

**THE MUNICIPALITY OF BURPEE AND MILLS
BY-LAW NO. 2022-08**

**A By-Law to Manage
Short Term Accommodations for the
Municipality of Burpee and Mills**

WHEREAS Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that Section 8 and Section 11 shall be interpreted broadly so as to confer broad authority on municipalities to:

- a) enable municipalities to govern their affairs as they consider appropriate; and
- b) enhance their ability to respond to municipal issues;

AND WHEREAS Section 8 (3) of the Municipal Act, authorizes a municipality to provide for a system of Licences;

AND WHEREAS Section 11 (2), paragraph 6 of the Municipal Act, authorizes a municipality to pass a By-law respecting the health, safety, and well-being of Persons;

AND WHEREAS And Whereas Section 151 of the Municipal Act, provides that a municipality may provide for a system of Licences with respect to a business and may:

- a) prohibit the carrying on or engaging in the business without a Licence;
- b) refuse to grant a Licence or to revoke or suspend a Licence;
- c) impose conditions as a requirement of obtaining, continuing to hold or renewing a Licence;
- d) impose special conditions on a business in a class that have not been imposed on all the businesses in that class in order to obtain, continue to hold or renew a Licence;
- e) impose conditions, including special conditions, as a requirement of continuing to hold a Licence at any time during the term of the Licence; and
- f) License, 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, provides that a municipality may require a Person to pay an Administrative Monetary Penalty if the municipality is satisfied that the Person has failed to comply with a By-law of the municipality passed under the Municipal Act;

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

AND WHEREAS the Council the Municipality of Burpee and Mills has deemed it necessary and expedient to regulate and license the Short-Term Rental of Property in the Municipality of Burpee and Mills;

NOW THEREFORE, THE COUNCIL OF THE MUNICIPALITY OF BURPEE AND MILLS ENACTS AS FOLLOWS:

1. APPLICATION

- 1.1.** The provisions of this By-law shall apply to all properties in the Municipality of Burpee and Mills.

2. DEFINITIONS

- 2.1.** For the purpose of this By-law, the following definitions shall apply:

"AGENT" means a Person authorized in writing by an Owner to act on the Owner's or group of Owner's behalf;

"APPLICANT" means a Person who files an application for a Licence;

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"BUILDING" means a structure occupying an area greater than 10 square metres consisting of a wall, roof, and floor or any of them, or a structural system serving the function thereof, including all plumbing, works, fixtures and services system appurtenant thereto;

"CLERK" means the CAO/Clerk for the Municipality, or any Person designated by the Clerk;

"COUNCIL" means Council for the Municipality;

"DIRECTOR" means the person who oversees the STA process and manages the implementation and organization of the various departments which would be impacted through STA implementation.

"DWELLING" means a building occupied or capable of being occupied exclusively as a home, residence or sleeping place by one or more persons, and one or more families, but shall not include any mobile home, construction trailer, travel trailer, hotels, motels, a home for the aged, nursing home, hospital, or living quarters for a caretaker, watchman or other person or persons using living quarters which are accessory to a Non-Residential building.

- i. **"ACCESSORY DETACHED DWELLING"** means a detached dwelling subordinate and incidental to the principal use, building or structure located on the same lot therewith.
- ii. **"APARTMENT DWELLING"** means a building consisting of three (3) or more dwelling units, which units have a common entrance from road level and the occupants of which obtain access to their dwelling units through common halls.
- iii. **"CONVERTED DWELLING"** means a building on a lot originally designed, intended, and used as a one-family dwelling which has been lawfully altered or converted so as to provide two (2) or more dwelling units, none of which is located in the cellar.
- iv. **"COTTAGE DWELLING"** means a detached building, which may be occupied on a seasonal basis, used for, and containing only one dwelling unit, which is designed and/or constructed for year-round human habitation.
- v. **"DETACHED DWELLING"** means a separate building designed for and containing only one dwelling unit and constructed for year-round human habitation.
- vi. **"DUPLEX DWELLING"** means a building that is divided horizontally into two separate dwelling units, each of which has an independent entrance either directly from the outside or through a common vestibule.
- vii. **"FOURPLEX DWELLING"** means a building which consists of two (2) attached duplex dwellings, or a building containing only two storeys exclusive of basement, divided vertically into four (4) dwelling units with either one or two complete walls in common with adjoining units and an independent entrance, either directly or through a common vestibule.
- viii. **"HOSTED PROPERTY"** is an establishment that has an owner/operator living full-time on-site during the rental period.
- ix. **"SEMI-DETACHED DWELLING"** means one of a pair of attached single dwelling units constructed for permanent use with a common party wall dividing the pair of dwelling units vertically for the full height of the building, each of which has an independent entrance.
- x. **"TOWNHOUSE DWELLING"** means a building that is divided vertically into three or more dwelling units, each of which has independent entrances to a front and rear yard immediately abutting the front and rear walls of each dwelling unit, or a front and side yard in the case of a dwelling unit located at the end of the townhouse building.
- xi. **"TRIPLEX DWELLING"** means a building that is divided horizontally or vertically into three (3) separate dwelling units each of which has an independent entrance, either directly or through a common vestibule.
- i. **"DWELLING UNIT"** means a suite of two (2) or more habitable rooms, occupied by one or more persons, in which sanitary conveniences are provided and in which facilities are

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provided for cooking or for the installation of cooking equipment, and with an independent entrance, either directly from outside the building or from a common corridor inside the building.

- ii. **"ACCESSORY DWELLING UNIT"** means a dwelling unit that is part of a permitted Non-Residential Use.
- iii. **"BACHELOR DWELLING UNIT"** means a dwelling unit consisting of one bathroom and not more than two (2) habitable rooms designed to provide living, dining and kitchen accommodation in appropriate individual rooms or combination of rooms.

"LICENCE" means a Licence issued by the Municipality pursuant to this By-law;

"LICENCE ISSUER" means a Municipality employee delegated authority by Council as the Person responsible for issuing a Licence;

"LICENCE NUMBER" means a number assigned to a Licence by the Municipality; "Licencee" means a Person issued a current valid Licence pursuant to this By-law;

"MUNICIPALITY" means the Corporation of the Municipality of Burpee and Mills or the land within the geographic limits of the Corporation of the Municipality of Burpee and Mills as the context requires;

"NUISANCE" means an activity or behavior that when repetitive as determined by the discretion of the Director causes an inconvenience or damage to others, either to individuals and/or to the general public;

"OFFICER" means a police officer, Municipal Law Enforcement Officer, the Fire Chief, Chief Building Official or other Person delegated to enforce the provisions of this By-law;

"OWNER" means the registered owner of the lands or Premise or his or her authorized agent that is in lawful control of the lands or Premise residing in or business located within the municipality;

"PERSON" includes an individual, sole proprietorship, partnership, limited partnership, trust, corporation, and an individual in his or her capacity as a trustee, executor, administrator, or other legal representative;

"PREMISES" means land, Property or any part thereof including any and all buildings or other structures thereon;

"REGISTERED COMPLAINT" means a complaint regarding the operation of a short-term accommodation determined to be valid by an Officer.

"RENTER" means the Person responsible for the rental of the Premise by way of concession, permit, Licence, rental agreement, or similar commercial arrangement;

"SERVICE ANIMAL" means the animal is easily identifiable as relating to your disability (for example, it is a guide dog or other animal wearing a vest or harness) and the owner can provide documentation from a regulated health professional confirming the animal is required due to a disability.

"SHORT TERM ACCOMMODATION" or "STA" means private residential dwelling (or part of dwelling) that are rented to provide accommodations to a person or persons on a temporary basis for a period of less than 30 days and to which the Residential Tenancies Act, 2006, S.O. 2006, c. 17, as may be amended from time to time, does not apply. Short-Term Accommodations do not include bed and breakfast establishments, hotels, motels, lodges, or other commercially zoned accommodation uses for the travelling public.

"UNIT" means one dwelling per property. No person shall operate more than one unit per property.

"ZONING BY-LAW" means any By-law administered by the Municipality passed pursuant to Section 34 of the Planning Act or a successor thereof, as may be amended from time to time.

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3. APPLICATION AND GENERAL

- 3.1.** This By-law may be referred to as the "Short Term Accommodation By-law".
- 3.2.** No Person shall own, operate, or carry on a business or activity as a Short-Term Accommodation other than in accordance with the terms and conditions of a Licence under the terms and conditions of this By-law.
- 3.3.** No Person shall own, operate, or carry on a business or activity as a Short-Term Accommodation outside the Permitted Area.
- 3.4.** No Person shall advertise, promote, broker, or offer for rent or lease any Short-Term Accommodation without a current valid Licence and no Owner shall permit any of the foregoing without a current valid Licence.
- 3.5.** No Person shall alter or modify or permit the alteration or modification of a Licence.
- 3.6.** No Person shall use, or attempt to use, a Licence issued to another Person or Property.
- 3.7.** No Person shall own, operate, or carry on any business or activity in any other name other than in the name that appears on the Licence.
- 3.8.** Every Person who knowingly makes a false statement in an application, declaration, affidavit or paper writing required by this By-law or the Municipality of Burpee and Mills is guilty of an offence.
- 3.9.** No Person who is issued a Licence pursuant to this By-law shall contravene any provision set out in this By-law, any other Municipal By-law, Federal or Provincial Act, Statute, or any other legislation applicable to a licenced Premise or Activity.
- 3.10.** No Person shall remove an order or placard posted on a Premise under this By-law, except an Officer.
- 3.11.** No Person shall own, operate, or carry on a business or activity while a Licence is under an administrative suspension.
- 3.12.** No Person Shall operate a Short-Term Accommodation in contravention to a Provincial Restriction or Order.
- 3.13.** No Person will inhabit or rent an Accessory Building as a Short-Term Rental Accommodation.
- 3.14.** No Person shall advertise a Short-Term Accommodation without a registration number as per Schedule C.
- 3.15.** No Person shall rent an entire unit for the maximum number of days rental is offered.
- 3.16.** No Person shall refuse a person accompanied by a service animal.
- 3.17.** Every person shall notify the Municipality of any change in licensing or registration information as per Schedule B.
- 3.18.** Every person who owns or operates a Short-Term Accommodation shall comply with requirements to provide emergency contact information and a layout of fire exits from the building, as per Schedule B complying with regulations and shall provide guests with emergency contact and 9-1-1 information as well as diagrams of exits from the building.
- 3.19.** No person shall operate more than one short-term accommodation unit per property.
- 3.20.** No person shall operate a Short-Term Accommodation rental without first registering the property and obtaining a licence.

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- 3.21.** Every person who owns or operates a Short-Term Accommodation shall provide one parking place per bedroom, with a minimum of two parking places per short term accommodation.

4. APPLICATION FOR A LICENCE

- 4.1.** A Person making an application for a Licence or for a renewal of a Licence shall submit:
- a. a complete application in the form provided by the Municipality;
 - b. when applicable, the Business Name Registration and/or Articles of Incorporation obtained from the applicable Provincial or Federal Ministry;
 - c. all required documents, and obtain all required approvals and inspections as outlined in Schedule "A" to this By-law have been obtained from the appropriate authority having jurisdiction to the satisfaction of the Municipality at property owner's cost;
 - d. any other documents as may be required to the satisfaction of the Municipality;
 - e. the required Licence application fee, approval, and inspection fees.
- 4.2.** Acceptance of a Licence application does not constitute approval of the application or oblige the Municipality to issue a Licence.
- 4.3.** A Licence fee shall be paid by the Applicant at the time the Licence is applied for.

5. LICENCES

- 5.1.** The Licence Issuer is hereby delegated authority to issue a Licence in accordance with the provisions of this By-law and the Schedules to this By-law.
- 5.2.** The Licence Issuer is hereby delegated authority to impose additional terms and conditions on a Licence that in the opinion of the Licence Issuer are reasonable and taking into consideration:
- a. the health, safety, and well-being of Persons;
 - b. the impact on a neighbouring Property or neighbouring Property owner;
 - c. the past conduct of an applicant or Licencee;
 - d. the impact to the Municipality;
 - e. the need within the Municipality;
 - f. supported by Policy and or By-law, and Council.
- 5.3.** A Licence issued by the Municipality is not transferable.
- 5.4.** A Licence issued pursuant to this By-law is valid for a year (365 days), at which point the Licencee can apply for a renewal.
- 5.5.** A Licence subject to renewal will maintain the same Licence number and be subject to the same requirements as the original issued Licence other than fees and administration costs regarding renewals in Section 13.0 of this By-law.
- 5.6.** Every Licence shall remain at all times the Property of the Municipality;
- 5.7.** No Person shall enjoy a vested right in any Licence or the continuance of any Licence.
- 5.8.** A Licence shall be issued by the Licence Issuer:
- a. upon the requirements of this By-law being met;
 - b. upon submission of the documents to the Municipality's satisfaction as required by this By-law and as outlined on the applicable Schedule(s) to this By-law;
 - c. upon obtaining the required approvals and inspections to the Municipality's satisfaction as required by this By-law including the Schedules to this By-law;
 - d. upon payment of fees and administration costs relating to Section 12.0 of this By-law.
- 5.9.** The Licence Issuer shall not issue a Licence if the owner(s) or applicant(s) have any outstanding complaints, fines, penalties, legal costs, disbursements, Property taxes and late payment charges owing to the Municipality for the Property subject to the Licence application.

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- 5.10.** A Licence shall only be issued by the Licence Issuer to the registered owner of the Property.
- 5.11.** A Licence will only be issued to a Short-Term Accommodation in the Municipality of Burpee and Mills once approved by the committee.
- 5.12.** A Licence issued shall include the following information:
- a. the municipal address;
 - b. licence number;
 - c. effective date and expiry date of the Licence;
 - d. licensee name and contact information;
 - e. owner name and contact information;
 - f. an Operation Manual which outlines the conditions of Short-Term Accommodation including expectations for Owner and Renters prepared and maintained in accordance with guidelines issued by the municipality.
 - g. proof of Liability Insurance as per Schedule "A"

6. LICENCE TERMS AND CONDITIONS

- 6.1.** A Licence is subject to the terms and conditions of this By-law including all requirements set out in Schedule "B", "C" and "D" to this By-law. These requirements must be met by the owner, operator, manager, and occupants as applicable.
- 6.2.** A licensee shall notify the Municipality within fifteen (15) days of any changes to the:
- a. business name;
 - b. location of the business Premise;
 - c. ownership of the business;
 - d. a change in the Licensee's policy of liability insurance;
- and such changes shall be subject to submission of the necessary documentation to the Municipality.
- 6.3.** A Licensee shall be responsible for the act(s) and omission(s) of its employees, representatives, and agents in the carrying on of the business in the same manner and to the same extent as though the Licensee did the act(s) or omission(s).
- 6.4.** Any record required by this By-law shall be produced by the Licensee upon request of an Officer.
- 6.5.** Only properties that have a single home dwelling are permitted to apply for a licence. Apartment building and attached complex style units are not permitted to licence for a Short-Term Accommodation.
- 6.6.** A person is not eligible to hold a license if the property is to be used for carrying on the trade, business or occupation for short term accommodation and does not conform with applicable Federal and Provincial law and Regulations or municipal bylaws, including but not limited to the zoning by-law, Property Standards By-law, the Building Code Act, the Building Code, the Fire Protection and Prevention Act, the Fire Code, the Ontario Electrical Safety Code, or an order of the Medical Officer of Health.
- 6.7.** The owner of a Short-Term Accommodation premise shall ensure that there is a responsible person available to attend to the short-term accommodation premises at all times within a period of no greater than one hour from the time of contact by way of telephone or email. This person is to be available 24 hours a day, 7 days a week while the property is being rented.
- 6.8.** No license shall be issued for any property which would allow for more than 2 guests per room or suite or for more than 8 persons per property.
- 6.9.** All advertising for Short-Term Accommodation rentals shall include the Municipality of Burpee and Mills short term accommodation license number.

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6.10. Compliance Monitoring and enforcement by third party may include:

- Active monitoring of STAs in Burpee and Mills across multiple STA websites (i.e., Airbnb, VRBO, HomesAway, etc.);
- Ongoing monitoring of STAs for zoning & permit compliance;
- Pro-active and systematic outreach to unpermitted and/or illegal short-term rental operators;

7. LICENCES ADMINISTRATIVE SUSPENSIONS

7.1. Where the Licencee's policy of liability insurance expires, is cancelled, or is otherwise terminated, or there are deficiencies with Schedule "B" Objectives then 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.

7.2. An administrative suspension of a Licence without a hearing shall be imposed for: fourteen (14) days if the Licence Issuer is satisfied that the continuation of the business poses an immediate danger to health and safety of any Person or to any Premises or in accordance with Section 7.

Before any suspension is imposed, the Municipality shall provide the Licencee with the reasons for the suspension, in writing, and an opportunity to respond to them.

Notwithstanding the above the Licence Issuer may issue an immediate suspension of a Licence for a term determined by the Licence Issuer and without notice when a municipal or provincial emergency is declared or where the Licence Issuer determines that there is an immediate risk to the public. The Licence Issuer may then subsequently provide a general or specific notice as the Licence Issuer may determine of the reason for suspension

7.3. An administrative or immediate suspension imposed under Section 6.2 may be imposed on such conditions as the Licence Issuer considers appropriate.

8. LICENCES GROUNDS FOR REFUSAL, REVOCATION OR SUSPENSION

8.1. An applicant or Licencee may be granted a Licence upon meeting the requirements of this By-law except where:

- a. the past or present conduct of any Person, including the officers, directors, employees, or agents of a corporation affords reasonable cause to believe that the Person will not carry on or engage in the business in respect of which the application is made in accordance with the law or with honesty or integrity; or
- b. the Applicant or Licencee has past breaches or contraventions of any law or any provision of this By-law or any other municipal By-law or Provincial or Federal Statute associated with the carrying on of such business; or
- c. the Applicant or Licencee has failed to pay an Administrative Monetary Penalty imposed by the Municipality or a fine or fines imposed by a Court for convictions for breach of this or any other Municipality By-law or Provincial offence related to the licenced premise; or
- d. the Applicant or Licencee has failed to comply with any term, condition or direction of the Licence Issuer or Officer or has failed to permit any investigation by the Licence Issuer or Officer; or

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- e. the applicant or Licencee has failed to comply with the requirements set out in this By-law or any of the applicable Schedules to this By-law; or
- f. the issuing of a Licence would be contrary to the public interest with respect to health and safety, consumer protection, or nuisance control; or
- g. the Applicant or Licencee has submitted an application or other documents to the Municipality containing false statements, incorrect, incomplete, or misleading information; or
- h. the Applicant or Licencee is carrying on or engaging in activities that are, or will be, if the Applicant or Licencee is licenced, in contravention of this By-law, or any other applicable law; or
- i. the Applicant or Licencee has not paid the required Licence fees; or
- j. the Applicant or Licencee has accumulated three (3) registered complaints within a year period;
- k. the Applicant or Licencee or Owner has outstanding fines, penalties, legal costs, disbursements, property taxes and late payment charges owing to the Municipality for the subject Property.

8.2. The Licence Issuer may revoke, suspend, or refuse to issue a Licence, where the Applicant or Licencee would not be entitled to a Licence on any grounds set out in this By-law.

8.3. Where the application for a Licence has been revoked, suspended, or cancelled, the fees paid by the Applicant or Licencee, in the respect of the Licence, shall not be refunded.

8.4. Where a Licence has been revoked, suspended, or cancelled, the Licencee shall return the Licence to the Licence Issuer within two (2) days of service of the notice of the decision unless otherwise directed by the Licence Issuer in the instance of immediate suspensions.

8.5. When a revoked, suspended, or cancelled Licence has not been returned, an Officer may enter upon the Premise excluding entry into a Dwelling Unit for the purpose of receiving, taking, or removing the said Licence.

8.6. Every Applicant or Licencee shall keep transactions records for a three (3) year period and provide the transaction records within 30 days, if required to the Municipality.

9. COMPLAINT PROCESS

9.1. All Licences issued by the Licence Issuer must be posted in a Public Registry which shall be maintained on-line by the Municipality.

9.2. All Licences posted in the Public Registry shall include the following information;

- a. maximum occupancy of the unit;
- b. name and contact information of the Owner and;
- c. Officer contact information for the purposes of reporting any complaints.

9.3. Owner shall display the Operation Manual inside the Dwelling or Dwelling Unit which should be used as a reference guide for Renters.

9.4. Owner or their agent or their local manager shall be available via phone and for onsite assistance at all times during the rental period in the case of a reported complaint.

9.5. The Owners updated contact information must be clearly posted inside and outside the Licenced unit at all times.

9.6. Once the complaint is made to the Municipality or agent, it will be investigated by an Officer for a determination of the validity of the complaint.

9.7. The Officer or agent will be responsible to collect information regarding the nature of the issue from the complainant.

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- 9.8.** If required, the Officer will inspect the property and rental unit to investigate the complaint and/or direct resolution of the issue.
- 9.9.** No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer performing a duty under this By-law.
- 9.10.** For the purposes of an inspection under this By-law, an Officer may:
- a) require the production for inspection of documents or things relevant to the inspection;
 - b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - c) require information from any Person concerning a matter related to the inspection; and
 - d) make examinations or take tests, samples, or photographs necessary for the purposes of the inspection alone or in conjunction with a Person possessing special or expert knowledge
- 9.11.** All documents and records shall be kept in a good and business-like manner for review by the Officer at their request.
- 9.12.** A receipt shall be provided for any document or thing removed under this By-law and the document or thing shall be promptly returned after the copies or extracts are made.
- 9.13.** Every Person who is alleged to have contravened any of the provisions of this By-law, shall identify themselves to an Officer upon request, failure to do so shall be deemed to have hindered or obstructed an Officer in the execution of his or her duties.
- 9.14.** The Municipal Officer and/or agent will follow up with the complainant within 72 hours to determine that the complaint has been addressed.
- 9.15.** Each complaint shall be documented individually, and such documentation shall contain all particulars of the complaint as well as any actions taken by the Owner to resolve the complaint.
- 9.16.** The identity of the complainant shall be confidential information up until which time it is needed in the court of law.
- 9.17.** Once a complaint is deemed valid it will be a registered complaint.
- 9.18.** Once a property receives three (3) registered complaints within a single year, or where a registered complaint is not resolved in a manner satisfactory to the Municipality, the Licence shall be immediately revoked.
- 9.19.** A revoked Licence shall not be renewed. A new licence shall not be granted to the same location for a period of 365 days following the revocation of a licence.
- 9.20.** Anyone making false complaints for malicious intent will lose viability for future complaints and may be charged under the applicable Act.

10. PENALTY AND ENFORCEMENT

- 10.1.** Before a Licence is revoked, suspended, or cancelled, written notice shall be given to the Licencee.
- 10.2.** Notice shall be served to the Licencee's last known address or email address filed with the Municipality and shall:
- a) contain sufficient information to specify the nature of, or reason for revocation;

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b) inform the Licencee of entitlement to a hearing before the Licensing Appeal Committee if a request in writing for a hearing is returned to the Director within fifteen (15) days after the date of service of the notice.

10.3. On receipt of a written request for a hearing from an Applicant or Licencee, the Director shall:

- a) schedule a hearing; and
- b) give the Licencee notice of the hearing at least twenty (20) days prior to the hearing date; and
- c) post notice of the hearing on the Municipality's website at least twenty (20) days prior to the hearing date.

10.4. Service of any notice on the Licencee under this By-law shall be made by Personal delivery, ordinary mail, or email transmission. The notice shall be deemed to have been served on the seventh (7th) day after the day of mailing or on the date of Personal service or on the date the email is sent.

10.5. Any person(s) who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine or penalty for each offence, exclusive costs and upon conviction is liable to a fine as set out in the Provincial Offences Act, R.S.O. 1990, Chapter P. 33

10.6. No person(s) shall willfully obstruct, hinder, or otherwise interfere with an Officer in the performance of the Officer's duties, right, functions, powers, or authority under this By-law.

10.7. Where an Officer has reasonable grounds to believe that an offence under this By-law has been committed by a person(s), the Officer may require the name, address, and proof of identity of that person(s) and the person(s) shall supply the required information.

10.8. In addition to prosecution under this By-Law, the Operating Authority may prosecute violators of this By-Law for trespass or exercise any other statutory or common rights.

10.9. If licencees do not comply with the regulations, they are guilty of an offence. If convicted, they may be liable to pay a fine of up to \$100,000.

10.10. They may also be liable to pay a special fine that a court deems is greater than any revenue that they may be gaining from the business; as well as a fine of up to \$10,000 for each day the offence continues.

10.11. No person shall contravene a Municipal By-law while occupying a Short-Term Rental Accommodation.

11. ESTABLISHMENT OF LICENSING APPEAL COMMITTEE

11.1. Council is hereby established as the Licensing Appeal Committee and shall hear and render decisions regarding the refusal, revocation or suspension of a Licence, and the imposing of terms and conditions on a Licence.

11.2. The decision of the Licensing Appeal Committee shall be final and binding.

12. HEARING PROCESS

12.1. The provisions of the Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22, as amended, shall apply to all hearings conducted under this By-law.

12.2. A hearing shall be held in public, unless determined otherwise in accordance with the Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22, as amended, and the Licensing Appeal Committee shall hear the Applicant or Licencee and every other

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Person who desires to be heard, and the Licensing Appeal Committee may adjourn the hearing or reserve its decision.

- 12.3.** No decision of the Licensing Appeal Committee is valid unless it is concurred in by the majority of the members of the Licensing Appeal Committee that heard the matter, and the decision of the Licensing Appeal Committee, shall be in writing and shall set out the reasons for the decision, and shall be signed by the members who concur in the decision.
- 12.4.** Any authority or permission granted by the Licensing Appeal Committee in accordance with the powers and requirements of this By-law, may be for such time and subject to such terms and conditions as the Licensing Appeal Committee considers advisable and as are set out in the decision.
- 12.5.** When a Person who has been given written notice of a hearing does not attend at the appointed time and place, the Licensing Appeal Committee may proceed with the hearing in their absence, and the Person shall not be entitled to any further notice of the proceedings.
- 12.6.** The Director shall no later than ten (10) days from the making of the decision send one (1) copy of the decision to:
- a) the Applicant or Licencee;
 - b) each person who appeared in person or by Council or by Agent at the hearing and who filed with the Director a written request for notice of the decision.

13. FEES AND ADMINISTRATIVE COSTS

- 13.1.** Initial registration fee as set out in Schedule "B" for a Short-Term Accommodation Dwelling Unit shall be paid by the Applicant at the time of purchasing a Licence.
- 13.2.** An annual renewal fee as set out in Schedule "B" for all Short-Term Accommodation Dwelling Units or Unit is required every year following where the STA maintains a licence in good standing.
- 13.3.** Where a complaint has been determined to be valid the Licencee shall pay to the Municipality a complaint investigation fee if deemed necessary. Failure to pay the fee shall be a contravention of the terms of the Licence and shall result in a revocation of the Licence.
- 13.4.** Licensed properties may be subject to a Municipal Accommodation Tax (MAT) pursuant to a MAT By-law being implemented. Such By-law may be deemed necessary by Council at the time of passing for the purpose of accommodating increased tourism activity in the Municipality.
- 13.5.** Fees are distinct from penalties and fines which may be incurred where enforcement is required.

14. MUNICIPAL AND PRIVATE SERVICES

- 14.1.** Garbage must be always stored in an enclosed area. Must adhere to applicable Municipal waste management By-laws, which can be amended.
- 14.2.** All water systems within the Dwelling or Dwelling Unit should comply with public water requirements as set out in provincial regulations.

THE MUNICIPALITY OF BURPEE AND MILLS
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- 14.3.** Owners must maintain a record of system pump-outs and maintenance and make that record(s) available for inspection by an Officer.
- 14.4.** Owners must, at time of application for a renewal of a Licence demonstrate that that septic tank has been pumped out and inspected in the last three years.
- 14.5.** Owners must provide information related to occupancy and potential sewage load and details of their sewage system to confirm capacity at time of application for a Licence.

15. SEVERABILITY

- 15.1** If any section, clause or provision of this By-law, including anything contained in the Schedules attached hereto, is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part, thereof, other than the section, clause or provision so declared to be invalid, and it is hereby declared to be the intention that all the remaining sections, clauses or provisions of this By-law shall remain in full force and in effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

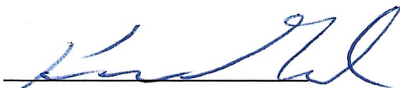
16. SINGULAR, PLURAL and GENDER USE

- 16.1.** In this By-law, unless the context otherwise requires words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable.

17. SCHEDULES

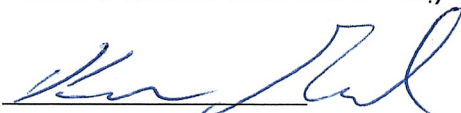
- 17.1.** Schedule's "A" "Licence Application Requirements", "B" "Terms and Requirements of Licence", Schedule "C" "Roles and Responsibilities", and Schedule "D" "Renter Code of Conduct" attached to this By-law form part of this By-law. THAT this By-law shall come into force and take effect upon the final passing thereof.

Read a first time this 6th day of December, 2022.


REEVE Ken Noland

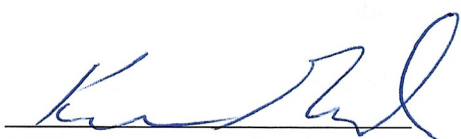

CLERK/TREASURER -

Read a second time this 2nd day of July 2025.


REEVE Ken Noland


CLERK/TREASURER -

Read a third time, finally passed, signed, and sealed this 2nd day of July, 2025.


REEVE Ken Noland


CLERK/TREASURER -

THE MUNICIPALITY OF BURPEE AND MILLS
BY-LAW NO. 2022-08

I, Jaimie Fairguber-Kay, Clerk/Treasurer of the Municipality of Burpee and Mills, do hereby
certify that this is a true copy of By-law 2022-08 as passed in open Council on the
2nd day of
July, 2025.

JFK
Clerk/Treasurer

THE MUNICIPALITY OF BURPEE AND MILLS
BY-LAW NO. 2022-08

SCHEDULE A
LICENCE APPLICATION REQUIREMENTS

PROPERTY INFORMATION (PROPERTY TO BE LICENCED)

Address: _____

OWNER (IF DIFFERENT FROM APPLICANT)

Owner's Name: _____

Corporation or Partnership (if applicable): _____

Applicant's Address: _____

Telephone Number: _____

Mobile Number: _____

Email Address: _____

RENTAL AGENT/AGENCY

Agent/Agency's Name: _____

Corporation or Partnership (if applicable): _____

Agency Address: _____

Telephone Number: _____

Mobile Number: _____

Email Address: _____

LOCAL MANAGER (IF DIFFERENT THAN OWNER)

Responsible Person's Name: _____

Corporation or Partnership (if applicable): _____

Agency Address: _____

Telephone Number: _____

Mobile Number: _____

Email Address: _____

PURPOSE OF APPLICATION

New STA Licence ☐

Licence Renewal ☐

PREMISES DETAILS

Current Use of Premises: _____

Proposed Number of Bedrooms: _____

Total STA Premises Occupant Load: _____

ATTACHMENTS (THE FOLLOWING MUST ACCOMPANY THE APPLICATION)

- i. Copy of the Transfer/Deed proving evidence of ownership
- ii. Copy of Liability Insurance of not less than \$2 million per occurrence for property damage and bodily injury
- iii. Site Plan of the premises (including parking and garbage disposal area)
- iv. Floor Plans (see guide for requirements)
- v. Local Manager Consent (if applicable)
- vi. Copy of Complete STA Inspection (i.e... Fire, building etc.)
- vii. Renter Code of Conduct if different than Schedule "D"
- viii. Evidence of septic pumped out and inspected in the last three years

DECLARATION OF APPLICANT

I _____ certify that:

The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date _____

Signature of Applicant _____

THE MUNICIPALITY OF BURPEE AND MILLS
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PAYMENT DETAILS

Registration is to be received prior to January 1st each year. The term for registration will be January 1st to Dec 31st.

Personal information contained in this form and schedules is collected under the authority of the Municipal Freedom of Information and Privacy Act and will be used in the administration and enforcement of the Short-Term Accommodation Licensing By-law.

**THE MUNICIPALITY OF BURPEE AND MILLS
BY-LAW NO. 2022-08**

**SCHEDULE B
TERMS AND REQUIREMENTS OF LICENCE**

SHORT TERM ACCOMMODATION OBJECTIVES:

The STA Licensing by-law objectives include, but are not limited to:

- ensuring occupants are provided with safe accommodations in terms of fire and building safety;
- ensuring STA premises are operated and maintained in sanitary and acceptable levels of interior conditions;
- ensuring STA Operators are made aware of their responsibilities to comply with Municipal by-laws and other regulations; and,
- protecting the character, amenities, and quality of existing neighbourhoods in which the STA is located.

WHO CAN REGISTER:

To apply for and operate a short-term rental licence, the licensee must:

- 18 years or older; and,
- be the Owner of the dwelling in which the licenced STA is to be operated.

Note:

Once the owner of the building receives the licence, the STA can be managed by a Local Manager.

REQUIRED TO REGISTER

When registering, licensee needs to provide the Municipality with information, including;

- government-issued identification (ID) which includes photo and address
- contact information and address
- details of short-term rental, including description of the type of building your rental is in and which parts of the home will be short-term rented
- Applicant must provide information related to occupancy and potential sewage load and details of their sewage system to confirm capacity.
- a record of systems pump-outs and maintenance and demonstrate that that septic tank has been pumped out and inspected in the last three years of when application is made for a licence.
- The number of occupants refers to the number of occupants of the rental unit.
- name and telephone number of a Local Manager who will be available 24 hours a day during rental periods.

Note:

Before submitting information to the Municipality, applicant must obtain consent from the Local Manager. Applicant must keep a record of this consent.

THE MUNICIPALITY OF BURPEE AND MILLS
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FEES

Initial Registration STA licence fee – HOSTED property	\$650.00
Initial Registration STA licence fee - UNHOSTED property	\$800.00
Renewal STA licence fee HOSTED	\$200.00
Renewal STA licence fee UNHOSTED	\$500.00

ADDITIONAL:

TYPE	FEE (\$) PER UNIT
Penalty for operating without an STA licence	\$1000.00 per week
Council Appeal Fee	\$500.00
Investigation Fee	Up to \$600.00

Note

The licensee is not eligible to register a short-term rental if your registration was denied or revoked in the last 12 months.

Completed STA Applications can be submitted by email to Municipality of Burpee and Mills at: burpeemills@vianet.ca

For information on Planning and Zoning please see **Municipal website:**www.burpeemills.com

WHAT HAPPENS AFTER REGISTRATION?

After providing information and payment, the Municipality will validate the information and review application.

If the application is approved, a registration number will be generated and emailed to licensee, along with a STA Manual PDF which should be posted in the STA at all times.

The Municipality can deny application based on the eligibility criteria and will inform applicant of its intention to deny the registration. No one is eligible to register or renew a short-term rental if the registration was denied or revoked in the last 12 months.

COMPLYING WITH REGULATIONS

Once registered as a short-term rental operator, they must:

- provide guests information about Local Manager and instructions on how to contact 911 emergency service
- provide guests with an emergency exit plan
- keep the following records related to short-term rental and provide to the Municipality upon request:
 - i. the number of nights short-term rental was rented
 - ii. the nightly and total price charged for each rental
 - iii. the rental type e.g., the entire home rental or just room rental
- The Licensee shall be responsible for ensuring that the use of the Short-term Accommodation Unit shall not include:
 - i. parties;
 - ii. the lighting or discharging of fireworks;
 - iii. exceeding occupancy limits in the unit or on the property; and
 - iv. use of outdoor speakers.
- Liability Insurance of not less than \$2 million per occurrence for property damage and bodily injury

- Parking be adequately provided on a per bedroom basis
- Garbage must be stored in an enclosed area at all times.
- Must display STA manual inside STA Dwelling or Dwelling Unit
- Must post ownership information inside and outside unit at all times
- Post how many occupants allowed within the STA premise
- Have valid burn permit

UPDATING YOUR REGISTRATION

The Municipality must be informed if any of the information that were provided during registration changes. This includes changes in phone number, address, change of owner, email, and alternate (emergency) contact name or contact information.

THE MUNICIPALITY OF BURPEE AND MILLS
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SCHEDULE C
ROLES AND RESPONSIBILITIES

Role	Responsibility
OWNER SHALL RETAIN AND ACQUIRE	STA inspections Ontario Building Code (Provide inspection documentation to Municipality with licence application)
OWNER SHALL CONTACT AND MAKE ARRANGEMENTS FOR FIRE SAFETY INSPECTION	STA inspection which should follow the Ontario Fire Code (Provide inspection documentation to Municipality with licence application)
DIRECTOR	All Administrative duties including applications, renewals, and enforcements. For the Licensing Appeal Committee, the Director, Clerk and/or designate shall: a) schedule a hearing; and b) give the Licencee notice of the hearing at least twenty (20) days prior to the hearing date; and c) post notice of the hearing on the Municipality's website at least d) twenty (20) days prior to the hearing date. The Director, Clerk shall no later than ten (10) days from the making of the decision send one (1) copy of the decision to: a) the Applicant or Licencee; b) each person who appeared in person or by Council or by Agent at the hearing and who filed with the Director, Clerk a written request for notice of the decision.
COUNCIL	Participate as Licensing Appeal Committee
OWNER	Ensure Licencee Terms and Conditions are fulfilled
PROPERTY MANAGER	Available 24/7
RENTER	Follow "Renter Code of Conduct (Schedule "D")

THE MUNICIPALITY OF BURPEE AND MILLS
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SCHEDULE D
RENTER CODE OF CONDUCT

Renter's Code of Conduct (as enacted by the Municipality of Burpee and Mills)

PREMISE OF THIS CODE

The premise of this Code is that the short-term accommodation premises located in the vicinity of other properties and that the residents/occupants of these properties have the right to enjoy their properties without being imposed upon by nuisance from others.

OBJECTIVES OF THIS 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 neighbors and neighborhood.

The Renter acknowledges for themselves and on the behalf of others that they will be occupying a short-term rental accommodation.

GUIDING PRINCIPLES

The Guiding Principles for short term accommodation renters are:

- The premise that you are occupying is a home;
- Treat the premise as your own;
- Respect your neighbors; and,
- Leave it as you find it.

MAXIMUM NUMBER OF RENTERS AND GUESTS

The maximum number of occupants within a dwelling that is being operated as a short-term accommodation shall not exceed a total number based upon the number posted by the Owner. But, in no case shall be more than 2 persons per bedroom or 8 persons per property.

NOISE AND RESIDENTIAL AMENITY

No person shall make noise so as to cause a disturbance or conduct themselves in an antisocial behaviour. Examples of noise that is deemed to be a disturbance include:

- a) Loud music;
- b) Outdoor Speakers;
- c) Outdoor or backyard gatherings involving excessive noise;
- d) Fireworks;
- e) Late or early hour disturbances;
- f) Exceeding occupancy limits; and,
- g) Yelling, shouting, chanting and loud conversations.

Renters are not allowed to disturb neighbours or interfere with their enjoyment of their properties, or the public realm, at any time of the day or night. Failure to comply with the conditions of the Municipality's Noise By-law may result in the notification of the Ontario Provincial Police who may, upon attendance, issue a Notice of Offence, which carries with it a fine, upon conviction, for a first offence.

Please enjoy your stay but have consideration for others.

FUNCTIONS AND PARTIES

Short term accommodation renters are not to host functions or parties as occupancy limits apply to the house and property in accordance with the licence.

ACCESS AND PARKING

Property includes parking on a per bedroom basis. Permitted parking should be the only area used for parking.

RECYCLING AND GARBAGE

Please dispose all garbage and recycling to designated garbage area. Ensure that garbage and recycling is sealed shut and not overflowing.

**THE MUNICIPALITY OF Burpee and Mills BY-
LAW NO. 2022-08**

**The Municipality of Burpee and Mills
Part 1 Provincial Offence Act**

Short Term Accommodations By-law

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1.	Advertising, facilitating, or brokering an unregistered short-term rental	Sec. 3.4	\$500
2.	Advertising a short-term rental without a registration number	Sec. 3.14	\$600
3.	Renting an entire unit for more than the maximum number of permitted days	Sec. 3.15	\$500
4.	Refusing to serve a person accompanied by a service animal	Sec. 3.16	\$500
5.	Failing to notify the Municipality of a change in licensing or registration information	Sec. 3.17	\$400
6.	Failing to provide emergency contact information to a guest	Sec. 3.18	\$400
7.	Failing to provide information regarding 9-1-1 service to a guest	Sec. 3.18	\$400
8.	Failing to provide a diagram of exits from the building	Sec. 3.18	\$300
9.	Renting more than one short term unit per property accommodation	Sec. 3.19	\$400
10.	Failing to register a short-term rental	Sec. 3.20	\$600
11.	Fail to keep complete transaction record for 3 years	Sec. 8.6	\$300
12.	Failing to provide transaction records within 30 days of a request from the Municipality	Sec. 8.6	\$300
13.	Hinder or obstruct an officer	Sec. 9.9	\$500

Note: The general penalty provision for the offences listed above is Section 10.5 of By-law 2022-08, a certified copy which has been filed.

