Date: **December 15, 2025**

To: **Mayor and Council**

Author: **Ethan Wuerch, Licensing Coordinator/Municipal Registrar**

RE: **Boarding, Lodging, and Rooming House Licensing Program Update**

RECOMMENDED ACTION

That Council **approve** the following amendments to By-law 3-2024, being a By-law to licence Boarding, Lodging, and Rooming Houses in the Town of Kingsville:

1. Create a "Term of Licence" for the Town's Boarding, Lodging, and Rooming Houses Licensing Program; and
2. State that the "Term of Licence" is valid for (3) three-years following the issuance date of a licence.

And that By-law 75-2025 being a By-law to Amend By-law 3-2024 being a By-law to licence Boarding, Lodging, and Rooming Houses in the Town of Kingsville, **be adopted** during the By-law stage of this Council Agenda.

BACKGROUND

On October 10, 2023, Council passed By-law 62-2023, being a By-law to Licence Boarding, Lodging, Rooming Houses ("BLRH") in the Town of Kingsville. On January 8, 2024, Council repealed the earlier version of the By-law and replaced it with By-law 3-2024, to address certain interpretation, application and enforcement concerns. On January 13, 2025, Administration provided Council with a 'one year review' and recommend further amendments to the By-law to provide greater clarity on its scope, the appeals process, and to introduce a new tiered fee structure based on occupancy.

Council determined that this licensing program was necessary to ensure the health and safety of BLRH occupants, to address potential nuisances created by BLRH properties, and to protect residential neighbourhoods from large-scale BLRH operations.

This has been accomplished, in accordance with the By-law, through the establishment of clear, enforceable standards of living, inspections from various departments at the Town of Kingsville, and the requirement of a criminal record check to receive a licence to operate a BLRH.

DISCUSSION

Processing Applications

As of December 10, 2025, the Town of Kingsville has received 182 applications to the program, with 167 licences issued, 8 applications with noted deficiencies that require the attention of the applicants, and 5 applications under internal review. 2 applications were withdrawn. 180 of the applications received are classified as agricultural, and 2 are classified as residential.

The 8 applications with noted deficiencies require corrections to be made regarding the Building Code, Fire Code, and/or Zoning By-law infractions. Administration is actively engaged with these applicants to remedy their structures to bring them into compliance with the By-law.

We experienced delays in obtaining criminal record checks from many applicants due to the ongoing backlog with the Ontario Provincial Police. This has contributed to longer processing times as a licence cannot be issued until a satisfactory criminal record check is received.

Since the passage of this By-law, Administration has been reviewing applications as they are submitted to determine compliance with the BLRH By-law and to ensure that all proper documentation is provided. The application review process requires time and resources from the Municipal Governance, Fire, Building and Planning Departments.

Additionally, the By-law permits applicants to appeal Administration's decision to refuse to issue a licence. To date, the Town has not received any appeals regarding decisions made.

Program Efficiency and Term of Licence Recommendation

The BLRH Program has provided Administration with accurate and timely data on multi-tenant housing in Kingsville, helping to monitor BLRH operations and address resident concerns about this previously unregulated sector.

The program has revealed the number of long-term tenants to be 3,795. This previously unknown number is a valuable statistic for Administration when determining the allocation of municipal resources towards this licensing program and the BRLH sector at large.

The By-law has achieved the desired effect of promoting public safety and ensuring that all Boarding, Lodging, and Rooming Houses operating in the Town of Kingsville meet specific quality and safety standards.

After conducting an internal review of the By-law and the licence approval process since 2024, Administration is recommending that a "Term of Licence" be added to the By-law

under Section 4, Subsection 4, and that the Term of Licence be valid for 3 years following the issuance of the licence.

The current date of renewal for all issued licences is December 31st, 2025. A longer term of license will reduce some administrative burden for both applicants and staff. The static term of 3 years will provide administration with some flexibility to align renewal dates to ensure efficiency of the approval process.

This Term of Licence will not impact the requirement for annual fire inspections, as this is mandated by the federal government.

FINANCIAL CONSIDERATIONS

A BLRH Licensing Program should operate on a cost-recovery basis, with all revenue supplementing administrative time to process applications and oversee the program.

Prior to January 2025, the licensing fee for BLRHs was only $100 per structure, which was well below the cost of administration and enforcement. On January 13th, 2025, Council approved a new tiered fee structure, based on occupancy, which is expected to provide for greater cost recovery. However, the vast majority of current licensees had applied prior to the fee increase. To date, this program has only generated $18,500 in revenue, with $1,400 received in the 2025.

Based on the current fee structure and our current level of applicants, we can expect to generate approximately $83,000 in revenue over the next renewal period. Should Council approve the Recommended Action of a multi-year licensing, revenue will be amortized over the license term.

ENVIRONMENTAL CONSIDERATIONS

There are no significant environmental considerations.

CONSULTATIONS

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