

## Committee of the Whole (1) Report

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**DATE:** Tuesday, September 13, 2022      **WARD(S):** ALL

**TITLE:** AMENDMENTS TO THE SHORT-TERM RENTAL LICENSING  
BY-LAW WITH RESPECT TO APPLICATIONS

**FROM:**

Gus Michaels, Deputy City Manager, Community Services

**ACTION:** DECISION

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**Purpose**

By-law and Compliance, Licensing and Permit Services (BCLPS) has launched an online portal which allows persons to apply for various licenses and permits, such as the Short-Term Rental Brokerage and Owner licenses; this report seeks Council approval to update the Short-Term Rental Licensing By-law 158-2019, as amended, to reflect that applications can be made other than in person, such as through the portal and other methods approved by the Chief Licensing Officer.

**Report Highlights**

- This report's intent is to bring the Short-Term Rental Licensing By-law in line with the City's modernization initiatives to make City services more accessible and efficient, such as by allowing the public to apply for licences through an online licensing portal website.

**Recommendations**

1. THAT Council authorize the following proposed by-law amendments to Short-Term Rental Licensing By-law 158-2019, as amended, in a form satisfactory to the City Solicitor:
  - a. That the definition of "Applicant" be amended to remove the requirement to apply in person;

- b. That the by-law be amended to remove the requirement for an applicant to apply in person, and to add that applications can be made in a manner approved by the Chief Licensing Officer.

## **Background**

BCLPS staff are committed to providing exceptional citizen-centered services, enhancing access and streamlining services using technology, in line with Council's Strategic Plan. In March 2022, BCLPS launched the online Licensing Portal, which in addition to increasing the accessibility and efficiency of business licensing applications and permits, also helped to protect the health and well-being of staff and citizens during this global pandemic by allowing them to conduct business from their homes. This new service has been added to the Service Vaughan listing at [vaughan.ca/ServiceVaughan](https://vaughan.ca/ServiceVaughan).

The Licensing Portal expanded upon the City's list of online services by allowing persons to apply for and renew many business licenses and permits online, including the Short-Term Rental Brokerage and Owner licenses. This portal is being launched in phases, in which persons are now able to apply for most stationary business licenses, with other mobile and individual licenses becoming available in 2023.

In line with the Accessibility for Ontarians with Disabilities Act (AODA), in order to ensure accessibility for those who may not be able to complete an online form, persons will still have the option to apply for licenses by mail, email and/or through the onsite drop box.

This report seeks Council approval to amend the by-law to remove the requirement that applications need to be made in person, to ensure regulations are in sync with current practices that benefit the public.

## **Previous Reports/Authority**

[Short-Term Rental Regulation](#). Authorized by Item No. 5 of Report No. 7 of the Finance, Administration and Audit Committee. Adopted by Vaughan City Council on May 14, 2019.

[Short-Term Rental Accommodations, Amendments to Zoning By-Law 1-88](#).

Authorized by Item No. 6 of Report No. 1 of the Committee of the Whole(1). Adopted by Vaughan City Council on November 19, 2019.

[Amendments To Short-Term Rental By-Law And Municipal Accommodation Tax, Short-Term Rental By-Law](#). Authorized by Item No. 9 of Report No. 8 of the Committee of the Whole(1). Adopted by Vaughan City Council on March 10, 2021.

## **Analysis and Options**

<b>No</b>	<b>Current State</b>	<b>Recommendation</b>	<b>Impact</b>
<b>1</b>	The by-law definition of “Applicant” requires in-person application.	To remove the in-person requirement.	Ensure the by-law reflects that the public now have several options to apply for licences, such as in-person, on the online portal, by email or mail.  These changes increase the accessibility and efficiency of City services to the public.
<b>2</b>	The by-law body advises that applications must be made in-person.	To remove the requirement to apply in-person, and to advise that applications can be made in a manner that is satisfactory to the Chief Licensing Officer.	

## **Financial Impact**

The Licensing Portal has streamlined the business licensing review process; the impacts of which staff are currently monitoring.

## **Broader Regional Impacts/Considerations**

These updates are an integral component of the City’s ongoing work to ensure our services are conveniently accessible online, in parallel service delivery in both the public and private sectors.

## **Conclusion**

These updates, the launch of the online portal and accompanying by-law changes, are in line with City Council’s priority of enhancing Citizen Experience, and transformation through technology, and are one milestone in the ongoing work of BCLPS staff to enhance City services.

**For more information**, please contact: Susan Kelly, Director and Chief Licensing Officer, ext. 8952.

## **Attachments**

No attachments.

## **Prepared by**

Carol Ramchuram, Regulatory Policy Analyst, ext. 8783

**Approved by**

A handwritten signature in blue ink, appearing to read "Gus Michaels".

Gus Michaels, Deputy City Manager,  
Community Services

**Reviewed by**

A handwritten signature in black ink, appearing to read "Nick Spensieri".

Nick Spensieri, City Manager