



Short-Term Rental Accommodation and Bed & Breakfast Establishment Licensing By-Law Education Session

Planning & Municipal Law Division

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Agenda



- Short-Term Rental Accommodation (STRA) and Bed & Breakfast (B&B) Establishment Definition
- Goals of the STRA and B&B Licensing Program
- Industry Specific Software
- Application Process
- Penalties (Demerit Point System & AMPS)
- Next Steps
- Questions

STRA and B&B Definition



- **Short-term rental accommodation** means any whole or part of a **dwelling-unit advertised**, used or maintained for the accommodation of the travelling or vacationing public for a period less than twenty-eight (28) consecutive days and includes Village Commercial Resort Units, but does not include a hotel, motel, boarding lodging or rooming house, residential care home, time share establishment and Village Commercial Resort Units that are part of rental or lease management program.
- **Bed and breakfast establishment** means a **dwelling-unit**, which is owner occupied and the **primary residence** of the owner, in which **bedrooms** are offered, used or maintained for the accommodation of the travelling or vacationing public, for a period less than twenty-eight (28) consecutive days, with or without meals.

Goals of the STRA and B&B Licensing Program



Maintain community character and ensure peaceful neighbourhoods



Ensure rental properties are safe for occupants



Ensure rental properties are compliant with Municipal By-laws and regulations



Provide staff with tools to remediate concerns

Industry Specific Software

Cloudpermit 

 GRANICUS

- Cloudpermit is an online portal for submitting applications, payments, issuing licenses and updating license information
- Granicus identifies properties that are operating as an STRA and/or B&B
- Assists staff in monitoring properties for compliance
- Provides 24/7 hotline for submitting and tracking concerns
- Assist staff in investigating and addressing STRA and/or B&B concerns



Application Process

Short-Term Rental Accommodations and Bed & Breakfast
Establishments in Oro-Medonte

Pre-Application Checklist

- Owner Information (name, contact information)
- STRA and B&B Information (address, type of access, photographs)
- Applicant Information (if different from owner) & Owner Authorization
- Responsible Person Information (name, address, contact information)
- Site Map (buildings, structures, landscape features, sewage disposal system, parking areas, waste disposal)
- Floor Plan (rooms, smoke and carbon monoxide alarms, fire extinguishers, plumbing fixtures, entrances and exits, fire escape routes, cooking appliances)
- Renter's Code of Conduct
- Licensee Acknowledgement
- Renter's Information Package (address, responsible person, emergency phone numbers, instructions for waste disposal, Renter's Code of Conduct, common By-law offences and penalties, boater safety information)

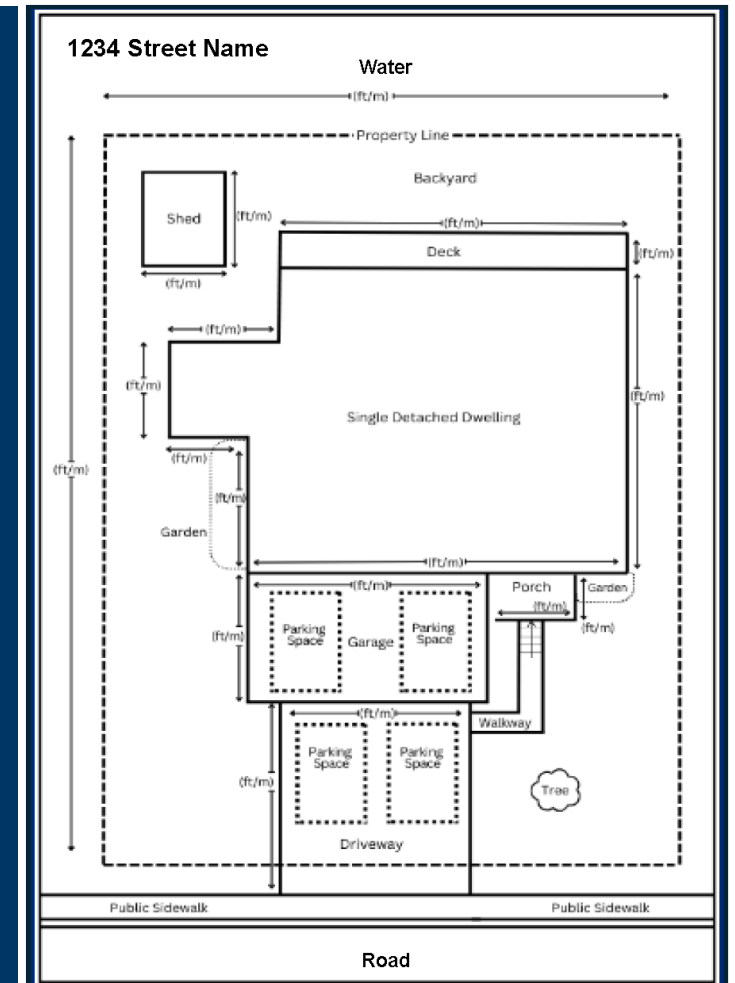
Insurance Requirement

- Evidence of insurance by way of a certificate of insurance:
 - I. showing a minimum liability limit of no less than two million dollars (\$2,000,000) per occurrence for property damage and bodily injury (or similar coverage approved by the Township) with an endorsement that covers a short-term rental or bed and breakfast establishment being operated on the property.
 - II. the insurance coverage referenced in this paragraph shall be maintained by the licensee at all times while the property is licensed under this section.

Example Site Plan

- Can be drawn by using on-line tools, or current surveys, site plans, or building permits. It can be completed by an owner, surveyor, designer, builder, or any other capable person.
- Must be drawn to scale and include all locations and dimensions of:
 - All buildings and structures
 - Septic system (if applicable)
 - All landscaping features (patios, decks, firepits)
 - Parking areas
 - Waste disposal locations

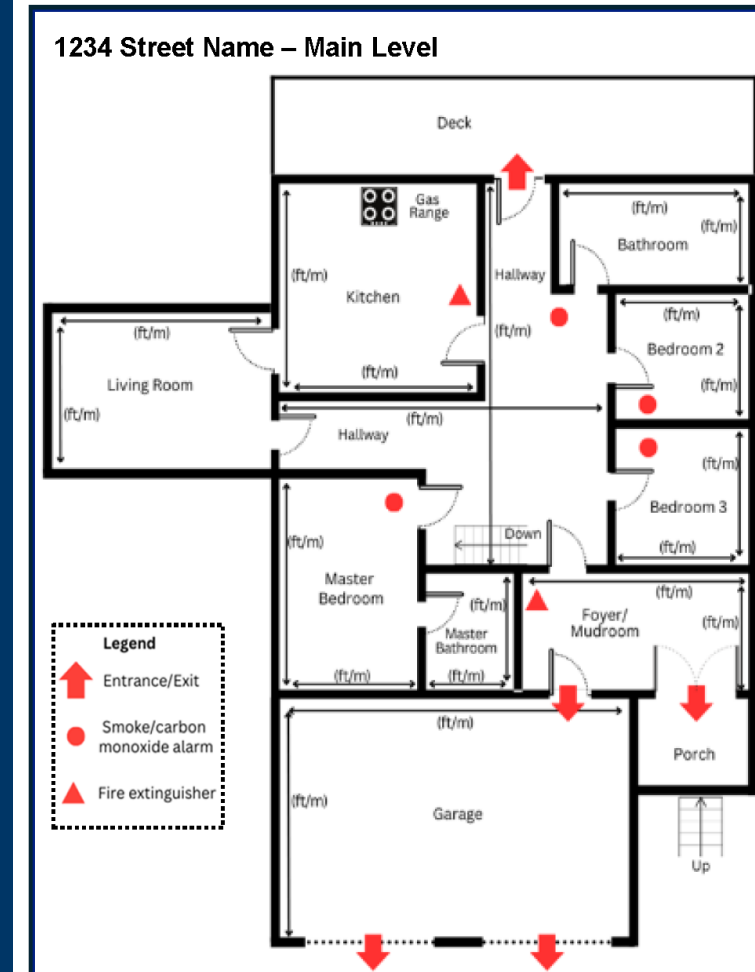
** For 90 Highland Drive Applications – Site Plan is on STRA Application Website.*



Example Floor Plan

- Can be drawn by using any existing plans. It can be completed by an owner, surveyor, designer, builder, or any other capable person.
- Must be drawn to scale and include all locations and dimensions of:
 - Each room and its intended use (with occupancy information)
 - Smoke and carbon monoxide alarms
 - Fire extinguishers
 - Entrances and exits, fire escape routes
 - Fireplaces
 - Plumbing fixtures
 - Cooking appliances

** For 90 Highland Drive Applications – Floor Plans are on STRA Application Website.*



Application Process

- License Applications must be submitted on the Cloudpermit platform
- Staff will review application on Cloudpermit and determine if application is complete. If not, notice will be sent to applicant advising what needs to be done to complete application
- Incomplete applications will not be reviewed
- Complete applications circulated to internal Departments: Municipal Law, Planning, Fire, Environmental Services and Treasury
- Comments received. Applicant advised if there are issues to address
- Municipal Law Enforcement/Fire Department to conduct a site inspection of subject property to ensure all requirements are met.
- Licence approval and issuance

License Fees

- License fees are annual, and licenses must be renewed each year
- Licenses are valid for one year from the date of issue.
- For STRAs the license fee is \$1,500.00 annually
- For B&Bs the license fee is \$500.00 annually
- As an incentive for operators to submit their applications early, Council has decided that the annual fee paid for 2027 will also cover the balance of 2026 for those operators/applicants who submit their applications within the next few months

Using Cloudpermit Application Software

Overview

Create a new application

1. Create

2. Review

3. Approve/Reject/Transfer/Cancel

4. Archive

Location for the application

When creating a new application, you must select a location for the application. The location must be within the boundaries of the subject land use or within the surrounding jurisdictional boundaries.

Address

Geographic coordinates

Search for a location



Cancel

Save

Next



Enforcement and Penalties

Short-Term Rental Accommodations and Bed & Breakfast
Establishments in Oro-Medonte

Enforcement

- Township will provide Granicus updates on STRAs and B&Bs that are licensed
- Granicus monitors approximately 100 web sites for advertisements and will advise the Township of properties that are advertising and are not licensed
- Township or Granicus will send notices to offending properties requesting that advertisements be removed within a certain timeframe until the property is licensed
- If the advertisement not removed, an administrative monetary penalty system penalty (AMPS) will be issued
- Granicus will monitor 24/7 complaint hotline and send notices to operators/responsible person about complaints received and to be addressed and will advise Township of notices sent. Municipal Law Enforcement Officers will respond to complaints about noise, parking, over crowding and other license violations. Warnings and AMPS penalties to be issued.
- Licensees that violate requirements will be issued an order and earn demerit points that could lead to a license suspension of up to 14 days or revocation for one year
- A Licensing Appeal Tribunal will hear appeals of orders, suspensions or revocations. Tribunal decisions are final

Demerit Point System

- If a By-law is contravened, demerit points can be applied against an owner and their STRA and/or B&B license
- Demerit points expire after 2 years from the date of issuance
- Once a property accumulates seven (7) demerit points within a 6-month period, the property owner will be advised that their license is suspended
- Refer to the Licensing By-law Schedule C for a comprehensive list of contraventions and corresponding demerit points

Contravention	Demerit Points
Contravene any By-law (noise, burning, etc.)	3 - 4
Operate STRA/B&B without a license	6
Fail to ensure STRA/B&B operates in accordance with maximum permitted occupancy	5
Fire Protection and Prevention Act	6
Building Code Act	6

Administrative Monetary Penalty System By-law (AMPS)

Contravention	1 st Offence	2 nd Offence	3 rd Offence and beyond
Advertising an STRA/B&B	\$1,250.00 per day	\$1,750.00 per day	\$2,250.00 per day
Operating an STRA/B&B without a license	\$1,250.00 per day	\$1,750.00 per day	\$2,250.00 per day
Exceeding maximum capacity	\$1,000.00 per day	\$1,250.00 per day	\$1,750.00 per day
Failure to comply with terms of conditions of license	\$500.00 per day	\$750.00 per day	\$1,000.00 per day

Note: If AMPS penalty not paid within specified time, the amount is placed on the property taxes.

Next Steps

- Council has directed that by September 30, 2026, all legal (proper zoning in place) STRA and B&B operators that wish to operate in Oro-Medonte must obtain a license from the Township to remain legal, or they must cease advertising their STRA or B&B.
- For those properties that require a re-zoning to permit an STRA or B&B use, Council has indicated these property owners must apply for a re-zoning by September 30, 2026, or cease advertising. The property must be rezoned by January 30, 2027, or the STRA or B&B use must cease operating.
- Information on submitting an application to rezone a property using the Cloudpermit platform can be found on the Township's Planning Webpage
- Information on submitting an application for a license to operate a STRA or B&B can be found on the Township's STRA Webpage
- Information on using the Cloudpermit application platform is on the Township's webpage
- This presentation will be posted on the Township's webpage
- Staff in Municipal Law Enforcement and Planning are available to answer questions



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