



# INFORMATION REPORT

<b>TO:</b>	Chair and Members Planning Committee
<b>COMMITTEE DATE:</b>	February 6, 2018
<b>SUBJECT/REPORT NO:</b>	Licensing and By-law Services Division Resources as it Relates to the Licensing of Rental Properties (PED10049(w)) (City Wide)(Outstanding Business List Item)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Ken Leendertse (905) 546-2424 Ext. 3059
<b>SUBMITTED BY:</b>	Ken Leendertse Director, Licensing and By-law Services Planning and Economic Development Department
<b>SIGNATURE:</b>	

## Council Direction:

At its meeting of August 18, 2017, City Council directed staff to report back to the Planning Committee as to whether or not the Licensing Division is able to do the necessary work in support of a report on licensing rental properties without any additional resources.

## Information:

Currently rental properties are not licensed by the City and to do so would require research into the feasibility and implementation of licensing rental properties.

At the August 15, 2017 meeting, the Planning Committee considered the Rental Housing Sub-Committee Report 17-003(PED10049(v)) which sought approval for the Licensing and By-Law Services Division to hire a full time Project Manager from the redistribution of resources within the Licensing and By-law Services Division to lead this work.

The Project Manager would be tasked with updating the staff Report PED10049(h) Regulation of Rental Housing, prepare the feasibility framework for a pilot project for Licensing Rental Housing for Wards 1 and 8 and complete a high-level comparison of rental housing programs in other municipalities.

The funding for a Project Manager, for six months, is estimated to cost \$60,000.

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*OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.*

*OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.*

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Council referred Report PED10049(v) to the 2018 Budget Process, but later requested it be referred back to the Planning Committee to consider whether the work could be done with existing resources.

The Division does not have the capacity within its existing staff resources to complete this work, but absent any further direction, will contract with a Project Manager to lead the work and this may result in a pressure on the Division's 2018 Budget.

Upon the decision to move forward, this item respecting whether or not the Licensing and By-law Services Division is able to continue to license rental properties without the resources requested be identified as complete and removed from the Planning Committee Outstanding Business List.

**Appendices and Schedules Attached**

N/A

KL:st