

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

**STR2023-004**  
**Wednesday, May 24, 2023**  
**8:30 A.M.**  
**Victoria Room**  
**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 8:34 a.m. Deputy Mayor T. Richardson, Councillor D. Joyce, Councillor M. Perry, Manager of Municipal Law Enforcement and Licensing A. Sloan and Administrative Assistant L. Williams were in attendance.

**2. Administrative Business**

**2.1 Adoption of Agenda**

**STR2023-022**

**Moved By** Councillor Perry

**Seconded By** Councillor Joyce

**That** the Agenda from the Short Term Rental Licensing Program Task Force Meeting of May 24, 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 17, 2023**

**STR2023-023**

**Moved By** Deputy Mayor Richardson

**Seconded By** Councillor Joyce

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

**Carried**

**3. New Business**

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

Including:

- Report back from staff regarding enforcement for July and August
- Discussion regarding possible occupancy regulations

Manager Sloan reviewed the meetings that have been held with Police Services and People Services about the enforcement of issues relating to short term rental properties and whether or not hours of service could be extended for Municipal Law Enforcement. Manager Sloan outlined that additional hours of service could be addressed by Municipal Law Enforcement Officers through overtime hours and that overtime schedule should be able to accommodate enforcement over weekends in July and August (including long weekends). It was noted that overtime hours are optional for staff.

Councillor Joyce stated that he is in favour of volunteer overtime for additional hours of service and if Municipal Law Enforcement Officers are not available, those extended hours could be offered to the Police Services.

Deputy Mayor Richardson noted that the weekend coverage (of 20 days) can be adjusted as required. Deputy Mayor Richards commended the Task Force for the progress that was made during the Short Term Rental Licensing Program Task Force Meetings.

The Task Force discussed that with enforcement is not needed directly, the knowledge of the officers on duty will have a good effect and the impact of the demerit point system will not take long to see.

Manager Sloan stated that the soft roll out will allow for staff to be hired and that process will be initiated and as soon as the By-Law has been adopted by Council. Manager Sloan outlined that once the By-Law has been adopted, the demerit point system will apply, even before a Licence is applied for, and points will accumulate. If a property accumulates 7 demerit points, the Licence Application will be denied.

The Task Force discussed a one-year review of the Licensing Program and noted that Council can adjust the program through that review if adjustments are needed.

**STR2023-024**

**Moved By** Deputy Mayor Richardson

**Seconded By** Councillor Joyce

**That** Staff report back to Council by the end of Q1, 2024 on the implementation of the Short Term Rental Licensing Program to outline any issues that have been experienced and any adjustments that are needed for the Program.

**Carried**

The Task Force discussed conflict of interest with regard to Short Term Rentals.

The Task Force discussed the Haliburton Kawartha Pineridge District Health Unit's involvement in the inspection of sauna's and spa's in hotels. Manager Sloan suggested that the Health Unit can be notified right away by Municipal Law Enforcement if there is a complaint about a sauna or spa at a Short Term Rental and leave it up to the discretion of the Health Unit to address the issue.

Manager Sloan explained how burn complaints are handled with Fire Services.

The Task Force discussed capacity limits and how to address them. They discussed tying the limits to septic capacity and the number of bedrooms. They discussed setting limits that are easy to manage and potentially flag short term rentals with 5 or more bedrooms when applications are submitted. They noted that capacity numbers could be considered/determined by Council.

Manager Sloan reviewed the proposed By-Law to outline the changes that were incorporated by the Task Force. The Task Force discussed removing Schedule A and B from the By-law to incorporate the content within those schedules as part of the licensing application.

**STR2023-025**

**Moved By** Deputy Mayor Richardson

**Seconded By** Councillor Joyce

**That** Schedule A and B be removed from the proposed By-Law be incorporated into the Licensing Application.

**Carried**

**STR2023-026**

**Moved By** Councillor Perry

**Seconded By** Deputy Mayor Richardson

**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 two (2) points in the event that a property owner is not posting the documentation required by the Licensing Program inside the rental unit.

**Carried**

**STR2023-027**

**Moved By** Councillor Perry

**Seconded By** Deputy Mayor Richardson

**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) demerit points if false information is provided on a Short Term Rental License Application; and

**That** Schedule C to the Proposed By-Law to License, Govern and Regulate Short Term Rental Accommodation Businesses in the City of Kawartha Lakes to include a demerit point infraction of seven (7) points if an applicant knowingly makes a false declaration as part of the Short Term Rental License Application, which would result in an automatic suspension of a License.

**Carried**

Manager Sloan outlined that 3 options will be provided within the report to Council, including:

Option 1 - the original proposal that was presented to Council at the Committee of the Whole Meeting on April 4, 2023.

Option 2 - the original proposal, amended to include all of the recommendations from the Task Force.

Option 5.2 - the original proposal, amended to include a fee focused on full year licensing where the fee will be determined by the number of bedrooms.

Councillor Perry asked when the updated Report would be available for review. Manager Sloan advised that the Report will be published with the Agenda for the June 6, 2023 Committee of the Whole Meeting.

**STR2023-028**

**Moved By** Deputy Mayor Richardson

**Seconded By** Councillor Perry

**That** the proposed By-law to License, Govern and Regulate Short Term Rental Accommodation Businesses in the City of Kawartha Lakes, as amended, be forwarded to Council for consideration at the Committee of the Whole Meeting of June 6, 2023.

**Carried**

**4. Adjournment**

**STR2023-029**

**Moved By** Councillor Perry

**Seconded By** Deputy Mayor Richardson

**That** the meeting adjourn at 10:25 a.m.

**Carried**