

The Corporation of the Township of North Kawartha

Minutes of the Regular Meeting of the Short-Term Rental Advisory Committee held on September 15, 2025

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

Regular Session 2025 – 09 – 15

Members Present: Colin McLellan, Chair
RuthAnne McIlmoyl, Councillor
Janet Lambert
Shane Paquette
Ian Smith

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

(all attendees participated in-person unless noted electronic)

Call to Order and Welcome

Chair McLellan called the meeting to order at 10:02 a.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 – 62

Moved by – Ian Smith

Seconded by – Janet Lambert

That the agenda be adopted, as amended, to add an item of correspondence from a member

of the public. Carried.

Presentations / Deputations / Petitions

None

Adoption of Minutes

25 – 63

Moved by – Janet Lambert

Seconded by – Shane Paquette

That the minutes of the regular meeting of the Short-Term Rental Advisory Committee meeting held on August 19, 2025 be adopted, as presented. Carried.

Anstruther Lake Cottagers' Association – Verbal Report

Mr. Paquette reported that he had attended the Anstruther Lake Cottagers' Association Annual General Meeting where approximately 35 people were in attendance. The questions and comments regarding short-term rentals were mainly related to by-law enforcement such as fire risk, open air burning and litter on roads. Concern was also expressed with drinking and driving on Anstruther Lake Road. Doug Wellman, Past President, was supportive of the Committee's work and encouraged engagement with the Committee. No concerns were expressed about over-regulation or problem properties on Anstruther Lake. There is a steward system with representatives on each area of the Lake to provide feedback.

25 – 64

Moved by – RuthAnne McIlmoyl

Seconded by – Ian Smith

That Committee receives the report from Shane Paquette and the discussion regarding his attendance at the Anstruther Lake Cottagers' Association Annual General Meeting. Carried.

Draft Recommendations – Stage 1 to Stage 6

Committee members reviewed and discussed Stages 1 to 6 in the draft recommendations suggesting amendments.

25 – 65

Moved by – RuthAnne McIlmoyl

Seconded by – Ian Smith

That Committee recommends to Council to update the Good Neighbour Package to include information on septic, fire and building capacities with regards to number of bedrooms. Carried.

Stage 1 – No changes.

Stage 2 – Change "Resources" to "Existing Process" in the title of Stage 2,

Stage 3 – Discuss partnering with Trent Lakes as opposed to hiring more staff for by-law enforcement.

Stage 4 – All complaints submitted, including casual complaints, with a contact should be followed up with the originator. Using the Granicus service to identify problem rentals.

Follow up would include acknowledgement of the complaint, advising that the complaint would be investigated and informing the originator when the complaint is resolved or complete.

Track enforcement in more detail. Change the title on the Activity Report provided to Council to Building / By-Law Enforcement and link to a short-term rental page to view the current status.

Stage 5 - No changes.

Stage 6 – Separate: a) registration b) licencing. This is a final approach if the other stages are not successful.

Recommendations (Stage 1 to 6)

25 – 66

Moved by – Shane Paquette

Seconded by – Janet Lambert

That Committee receives the discussion on the six stages; and further that Janet Lambert prepare a draft based on the discussion of the implementation stages for the next meeting. Carried.

Recess

The Committee recessed at 11:21 a.m. and reconvened at 11:27 a.m.

Township Complaint Procedures

Members reviewed the current complaint procedure available on the Township website.

25 – 67

Moved by – RuthAnne McIlmoyl

Seconded by – Shane Paquette

That Committee direct staff to increase the visibility and accessibility of the building complaint form on the Township website. Carried.

Terms of Reference Final Report

25 – 68

Moved by – RuthAnne McIlmoyl
Seconded by – Ian Smith

That Committee receives the discussion on the Terms of Reference Final Report. Carried.

Next Meeting

25 – 69
Moved by – RuthAnne McIlmoyl
Seconded by – Janet Lambert

That the next meeting of the Short-Term Rental Advisory Committee be scheduled for Wednesday, October 22, 2025 at 1:00 p.m. Carried.

Correspondence

Members reviewed and discussed the complaints regarding a short-term rental as set out in the item of correspondence received from a member of the public.

25 – 70
Moved by – RuthAnne McIlmoyl
Seconded by – Janet Lambert

That Committee receives, with thanks, the item of correspondence identifying complaints regarding a short-term rental. Carried.

Adjournment

25 - 71
Moved by – RuthAnne McIlmoyl
Seconded by – Ian Smith

That Committee adjourns proceedings. Carried.

Committee adjourned at 12:24 p.m.

Colin McLellan, Chair

Connie Parent, Clerk