



Date: September 11, 2023

To: Mayor and Council

Author: Paula Parker, Manager of Municipal Governance/Town Clerk

RE: Boarding, Lodging and Rooming Houses - Licensing

RECOMMENDED ACTION

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1. That Administration **BE DIRECTED** to implement the Boarding, Lodging and Rooming Houses licensing regime effective January 1, 2024, with a license fee of \$100 per structure, and hire a part-time employee to administer the program; and,
2. That **By-law 62-2023** being a by-law to licence Boarding, Lodging and Rooming Houses in the Town of Kingsville be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same.

BACKGROUND

On September 26, 2022 Council approved Official Plan Amendment Number 13 (OPA/01/22) to establish definitions and policies related to Boarding, Lodging and Rooming Houses (BLRH) in the Town of Kingsville. The report from Richard Wyma, Director of Community and Development Services stated:

“Licensing – the draft presented at the PIC identified an annual ‘business-license’ model which proposed \$150/BLRH. It was suggested that the proposed fee was excessive and redundant with information already collected; and that the town should explore opportunities to merge existing inspections (e.g. Fire and/or Building) rather than create new one. It was noted that previous to COVID, there was no obligation or requirement to cooperate with WECHU (for example) in undertaking fire or other inspections, and that licensing would provide a means of ensuring housing met current codes. To that end, the posted draft confirms that all BLRHs may be subject to a licensing framework outlined by the Town through a municipal licensing by-law passed under Part IV of the Municipal Act; and subject to healthy inspection by the Windsor Essex County Health Unit, fire inspection by the Town of Kingsville, and building/zoning inspection by the Town of Kingsville as may be required.”

On September 26, 2022 Council also directed Administration to prepare a further report for Council review and approval of a licensing regime for all Boarding, Lodging and Rooming Houses. As this motion was carried by the 2018-2022 term of Council, Administration brought it back for further consideration by the new 2022-2026 term of Council.

On January 16, 2023 Committee of the Whole passed the following motion:

“That COTW direct administration to proceed with the outstanding motion from 2018-2022 term regarding Boarding, Lodging and Rooming Houses licensing with a 1 year review.”

Since that time, Administration has been working diligently researching the appropriate licensing process for the community and has collaborated with many different departments and outside agencies with respect to licensing Boarding, Lodging and Rooming Houses in the Town of Kingsville.

DISCUSSION

Administration has drafted the attached By-law for Council consideration which includes the suggestions from Director Wyma’s September 26, 2022 Council report.

FINANCIAL CONSIDERATIONS

Information provided by the Fire Department, local Health Unit, and Building and Planning Departments indicates that there are over 260 structures within the Town of Kingsville that fall within the definition of a boarding, lodging and rooming house.

The administrative charge recommended for this licensing system is \$100.00 per application. This would mean one fee and one application required for each structure on every property that operates a BLRH. Using this model, revenues collected to offset the cost of a part-time employee would be approximately \$26,000. The revenue would offset the cost of the part time employee needed to implement and manage the license regime.

ENVIRONMENTAL CONSIDERATIONS

No environmental considerations have been noted for this licensing system at this time.

CONSULTATIONS

BLRH Striking Committee.

PREPARED BY:

A handwritten signature in black ink, appearing to read 'Paula Parker', written over a horizontal line.

Paula Parker
Manager of Municipal Governance/Town Clerk

REVIEWED BY:

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John Norton
Chief Administrative Officer