

Implementation/Action Plan Short Term Rental Licensing

Communications Plan

- Media releases
- Establish Website presence
- Contact Centre (messaging/script)

Enforcement Strategy

- Finalize reactive/proactive approaches
- Establish Operational/Enforcement Policies & Procedures
- Templates for municipal orders
- Apply for POA set fines
- Separate report for APS
- Checklist(s) for inspections (consistency)

Forms (on-line, hard copy)

- Application/renewal
- Self-certification/declaration
 - Principle residence – Government-issued identification
 - Compliance with municipal bylaws and provincial legislation
- Guidelines
 - Application process
 - Operator Q&A
 - Code of Conduct guideline
 - Fire Escape Plans (guideline)
 - Good Neighbor Handbook
 - House Sharing Guideline

IT/Finance

- Portal for data sharing/revenue
- Data collection/retention (AMANDA)
 - Registry
 - Administrative
 - Enforcement
 - Financial

Legal

- Broker (on-line platforms) Data sharing agreement

Phased Approach

Phase 1 Intake (Months 1- 5)

- Staff recruitment
- Finalize Communication Plan and Enforcement Strategy
- Establish Data management systems
- Create Website presence
- Finalize/post all forms, guidelines, policies and procedures
- Licensing on-line platforms
 - Negotiate/process agreements
 - Establish on-line portal links
- Registration/applications
 - Media release
 - Establish on-line portals
 - Receive/process applications
 - Inter-department data sharing
- Licensing inspection to verify application form and compliance with:
 - Licensing Bylaw
 - Property Standards By-law
 - *Fire Protection and Prevention Act*
 - *Electrical Standards Act.*
 - Zoning verification (as required)

Phase 2 Enforcement (Month 6+)

based on officer availability, urgency, and risk

- Reactive:
 - Compliance and enforcement of licensed Operators (terms/conditions of license)
 - Respond to Public complaint (licensed/unlicensed)
- Proactive enforcement
 - Regular audits of licensees
 - Establish processes for surveillance of various websites/media to enforce unregistered *operators/brokers*
 - Examine 3rd party surveillance software