

MANAGEMENT REPORT

Date: August 11, 2025
To: Stratford City Council
From: Tatiana Dafoe, City Clerk
Report Number: COU25-103
Attachments: Attachment 1: Draft Licensing Appeal Committee Rules of Practice and Procedure

Title: Licensing Appeal Committee Appointment

Objective: To consider the appointment of three members of Council plus an alternate to the Licensing Appeal Committee.

Background: The Bed & Breakfast Licensing By-law 180-2004 and the Accommodation Licensing By-law 130-2022 set out a process for hearing of appeals where an Officer refuses to issue or renew a licence or where the Officer elects to suspend or revoke a licence under these by-laws. The Licensing Appeal Committee is to be appointed by by-law.

On July 7, 2025, an Appeal under the Bed & Breakfast Licensing By-law 180-2004 was received by the Clerk's Office. The By-law states a hearing is to be held within 60 days of receipt of the appeal. The deadline to hear this appeal is September 5, 2025.

Staff would like to schedule the hearing on Wednesday, September 3.

Analysis: Staff are seeking appointment of three members of Council to the Licensing Appeal Committee, plus one alternate to be available in the event a member is unable to attend because of illness or emergency. The members of Council will serve on this Committee for the remainder of the term of Council.

Details of the Appeal Hearing will be provided to the appointed members prior to the Hearing.

Attached to this Report are draft terms of reference for the Committee which will guide the Committee along with associated by-laws.

Financial Implications:**Not applicable:**

The purpose of this report is to consider the appointment of members of Council to a Licensing Appeal Committee.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose is to consider the appointment of members of Council to a Licensing Appeal Committee.

Alignment with One Planet Principles:

Not applicable: This report does not align with one of the One Planet Principles as the purpose is to consider the appointment of members of Council to a Licensing Appeal Committee.

Staff Recommendation: THAT three members of Council, plus one alternate, be appointed to act as the Licensing Appeal Committee under the Bed & Breakfast Licensing By-law 180-2004 and the Accommodation Licensing By-law 130-2022;

AND THAT a by-law be adopted to establish the Licensing Appeal Committee and appoint members.

Prepared by: Tatiana Dafoe, City Clerk

Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
Adam Betteridge, Interim Chief Administrative Officer