

THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

BY-LAW 2025-848

**BEING A BY-LAW TO LICENCE AND REGULATE SHORT-TERM RENTAL
ACCOMMODATION IN THE TOWNSHIP OF SOUTH ALGONQUIN**

WHEREAS Section 8 of the Municipal Act, 2001 provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS Section 10(2) of the Municipal Act, 2001 provides that a single tier municipality may pass by-laws respecting business Licencing;

AND WHEREAS Section 151 of the *Municipal Act, 2001* provides that a municipality may provide for a system of licences with respect to a business and may prohibit the carrying on or engaging in the business without a licence; refuse to grant a licence or to revoke or suspend a licence; impose conditions as a requirement of obtaining, continuing to hold or renewing a licence; impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence; and licence, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it;

AND WHEREAS Section 434.1 of the Municipal Act permits a municipality to impose a system of administrative penalties and fees as an additional means of encouraging compliance with its by-laws;

AND WHEREAS Section 436 of the Municipal Act permits a municipality to pass by-laws providing that the municipality may enter on lands at any reasonable time for the purpose of carrying out an inspection to determine compliance with by-laws, directions, orders, and licence conditions;

AND WHEREAS Section 23.1 of the Municipal Act as amended, authorizes a municipality to delegate its powers and duties;

AND WHEREAS Council has enacted a Zoning By-law amendment under the provisions of the Planning Act, RSO 1990 CP13, as amended, which defines short-term rental accommodations and establishes areas of permitted use within The Township of South Algonquin;

AND WHEREAS the Council of The Township of South Algonquin deems it expedient to licence and regulate short-term rental accommodations being operated in The Township of South Algonquin

NOW THEREFORE the Council of The Township of South Algonquin enacts as follows:

SECTION 1 - SHORT TITLE

1.1. This By-law shall be known as the "Short-Term Rental Licencing By-law".

SECTION 2 - APPLICATION

2.1. The provisions of this By-law shall apply to all properties in The Township of South Algonquin.

SECTION 3 - DEFINITIONS

In this By-law:

- a. **“Agent”** means a person duly appointed in writing by an owner to act on their behalf.
- b. **“Applicant”** means the person applying for a licence or renewal of a licence under this by-law.
- c. **“Bed and Breakfast Establishment”** holds the same meaning as contained in the Municipal Zoning By-law as amended
- d. **“Building”** means a structure occupying an area greater than 10 square metres and consisting of any combination of walls, roof and floor or any structural system serving the function thereof, including all associated plumbing, works, fixtures and service systems. This definition shall also include a private sewage system.
- e. **“Chief Building Official”** (CBO) means the person appointed by the Council of the Municipality under the Building Code Act, S.O. 192, c 23 as amended, as the Chief Building Official or the person who is appointed to act in that capacity during their absence.
- f. **“Clerk”** means the Clerk of the Municipality, or any person designated by the Clerk.
- g. **“Council”** means the elected council of The Township of South Algonquin.
- h. **“Designated Responsible Person”** (DRP) means the owner or agent assigned in writing by the owner or licensee of the STR, who shall be at least 18 years of age, to ensure that a licenced STR is operated in accordance with the provisions of this By-law, the licence and all applicable laws.
- i. **“Dwelling Unit”** holds the same meaning as contained in the Municipal Zoning By-law as amended and additionally, for the purpose of this by-law, a dwelling unit does not include a tent, trailer, mobile home or a room or suite of rooms in a boarding house, rooming house, a hotel, motel or a motor home.
- j. **“Guest Room”** means a room offered for rent in a STR.
- k. **“Hosted Property”** means a Short-Term Rental in a dwelling or premises that has the owner residing at the property as their principal residence and is on-site while it is being used as a Short-Term Rental.
- l. **“Non-Permitted Area”** means a geographic area which has been deemed by Council to not allow the operation of Short-Term Rentals.
- m. **“Owner”** means a person who is holding title on the Premises where the short-term rental is located, and ownership has a corresponding meaning.
- n. **“Licence”** means the licence issued under this by-law as proof of licencing under this By-law.
- o. **“Licensee”** means a person who holds a licence or is required to hold a licence under this by-law.
- p. **“Licensee Code of Conduct & Acknowledgment”** means the document attached in Schedule "C" that prescribes the roles and responsibilities of the Licensee, including but not limited to: behavioural expectations as they relate to non-disturbance of neighbours; compliance with applicable Municipal by-laws; and adherence to the provisions of this By-law.
- q. **“Licence Issuer”** means the person or persons provided the authority by the Municipality as to issue a Licence under this By-law.

- r. **“Municipality”** means the Corporation of The Township of South Algonquin.
- s. **“Officers”** means a person appointed by the Council of The Township of South Algonquin to enforce this By-Law.
- t. **“Person”** means an individual, a corporation, an association, a partnership, and includes a licensee or an applicant for a licence under this By-law as the context requires.
- u. **“Premises”** means any place which is being used as a short-term rental.
- v. **“Renter” or “Renters”** means the person or persons responsible for the rental of a short-term rental by way of concession, permit, lease, licence, rental agreement, or similar arrangement, whether written or verbal.
- w. **“Renter Code of Conduct”** means the document, attached in Schedule "D", that prescribes the roles and responsibilities of the guest(s) and owner(s) and/ or operator(s) of STRs, including but not limited to behavioural expectations as they relate to non-disturbance of neighbours; compliance with Municipal By-laws; and adherence to the provisions of this By-law;
- x. **“Short-Term Rental” (STR)** means the use of a Residential Dwelling Unit or Secondary Dwelling Unit as a place of accommodation, temporary residence, or occupancy by way of concession, payment of a monetary fee, permit, lease, licence, rental agreement or similar arrangement for fewer than twenty-eight (28) consecutive calendar days, with on or off-site management/ownership, throughout all or part of the year. Short-Term Rental Accommodation uses shall not mean a motel, hotel, bed and breakfast establishment, camping establishment, tourist camp, or similar commercial accommodation use and does not include a guest cabin, tent, vehicle, recreation vehicle, travel or tent trailer, or boat.
- y. **“Travel Trailer”** means any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or is propelled by a motor vehicle and is capable of being used for the living, sleeping, or eating accommodation of persons on a temporary, transient or short-term basis, even if the vehicle is jacked up or its running gear is removed. Examples include but are not limited to a tent trailer, a camper trailer, a recreational trailer, a fifth wheel, a bus converted into a motor home, a motor home, a truck camper, but does not include a mobile home, modular home or park model trailer.
- z. **“Un-Hosted Property”** means a Short-Term Rental in a dwelling or premises where the owner does not reside at the property as their principal residence and is not generally on-site while it is being used as a Short-Term Rental.
- aa. **“Zoning By-law”** means the land use by-law enacted by the Municipality under Section 34 of the Planning Act, or a successor thereof, as may be amended from time to time.

SECTION 4 - PROHIBITIONS

- 4.1 No person shall operate or permit the operation of a STR unless they hold a current and valid licence.
- 4.2 No person shall advertise, promote, broker or otherwise offer for rent or lease any STR without a current and valid licence.
- 4.3 No person shall operate or permit a STR to be operated while their licence is suspended or revoked.
- 4.4 No person shall operate a STR in contravention of this by-law, a Provincial Restriction

Order or an order made by the Renfrew County and District Health Unit.

- 4.5 No person shall operate or permit the operation of a STR on a property that is not in compliance with the STR licence, and all Municipal, Provincial or Federal Laws.
- 4.6 No person shall operate or permit the operation of a STR on a property that is located within a Non-Permitted Area designated in Schedule “A” of this By-law;
- 4.7 Every Owner, Licencee and Agent shall ensure that renters comply with all conditions of the licence, Renter Code of Conduct attached as Schedule “D” to this By-law, all municipal by- laws, Provincial and Federal Laws.
- 4.8 No person shall rent or permit the renting of any guest room in any structure on the property of a STR other than those that have been identified on the site plan and approved in the licence.
- 4.9 No person shall allow or permit a travel trailer to be used as accommodation or for sleeping accommodation at a licenced STR premises.
- 4.10 No person shall knowingly provide false information on an application for a STR licence.
- 4.11 No person shall give, sell, transfer or otherwise supply a STR licence to any other person.
- 4.12 No person shall post or allow the posting of a STR licence on a property that is not listed on the licence.
- 4.13 No person shall modify or alter or permit the modification or alteration of a STR licence.
- 4.14 No person shall remove an order or placard posted on a premises under this by-law except an officer.

SECTION 5 - ADMINISTRATION AND GENERAL PROVISIONS

- 5.1. The Licence Issuer shall be responsible for the administration of this By-law.
- 5.2. Officers shall be responsible for the enforcement of this By-law.
- 5.3. The maximum number of guests at a premises at any one time shall not exceed 2 guests per bedroom. Persons under the age of two (2) shall not be counted in occupancy count.
- 5.4. The Owner shall maintain a minimum of two million dollars of commercial general liability insurance per occurrence on the premises for property damage and bodily injury, which shall be specific to the operation of the STR accommodation. The required insurance shall be maintained in force and effect for the term of the licence.
- 5.5. Every Owner, Licencee and Agent of a STR shall post the following information on the interior of each STR premises, within a maximum of 1m from the main entrance, and which is clearly visible to guests and which information shall also be made available for inspection upon request by an Officer:
 - a) a copy of the current licence;
 - b) address of the STR premises;
 - c) name and contact information of STR premises’ Designated Responsible Person and other applicable emergency services;
 - d) Emergency Services Statement, only applicable if the type of access to the STR premises is not a year-round maintained public road or is water access only. If this is applicable, the following statement must be posted “Due to this short-term rental premises not being accessible by a year-round maintained public road, emergency response times may be delayed or unavailable to this

location in the event of an emergency.”

- 5.6.** Every Owner, Licencee and Agent of a STR shall ensure that an information package will be available to renters containing the following information:
- a) a copy of the Renter Code of Conduct as attached to this By-law;
 - b) a copy of the approved site plan including parking provisions and waste disposal information;
 - c) a copy of the approved floor plans of the STR showing emergency exits and locations of fire extinguishers; and
 - d) quick reference guide for applicable by-laws as prepared by the Municipality.
- 5.7.** Every person who posts a short-term rental listing on a short-term rental platform shall include the licence number as set out on the licence issued under this By-law.

Parking

- 5.8.** Every Owner, Licencee and Agent of a STR shall provide the number of parking spaces on the site in accordance with the parking requirements for the applicable zone and permitted use within the Zoning Bylaw or the licence, whichever is the higher requirement.
- 5.9.** Every Owner, Licencee and Agent of a STR shall ensure that parking is only permitted where the parking surface is suitable and stable for the parking of vehicles.
- 5.10.** No person shall park in any area on the property which is not identified for or suitable for parking.

Water

- 5.11.** Every Owner, Licencee and Agent shall ensure that all water systems within the Premises comply with the public water requirements as set out in provincial law.

Septic/ Sewage

- 5.12.** Every Owner, Licencee and Agent shall ensure, that the septic system is approved by the Chief Building Official /Septic Inspector.

Recycling and Garbage

- 5.13.** Every Owner of a STR shall ensure that the Renters are provided with information on the Municipality’s Waste Management Program. Licencees and Renters must adhere to applicable municipal waste management by-laws, as amended.
- 5.14.** Every person shall store garbage and recycling in an enclosed area other than during collection, at which time waste must be contained in appropriate containers for collection.
- 5.15.** Every Owner, Licencee and Agent shall ensure that any garbage produced at the STR is removed from the property on at least a weekly basis.

Designated Responsible Person

- 5.16.** Every Owner, Licencee and Agent of a STR is required to provide to the Municipality the name and contact information of a DRP who can be readily contacted and respond to an emergency or contravention of any Municipal, Provincial or Federal Laws.
- 5.17.** Any change to the DRP must be provided to the Municipality in writing within forty-eight (48) hours of the change.

- 5.18. Every DRP must respond to the Municipality or Renters when contacted within thirty (30) minutes of an initial contact and must attend the property within sixty (60) minutes of the initial contact by the Municipality or by the Renters if so required.
- 5.19. The DRP must be designated by the Owner in writing as part of the application process.
- 5.20. The DRP must provide proof that they are at least eighteen (18) years of age and must complete the Dedicated Responsible Person Consent and Acknowledgment (attached to this By-Law as Schedule “G”).

SECTION 6 - LICENCE APPLICATION REQUIREMENTS AND FEES

- 6.1. One licence shall be allowed for each property.
- 6.2. Every application for a new licence, or a renewal of an existing licence, shall include:
- a) a completed application in the form prescribed by the Licence Issuer (attached to this By-law as Schedule “B”)
 - b) the following documents, including measurements where necessary:
 - i. site plan of the STR property showing and naming all buildings on the property, location of the septic system and well if applicable, showing designated parking spaces and showing the location of garbage and recycling receptacles;
 - ii. interior floor plan of the STR property noting fire escape routes, fire extinguisher locations, smoke alarm locations, CO detector locations, and the location of approved sleeping spaces;
 - iii. a completed Dedicated Responsible Person Consent and Acknowledgement Form approved by the Municipality;
 - iv. sufficient information to confirm that all Guest Rooms conform to the standards for a bedroom, as set forth in the Ontario Building Code.
 - c) A certificate of insurance demonstrating compliance with the insurance requirements set out in Section 5.4 of this By-law, including but not limited to the fact that the premises is insured as a short-term rental;
 - d) proof that the applicant is the owner of the property that the STR is operating on, or is granted permission in writing to apply on the owner’s behalf;
 - e) proof that the applicant is at least 18 years of age (in the form of government identification), if the applicant is an individual;
 - f) proof that the applicant, if a corporation, is legally entitled to conduct business in the Province of Ontario, including but not limited to articles of incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or Government of Canada.
 - g) in the case of an applicant being a partnership, the names, and addresses of each member of the partnership as well as the name under which the partnership intends to carry on business.
 - h) for any short-term rental on a septic system, the applicant will be required to provide proof of septic system approval by the Chief Building Official of an installed septic system and its capacity that will support the short-term rental premises.
 - i) payment of the applicable fee as set out in the Municipality’s Schedule of Fees By-Law.
- 6.3. Every owner shall inform the Municipality in writing of any changes to the approved information contained within the licence application or any deviation to the approved plans within seven (7) days of such change or deviation. This requirement does not

apply to changes related to the Dedicated Responsible Person, which are governed in Section 5.18. This requirement shall also not apply to the requirement to maintain insurance. The owner shall inform the Municipality immediately upon the required policy of insurance expiring.

6.4. Every owner of a STR shall annually renew their licence on or before the date prescribed in Section 7.1 of this by-law.

6.5. Every owner shall obtain an annual Burn Permit from the Township.

Licence Issuer – Responsibilities

6.6. Upon receipt of an application for a licence the Licence Issuer shall receive and review the application and any accompanying documents for completeness. Where the application is incomplete, the Licence Issuer shall advise the Applicant of the deficiencies and no further work shall be done until the application is deemed complete.

6.7. Upon receipt of a completed application for a new licence and before a licence application is approved, the application shall be circulated to all applicable agencies and municipal departments for comment.

6.8. Upon receipt of a completed application the Licence Issuer shall contact the applicant to schedule an inspection of the premises and shall ensure the relevant Officers have carried out the necessary inspections to satisfy the Municipality that the premises complies with provisions of this By-law and any other applicable municipal by-laws and or Provincial acts including but not limited to the Zoning By- Law and the Building Code Act, Fire Protection and Prevention Act and the Fire Code.

6.9. Upon receipt of a completed application for a renewal of a licence, along with all required documentation and required fee, the Licence Issuer may contact the applicant to schedule an inspection and may ensure the relevant Officers have carried out the inspections to satisfy the Municipality that the premises complies with provisions of this By-law.

6.10. During the application circulation and the inspection process for the purpose of determining licence eligibility, the applicant shall address/ rectify all concerns or comments received by agencies or municipal departments before a licence may be issued.

6.11. The determination of whether a licence application is complete in accordance with this By-law shall be in the sole discretion of the Licence Issuer.

6.12. Upon determination by the Licence Issuer that information requirements and all regulatory and by-law requirements of the Municipality are met, and subject to section 7.8, a licence may be issued.

6.13. In addition to any terms and conditions of a licence imposed by this By-law, the Licence Issuer may impose additional terms and conditions as are necessary in their discretion.

6.14. Every licence shall be in a form prescribed by the Municipality.

6.15. Issued licences, along with the legal description, civic address and associated owner, agent and responsible person contact information shall be considered public information and shall be posted on the Municipality's website, at the sole discretion of the Municipality.

6.16. In the event of a rejection or cancellation of a licence application by the Licence Issuer or the applicant abandoning the application:

- a. If no physical inspection of the property has taken place up to an 80% refund of the application fee may be issued at the discretion of the Licence Issuer; or

- b. If a physical inspection of the property has taken place no refund of the application fee will be issued.

SECTION 7 - LICENCE VALIDITY, EXPIRY, SUSPENSION & REVOCATION

- 7.1. A licence that has been issued under the provisions of this by-law shall expire on the earliest of the following:
 - a) January 30th of the year following the date of the issuance of the licence;
 - b) On the date of sale or transfer of the property or premises; or
 - c) On the date of revocation of the licence by the Municipality.
- 7.2. If a licence were to expire while under suspension, the suspension period shall not be factored in to or extend the expiry period.
- 7.3. If a licence were to expire while it is revoked, but the licence is reinstated through an appeal process after expiry, the expiry date of the original application shall continue to be the expiry date of the licence.
- 7.4. A demerit point system is hereby established for short-term rental licences and demerit points shall be administered in accordance with Schedule “F”.
- 7.5. If a licence is under suspension and it is set to expire during that suspension, the applicant has the option to apply for a renewal of their licence as per the provisions of this bylaw while suspended. If a renewal is granted, the suspension will stay in effect until the suspension has been served. The expiry date of the renewed licence will not change.
- 7.6. If a revoked licence is in appeal, then the licence is considered suspended and can follow the provisions of 7.5.
- 7.7. The Licence Issuer may suspend a licence, as per Schedule “F” of this By-law, or where in relation to a STR:
 - a) the owner is indebted to the Municipality in respect of fines, penalties, judgements, or any other amounts owing, including awarding of legal costs, disbursements, outstanding property taxes and late payment charges, against an owner’s property;
 - b) a building permit is opened on the property, and once suspended the Licence will remain suspended until such a time as the building permit is closed; or
 - c) an order is issued in relation to the property under the Building Code Act or the Fire Protection and Prevention Act, and once suspended the Licence will remain suspended until such a time as the order is complied with.
- 7.8. The Licence Issuer may refuse to issue or renew a licence or revoke a licence, as per Schedule “F” of this By-law, or where in relation to a STR:
 - a) there are any information or documents submitted for the application that is deemed to be false, incorrect, incomplete, or misleading;
 - b) the applicant or owner is indebted to the Municipality in respect of fines, penalties, judgements, or any other amounts owing, including awarding of legal costs, disbursements, outstanding property taxes and late payment charges, against an owner’s property;
 - c) an order is issued in relation to to the property under the Building Code Act or the Fire Protection and Prevention Act;
 - d) the septic system is not approved by the Chief Building Official /Septic Inspector; or
 - e) the proposed use of the premises is not permitted by the Zoning By-law.
- 7.9. Where the Licencee’s policy of liability insurance expires, is cancelled, or is otherwise terminated, the applicable Licence shall be automatically suspended effective on the date of such expiration, cancellation, or termination and shall remain so until such insurance has been reinstated.
- 7.10. In the event of a licence suspension or revocation, no refund or other form of recompense will be issued.

- 7.11. Every Owner or Agent that is issued a STR licence under the provisions of this by-law or who are renewing their current licence shall sign a Licencee Code of Conduct and Acknowledgement.
- 7.12. The Owner of the STR shall keep a registry of renters including contact information to be made available for review upon request by the Municipality.

SECTION 8 - APPEALS

- 8.1. Where the Licence Issuer has denied an Applicant a Licence, a renewal of a Licence, or has suspended or revoked a Licence, the Licence Issuer shall forthwith inform the Applicant or Licencee by way of written notice setting forth the grounds for the decision with reasonable particulars and shall advise of the right to appeal such decision to Council through a letter of appeal to the Clerk within ten (10) days of receiving the decision.
- 8.2. The appeal under Section 8.1 of this By-law shall contain the following information:
- (a) reasons for the appeal; and
 - (b) Order Appeal Fee as provided in the Schedule of Fees By-law.
- 8.3. Where no request for an appeal is received in accordance with Section 8.1 of this By-law, the decision of the Licence Issuer shall be final and binding.
- 8.4. Where a request for an appeal is received, in accordance with Section 8.1 of this By-law, the request may be added to the agenda of the next available Council meeting, for the purpose of holding a hearing of the appeal, and the applicant or licensee shall be provided reasonable written notice thereof.
- 8.5. The provisions of the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 shall apply to all hearings conducted by Council under this By-law.
- 8.6. If the owner/agent fails to appear at the appointed time for their appeal hearing, the licensee will be charged a “Failure to Appear” fee in accordance with the Schedule of Fees By-law.
- 8.7. After such an opportunity to be heard is afforded to the person, Council shall decide. When making its decision Council may consider any matter pertaining to this By-law, or other matter that relates to the general welfare, health, or safety of the public. When making its decision, Council may issue, refuse to issue or renew a licence, revoke, suspend, or impose any condition to a licence.
- 8.8. The council’s decision is final and binding and shall not be subject to review.

SECTION 9 - ENTRY AND INSPECTIONS

- 9.1. It is the responsibility of the Owner to ensure that all inspections, permits and permissions as they relate to the STR application have been undertaken to ensure that the property and premises are suitable to be used as a STR.
- 9.2. In addition to scheduled inspections conducted during the licence application process, every Officer may at any reasonable time enter on land for the purpose of carrying out an inspection to determine whether the following are being complied with:
- a) the provisions of this By-law;
 - b) a direction or order of the Municipality made under this By-law;
 - c) a condition of a licence passed under this By-law; and
 - d) a court order made pursuant to Section 431 of the Municipal Act, 2001.

- 9.3. Owners of water access only properties must arrange for transportation or be subject to additional fees for required inspections to and from the STR property for officers at their own cost.
- 9.4. A person exercising a power of entry on behalf of a municipality under this By-law shall not enter or remain in any room or place actually being used as a dwelling unless:
- a) the consent of the occupier is obtained, the occupier first having been informed that the right of entry may be refused and, if refused, may only be made under the authority of an order issued under Section 438 of the *Municipal Act, 2001*, or a warrant issued under Section 439 of the *Municipal Act, 2001*;
 - b) an order issued under Section 438 of the *Municipal Act, 2001* is obtained;
 - c) a warrant issued under Section 439 of the *Municipal Act, 2001* is obtained; or
 - d) The delay necessary to obtain an order or warrant under Section 438 or 439 of the *Municipal Act, 2001*, or to obtain the consent of the occupier would result in an immediate danger to the health or safety of any person.
- 9.5. The Municipality's power of entry may be exercised by an Officer, or agent for the Municipality and this person may be accompanied by any person under their direction, including law enforcement services.
- 9.6. During any inspection carried out under this By-law, an Officer may be accompanied by other Township of South Algonquin employees, agents or authorities as deemed necessary.

SECTION 10 - PENALTY AND ENFORCEMENT

- 10.1. Every person who contravenes any provision of this By-Law is guilty of an offence and upon conviction shall be liable to a fine prescribed and recoverable under the provisions of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended, for each offence committed.
- 10.2. Upon registering a conviction for a contravention of any provision of this By-Law, the Provincial Offences Court may, in addition to any other remedy and to any penalty imposed by this By-Law, make an order prohibiting the continuation or repetition of the offence by the person convicted.
- 10.3. No person shall hinder or otherwise obstruct, nor attempt to hinder or obstruct, either directly or indirectly, an Officer, an employee and/or agent of the Municipality in the lawful exercise of a power or duty under this By-Law.
- 10.4. If the Officer is satisfied that a contravention of this by-law has occurred, the Officer may make an order requiring the person who contravened this by-law to discontinue the contravening activity within a specified time or to take such other corrective action as may be specified in the order. The order shall be served by registered mail to the last known address of the owner or to the address of the STR that is the subject of the order.
- 10.5. Any person who contravenes an order under this By-law is guilty of an offence.
- 10.6. The Municipality shall recover all costs and expenses associated with actions taken and work done under this By-law in a manner provided by statute, whether by action or by adding the cost to the tax roll and collecting the cost in the same manner as the taxes.

SECTION 11 - SEVERABILITY

- 11.1. Should a court of competent jurisdiction declare a part or whole of any provision of this By- Law to be invalid or of no force and effect, the provision or part is deemed severable from this By-Law, and it is the intention of *Council* that the remainder survive and be applied and enforced in accordance with its terms to the extent possible under law.

SECTION12-SCHEDULES

12.1 Schedules "A", "B" "C" "D" "E" "F" and “G” shall be deemed to form part of this by-law.

SECTION 13 - AUHORITY

13.1 This By-law shall come into force and effect on the day of its passing.

READ A FIRST AND SECOND TIME on NOVEMBER 5, 2025.

Ethel LaValley – Mayor

Bryan Martin-CAO/Clerk Treasurer

READ A THIRD TIME, PASSED AND ENACTED on NOVEMBER 5, 2025.

Ethel LaValley – Mayor

Bryan Martin-CAO/Clerk Treasurer

By signing this by-law, Mayor LaValley has granted approval and will not exercise the power to veto this by-law under Strong Mayor Powers.

THE TOWNSHIP OF SOUTH ALGONQUIN

**SCHEDULE "A" TO BY-LAW
Short-Term Rental Licencing By-law**

NON-PERMITTED AREAS

NIL

THE TOWNSHIP OF SOUTH ALGONQUIN

SCHEDULE "B" TO BY-LAW 2025-848
Short-Term Rental Licencing By-law

SHORT TERM RENTAL LICENCE APPLICATION FORM

Application Type: ☐ New ☐ Renewal

SECTION A: PROPERTY, OWNERSHIP & APPLICANT INFORMATION

Rental Property Information		
Address:		Unit:
Town:	Property Roll Number: 4801-_____-0000	
Property Zoning:	☐ R1 ☐ R2 ☐ SR ☐ LSR ☐ RU	
Type of Dwelling: ☐ Single Detached ☐ Semi Detached ☐ Townhouse ☐ Duplex ☐ Triplex ☐ Secondary Dwelling		
Number of existing bedrooms: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ Other:_____ <i>(maximum number of guests per STR shall not exceed two (2) guests per bedroom. Children under two (2) shall not count in occupancy.)</i>		
Residency of Property Hosted ☐ Un-hosted <i>(means whether the owner lives full-time on-site or not, while it is being used as STR)</i>		
Where will you list your property(check all that apply) ☐ Airbnb ☐ VRBO ☐ Facebook ☐ Kijiji ☐ Booking.com ☐ Cottages in Canada ☐ Other_____		
Property Owner/Applicant Information <i>(if there is more than one owner, please provide a list of all owners)</i>		
Property Owner Name:		
Business Name (if applicable):		
Corporate Number (if applicable):		
Mailing Address:		
Town:	Province:	Postal Code:
Telephone:	Email:	
Agent/Applicant's Information (if applicable) <i>(Owner Authorization Form must be completed if applicant is not the owner of the property)</i> ☐ same as property owner		
Authorized Agent Name:		Unit:
Town:	Province:	Postal Code:
Telephone:	Email:	

Dedicated Responsible Person Contact Information <i>Person who will be contacted by the Municipality or renters at any time and respond to any issue, emergency, or contravention of any Municipal By-laws within 30 minutes of initial contact and who can attend at the property/premises not later than 60 minutes after the initial contact.</i>		
☐ same as Property Owner ☐ same as Applicant/Agent <i>(Dedicated Responsible Person Consent and Acknowledgement Form must be completed if the Applicant/Agent is not the Owner)</i>		
Responsible Person Name:		
Mailing Address:		
Town:	Province:	Postal Code:
Telephone:		Email:

DECLARATION OF THE APPLICANT

By signing below, the applicant (or the applicant through the authorized agent) certifies that:

1. The information contained in this application and other attached documentation is true and accurate to the best of the applicant's knowledge. The applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.
2. I understand it is my responsibility to ensure that this property is at all times in compliance with all applicable law, including but not limited to the Building Code Act, 1992, the Fire Protection and Prevention Act, 1997, the Electricity Act, 1998, and any regulations made under them.
3. If the Owner is a corporation or partnership, or the Application was submitted by an authorized agent, I have the authority to bind the Owner. (Owner Authorization Form provided)
4. The applicant acknowledges that the application may contain "personal information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by The Township of South Algonquin to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about the collection of personal information should be directed to the Municipal Clerk.
5. The applicant is subject to the terms, conditions and regulations set out in By Law Number 2025-____ South Algonquin "A By-Law to Licence and Regulate Short-term Rental Accommodation in The Township of South Algonquin".

Dated this _____ day of _____, 20____.

Name of Applicant: _____

Signature of Applicant: _____

SECTION B: APPLICATION CHECKLIST

The following documentation must be submitted with your complete application:

- ☐ **Proof of Ownership** (examples: property tax bill, MPAC assessment, proof of title)
- ☐ **Owner Authorization Form** (if the applicant is not the owner)
 - Authorization for the applicant to apply on the owner's behalf
- ☐ **Valid Government Identification** (examples: driver's licence, passport, Ontario photo identification card)
 - Proof that the applicant is at least 18 years of age
- ☐ **Corporate Ownership (if the owner is a corporation), please provide one of the following:**
 - Certificate of Status or Corporate Profile Report (Provincial Corporation).
 - Certificate of Compliance or Corporate Profile Report (Federal Corporation)
 - Copy of Articles of Incorporation
- ☐ **List of all property owners** (if more than one)
- ☐ **Floor Plans - must include the following:** (sample provided in application package)
 - interior floor plan of each floor, including basements, with measurements showing and naming all approved sleeping spaces, rooms, hallways, common spaces, entrances/exits, windows, smoke/CO alarms, fire extinguishers
- ☐ **Site Plan - must include the following:** (sample provided in application package)
 - drawing with measurements showing and naming all buildings on the property, location of the septic system and well if applicable, driveways, address, location of garbage/recycling storage, location and size of parking spaces, shoreline frontage and location of docks and or boathouses if applicable
- ☐ **Designated Responsible Person Consent & Acknowledgement Form** (if applicable)
 - Proof that the DRP is at least 18 years of age (Valid Government Identification)
- ☐ **Certificate of Insurance**
 - Demonstrating compliance with Section 5.4 of the STR By-law
- ☐ **Licencee Code of Conduct & Acknowledgement** (signed by Applicant)
- ☐ **Proof of Septic System Approval**
 - Demonstrating compliance with Section 6.2 i) of the STR By-law
- ☐ **Application Fee** (as per the Municipality's Schedule of Fees By-law)
 - Annual Licence Fee
(includes fees for application review process including staff time)

Short Term Rental Licencing By-law Application Package
Sample Floor Plan



Floor Plans must include :

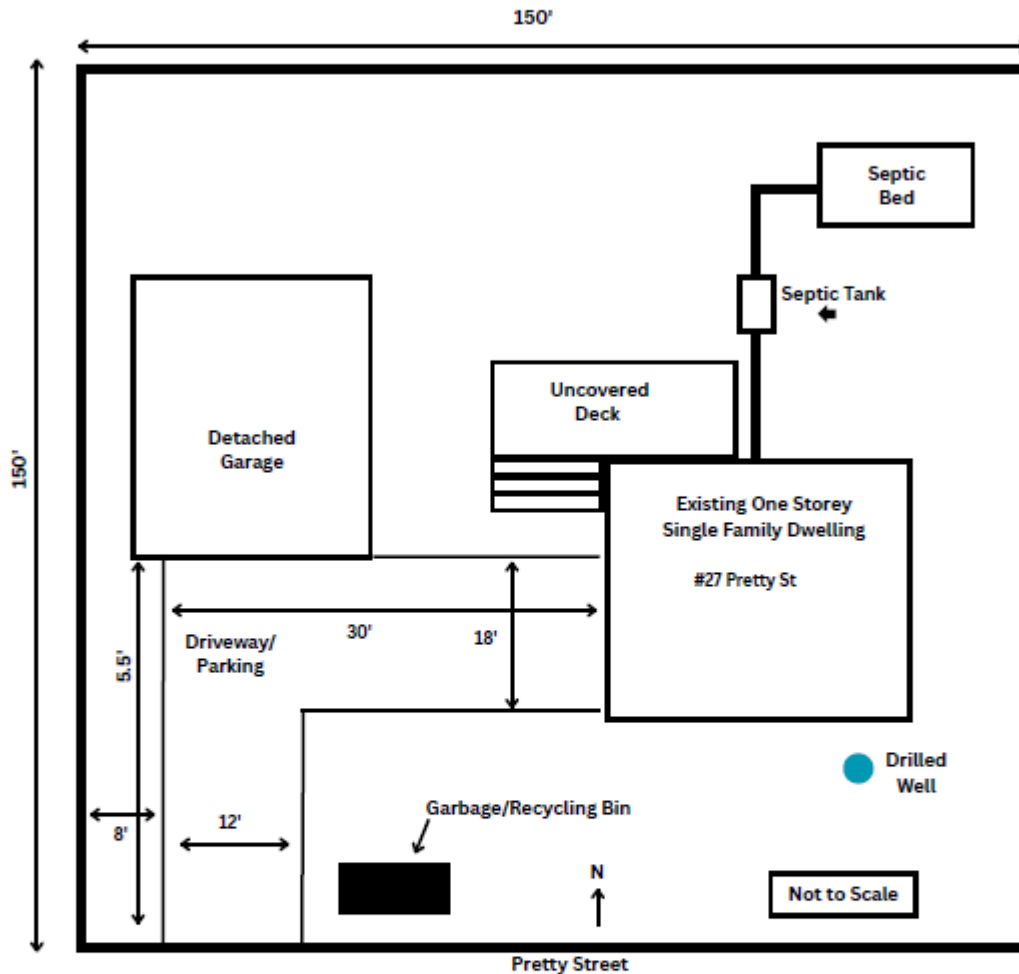
- accurate measurements and labeling of ALL approved sleeping spaces, rooms, hallways, common spaces
- location of entrances/exits, windows
- location of Smoke/CO detectors, fire extinguishers
- noting fire escape routes

Occupancy Limits

The maximum number of guest at a premises at any one time shall not exceed 2 guest per bedroom shown on floor plans and based on septic capacity.

Note: Floor plans are required for every storey of premises including basements

Short Term Rental Licencing By-law Application Package
Sample Site Plan



Site Plans must include :

- address of property
- property boundaries
- indication of North
- location, size and use of all buildings on the property, indicating the distance of the buildings from the front, rear and side lot lines
- location of the septic system and well (if applicable)
- driveway, location and size of parking space
- shoreline frontage and location of docks (if applicable)
- location of garbage/recycling storage

THE TOWNSHIP OF SOUTH ALGONQUIN



SCHEDULE "C" TO BY-LAW 2025-848 Short-Term Rental Licencing By-law

LICENCEE CODE OF CONDUCT & ACKNOWLEDGMENT

Rental Address: _____

Name of Licencees: _____

1. The Premises identified above shall be operated and maintained in accordance with the Short-Term Rental (STR) Licencing By-law, and all applicable acts, regulations and other municipal by-laws.
2. All Licencees are responsible for compliance with all other Township of South Algonquin by-laws (including, but not limited to, the following: Property Standards, Clean Yard, Noise By-law, Keeping of Dogs By-Law, Waste Management By-law, Open Air Burning By-law, Parking By-law, etc.).
3. The Licencee will be held responsible for contraventions of any municipal by-law, act or regulation by people found using the Premises, and may be subject to demerit points, fines or other enforcement measures.
4. I understand it is a requirement to post on the interior of the premises, within a maximum of 1m from the main entrance, clearly visible to guests and made available of inspection, the following information:
 - a copy of the Licence, address of the premises.
 - name and contact information of the Designated Responsible Person and other applicable emergency services.
 - emergency service statement if the premise is not accessible by a year-round road or water access
5. I understand it is a requirement to provide the following information to renters:
 - a copy of the Renters Code of Conduct;
 - a copy of the approved site plan including parking provisions and waste disposal information;
 - a copy of the approved floor plans of the STR showing emergency exits and locations of fire extinguishers; and
 - quick reference guide for applicable by-laws as prepared by the Municipality.
6. I understand that the submission of false or misleading information to the Municipality may void an application, cause the current Licence to be revoked or cause a Licencee to be subject to further enforcement measures.
7. I understand that entry and inspection by any Officer or their designate and any accompanied authorities or agent of the Municipality may occur as outlined in the By-law and for the purposes of:
 - a) carrying out any inspection;
 - b) determining compliance with any by-law;
 - c) verifying complaints received under a by-law;
 - d) verifying compliance with an order issued or Licence; or
 - e) requiring a matter or thing be done.

8. I acknowledge that the property address, names and contact information of the associated owner, and/or authorized agent and/or dedicated responsible person will be posted on the Municipality's website. Best practice is to also inform neighbours of the contact person to reach in the event of an issue or concern.
9. The Licencees are responsible for informing the Municipality, in writing of any changes to insurance immediately and changes to any other approved information contained within the licence application or any deviation to the approved site and/or floor plans within 7 days of such a change or deviation.
10. The Licencee is responsible for renewing a Licence by forwarding any required application and supporting documents as per the By-law prior to the expiry date of the Licence.

I, _____ having read the above, and the terms of the Short-Term Rental Licencing By-law, I realize that a violation of the Short-Term Rental Licencing By-law may result in the suspension or revocation of the Short-Term Rental Licence for the Premises.

Signature of Licencee: _____ Date: _____

Signature of Licencee: _____ Date: _____

Signature of Licencee: _____ Date: _____

Signature of Licencee: _____ Date: _____

THE TOWNSHIP OF SOUTH ALGONQUIN

SCHEDULE "D" TO BY-LAW 2025-848 Short-Term Rental Licencing By-law

RENTER'S CODE OF CONDUCT

Purpose of the Code

The Purpose of this code is to inform renters that Short Term Rentals are located in a residential neighbourhood and that all residents have the right to enjoy their properties without being imposed upon by others. It is also meant to inform renters of relevant information for an enjoyable and safe stay.

Objective of the Code

The objective of this Code is to establish acceptable standards of behavior for renters and their guests, and to minimize any adverse social or environmental impacts on their neighbours and neighbourhood; and the Renter acknowledges for themselves and on the behalf of others that they will be occupying a short-term rental accommodation in an area where others reside on a full-time basis.

In providing the acceptable standards, owners and renters are provided with the tools to ensure that they abide by the required standards and avoid penalties, fines and charges.

Guiding Principles

The Guiding Principles for short-term accommodation renters are:

- The premise you are occupying is a home;
- Treat the premise as your own;
- Respect your neighbours and your neighbourhood;
- Leave the premises and property as you found it; and
- Familiarize yourself with the Site Plan to be aware of the premises' property boundaries.

Maximum Number of Renters and Guests

The maximum number of residents, renters and guests (including those not staying overnight) permitted at a Short-Term Rental Accommodation shall be limited to the number posted on the STR licence.

Access and Parking

Property includes parking on a per bedroom basis. Please park all vehicles in the parking spaces indicated in the provided Site Plan. More vehicles than parking spaces are not permitted to park on the property. Parking on the streets is limited to 4 hours and may be prohibited depending on location.

Fire and Occupant Safety

Please practice common fire safety, do not leave fires unattended or burn during the day or during a fire ban. Always have a means to extinguish the fire nearby. For more information on safe fire pits or fire ban notices, visit the Township of South Algonquin webpage.

All short-term rentals must have working smoke detectors and carbon monoxide alarms. If either of these are found to be inoperable, please contact the property owner or designated responsible person to have the issue resolved.

Noise

Municipal By-law and local Police service can respond to noise complaints. Please be sure that no persons make noise which causes a disturbance nor conduct themselves in a way that is likely to disturb the area. Please reference the Municipality's Noise and Nuisance By-law for further information.

Examples of noise that is likely to disturb area residents includes but is not limited to:

- Loud Music
- Outdoor speakers
- Outdoor or backyard gatherings involving excessive noise
- Late evening/early morning disturbances
- Yelling, shouting, singing or conversing loudly
- Revving of engines
- Fireworks

Recycling and Garbage

Please dispose all garbage and recycling to designated area as shown on the provided Site Plan. Ensure that garbage and recycling is properly contained and not overflowing.

Pets

Any dogs that are brought along to visit at the Short-Term Rental are expected to be always kept under care and control and on the property. Dog barking is to be kept to a minimum.

Additional Responsibilities

As a guest of the municipality, it is your responsibility to familiarize yourself with all municipal by-laws. All renters should expect that there is zero tolerance for non-compliance and expect that any contraventions of Municipal By-Laws will result in fines laid.

Adherence to this Renter's Code of Conduct and the requirements in the Short-Term Rental Licencing Accommodation By-Law is expected and required, without exception.

If you would like to learn more about the Municipality's By-Laws, please see the provided quick reference guide of applicable by-laws, or visit the Township of South Algonquin webpage.

THE TOWNSHIP OF SOUTH ALGONQUIN

SCHEDULE "E" TO BY-LAW 2025-848 Short-Term Rental Licencing By-law

PART I Provincial Offences Act

ITEM	Column 1 SHORT FORM WORDING	Column 2 PROVISION CREATING OR DEFINING THE OFFENCE	Column3 SET FINES
1	Operate an STR without a valid licence	Section 4.1	\$1000.00
2	Fail to comply with an order made by Public Health	Section 4.4	\$400.00
3	Fail to ensure that renters comply with code of conduct or legislation	Section 4.7	\$400.00
4	Rent a guest room not identified as approved for an STR licence	Section 4.8	\$400.00
5	Rent a trailer as a STR	Section 4.9	\$400.00
6	Post an STR licence on an unlicensed property	Section 4.12	\$400.00
7	Alter a STR licence	Section 4.13	\$400.00
8	Remove a posted order	Section 4.14	\$600.00
9	Fail to post required information	Section 5.5	\$150.00
10	Fail to provide complete information package	Section 5.6	\$100.00
11	Fail to include licence number in advertisements	Section 5.7	\$150.00
12	Park in area not identified as for parking.	Section 5.10	\$250.00
13	Park on private property in an area not designated for parking	Section 5.10	\$50.00
14	Fail to provide proof of suitable adequate water.	Section 5.11	\$250.00
15	Fail to appropriately store waste	Section 5.15	\$150.00
16	Fail to remove waste in an appropriate timeline	Section 5.16	\$150.00
17	DRP fail to respond	Section 5.19	\$300.00
18	Fail to update information	Section 6.4	\$50.00
19	Fail to keep a registry of renters	Section 5.19	\$100.00

NOTE: The penalty provision for the offences indicated above is Section 10.1 of the By-law 2025-848, a certified copy of which has been filed.

THE TOWNSHIP OF SOUTH ALGONQUIN

SCHEDULE "F" TO BY-LAW 2025-848 Short-Term Rental Licencing By-law

DEMERIT POINT SYSTEM

1. A demerit point system is established as follows herein together with Table 1 attached to this Schedule. This demerit point system does not preclude the use of options otherwise available to enforce this By-law or any other by-law of the Municipality or Provincial Act or Regulation including, but not limited to, Administrative Monetary Penalties as set out in this By-law and actions pursuant to the Building Code Act, Fire Protection and Prevention Act and the Provincial Offences Act.
2. Demerit points may only be issued for offences relating to a STR.
3. The number of demerit points referenced in Column 3 of Table 1 below will be assessed against a Short-Term Rental in respect of the matter noted in Column 1 upon the following event respecting a contravention:
 - i. the expiry of the period for appealing a fine imposed pursuant to Part I or Part III of the Provincial Offences Act;
 - ii. the expiry of the period for appealing against a conviction in the Ontario Court of Justice;
 - iii. the confirmation of an order; or,
 - iv. the confirmation of an order resulting in Municipal remediation.
4. The demerit points shown in Column 4 of Table 1 shall take effect once the confirmation of an order as noted in subsections (ii) and (iv) has occurred. A Licence may be Suspended for a period of no longer than six months if the total of all demerit points in effect respecting a STR is at least seven (7).
5. A Licence may be Revoked if the total of all demerit points in effect respecting a STR is at least fifteen (15).
6. Notice of the suspension or revocation of a Licence shall be provided in writing to the Owner sent by registered mail.
7. Demerit points shall remain in place until the two-year anniversary of the date on which the demerit points were assessed.

TABLE 1			
Column 1	Column 2	Column 3	Column 4
Infraction	Reference	Demerit Points (P.O.N., Part III)	Demerit Points (Confirmed Order)
Fire Protection & Prevention Act/ Fire Code	FPPA or Open Burning By-law	3	7
Building Code Act (construction w/o a permit)	BCA	3	7
Contrary to Responsible Animal Ownership By-Law	Responsible Animal Ownership By-Law	2	5
Contrary to Property Standards or Clean Yard	Property Standards or Clean Yard By-law	2	5
Noise and Nuisance By-law infraction	Noise By-law	2	5
Contrary to Waste Management By-Law	Waste Management By-Law	2	5
Operating without a licence	STR By-law	3	7
Number of guests on Premises contrary to licence	STR By-law	3	5
Non-availability of Designated Responsible Person	STR By-law	3	5
Not providing updated information	STR By-law	1	5
Contrary to Site Plan - Parking	STR By-law	1	5
Not posting licence	STR By-law	1	5
Rent property not on licence	STR By-law	5	7
Alter a licence	STR By-law	5	7
Remove a posted order	STR By-law	5	7
Rent for longer than 30 days	STR By-law	3	5
Fail to post the required information	STR By-law	2	5
Allowing insurance to expire	STR By-law	3	7
Fail to provide an information package	STR By-law	2	5
Obstruct an Officer	Power of Entry By-law	7	15

THE TOWNSHIP OF SOUTH ALGONQUIN
SCHEDULE "G" TO BY-LAW 2025-848
Short-Term Rental Licencing By-law

Dedicated Responsible Person Consent Form

Property Information

Address of Short-Term Rental: _____

Licence Applicant: _____

Acknowledgement

The undersigned confirm that:

[Name of DRP], _____ has been appointed as the Dedicated Responsible Person for the above property.

The DRP has reviewed and understands all relevant provisions of the Short-Term Rental Licencing Bylaw _____ and agrees to comply with its requirements.

The property owner/applicant authorizes the DRP to act on their behalf in matters related to the operation and enforcement of the short-term rental.

The DRP acknowledges that they are the primary point of contact for Township staff, law enforcement, and the public regarding issues arising from the operation of the STR.

The owner acknowledges that they remain ultimately responsible for ensuring compliance with all Township by-laws and conditions of the licence.

Owner/Applicant Name: _____

Signature: _____ **Date:** _____

Dedicated Responsible Person Name: _____

Signature: _____ **Date:** _____

For Office Use Only

Date Received: _____
Licence No.: _____
Staff Initials: _____