Zones <p>Exempt:</p> <ul style="list-style-type: none"> • A “housing project” as that term is defined in the Housing Services Act, 2011 • An apartment building (building containing four or more dwelling units) • A rental unit occupied by one tenant, in 	<p>Limits the number of bedrooms occupied by tenants in a rental unit to 5.</p> <p>Permits variances with respect to the number of bedrooms.</p>	<p>No increase in staffing after implementation of the Licensing By-Law.</p>

Municipality	Fees	What Units Require a License	Bedroom Limit	Staffing Requirements/ Financial Implications
March 5, 2012		which no more than one other bedroom is occupied by a tenant <ul style="list-style-type: none"> • A rental unit occupied by the owner as their sole residence and in which no more than two bedrooms are occupied by tenants 		
Thorold (Citywide) Council approved a by-law on November 17, 2017. By-law 105-2017 to come into force on January 1, 2018.	<ul style="list-style-type: none"> • \$500.00 fee (initial application) • valid for 2 years • Renewal fee: \$400 if granted prior to the license expiring, otherwise \$500. 	All existing and new residential rental properties within the municipality Exempt: <ul style="list-style-type: none"> • Apartments (5 or more units) • Dwellings in which the homeowner(s) reside: they may rent up to two rental bedrooms without a license • Student residence/dormitory operated by a University, College or private operator 	No limit on the number of bedrooms. It is proposed that the number of bedrooms/habitable rooms per parking space will be regulated by the new Comprehensive Zoning By-Law.	\$152,626 for the hiring of two full time By-law Enforcement Officers The Residential Rental Licensing Program is designed to be self-sufficient. Once it is in force, the licensing fees will pay for all costs associated with the Program and there will be no funds required from the general tax levy. 2017 overrun of

Municipality	Fees	What Units Require a License	Bedroom Limit	Staffing Requirements/ Financial Implications
		<p>provided it is zoned as such under the Zoning By-Law</p> <ul style="list-style-type: none"> • hotel, an inn or bed and breakfast • a group home • a rental unit to which any of the following statutes apply: <ul style="list-style-type: none"> • <i>The Homes for Special Care Act,</i> • <i>The Innkeepers Act,</i> • <i>The Long-Term Care Homes Act,</i> • <i>The Retirement Homes Act,</i> • <i>The Social Housing Reform Act</i> 		<p>\$69,882</p> <p>Capital expenditure costs to include: two (2) By-law cars and two (2) sets of office furniture.</p>
<p>Hamilton [Council decided against a proposed by-law in 2013]</p>	<ul style="list-style-type: none"> • \$192 per unit • annual renewal fee: \$100 per unit 	<p>Rental building in the City containing from one-to-six dwelling units, including a building which is a single detached</p>	<p>-</p>	<p>Hamilton anticipated a total of seventeen new FTEs phased over a three year period:</p> <p>Proactive</p>

Municipality	Fees	What Units Require a License	Bedroom Limit	Staffing Requirements/ Financial Implications
		<p>dwelling.</p> <p>Exempt:</p> <ul style="list-style-type: none"> • a bed and breakfast, hotel or motel • lodging house • a residential care facility • a dwelling unit to which any of the following Acts or their regulations apply: <ul style="list-style-type: none"> (i) <i>Homes for Special Care Act</i>; (ii) <i>Long Term Care Homes Act, 2007</i>; (iii) <i>Social Housing Reform Act, 2000</i>. 		<p>enforcement team:</p> <ul style="list-style-type: none"> • 5 Enforcement Officers • 1 By-law Clerk <p>Licensing specific staff</p> <ul style="list-style-type: none"> • 1 Senior Project Manager • 1 Application Analyst • 1 Fire Inspector <p>Administrative and enforcement staff</p> <ul style="list-style-type: none"> • 4 Enforcement Officers • 1 Fire Inspector • 1 Licensing Clerk • 1 Licensing Facilitator <p>Hamilton Fire Department</p> <ul style="list-style-type: none"> • 1 Inspector <p>Implementation of the proposed by-law</p>

Municipality	Fees	What Units Require a License	Bedroom Limit	Staffing Requirements/ Financial Implications
				was anticipated to have a net levy impact of \$600,000 in the first year and reduced to \$450,000 in the second year (based on 30% cost recovery from fines and fees)
<p>Guelph [Staff recommended against a residential rental licensing by-law in 2014]</p>	<ul style="list-style-type: none"> • Option 1: \$132 per bedroom per year (\$11 per month) • Option 2: \$90 per bedroom per year (\$7.50 per month) • Option 3: \$62 per bedroom per year (\$5.17 per month) 	<p>All businesses that rent living accommodations other than apartment buildings, special needs housing (nursing homes, rest homes, palliative care), group homes, emergency shelters, student residences operated by universities or colleges, and social housing (subject to the Housing Services Act)</p>	<p>A February 19, 2013 staff report indicated that “The number of bedrooms within a dwelling would not be limited by the license. Rather, the number of bedrooms that can be rented would be specified.”</p> <p>Number of bedrooms to be in accordance with the Zoning By-law.</p>	<p>Option 1 (one year program, annual renewal, annual inspections):</p> <ul style="list-style-type: none"> • 1 program administrator • 4 administrative supports • 1 fire prevention officer • 9 inspectors <p>Option 2 (two year program, two year renewal, inspection every two years):</p> <ul style="list-style-type: none"> • 2 administrative supports • 1 fire prevention officer

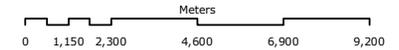
Municipality	Fees	What Units Require a License	Bedroom Limit	Staffing Requirements/ Financial Implications
				<ul style="list-style-type: none"> • 5 inspectors <p>Option 3 (one year program, annual renewal, self-certification, risk based inspection):</p> <ul style="list-style-type: none"> • 3 administrative supports • 3 inspectors <p>All three options would have an initial negative impact on the Operating Budget in year one, a positive impact on year two, and full cost recovery by the end of year five.</p>
<p>Toronto</p> <p>Registration of apartment buildings (passed under the City of Toronto Act)</p> <p>Came into effect</p>	<ul style="list-style-type: none"> • Registration fee: \$10.60 per unit (annual registration) • Inspection per hour per inspector: \$108 • Re-inspection: \$108 • Audit, admin fee: \$1,800 • Audit, inspection fee: 	<p>Purpose-built rental building with three or more storeys and ten or more units</p> <p>Exempt:</p> <p>Long-term care homes and retirement homes</p>	<p>-</p>	<p>The cost for the proposed licensing program was estimated to be \$3.5 million. This included three new staff, and associated costs such as the development I&T</p>

Municipality	Fees	What Units Require a License	Bedroom Limit	Staffing Requirements/ Financial Implications
July 1, 2017	\$180.80			<p>systems and dedicated resources for stakeholder engagement, outreach and education.</p> <p>Registration fee, inspection fee, administration fee were established on a full cost recovery basis.</p>



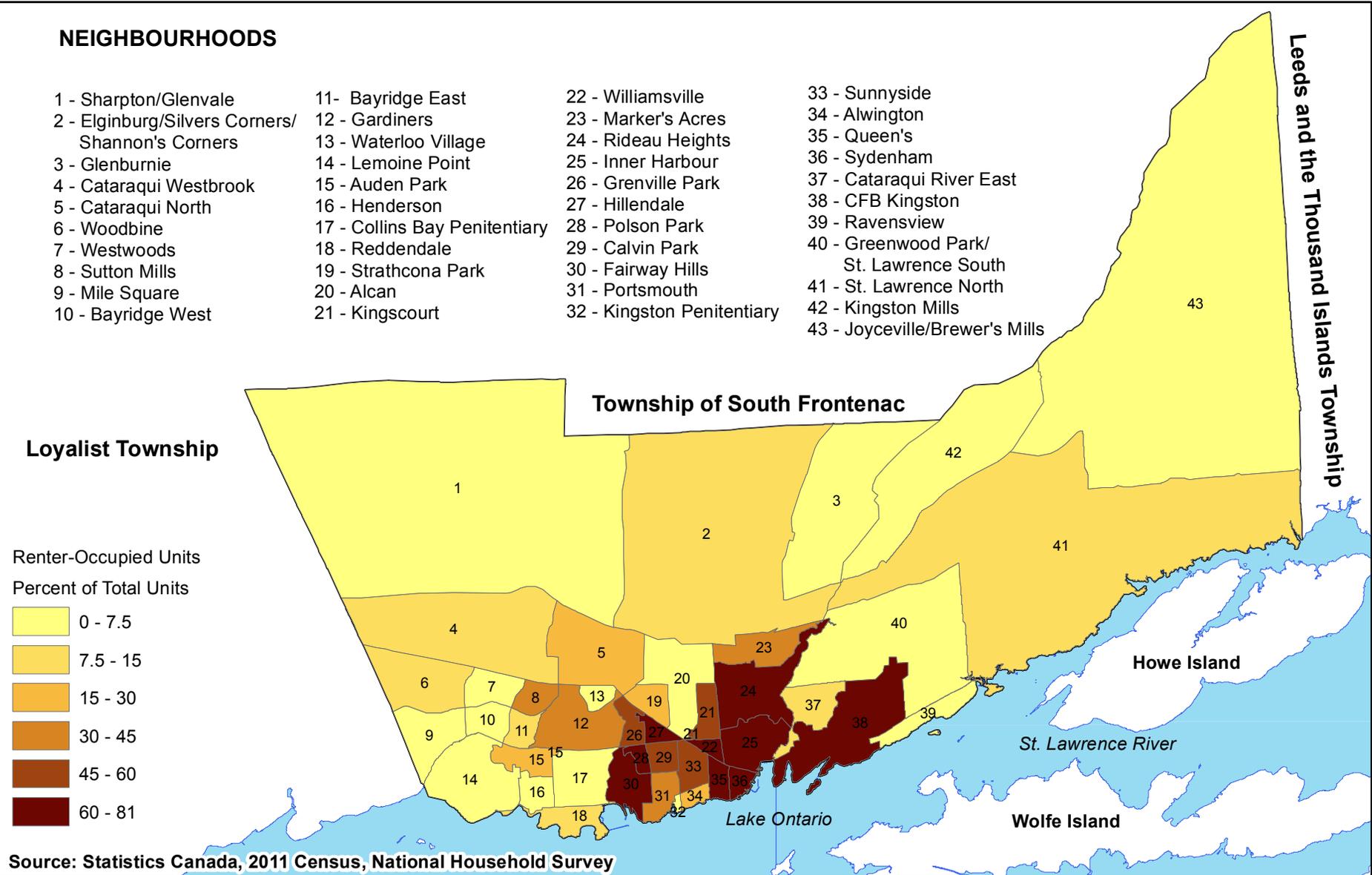
THE CORPORATION OF THE CITY OF KINGSTON
 PLANNING, BUILDING & LICENSING SERVICES

City of Kingston Renter-Occupied Units as a Percentage of Total Units (2011)



NEIGHBOURHOODS

- | | | | |
|---|-------------------------------|----------------------------|--|
| 1 - Sharpton/Glenvale | 11- Bayridge East | 22 - Williamsville | 33 - Sunnyside |
| 2 - Elginburg/Silvers Corners/
Shannon's Corners | 12 - Gardiners | 23 - Marker's Acres | 34 - Alwington |
| 3 - Glenburnie | 13 - Waterloo Village | 24 - Rideau Heights | 35 - Queen's |
| 4 - Cataraqui Westbrook | 14 - Lemoine Point | 25 - Inner Harbour | 36 - Sydenham |
| 5 - Cataraqui North | 15 - Auden Park | 26 - Grenville Park | 37 - Cataraqui River East |
| 6 - Woodbine | 16 - Henderson | 27 - Hillendale | 38 - CFB Kingston |
| 7 - Westwoods | 17 - Collins Bay Penitentiary | 28 - Polson Park | 39 - Ravensview |
| 8 - Sutton Mills | 18 - Reddendale | 29 - Calvin Park | 40 - Greenwood Park/
St. Lawrence South |
| 9 - Mile Square | 19 - Strathcona Park | 30 - Fairway Hills | 41 - St. Lawrence North |
| 10 - Bayridge West | 20 - Alcan | 31 - Portsmouth | 42 - Kingston Mills |
| | 21 - Kingscourt | 32 - Kingston Penitentiary | 43 - Joyceville/Brewer's Mills |



Source: Statistics Canada, 2011 Census, National Household Survey