

## **Terms of Reference**

### **Short-term Accommodation Stakeholder Consultation Group**

#### **Background:**

The Township recognizes the importance of short-term accommodations to both the municipality - bringing additional investment and/or spending to the community – and the renter – providing business income or, for the infrequent renter, to increase the affordability of owning a cottage property that is used by the owner and his/her family for the majority of the time.

However, in some cases, the management of the accommodation rentals is such that it has created significant concern from the neighbours and the community in general in terms of noise, parking, environmental concerns, health and safety issues and social impacts.

The Short-term Accommodation Stakeholder Consultation Group has been created to assist in the consideration of appropriate short-term accommodation policies and/or licensing programs which recognize both the value of these operations in the Township and the need to address the concerns being expressed in the community.

#### **Objective:**

The objectives of the Short-term Accommodation Stakeholder Consultation Group are:

- to understand the needs of the rental market;
- to understand the issues being experienced in neighbourhoods with poorly managed properties;
- to identify best practices utilized in other jurisdictions to manage these uses;
- to obtain feedback from stakeholders regarding the development of policies/licensing programs to govern the short-term rental of residential properties in the Township;
- to work with adjacent municipalities (Douro-Dummer, North Kawartha and Trent Lakes) to achieve consistency in the policies and/or licensing programs.

#### **Composition:**

The composition of Short-term Accommodation Stakeholders Consultation Group will be as follows:

- Council representatives - Deputy Mayor Sherry Senis  
Councillor Gerry Herron
- Concerned citizen representatives (2)
- Cottage rental agency representative

- Cottage owner – Airbnb advertised
- Cottage owner – In-frequent rentals
- Bed & Breakfast owner

Additional individuals/and or organizations may be requested to provide representation to the group subject to a resolution of Council to approve the same and amend the Terms of Reference accordingly.

Staff resources will be provided by the Manager of Building & Planning and/or Planner.

### **Duties and Functions:**

The Short-term Accommodation Stakeholders Consultation Group will meet on a monthly basis. If it is necessary to meet more often, or meeting this often is not necessary, meetings shall be held at the call of the Chair.

The meeting schedule will be determined by the Group at its first meeting. Meetings will be held in the Township Committee room.

The Group may invite other organizations/individuals to attend meetings as resources to present information relevant to the matters being discussed.

The Group shall be chaired by Deputy Mayor Sherry Senis.

Meeting notes shall be recorded by staff and provided to the Group and to Council for information.

The Portfolio Councillor for Economic Development, Business Retention and Attraction, Planning & Building Client Services, Deputy Mayor Sherry Senis, shall provide updates to Council with respect to the meetings of the group.

The Portfolio Councillor for Economic Development, Business Retention and Attraction, Planning & Building Client Services, Deputy Mayor Sherry Senis, shall maintain contact with elected officials of adjacent municipalities regarding their progress on this matter in order to assist in achieving consistency in the policies and/or licensing programs.

The input provided by the Group will assist Council and staff in the research and development of short-term accommodation policies and/or licensing programs that consider and accommodate the needs of the rental market while protecting the neighbourhood environment so that all individuals can enjoy their property.

### **Time Frame**

The Short-term Accommodation Stakeholders Consultation Group will function until such time as Council decides to proceed to public consultation with respect to proposed policies and/or licensing programs or decides that it will not proceed with further regulation of this activity.