



Municipality of Northern Bruce Peninsula Council Report

Report Number: CAO 21-40

Subject: Short Term Accommodation Bylaw and Municipal Accommodation Tax Bylaw
Solicitor Review Update

From: Peggy Van Mierlo-West, CAO

Date: September 13th, 2021

Recommendation:

That Council receives report titled Short Term Accommodation Bylaw and Municipal Accommodation Tax Bylaw Solicitor Review Update for information.

Background:

In December 2018, Council confirmed that addressing Short Term Accommodations (STA's) was a priority. April 23, 2019, Council awarded Skelton Brumwell and Associates (SBA) Inc to provide Council with a proposed plan for implementation.

At the July 13, 2020 Council meeting, Council approved the report recommending amendments to SBA'S draft recommendations. At the meeting the consensus was that Council felt that it was important to continue the process the legalization of Short-Term Accommodations.

At the October 13th, 2020 Council meeting amendments to the draft bylaws were presented at which Council confirmed moving forward with an additional public consultation process. The amendments to the bylaw included;

- 4% Municipal Accommodation Tax
- Improved zoning regulations
- Improved complaint process
- Fees and Administrative Cost
- Graduated approach to implementation

At the June 28th, 2021 Special Council meeting, Council reviewed the by-law and provided changes including; combining Class A/B, placing a holding zone on Class C, ensuring that all STA are advertised on a reputable platform, reduction of licensing and renewal fees, inclusion of the requirement for a parking management plan, inclusion of a local property management organization, and graduated approach with implementation. Administration has subsequently included wording to improve controls during a declared emergency.

A public meeting was held on August 23rd, 2021 in which the public were able to make comment on the bylaw. The majority of these questions surrounded implementation and capacity. The following is to provide Council with an update regarding these items.

Comments:

The attached bylaws have been reviewed by municipal legal representation and they have provided within this document in red however the theme and implementation of the bylaws remain.

Regarding implementation, once approved by Council the program will be implemented through the Municipal website. Owners will be able to submit their documentation such as; site plan, parking plan, fire plan, inspection reports etc. through this platform. Submission of the registration fees will also be available online. Once completed designated staff will schedule inspections. Once inspections are deemed complete, certificates will be provided to the property owner at which they will be required to post in a visible spot on the premise. Licenses will also be placed within the property file, and placed on the GIS database.

Once the bylaw is approved there will be a site on the page on the municipal website which will provide these requirements to the owner.

Comments surrounding the calculation of capacity and limits is based upon the number of bedrooms on the premise. There will only be permitted two persons per bedroom. Hence if a property has 3 bedrooms its capacity limit will be 6 people. The definition of a person does not have an age limit.

Regarding the Municipal Accommodation Tax, these will be collected through the online provider. 2% of the MAT revenues will go towards the municipality for tourism initiatives and capital improvements. The other 2% will be allocated to a Not-for-Profit board who will provide these funds towards tourism efforts. A term of reference regarding this will be provided to Council pending approval.

Attachments:

- By-law No. 2021-83 Municipal Accommodation Tax
- By-law No. 2021-84 Short Term Accommodations

Budget Implications:

None

Municipal Strategic Commitment:

Respectfully submitted:

Peggy Van Mierlo-West

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Chief Administrative Officer