



Staff Report

To: Council

From: George Vadeboncoeur, Manager, Planning Special Projects

Meeting Date: March 12, 2025

Report No.: DS2025-036

Subject: Amended Contract with Granicus for Short Term Rental Accommodation and Bed and Breakfast Establishments Licensing By-law Enforcement

Type: Requires Action

Motion No.:

Recommendation

It is recommended:

1. That Report No. DS2025-036 be received and adopted.
2. That Council authorize staff to enter into an amended one-year contract with Granicus for third party enforcement services at a cost of \$13,012.38, plus HST.

Background

Council at its February 26, 2025 meeting deferred consideration of a one-year contract for enforcement services proposed by Granicus to allow time for staff to meet with Granicus representatives to determine whether the contract could be amended to allow for early termination. At the meeting, the Granicus representative committed to bringing the request back to her team and meet with staff to discuss.

Staff met with the Granicus representative on March 4, 2025, and this report outlines the discussion.

Analysis

Amended Granicus Contract

Granicus, is a third-party provider of enforcement services through their “Host Compliance” platform. They offer a number of software modules pertaining to the enforcement of STRAs.

Staff are recommending that the Township purchase the following three modules:

1. Address Identification Module
2. Compliance Monitoring
3. 24/7 Hotline

In discussions with Granicus, they have agreed to add a 60-day “Cancellation for Convenience” clause (paragraph 3.f), which will allow Oro-Medonte to cancel the contract. The cancellation refund will be prorated based on the number of months remaining on the contract after formal notice is provided.

Entering into the contract now will allow Granicus to work with the Township’s IT team to integrate their system with the Townships’ in order to share Property and licensing information. Attached as Schedule 1 is the revised Granicus proposal that outlines the services to be provided in detail along with the contract costs.

Staff are recommending Council enter into a one-year contract with Granicus, with the revised language at a cost of \$13,012.38, plus HST for the initial year.

Financial/Legal Implications/Risk Management

Third party costs include an initial cost of approximately \$13,012, plus HST to enter into a contract with Granicus to provide address identification, third-party monitoring, and complaint hotline services for the municipality. The Township can cancel the contract with 60 days’ notice and only be responsible for the time expended to the point of notice being provided.

Policies/Legislation

- Municipal Act
- Planning Act
- Township of Oro-Medonte Zoning By-law
- Township of Oro-Medonte Administrative Monetary Penalty System By-law

Corporate Strategic Priorities

- Financial Sustainability
- Community Safety

Consultations

- Director, Development Services
- Chief Municipal Law Enforcement Officer

Attachments

1. Revised Granicus Contract Proposal

Conclusion

Third party enforcement assistance provides the evidence required to assist in the enforcement of the Licensing By-law and will provide additional information in the event Municipal Law staff pursue a Section 440 order. The application will allow staff to be more efficient and make it easier to target and deter illegal STRA operators. The revised proposed contract provides a 60-day termination option with the only obligation being time expended to the point of formal notice being provided.

Respectfully submitted;

George Vadeboncoeur, RPP,
Manager, Planning Special Projects

March 5, 2025

Approvals:

Date:

Curtis Shelswell, Chief Municipal Law Enforcement Officer
Brent Spagnol, Director, Development Services
Donna Hewitt, Director, Corporate Services/Acting CAO

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