

Public Engagement

Draft Licensing By-law

Short Term Rental Accommodations



STRA Process to Date

February 2025

- Council directed staff to begin the investigation of a short-term rental accommodation program (STRA), including drafting a licensing by-law

April 2025

- Council was presented with an information report outlining the next steps for the investigation
- Survey was launched to garner initial thoughts from the public and stakeholders on STRAs

July 2025

- Results from the survey were shared with Council and the public, identifying key concerns and advantages to a STRA program



STRA Process to date

August-October 2025

- Clerks & By-law Enforcement drafted a short-term rental accommodation (STRA) licensing by-law, including establishing reference to the licensing program within the proposed new Zoning By-law

November 2025

- Licensing By-law reviewed by legal counsel for compliance with legislation

May 2026

- Information report to Council releasing the draft Licensing By-law

Today

- Public and Council engagement on the [draft by-law](#) through workshop session



Public Engagement Plan

Original Plan

- Working Session with Council
- Public Open House
- Focus Groups

Updated Plan

- This workshop session will be the main public engagement, and gauge from there if more focused engagement needs to occur
- The public is very familiar with STRA licensing and common concerns and opportunities
- Intentional focus on meaningful engagement rather than quantity



Municipal Accommodation Tax



Overview

The MAT is a tax on short-term stays designed to boost Ontario's tourism industry. The funds collected help promote and develop local tourism markets and support local economies through non property tax funding of destination marketing and management organizations and municipalities.

Next Steps

- A MAT is covered under a separate by-law and will require different public engagement
- Intended to implement after a few years of the passing of the licensing by-law
- The most common tax rate to apply is 4%

Refresher

What is a short-term rental?

“means the secondary use of a residential Dwelling Unit that offers a place of accommodation or temporary residence, or occupancy by way of concession, permit, lease, licence, rental agreement or similar arrangement for fewer than twenty-eight (28) consecutive calendar days with no on-site management throughout all or part of the year. Short-Term Rental Accommodation uses shall not mean a motel, hotel, bed and breakfast establishment, tourist establishment, tourist cabin establishment, or similar commercial accommodation use. For the purposes of this definition, a secondary use shall mean secondary in terms of time the Dwelling Unit is used as a Short-Term Rental Accommodation”

Consideration of Key Items

What should a Licensing By-law address?

The April 2025 survey identified concerns and advantages that can be categorized into 7 main areas:

- Noise & Property standards
- Housing stock and Housing type
- Permanent residents vs. Transient guests
- Municipal Resources
- Tourism
- Licensing and Inspection requirements
- Fees & Municipal Accommodation Tax (MAT)

STRA Licensing By-law 26-XX



High Level Overview

Consists of the following key sections:

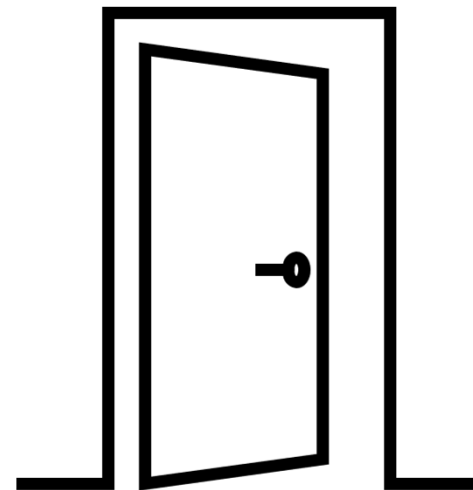
1. Definitions
2. Administration
3. Prohibitions
4. Term of Licence
5. Licensing Requirements
6. Site Requirements
7. Inspection
8. Licence Issuance & Grounds for refusal
9. Appeal
10. Orders
11. Entry & Inspection
12. Enforcement & Obstruction
13. Penalty
14. Demerit Point System

1. Definitions

Overview

Define key terms to reduce ambiguity in the By-law, such as:

- Short-term Rental Accommodation
- Bedroom
- Guest
- Renter
- Responsible Person
- Parking area



2. Administration

Overview

- Applications for licences and issued licences will be posted on the Township's website – includes contact information for the Responsible Person
 - This is common practice among municipalities. It creates a level of transparency and accountability, and an avenue for the public to express concerns as they are occurring at a property ex. turn down outdoor music
 - <https://gisportal.simcoe.ca/arcgis/apps/dashboards/d4617a54cd724c399fd15a3551315267>
- Maximum 150 licences will be issued in the Township

3. Prohibitions

Overview

- Within Clearview, not permitted to operate a STRA without a licence
- STRAs are not permitted in a condominium, apartment building, semi-detached dwelling, townhouse dwelling, any attached or detached additional residential unit (ARU) in a settlement area as outlined in the Township's Official Plan, Accessory Building or Structure, or any residential unit accessory to a commercial or industrial use
- Must comply with Renter's Code of Conduct and Licensee Code of Conduct – Schedules A & B
- Identifies max. occupancy regardless of square footage (10), including only 2 renters permitted per bedroom



4. Term of Licence

Overview

- Annual licence, expires 365 days from the date of issuance
- Licence is issued to the owner(s) of the premises, and only one licence per premises
- An emergency provision has been included to allow the licensing officer the right to extend any active licence for up to one year, in the case of a declared emergency



5. Licensing Requirements

Overview

- This is the main component of the By-law – what is needed to obtain a licence



- Completed application
- Proof of ownership – including a statutory declaration stating the premises is used primarily for residential purposes



- Site diagram and floor plan – shows location of buildings, wells, sewage systems, smoke/carbon monoxide detectors, fire extinguishers



- COI with a liability limit of no less than \$2 million dollars – policy required to show it is being operated as a short-term rental
- Electrical, WETT, HVAC inspection every 5 years
- Name and contact of the Responsible Person – must respond within 30 minutes to an emergency, be on site within 60 minutes

5. Licensing Requirements

Overview

- Applicant shall provide payment of the applicable fee



- The fee will be added to the Township's Fees and Charges By-law – staff will be recommending a fee of **\$650**. The rationale is to not have a fee that deters hosts from getting a licence, takes into account other expenditures to submit an application, and the MAT in future years
- Occupancy permit is required for the premises, as well as inspections by Building, Fire & By-law
- Any listing or advertisement of the STRA must include the Township licence #
- Corporate, business or partnerships as owners are not permitted to receive a licence, unless the Licensing Officer is satisfied that the premises is used for primarily residential purposes

6. Site Requirements

Overview

- Property owners will be required to provide a site diagram showing parking area for renters and guests – with a note that they are permitted no more cars than there are designated parking spaces
- Renters shall be given copies of the following:
 - Owner's licence, parking diagram, responsible person contact info
 - Approved floor plans showing bedrooms and fire escape routes
 - Renter's Code of Conduct,
 - Township Noise, Open Air Burning and Fireworks By-laws
 - 911 instructions and smoke/carbon monoxide instructions



7. Inspection

Overview

- Inspections will be completed by By-law Enforcement, the Building Department and the Fire Department upon original application and any licence renewal (annual)
- Inspections are guided by:
 - a) STRA By-law;
 - b) Ontario Building Code Act, 1992, including Sewage System;
 - c) Ontario Fire Protection and Prevention Act, 1997;
 - d) Zoning By-law; and,
 - e) any other municipal by-laws or provincial legislation that may affect the safety and well-being of persons



8. Issuance & Refusal

Overview

- Licencing Officer has the authority to:
 - Issue a licence
 - Refuse to issue or renew a licence
 - Suspend or revoke a licence
- There are different circumstances that constitute each action, as outlined in the By-law
- Revoking a licence or suspension is also related to the demerit point system outlined under Section 14
- Providing this authority addresses many of the 7 key areas outlining concerns and advantages to a STRA By-law

9. Appeal

Overview

- Applicants can appeal a decision of the Licensing Officer to either revoke/suspend their licence, or for refusing to issue a licence
- It is the intent to have the Committee of Adjustment to hear appeals for this licensing by-law
- Appeals must be made in writing, and within 14 days of receiving notice of the suspension or revocation, along with the appeal fee
- The Committee once hearing the appeal, will be able to:
 - Refuse to issue or renew a licence;
 - Revoke or suspend (confirm the Licencing Officer's decision); or,
 - Impose any condition to a licence based on decisions made by the Licensing Officer as it relates to s. 8.2 of the By-law



10. Orders

Overview

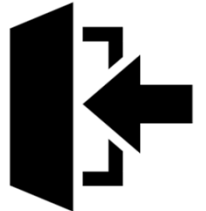
- Orders can be issued to a Renter, Owner or any person who contravenes the By-law
- The intent of an order is to discontinue the contravening activity, with a date for compliance
- An order may be served personally to the person or sent by regular mail. If an Officer is unable to serve the order it can be posted in a conspicuous place on the Premises
- Orders can be made in conjunction with demerit points and fines



11. Entry & Inspection

Overview

- Key part of the STRA Licensing By-law is the ability to conduct inspections for compliance with the By-law – ensuring health and safety for property owners, renters and guests
- Important to note – an Officer, Chief Fire Official or Building Inspector can enter onto any land for inspections, but require permission to enter in any room used as a dwelling unit
- If an applicant wants a STRA licence, an inspection is required and an agreed upon inspection date will be scheduled
- The only deviation from this process is that a fire inspector has the authority without a warrant to enter for the purposes of assessing fire safety pursuant to the FPPA



12. Enforcement

Overview

- Enforcement of the by-law can be by:
 - Municipal Law Enforcement Officer
 - Chief Fire Official
 - Building Inspector
 - Any such person Council appoints by by-law
- Obstructing any of these positions in exercising their duties under the by-law is considered an offence and has an associated fine (\$400) and demerit points, either 7 or 15 which leads to suspension and revocation of a short-term rental accommodation licence



13. Penalty

Overview

- Every person or director/officer of a Corporation that is guilty of an offence and upon conviction, is liable to a fine as provided for in the Municipal Act, and/or the Provincial Offences Act.
- The STRA Licensing By-law has set fines outlined under Schedule D in accordance with the Provincial Offences Act. Part I fines provide the ability to ticket immediately once an offence has occurred
- Part III (summons to court) can be issued in extreme circumstances and goes before the Court, with authority to issue a fine being provided under the Municipal Act
 - Fine not less than \$300
 - Maximum not to exceed \$100,000

By-law 26-XX
The Corporation of the Township of Clearview
Schedule D – Part I Provincial Offences Act Fines



Item	Short Form Wording	Provision for Creating or Defining Offence	Set Fine
1	Own, operate or permit the operation of a Short-Term Rental Accommodation without a Licence	3.1	\$400.00
2	Own, operate or permit the operation of a Short-Term Rental Accommodation other than in accordance with the terms and conditions of a Licence	3.1	\$250.00
3	Own, operate or permit the operation of a Short-Term Rental Accommodation other than in accordance with the By-law	3.1	\$250.00
4	Market or permit the marketing of a Short-Term Rental Accommodation without a Licence	3.4	\$250.00
5	Contravene or permit the contravention of any provision of the Renter's Code of Conduct	3.5	\$250.00
6	Contravene or permit the contravention of any provision of the Licensee Code of Conduct	3.6	\$250.00
7	Alter, modify or permit the alteration or modification of a Licence	3.8	\$250.00

14. Demerit Point System

Overview

- Property owners will be required to provide a site diagram showing parking area for renters and guests – with a note that they are permitted no more cars than there are designated parking spaces
- Renters shall be given copies of the following:
 - Owner's licence, parking diagram, responsible person contact info
 - Approved floor plans showing bedrooms and fire escape routes
 - Renter's Code of Conduct,
 - Township Noise, Open Air Burning and Fireworks By-laws
 - 911 instructions and smoke/carbon monoxide instructions



By-law 26-XX
The Corporation of the Township of Clearview
Schedule C – Demerit Point System



Table 1			
Column 1 Infraction	Column 2 Reference	Column 3 Type	Column 4 Demerit Points
Fire Protection and Prevention Act/Fire Code	FFPA/OFC	Order not complied with	4
		Part I or Part III conviction	8
Open Air Burning Violation	Township Open Air Burning By-law	Cost incurred for illegal fire	2
		Part I or Part III conviction	4
Operating without a Licence	Short-Term Rental Accommodation Licensing By-law	Order not complied with	3
		Part I or Part III conviction	5
Building Code Act (Order to Comply)	Building Code Act	Order not complied with	4
		Part I or Part III conviction	8
Noise By-law Infraction	Township Noise By-law	Observed by an Officer	1
		Part I or Part III conviction	4

Where we go from here...

Workshop

- Intent of this workshop is to glean feedback on different sections of the by-law, and see if there are further amendments to propose

September 2026

- Provide a report to Council outlining any proposed By-law updates from the Workshop and receive direction to present a finalized version for approval
- Send set fines to the Ministry of Attorney General for approval

By-law Effective Date

- The plan is to have the By-law effective January 1, 2027
- This provides time for education and a media campaign on the keys items for hosts to understand and the community to know

Administration Preparation



Forms

- By-law Enforcement has been working on template forms for applications and inspections, and setting up an internal filing system

GIS Mapping

- Working with GIS to create a mapping system showing approved STRA locations and responsible person contact info

Education Campaign

- Staff are working on an education and a media campaign highlighting the keys items for hosts and the public to know (i.e. website map of rentals, responsible person contact information, complaint form, inspection items, etc.)



CLEARVIEW
TOWNSHIP

Questions or Feedback?

We always welcome
engagement!

Contact the Clerk's Department

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705-428-6230 ext. 224