



AGENDA

Special Council Meeting

9:00 AM - Wednesday, June 24, 2026
Hybrid (Council Chambers & Electronic)

Page

A. Opening of Meeting

At the Township of Severn, we recognize the following land acknowledgment:
We would like to begin by acknowledging that the land on which we gather, and which the Township of Severn operates, is part of the traditional territory of the Anishinaabeg. For thousands of years, Indigenous peoples have been inhabiting and caring for this land. In particular, we acknowledge the territory of the Ojibway (or Chippewas) peoples. This territory is covered by Lake Simcoe Treaty 16 and the J. Collins land purchase. We are grateful to have the opportunity to work on this land, and by doing so, give our respect to its first inhabitants.

B. Approval of the Agenda

Recommendation

THAT the Agenda be adopted as circulated.

C. Disclosure of Pecuniary Interest

D. Business Items

- D.1. Community Group - Proposed Short-Term Rental Licensing By-law correspondence dated June 1, 2026. 3 - 14

Recommendation

THAT the correspondence dated June 1, 2026 from Severn Community Group regarding Proposed Short-Term Rental Licensing By-law be received for information.

[Short-Term Rental Correspondence](#)

- D.2. Short Term-Rental Licence By-law 15 - 51

Recommendation

THAT Administration Report No. A26-24, dated June 24, 2026 regarding Short-Term Rental Licence By-law be received;

AND THAT the draft Short-Term Rental Licence By-law be approved;

AND THAT the User Fees and Service Charges By-law be amended with the proposed licence fee.

[A26-24 - Pdf](#)

E. By-laws

- E.1. By-law No. 2026-48, Being a By-law to Regulate and Govern Short-term Rentals within the Township of Severn. 52 - 61

Recommendation

THAT By-law No. 2026-48 be passed.

[2026-48](#)

F. Confirmation By-law & Adjournment

- F.1. By-law No. 2026-49, Being a By-law to Adopt the Proceedings of a Council Meeting held on the 24th Day of June, 2026. 62

Recommendation

THAT By-law No. 2026-49 be passed.

Recommendation

THAT this meeting be adjourned at a.m.

[2026-49](#)

June 1, 2026

**Mayor and Members of Council
Severn Township Council
1024 Hurlwood Lane
Severn, ON L3V 0Y6**

Re: Proposed Short-Term Rental Licensing By-law

Dear Mayor and Members of Council,

We are writing collectively as responsible Short-Term Rental (“STR”) owners within the Township of Severn regarding the proposed implementation of a STR licensing by-law.

At the outset, we wish to acknowledge that concerns relating to nuisance behaviour, excessive noise, unsafe burning practices, garbage management, parking congestion, and disrespectful conduct are legitimate matters that should be addressed. We sympathize with residents who have experienced such issues and fully support fair and effective enforcement against irresponsible operators and problematic renters.

Our intention is not to oppose enforcement or accountability. Rather, we respectfully encourage Council to ensure that any regulatory framework adopted is evidence-based, proportionate, transparent, and applied equitably across all residential property types.

We also recognize and appreciate the significant work undertaken by Council and staff over recent years. Between 2019 and 2021, the Township undertook an extensive review and consultation process regarding STRs and ultimately chose to address concerns through Good Neighbour By-laws, updated noise and burning regulations, property standards enforcement, and complaint-based enforcement rather than licensing. Since that time, the Township has further strengthened enforcement tools through updates to the By-law Violations & Complaints Policy and the approval of an Administrative Monetary Penalty System (“AMPS”), scheduled to come into effect January 1, 2027.

Given these recent and significant policy developments, we respectfully request that Council delay implementation of a licensing by-law at this time.

The Township’s reports (A25-032 and A26-019) confirm that AMPS has been approved but is not yet operational, and that recent STR-specific enforcement provisions have only recently been introduced. These measures have not yet been given an opportunity to operate, generate data, or be evaluated for effectiveness. Proceeding with a new licensing framework prior to assessing the impact of these existing tools appears premature.

The Township’s own report further confirms that the primary issues associated with STRs involve noise, parking, garbage, burning, trespass, and property standards—each of which is already regulated through existing Township by-laws. Staff also acknowledge that enhanced penalties and proactive enforcement can be implemented without the need for a licensing regime.

We also note that the complaint data disclosed by the Township suggests that concerns are relatively limited and highly concentrated. The Township has identified approximately 137 STR properties operating in Severn in 2025. Of the 20 STR-related complaints recorded, these originated from only 9 properties, and 6 of those properties received only a single complaint. In 2026, year to date shows 1 STR-related complaint relative to 82 non-STR complaints. This indicates that the overwhelming majority of STR operators generated no complaints, and that repeated concerns are concentrated among a very small number of properties.

Lack of Comparative Enforcement Context

We are also concerned that the Township has not yet provided comparative enforcement data for non-STR residential properties. While partial STR complaint data has been shared, equivalent information regarding non-STR properties—including total complaints, repeat complaints, confirmed violations, warnings, penalties, and enforcement outcomes—has not been disclosed. This information was requested by one of our members and the response from the Township is that much of this information is not readily available and requires a FAO to obtain.

Without this comparative context, it is not possible to determine whether STRs are being regulated in a manner consistent with broader residential enforcement practices. We respectfully note that complaints alone do not constitute confirmed violations, and that evidence-based policy development requires full enforcement outcome data across all residential property types.

Concerns Regarding Enforcement Policy Fairness and Equality

We are particularly concerned about the enforcement framework contained within the Township’s existing and recently updated By-law Violations & Complaints Policy, which establishes fundamentally different treatment for STR and non-STR residential properties.

Under Section 3.10, non-STR properties are subject to proactive monitoring only after three confirmed violations within a two-year period, and only where ownership remains unchanged. This establishes a clear, evidence-based threshold before enhanced enforcement is applied.

However, under Section 3.11, STR properties are subject to proactive inspection and ongoing monitoring immediately following a single complaint, once STR use is confirmed, regardless of whether any by-law violation has been substantiated.

As a result, the Policy creates:

- unequal enforcement standards between STR and non-STR residential properties;
- disproportionate monitoring practices directed specifically at one category of property owner;
- proactive enforcement escalation triggered without confirmed violations; and
- the absence of a consistent, evidence-based threshold prior to enhanced enforcement measures being imposed.

This approach effectively shifts enforcement from a violation-based model to a use-class-based model, where regulatory escalation is triggered by property owner type rather than demonstrated patterns of non-compliance. We respectfully submit that this raises significant concerns regarding proportionality, fairness, and policy consistency—particularly in light of the Township’s own data indicating that most STR properties operate without complaint.

Responsible STR owners support fair enforcement and accountability for problematic properties. However, many feel that enforcement policies should be applied consistently and proportionately across comparable property uses, particularly given that Section 3.4 of the policy states “That enforcement shall be carried out in good faith and in the public interest and shall not be carried out in a discriminatory manner.”

We further submit that enhanced enforcement measures should be grounded in clearly defined, evidence-based thresholds applied consistently across all residential properties, rather than in a manner that imposes that subjects one class of property owner to heightened scrutiny in the absence of evidence demonstrating that such treatment is warranted.

Enhancing Enforcement Effectiveness Within Existing Regulatory Framework

We also respectfully submit that Council may wish to revisit and refine its current enforcement strategy to ensure that existing by-laws are being utilized to their full and intended effect. The Township already has in place a comprehensive suite of strong regulatory tools, including noise, parking, burning, property standards, and nuisance by-laws, all of which are designed to address the types of concerns commonly associated with Short-Term Rentals and non-Short-Term Rental properties. Rather than introducing an

additional licensing layer, there may be an opportunity to strengthen outcomes by optimizing enforcement practices within the existing framework—such as improving prioritization of complaint response, enhancing coordination between departments and the Ontario Provincial Police where appropriate, and ensuring timely escalation for repeat or egregious violations.

In particular, consideration could be given to strengthening enforcement capacity through enhanced evidence-gathering practices, including the use of video capture devices to properly document By-law Officers' observations in a manner that supports transparency, accountability, and court-ready evidentiary standards. In addition, operational adjustments such as shifting By-law Officer patrol hours to better align with peak incident periods (including evenings) may improve the Township's ability to respond to and substantiate nuisance-related occurrences. Where a By-law Officer observes a suspected nuisance party or active violation at night, and where there are legitimate health and safety concerns, the officer should not be required to intervene directly at that moment. Instead, they should be permitted to collect evidence from a safe location and subsequently issue enforcement notices, or request immediate assistance from the Ontario Provincial Police where on-site intervention is required to safely and effectively address the situation.

A more focused and consistent application of existing by-laws, supported by the recently enhanced penalties and the forthcoming AMPS framework, may achieve the Township's intended objectives without the administrative burden, cost, and structural expansion associated with a new licensing regime.

Concerns Regarding Licensing Necessity and Duplication of Existing Tools

We are also concerned that the proposed licensing system appears largely duplicative of existing and already-approved enforcement tools. Under the proposed approach, no routine inspections would be conducted, and enforcement would remain primarily complaint-driven, focusing on properties generating complaints while leaving compliant operators largely unaffected.

However, the Township already possesses:

- complaint-driven enforcement mechanisms,
- STR-specific monitoring provisions,
- enhanced penalty authority, and
- the forthcoming AMPS system.

This raises a fundamental question: what additional measurable benefit does a licensing regime provide beyond the enforcement tools already in place or approved?

At the same time, the proposed licensing framework would require the creation of a new administrative structure, including:

- a dedicated by-law/licensing officer,
- an additional municipal vehicle,
- licensing and enforcement software systems,
- expanded administrative oversight,
- ongoing monitoring and reporting functions, and
- enforcement coordination responsibilities.

We are concerned that responsible STR owners—most of whom operate without complaint—would be required to fund a significant expansion of municipal administrative capacity despite limited evidence of widespread non-compliance.

Proposed Licensing Costs, Economic Reality, and Market Impact

We also have significant concerns regarding the proposed licensing fee structure and the underlying cost assumptions being used to justify the program.

The Township’s comparative approach to other municipalities appears to assume fee levels consistent with jurisdictions that have significantly larger STR markets, higher tourist demand, and substantially higher nightly rental rates. However, the local economic context in Severn is materially different.

Rental rates within Severn are generally lower than in many surrounding municipalities that have implemented licensing regimes. Additionally, many STR operators in Severn are not operating as full-time commercial businesses. Instead, a substantial portion of owners rent their properties intermittently—often only when not personally using the dwelling or cottage—and in some cases only renting rooms or portions of their property on a seasonal or occasional basis.

Applying a licensing fee model based on higher-volume or higher-revenue STR markets risks creating a disproportionate financial burden on local owners.

If licensing fees are set at levels intended to fund expanded enforcement infrastructure comparable to other municipalities, many STR owners would be faced with limited viable options, including:

- increasing nightly rental rates beyond what the local market can reasonably support;
- increasing rental frequency beyond current personal-use patterns; or
- reducing selectivity in guest acceptance to maintain occupancy levels required to offset fixed regulatory costs.

Each of these outcomes carries unintended consequences, including reduced affordability for visitors, increased turnover within residential neighbourhoods, and a shift away from occasional supplemental income toward more intensive commercialized STR operations.

We respectfully submit that cost recovery mechanisms must reflect not only municipal enforcement needs, but also the scale, intensity, and economic reality of STR activity within Severn. A one-size-fits-all approach based on fundamentally different municipal markets risks creating economic distortion and unfairly burdening responsible low-volume operators.

Proposed Licensing Costs Are Disproportionate to Demonstrated Enforcement Demand

We also have serious concerns regarding the proposal to fund a dedicated full-time By-law Enforcement/Licensing Officer exclusively through STR licensing fees.

Municipal cost recovery must be proportionate to demonstrated service demand and supported by a rational connection between the class being charged and the regulatory burden attributable to that class. The available enforcement data does not establish a proportionate evidentiary basis for allocating the full cost of a dedicated enforcement position to STR operators alone.

Based on Staff Report A26-019, the Township estimates approximately 137 STR properties operating within Severn. However, enforcement activity attributed to STRs remains limited in both absolute and relative terms, albeit data provided omits non-infraction complaints against non-STR properties thereby underinflating non-STR issues.

In 2025, there were approximately 20 STR-related complaints while total complaint volumes for non-STRs were “well over 200 complaints” (attached correspondence with Alison Gray),- making STR-related complaints less than 10% of total complaints. In 2026 year-to-date, there has been 1 STR-related complaint compared to 82 non-STR complaints.

This demonstrates that STR-related enforcement activity is a relatively small and episodic portion of overall municipal by-law enforcement workload rather than a primary driver of enforcement demand.

Importantly, municipal by-law enforcement resources are inherently flexible and are deployed across multiple priorities based on operational need. A dedicated “STR-funded” position would, in practice, necessarily support broader enforcement functions. This further underscores the concern that full cost attribution to STR operators would result in a small group of property owners subsidizing a general municipal enforcement resource benefiting the broader community.

We respectfully submit that there is insufficient evidentiary basis to support full cost recovery for a permanent enforcement position from STR operators alone.

Transparency, Cost-Benefit Analysis, and Licensing Cap

To date, no comprehensive cost-benefit analysis has been provided outlining:

- projected staffing costs,
- software and system costs,
- fleet and operational costs,
- legal and enforcement costs,
- administrative overhead, and
- anticipated licensing revenue.

We respectfully request full financial transparency prior to consideration of any licensing framework.

We are also concerned about the proposed cap of 150 STR licenses. While the Township estimates that approximately 137 STR properties currently operate within Severn, no detailed methodology has been provided to explain how this figure was determined. Based on the information presented, the analysis does not appear to comprehensively capture all STR activity, as it may exclude properties marketed privately or through platforms other than the major STR websites. As a result, the estimate may understate the actual number of operating STRs. In addition, there has been no explanation of how licenses would be allocated should demand exceed the proposed cap.

Timeline and Implementation Concerns

We also note that the proposed implementation timeline appears accelerated, with final direction in May, by-law approval in June, and implementation as early as August 2026.

Given that AMPS is not yet operational and has not been evaluated, and that no cost-benefit analysis has been completed, we respectfully encourage Council to proceed

cautiously and allow recently adopted enforcement tools to operate before introducing additional regulatory layers.

Collaborative Approach with Responsible STR Owners

We respectfully encourage Council to consider working collaboratively with responsible STR owners in developing any future regulatory framework.

Responsible STR operators bring practical, first-hand experience with day-to-day operations, compliance requirements, guest management, and strategies for minimizing impacts on surrounding communities. Incorporating this perspective into the decision-making process can help Council develop a licensing framework that effectively addresses community concerns while minimizing inadvertent negative impacts on responsible STR owners and ensuring the regulations remain fair, workable, and enforceable.

We respectfully submit that a structured consultation process involving responsible STR owners would support the development of a fair, balanced, and evidence-based regulatory framework—one that targets problematic operators while avoiding unintended consequences for compliant owners who contribute positively to the local economy and tourism sector.

Such collaboration would also help ensure that any regulatory approach reflects actual conditions in Severn rather than assumptions drawn from jurisdictions with fundamentally different dynamics.

Closing

As responsible STR owners, we strongly support targeted enforcement against nuisance properties, escalating penalties for repeat offenders, and proactive monitoring where justified. However, the available evidence suggests that concerns are concentrated among a small number of properties, while the majority of STR operators function responsibly and without complaint.

Accordingly, we respectfully request that Council:

- delay implementation of a STR licensing by-law;
- fully implement and evaluate AMPS and recent enforcement tools first;
- enhance enforcement effectiveness within existing regulatory framework;
- disclose complete enforcement and financial data;
- ensure consistent, evidence-based enforcement thresholds across all residential properties;

- pursue balanced, proportionate, and evidence-based regulation; and
- engage collaboratively with responsible STR owners in the development of any future framework.

Thank you for your time, consideration, and continued service to the Township of Severn.

Respectfully submitted,

Responsible Short-Term Rental Owners, Severn Constituents, Taxpayers, and Voters
Committed to Our Community

Dave Armstrong
Lisa Armstrong
Jacqui Cristao
Nicole Harte
John Harte
Bryan Harte
Jasmine Kaulback
Devin Kaulback
Erichsen Lamont
Debbie Martin
Silvio Marsili
Angie Norrie
Morgan Norrie
Giselda Peixoto
Jose Peixoto
Michelle Smith
Orysia Sozanski
Natasha Stead



RE: Short Term Rental - Clarification of information presented by Staff

From Alison Gray <agray@severn.ca>

Date Mon 2026-05-25 10:02 AM

To Michelle Smith, [REDACTED]

Good Morning,

Thank you for your email. Responses below:

1. How was the identification of a STR determined to support the stats in the table? They were identified as STR's by the complainant and the verified through searches of online rental platforms.
2. For 2025 and 2026, please clarify if the numbers presented for STRs are a subset or independent of the "OTHR" numbers. They are independent.
3. Please clarify if the short-term Rentals row refers to the number of total complaints (e.g. 20 in 2025)? These are the total number of complaints received on STR's, with only 9 properties receiving complaints but some with multiple complaints (as noted in the table from the April 30 public meeting).
4. Please clarify the data points in the table, were these complaints that were received by the township for the specific infractions listed or are these the numbers of enforcement actions/offence notices given for violating these infractions. These are complaints received for specific infractions.
5. Please clarify what is the overlap between the 20 STR complaints listed in 2025 with the 14 infractions for STRs listed in the table? We often receive complaints, and upon attending there is no longer an infraction, or the matter has resolved itself. The 20 complaints are the total we received, not penalties imposed. As noted in the April 30 public meeting, 6 properties received only one complaint and upon contact from by-law enforcement came into immediately compliance.
6. Please provide the numbers complaints for "OTHR" properties, on the table only Short term rental companies (final row on the table). The total for 2025 was well over 200 complaints for OTHR properties. As my by-law officer is on training this week, offsite, I do not have a way to get the full total at this time.

I hope this helps. Have a great day.

Thank you,
Alison



Alison Gray, BAH, CMO, AOMC
Director of Corporate Services/Clerk

Email: agray@severn.ca
Phone: 705-325-2315 x232

severn.ca



From: Michelle Smith, [REDACTED]
Sent: May 24, 2026 9:04 PM
To: Alison Gray <agray@severn.ca>
Subject: Re: Short Term Rental - Clarification of information presented by Staff

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Alison,

Upon reviewing materials provided in staff report and at the council meeting on April 30 2026 I would like clarification on some of the information shared.

I am seeking clarification on information from the staff report A26-019 (page 5 or 72). I have copied the table below for reference. For the table can you please clarify:

- 1) How was the identification of a STR determined to support the stats in the table?
2. For 2025 and 2026, please clarify if the numbers presented for STRs are a subset or independent of the “OTHR” numbers
3. Please clarify if the short term Rentals row refers to the number of total complaints (e.g. 20 in 2025)?
4. Please clarify the data points in the table, were these complaints that were received by the township for the specific infractions listed or are these the numbers of enforcement actions/offence notices given for violating these infractions.
5. Please clarify what is the overlap between the 20 STR complaints listed in 2025 with the 14 infractions for STRs listed in the table?
6. Please provide the numbers complaints for “OTHR” properties, on the table only Short term rental companies (final row on the table).

Infraction/ Complaint	2024	2025		2026	
	ALL	OTHR	STR	OTHR	STR
Noise	15	7	2	2	0
Open Air Burning	55	47	3	5	0
Barking Dogs	40*	6	0	4	0
Dogs Barking & Running at Large	* see above note	17	1	15	0
Clean and Clear	24	17	2	12	0
Property Standards	20	34	4	16	0
Parking	60**	10	2	16	0
Animals	8	11	0	9	1
Dumping	3	9	0	19	0
Short Term Rentals	21	20		0	

Notes on the table:

2024 statistics do not indicate STR vs Other Properties

* 2024 barking dogs numbers includes dogs running at large

** 2024 parking numbers include parking tickets, including community events versus 2025 where community event parking tickets were tracked separately

Data presented by staff at the 30 April 2026 Meeting (pasted below):

1. Please provide the total number of properties in Severn township that have received complaints (regardless of if they are a STR or not) in 2023, 2024, 2025 and year to date for 2026.
2. Please provide the total number of properties in Severn township that have received multiple complaints (regardless of if they are a STR or not) in 2023, 2024, 2025 and year to date for 2026.
3. Please provide the total number of properties in Severn township that have received infractions (regardless of if they are a STR or not) in 2023, 2024, 2025 and year to date for 2026.
4. Please provide the total number of properties in Severn township that have received multiple infractions (regardless of if they are a STR or not) in 2023, 2024, 2025 and year to date for 2026.

Where we are today



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Complaints generally about 2-4 properties per year, many resolved after initial complaint with a few properties receiving multiple complaints

Year	Total Number of Complaints	Total Number of Properties subject to complaints
2023	2	2
2024	21	4
2025	20	9

Note: 6 properties only received one complaint and subsequently came into compliance. Only 3 had multiple complaints.



Thank you, I look forward to hearing back on these clarifications and numbers.

Best regards, Michelle Smith

From: Alison Gray <agray@severn.ca>
 Sent: May 14, 2026 9:44 AM
 To: Michelle Smith [REDACTED]
 Subject: RE: Short Term Rental Community Submission

Good Morning,

Please note that the [May 20, 2026 Council Meeting Agenda](#) is now publicly available. The report on Short-term Rental Licensing [A26-019](#) may be read online at this time.

You are welcome to watch the Council meeting online on the Township's YouTube channel ([Township of Severn - YouTube](#)).

Thank you,

Alison



Alison Gray, BAH, CMO, AOMC

Director of Corporate Services/Clerk

Email: agray@severn.ca

Phone: 705-325-2315 x232

Staff Report

A26-24



To: Mayor and Members of Council
From: Michael Mayer, Deputy Clerk
Date: 24 Jun 2026
Subject: Short Term-Rental Licence By-law

Recommendation

THAT Administration Report No. A26-24, dated June 24, 2026 regarding Short-Term Rental Licence By-law be received;

AND THAT the draft Short-Term Rental Licence By-law be approved;

AND THAT the User Fees and Service Charges By-law be amended with the proposed licence fee.

Background

At its meeting on May 20, 2026, Council passed motion C2026-141:

THAT Administration Report No. A26-019, dated May 20, 2026 regarding Short Term Rental Licensing be received;

THAT staff bring forward the updates to the Noise and Burning by-laws to the June 3, 2026 Council meeting;

AND THAT Option # 2 - Proceed with STR Licensing with no inspections be approved;

AND FURTHER THAT staff report back after one year of the program being in operation.

In conjunction with the direction to proceed with the creation of a Short-Term Rental Licence By-law, Council has passed the following motions:

C2026-142:

THAT the draft licensing by-law include an annual cap on the number of short-term rental licences of 150.

C2025-143:

THAT the additional by-law enforcement officer be approved.

C2026-144:

THAT an occupancy limit for short-term rentals be set at 2 per bedroom to a maximum of 10 persons regardless of number of bedrooms.

This report has been prepared to bring forward the draft Short-Term Rental By-law in accordance with the above motions. The draft by-law has been structured to explicitly fulfill the directives established these motions. In accordance with Council's approval of "Option #2," this framework establishes a licensing program that operates without mandatory municipal inspections, optimizing administrative efficiency while maintaining public safety. To properly support this new regulatory stream, provisions have been aligned with recent updates to the Township's Noise and Burning Control By-laws.

Analysis

To balance short-term rental properties with the preservation of neighbourhood character and prevent the diversion of residential properties from the long-term housing market, the draft by-law sets a strict limit on these rentals, as directed by Motion C2026-142. Section 5.1 of the draft by-law institutes a strict annual cap, stipulating that the total number of active licenses issued by the Issuer of Licenses shall not exceed 150 at any given time. Once this maximum cap of 150 is reached, staff will manage a waitlist on a first-come, first-served basis. When a license becomes available, the next person on the list will be given a time period of fifteen (15) days to submit their completed application before staff move on to the next applicant. To ensure a predictable renewal cycle and consistent administrative oversight, Section 5.5 dictates that the term of every issued license shall be valid for an annual period of one (1) year from the exact date of issuance, after which the license automatically becomes null and void unless a successful renewal application is processed.

Following the direction in Motion C2026-144, strict overnight occupancy controls have been established to mitigate community nuisances and protect municipal infrastructure. Sections 3.5 and 3.6 restrict property occupancy between the hours of 9:00 p.m. and 7:00 a.m. (Monday to Thursday) and 11:00 p.m. to 9:00 a.m. (Friday to Sunday and Statutory Holidays) to no more than two (2) persons per approved bedroom, up to an absolute maximum of ten (10) persons per property, regardless of the number of bedrooms available.

Outside of these designated overnight hours, daytime guests are permitted to exceed these specific thresholds. This accommodates reasonable daytime visitation and family gatherings, provided that daytime occupants remain in strict compliance with all other regulatory municipal standards, including but not limited to the Township's Noise, Burning Control, and On-Street Parking By-laws.

Furthermore, Section 3.7 introduces a critical safeguard for rural properties, noting that the maximum permitted occupancy for any premises serviced by an individual septic system cannot be against the system's rated capacity at the time of application, and will be capped at whichever number is lower.

To foster an environment of shared responsibility, Section 3.3 requires licensees to ensure that a mandatory Renter's Code of Conduct is reviewed and signed by every renter prior to occupancy. Licensees must produce a copy of this completed document within twenty-four (24) hours of an Officer's request. This provision serves two critical functions:

- It allows responsible operators to formally demonstrate that they performed proper due diligence by educating their guests on Township regulations, potentially protecting compliant licensees from receiving undeserved administrative penalties for the isolated, non-compliant actions of their renters.
- It provides municipal enforcement staff with a verifiable paper trail to hold problematic renters directly accountable for behavior that violates local regulations

To help with quick resolution of on-site issues without immediately relying on municipal enforcement resources, the by-law mandates that every licensee designate a "Responsible Person" available to manage the property 24/7. Section 3.4 establishes a mandatory one (1) hour timeline for this individual to respond to phone or email inquiries from an Officer. This swift window encourages

immediate communication between the owner and the renter to resolve minor complaints or noise disruptions cooperatively over the phone.

Neighbours or concerned members of the public will need to first contact the designated Responsible Person directly to report an issue. This gives them an immediate chance to fix the disturbance, such as contacting the renters to turn down the loud music or move a vehicle before it becomes an official municipal violation. Complainants will only escalate the matter to the Municipal Law Enforcement Officer Team if the Responsible Person cannot be reached, fails to respond within the mandatory one-hour window, or does not resolve the violation. This process ensures that municipal enforcement resources are saved for serious or ongoing matters that cannot be resolved cooperatively between neighbours.

In cases where remote communication fails to correct a violation, Section 3.4.1 requires the Responsible Person to physically attend the property within two (2) hours of an Officer's request. This dual-layered timeline ensures that if an issue escalates, decisive action can be taken by the operator or the municipality to restore neighborhood order within a reasonable and highly accountable timeframe.

As directed by Council under Motion C2026-141, this licensing program will be launched as an adaptive regulatory model. Staff will continuously track licensing metrics, enforcement data, Administrative Monetary Penalty System (AMPS) issuance, and community feedback throughout the initial implementation phase. A comprehensive evaluation report will be brought back to Council one year following the official launch of operations to assess the program's efficacy, analyze the sufficiency of the 150-license cap, and recommend any necessary fine-tunings to the framework.

Staff believe that the draft by-law and its provisions provide the right balance for our community. This framework is designed to protect local neighborhoods without unfairly punishing responsible short-term rental operators. By using a signed Renter's Code of Conduct and strict response timelines, the program ensures that short-term visitors and properties with repeated violations are held fully accountable for their actions. At the same time, it gives good operators the chance to solve minor issues quickly and prove they are doing their part. Overall, this by-law provides the Township with a fair, practical, and effective way to manage short-term rentals, keep the public safe, and maintain peace across the municipality.

Financial Considerations

The proposed short-term rental fee is \$680 per bedroom, up to an absolute maximum fee of \$2,040 per property. Any future changes made to an active licence will cost an amendment fee of \$41. Staff recommend a "per-bedroom" fee structure. The per-bedroom fee is designed so that the fee is relative to scale of operation up to a reasonable maximum of three bedrooms for larger operations. Larger operations with greater occupancy tend to contribute to a higher strain on both administration and enforcement resources and related costs.

The chart below compares Severn's proposed fees to other Ontario municipalities, focusing on nearby cottage-country areas and those with active short-term rental markets. As illustrated in the chart the per-bedroom structure is a very new and unique approach in Ontario. The City of Orillia was the first to pioneer this structure. By choosing the per-bedroom fee structure, Severn is adopting a modern, progressive fee structure. This ensures that fees are directly tied to the size, earning power, and potential neighborhood impact of each specific rental property.

Municipality	Fee Structure Type	Annual Licence Fee	Maximum Cap	Notes / Additional Details
Township of Severn <i>(Proposed)</i>	Per-Bedroom	\$680 per bedroom	\$2,040 (after 3 rooms)	\$41 amendment fee
City of Orillia	Per-Bedroom	\$680 per bedroom	\$2,040	Approved for 2026 \$41 Licence amendment fee.
Township of Ramara	Flat Rate	\$3,000	N/A	Flat rate framework
Township of Tiny	Flat Rate	\$2,000	N/A	Fee to cover heavy enforcement.
Township of Georgian Bay	Flat Rate	\$750 to \$1,500	N/A	Varies based on total rentals.
Township of Muskoka Lakes	Flat Rate	\$500 - off water \$1000 - waterfront	N/A	Flat rate, focused on waterfront vs off water properties.
Town of Gravenhurst	Flat Rate	\$750	N/A	Flat rate per property
Town of Bracebridge	Flat Rate	\$1,500	N/A	Additional fee for required inspections by Building and Fire
City of Kawartha Lakes	Flat Rate	\$1,200	N/A	Fee introduced to offset dedicated municipal enforcement costs.

The existing fee of \$76.95/ per visit for Nuisance/Unwarranted Complaints (subsequent visits on same issue, no issue found or civil matter/not our jurisdiction – billed to complainant) within the User Fees & Service Charges by-law will be recognized for on site inspection requirements related to complaints.

Report Supported By

Strategic Plan:

- Economic Development
- Customer Service Focus
- High-speed Internet
- Infrastructure to Match Growth
- Does Not Impact Strategic Plan

Council Directed/Requested

Relevant Background Report

A26-19

A26-23

Attachments

Draft 2026-xx - Short Term Rental By-law

Draft Guide - Short Term Rentals

Reviewed By

	Status:
Alison Gray, Director of Corporate Services/Clerk	Approved - 15 Jun 2026
Andrew Plunkett, Director of Finance/Treasurer	Approved - 17 Jun 2026
Laurie Kennard, Chief Administrative Officer	Approved - 16 Jun 2026

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2026-xxBEING 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~~ Applicant for a licence shall be the Owner of the Property or their Agent. Page 22 of 62

- 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 Licensed 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 exceed 150.
- 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 attend 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. **LICENSE SUSPENSION/REVOCAION**

- 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:

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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.

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-xx dated June 24, 2026.

SCHEDULE "A"

Licensee Code of Conduct and Acknowledgement

Licensed Property Municipal Address: _____

1. STRA 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 space 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 twelve (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



Township of
SEVERN

Short-term Rental Licensing Program (Draft)

Operator Program Guide



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ABOUT THIS GUIDE

Township of Severn is implementing a Short-term Rental Licensing Program to support responsible short-term rental activity, improve operator accountability, and provide clearer information for operators, renters, residents, and neighbouring property owners.

This guide is written for current and potential short-term rental operators. It explains what operators should prepare before applying, what must be included with an application, what information renters must receive, and what responsibilities continue after a licence is issued. Operators should review final by-law requirements, application forms, fees, and Township instructions before submitting an application.

WHO SHOULD USE THIS GUIDE?

Use this guide if you own, manage, or are preparing to operate a short-term rental in Severn. The final licensing by-law will confirm definitions and requirements. Operators are responsible for confirming whether their property and rental activity require a licence.

This guide applies to:

- property owners who rent all or part of a property on a short-term basis
- property managers or agents applying on behalf of an owner
- owners who need to prepare a renter information package, floor plan, site diagram, responsible person information, and supporting documentation
- prospective operators who want to understand fees, timelines, and expectations before advertising a rental



Severn's Short-term Rental Licensing Program supports responsible rentals and provides clearer information for owners, managers, renters, and neighbours. This guide helps current and prospective operators understand application requirements, renter information packages, supporting documents, fees, and ongoing responsibilities.

PROGRAM AT A GLANCE

Topic	What operators need to know
Launch date	August 1, 2026
Application format	Online application form with upload sections for required documents and supporting materials.
Licence fee	\$680 per rental bedroom, fee capped at three bedrooms with a maximum fee of \$2,040.
Property inspections	No routine property inspections are included in this licensing approach. Enforcement focuses on complaints, compliance, and follow-up with inspections only when required upon receipt of a complaint.
Responsible person	A designated responsible person must be available at all times, respond by phone or email within one hour, and be able to attend the property within two hours.
Renter package	Operators must prepare and provide renters with a package that includes rules, contact information, property information, and emergency or local service details.
Existing by-laws	Regulations for noise, parking, garbage, fireworks, open-air burning, property standards, and other applicable by-laws continue to apply.

The program regulates short-term rentals. It is not intended to prohibit responsible short-term rental activity. Operators who meet program requirements, provide clear information to renters, and respond promptly to issues should be able to continue operating.

HOW TO APPLY

Applications will be submitted through an online form at severn.ca/strs. Operators should prepare all supporting materials before starting the application so that required files can be uploaded at the same time.

1. **Review the final Short-term Rental Licensing By-Law, this guide, and the application checklist.**
2. **Confirm the number of bedrooms being used for the rental and calculate the expected licence fee.**
3. **Prepare proof of ownership or written permission to operate the rental.**
4. **Complete the Licensee Code of Conduct and gather all supporting documents.**
5. **Create a floor plan and site diagram that show the required property information.**
6. **Identify the responsible person and confirm their phone number and email address.**
7. **Prepare the renter information package and renter code of conduct.**
8. **Complete the online application form, upload required documents and pay the applicable fee.**
9. **Watch for Township follow-up and respond promptly if more information is requested.**
10. **Once licensed, keep the renter package, contact information, advertising, and property information up to date.**

FEES AND TIMING

Fees are due with the application. Bedrooms should match the floor plan, occupancy information, and advertising or listing materials. Applications should be complete before submission to avoid processing delays.

Note: Fees shall be subject to an annual inflationary adjustment.

Number of rental bedrooms	Expected fee
1 rental bedroom	\$680
2 rental bedrooms	\$1,360
3 or more rental bedrooms	\$2,040 maximum fee

APPLICATION CHECKLIST

Use this checklist to prepare the application package. The final online form may include additional required fields or uploads.

Done	Item	Notes
	Completed licence application	Complete the online form with property, owner, operator, and responsible person details.
	User fee(s)	Pay \$680 per rental bedroom, capped at three bedrooms, unless the final fee schedule states otherwise.
	Proof of ownership	Upload a current tax bill or water bill showing ownership of the property.
	Written permission, if applicable	Required if the applicant is not the registered property owner or if another person is authorized to operate the rental.
	Signed Licensee Code of Conduct	The licence holder must sign and agree to the program expectations and operator responsibilities.
	Floor plan	Show the part of the property used as a rental, bedrooms, bedroom windows, and fuel-fired appliances.
	Site diagram	Show property lines, buildings, structures, parking, decks, docks, wells, septic tanks, and renter amenities.
	Responsible person information	Provide the name, phone number, and email address of the responsible person.
	Renter information package	Upload the package that will be provided to renters before or during their stay.
	Advertising materials	Upload current or sample listing materials that show how the property is advertised.

SITE DIAGRAM AND FLOOR PLAN

Operators must provide clear property information so the Township can understand how the short-term rental is being used and how renters will access the property and amenities.

SITE DIAGRAM

The site diagram should show the property and exterior features that relate to renter use, parking, safety, and neighbourhood impacts.

- property lines
- location of all buildings and structures
- exterior decks, docks, and other exterior structures
- location of parking areas available to renters
- open-air burning area or fire permit location, if applicable
- well and septic tank locations, if applicable
- beach area, personal boat launch, ramps, hot tub, or similar renter amenities, if applicable
- any other exterior areas that will be used by renters

A sample site diagram is included as Appendix C.

FLOOR PLAN

The floor plan should be simple, readable, and labelled. It does not need to be professionally drafted. However, it must clearly show the rental layout, including:

- the part of the property or dwelling being used as the short-term rental.
- all bedrooms that will be used by renters
- windows in bedrooms
- fuel-fired appliances, where applicable
- any areas that are not available to renters, if helpful for clarity

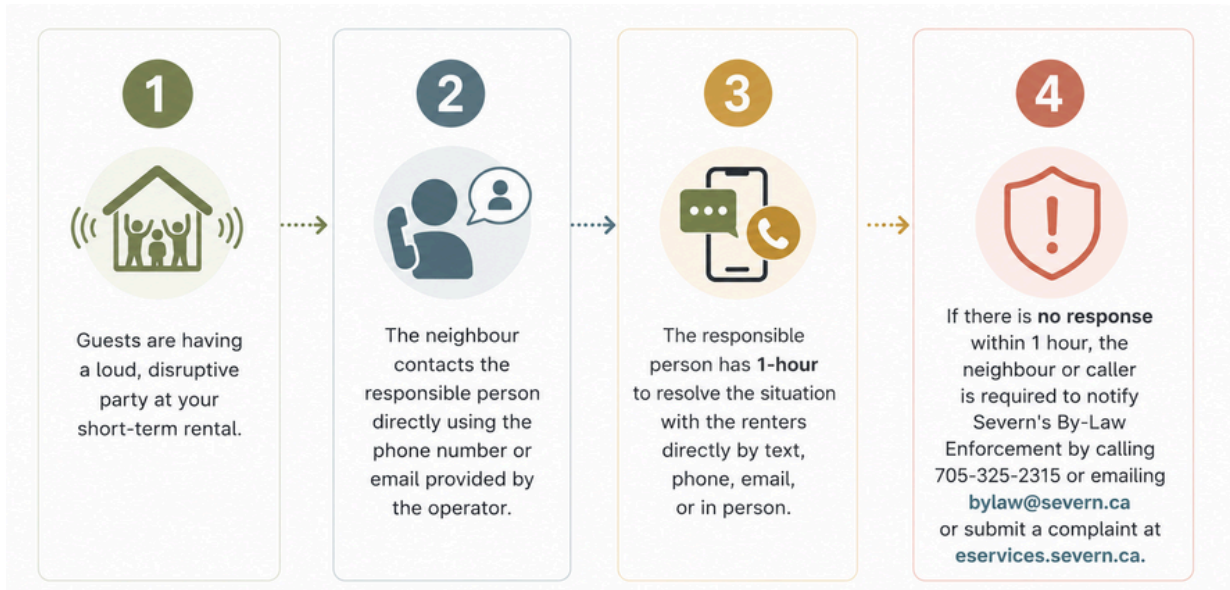
A sample floor plan is included as Appendix D.

Make sure the floor plan, site diagram, advertising, and renter package all match. Inconsistent information can slow down the review of your application and create confusion for renters.

RESPONSIBLE PERSON INFORMATION

Every short-term rental must have an owner, operator, or designated responsible person who can respond to issues quickly. This person is the main contact for renters and may also be contacted about property-related concerns.

4- STEPS TO HANDLING A STR COMPLAINT



The name, phone number, and email address of the responsible person must be included in both the licence application and the renter information package.

The responsible person should also be advised that their contact information will be made publicly available on the Township's website, along with basic information about the licensed short-term rental, such as the property address, number of licensed rental rooms, and maximum number of permitted renters.

Operators must notify the Township and update the renter information package if the responsible person or their contact information changes.

The responsible person must:

- **be available at all times while the property is being rented.**
- **be able to respond by phone or email within one hour.**
- **be able to attend the property within two hours when required.**

RENTER INFORMATION PACKAGE

Operators must prepare a renter information package and provide it to renters. The package must be uploaded with the application and made available to renters before arrival, at check-in, or in the rental unit. The renter information package should be written in plain language and should help guests understand local rules, who to contact, where to park, how to manage waste, and how to behave respectfully while staying in Severn.

RENTER PACKAGE TIPS

- Keep the package short and easy to read.
- Use headings, contact boxes, and icons where possible.
- Place a printed copy in a visible location inside the rental.
- Send a digital copy to renters before arrival when possible.
- Keep the package updated when Township rules, contact information, or property details change.

Done	Item	Notes
	Renter Code of Conduct	Clear expectations for noise, parking, garbage, fireworks, open-air burning, pets, trespass, respectful behaviour, and use of amenities.
	Responsible person contact information	Name, telephone number, and email address for the responsible person available to respond to renters and property issues.
	Advertising materials or listing information	A copy of current or sample advertising/listing information that matches the licence, occupancy, bedrooms, parking, and amenities.
	Floor plan	A renter-friendly version showing bedrooms, key areas, exits, and any areas not available to renters.
	Health and medical services information	Nearest health, medical, and emergency service information appropriate for renters.
	Waste disposal information	Garbage, recycling, collection, transfer station, storage, and disposal instructions, as applicable.
	Applicable by-law reminders	Plain-language reminders for noise, parking, fireworks, open-air burning, property standards, and other rules that renters must follow.
	Signed Licensee Code of Conduct	Include the signed operator commitment if required as part of the package or final application process.



QUESTIONS ABOUT THE LICENSING PROGRAM?

Contact the Township of Severn Customer Care Team for general program information and assistance in finding the correct forms or webpage.

Email: customercare@severn.ca

Phone: 705-325-2315

Administration Office:

1024 Hurlwood Lane, Severn

Website: severn.ca/strs

ADVERTISING AND LISTING INFORMATION

Advertising materials should accurately reflect the licensed rental. Operators should review all listings, booking platforms, social posts, and promotional materials before submitting the application and again after the licence is issued.

ADVERTISING REQUIREMENTS

- Advertised bedrooms must match the licensed bedrooms and floor plan.
- Advertising may not suggest occupancy or use beyond what the licence allows.
- Parking information must match the site diagram and renter package.
- Amenities such as docks, beaches, boat launches, ramps, decks, hot tubs, fire areas, or other exterior features must be consistent with the site diagram and renter package.
- Any house rules shared through a booking platform must at a minimum, align with the Renter Code of Conduct and Township by-laws.



Neighbours or nearby property owners can also report concerns directly to the rental platform where the property is listed. Platforms such as Airbnb, Vrbo, and RentbyOwner may take action on complaints, including fines or restrictions.

OPERATOR RESPONSIBILITIES

A short-term rental licence holder is responsible for operating in a way that respects neighbours, protects public safety, and supports compliance with Township by-laws and regulations.

Operators must:

- apply for and maintain a valid short-term rental licence
- provide accurate application information and keep it up to date
- provide renters with the renter information package and renter code of conduct
- identify a responsible person who can respond within the required timelines
- make sure renters understand the rules for noise, parking, garbage, fireworks, open-air burning, pets, trespass, and use of property amenities
- comply with occupancy limits and all applicable Township by-laws
- respond promptly to renter questions, neighbour concerns, and Township follow-up
- correct issues when they are identified and take steps to prevent repeat concerns

Licensing does not replace existing Township by-laws. Regulations for noise, parking, garbage, fireworks, open-air burning, property standards, and other matters continue to apply to short-term rental properties and renters.

COMPLAINTS, ENFORCEMENT, AND FOLLOW-UP


The licensing program is intended to support clearer accountability and complaint-based enforcement. Complaint information helps the Township identify repeat issues, focus follow-up, and determine appropriate enforcement.

Police matters, safety concerns, threats, trespassing, or emergencies should be directed to OPP or 911 in an emergency.

For any non-emergency complaint related to a short-term rental, the first step is to contact the responsible person for the property. Responsible person contact information is available at severn.ca/strs-contacts.

If the issue is not resolved after contacting the responsible person, concerns related to noise, parking, garbage, burning, and property standards should be reported to the Township using the online By-law Complaint form at eservices.severn.ca. Issues can also be reported by calling 705-325-2315 or by emailing bylaw@severn.ca. Complaints are confidential. However, please include your full name, address, and phone number. Anonymous complaints will not be investigated.

Township By-law Enforcement staff may contact the licence holder or responsible person if a concern is received or follow-up is needed. Operators should document issues, responses, and corrective action where appropriate.



For non-emergency short-term rental concerns, contact the responsible person first. If the issue is not resolved, submit a by-law complaint to the Township for follow-up and possible enforcement.

BEFORE YOU SUBMIT

D.2.

Before submitting the online application, review the checklist below. A complete and consistent package will be easier to process and easier for renters to follow.

Done	Item	Notes
	Application is complete	All required fields are filled in and contact information is current.
	Fees are ready	Fee is calculated using \$680 per rental bedroom, capped at three bedrooms.
	Ownership information is ready	Tax bill, water bill, or written permission is available to upload.
	Code of Conduct is signed	Licensee Code of Conduct is signed by the licence holder.
	Floor plan is clear	Rental area, bedrooms, bedroom windows, and fuel-fired appliances are labelled.
	Site diagram is clear	Property lines, structures, parking, wells, septic, docks, decks, hot tub, beach or boat launch are shown where applicable.
	Responsible person is confirmed	Name, phone number, and email are correct; person can respond within one hour and attend within two hours.
	Renter package is ready	Package includes required rules, contact information, floor plan, health and medical information, waste disposal information, by-law reminders, and other materials.
	Advertising is consistent	Listing details match the application, floor plan, site diagram, renter package, and licence.
	Copies are stored	Operator has saved copies of all submitted documents and the renter package.

APPENDIX A: RENTER PACKAGE COVER SHEET TEMPLATE

Operators can adapt this template for the first page of the renter information package.

Field	Information
Rental property address	
Licence holder name	
Licence number (when issued)	
Responsible person name	
Responsible person phone number	
Responsible person email	
Maximum permitted occupancy	
Designated parking areas	
Garbage and recycling instructions	
Nearest health or medical service	
Emergency services	Call 911 in an emergency

APPENDIX B: SAMPLE RENTER CODE OF CONDUCT

This Code of Conduct and acknowledgement must be completed by each renter.

Licensed Property Municipal Address: _____

Objective

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

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: 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 more than twelve (12) persons on the Property regardless of the number of Bedrooms.

Noise

Township of Severn'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):

- loud music; and
- yelling, shouting, hooting;
- parking

Renters shall familiarize themselves with the on-site parking available on the Property, and be mindful of the Township's on-street Parking By-law.

Open-air Burning

Township of Severn's Open-air Burning By-law outlines where, when and how, and if you can have an Open-air burn on the Property. Requirements include obtaining a Fire Permit and following the by-law's regulations.

Dogs

Township of Severn's Dog Control By-law prohibits a dog from being at large on a neighbouring Property.

APPENDIX B: SAMPLE RENTER CODE OF CONDUCT, CONTINUED

Garbage and Recycling

Please review the County of Simcoe Solid Waste Management By-law and waste collection guides. The County coordinates garbage and organics collection in Severn, while residential recycling collection in Simcoe County is managed by Circular Materials. For waste drop-off locations, hours, and collection details, visit simcoe.ca/waste.

Fire and Safety Precautions

All Short-Term Rentals 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 who 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 _____

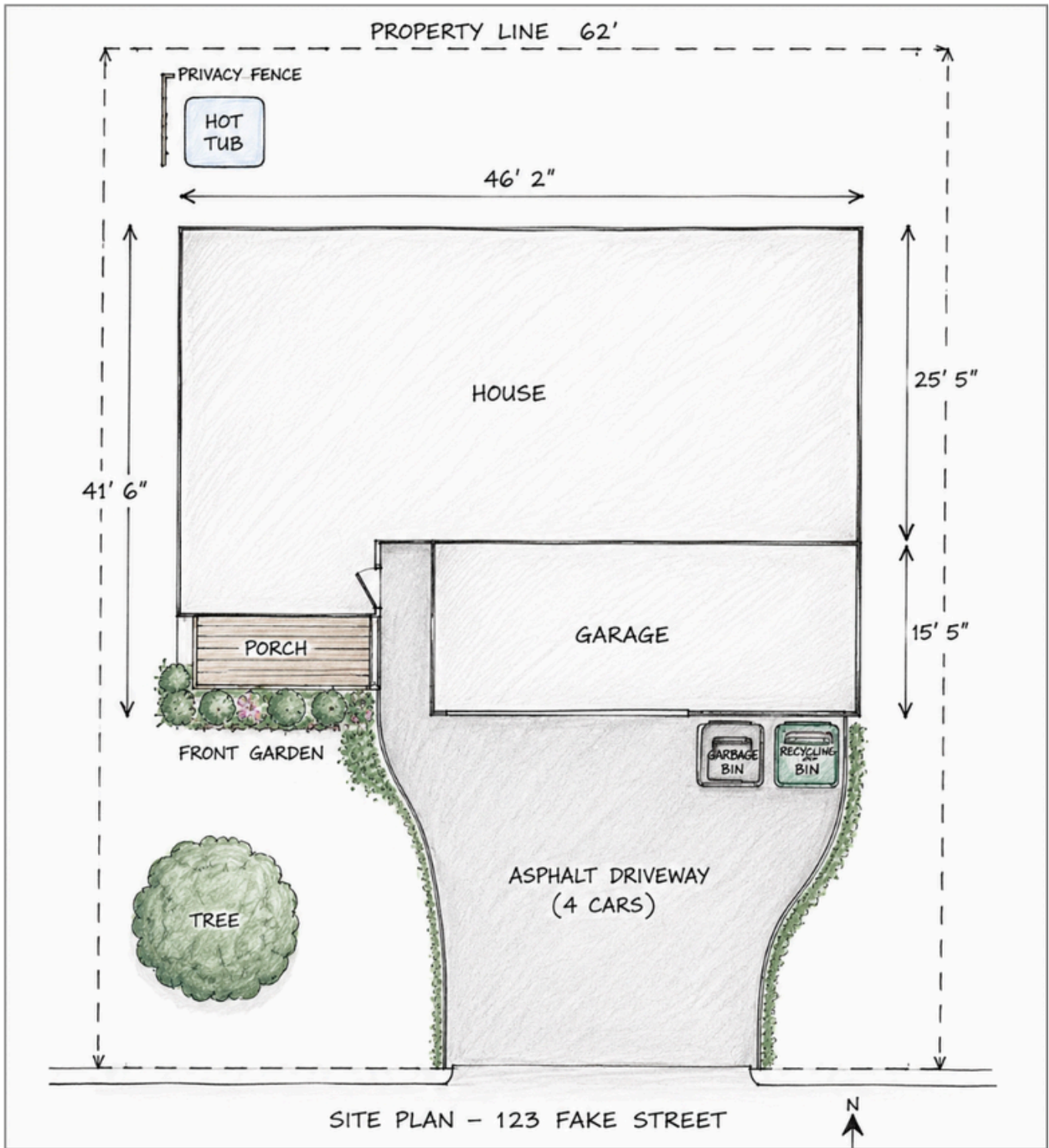
Date _____

Name of Renter (print) _____

Signature of Renter _____

Date _____

APPENDIX C: SAMPLE SITE DIAGRAM



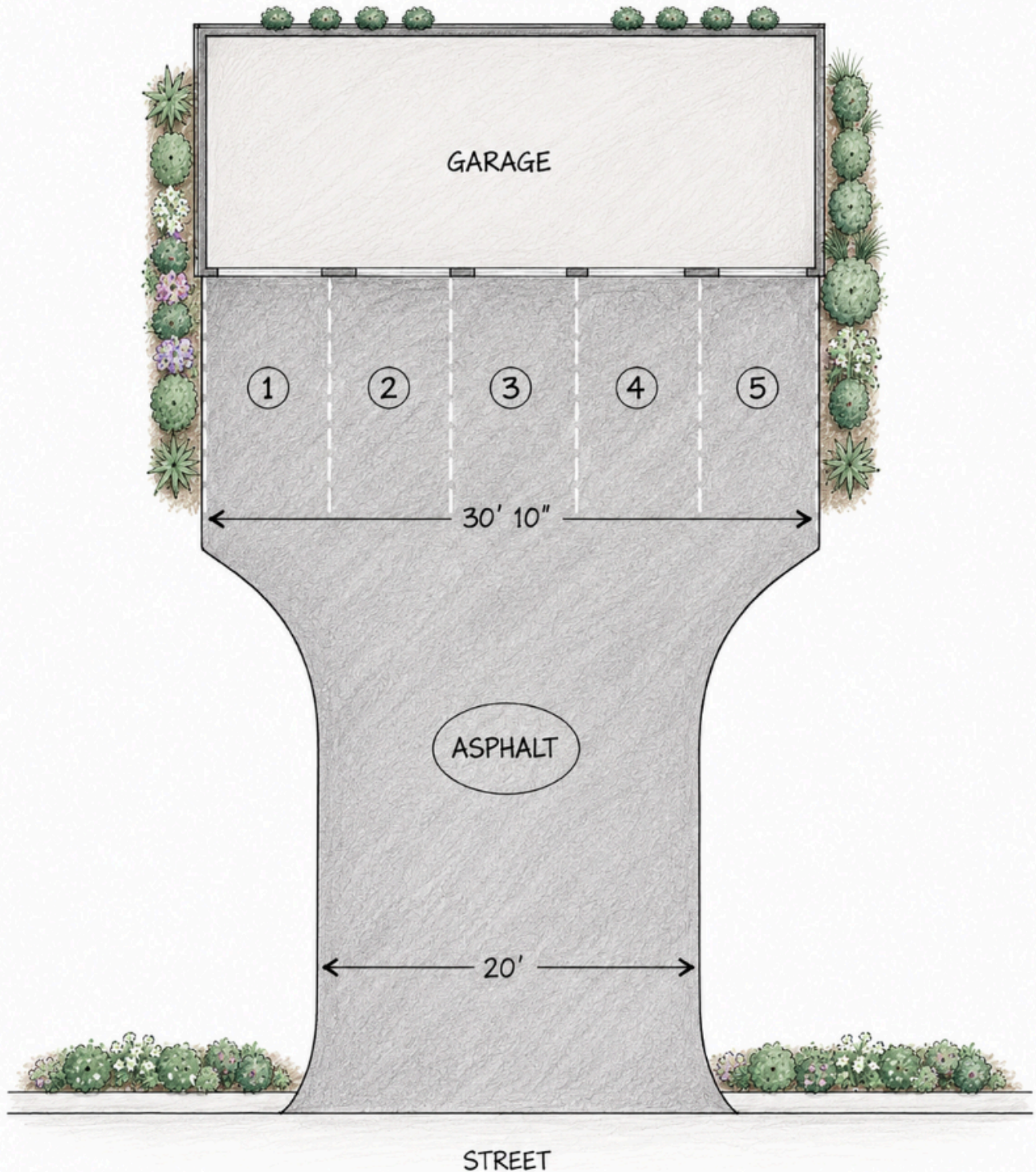
APPENDIX D: SAMPLE FLOOR PLAN



APPENDIX E: SAMPLE PARKING PLAN

PARKING MANAGEMENT PLAN

- STR OCCUPANCY: 10 PEOPLE
- PARKING SPACES: 5 SPOTS (ALL IN ASPHALT DRIVEWAY)





Short-term Rental Licensing Program Operator Program Guide

customercare@severn.ca

705-325-2315

severn.ca/strs

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2026-48BEING 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 exceed 150.

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 attend 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/REVOCACTION**

- 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 August 1st 2026.

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-xx dated June 24, 2026.

SCHEDULE "A"

Licensee Code of Conduct and Acknowledgement

Licensed Property Municipal Address: _____

1. STRA 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 space 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 twelve (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

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2026-49

BEING A BY-LAW TO ADOPT THE PROCEEDINGS OF A COUNCIL MEETING HELD ON THE 24th DAY OF JUNE, 2026

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 5.(3), provides that a Municipal power, including a Municipality's capacity, rights, powers and privileges, shall be exercised by By-law unless the Municipality is specifically authorized to do so otherwise;

AND WHEREAS certain actions of Council do not require the enactment of a specific By-law;

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

1. That subject to Paragraph 3. of this By-law, the proceedings of the above-referenced Council Meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this By-law.
2. That the Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Township of Severn to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1. of this By-law.
3. That nothing in this By-law has the effect of conferring the status of a By-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1. of this By-law where any legal prerequisite to the enactment of a specific By-law has not been satisfied.
4. That any Member of Council who complied with the provisions of Section 5. of the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50, respecting the proceedings of the Council Meeting referred to in Paragraph 1. of this By-law shall be deemed to have complied with said provisions in respect of this By-law.
5. For the purposes of the exercise of the authority of the head of council to veto a by-law in accordance with section 284.11 of the *Municipal Act, 2001*, as amended, the Confirming By-law shall be deemed to be separate Confirming By-laws for each item listed on the meeting agenda.
6. That this By-law shall come into force and effect on the date deemed passed.

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-xx dated June 24, 2026