

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2026-48

BEING A BY-LAW TO LICENCE, REGULATE AND GOVERN SHORT-TERM RENTALS
WITHIN THE TOWNSHIP OF SEVERN

WHEREAS Section 8 of the *Municipal Act*, 2001, S.O. 2001 c. 25 (hereinafter referred to as the "Municipal Act"), provides that the powers of the Municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on municipalities to enable municipalities to govern their affairs as they consider appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising authority under the *Municipal Act* or any other Act;

AND WHEREAS Section 11 of the *Municipal Act* provides that a lower tier municipality may pass by-laws that it considers necessary or desirable for the public;

AND WHEREAS Section 11(2) 6 of the *Municipal Act* provides that a lower tier municipality may pass by-laws respecting the health, safety and well-being of persons;

AND WHEREAS Sections 151 and 160 of the *Municipal Act* provide that a municipality may provide for a system of licences with respect to a business and pass by-laws licensing businesses under any section of the *Municipal Act* or any other Act;

AND WHEREAS Section 151(1) of the *Municipal Act* provides that a Licence issued under this Act, includes a permit, an approval, a registration and any other type of permission, and "licensing" has a corresponding meaning;

AND WHEREAS Section 425(1) of the *Municipal Act* states that a municipality may pass by-laws providing that a Person who contravenes a by-law of the municipality passed under this Act is guilty of an offence;

AND WHEREAS Section 426(1) of the *Municipal Act* states that no Person shall hinder or obstruct, or attempt to hinder or obstruct, any Person who is exercising a power or performing a duty under this Act or under a by-law passed under this Act;

AND WHEREAS Section 429 of the *Municipal Act* permits a municipality to establish a system of fines for offences under a by-law of the municipality passed under this Act and designates an offence as a continuing offence;

AND WHEREAS Section 436 of the *Municipal Act* states that a municipality has the power to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with: a by-law of the municipality passed under this Act, a direction or order of the municipality made under this Act or made under a by-law of the municipality passed under this Act, a condition of a Licence issued under a by-law of the municipality passed under this Act or an order made under section 431 of this Act;

AND WHEREAS Section 444 of the *Municipal Act* states that a municipality may make an order to require a Person to discontinue contravening a by-law and to do the work required to correct the contravention;

AND WHEREAS the Council for the Township of Severn deems it expedient to establish regulations to Licence Short Term Rentals in Severn in the interest of public safety and nuisance control;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. **IN THIS BY-LAW:**

- 1.1. **Administrative Penalty** means a financial penalty, commonly referred under an Administrative Monetary Penalty System (AMPS), authorized under Section 434.1 (1) of the *Municipal Act* issued to a person, owner, agent, or licensee who has

contravened or failed to comply with any provision of a municipal by-law.

- 1.2. **Administrative Monetary Penalty System (AMPS Program)** means the program implemented by the Corporation to encourage compliance with designated by-laws and provide accountability, which includes financial penalties, administrative fees, review of penalties received, and policies and procedures administered by the Corporation.
- 1.3. **Advertisement** means any public notice, listing, offering, marketing, or promotional material, whether electronic, digital, print, or broadcast, that offers, describes, or makes available a Short-Term Rental for rent, lease, or occupancy. This includes, but is not limited to, listings on online booking platforms, hosting services, marketplaces, social media platforms, websites, classifieds, brochures, flyers, and physical signage.
- 1.4. **Agent** means a Person duly appointed by an Owner or the Corporation to act on their behalf.
- 1.5. **Applicant** means a person who has applied for a Licence in accordance with the provisions of this by-law.
- 1.6. **Bedroom** means a room or area used, designed, equipped, or intended for sleeping.
- 1.7. **Building** means a building as defined in the *Building Code Act*, or a structure used or intended to be used for supporting or sheltering any use or occupancy.
- 1.8. **Corporation** means the Corporation of the Township of Severn.
- 1.9. **Council** means the Council of The Corporation of the Township of Severn.
- 1.10. **Guest** means any person on the premises who is not a renter.
- 1.11. **Issuer of Licences** means the Clerk or Deputy Clerk or Municipal Law Enforcement Officer appointed by Council or their designate.
- 1.12. **Licence** means a document issued by the Issuer of Licences authorizing the Applicant to Operate a Short-Term Rental in compliance with this by-law.
- 1.13. **Licensee** means a Person, company or organization that has been issued a Licence.
- 1.14. **Officer** means a Municipal Law Enforcement Officer, By-Law Enforcement Officer, Property Standards Officer, Building Official, Fire Prevention Officer or other person appointed by Council to enforce this by-law.
- 1.15. **Owner** means the registered owner of the land or property and also includes a trustee acting on behalf of the registered Owner, the estate of a registered owner and a person with a leasehold interest of the land.
- 1.16. **Penalty Notice** means a notice as described in this by-law.
- 1.17. **Person** means an individual, sole proprietorship, limited partnership, trust, corporation, and an individual in their capacity as a trustee, executor, administrator, Owner, Renter, Licensee or other legal representative.
- 1.18. **Premises** means the property upon which a Short-Term Rental accommodation is operated, inclusive of buildings or structures or any part thereof used for such purpose.
- 1.19. **Property** means the land upon which a Short-Term Rental accommodation is operated, exclusive of buildings or structures or any part thereof.
- 1.20. **Renter** means any Person occupying the Short-Term Rental by way of concession, permit, lease, licence, rental agreement, or similar arrangement, but shall not include daily guests to the premises.
- 1.21. **Respond** means to acknowledge receipt of a concern or notice of violation regarding a Short-Term Rental and to immediately implement active measures to remedy the underlying issue or non-compliance.
- 1.22. **Responsible Person** means an owner of Short-Term Rental accommodation, or a person 18 years of age or older duly appointed by an owner to act on their behalf, and being responsible for ensuring the Short-Term Rental accommodation is operated in accordance with the provisions of this by-law, the licence, and applicable laws.

1.23. **Short-Term Rental** means any dwelling unit or mobile home or any part of foregoing as a place of temporary habitation, lodging or occupancy under authority of a concession, permit, lease, licence, rental agreement or similar commercial arrangement authorizing such temporary habitation, lodging or occupancy for a period equal to or less than twenty-eight (28) consecutive calendar days, but does not include a Bed and Breakfast establishment as defined in the Comprehensive Zoning By-law, as amended.

1.24. **Township** means the geographic limits of the Township of Severn

2. **SHORT TITLE**

2.1. This By-law may be referred to as the Short-Term Rental By-law.

3. **GENERAL PROVISION**

3.1. No Person shall Operate a Short-Term Rental anywhere within the geographic limits of the Township of Severn without possessing and displaying on all related Advertisement a Valid Licence or Licence number issued by the Issuer of Licences for the Township under the authority of this By-law.

3.2. Every Applicant for a licence shall be the Owner of the Property or their Agent.

3.3. Every licensee shall ensure that the Renter's Code of Conduct set out in Schedule "B" is completed before any renter uses the Short-Term Rental. No licensee shall fail to produce a copy of the completed Renter's Code of Conduct within 24 Hours upon request of an Officer.

3.4. Every licensee shall ensure that there is a Responsible Person available at all times to respond to the Licesed premises within a period of no greater than one (1) hour from the time of contact by telephone or e-mail by an Officer. At the request of an officer, the Responsible Person must be able to attend the property within a period of no greater than two (2) hours from the time of the request.

3.5. No person shall permit at any one time between 9:00 p.m. and 7:00 a.m. of the following day Monday to Thursday, and from 11:00 p.m. and 9:00 a.m. of the following day Friday to Sunday including Statutory Holidays more than two (2) persons on the premises for each bedroom identified and approved as such on the floor plans submitted with the application for the Short-Term Rental Licence.

3.6. Notwithstanding section 3.5, no person shall permit at any one time between the hours of 9:00 p.m. and 7:00 a.m. of the following day Monday to Thursday, and from 11:00 p.m. and 9:00 a.m. of the following day Friday to Sunday including Statutory Holidays, more than a maximum total of ten (10) persons on the premises regardless of the number of bedrooms.

3.7. Notwithstanding section 3.5 or 3.6, the maximum number of persons permitted on any premises that is serviced by a septic system shall be determined at the time of application following a review of the septic system's capacity, but for greater certainty such number of persons shall not exceed the maximum number of persons set out in sections 3.6 and 3.7 regardless of the system's capacity.

3.8. A licensee shall ensure that a Class A ULC listed portable fire extinguisher with a minimum rating of 2A 10B:C is located in any indoor cooking area of the Short-Term Rental and located so that they are clearly visible and accessible at all times.

3.9. The provisions of section 3.5-3.8 inclusive shall not apply when the premises are not being rented for Short- Term Rental Accommodations.

4. **LICENCES- ANNUAL NUMBER AND TERM**

4.1. The number of Licences issued by the Issuer of Licences shall not have a limit.

4.2. Licences issued by the Issuer of Licences will be posted in a public registry on the Corporation's website, including the Licence number, Property address of the STR, maximum overnight occupancy and Responsible Person contact information.

4.3. The term of every licence shall be indicated on the Licence after which time the Licence shall become null and void. For the purposes of determining the term of a licence, the following shall apply:

4.3.1. Annual Term- From Date of Issuance.

5. NO VESTED RIGHT

- 5.1. No Person shall have a vested right to the continuation or re-issuance of a licence. All Licences issued, renewed, cancelled, suspended, or terminated remain the sole Property of the Corporation.

6. LICENSING REQUIREMENTS

- 6.1. Every Applicant making application for a STR Licence shall submit the following information and/or documentation to the Issuer of Licences as part of a completed application package, including but not limited to:

- 6.1.1. A completed Licence application form with the required Licence fee as contained in the User Fees & Service Charges By-law currently in effect for the licence term.
- 6.1.2. The address of the STR Property together with documentation of evidence of Property ownership or, if the Applicant is the tenant of the Property, written consent of the Owner(s) of the Property on which the STR is located, accompanied by Property ownership evidence.
- 6.1.3. A signed licensee Code of Conduct and Acknowledgement as set out in Schedule "A" by each and every Owner.
- 6.1.4. A floorplan identifying:
 - 6.1.4.1. What part(s) of the Property will be used as STR;
 - 6.1.4.2. Location of Bedrooms including location of windows within Bedrooms;
 - 6.1.4.3. All entrances/exits;
 - 6.1.4.4. Location of all fuel-fired appliances (i.e., gas fireplace, stove, furnace, or hot water tank) or solid fuel-fired appliances (i.e., wood burning fireplace, woodstove or wood furnace);
 - 6.1.4.5. Location of smoke alarms;
 - 6.1.4.6. Location of fire extinguishers and;
 - 6.1.4.7. Location of carbon monoxide alarms if STR has a fuel-fired or solid fuel-fired appliance, or an attached garage.
- 6.1.5. A site diagram identifying (if applicable):
 - 6.1.5.1. Property Lines;
 - 6.1.5.2. Location of all Buildings and structures on the Property including setbacks from Property lines;
 - 6.1.5.3. The exterior deck and related site amenities, and other Buildings or structures on the Property;
 - 6.1.5.4. Location and layout with dimensions of the parking area on the Property;
 - 6.1.5.5. Location of Firepit(s) including setbacks from Property lines and structures;
 - 6.1.5.6. Location of well;
 - 6.1.5.7. Location of septic tank and bed including setback to Property lines; and
 - 6.1.5.8. Location and details of shoreline amenity areas.
- 6.1.6. The name and contact information of the Responsible Person who can be available at all times to communicate with the STR within a period of no greater than one (1) hour from the time of contact by telephone or email by an Officer.
- 6.1.7. A package, as prescribed by the Issuer of Licences, and required to be provided to all renters of the STRA including but not limited to the following:
 - 6.1.7.1. Name and telephone number of the STRA Owner(s) and/or Responsible Person who will be available twenty-four (24) hours per day during any STRA rental period and is able to attend the

Property within one (1) hour from the time of contact by telephone or email by an Officer.

- 6.1.7.2. Information relating to the advertising/marketing and booking of the STRA.
- 6.1.7.3. Floorplan including the location of safety equipment within the Property and all exits including emergency egress information for the Property.
- 6.1.7.4. Health and emergency contacts including the location and hours of the nearest emergency medical service.
- 6.1.7.5. Information relating to waste disposal and Property maintenance, to ensure existing and continued compliance with all relevant Waste Management By-laws (upper and lower tier).
- 6.1.7.6. Instructions for lawful parking on the Property or in the area, as applicable.
- 6.1.7.7. Procedures for filing and responding to complaints.
- 6.1.7.8. A copy of signed Licensee Code of Conduct and Acknowledgement as set out in Schedule "A" by each and every Owner.

7. INSURANCE

- 7.1. Every Licensee shall maintain the following minimum insurance coverage(s) on the licensed Short-Term Rental for the duration of the Licence:
 - 7.1.1. No less than two million dollars (\$2,000,000) public or general liability per occurrence and identify that a STR is being operated on the Property.

8. RECORDS

- 8.1. Every Short-Term Rental operator shall keep a record of each concluded Short Term Rental transaction for six (6) years following the date of the last day of the rental period. The record retained shall include the following:
 - 8.1.1. The number of nights the Short-Term Rental was rented; and,
 - 8.1.2. The nightly and total price charged for the Short-Term Rental.
- 8.2. Every Short-Term Rental operator shall provide the information kept in its records to the Issuer of Licences within thirty (30) days of being requested to do so.

9. LICENCE SUSPENSION/REVOCATION

- 9.1. The Issuer of Licences shall receive, review and process all applications for a STR Licence.
- 9.2. The Issuer of Licences may refuse to issue a Licence and may suspend or cancel an issued Licence when:
 - 9.2.1. The Application does not meet or has failed to adhere to the requirements of this by law, other town by-laws, or any applicable provincial or federal legislation.
 - 9.2.2. The Issuer of Licences determines that the location and/or operation of the STR may create or has created a public nuisance.
 - 9.2.3. The Issuer of Licences determines that the operation of the STR is contrary to the public interest.
 - 9.2.4. The Issuer of Licences determines that a property has had three (3) violations resulting in enforcement action within an annual licence term.
- 9.3. Notice of the suspension or cancellation of an issued Licence shall be in written form and may be communicated to the Licensee by an Officer via any one of the following approved methods:
 - 9.3.1. Personal service to a Person working at the STR.
 - 9.3.2. Posting the notice in a prominent location on the Property of the STR.
 - 9.3.3. By way of regular mail or electronic mail notice to the Licensee at the address noted on the Licence application. When notice of Licence cancellation or suspension is communicated to the Licensee via regular mail, the Licence shall be deemed to be cancelled or suspended Five (5) business days after mailing.

10. NOTICE AND APPEAL

- 10.1. An Applicant that has had a Licence application refused may make a written application to the Chief Administrative Officer to have the decision of the Issuer of Licences overturned.
- 10.2. Upon receipt of a written application as outlined in section 10.1, the Chief Administrative Officer may either:
 - 10.2.1. Confirm the decision of the Issuer of Licences;
 - 10.2.2. Implement a new decision; or
 - 10.2.3. At their sole discretion, permit the Applicant an opportunity to address Council.
- 10.3. Any decision made by the Chief Administrative Officer shall be final.

11. OFFENCES AND PENALTIES

- 11.1. Every Person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, c.P.33, as amended.
- 11.2. An Officer who determines that a Person has contravened any provision of this by-law may issue a Penalty Notice addressed to that Person. Any Person who contravenes any provision of this by-law shall, upon issuance of a Penalty Notice, be liable to pay to the Corporation an Administrative Penalty as follows:
 - 11.2.1. First contravention: \$500.00
 - 11.2.2. Second contravention: \$1000.00
 - 11.2.3. Third contravention: \$1500.00
- 11.3. For the purpose of this by-law, each day of a continuing offence shall be deemed to be a separate offence.

12. OBSTRUCTION

- 12.1. No Person shall hinder, interfere with or otherwise obstruct, either directly or indirectly, an Officer, employee of the Corporation and/or agent in the lawful exercise of power or duty under this by-law.

13. VALIDTY AND SEVERABILITY

- 13.1. Every provision of this by-law is declared severable from the remainder and if any provision of this by-law shall be declared invalid by a court of competent jurisdiction, such declaration shall not affect the validity of the remainder of the by-law.

14. Force and Effect

- 14.1. That this By-law shall come into force and effect on January 1st 2027.

Passed this 24th day of JUNE, 2026.

CORPORATION OF THE TOWNSHIP OF SEVERN

MAYOR

CLERK

Written approval of this by-law was given by Mayoral Decision MD-2026-11 dated June 24, 2026.

SCHEDULE “A”
Licensee Code of Conduct and Acknowledgement

Licensed Property Municipal Address: _____

1. STR in compliance with all applicable legislation

The Property identified above shall be operated in accordance with the Short-Term Rental By-law, and all applicable acts, regulations and other municipal by-laws including, but not limited to the following: Noise By-law, Burning Control By-law, and Property Standards By-law.

2. Licensee held responsible for Renters and other Persons attending the Property

The Licensee will be held responsible for contraventions of any municipal by-law, act or regulation by any and all Persons using or attending the Property, and may be subject to demerit points, fines or other enforcement measures.

3. Licence posted

The Licensee shall ensure that the Licence is plaque or framed, displayed in a prominent place in the Property, and clearly visible at all times.

4. Notification required of changes to information in application

The Licensee shall inform the Issuer of Licences in writing of any changes to the information contained in the application for the STR Licence within seven (7) calendar days of such change or deviation.

5. Smoke Alarms Required

The Licensee shall ensure that the Licensed Property is equipped with operational smoke alarms that are installed in accordance with the manufacturer's standards and the *Ontario Fire Code*, and they do not exceed the ten-year life span.

6. Portable fire extinguishers

The Licensee shall ensure that a multi-purpose (ABC) ULC listed portable fire extinguisher with a minimum rating of 2A 10B:C is located in any indoor cooking area of the STR, and clearly visible and accessible at all times. The Licensee shall ensure that portable fire extinguishers are operable and fully charged.

7. Carbon Monoxide Alarm Requirements

Where a fuel-fired appliance(s) is present, (i.e., gas fireplace, stove, furnace, or hot water tank) or solid fuel-fired appliance (i.e., wood burning fireplace, woodstove or wood furnace), or an attached garage, the Licensee shall ensure that the Building is equipped with operational and within ten-year life span carbon monoxide alarms installed outside of the sleeping areas in accordance with the manufacturer's standards and the *Ontario Fire Code*.

8. Renter's Code of Conduct

The Licensee shall ensure the Renter's Code of Conduct has been provided to and signed by all Renters.

Licensee(s) Acknowledgement (must be signed by every Owner):

I, having read the above, and the Short-Term Rental By-law, undertake and shall provide Renters with a copy of the Renter's Code of Conduct and ensure the document is signed. I acknowledge and agree that non-compliance with this by-law and applicable legislation may result in the suspension or revocation of the Licence.

I am aware that applications for a Licence and issued Licences will be posted on the Corporation's website, including information such as the legal description, civic address, and owners' and Responsible Person's contact information.

Name of Owner (Print)	Signature of Owner	Date
Name of Owner (Print)	Signature of Owner	Date
Name of Owner (Print)	Signature of Owner	Date
Name of Owner (Print)	Signature of Owner	Date

SCHEDULE “B”

Renter’s Code of Conduct and Acknowledgement

Licensed Property Municipal Address: _____

1. Objective

The objective of this Code is to summarize the Corporation’s regulations applicable to Renters of Short-Term Rental to inform Renters and to minimize adverse impacts to residents in the neighbourhood while protecting the health, safety, and well-being of Persons.

2. Maximum number of Renters

The maximum number of Persons at a Licensed Property between 9:00 p.m. and 7:00 a.m. of the following day Monday to Thursday, and from 11:00 p.m. and 9:00 a.m. of the following day Friday to Sunday including Statutory Holidays of the following day shall not exceed:

- (a) more than two (2) Persons on the Property for each Bedroom identified and approved as such on the floorplans submitted with the application for the Short-Term Rental Licence; or
- (b) more than ten (10) persons on the Property regardless of the number of Bedrooms.

3. Noise

The Corporation’s Noise By-law prohibits a Person from making, causing or permitting noise that disturbs others outside of permitted hours such as (but not limited to):

- (a) Loud music; and
- (b) Yelling, shouting, hooting;

4. Parking

Renters shall familiarize themselves with the on-site parking available on the Property, and be mindful of the Corporation’s On-Street Parking By-laws.

5. Burning Control

The Corporation’s Burning Control By-law outlines where, when and how, and if you can have an Open-air burn on the Property. Requirements include ensuring that a Burn Permit is obtained:

6. Dogs

The Corporation’s Dog Control By-law prohibits a dog from being at large on a neighbouring Property.

7. Garbage and Recycling

Please familiarize yourself with the County of Simcoe Solid Waste Management By-law and guides.

8. Fire and Safety Precautions

All Short-Term Rental shall have operating smoke alarms in accordance with the provisions of the *Ontario Fire Code*. Should a Renter discover that any of the alarms are not operational, the Renter shall immediately notify the Responsible Person of the deficiency.

Renter(s) Acknowledgement (must be signed by every Renter):

I, having read the above, acknowledge that I am renting this Licensed Property from a valid Licensee in Severn and undertake to conduct myself as well as those that are occupying this Property at the same time in accordance with this Code and all applicable legislation and by-laws. I understand that my action(s), if found in contravention of applicable laws, may subject the Licensee to monetary penalties and enforcement measures and may include enforcement measures against myself, guests including fines.

_____ Name of Renter (Print)	_____ Signature of Renter	_____ Date
_____ Name of Renter (Print)	_____ Signature of Renter	_____ Date
_____ Name of Renter (Print)	_____ Signature of Renter	_____ Date
_____ Name of Renter (Print)	_____ Signature of Renter	_____ Date