



**City of Kingston  
Report to Council  
Report Number 21-139**

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**To:** Mayor and Members of Council  
**From:** Paige Agnew, Commissioner, Community Services  
**Resource Staff:** Lisa-Capener Hunt, Director, Building & Enforcement  
**Date of Meeting:** May 18, 2021  
**Subject:** Housekeeping Amendments for Short-term Rental Licensing Program

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**Council Strategic Plan Alignment:**

Theme: Policies & by-laws

Goal: See above

**Executive Summary:**

In this report staff are recommending two housekeeping by-law amendments for the operation of the City's short-term rental licensing program. An amendment to By-Law Number 2005-10, A By-law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston, and an amendment to By-Law Number 2010-205, A By-Law to Define the Mandate and Meeting Procedures for Committees Established by the Corporation of the City of Kingston.

The amendment to By-law Number 2005-10 is to establish the short-term rental operator license fee (\$180.00) and the appeal to the Appeals Committee in the case of a refusal, suspension or revocation of a short-term rental operator license fee (\$309.00). The amendment to By-Law Number 2010-205 is to add the ability to hear appeals to the refusal, suspension or revocation of a short-term rental operator license to the mandate of the Appeals Committee.

**Recommendation:**

**That** a by-law to amend By-Law Number 2005-10, A By-law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston, as amended, attached as Exhibit A to Report Number 21-139, be presented to Council for all three readings; and

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**That** a by-law to amend By-Law Number 2010-205, A By-Law to Define the Mandate and Meeting Procedures for Committees Established by the Corporation of the City of Kingston, as amended, attached as Exhibit B to Report Number 21-139, be presented to Council for all three readings.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Paige Agnew, Commissioner,  
Community Services**

ORIGINAL SIGNED BY CHIEF  
ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Peter Huigenbos, Commissioner, Business, Environment & Projects	Not required
Brad Joyce, Commissioner, Corporate Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	
Sheila Kidd, Commissioner, Transportation & Public Works	Not required

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**Options/Discussion:**

On December 15, 2020, Council approved a short-term rental license program to be enacted through By-Law Number 2021-10, A By-Law to License and Regulate Short-term Rentals in the City of Kingston (the Short-term Rental Licensing By-Law). As part of this by-law, all short-term rental operators are required to obtain a license from the City at a cost of \$180.00. The authority to collect similar municipal license fees is found in By-Law Number 2005-10, A By-law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston (the Fees and Charges By-Law), which is updated annually prior to the start of a new calendar year.

For 2021, the Fees and Charges By-Law was updated at the same Council meeting (December 15, 2020) as the passage of the Short-term Rental Licensing By-Law. As Council had yet to approve the Short-term Rental Licensing By-Law, staff did not deem it appropriate to include a license fee in the Fees and Charges By-Law that had not yet been established through Council approval. As a result of this timing, staff are currently recommending Council approve an amendment to the Fees and Charges By-Law to add two fees related to the Short-term Rental Licensing By-Law:

- A \$180.00 fee for obtaining a short-term rental operator license; and
- A \$309.00 fee for filing an appeal to the Appeals Committee in the case of a refusal, suspension or revocation of a short-term rental operator license.

The appeal fee outlined above is being harmonized with the sign and fence bylaw appeal fee currently within the fees and charges by-law.

Similar to the above, staff are recommending an amendment to By-Law Number 2010-205, A By-Law to Define the Mandate and Meeting Procedures for Committees Established by the Corporation of the City of Kingston, (the Committee By-Law). Section 2.5 of the Short-term Rental Licensing By-Law establishes that a person whose application for a new license, or renewal license has been refused, or whose license has been suspended or revoked, may submit an application to the City of Kingston Appeals Committee for a review of the decision. Exhibit B of this report provides the necessary amendment to By-Law Number 2010-205 which will add the authority to hear these reviews to the mandate of the Appeals Committee.

As the short-term rental licensing by-law comes into effect on June 1, 2021, and both by-law amendments are housekeeping in nature, staff are recommending that the amending by-laws receive all three readings at the May 18, 2021 Council meeting to allow for all aspects of the licensing program to be operationalized in advance of the program launch.

**Existing Policy/By-Law:**

By-Law Number 2021-10, A By-Law To License and Regulate Short-term Rentals in the City of Kingston

[By-Law Number 2005-10](#), A By-law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston.

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[By-Law Number 2010-205](#), A By-Law to Define the Mandate and Meeting Procedures for Committees Established by the Corporation of the City of Kingston

**Notice Provisions:**

None

**Accessibility Considerations:**

None

**Financial Considerations:**

None

**Contacts:**

Lisa Capener-Hunt, Director, Building & Enforcement, 613-546-4291 extension 3225

**Other City of Kingston Staff Consulted:**

Lana Foulds, Director, Financial Services

**Exhibits Attached:**

- Exhibit A A By-Law to Amend By-law Number 2005-10, A By-law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston.
- Exhibit B A By-Law to Amend By-Law Number 2010-205, A By-Law to Define the Mandate and Meeting Procedures for Committees Established by the Corporation of the City of Kingston

**By-Law Number 2021-XX**

A By-Law to Amend By-Law Number 2005-10, “A By-law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston”

**Passed:** Meeting date, 2021

**Whereas** the Council of The Corporation of the City of Kingston deems it advisable to amend By-Law Number 2005-10, “A By-law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston”, as amended;

**Therefore Be It Resolved That** the Council of the Corporation of the City of Kingston hereby enacts as follows:

1. By-Law Number 2005-10 of the Corporation of the City of Kingston entitled “A By-law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston”, as amended, is hereby further amended as follows:

1.1. Schedule A of By-law 2005-10 is amended by adding the following items to the Building & Licensing, Building Permits and Related Fees table, Administrative Fees subheading:

<b>Administrative Fees</b>	<b>Flat Fee (\$)</b>	<b>HST</b>
Short-term Rental License By-Law Appeal (each)	\$309.00	No
Short-term Rental Operator’s License	\$180.00	No

2. This By-Law shall come into force and take effect on the date of its passing by Council.

Given First and Second Reading and Passed Month XX, 2021

Given Third Reading and Passed Month XX, 2021

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**John Bolognone**  
**City Clerk**

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**Bryan Paterson**  
**Mayor**

## **By-Law Number 2021-XX**

A By-Law to Amend By-Law Number 2010-205, "A By-law to Define the Mandate and Meeting Procedures for Committees Established by The Corporation of the City of Kingston"

**Passed:** Meeting date, 2021

**Whereas** the Council of The Corporation of the City of Kingston deems it advisable to amend By-Law Number 2010-205, "A By-law to Define the Mandate and Meeting Procedures for Committees Established by The Corporation of the City of Kingston", as amended;

**Therefore Be It Resolved That** the Council of the Corporation of the City of Kingston hereby enacts as follows:

1. By-Law Number 2010-205 of the Corporation of the City of Kingston entitled "A By-law to Define the Mandate and Meeting Procedures for Committees Established by The Corporation of the City of Kingston", as amended, is hereby further amended as follows:
  - 1.1. Schedule C-1- Legislated Committees of By-law 2010-205 is amended by adding the following bullet point to the end of the list in the Mandate/Terms of Reference heading:
    - Section 2.5 of By-Law 2021-10, to regulate short-term rentals, decisions regarding short-term rental licenses may be appealed to the Appeals Committee.
2. This By-Law shall come into force and take effect on the date of its passing by Council.

Given First and Second Reading and Passed Month XX, 2021

Given Third Reading and Passed Month XX, 2021

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**John Bolognone**  
**City Clerk**

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**Bryan Paterson**  
**Mayor**