



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF THE CAO

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Author's Name: Kevin Fox/Bill Tetler	Report Date: April 2, 2024
Author's Phone: 519 736-0012 ext. 2272/2251	Date to Council: April 9, 2024
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To: Mayor and Members of Town Council

Subject: Licensing Committee Appointment 2024-018

1. RECOMMENDATION:

It is recommended that:

1. **By-law 2024-018** being a By-law to Appoint Members to the Licensing Committee be taken as having been read three times and finally passed and the Mayor and Clerk **BE AUTHORIZED** to sign same;
2. That the 2022-2026 Committee Terms of Reference **BE AMENDED** to include the Licensing Committee as noted in the report of April 9th, 2024.

2. BACKGROUND:

On August 14, 2023 Council provided direction that “**Administration BE DIRECTED to open a call for applications to appoint 5 lay members to the Licensing Committee for the 2022-2026 Council term.**”

On February 12th, 2024, Council voted to appoint 5 members of the community to the Licensing Committee through Council resolution.

3. DISCUSSION:

The Licensing Committee Terms of Reference document has been provided to coincide with the formal appointment of the committee in By-law, and to provide the parameters

for the committee specific terms of reference requirements. Section 9.1 of the Short Term Rental By-law 2023-059 provides for the Town's Licensing Committee purposes.

4. RISK ANALYSIS:

There is no risk associated with this report.

5. FINANCIAL MATTERS:

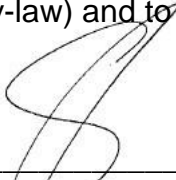
There are no financial implications associated with the amendments in this report

6. CONSULTATIONS:

Karly Kennedy, Policy and Committee Coordinator

7. CONCLUSION:

It is recommended that Council adopt the Appointment By-law 2024-018 to allow the committee to deal with issues that may arise from By-law 2023-059 (Short Term Rental By-law) and to adopt a Terms of Reference for the Licensing Committee.



Bill Tetler

Manager, Licensing and Enforcement



Kevin Fox

Clerk/Risk Manager

Report Approval Details

Document Title:	Licensing Committee Appointment 2024-018 .docx
Attachments:	- 2024-018 - STR Appoint Members to Licensing Committee.doc - 2024 04 09 - Terms of Reference - Licensing Committee - FINAL DRAFT (Clean) RM.pdf
Final Approval Date:	Apr 10, 2024

This report and all of its attachments were approved and signed as outlined below:



Tracy Prince



Valerie Critchley



Kevin Fox