

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

**Wednesday, May 10, 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**

**Accessible formats and communication supports are available upon request. The City of Kawartha Lakes is committed to accessibility for persons with disabilities. Please contact [AgendaItems@kawarthalakes.ca](mailto:AgendaItems@kawarthalakes.ca) if you have an accessible accommodation request.**

**1. Call to Order**

Councillor C. McDonald called the meeting to order at 8:35 a.m. CAO R. Taylor, Deputy Mayor T. Richardson, Councillor M. Perry, Manager A. Sloan, Deputy Clerk S. O'Connell and Administrative Assistant L. Williams were in attendance.

Absent:

Councillor D. Joyce

**2. Administrative Business**

2.1 Adoption of Agenda

**STR2023-009**

**Moved By** Deputy Mayor Richardson

**Seconded By** Councillor Perry

**That** the Agenda from the Short Term Rental Licensing Program Task Force Meeting of May 5, 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 3, 2023**

**STR2023-010**

**Moved By** Councillor Perry

**Seconded By** Deputy Mayor Richardson

**That** the Minutes from the Short Term Rental Licensing Program Task Force meeting of May 3, 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 with the Kawartha Lakes Police Services and the OPP

- Review of General Applicability
- Review of Possible Exemptions
- Review of the Requirements for a License
- Review of Maximum Occupancy Requirements
- Review of Inspection Requirements

The Task Force discussed the implementation of a 24-hour contact line for issues relating to short term rental properties. Manager Sloan outlined that the 24-hour hotline would be operated by a call centre specifically focused on short term rentals. Residents would be able to contact the call centre 24 hours a day, 7 days a week. The call centre would be staffed by individuals who reside in Ontario and they would gather information about short term rentals in the area and will initiate immediate response to the property owner when a call is received. The vendor has the ability to contact police services if the complaint is outside of by-law enforcement. All of the City's public facing messaging will be updated to provide the 24-hour contact line; with the caveat that residents must contact 911 in the event of an emergency.

CAO Taylor and Manager Sloan provided a summary of their consultation with the Kawartha Lakes OPP and Kawartha Lakes Police Services. The consultation included a review of the current level of service within Kawartha Lakes and a discussion surrounding whether or not contracted paid duty officers could assist with the enforcement of issues relating to short term rentals. The Kawartha Lakes OPP and the Kawartha Lakes Police Services committed to working with City Staff when issues arise relating to short term rental properties. It was noted that the use of contracted paid duty officers for the enforcement of issues relating to short term rental properties would be inefficient due to costs associated with this option (being \$1,000.00 per four hour shift for two paid duty officers). The police services noted that the implementation of a licensing system for short term rental properties, which focuses on the business aspect, would allow the property owner to become involved in issues that arise rather than solely dealing with the occupant(s) of the property. The police services indicated that they would be willing to increase communication with Municipal Law Enforcement and Licensing to provide a weekly overview of the calls that are submitted to the Kawartha Lakes OPP and the Kawartha Lakes Police Services relating to short term rental properties.

Manager Sloan advised that Municipal Law Enforcement and Licensing are aware of 53 short term rental locations associated with enforcement related inquiries and the Kawartha Lakes OPP are aware of 12 locations. The number of properties known by the Kawartha Lakes OPP would indicate that the enforcement issues are not criminal in nature.

Deputy Mayor Richardson thanked staff for consulting with the Police Services and recognized that education and stewardship would help to address the enforcement issues. It was noted that nuisance complaints typically occur on long weekends.

Councillor Perry asked about the Kawartha Lakes OPP or the Kawartha Lakes Police Services have the workload capacity to address enforcement issues relating to short term rental properties. Manager Sloan outlined that police services respond to calls on a priority basis.

Councillor McDonald noted that enforcement of issues relating to short term rental properties is required for the upcoming summer season and inquired about whether or not staff within Municipal Law Enforcement and Licensing could work extended hours (i.e. past 9:00 p.m.). Manager Sloan outlined that Council can provide direction regarding changes to the collective agreement, with regard to the sections that outline hours of service, but staff have already inquired with Peoples Services about whether or not that change would be possible.

**STR2023-011**

**Moved By** Councillor Perry

**Seconded By** Deputy Mayor Richardson

**That** Staff review any options available for extending hours of service for Municipal Law Enforcement Officers and report back at the next Short Term Rental Licensing Program Task Force Meeting.

**Carried**

CAO Taylor stated that City does not currently have a structure in place to address short term rentals and the proposed Licensing Program would provide structure to the enforcement of issues and make the property owner responsible. The Program would require the property owner to step through a rigid structure of compliance which would provide the City with the ability to pull the license, if required. It was noted that the use of paid duty officers for the enforcement of issues relating to short term rental properties would be complex, if paid duty officers were available (availability is not guaranteed).

The Task Force reviewed the applicability of the proposed Licensing Program.

Councillor Perry noted that a license would be required for any rental period that is fewer than 28 days and that the majority of complaints come from weekends or week long rentals. Councillor Perry questioned the 28 day time frame and whether or not it should be shorted to anything less than 14 days as issues generally arise during rentals that are of a shorter duration.

Manager Sloan stated that 28 days is a baseline for the rental period and the demerit point system could be strengthened to increase the point value for issues that are experienced during those short duration rentals (i.e. long weekend rentals).

The Task Force discussed possible exemptions for the Licensing Program. They reviewed the variables surrounding the owner being onsite at the property and how rentals to friends and family could be addressed.

The Task Force reviewed the requirements for a Licence under proposed Licensing Program. Manager Sloan provided an overview of the License requirements and noted that the by-law could be amended to include an alternative which would allow a property owner to submit a declaration confirming that the requirements for a license (relating to inspections, insurance, etc.) had been satisfied. It was important to note that if a property owner submitted such a declaration, and it proved to be false, the demerit point system would apply and it could result in the suspension or revocation of the Licence.

The Task Force provided recommendations to Manager Sloan regarding the allocation of points within the demerit point system. An updated version of the draft by-law will be reviewed at the next Short Term Rental Licensing Program Task Force Meeting so the demerit point system can be reviewed in detail. Councillor McDonald suggested that the by-law allow Staff to complete inspections in the event that Staff determine that they cannot rely upon a declaration from a property owner.

The Task Force reviewed maximum occupancy requirements under the proposed Short Term Rental Licensing Program. Councillor Perry noted that under the Building Code there is a maximum of two (2) occupants per bedroom. It was noted that in some instances Short Term Rental properties have had up to sixteen (16) occupants and the Task Force could consider examining the age of occupants when considering a maximum number.

Manager Sloan noted that health and safety are important factors to consider when determining maximum occupancy limits. Manager Sloan noted that

Sections 2.05 and 2.06 of the proposed by-law includes an allowance for 2 additional occupants. It was also noted that septic system capacity must also be considered when determining maximum occupancy. Septic system failures on lakeside properties must be avoided.

The Task Force asked how staff would properties could be inspected, if Staff determined an inspection was required. Manager Sloan advised that if a physical inspection was required, a Municipal Law Enforcement Officer would attend at the property to complete any inspections that were required. The Task Force reiterated that a declaration from the property owner relating to inspection requirements could be considered as an alternative within the by-law.

Manager Sloan reviewed a possible fee schedule for the Licensing Program. A copy of the proposed fee schedule will be reviewed at the next Short Term Rental Licensing Program Task Force Meeting.

Manager Sloan advised that an updated version of the draft by-law will be available at the next Short Term Rental Licensing Program Task Force Meeting.

**4. Next Meeting Date**

Wednesday May 17, 2023, 8:30am, City Hall, Council Chambers

**5. Adjournment**

**STR2023-012**

**Moved By** Councillor Perry

**Seconded By** Deputy Mayor Richardson

**That** the Meeting adjourn at 10:30 a.m.

**Carried**