City of Hamilton
Planning and Economic Development Department
Parking and By-law Services Division
Neighbourhood (Wards 1, 8, 10 & 12) Residential Rental Housing
Community Liaison Committee

MINUTES

March 4, 2009
Hamilton Convention Center – Albion A Room

Present: Councillor Brian McHattie, Jennifer Kleven, Michelle Ball, Azim Kasmani, Sasha Rana, Ira Rosen, Vinnie Welsh, Ken Sherman, Colleen Wicken, Gail Fisher, Meredith Vanstone, Connie Spitman, John Popham, Greg Bartholemew, Joe Xamin, Debbie Thomas, Fred Schat, Matt VanderVecht, Karen Perez, Ken Moyle

Regrets: Councillor Terry Whitehead, Alan Griffiths, Pat DeLuca, Councillor Lloyd Ferguson Steve Swing, Richard Anderson,

1. Call Meeting to Order
   - Councillor McHattie opened the meeting, greeting all volunteers and introducing new members
   - Review of current agenda
   - Review minutes from February 7, 2009 – minutes accepted– Vinnie motion to approve minutes – Ira seconded – Motion Carried

2. Review of Issues Template
   - Joe provided overview of the Problem Statements and results achieved at February 7, 2009 meeting

3. Municipal Law Enforcement Current By-law Enforcement/Overview of Current Licensing Practice
   - Carmela Vidic – Coordinator Municipal Law Enforcement:
     - presented some background into Municipal Law Enforcement and the current by-law enforced by the section
   - Joe Xamin expanded on the background of Standards and Licensing evolution to Municipal Law Enforcement
   - Vince Ormond – Coordinator Municipal Law Enforcement:
     - contributed further explanation and breakdown of Municipal Law
Enforcement services relative to business licensing and the various requirements

- Various questions posed by the group; what is internal standard and how it is measured? This varies, it depends on time of year – drives number of call – no internal standard
- Vince also responded to qualify what dictates a “priority call” i.e. heat
- What effect would licensing bylaw have on MLE department – enforcement wise – staffing would have to be addressed.
- The issue of parking was raised – zoning clarification is required for parking – properties have to have 50% green space however there are no property standards for number of vehicles in driveway
- What are base hours for bylaw enforcement – Clarification of hours of noise bylaw enforcement through city
- What percentage of work is dealing with apartment buildings – we do not have info available as our database information is relative to the infraction not the type of housing – Vince will see if info is available to be pulled from existing database
- Vince explained to the group licensing requirements for a business – Schedule 9 and also explained the licensing tribunal
- Clarification of lodging houses
- Point was made that we cannot dictate who landlords can rent to, and a discussion of what constitutes a “family”

**Jim Winn, Assist Deputy Chief, Prevention, Hamilton Fire Services:** addressed the group and provided information about the fire code for all occupants of Hamilton – they have 24 inspectors for enforcement and they operate on a scheduled cycle for high rise buildings and do hotel/motel and group homes once per year

- They respond on a complaint basis – they do have the authority to enter if there is an issue of fire safety however has to be accurately documented. If no working smoke alarm they allow 30 days to comply – non compliance can result in court charges – 98% of owners comply through court charges – complainant is not revealed
- If licensing format adopted will definitely impact staffing and cost for Fire Inspections and enforcement – need to determine timing of re-inspect after licence granted – are other options besides yearly
- Interconnecting smoke alarms was discussed – could we make a requirement for obtaining licence in rental residential housing

**Stan Yung, Manager Public Health** gave an overview of Health Protection and Health Hazards

- Investigations are quite complex due to nature of health issues and scope – people, place and environment etc all play role – can become very complicated
There is a duty to protect the public however they operate on a complaint basis only – not proactively

4. Overview of Westdale/Mohawk Proactive Program – J. Savoie
Hamilton Police Services (HPS)

- Councillor McHattie introduced Joanne Savoie who provided a review of the proactive activities between MLE and HPS
- MLE works with Police on noise calls till 4:00 a.m. during peak periods, fall and spring, in areas around the campuses
- HPS is rolling out a program in April whereby Police will be able to share info that MLE has documented on previous calls to same offenders, whom spoken to, first time etc…- this will assist Police in the continuation of enforcement and decisions relating to laying charges
- HPS will be User Acceptance Testing the program in the next two weeks
- Also expect it will be two-way, that HPS will also share info with previous calls that MLE maybe called upon to visit a second, third time etc.
- The problem of parking violations was raised again, clarified as to responsibility and escalation path
- Joanne clarified how officers are assigned in the affected areas

5. Creating a Licensing Program

- Early stages – how do we want to define the program? How do you define absentee landlord, number of units, geographic location, zoning, etc?
- Intent of licensing code to look after public interest, public safety – manage it
- How to obtain license – what are some of the requirements that would be similar – who is applying etc….which agencies would we look at – fire, public health
- Certificate of Compliance done by Property Standards – head-to-toe inspection
- Things to consider may include common area, number of bedrooms, % of home to be common area, floor plans, lease on file
- Are there limitations as to what we can request relative to licensing?
- Incentives, reductions for fire safety energy audits – should number of bedrooms be relative to total square footage
Crossover and sharing information between agencies, property standards, health, fire

Public Information Centres for Mohawk and McMaster – student/tenant one to be held first – March – landlords April – Residents May

Next meeting speakers from City of London and Al Fletcher re Zoning

Examine supply and demand housing within campus and outside campus

What impact it will have

Meeting adjourned @ 8:30
Next meeting Wednesday April 8, 2009
Hamilton Convention Center – Room 314