

ATTACHMENT 3: CITY DIVISIONAL ROLES & RESPONSIBILITIES

The implementation and ongoing program management of the new multi-tenant house framework will include roles and responsibilities for a number of City Divisions, as follows.

Municipal Licensing and Standards Division:

MLS will be responsible for the following activities under the new framework:

- Process licensing applications for multi-tenant house operators;
- Conduct enforcement actions for licensing conditions in the by-law that are identified as a responsibility of MLS;
- Collect evidence against unlicensed operators in relation to licensing conditions in the by-law that are identified as a responsibility of MLS;
- Manage the supervision of healthcare staff providing oversight of personal care multi-tenant houses;
- Work with Prosecutions, alongside other City divisions, to build cases against operators who do not comply with the multi-tenant licensing by-law provisions;
- Lead coordination of the Project Management Office;
- Track and report on licensing data for multi-tenant houses; and
- Create educational and communications materials to inform tenants and landlords of licensing by-law requirements, in collaboration with other City Divisions.

Toronto Building:

Toronto Building will be responsible for the following activities under the new framework:

- Confirm compliance with the City's Zoning By-law as part of the licensing approval framework for operators.
- Review permit applications and provide approval for change of use, construction, and renovation to verify that the building's proposed use meets the fire, life safety and other requirements of the Ontario Building Code.
- Conduct inspections to verify that approved construction, or renovation has taken place in accordance with issued permits.
- Address violations of the Ontario Building Code Act, 1992, and Ontario Building Code

Toronto Fire Services:

Toronto Fire Services will be responsible for the following activities under the new framework:

- Conduct fire safety inspections of licensed and unlicensed multi-tenant houses.
- Enforce remedial action for violations of the Ontario Fire Code and other fire and life safety hazards.
- Provide evidence and testimony at the Multi-tenant Housing Tribunal.
- Identify high-risk operators who have less than 10 rooms but should undertake a mandatory electrical evaluation by a licensed electrical contractor.

Housing Secretariat:

Housing Secretariat will be responsible for the following activities under the new framework:

- Develop and implement a Multi-Tenant Housing Renovation and Retrofit Program to offset the cost of compliance for eligible operators.
- Establish and lead the Housing-At-Risk Working Group to proactively address potential tenant displacement and the loss of affordable rental housing units.

City Planning:

City Planning will be responsible for the following activities under the new framework:

- Review, process, and make recommendations on minor variance and rezoning applications for multi-tenant house proposals that do not comply with zoning regulations.

Toronto Public Health:

Toronto Public Health will be responsible for the following activities under the new framework:

- Conduct inspections and investigations as per the Health Protection and Promotion Act.
- Investigate reports of health hazards.
- Investigate reports of foodborne illness.
- Conduct food safety inspections as per the Food Premises Regulation O.Reg 493/17.
- Provide consultative and advisory services to the MLS team.
- Collaborate with MLS in order to conduct an assessment of the needs of vulnerable individuals residing in personal care settings.
- Support MTH Tribunal by providing evidence relating to compliance issues observed during investigations.
- Conduct remedial action in relation to Toronto Public Health authority under the by-law.

Court Services

Court Services will be responsible for the following activities under the new framework:

- Provide administrative and hearing support to the Multi-Tenant Housing Tribunal (MHT) including support related to:
 - processing of appeals and hearings;
 - scheduling hearings and assembling required materials;
 - preparing notices and orders;
 - meeting management support for hearings and mediations;
 - administrative support for the tribunal's business meetings and annual report preparation; and
 - preparing its annual budget proposal for inclusion in the City's annual budget process.

City Clerk's Office

The City Clerk's Office will be responsible for the following activities under the new framework:

- Coordinate recruitment, appointment, and orientation of tribunal members

Legal Services

Legal Services will be responsible for the following activities under the new framework:

- Draft amendments to existing by-laws revoking the provisions for the current Rooming House Commission

City Manager's Office

The City Manager's Office will be responsible for the following activities under the new framework:

- Establish the governance structure of Multi-tenant Housing Tribunal including: policies, practices, and procedure; Guiding principles; and the Relationship framework