



Short-Term Rental Committee Minutes

April 22, 2025, 4:30 p.m.

Members Present:

Mary Gregg
Evan Hickey
Jennifer Miltenburg
Ian Montgomery
Mike Niglas
Anita Snobelen
Sean Thomas
Glen McNeil, ex-officio

Staff Present:

CAO/Deputy-Clerk Mark Becker
Clerk Florence Witherspoon
Deputy Clerk/Communications Co-ordinator, Kelly Thomson

The Short Term Rental Committee met in the Council Chambers at 82133 Council Line, Ashfield-Colborne-Wawanosh.

1. **CALL TO ORDER**

Chair Jennifer Miltenburg will call the meeting to order.

2. **DISCLOSURE OF PECUNIARY INTEREST**

None disclosed.

3. **ADOPTION OF PREVIOUS MINUTES**

MOTION 1

Moved by Glen McNeil, ex-officio
Seconded by Mike Niglas

THAT the Minutes dated March 25, 2025 of the Short-Term Rental Committee be adopted as circulated.

Carried

4. BUSINESS OF THE COMMITTEE

4.1 Statement of Intent

As a follow-up from the previous meeting, we have provided the Committee with an updated draft Statement of Intent for your review.

STAFF COMMENTS: We seek your direction.

ACTION: The Statement as presented will be put forward as a statement of intent in the preamble of a draft by-law. The statement may have wording adjustments due to fine-tuning definitions.

4.2 Short-Term Rental in Waterfront Ontario

At the request of Committee member Mike Niglas, we have provided the Committee with the Short-Term Rental in Waterfront Ontario, prepared by the Federation of Ontario Cottagers' Associations.

STAFF COMMENTS: None.

ACTION: Noted and filed.

4.3 Draft Sections of a Proposed STR Program

At the request of the Committee, we have provided a draft of the following:

- Requirements to be licensed;
- Proposed Definitions;
- Parking considerations. We have also included the Township's General Parking Regulations found in the current Zoning By-Law for information.

STAFF COMMENTS: For your review.

ACTION: The Committee reviewed the drafts line by line and made revisions throughout the documents. These revisions will be brought forward to a future meeting of the Committee. The Committee further requested a draft Short Term Rental Application for review. The definitions of Guest and Occupancy will be placed in the 'parking lot'.

Further, staff will clarify the following:

- an annual return for the purpose of proving corporate status in Ontario;
- review 'Proof of Ownership' paragraph to avoid redundancy, and what would be required if the Applicant is a Tenant;
- the purpose of including 'landscaping' as part of a Site Plan submission;
- clarify the purpose and intent of requiring Applicants to be compliant with the Building Code;

- include a definition for 'Licensee'; and
- clarify that the Parking Management Plan may include parking spots that are not on the property.

4.4 STR Education Material

We have provided the Committee with samples of education materials used by other municipalities to promote short-term rental (STR) education.

STAFF COMMENTS: For your review.

ACTION: The Committee requested some samples created specifically geared towards ACW by-laws.

4.5 Jennifer Whaling - Occupancy Limits

We have provided the Committee with correspondence submitted by Jennifer Whaling of Cottage Stays.

STAFF COMMENTS: None.

ACTION: Noted and filed.

6. **NEXT MEETING**

The next scheduled meeting of the Short-Term Rental Committee will take place on May 27, 2025 at 4:30 p.m. or at the call of the Chair.

7. **ADJOURNMENT**

MOTION 2

Moved by Mike Niglas

Seconded by Ian Montgomery

THAT the Short-Term Rental Committee does now adjourn to meet again on May 27, 2025 at 4:30 p.m. or at the Call of the Chair.

Carried

Chair, Jennifer Miltenburg

Clerk, Florence Witherspoon