

**License Rental Units Pilot Program - Wards 1, 8 and Parts of Ward 14
Transition Plan for Implementation**

TASKS	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	22-Mar	22-Apr
STAFF RECRUITMENT AND TRAINING							
<ul style="list-style-type: none"> • Fire (4 FTE), Licensing (3 FTE), Building (3 FTE) 							
EDUCATION DEVELOPMENT							
<ul style="list-style-type: none"> • Brochures, Resources, Website 							
EDUCATION IMPLEMENTATION: Ongoing through Pilot							
<ul style="list-style-type: none"> • Community, Stakeholders, Property Owners, Tenants 							
LICENSING ADMINISTRATION PROCESS							
<ul style="list-style-type: none"> • Phased in approach, AMANDA, website portal 							
<ul style="list-style-type: none"> • Accept Licensing Applications with ZVC and Electrical Inspection documents 							
ZONING VERIFICATION CERTIFICATE (ZVC)							
<ul style="list-style-type: none"> • Accept ZVC Applications continue through Pilot 							

Notes:

Purple = Timelines

Electrical Safety Inspection and ZVC: Property Owner to submit with Licensing Application

Licensing Application Received: Fire and Licensing Inspections Initiated