



INFORMATION REPORT

TO:	Chair and Members Planning Committee
COMMITTEE DATE:	April 16, 2024
SUBJECT/REPORT NO:	Rental Housing Licensing Pilot Program Update (PED21097(e)) (Wards 1, 8 and part of 14)
WARD(S) AFFECTED:	Wards 1, 8 and part of 14
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SIGNATURE:	

COUNCIL DIRECTION

At its meeting on August 13, 2021, Council approved item 9 of Planning Committee Report 21-012 directing staff to report back to the Planning Committee every 6 months with an update on the Rental Housing Licensing Pilot Program for Wards 1, 8, and parts of 14.

INFORMATION

This is the fourth information report on the status of implementing the Rental Housing Licensing Pilot Program (Pilot Program) for Wards 1, 8 and parts of 14, focusing on information from zones 1-7 collected between April 1, 2022 - December 31, 2023.

Review of the Pilot Program

As of February 1, 2024:

- **821** rental housing licence applications have been received by the City's Licensing Section.
- **786** zoning verification applications have been processed by Zoning Examiners.
- **296** licensing compliance (property standards) inspections have been completed by the Licensing Compliance Officers; and
- **247** licenses issued.

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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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The average days to licence for a rental housing licence is approximately 60 days, inclusive of the administrative process, completion of electrical, fire and property standard inspections, coordinating date and times with the property owner and compliance of any outstanding requirements (orders, open building permits).

Attached as Appendix “B” to Report PED21097(e) details data that has been collected through the stages of the Rental Housing Licensing Pilot Program up to February 1, 2024.

Trends to Date

Proactive Enforcement

Each zone within the pilot wards had an application in-take period of 3 months. As of December 31, 2023, the proactive enforcement of the Rental Housing Licence By-law has begun in all 7 zones.

To date, Licensing Compliance Officers have proactively investigated 1289 properties in zones past their application period. These investigations have resulted in an increase in zoning verification applications and licence applications. Staff have identified 55.2% of all applications have been received as a direct result of proactive enforcement since the application period began. Dedicated proactive enforcement methods have resulted in additional applications and improved compliance percentages.

Occupancy Change

To date, 17 of the rental housing properties have been determined as lodging homes by Fire Prevention during their inspection (occupancy assessment). Five of these homes changed occupancy. This allowed the property owners to obtain a rental housing licence and avoid re-zoning the property to permit the lodging home, as a lodging home was not a permitted use within the zone. Three of these homes requested Fire re-assess the occupancy, ultimately resulting in the homes being determined as single detached dwellings.

The remaining 9 homes are currently in the process of changing the operations of their rental units to reflect that of a single housekeeping establishment (single detached dwelling). These properties also do not permit lodging homes under the City of Hamilton Zoning By-law.

Hamilton Fire Department – Fire Prevention Division

The Hamilton Fire Department's Fire Prevention Division received 78 Rental Housing License applications in 2022, and 232 in 2023. As of October 29, 2023 215 applications had been fully processed (69%).

As the pilot program transitions from the voluntary application period into pro-active enforcement, the volume of overall pilot program applications and associated Fire Prevention inspections are increasing. As a result, the Fire Prevention Division will bring forward an information report as it relates to its role in the Rental housing Licensing Pilot Program.

Comprehensive Review of the Pilot Program

The pilot program will conclude December 31, 2025. A staff recommendation report to Planning Committee on a review of the pilot program will be completed in Q4 of 2025, prior to conclusion of the pilot.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A" to Report PED21097(e) – Rental Housing Pilot Program Map of Application Zones

Appendix "B" to Report PED21097(e) – Rental Housing Pilot Program Statistics