



## Motion Memorandum

**SUBJECT:** Development and Implementation of a City-wide Short-Term Accommodation (STA) Compliance/Licensing Program

**TO:** **Mayor and Members of Council**

**FROM:** Councillor Shawna Stolte, Ward 4

**Date to Committee:** March 28, 2023

**Date to Council:** April 18, 2023

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### **Motion for Council to Consider:**

Direct the Executive Director of Community Planning Regulation and Mobility and the Director of By-Law Compliance to work with departmental and legal services staff to undertake a review by Q4 2023 of the framework/policy of zoning, business licensing and resourcing requirements for the development and implementation of a City-wide Short-Term Accommodation (STA) compliance/licensing program.;

Direct the City Manager and Chief Financial Officer to work with departmental and legal services staff to fund additional research on municipal leading practices and other supports as may be identified.;

Direct the Executive Director of Community Planning Regulation and Mobility and the Director of By-Law Compliance in the undertaking of the development of the STA by-law program, include the following elements:

- Research on leading GTHA and other municipal practices related to STA by-laws, regulations, compliance and licensing regimes;
- Establish a Community Task Force to assist in the development of options and recommendations for a 'Made in Burlington' STA by-law, compliance and licensing regime;
- Identify potential zoning requirements through Comprehensive Zoning By-law Review; and
- Identify any ongoing resource requirements in the multiyear 2024-2028 budget forecast.

Direct the City Manager and Chief Financial Officer, in conjunction with the establishment of the governance structure of the new Innovation and Digital Transformation Reserve Fund, to identify as a 2023 workplan priority, the allocation of dedicated project funds

towards advancing process change and technology improvement related to the STA regulation, compliance and licensing regime with any additional impacts to AMANDA and the administrative penalty system (APS).; and

Subject to Council consideration and approval of the above, direct the Director of the By-law Compliance to integrate the above work into the 2023/24 workplan of the department based on a target date for implementation of Q3 2024 for the STA framework, and report back to Council with a prioritized list of Staff Directions that have been directed toward the department through the 2024 budget process.

**Reason:**

The housing market throughout Ontario has been very competitive with increased market pricing. The housing market has forced homeowners to seek other avenues to draw additional revenue/income to assist them with home ownership. STA's provide homeowners the ability to leverage their property for additional revenue from short-term rentals. The internal review of this matter will be broad, including but not limited to the following items:

- Overall, it is apparent that short-term accommodations are a multifaceted matter and raise issues that need further exploration;
- Key aspects of the staff research and jurisdictional scan will focus on the evolution and challenges/opportunities of this new market;
- Trends observed in other cities shows a very dynamic market, with high turnover in terms of both STA units and their operators. The consensus among policy-makers is that the STA matter is complex and difficult to regulate;
- Key objective for this review is to improve neighbourhood fit by ensuring personal accountability for the dwelling unit and STA's and
- To protect the long-term rental housing market by prohibiting STA's as investment properties and limiting the STA use of secondary dwelling units.

**Outcome Sought:**

With greater needs for various forms of housing and to ensure the health and safety of occupants and adjoining residents, refocus staff's continuous improvement initiatives towards the STA framework, and;

To seek staff's input on the resources and supports necessary to address the STA framework. Related directions/outcomes will be contingent on the hiring/onboarding of the Director of By-law Compliance and related manager and supervisor as these are all net new FTE's and were approved in the 2023 Budget.

**Vision to Focus Alignment:**

- Increase economic prosperity and community responsive city growth
- Improve integrated city mobility
- Support sustainable infrastructure and a resilient environment
- Building more citizen engagement, community health and culture
- Deliver customer centric services with a focus on efficiency and technology transformation

Motion Seconded by: Councillor Kelvin Galbraith, Ward 1  
Share with Senior Staff

Approved as per form by the City Clerk,

Reviewed by the City Manager - In accordance with the Code of Good Governance, Council-Staff Relations Policy and an assessment of the internal capacity within the City to complete the work based on a specific target date (quarter/year).

**Comments:**

City Clerk:       Approved as per form.

City Manager:    Approved