

Attachment B: Review of Rental Renovation License By-laws

Hamilton: Renovation License and Relocation By-law

Bylaw Status	Directed By-law: April 20, 2023 By-law Approved: April 10, 2024 In effect: January 1, 2025
Administered By	License Application and Process: Licensing and By-law Services Education and Tenant Support: Hamilton Housing Secretariat (Provincially designated service manager)
Application Fee	\$715 (per application, which may include multiple units in the same complex) \$125 to renew (annual) Based on 10% cost recovery model
Staffing & Costs	Staffing/Benefit Costs for Renovation License and Relocation By-law: 8 FTEs (no specific \$ amount provided) 1 Manager, 1 Supervisor Enforcement, 1 Senior Project Manager, 2 Licensing Administrators, 3 Municipal Law Enforcement Officers Operating Costs for outreach, education and communication - \$10,000 Capital costs: 3 Vehicles (SUVs) - \$183,100 (Note: Safe Apartment Buildings By-law and Renovation License Program together: 25 FTEs)
License Applications	One application received as of May 5, 2025, which is currently under review. No fines issued for non-compliance.
Mechanics	Landlord or Operator must apply for a license within 7 days of delivering an N13 notice to a tenant, and prior to initiating any renovation work. Pre-license/Application requirements: <ul style="list-style-type: none"> • N13 notice must have been served (copy required as part of application) • Building Permit must be issued (proof required as part of application) • A letter must be prepared by a qualified professional (e.g. engineer or architect) stating that the repair or renovation is so extensive that vacant possession is required (copy required as part of application) Following submission of application for license: <ul style="list-style-type: none"> • Landlord or Operator must provide notice of license application to affected tenants

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	<ul style="list-style-type: none"> • Landlord or Operator must post notice of license application in public location (where there is more than one unit on the premises) • Completed Attestation Form for each impacted rental housing unit (may be submitted up to 120 days after the date that N13(s) were served to align with RTA) • If tenant exercises their right of first refusal the landlord or operator must provide temporary alternative accommodation or compensation between rent currently paid and average market rent. Details of the arrangements must be provided to the City prior to receiving the renovation license. • Exemptions can be provided should alternative accommodations and compensation not be found or agreed upon between the landlord and tenant. <p>A license may be issued once the requirements have been met.</p>
Fines and Enforcement	<p>Enforcement of By-law is both complaint based and proactive.</p> <p>The landlord may be subject to enforcement including fines for failing to comply with provisions of by-law. First conviction: \$10,000 (person) & \$50,000 (corporation) Subsequent convictions: \$25,000 (person) & \$100,000 (corporation)</p>
Complementary Initiatives	<p>The Renovation License and Relocation By-law is only one component of the Hamilton Apartment Rental Program (which is a homelessness prevention and affordable housing maintenance tool). This program relies heavily on a recommended Tenant Support Program including:</p> <ul style="list-style-type: none"> • Tenant defence program/legal defence program than • Updates to Vital Services and Property Standards By-law • Rental Housing Replacement By-law • Short-term Rental Licensing By-law • Rental By-law (business license) <ul style="list-style-type: none"> • Tenant Support Program • Community organizational capacity building with partner orgs • Tenant and Landlord educational materials and supports • Safe Apartment Buildings By-law (to regulate property standards in rental buildings and improve stock city wide.)
Notes	<p>Experienced influx of Building Permits for renovation in advance of by-law coming into effect Acknowledge that landlords may switch tactics to evicting tenants</p>

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London: Rental Unit Repair License for Landlords

By-law Status	By-law Directed: April 3, 2024 By-law Approved: September 24, 2024 In effect: March 1, 2025
Administered By	Licensing Division
Application Fee	\$600 and a separate license application is required for each unit (valid for 6 months to align with validity of Building Permit, and permit may be renewed)
Staffing & Costs	1 staff hired (Business System Specialist) to develop Application Portal and Amanda process Allocated a budget of \$330,000 in 2025 including 3 FTEs, and an initial communications budget.
License Applications	No applications received as of April 29, 2025. No fines issued for non-compliance.
Mechanics	Landlord or Operator must apply for a license within 7 days of delivering an N13 notice to a tenant, and prior to initiating any work. Pre-license/Application Requirements: <ul style="list-style-type: none">• N13 Notice must have been served to tenant (copy and affidavit confirming date and manner of delivery required as part of application)• Tenant Information Package (prepared by City) must be provided by the landlord to the tenant together with the N13 Notice.• A Building Permit must be issued (and copy provided)• A report prepared by a qualified professional (e.g. engineer or architect) stating that the repair or renovation is so extensive that vacant possession is required (copy required as part of application)• A copy of the Residential Tenancy Agreement must be provided• A copy of any written notice from the tenant indicating wish to exercise right of first refusal must be provided.• Notice of the license application must be posted on the premises A license is issued once requirements above have been met.

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	<p>Following license issuance:</p> <ul style="list-style-type: none">• A copy of the Rental Unit Repair License must be posted on the door of the unit to which it applies (once issued) while the unit is being repaired.• By-law prohibits a landlord from advertising or permitting a unit to be occupied by a new tenant, where a tenant maintains their right of first refusal.
Fines and Enforcement	<p>Enforcement of By-law is both complaint based and pro-active.</p> <p>A person is liable to a minimum fine of \$500.00 and a maximum fine of \$25,000.00 upon a first conviction and a maximum fine of \$50,000.00 for any subsequent conviction.</p> <p>A corporation is liable to a minimum fine of \$500.00 and a maximum fine of \$50,000.00 upon a first conviction and a maximum fine of \$100,000.00 for any subsequent conviction.</p> <p>In addition to the fine amounts, for each day or part of a day that an offence continues, the minimum fine shall be \$500.00 and the maximum fine shall be \$10,000.00 and the total of all daily fines for the offence is not limited to \$100,000.00.</p>
Complementary Initiatives	<p>Landlord Tenant Forum (includes development industry, landlords, service providers and advocates such as ACORN)</p> <p>Residential Rental Unit License – required for small multiples and converted dwellings (does not apply to apartment buildings or stacked townhouses). Focus is health and safety of tenants, and maintenance of buildings.</p>
Notes	<p>This by-law focusses on the City's relationship with the landlord. The City does not have direct contact with tenants and requires the landlord to ensure affected tenants are educated about their rights, that the RTA process is complied with, and that the landlord makes the tenant are aware of approved/issued licenses and scope of work.</p>

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Toronto: Rental Renovation License By-law

Bylaw Status:	Policy Adopted: July 19, 2022, City Council adopted a Renoviction Policy Directed Review: February 28, 2024, City Council directed staff to review the Hamilton Renovation License By-law Directed By-law: June 26-28, 2024, City Council directed staff to prepare a "Hamilton-style" Renovictions Bylaw By-law Approved: November 14, 2024 In effect: July 31, 2025
Administered by:	Building Division
Application Fee:	\$700 per unit. A separate license application is required for each unit and is valid for 12 months.
Staffing & Costs	6 inspectors and 8 customer experience staff - approximately \$1.8 million program budget allocated in 2026 - \$200,000 for development of initial communication and educational materials. - estimated annual budget of \$300,000 for tenant education and communications.
License Applications	NA
Mechanics	Landlord or Operator must apply for a license within 7 days of delivering an N13 notice to a tenant. Pre-license/Application Requirements: <ul style="list-style-type: none">• Application including details such as: current rent charged, commencement date of tenancy agreement, number of bedrooms, description of repairs and anticipated completion date.• N13 Notice must have been served to tenant (copy to be provided)• A Building Permit must be issued (and copy provided)• A copy of a report prepared by a qualified professional (e.g. engineer or architect) stating that the repair or renovation is so extensive that vacant possession is required (copy required as part of application) Within 7 days of submitting complete application:

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	<ul style="list-style-type: none"> • Tenant Information Notice (prepared by City) must be posted on the door on the affected unit by the landlord and proof provided to City. Once proof received the City may a hard copy of the Tenant Handbook to the affected unit. <p>A minimum of 14 days after providing the Tenant Information Notice:</p> <ul style="list-style-type: none"> • the landlord shall provide confirmation to the City of whether the tenant would like to exercise right of first refusal • Where the tenant wishes to return to the unit the landlord must provide a Tenant Accommodation Plan (including arrangements for temporary accommodation, arrangements to notify tenant of completion, arrangements for moving expenses) or a Tenant Compensation Plan (rent gap payment equal to average market rent minus current rent for months displaced, plus moving expenses). • Where the tenant elects not to return to the unit the landlord must provide the tenant compensation (rent gap payment equal to three months average market rent, plus moving expenses) <p>A license is issued once requirements above have been met.</p> <p>Following license issuance:</p> <ul style="list-style-type: none"> • A copy of the Rental Unit Repair License must be posted on the door of the unit to which it applies (once issued) while the unit is being repaired.
<p>Enforcement and Fines</p>	<p>Enforcement of By-law will be complaint based.</p> <p>Violations of the bylaw may result in fines up to \$100,000 and equivalent to the economic benefit gained from non-compliance.</p>
<p>Complementary Initiatives</p>	<p>Development of a comprehensive Communications Strategy:</p> <ul style="list-style-type: none"> - Educational materials for tenants and landlords - Tenant Accommodation Plan or Compensation Plan - Development of searchable online registry of licenses <p>Enhancements to Toronto’s Tenant Support Program (administered by Housing Secretariat) to support service providers to increase their capacity to support tenants facing renovictions.</p>
<p>Notes</p>	

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New Westminster: Business Regulations and Licensing (Rental Units) Bylaw

<u>Bylaw Status:</u>	Policy Adopted: June 2019, City Council adopted a Renovation Policy under the Minimum Maintenance Standards, as a part of a suite of housing tools considered by council including inclusionary housing, and a rental replacement bylaw Repealed: November 2021, in response to changes at the provincial level which made the policies largely redundant.
<u>Administered by:</u>	By-law Enforcement/Social Planning
<u>Staffing</u>	2 Social Planners, 2 Enforcement Staff
<u>Mechanics</u>	Implemented through the Minimum Maintenance Standards as outlined in the British Columbia Provincial Community Charter. The charter allows municipalities to impose business license conditions, including those which apply to private property. As an amendment to the existing standards, the policy (Part 6) stated that a landlord shall not evict unless a building permit had been granted. An exemption through council was possible in extenuating circumstances, but required the support of a professional (e.g. architect).
<u>Complementary Initiatives</u>	The Municipality and Council had been involved in housing advocacy in advance of implementing this policy requirement. Additional initiatives implemented and permitted under the BC community Charter/Local Government Act include: Tenant Relocation Policies Tenant Resource Advisory Committee Tenant Information Package Rental Replacement By-law Inclusionary Housing Revitalization Incentives (not implemented)
<u>Notes</u>	Before implementing the policy through an amendment to the Minimum Maintenance Standards, staff and council had been involved in advocacy to the province and other municipalities to respond to evictions due to renovations. The city reported 300 cases between 2016 and 2019 (acknowledging a likely undercount). The City has taken significant action in providing resources and education to tenants regarding their rights. Staff noted that there was no evidence to conclude that there was an increase in any other form of eviction or unofficial buy-outs, however acknowledge that this might not be able to be tracked.