

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

BY-LAW NUMBER 2025-17

BEING A BY-LAW TO LICENCE, REGULATE AND GOVERN SHORT-TERM RENTAL ACCOMODATION IN THE TOWNSHIP OF BONFIELD

WHEREAS the Council of the Township of Bonfield may, pursuant to the Municipal Act, 2001, S.O. 2001, c.25 as amended, (*"The Municipal Act"*), enact By-laws for the licencing, regulating and governing of business and occupations in the Township of Bonfield.

AND WHEREAS pursuant to Section 9 of *The Municipal Act* Part II, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

AND WHEREAS pursuant to Section 10(2) of *The Municipal Act*, a single tiered municipality has the authority to implement business licencing in the interest of health and safety, well-being or persons, consumer protection and nuisance control.

AND WHEREAS pursuant to Section 151 of *The Municipal Act*, without limiting Sections 9, 10 and 11, a municipality may provide for a system of licences with respect to a business and may prohibit the carrying on or engaging in the business without a licence, refuse to grant a licence or to revoke or suspend a licence; impose conditions as a requirement of obtaining, continuing to hold or renewing a licence; impose special conditions on a business in a class that have not been imposed on all of the business in that class in order to obtain, continue to hold or renew a licence; impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence, and licence, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it;

AND WHEREAS Sections 390 to 400 of *The Municipal Act* enables a municipality to pass By-laws for imposing fees or charges to permits and services provided or done by them.

AND WHEREAS Section 400.1 of *The Municipal Act* provides that a local municipality may, by By-law, impose a tax in respect of the purchase of transient accommodation in the municipality in accordance with this part, if the tax is a direct tax.

AND WHEREAS Section 434.1 of *The Municipal Act*, a municipality has the authority to impose a system of administrative penalties and fees as an additional means of encouraging compliance with this By-law.

AND WHEREAS Part II, Section 7.1 (1)(a) of *The Fire Protection and Prevention Act*, 1997, S.O. c.4 authorizes that a Council of a municipality may make By-laws regulating fire prevention and the prevention of spreading fires.

AND WHEREAS pursuant to *The Building Code* O. Reg. 332/12 under *The Building Code Act*, 1992, Section 15.3(1)(2), the Council of a municipality may pass a By-law to do the following things if an official plan that includes provisions relating to property conditions is in effect in the municipality or if the Council of the municipality has adopted a policy statement as mentioned in subsection (2)(1) prescribing standards for the maintenance and occupancy of property within the municipality or within any defined area or areas and for prohibiting the occupancy or use of such property that does not conform with the standards for the maintenance and occupancy or use of such property that does not conform with the standards. (2) Requiring property that does not conform with the standards to be repaired and maintained to conform with the standards or the site to be cleared of all buildings, structures, debris or refuse and left in graded and levelled condition.

AND WHEREAS pursuant to Section 436(1)(3) of *The Municipal Act* permits a municipality 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 compliance with a By-law direction, order or to licence.

AND WHEREAS Section 444 of *The Municipal Act* provides that if a municipality is satisfied that a contravention of a By-law of the municipality passed under the Act has occurred, the municipality may make an order requiring the person who contravened the By-law or who caused or permitted

the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the activity;

AND WHEREAS Section 128 of *The Municipal Act* provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause a public nuisance.

AND WHEREAS the Corporation of the Township of Bonfield deems it desirable to licence, regulate and govern short-term rental accommodations, as defined by this By-law for the purpose of protecting long term housing availability, the health and safety of the persons residing in a rental premises and the public, to ensure that the rental premises does not create a nuisance to the surrounding properties and neighbourhood to protect the amenity, character of the neighbourhood and to promote responsible ownership;

NOW THEREFORE the Council of the Corporation of the Township of Bonfield enacts as follows:

PART 1-INTERPRETATION AND APPLICATION

1.1 Short Title

1.1.1 This By-law may be referred to as “The Short-Term Licencing By-law”.

1.2 Application

1.2.1 This by-law shall apply to all buildings within the geographic limits of the Township of Bonfield for the purposes of the business or occupation of providing short-term rentals.

1.2.2 Notwithstanding section 1.2.1 the requirements of the By-law do not apply to camping establishments, hotels, motels, hostels, boarding, lodging or rooming houses, bed and breakfasts or group homes.

1.3 Reference Aids

1.3.1 The headings and subheadings used in this By-law are inserted for convenience of reference only and do not form part of the By-law and shall not affect in any way the meaning or interpretation of the provisions of this By-law.

1.4 Severability

1.4.1 If any provision of part of a provision of the By-law is declared by a court of competent jurisdiction to be illegal or inoperative in whole or in part, or inoperative in particular circumstances, such provisions or part of the provisions shall be deemed severable, and the balance of the By-law, or its application in other circumstances, shall not be affected and shall continue to be in full force and effect.

1.5 Compliance with Legislation

1.5.1 Nothing in this By-law relieves any person from complying with any provision of any federal or provincial legislation, or any other By-law of the Corporation of the Township of Bonfield, without limiting the generality of the foregoing, this includes *The Municipal Act*.

1.6 Conflict

1.6.1 If a provision of this By-law conflicts with a provision of any applicable act, regulation or other By-law, the provision that establishes the higher more restrictive standard shall apply.

1.7 Schedules

1.7.1 The Schedules referred to in this By-law form an integral part of this By-law.

1.8 Delegation

1.8.1 The administration of this By-law is hereby delegated to the Chief Building Official and or the By-law Enforcement Officer and or the Fire Prevention Officer and or their designates.

1.9 Definitions

1.9.1 Definitions in *The Building Code Act*, 1992, S.O. 1992, c.23 and *The Building Code*, O. Reg 332/12 shall apply with respect to matters pertaining to buildings unless otherwise defined in this By-law. In addition, the following definitions shall apply in this By-law.

“Agent” means a person duly appointed by an owner or the Municipality of the Township of Bonfield to act on their behalf, who shall be at least 18 years of age.

“Applicant” means the person applying for a licence or renewal of a licence under this By-law.

“Bed and Breakfast” means a bed and breakfast as defined in the Zoning By-law and any successor by-law thereto.

“Boarding, Lodging, or Rooming House” means a boarding, lodging or rooming house as defined in the Zoning By-law or any successor by-law thereto.

“Chief Building Official” means the chief building official appointed by the Council under Section 3 of *The Building Code Act*, 1992, or their designate.

“Corporation” means a body incorporated pursuant to *The Business Corporations Act*, R.S.O. 1990 c. B.16, or *The Corporations Act*, R.S.O. 1990, c.38.

“Council” means the Council of the Corporation of the Township of Bonfield.

“Dedicated Responsible Person” means the owner or agent assigned by the owner of the licensee of the short-term rental, who shall be at least 18 years of age, to ensure that the short-term rental is operated in accordance with the provisions of this By-law, the licence, and applicable laws.

“Dwelling” means a dwelling as defined in the Zoning By-law or any successor By-law thereto. For the purposes of this By-law, a dwelling unit does not include a tent, yurt, trailer, mobile home, recreational vehicle, or a room or a suite of rooms in a boarding or rooming house, a hotel, motel or campground.

“Dwelling Unit” means a dwelling unit as defined in the Zoning By-law or any successor By-law thereto.

“Entire Unit Rental” means a short-term rental in which the renter occupies an entire dwelling unit.

“Group Home” means a group home as defined in the Zoning by-law or any successor By-law thereto.

“Guest Home” means a room within a dwelling, offered for short-term rental intended primarily for overnight occupation.

“Hotel” means a hotel as defined in the Zoning By-law or any successor By-law thereto.

“Licence” means the licence issued under this By-law as proof of licencing under this By-law.

“Licensee” means a person who holds a licence or is required to hold a licence under this By-law.

“Licence Class” means the classification of the short-term rental.

“Licence Issuer” means any person or person provided the authority by the Corporation of the Township of Bonfield.

“Listing” means any individual short-term rental advertised on an online platform.

“Municipality” means the Corporation of the Township of Bonfield or the area within the geographical limits of the Township of Bonfield, as the context requires.

“Noise By-law” means the Township of Bonfield’s Noise By-law as amended or any successor By-law thereto.

“Non-Principal Dwelling Unit Short-Term Rental” means a short-term rental that is not someone’s principal dwelling unit (where they do not live primarily).

“Occupant” means any person or persons over the age of 18 years of age occupying a lot.

“Officer” means a Building Officer/Inspector, Fire Prevention Officer, By-law Enforcement Officer, or delegate for the Township of Bonfield.

“Operator” means any person who operates a short-term rental including the Dedicated Responsible Person.

“Overcrowding” means occupancy of a premises more than the maximum permitted by a licence issued under this By-law.

“Owner” means the person(s) holding title to the property on which the short-term rental is located, and “ownership” has a corresponding meaning.

“Partial Unit Rental” means a short-term rental in which the renter occupies a part of the dwelling unit only.

“Person” means an individual, a corporation, a partnership, or an association, and includes a licensee or an applicant for licence under this By-law.

“Platform” means an online matching and/or payment platform for transactions between short-term rental operators and guests.

“Premises” means property upon which a short-term rental is operated, inclusive of all buildings or structures or any part thereof used for such purposes.

“Principal Dwelling Unit” means a dwelling that is owned or rented alone or jointly with another person, where the person(s) is ordinarily a resident and has designated the dwelling as their principal place of residency on their income tax filing and in other government records. This may include a long-term tenant residing for a minimum of 6 months.

“Principal Dwelling Unit Short-Term Rental” means a short-term rental which is someone’s principal dwelling unit, and the short-term rental unit is located within the principal dwelling and the owner is present with the occupants.

“Property” means the land upon which a short-term rental is operated, exclusive of buildings or structures or any successor by-law thereto.

“Property Standards By-law” means the Township of Bonfield’s Property Standards By-Law or any successor By-law thereto.

“Renter” shall mean a consumer of short-term rental services

“Short-Term Rental” means all or part of a dwelling unit used to provide sleeping accommodations for any rental period that is less than 28 days in exchange for payment and shall not include a Bed and Breakfast establishment. Short-term rental uses shall not mean or include a tourist establishment, tourist camping establishment, motel, resort, or similar commercial or institutional use.

“Short-Term Rental Code of Conduct” means a document that has been prepared by the municipality that prescribes the roles and responsibilities of the guest, owner, operator and or dedicated responsible person; including but not limited to: behavioural expectations as they relate to non-disturbance of neighbours; compliance with applicable municipal By-laws, and adherence to the provisions of this By-law.

“Tourist Camping Establishment” means a camping establishment as defined by the Zoning By-Law or any successor By-law thereto.

“Township” means the Township of Bonfield as a geographical area and the Corporation of the Township of Bonfield.

“Zoning By-law” means the Township of Bonfield’s Zoning By-law as amended from time to time and its successor thereto; to regulate the use of land, the character and location and use of the buildings and structures in the Township of Bonfield.

PART 2-REGULATIONS

2.1 Prohibitions

- 2.1.1 No Person shall use or operate, permit the advertisement or operation of a Short-Term Rental premises unless they hold a current and valid Licence issued by the Township of Bonfield.
- 2.1.2 No Person shall advertise or operate or permit the advertisement or operation of a Short-Term Rental without a Licence.
- 2.1.3 No Person shall publish or display, or cause to be published or displayed, any representation that premises are Licenced under this By-law, or hold Premises out as being Licenced under this By-law if the premises are not so Licenced.
- 2.1.4 No Person shall alter a Licence issued under this By-law in any fashion.
- 2.1.5 No Person shall use or operate any Short-Term Rental Premises for any commercial activity other than the operation as a Short-Term Rental.
- 2.1.6 No Short-Term Rental shall be used for the purpose of hosting any type of special event which may include, but not limited to, a wedding, pre-wedding party, fundraising event, etc. Assembly occupancy is not a residential use.
- 2.1.7 No Person shall provide false or incorrect information in an application for a Short-Term Rental Licence.
- 2.1.8 No Person shall permit Premises under their ownership or care and control to be operated in contravention of a Licence issued under this By-law.
- 2.1.9 Without limiting the generality of section 2.1.7 above, no Person shall allow Premises under their ownership or care and control to be operated in contravention of the site plan and floor plan that has been approved by the Licence Issuer pursuant to a Licence issued under the By-law.
- 2.1.10 Without limiting the generality of section 2.1.7 above, no Person shall rent any Guest Room in a Short-Term Rental Dwelling Unit other than a Guest Room that was identified and approved with the Application for the Short-Term Rental Licence.
- 2.1.11 No Person shall permit a camping trailer, travel trailer, tent, utility trailer or any other mobile accommodation for the purpose of a Short-Term Rental.

- 2.1.12 Without limiting the generality of section 2.1.7 above, no Person shall cause, permit, or contribute to Overcrowding in a Short-Term Rental.
- 2.1.13 No Person shall violate the provisions of the Short-Term Rental Code of Conduct.
- 2.1.14 No Guest shall remove the list of information required to be posted pursuant to section 2.2.6 or the information package required to be provided pursuant to section 2.2.7. The Owner, Agent or Dedicated Responsible Person shall replace before next rental if missing.
- 2.1.15 No Person will be permitted to operate more than one (1) Short-Term Rental Premises on one property or at one time.

2.2 General Provisions

- 2.2.1 Any Person who operates a Short-Term Rental shall comply with the provisions of this By-law as well as with all applicable municipal By-laws and provincial and federal legislations.
- 2.2.2 The Owner and Operator of a Short-Term Rental shall restrict the occupancy of the Premises to a maximum of 2 (two) persons per Guest Room and a maximum of 10 (ten) guest will be permitted to occupy the Short-Term Rental at once. Children under 2 (two) years of age will not be counted as occupancy.
- 2.2.3 The Owner and Operator of a Short-Term Rental shall maintain a minimum of two million dollars (\$2,000,000.00) of commercial general liability insurance per occurrence on the Premises, which shall be specific to the operation of the Short-term Rental.
- 2.2.4 Any lapse of the insurance coverage required by section 2.2.3 above, invalidates a Licence issued under this By-law. An Owner or Operator whose insurance coverage lapses must reapply for Licence to operate the Short-Term Rental.
- 2.2.5 The Owner and Operator of a Short-Term Rental shall provide parking on the site in accordance with the parking requirements of the Township's Zoning By-law. The applicant will be required to clearly indicate where the parking spaces are to be located on an approved site plan
- 2.2.6 The Owner and Operator of a Short-Term Rental shall ensure that parking is only permitted in a parking area consisting of a minimum of hard packed granular surface material.
- 2.2.7 The Owner and Operator of a Short-Term Rental shall ensure that the following information is posted on the interior of each Short-Term Rental Premises, within 1 (one) meter from the main entrance, and is clearly visible to Guests and is made available for inspection:
- a) Copy of current Licence.
 - b) Address of the Short-Term Rental Premises for the purpose of an emergency.
 - c) Name of Short-Term Rental Premises Owner or Operator address, phone number and email address if they are the "Dedicated Responsible Person."
 - d) Name, address, phone number and email address of the Dedicated Responsible Person if the Owner or Operator will not be responding.

- e) Emergency Services Statement, only applicable if the type of access to the Short-Term Rental Premises is not a year-round maintained public road. If this is applicable, the following statement must be posted within a maximum distance of 1 meter from the main entrance:

“Due to this Short-Term Rental Premises not being on an accessible year-round public road, emergency response times may be delayed to this location in the event of an emergency.”

- f) Emergency Services Statement, only applicable to water access only Short-Term Rental Premises:

“Due to this Short-Term Rental Premises having water access only, emergency response may not occur or times may be delayed to this location in the event of an emergency.”

2.2.8 The Owner and Operator of a Short-Term Rental shall ensure that an information package is available for Guests containing the following:

- a) Copy of approved site plan and floor plan.
- b) Short-Term Rental Code of Conduct as prepared and amended by the Township, shown as Schedule” E.”
- c) Quick reference guide for applicable By-laws as prepared by the Township.
- d) Address of the Landfill located at 185 Bluesea Road with recycling information and clear bag system information.
- e) Fire Rating and Fire Permit (Fire Rating can be found on the Township of Bonfield’s website at www.bonfieldtownship.com)

2.2.9 A Person who posts a Short-Term Rental listing on a Short-Term Rental platform shall include the Licence number as set out in the Licence issued under this By-law. An Owner, Agent or Dedicated Responsible Person shall respond to phone calls and or emails and attend the Short-Term Rental Premises within 60 minutes to an emergency or contravention of any Township of Bonfield by-law.

2.2.10 Where a Licence is issued under this By-law, the application for Licence and issued Licence, along with the legal description of the property, civic address, and names and contact information of the associated Owner, and/or authorized Agent and or Dedicated Responsible Person will be posted on the Township of Bonfield’s website.

2.2.11 No Short-Term Rental will be rented more than twenty-eight (28) consecutive days per stay.

2.2.12 No Short-Term Rental will be rented more than 150 calendar days per year.

2.2.13 Fifty (50) Short-Term Licences will be issued per year in the geographical area of the Township of Bonfield. Class “A” Licence application will receive precedent, and secondly Class “B” Licence applications. A waiting list will be prepared after fifty (50) Licences have been issued. Applications on the waiting list will be then given precedent as;

- a) Council amends the By-law to Licence more Short-Term Rentals;
- b) The waiting list will be based on the same preference as listed in Part 3 of this By-law.

2.2.13 A registry of visitors shall be provided to the Township upon renewal of a Licence beginning in the year of 2025.

PART 3 -LICENCE CLASS

3.1 Licence Class

3.1.1. Class “A” – Principal and Non-Principal Dwellings Unit Short-Term Rental

- a) A Class “A” Principal and/or Non-Principal Dwelling Unit Short-Term Rental shall be permitted for residential dwellings as a permitted use.
- b) Class “A” Principal Dwelling Short-Term Rental designation is limited to a building where the owner resides in the Dwelling being rented and occupies one (1) bedroom and may rent up to four (4) other bedrooms to individual tenants provided kitchen facilities are shared amongst all Occupants including the Owner or;
- c) Class “A” Non-Principal Dwelling Short-Term Rental designations are limited to the rental of a building as a single suite only where the Owner does not Occupy the building at the time of rental and at no time shall the building be compartmentalized or sublet into individual rooms or rented to separate Renters. Licence requires the Owner and or Agent and or Dedicated Responsible Person to be identified as the Person who responds to emergencies or contravention of Township by-laws.
- d) Class “A” Licence applications will be considered first for a Licence.

3.1.2 Class “B”- Corporation Owned Short-Term Rental

- a) A Class “B” Corporation Owned Short-Term Rental shall be permitted for residential dwellings as a permitted use.
- b) A Class “B” Corporation Owned Short-Term Licence shall be for Short-Term Rentals that are owned by a Corporation.
- c) Class “B” Short-Term Rental designations are limited to the rental of a building as a single suite only and at no time shall the building be compartmentalized or sublet into individual rooms or rented to separate guests.
- d) A Class “B” Corporation Owned Short-Term Rental Licence shall identify all Owners, Shareholders, Agents associated with the Corporation and shall identify the Dedicated Responsible Person as the Person who responds to emergencies or contravention of Township by-laws.
- e) A Class “B” Corporation Owned Short-Term Rental shall only be permitted one (1) licence per Corporation in the geographic boundaries of the Township of Bonfield.
- f) Class “B” Corporation Owned Short-Term Rental Licences shall be considered after twenty-eight (28) day period of offering Class “A” Licences.

3.1.3 Renewing Licences

- a) Licences that have been issued and have not had any contraventions to this By-law in the previous year will be given priority to renew Licence the following year regardless of Licence Class.

- b) Legal Non-Conforming uses shall provide proof that the use has been active prior to the passing of this by-law and will conform to the provisions of this by-law to receive a Licence.

PART 4 – LICENSING REQUIREMENTS

4.1 Licence Requirements

4.1.1 A Licence shall be required annually and shall be effective from February 1st of each year until January 31st of the following year.

4.1.2 Every Application for a new Licence, or the renewal of an existing Licence, shall include:

- a) a completed application in the form required by the Township of Bonfield and the following documents;
 - i) site plan of the premises;
 - ii) interior floor plan of the dwelling unit which shall be labelled to include interior rooms, including guest rooms;
 - iii) location of fire extinguishers, smoke alarms and CO2 detectors;
 - iv) a completed Dedicated Responsible Person consent and acknowledgement form on a form as prepared by the Township;
 - v) a completed Short-Term Rental inspection form as provided by the Township shown on Schedule “D” of this By-law.
- b) copy of transfer/deed or property identifier number (PIN) sheet providing evidence of ownership.
- c) proof that the applicant is at least 18 years of age (in the form of government identification), if the applicant is an individual.
- d) name and contact information of the Owner and Agent or Dedicated Responsible Person who can be readily contacted and respond to an emergency or contravention of any Township by-laws, including attendance on site of the Short-Term Rental Premises within sixty (60) minutes of being notified of the occurrence.
- e) certificate of insurance demonstrating compliance with the insurance requirements of set out in section 2.2.3 of this By-law, including but not limited to the fact that the premises is insured as a Short-Term Rental.
- f) proof that the applicant, if a corporation, is legally entitled to conduct business in Ontario, including but not limited to;
 - i) articles of incorporation or other incorporating documents, duly certified by the proper government official or department of the Province of Ontario or the Government of Canada; and
 - ii) a list containing the names of all the shareholders of the Corporation.
- g) in the case of an Applicant being a partnership, the names and addresses of each member of the partnership as well as the name under which the partnership intends to carry on business.
- h) in the case of an Applicant or Agent acting on behalf of the owner, an owner’s written authorization is required.

- i) for any Short-Term Rental on a septic system, the applicant will be required to provide proof, in the form of a “valid permit of record” of File Review, provided by the North Bay Mattawa Conservation Authority of an installed septic system and its capacity that will support the Short-Term Rental Premises.
- j) proof of potable drinking water; and
- k) payment of the applicable fees.

4.1.3 The Licensee shall inform the Township in writing of any changes to the approved information contained within the Licence Application or any deviation to the approved plans within seven (7) days of such change or deviation. Nothing herein authorizes a Licensee to have guest rooms other than those identified on the application for a license and approved by the Township in the Licence.

4.2 Licence Issuer-Responsibilities

- 4.2.1 Upon receipt of an Application for a Licence the Licence Issuer shall receive and review the Application and any accompanying documents for completion.
- 4.2.2 Upon receipt of a completed Application for a new Licence with all required documentation and the required fee, the Licence Issuer will contact the Applicant to schedule the necessary inspections to satisfy the Township if the Short-Term Rental self inspection form does not match Township records. The inspection shall include, but not be limited to, the items shown on Schedule “D”. A limit of three inspections will be included in the Licence fee. If on the third inspection the requirements in Schedule “D” are not met, the Licence will not be issued.
- 4.2.3 Upon receipt of a completed Application for a renewal of a Licence, along with all required documentation and required fee the Licence Issuer may contact the Applicant to schedule an inspection and may ensure the relevant Officers have carried out the inspections to satisfy the Township that the Premises comply with the provisions of this By-law.
- 4.2.4 During the inspection process for the purpose of determining the Licence eligibility, all relevant departments of the Township may provide comment on any known matters that would assist in determining the License eligibility.
- 4.2.5 The determination of whether a License Application is complete in accordance with the By-law shall be within the discretion of the Licence Issuer.
- 4.2.6 The Licensee shall be responsible to record and submit all administrative fees and taxes as required under the Municipal Accommodation Tax By-law.
- 4.2.7 Upon determination by the Licence Issuer that information requirements and all regulatory By-law requirements of the Township are met, a Licence shall be issued.
- 4.2.8 In addition to any terms and conditions of a Licence imposed by the By-law; the Licence Issuer may impose additional terms and conditions as necessary in their discretion.

4.3 Licence – Validity, Expiry, Suspension and Revocation

- 4.3.1 A Short-Term Rental Licence that has been issued pursuant to the By-law, unless it is revoked in accordance with the provisions of this By-law, shall expire;
 - a) the 1st day in February annually;
 - b) upon the sale of the Short-Term Rental Premises.
- 4.3.2. The Administrative Monetary Penalty System By-law applies to any contravention or provision of this By-law.

- 4.3.3 No person shall hinder or otherwise obstruct, either directly or indirectly, an Officer, an employee and or agent of the Township of Bonfield in the lawful, exercise of a power or duty under this By-law.
- 4.3.4 Each person who contravenes any provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Monetary Penalty System By-law, be liable to pay to the Municipality an administrative monetary penalty.
- 4.3.5 Upon registering a conviction for a contravention of any provision of the By-law, the Provincial Offenses Court may, in addition to any other remedy and to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the offence by the Person convicted.
- 4.3.6 Consideration of the issuing, suspension, refusal or revocation of a Short-Term Rental Licence shall be administered without prejudice to enforce this By-law, Provincial Act or regulation including, but not limited to, the *Provincial Offenses Act*, the *Building Code Act* and *Fire Protection and Prevention Act*.
- 4.3.7 The Licence Issuer may refuse to issue or renew a Licence or revoke or suspend a Licence as per Schedule “A” of this By-law, or where:
- a) A Premises or Applicant has had a Licence that has previously been revoked, suspended, or made subject to terms and conditions;
 - b) A Premises or Applicant applying for a Licence has presented a history of contravention of this By-law, or other Township of Bonfield by-laws;
 - c) The Short-Term Rental Code of Conduct has been violated at this Premises;
 - d) The septic system requirements are not met;
 - e) The owner is indebted to the Township of Bonfield with respect to fines, penalties, judgements, or any other amounts owing, including awarding legal costs, disbursements, outstanding property taxes against an owner’s property;
 - f) The property does not conform with applicable federal and provincial law and regulations, or Township by-laws, but not limited to, the Zoning By-law, Property Standards By-law, the Building Code Act, 1992, or the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4; or
 - g) It has been found that the Application was misrepresented, and the information contained was not presented in a truthful manner.
- 4.3.8 The Licence Issuer, upon confirmation a Licensee has received, an order issued of this By-law will;
- a) First Offence: Educate the Licensee and provide fourteen (14) days to remedy the offence.
 - b) Second Offence: monetarily penalize the Licensee and provide seven (7) days to remedy the offence.
 - c) Third Offense: monetarily penalize the Licensee and immediately suspend the Licence to a maximum of two (2) years.
 - d) Continuous Contravention: daily contravention fines and or penalties will be applied.

Part 5 – FEES AND COST RECOVERY

5.1 Fees

- 5.1.1 Fees shall be levied in accordance with Schedule “B” hereto.

- 5.1.2 Where an Officer conducts an inspection and determines that a Short-Term Rental is not in compliance with this By-law, the Officer may impose an inspection fee in accordance with Schedule “A”.
- 5.1.3 Every Owner shall pay the fees as set out in Schedule “A”, which becomes due and payable upon written notification by an Officer, or upon issuance of an invoice by the Township.
- 5.1.4 Payments received by the Township on the 31st day or later after the date of being requested, shall be subject to an “administrative fee” as set out in Schedule “A”.
- 5.1.5 Where an Owner is at default of payment of fees for more than thirty (30) calendar days after it is due, the Township may add the cost to the tax roll of the subject property and collect the amount in the same manner as property taxes.

Part 6- APPEALS

6.1 Appeals

- 6.1.1 Where the License Issuer has refused to issue or renew a Licence under Section 4.3 of this By-law the applicant may appeal such decision to the By-laws Appeal Committee through a letter of appeal to the Chief Building Official within ten (10) days of the decision.
- 6.1.2 Where the By-law Enforcement Officer, or Chief Building Official, or Fire Prevention Officer has revoked or suspended a Licence the same process in section 6.1.1 will be followed.
- 6.1.3 The appeal under sections 6.1.1 and 6.1.2 of this By-law shall contain the following information;
- a) reasons for the appeal; and
 - b) Order Appeal Fee as provided in Schedule “A”.
- 6.1.4 Where no request for an appeal is received, in accordance with sections 6.1.1 and 6.1.2 of this By-law, the decision of the Licence Issuer shall be final and binding.
- 6.1.5 Where a request for an appeal is received, in accordance with sections 6.1.1 and 6.1.2, the Chief building Official shall schedule a meeting of the Township of Bonfield’s Committee of Adjustment for the purpose of a public hearing of the appeal, and the Applicant or Licensee shall be provided written notice thereof.
- 6.1.6 The provisions of the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 shall apply to hearings and conducted by the hearing committee.
- 6.1.7 After such opportunity to be heard is afforded to the Person, the Committee shall decide. When making its decision, the Committee may consider any matter pertaining to this By-law, or other matters that relate to the general welfare, health, or safety of the public. When making its decision the Committee may refuse to issue or renew a licence, revoke, suspend, or impose any condition to a License.
- 6.1.8 If the Owner/Agent fails to appear at the appointed time for their appeal hearing, the decision of the Licence Issuer shall be final and binding.
- 6.1.9 The Committee’s decision is final and binding and shall not be subject to a review.

Part 7 – INSPECTION AND ENFORCEMENT

7.1 Authority to Enforce

- 7.1.1 This By-law may be enforced by an appointed Officer for the Township of Bonfield

7.2 Inspections

- 7.2.1 The Officer will arrange an inspection of the property and dwelling with the owner/dedicated responsible person upon receipt of an application to ensure all required safety items are in compliance and in line with the submitted application.

7.2.2. In addition to scheduled inspections conducted during the Licence Application process, every Officer may enter on land at any reasonable time for the purpose of carrying an inspection to determine whether the following are being complied with:

- a) the provisions of this By-law;
- b) a direction or order of the Township made under this By-law;
- c) a condition of a Licence passed under this By-law; and
- d) a court order made pursuant to section 431 of the *Municipal Act*, 2001 and section 7.5.6 of this By-law.

7.2.3 A person exercising a power of entry on behalf of a municipality under this By-law shall not enter or remain in any room or place actually being used as a dwelling unless;

- a) the consent of the Occupier is obtained, the occupier first having been informed that the right of entry may be refused and, if refused may only be made under the authority of an order issued under section 438 of the *Municipal Act*, 2001, or warrant issued under section 439 of the *Municipal Act*, 2001;
- b) an order issued under section 438 of the *Municipal Act*, 2001, is obtained;
- c) a warrant issued under section 439 of the *Municipal Act*, 2001 is obtained; or
- d) the delay necessary to obtain the consent of the Occupier would result in immediate danger to the health and safety of any Person.

7.2.4 The Township's power of entry may be exercised by an Officer, or Agent for the Township and this Person may be accompanied by another Person under their direction, including law enforcement services.

7.2.5 During an inspection carried out under this By-law, an Officer may be accompanied by other Township of Bonfield employees, Agents or authorities as deemed necessary.

7.3 Obstruction

7.3.1 No Person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer in the lawful exercise of a power or the performance of a duty under this By-law.

7.3.2 Any Person who is alleged to have contravened any provision of this By-law shall identify themselves to the Officer upon request. Any failure to do so shall be deemed to be an obstruction or hinderance to the officer in the execution of the Officer's duties.

7.4 Orders

7.4.1 An Officer who finds that a property does not conform with any provisions of this By-law may make an order;

- a) stating the municipal address or the legal description of the property;
- b) giving reasonable particulars of the activity to be discontinued;
- c) indicating the time for complying with the terms and conditions of the Order;
- d) indicating the final date for giving notice of Appeal.

7.4.2 An Order shall be served on the Owner of the property and such other persons affected by it as an Officer determines, and a copy of the Order may be posted on the property in a location visible to the public.

7.5 Offence and Penalty

7.5.1 In addition to any other penalty prescribed by this By-law, any Person who contravenes any provision of this By-law is guilty of an offence and is liable to a fine or administrative monetary penalty for each offence established pursuant to the *Provincial Offences Act* and is set out on Schedule "B" forming an integral part of this By-Law.

7.5.2 Every Person who contravenes any provision of this By-law is guilty of an offence and on conviction is liable to a fine not exceeding \$25,000.00 for the first offence and \$50,000.00 for any subsequent offence.

7.5.3 Each day a contravention occurs constitutes for a new offence.

7.5.4 Pursuant to Section 441 of the *Municipal Act*, if any part of a fine for a contravention of this By-law remains unpaid after the fine becomes due and payable under Section 66 of the Provincial Offences Act, R.S.O. 1990, c P.33 (“Provincial Offences Act”) including any extension of time for payment ordered under that Section, the Township may give the person against whom the fine was imposed, a written notice specifying the amount of the fine payable and the final date on which it is payable and the final date on which it is payable, which shall not be less than twenty-one (21) days after the date of notice. If the fine remains unpaid after the final dates specified in the notice, the fine is deemed to be unpaid taxes pursuant to Section 351 of the *Municipal Act* and may be added to the Owner’s tax roll and collected in the same manner as Property taxes.

Part 8 – Enactment

8.1 That By-law 2024-41 is hereby withdrawn and repealed.

8.2 This By-law shall come into force and effect on the day of its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF MAY 2025.

MAYOR

CLERK

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE “A” TO BY-LAW NUMBER 2025-17

Short-Term Rental Accommodation Licensing Fees

LICENCE TYPE	FEE
Class A Annual Licence Fee	\$1,000.00
Class B Annual Licence Fee	\$1,000.00
Annual Renewal Fee	\$ 700.00
Order Appeal Fee	As per special meeting fee in By-law 2024-21 as amended
Inspection of property beyond, two inspections, for application or renewal approval purposes	\$200.00

*Fees shall not be prorated

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE “B” TO BY-LAW NUMBER 2025-17

Set Fines

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 SET FINES
1	Operate short-term rental without valid licence	2.1.1	\$500.00
2	Advertise, operate or permit advertising without a licence	2.1.2	\$500.00
3	Publish or display representation of licence without a licence	2.1.3	\$500.00
4	Alter Licence	2.1.4	\$500.00
5	Operate commercial activity	2.1.5	\$500.00
6	Host special event	2.1.6	\$500.00
7	Provide false or incorrect information	2.1.7	\$500.00
8	Operate in contravention of a licence issued	2.1.8	\$500.00
9	Operate in contravention of approved site plan and floor plan	2.1.9	\$500.00
10	Rent a room not identified and approved with the application	2.1.10	\$500.00
11	Permit a camping trailer, travel trailer, tent, utility trailer or any mobile accommodation for purpose of a short-term rental.	2.1.11	\$500.00
12	Overcrowding	2.1.12	\$500.00
13	Violate the code of conduct	2.1.13	\$500.00
14	Remove information required pursuant to section 2.2.7 and 2.2.8	2.1.14	\$500.00
15	Operating more than 1 short-term rental per property	2.1.15	\$500.00
16	Fail to maintain insurance minimum (\$2,000,000.00)	2.2.3	\$500.00
17	Fail to provide parking	2.2.5	\$500.00
18	Fail to indicate parking	2.2.5	\$500.00
19	Permit parking on non hard surface	2.2.6	\$500.00
20	Fail to post required information	2.2.7	\$500.00
21	Fail to include licence number on rental listing	2.2.9	\$500.00
22	Fail to respond within 60 minutes to an emergency or contravention.	2.2.9	\$500.00
23	Failure to maintain guest registry	2.2.13	\$500.00
24	Rented past number of consecutive days permitted	2.2.11	\$500.00
25	Rented past number of days per year	2.2.12	\$500.00

NOTE:

The Penalty Provision for the offences indicated above is Section 7 of By-law 2025-17, a certified copy of which will be filed upon adoption.

Set fine schedule subject to the approval of the Ministry of the Attorney General

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE “C” TO BY-LAW NUMBER 2025-17

Short -Term Rental Code of Conduct

1. The premise of this Code is that the Short-Term rental premises are, for the most part, located in residential neighborhoods and that the residents of these neighbourhoods have the right to enjoy their own properties without being imposed upon by nuisance from others.
2. **Objectives of this Code:** The objective of this Code is to establish acceptable standards of behavior for Renters, and their Guests, to minimize any adverse social or environmental impacts on their neighbours and neighborhood.
3. The Renter acknowledges for themselves and on behalf of others that they will be Occupying a Short-Term Rental accommodation that is located in a residential area.
4. The guiding principles for Short-Term Renters are:
 - a) The Premise that you are Occupying is a home.
 - b) Respect your neighbours and their property.
 - c) Leave it as you found it.
5. Maximum number of Renters and Guests:
 - a) The maximum number of occupants within a dwelling that is being operated as a Short-Term Rental shall not exceed a total number based on two (2) persons per bedroom.
 - b) The number of non-occupying Guests permitted at a Short-Term Rental Premises must not be such that it may conflict with the residential neighbourhood or amenity.
6. No Person shall make noise to cause a disturbance or conduct themselves in a way that is likely to disturb area residents. Examples of noise that is likely to disturb residents include:
 - a) Loud music.
 - b) Outdoor or backyard gatherings involving excessive noise.
 - c) Late or early hour disturbances; and
 - d) Renters and their Guests are not allowed to disturb neighbours or interfere with their enjoyment of their properties, or the public realm, at any time of day or night. Failure to comply with the conditions of the Township's Noise By-law may result in legal action.
7. Functions and Parties
 - a) Short-Term Rental renters are not to host commercial functions;
 - b) So called “party houses” conflict with residential amenity and are not permitted; and
 - c) Any gathering as a Short-Term Rental Accommodation Premise must not conflict with residential amenity and must comply with all other requirements of this Code and any other Township of Bonfield By-laws.
8. Access and Parking: Please familiarize yourself and your guests with the approved parking plans for the Premises so as to ensure ease of access with minimum disturbance to other residents or neighbouring properties. Parking on roadways will not be permitted.
9. Recycling and Garbage: Please familiarize yourself and your guests with the guidelines and provisions that have been made for waste management in the Township of Bonfield. Proper recycling procedures shall still apply to Short Term Rentals as well as the use of household garbage being in a clear bag.
10. Pets: Any pets that are brought along to visit at the Short-Term Rental are expected to be always kept under care and control and on the property. Dog barking shall be minimized.

THE CORPORATION OF THE TOWNSHIP OF BONFIELD

SCHEDULE “D” TO BY-LAW NUMBER 2025-17

Short Term-Rental Inspection Checklist

SHORT-TERM RENTAL INSPECTION CHECKLIST			
Municipal Address of the Premises:			
STR License Application Number (if known):			
Applicant Name:			
EXTERIOR			
STAIRS AND GUARDS	Compliant	Non-Compliant	N/A
a) Exterior guards(handrails)serving a house or an individual dwelling unit not less than 900mm (36”) high where the walking surface served by the guard is not more that 1800 mm (71”) above the finished ground level and not less than 1070mm (42”) where greater than (71”) above grade.			
b) Guards (handrails) within a dwelling unit not less than 900mm high (36”).			
Stairs, porches, landings, treads, risers, guards, and all supporting members intact and no evidence of cracked, rotted or deteriorated materials.			
EXTERIOR LIGHTING	Compliant	Non-Compliant	N/A
Exterior steps, walks, parking spaces, etc. are adequately lit.			
INTERIOR			
OCCUPANCY STANDARDS	Compliant	Non-Compliant	N/A
Non-habitable room is being used as a habitable room (for example utility room is set up as bedroom)			
Basement having habitable rooms; the ceiling height shall not be less that 2.1m (6’11” except under ducts or beams the clearance is permitted to be reduced to 1.95m (6’5”)			
Kitchen has a refrigerator, cooking stove, kitchen fixtures, fittings and they are in good repair.			
GENERAL MAINTENANCE	Compliant	Non-Compliant	N/A
Every supplied facility, piece of equipment or appliance is installed so that it will function safely and is maintained in good repair.			
UTILITIES	Compliant	Non-Compliant	N/A
All services or utilities providing light, heat, refrigeration, water or cooking facilities are connected.			
FIRE PROTECTION	Compliant	Non-Compliant	N/A
Fire Extinguisher in kitchen (ABC)			
Working smoke alarm on every level of the home and shall include outside of all bedroom areas. Note: Property owners are advised to document smoke alarm maintenance. Smoke alarms shall be tested annually and prior to each rental agreement. Smoke alarms (both battery operated and hardwired) shall be replaced within the time frame indicated in the instructions. Typically, every 10 years. Batteries should be replaced annually.			
A working carbon monoxide alarm is required outside of sleeping areas if the home contains a fuel burning appliance, wood stove or an attached garage. Note: Property owners are advised to document CO alarm maintenance. CO alarm shall be tested annually and prior to each rental agreement. CO alarms 9both battery and hardwired) shall be replaced within the timeframe indicated in the instructions (typically every 7 years). Batteries should be replaced annually.			
HEATING	Compliant	Non-Compliant	N/A

Township of Bonfield STR Checklist – page 2			
No sign of leaks, damage, or deterioration to heating systems and proper connection to a chimney.			
Woodstoves are W.E.T.T. certified and contain a non-combustible hearth pad extending 18" in front of appliance and 10" sides of the appliance.			
Woodstoves will be an approved appliance under 1 of 3 CSA, ULC, or WH. only agencies Clearances to combustibles as per manufacturer specs.			
PLUMBING	Compliant	Non-Compliant	N/A
Water test report from local health unit.			
Unit has been provided with a water closet, a wash basin, a kitchen sink and a bathtub or shower.			
Bathroom separated from other areas by walls and a door for privacy.			
Sink, wash basin, bathtub or shower in the building being provided with enough hot and cold water.			
ELECTRICAL	Compliant	Non-Compliant	N/A
Building and or dwelling unit connected to an electrical supply system.			
Electrical wiring, equipment, and appliances for use in the building installed and maintained in accordance with all applicable governmental regulations.			
NO open electrical wiring and/or frayed wiring present in building or extension cords.			
Adequate, artificial, or natural light being provided in all rooms, stairways halls and basement.			
Electrical fixtures, switches receptacles and connections in working order.			
WINDOWS	Compliant	Non-Compliant	N/A
Every habitable room in the building except a kitchen and bathroom has a window.			
Windows open and shut easily and are of openable portion comply with the requirements of the Building Code.			
Except where a door on the same floor level as the bedroom provides direct access to the exterior, every floor level containing a bedroom in a suite shall be provided with at least one outside window that; <ul style="list-style-type: none"> a) Is openable from the inside without the use of tools, b) Provides individual, unobstructed open portion having a minimum area of .35 m² (3.75 sq. ft.) with no dimension less than 380mm (15"); and c) Maintains the required opening described in clause; d) Without the need for additional support. 			
VENTILATION	Compliant	Non-Compliant	N/A
All bathrooms are ventilated by natural or mechanical means?			
Mechanical ventilation system in the bathroom and kitchen in good working order.			
EGRESS	Compliant	Non-Compliant	N/A
Passages from the interior of the building and or dwelling unit to exit at or near grade level are unobstructed and safe.			
FIREPITS/CAMPFIRES	Compliant	Non-Compliant	N/A
Firepit/campfires are positioned away from buildings and obstructions as per Fire Code.			
Inspection Performed By:			
Date of Inspection:			

THE CORPORATION OF THE TOWNSHIP OF BONFIELD
SCHEDULE “E” TO BY-LAW NUMBER 2025-17
Short Term-Rental Application Form

Application Type: ☐ New ☐ Renewal

SECTION A: PROPERTY, OWNERSHIP & APPLICANT INFORMATION

Rental Property Information		
Address:		Unit:
Town:	Property Roll Number:	
Type of Dwelling:		
<input type="checkbox"/> <input type="checkbox"/> Single Detached <input type="checkbox"/> Semi Detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex		
<input type="checkbox"/> <input type="checkbox"/> Triplex <input type="checkbox"/> Secondary Dwelling <input type="checkbox"/> Accessory (example: Sleep cabin)		
Number of existing bedrooms:		
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> Other: _____		
<i>(maximum number of guests per STR shall not exceed two (2) guests per bedroom. Children under two (2) shall not count in occupancy.)</i>		
Residency of Property:		
<input type="checkbox"/> Hosted <input type="checkbox"/> Un-hosted <input type="checkbox"/> Corporation Owned		
<i>(means whether the owner lives full-time on-site or not, or corporate owner while it is being used as STR)</i>		
Where will you list your Short-Term Rental? (check all that apply)		
<input type="checkbox"/> <input type="checkbox"/> Airbnb <input type="checkbox"/> VRBO <input type="checkbox"/> Facebook <input type="checkbox"/> Kijiji		
<input type="checkbox"/> <input type="checkbox"/> Booking.com <input type="checkbox"/> Cottages in Canada <input type="checkbox"/> Other_____		
Property Owner/Applicant Information		
<i>(if there is more than one owner, please provide a list of all owners)</i>		
Property Owner Name:		
Business Name (if applicable):		
Corporate Number (if applicable):		
Mailing Address:		
Town:	Province:	Postal Code:
Telephone:		Email:
Agent/Applicant’s Information (if applicable)		
Authorized Agent Name:		Unit:
Town:	Province:	Postal Code:
Telephone:		Email:
Dedicated Responsible Person Contact Information		
<i>Person who will be contacted by the Municipality, neighbourhood, or renters at any time and respond to any issue, emergency, or contravention of any Municipal By-laws within 60 minutes of initial contact and who can attend at the property/premises not later than 45 minutes after the initial contact.</i>		
<input type="checkbox"/> same as Property Owner <input type="checkbox"/> same as Applicant/Agent		
<i>(Dedicated Responsible Person Consent and Acknowledgement Form must be completed if the Applicant/Agent is not the Owner)</i>		
Responsible Person Name:		
Mailing Address:		
Town:	Province:	Postal Code:
Telephone:		Email:

Township of Bonfield STR License application:

DECLARATION OF THE APPLICANT

By signing below, the applicant (or the applicant through the authorized agent) certifies that:

1. The information contained in this application and other attached documentation is true and accurate to the best of the applicant's knowledge. The applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.
2. I understand it is my responsibility to ensure that this property is at all times in compliance with all applicable law, including but not limited to the Building Code Act, 1992, the Fire Protection and Prevention Act, 1997, the Electricity Act, 1998, and any regulations made under them.
3. If the Owner is a corporation or partnership, or the Application was submitted by an authorized agent, I have the authority to bind the Owner. (Owner Authorization Form provided)
4. The applicant acknowledges that the application may contain "personal information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the Township of Bonfield to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about the collection of personal information should be directed to the Municipal Clerk. This information is collectively considered business identity information and not personal information under the Municipal Freedom of information and Protection of Privacy Act, section 2(2.1) and (2.2).

Please Be aware that the Township of Bonfield intends to Publish some or all the information online on the Township of Bonfield's website.

5. The applicant is subject to the terms, conditions and regulations set out in By Law Number 2025-17- being a By-law to Licence, Regulate and Govern Short-Term Rental Accommodation in the Township of Bonfield.

Dated this _____ day of _____, 20____.

Name of Applicant: _____

Signature of Applicant:_____

SECTION B: APPLICATION CHECKLIST

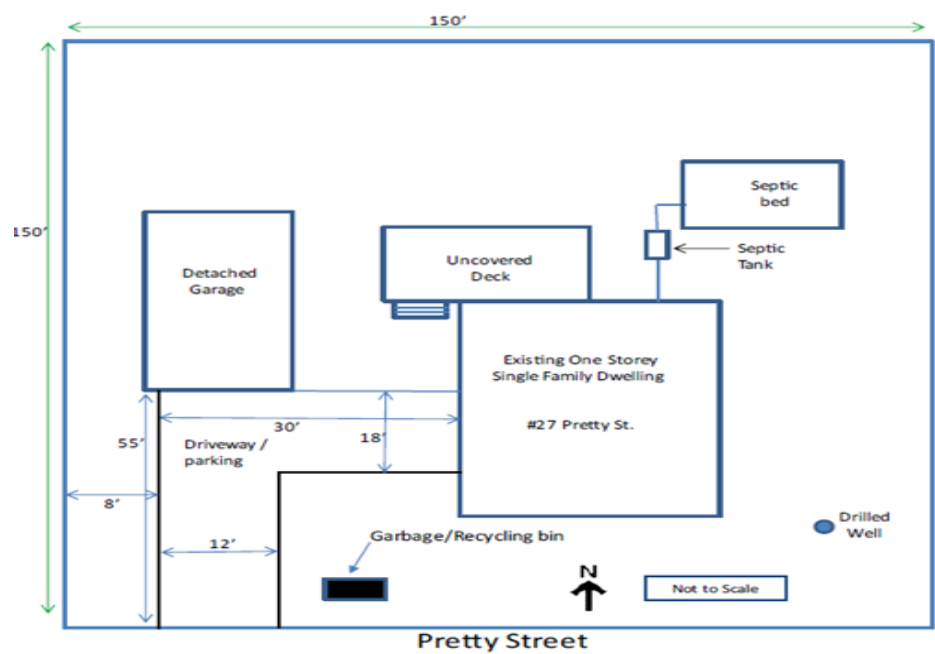
The following documentation must be submitted with your complete application:

- ☐ Proof of Ownership (examples: property tax bill, MPAC assessment, proof of title)
- ☐ Owner Authorization Form (if the applicant is not the owner)
 - Authorization for the applicant to apply on the owner's behalf.
- ☐ Valid Government Identification (examples: driver's license, passport, Ontario photo identification card)
 - Proof that the applicant is at least 18 years of age.
- ☐ Corporate Ownership (if the owner is a corporation), please provide one of the following:
 - Certificate of Status or Corporate Profile Report (Provincial Corporation).
 - Certificate of Compliance or Corporate Profile Report (Federal Corporation)
 - Copy of Articles of Incorporation
- ☐ List of all property owners (if more than one)
- ☐ Floor Plans - must include the following: (sample provided in application package)
 - interior floor plan of each floor, including basements, with measurements showing and naming all approved sleeping spaces, rooms, hallways, common spaces, entrances/exits, windows, smoke/CO alarms, fire extinguishers.
- ☐ Site Plan - must include the following: (sample provided in application package)
 - drawing with measurements showing and naming all buildings on the property, location of the septic system and well if applicable, driveways, address, location of garbage/recycling storage, location and size of parking spaces, shoreline frontage and location of docks and or boathouses if applicable
- ☐ Designated Responsible Person Consent & Acknowledgement Form (if applicable)
 - Proof that the DRP is at least 18 years of age (Valid Government Identification)
- ☐ Certificate of Insurance
- ☐ Licensee Code of Conduct & Acknowledgement (signed by Applicant)
- ☐ Proof of Septic System Approval
 - Demonstrating compliance
- ☐ Application Fee
 - Annual Licence Fee of \$1,000.00
(includes fees for application review process including staff time)
 - Annual Renewal Fee of \$ 700.00

A. Exterior Site Plan must include:

- address of property
- property boundaries
- indication of North
- location, size, and use of all buildings on the property, indicating the distance of the buildings from the front, rear and side lot lines
- location of the septic system and well (if applicable)
- driveways, location, and size of parking spaces
- shoreline frontage and location of docks (if applicable)
- location of garbage/recycling storage

Example of Exterior Site Plan



B. Interior Site Plan must include:

Floor Plans must include:

- accurate measurements and labeling of **ALL** approved sleeping spaces, rooms, hallways, common spaces
- location of entrances/exits, windows
- location of Smoke/CO detectors, fire extinguishers
- noting fire escape routes

Occupancy limits

The maximum number of guests at a premises at any one time shall not exceed 2 guests per bedroom shown on floor plans and based on septic capacity.

Example of Interior Site Plan

