

# **The Corporation of the Township of North Kawartha**

## **Minutes of the Regular Meeting of the Short-Term Rental Advisory Committee held on July 8, 2025**

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

---

### **Regular Session 2025 – 07 – 08**

**Members Present:** Colin McLellan, Chair  
RuthAnne McIlmoyl, Co-Chair  
Janet Lambert  
Shane Paquette  
Ian Smith

**Staff Present:** Kelly Picken, Deputy Clerk  
Keely-Anne Johnson, Receptionist / Secretary  
Edward Hilton, Economic Development Officer  
Matt Aldom, Chief Building Official/By-Law Enforcement Officer  
Laura Stone, Planning Consultant

(all attendees participated in-person unless noted electronic)

### **Call to Order and Welcome**

Chair McLellan called the meeting to order at 1:00 p.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 – 43

Moved by – RuthAnne McIlmoyl

Seconded by – Janet Lambert

That the agenda be adopted, as presented. Carried.

## **Presentations / Deputations / Petitions**

### **Adoption of Minutes**

25 – 44

Moved by – RuthAnne McIlmoyl

Seconded by – Shane Paquette

That the minutes of the regular meeting of the Short-Term Rental Advisory Committee meeting held on June 10, 2025, be adopted, as presented. Carried.

### **Correspondence** (deferred from May meeting)

1. Federation of Ontario Cottagers' Associations – Short Term Rental Page

25 – 45

Moved by – RuthAnne McIlmoyl

Seconded by – Shane Paquette

That Committee receive the Federation of Ontario Cottager's Associations – Short Term Rental Page. Carried.

2. Province of Ontario "The Home-Sharing Guide for Ontario Municipalities"

25 – 46

Moved by – Janet Lambert

Seconded by – Ian Smith

That Committee receive the Province of Ontario "The Home-Sharing Guide for Ontario Municipalities". Carried.

### **Planning Opinion – Short Term Rentals Zoning**

Laura Stone, Planner, was available for questions. Laura described permitted uses in zones stated that she does not recommend regulating STRs through zoning. Ms. Stone reiterated her staff report which states that "residential properties are, by right, available to be rented. As such, it is my opinion that all residential zones inherently permit rentals, short-term or otherwise." Laura does not recommend changing the definition of a zone to permit a Short-Term Rental, but it could be worded broadly to link to registration.

25 – 47

Moved by – Ian Smith

Seconded by – Shane Paquette

That Committee receive the Planning Opinion – Short Term Rentals Zoning from Laura Stone,

Planner. Carried.

### **Lake Association Meetings: Verbal Updates from Committee Members**

Members discussed attendance at future Lake Association Meetings. There was no representation at the Lower or Upper Stoney Lake Association meetings. Members discussed drafting a written report that could be made available to Lake Associations for publication. The report will be a condensed version of the verbal report provided previously.

25 – 48

Moved by – Shane Paquette

Seconded by – RuthAnne McIlmoyl

That Committee receive the Lake Association Meetings verbal report and that a written presentation be prepared and provided to all Lake Associations and made available on the Township website and further that this presentation be released as a Township website news item. Carried.

### **Legal and Planning Opinions: Permitted use of short-term rentals within any zone in the Township Zoning By-Law**

There was a brief discussion regarding the legal opinion provided by John Ewart, Municipal Solicitor, which does not recommend regulating STR's through zoning.

25 – 49

Moved by – RuthAnne McIlmoyl

Seconded by – Janet Lambert

That Committee receive the Legal and Planning Opinions: Permitted use of short-term rentals within any zone in the Township Zoning By-Law prepared by John Ewart, Municipal Solicitor. Carried.

### **Work Plan – Preparation for August meeting**

Members discussed the work plan in preparation for the August meeting and considered a staged response to short-term rentals.

25 – 50

Moved by – RuthAnne McIlmoyl

Seconded by – Janet Lambert

That Committee approves the work plan to include AMPS and further to request that North Kawartha Council approve distribution of our intent at the August meeting for public input. Carried.

Discussions regarding the concern of the cost of licensing to the municipality. Staff resources may not be recovered from licensing fees. Self-funding the licensing may not be feasible.

Members discussed enhanced by-law enforcement and requested clarification and further information from Matt Aldom, Chief Building Official/By-Law Enforcement Officer regarding complaints.

Matt Aldom responded to concerns that complaints are not made due to the concern of the repercussions. Noise complaints are responded to with notifications letters, and the complainant also receives a letter with directions to further contact the municipality if further follow-up complaints are made. The Committee questioned whether it was feasible for by-law enforcement to separate building/by-law enforcement numbers for statistics on the monthly activity report.

Discussion regarding how complaints are made and the process once received. Timely concerns may be acted on by by-law enforcement in person. Matt stated that letters are not necessary, and charges may be laid at any point in response to an infraction dependent on severity.

25 – 52

Moved by – RuthAnne McIlmoyl

Seconded by – Shane Paquette

That Committee receive the discussion regarding complaints. Carried.

Proposed stages in response to needs regarding Short Term Rentals were discussed. The following stages were identified:

### **Recommended Stages for Short Term Rentals in North Kawartha**

- |                |   |
|----------------|---|
| <b>Stage 1</b> | Education - Release the Good Neighbour Guide and Good Neighbour Package and further request staff to prepare a communication plan regarding the complaint process.                        |
| <b>Stage 2</b> | Enhanced by-law enforcement for existing by-laws using existing resources.  |
| <b>Stage 3</b> | Investigate a recommendation to Council for budget consideration for the additional enforcement and further consider a 24-hour reporting system. Identify response options to complaints. |
| <b>Stage 4</b> | Consider a follow up public survey in approximately 2 summer/fall seasons   |
| <b>Stage 5</b> | Further consideration of AMPS   |
| <b>Stage 6</b> | If needed, in 2028, investigate a recommendation to Council for budget consideration for<br>a) Registration   |

b) Licensing

There would be an evaluation period for each stage progression. The stages would be implemented as needed.

**Pros and Cons Draft Recommendations**

The Committee discussed preparing a definition of a short-term rental at the August meeting.

The Good Neighbour package may be provided to Council for consideration for distribution. Approved by Council as a municipal resource.

25 – 51

Moved by – Ian Smith

Seconded by – Janet Lambert

That Committee direct staff to provide a Good Neighbour Guide and the Good Neighbour quick reference package to Council for distribution. Carried.

**Business Arising from Notices of Motion**

**Notices of Motion**

**Closed Meeting**

None

**By-Laws**

None

**Adjournment**

25 - 53

Moved by – Ian Smith

Seconded by – Janet Lambert

That Committee adjourns proceedings. Carried.

Committee adjourned at 3:25 p.m.

---

Colin McLellan, Chair

---

Kelly Picken, Deputy Clerk

**Next Meeting: Tuesday, August 19, 2025, at 1:00 p.m.**