

# **The Corporation of the City of North Bay**

## **By-Law No. 2014-44**

### **Being a By-Law to Amend By-Law 2012-55 (Being a By-Law to Provide for the Licensing and Regulation of Rental Units in the City of North Bay)**

**Whereas** Council passed Resolution No. 2014-109 at its Regular Meeting held on the 3<sup>rd</sup> day of March, 2014 to authorize amendments to streamline the renewal process for Residential Rental Housing Licenses;

**Now Therefore be it Resolved that the Council of The Corporation of the City of North Bay Enact as Follows:**

1. That Section 5 of By-Law No. 2012-55 is hereby deleted and the following be inserted in lieu thereof:

**“5. Application for and Renewal of a Licence**

- 5.1 Every application for a licence and renewal licence shall be made to the Issuer of Licences on the forms provided by the Issuer of Licences.
- 5.2 Without limitation, every application for a licence or a renewal shall include the following information:
  - 5.2.1 the name, municipal address and telephone number of each Landlord;
  - 5.2.2 the municipal address and legal description of the Rental Unit;
  - 5.2.3 if a Landlord is a corporation, the name, address and telephone number of each director and officer and shareholder;
  - 5.2.4 if a Landlord is a partnership, the name, address and telephone number of each partner;
  - 5.2.5 the number of bedrooms;
  - 5.2.6 a statement by each Landlord certifying the accuracy, truthfulness and completeness of the application; and
  - 5.2.7 the signature of each Landlord or of any duly authorized Landlord’s agents that would bind the Landlord.

**Initial Licence:**

- 5.3 Every person applying for a licence shall provide, in full, at the time the application is submitted all of the information requested on the application form as well as:
- 5.3.1 payment of the prescribed fee as set out in Schedule "A" of this By-Law;
  - 5.3.2 a copy of the Transfer/Deed evidencing a Landlord's ownership;
  - 5.3.3 a copy of the PIN Sheet from the Land Registry Office;
  - 5.3.4 if a Landlord is a corporation, a copy of:
    - 5.3.4.1 the Landlord's Articles of Incorporation; and
    - 5.3.4.2 a Corporation Profile Report;
  - 5.3.5 a floor plan of the Rental Unit, including, for each room, its dimensions and its proposed use;
  - 5.3.6 a maintenance plan identifying measures that the Landlord will implement for the purpose of complying with the City's Waste Management, Clean Yard and Property Standards By-Laws;
  - 5.3.7 a parking plan that complies with the City's Zoning By-Law, as amended, and that shows the location and dimensions of all parking spaces for vehicles on the Rental Property;
  - 5.3.8 proof of placement of Insurance that:
    - 5.3.8.1 includes a limit of liability of not less than \$2,000,000.00 (two million dollars) per occurrence for property damage and bodily injury;
    - 5.3.8.2 identifies the proposed use as a residential rental; and
    - 5.3.8.3 requires that the Issuer of Licences be notified of any intended cancellation by the insurer no fewer than fifteen (15) days prior to such cancellation; and

- 5.3.9 a certificate issued by the Electrical Safety Authority (ESA) confirming that the Rental Property and its proposed use comply with the *Electrical Safety Code*, O. Reg. 164/99, and such further certificates as may be required by an Inspector.

**Renewal of Licence:**

- 5.4 Every person applying for a renewal of a licence shall provide in full at the time the application is submitted, all of the information requested on the application form as well as:
- 5.4.1 payment of the prescribed fee as set out in Schedule "A" of this By-Law;
  - 5.4.2 a copy of the Transfer/Deed evidencing a Landlord's ownership, if there has been a change in the ownership;
  - 5.4.3 a copy of the PIN Sheet from the Land Registry Office, if there has been a change in the ownership;
  - 5.4.4 if a Landlord is a corporation, a Certificate of Status for the corporation;
  - 5.4.5 if no changes have been made to the floor plan, maintenance plan or parking plan submitted with the original application, a Declaration that there have been no such changes;
  - 5.4.6 if changes have been made to the floor plan, maintenance plan or parking plan submitted with the original application:
    - 5.4.6.1 a floor plan of the Rental Unit, including, for each room, its dimensions and its proposed use, if changes have been made to the floor plan;
    - 5.4.6.2 a maintenance plan identifying measures that the Landlord will implement for the purpose of complying with the City's Waste Management, Clean Yard and Property Standards By-Laws, if changes have been made to the maintenance plan; and
    - 5.4.6.3 a parking plan that complies with the City's Zoning By-Law, as amended, and that shows

the location and dimensions of all parking spaces for vehicles on the Rental Property, if changes have been made to the parking plan;

- 5.4.7 proof of placement of Insurance that:
- 5.4.7.1 includes a limit of liability of not less than \$2,000,000.00 (two million dollars) per occurrence for property damage and bodily injury;
  - 5.4.7.2 identifies the proposed use as a residential rental; and
  - 5.4.7.3 requires that the Issuer of Licences be notified of any intended cancellation by the insurer no fewer than fifteen (15) days prior to such cancellation; and
- 5.4.8 a certificate issued by the Electrical Safety Authority (ESA) confirming that the Rental Property and its proposed use comply with the *Electrical Safety Code*, O. Reg 164/99, and such further certificates as may be required by an Inspector, if changes have been made to the electrical installation.
- 5.5. Notwithstanding the provisions of Section 5.4, the applicant may be required to submit a full new application rather than a renewal application, depending on the complexity of the changes to the plans referred to in section 5.4.6.

### **General Provisions**

- 5.6 Upon receipt of a completed application together with all accompanying documentation and the required Fee, the City will contact the applicant to schedule Fire, Building, Zoning and By-Law Enforcement inspections.
- 5.7 The Issuer of Licences may refuse an application for a licence or its renewal in the event that any of the documents required by Sections 5.1, 5.3 and 5.4 of this By-Law are incomplete or lacking in any way.
- 5.8 The Issuer of Licences may also refuse to accept an application for a licence or its renewal in the event that any of the documents required by Sections 5.3 and 5.4 of this By-Law was issued prior to the sixtieth (60<sup>th</sup>) day preceding the date on which the application is submitted.

2. Section 6.9.3 is hereby deleted and the following be inserted in lieu thereof:

“6.9.3 proof of placement of insurance according to Section 5 of this By-Law”.

3. Section 6.9.4 is hereby deleted and the following be inserted in lieu thereof:

“6.9.4 a statement by each Landlord certifying no changes have been made to the floor plan, maintenance plan or parking plan submitted according to Section 5 of this By-Law”.

4. Section 7.1.12 is hereby deleted and the following be inserted in lieu thereof:

“7.1.12 The Landlord and the Rental Property comply with the maintenance plan submitted pursuant to Section 5 of this By-Law.”

5. Section 7.1.13 is hereby deleted and the following be inserted in lieu thereof:

“7.1.13 No vehicle may be stopped or parked on any part of the Rental Property except within a parking space identified on the parking plan pursuant to Section 5 of this By-Law.”

6. This By-Law shall come into effect upon being passed.

Read a First Time in Open Council on the 17<sup>th</sup> day of March, 2014.

Read a Second Time in Open Council on the 17<sup>th</sup> day of March, 2014.

Read a Third Time in Open Council and Enacted and Passed on the 17<sup>th</sup> day of March, 2014.

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Mayor Allan McDonald

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City Clerk Catherine Conrad