



## Council Report

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**Report Number:** ML2024-005  
**Meeting Date:** November 19, 2024  
**Title:** **Terms of Reference Update for the Municipal By-Law Appeals Committee**  
**Author and Title:** Aaron Sloan, Manager Municipal Law Enforcement and Licensing

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### **Recommendation(s):**

**That** Report ML2024-005, **Terms of Reference Update for the Municipal By-Law Appeals Committee**, be received; and

**That** the Terms of Reference for Municipal By-Law Appeals Committee be updated, as outlined within Appendix A to Report ML2024-005.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

**Background:**

The Municipal Law Enforcement By-Law Appeals Committee was established by Council to conduct hearings and render decisions for appeals or exemption requests based on the following City of Kawartha Lakes by-laws:

- By-Law 2016-112 (as amended) “Property Standards” being a by-law to regulate and govern standards for maintaining and occupying property within Kawartha Lakes;
- By-Law 2017-039 (as amended) “Order to Restrain” being a by-law to regulates animals in the City of Kawartha Lakes; and
- By-Law 2013-043 (as amended) “Fortification” being a by-law to regulate the fortification of land and to prohibit excessive fortification of land and to prohibit the application of excessive protective elements to land within the City of Kawartha Lakes.

An update to the terms of reference for the Municipal Law Enforcement By-Law Appeals Committee is required to include By-Law 2023-111, being the By-Law to License, Regulate and Govern Short Term Rental Accommodation Businesses in the City of Kawartha Lakes now within the mandate for the Committee.

**Rationale:**

By-Law 2023-111, being the “Short Term Rental By-Law” includes an appeal mechanism for an applicant under the following circumstances:

- An application for a new License or an application for a renewal of a License has been denied; or
- A License that has been suspended or revoked.

The appeal mechanism within By-Law 2023-111 provides delegated authority to the Municipal Law Enforcement By-law Appeals Committee to hear such appeals.

Amending the terms of reference, as outlined within Appendix A, will bring the terms of reference into alignment with delegated authority that is provided by By-Law 2023-111.

**Other Alternatives Considered:**

There is no recommended alternative.

**Alignment to Strategic Priorities**

The amendment to the terms of reference for the Municipal By-Law Appeals Committee aligns with good government priority with in the 2024-2027 Strategic Plan for Kawartha

Lakes. The Municipal By-Law Appeals Committee provides a mechanism for applicants to appeal the decision of staff, as outlined within the parameters of By-Law 2023-111.

**Consultations:**

Municipal Law Enforcement and Licensing  
City Clerk's Office

**Attachments:**

Appendix A – Updated Terms of Reference for the Municipal By-Law Appeals Committee



Municipal Bylaw  
Appeals Committee T

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**Department Head: Cathie Ritchie**