

The Corporation of the Township of North Kawartha

Minutes of the Regular Meeting of the Short-Term Rental Advisory Committee held on January 21, 2025

Hybrid Meeting in the North Kawartha Council Chambers, 280 Burleigh Street, Apsley

Regular Session 2025 – 01 – 21

Members Present: Colin McLellan, Chair (electronic)
Janet Lambert (electronic)
Shane Paquette
Ian Smith

Members Absent: RuthAnne McIlmoyl, Co-Chair, with regrets

Staff Present: Alana Solman, CAO (electronic)
Connie Parent, Clerk
Kelly Picken, Deputy Clerk
Edward Hilton, Economic Development Officer

(all attendees participated in-person unless noted electronic)

Call to Order and Welcome

Chair McLellan called the meeting to order at 1:03 p.m. welcomed everyone and advised the public that the meeting will be recorded and uploaded to the Township YouTube Channel.

Disclosure of Pecuniary Interest and the General Nature Thereof

No declarations.

Land Acknowledgement

Chair McLellan recited the Land Acknowledgement.

Adoption of the Agenda

25 – 01

Moved by – Janet Lambert

Seconded by – Shane Paquette

That the agenda be adopted, as presented. Carried.

Presentations / Deputations / Petitions

Adoption of Minutes

25 – 02

Moved by – Ian Smith

Seconded by – Shane Paquette

That the minutes of the regular meeting of the Short-Term Rental Committee meeting held on December 10, 2024, be adopted as presented. Carried.

Review of Committee's Terms of Reference

25 – 03

Moved by – Colin McLellan

Seconded by – Shane Paquette

That Committee receives the Short-Term Rental Advisory Committee's Terms of Reference. Carried.

Complaint Systems

The merits of various complaints systems were discussed.

The following questions were identified as requiring a staff response:

- Is digital evidence acceptable and is it dependent on how it is collected and by whom?
- Can the Citywide software be utilized for short-term rentals and does it have the ability to accept digital data?
- What can be done to ensure the complainant feels they have been heard and that there is a mechanism available to complain 24/7?
- In the absence of an Administrative Monetary Penalty System, can the Township charge a fee when a by-law officer attends a property to address a complaint?

25 – 04

Moved by – Shane Paquette

Seconded by – Ian Smith

That Committee receives the complaint systems information and directs the questions to the most appropriate, informed staff member to bring back an answer to the March meeting. Carried.

Recess

The Chair declared a recess at 2:07 p.m. The Committee reconvened at 2:17 p.m.

Good Neighbour Packages

25 – 05

Moved by – Ian Smith

Seconded by – Janet Lambert

That staff be requested to prepare a draft of a good neighbour package for Committee's consideration similar with the Trent Lakes good neighbour package. Carried.

Draft of Phase 1

25 – 06

Moved by – Janet Lambert

Seconded by – Shane Paquette

That Committee receives the discussion regarding the Draft of Phase 1. Carried.

Workplan Schedule

There was discussion on amendments to the workplan schedule and inviting the following representatives to attend a future meeting of Committee:

- Ontario Provincial Police: best practices regarding enforcement issues experienced in the past;
- Granicus: services offered regarding short-term rentals;
- NORKLA: provide input on short-term rental by-laws based on information gathered from cottage association members.

Moved by – Ian Smith

Seconded by - Shane Paquette

That staff extend invitations to Granicus, a representative of the Ontario Provincial Police and Doug Wellman of NORKLA to attend a future meeting of Committee. Carried.

25 – 07

Moved by – Colin McLellan

Seconded by – Janet Lambert

That Committee approves the workplan schedule as amended. Carried.

Kawartha Lakes Council Short-term Rental Program

25 – 08

Moved by – Janet Lambert

Seconded by – Ian Smith

That Committee receives the Kawartha Lakes Council Short-term Rental Program news item. Carried.

Comprehensive Zoning By-Law Advisory Committee

25 – 09

Moved by – Shane Paquette

Seconded by – Ian Smith

That Committee receives the Comprehensive Zoning By-Law Terms of Reference and Appendix. Carried.

Adjournment

25 - 10

Moved by – Janet Lambert

Seconded by – Ian Smith

That Committee adjourn proceedings. Carried.

Committee adjourned at 3:18 p.m.

Colin McLellan, Chair

Connie Parent, Clerk