

The Corporation of the City of Kawartha Lakes
Minutes
Short Term Rental Licensing Program Task Force

STR2023-004
Wednesday, May 17, 2023
8:30 A.M.
Council Chambers
City Hall
26 Francis Street, Lindsay, Ontario K9V 5R8

Members:
Deputy Mayor Tracy Richardson
Councillor Dan Joyce
Councillor Charlie McDonald
Councillor Mike Perry

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1. Call to Order

Councillor C. McDonald called the meeting to order at 8:31 a.m. Deputy Mayor T. Richardson, Councillor D. Joyce, Councillor M. Perry, Deputy Clerk S. O'Connell and Administrative Assistant L. Williams were in attendance.

2. Administrative Business

2.1 Adoption of Agenda

STR2023-013

Moved By Deputy Mayor Richardson

Seconded By Councillor Perry

That the Agenda from the Short Term Rental Licensing Program Task Force Meeting of May 17, 2023 be approved.

Carried

2.2 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest disclosed.

2.3 Adoption of Minutes from Previous Meeting

Short Term Rental Licensing Program Task Force Meeting, May 10, 2023

STR2023-014

Moved By Deputy Mayor Richardson

Seconded By Councillor Joyce

That the Minutes from the Short Term Rental Licensing Program Task Force Meeting of May 10, 2023, be approved.

Carried

3. New Business

3.1 Continued Review of Option 2 (Short Term Rental Licensing By-Law)

Including:

- Report back from Staff regarding consultation on extended hours of enforcement
- Continued review of proposed short term rental licensing fees
- Review of proposed changes to the Short Term Rental Licensing By-Law

Manager Sloan reviewed the consultations that have been held with Peoples Services regarding whether or not hours of service can be expanded within Municipal Law Enforcement. Manager Sloan also outlined that it is anticipated that the 24 hour contact line for issues relating to Short Term Rentals will be in place by July and the City will update all public facing message once the start date for that service has been confirmed. The messaging will request that residents contact the 24 hour contact line as soon as an issue is encountered rather than waiting for the next business day. Manager Sloan noted that extended enforcement hours could be fulfilled through overtime hours within Municipal Law Enforcement.

The Task Force discussed whether not paid off-duty enforcement could be used in the event of a gap in enforcement coverage.

STR2023-015

Moved By Deputy Mayor Richardson

Seconded By Councillor Perry

That Staff compile a proposed overtime schedule for the weekends in July and August for review to identify service gaps that could be fulfilled by paid duty officers and provide budget implications.

Carried

Councillor Joyce asked for an overview of consultations that have been completed with other municipalities. Manager Sloan outlined that he reached out to several municipalities and cottagers associations.

The Task Force discussed a proactive approach and whether or not known short term rental properties could be patrolled during the day to show an enforcement presence and provide an opportunity educate and increase awareness about a Short Term Licensing Program.

The Task Force discussed the costs that would be involved with paid off-duty enforcement and it was noted that there is no budget for an enforcement program.

Manager Sloan provided an overview of fee structure options for the Short Term Licensing Program.

STR2023-016

Moved By Deputy Mayor Richardson

Seconded By Councillor Joyce

That Section 9 of the proposed By-law to License, Govern and Regulate Short Term Rental Accommodation Businesses in the City of Kawartha Lakes be amended to incorporate the fee structure referred to as Option 3 within the fee review, including:

- Hosted (part time) \$150.00
- Hosted (year round) \$300.00
- Unhosted (part time) \$750.00
- Unhosted (year round) \$1500.00

Carried

Councillor Joyce asked if staff will be able to monitor properties to determine whether or not properties comply with the number of bedrooms noted within a declaration. Manager Sloan advised that a Short Term Rental License Application will be circulated to City Departments (i.e. building) for review and comment before a License is issued. The review will include an analysis to determine whether or not the number of bedrooms quoted within an application complies with records that the City has on file (i.e. for septic system capacity, etc.).

The Task Force addressed potential parking issues at short term rental properties.

STR2023-017

Moved By Deputy Mayor Richardson

Seconded By Councillor Perry

That Schedule C to the Proposed By-Law to License, Govern and Regulate Short Term Rental Accommodation Businesses in the City of Kawartha Lakes be amended to include a demerit point infraction of three (3) points for parking infractions.

Carried

The Task Force reviewed the amended version of the proposed By-law to License, Govern and Regulate Short Term Rental Accommodations in the City of Kawartha Lakes.

STR2023-018

Moved By Councillor Joyce

Seconded By Councillor Perry

That Section 2.1 of the proposed By-law to License, Govern and Regulate Short Term Rental Accommodation Businesses in the City of Kawartha Lakes be deleted.

Carried

STR2023-019

Moved By Councillor Perry

Seconded By Councillor Joyce

That the proposed By-law to License, Govern and Regulate Short Term Rental Accommodation Businesses in the City of Kawartha Lakes be amended to include a setback between short term rental accommodation properties at 150 linear feet.

Carried

STR2023-020

Moved By Councillor Joyce

Seconded By Councillor Perry

That the Schedule C of the proposed By-law to License, Govern and Regulate Short Term Rental Accommodation Businesses in the City of Kawartha Lakes be amended to include a demerit point infraction of three (3) points in the event that a short term rental property owner provides a false declaration.

Carried

STR2023-021

Moved By Deputy Mayor Richardson

Seconded By Councillor Joyce

That Section 9.04 of the proposed By-Law to License, Govern and Regulate Short Term Rental Accommodation Businesses in the City of Kawartha Lakes be deleted.

Carried

The Task Force discussed whether or not capacity limits could be placed on short term rental properties.

4. Next Meeting Date

May 24, 2023, 8:30 a.m., Council Chambers, City Hall

5. Adjournment

STR2023-022

Moved By Deputy Mayor Richardson

Seconded By Councillor Joyce

That the meeting adjourn at 10:56 a.m.

Carried