

Municipality of Chatham-Kent

Corporate Services

Municipal Governance

To: Mayor and Members of Council
From: Nancy Havens, Manager, Licensing Services
Date: June 1, 2020
Subject: Bed and Breakfast Establishments – comparison to City of London

This report is for the information of Council.

Background

Council approved the following Motion at the December 2, 2019 Council Meeting:

“That we look at London’s Bed and Breakfast By-law of a \$165.00 initial fee plus \$171.00 fire inspection fee and a renewal fee of \$55.00. Adding to this a fire inspection being needed every five years at \$171.00 or the cost to cover Chatham-Kent expenses to bring a report back January 13, 2020.”

Comments

Administration followed the direction of Council and looked into the City of London’s bed and breakfast regulations. The following information are the findings.

City of London’s Residential Rental Units Licensing By-law

A City of London rental licence is required for any building containing four or fewer rental units. Airbnb and bed and breakfast establishments in the City of London must comply with all regulations in the Residential Rental Unit Licensing By-law.

Initial Application Process

- Licence fee of \$336 is required (which is comprised of \$165 licensing admin fee including zoning confirmation and \$171 for the fire inspection fee)
- Application and floor plan are required
- Fire inspection is required
- Self-certification checklist is required – the checklist is designed to assist property owners in determining whether their properties comply with the City of London’s Property Standards By-Law
- Property standards inspection is required
- Zoning approval is required

Renewal Licence Process

- Licence fee of \$55 is required (submission of fee only – no inspections required)
- Self-certification checklist is not required
- Fire inspection is not required
- Property Standards inspection is not required
- In the event a fire inspection is required the inspection fee is \$171

To compare, below are the current requirements for bed and breakfast establishments located in the Municipality of Chatham-Kent.

Chatham-Kent’s Consolidated Business Licensing By-law

A business licence is required for bed and breakfast establishments as regulated under the Municipality’s Consolidated Business Licensing By-law.

Initial Application Process

- Licence fee of \$337 is required (which is comprised of \$180 licensing admin fee including zoning confirmation and \$157 for the fire inspection fee)
- Application and floor plan are required
- Fire inspection is required within calendar year or previous calendar year
- Health inspection is required within calendar year or previous calendar year
- Zoning approval is required

Renewal Application Process

- Licence fee of \$156 is required (which includes health and fire inspections)
- Fire inspection is required within calendar year or previous calendar year
- Health inspection is required within calendar year or previous calendar year

Differences between London and Chatham-Kent by-laws

	London	Chatham-Kent
Initial Licence Fee including fire inspection	\$336	\$337
Property Standards Self Certification Checklist	yes	n/a
Fire Inspection - Initial	yes	yes
Property Standards Inspection	yes	no
Health Inspection	no	yes
Zoning Approval	yes	yes
Renewal Licence Fee	\$55	\$156
Fire Inspection	no	yes
Health Inspection	no	yes

City of London's cost for the initial business licence fee and fire inspection fee is \$336 and Chatham-Kent's fee is \$337. City of London's renewal fee is \$55 and Chatham-Kent's is \$156. The difference in fee is attributed to the requirement of health and fire inspections as part of the renewal process to ensure the safety of renters. A service review on business licensing was completed in 2015. Council's direction was for business licensing fees (inclusive of renewal fees) be cost recovered. The business licence fees were set at a rate that intended to recover the costs of required inspections, enforcement and issuance of the business licence.

The Chatham-Kent Health Unit (CKHU) inspects bed and breakfast establishments under the Health Protection and Promotion Act, and under the Health Hazard Response Protocol, 2019, under the Ontario Public Health Standards. CKHU inspectors assess these rentals for the purpose of food safety practices, infection control practices, and health hazards. CKHU is mandated by provincial regulations to inspect bed and breakfast establishments.

Review of Chatham-Kent's Consolidated Business Licensing By-law

The Consolidated Business Licensing By-law was passed December 14, 2015. It is best practice to review by-laws every five years. Administration is in the process of reviewing all business types (mainly sleeping accommodations) and plans to have a draft by-law with proposed changes to Council before the end of the year. Fire inspections for bed and breakfast establishments every five years will be something administration will consider and provide further details to Council during the review of the by-law. The review will include the length of time for inspections and costs associated to show the breakdown of cost recovery. In addition, we will also investigate other municipalities' fees and processes.

In summary, administration recommends the continuation of licensing bed and breakfast establishments for the protection of public health, safety and well-being of the residents and guests of Chatham-Kent.

Consultation

Chatham-Kent Fire and Emergency Services and Chatham-Kent Public Health Unit received a copy of this report.

Financial Implications

There are no financial implications at this time.

Prepared by:

Reviewed by:

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Reviewed by:

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Attachments: None

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– Comparison to City of London