



**Minutes**

**Corporate Services Committee**

**July 13, 2023, 5:30 p.m.**

**City Hall - 808 2nd Avenue East - Council Chambers**

**MEMBERS**

**PRESENT:** Chair Brock Hamley  
Vice Chair Melanie Middlebro'  
Mayor Ian Boddy  
Member Kelly Carmichael  
Councillor Travis Dodd  
Deputy Mayor Scott Greig  
Member Bobb Todd

**MEMBERS**

**ABSENT/REGRETS:** Member Neil McCutcheon  
Member Stephanie Sas  
Member Caralee Sutherland

**STAFF PRESENT:**

Tim Simmonds, City Manager  
Pam Coulter, Director of Community Services  
Phil Eagleson, Fire Chief  
Briana Bloomfield, City Clerk  
Kristen Van Alphen, Manager of Legislative Services  
Staci Landry, Deputy Clerk  
Kaitlyn Patchell, By-law Enforcement Officer  
Julia Perk, By-law Enforcement Officer  
Sierra Patino, Corporate Services Facilitator

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**1. CALL TO ORDER**

Chair Hamley called the meeting to order at 5:30 p.m.

**2. MOTION TO MOVE INTO CLOSED SESSION**

CR-230713-001

Moved by Deputy Mayor Greig

**"THAT the Corporate Services Committee now move into 'Closed Session' to consider one matter regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose respecting Short Term Rentals."**

Carried.

**3. REPORTING OUT OF CLOSED SESSION**

Chair Hamley advised that Committee returned to the open session at 5:48 p.m. In Closed Session, the Corporate Services Committee discussed one matter regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose respecting Short Term Rentals, and no direction was provided to staff.

**4. CALL FOR ADDITIONAL BUSINESS**

There was no additional business.

**5. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**6. CONFIRMATION OF MINUTES**

6.a Minutes of the Corporate Services Committee meeting held on May 11, 2023.

CR-230713-002

Moved by Member Carmichael

**"THAT the Corporate Services Committee approves the minutes of the meeting held on May 11, 2023."**

Carried.

**7. DEPUTATIONS AND PRESENTATIONS**

There were no depositions or presentations.

**8. PUBLIC QUESTION PERIOD**

Lynda Montgomery, Owen Sound resident, asked the following questions respecting the Short Term Rentals (STR) report:

What is the definition of a principal residence?

What would be the avenue of action if we know the principal resident isn't at the home even 5% of the time?

The City Clerk advised that the exact definition would come in September when a draft by-law is brought forward to Committee. She noted that the intent would be that a principal residence is where they live full-time, but that does not mean they have to be there at the time of the rental. In follow-up, Ms. Bloomfield advised that the principal resident could be away during the short-term rental stay. Still, the home would have to be where they live throughout the year, as a resident can legally only have one principal residence.

In response to the second question, Ms. Bloomfield advised that if the recommendation provided to Council regarding the principal residence requirement is approved, a Licensing By-law or Zoning By-law amendment would outline the implications associated with this provision not being adhered to.

Torben Hawkesbridge, Owen Sound resident, asked the following question respecting the STR report:

What is the implication for the people that have started STRs prior to Council acting on it?

In response, the City Clerk advised that should Council decide to implement a Licensing By-law, anyone already operating would need to comply with the licensing requirements as soon as they come into effect. The next staff report will provide more information on the principal residence requirement.

Linda Perks, Owen Sound resident, asked the following questions respecting the STR report:

What would the tracking of infractions look like?

What defines an infraction?

In response, the City Clerk advised that if licensing is implemented, a fulsome tracking and infraction system will be in place, which has been agreed to by Police Services. It was noted that licenses could be revoked or suspended should a property get three complaints within six months or four within a year; however, this detail would be confirmed in the licensing by-law.

In response to the second question, the City Clerk advised that infractions are at the officer's discretion. Ms. Bloomfield noted that any comments or notes provided to the City would be tracked.

## **9. CORRESPONDENCE RECEIVED FOR WHICH DIRECTION IS REQUIRED**

There were no correspondence items presented for consideration.

## **10. REPORTS OF CITY STAFF**

Committee discussed Item 10.g.1. at this time.

#### 10.g.1 Report CR-23-065 from the City Clerk Re: Short Term Rentals (STRs) - Feedback and Next Steps

The City Clerk provided an overview of the report through a powerpoint presentation.

In response to a question from Committee, the City Clerk advised that STR platforms typically have capabilities in which someone can provide concerns on the renters or hosts.

In response to a question from Committee, the City Clerk advised that enforcement education will be done upfront to the STR hosts through the licensing process, allowing a much quicker reaction to infractions. Ms. Bloomfield noted that the City has had discussions with Police Services to ensure they are aware that education to STR hosts would have occurred through the licensing process. During regular office hours, the City By-law Enforcement Officers would oversee enforcement, while Police Services would be outside of office hours. Complaints and enforcement would be monitored throughout the year, and changes can be made to the enforcement model if needed. The recommendation in the report is to take a modest approach until more data is gathered.

In response to a question from Committee, the City Clerk advised that through the recommended licensing by-law, the City could charge a non-complying property owner each day they continue to operate and ultimately take them to court to shut down the business, assuming that there would be supporting documentation.

In response to questions regarding stipulations in the report, the City Clerk advised that:

- A recommendation for maximum operating nights per year for STRs can be provided in the next Committee report.
- The application fee, outlined in the current report, is \$500, which would need to be renewed annually.
- The operators would be subject to the Municipal Accommodation Tax.
- A demerit point system was not recommended at this time in favour of an infraction system. This would be part of the one year review.
- Specifying the maximum number of adults and children permitted in an STR might be difficult to enforce as rentals are generally advertised based on the number of occupants, not whether they are adults or children.

In response to a question from Committee, the City Clerk advised that the recommendation of a maximum occupancy of 10 was based on a staff calculation of the average family size, noting that it is an arbitrary number.

In response to a question from Committee, the Fire Chief confirmed that STR accommodations will require fire inspections under a fire inspection program which will be outlined in the by-law. Mr. Eagleson advised that the recommendation for a maximum occupancy of 10 was also determined based on current fire codes for Boarding, Lodging and Rooming Facilities, and residential fire codes do not apply.

In response to a question from Committee, the City Clerk confirmed with the By-law Enforcement Officers that video surveillance of prohibited activity provided by neighbours is sufficient evidence for infractions.

CR-230713-003d

Moved by Deputy Mayor Greig

**"THAT in consideration of Staff Report CR-23-065 respecting Short Term Rentals (STRs) feedback and next steps, the Corporate Services Committee recommends that City Council direct staff to:**

- 1. Implement a STR licensing program as follows:**
  - a. Using the staff recommended approach as outlined in the report, save, and except:**
    - i. the occupancy limit changing from a maximum of 10 people to a maximum of 6 people; and**
    - ii. the inclusion of a maximum night allowance in the September staff report; and**
  - b. Using option 1, respecting resources; and**
- 2. Continue with the next steps, phase II, as outlined in the report."**

Defeated.

CR-230713-004

Moved by Councillor Dodd

**"THAT in consideration of Staff Report CR-23-065 respecting Short Term Rentals (STRs) feedback and next steps, the Corporate Services Committee recommends that City Council direct staff to:**

- 1. Implement a STR licensing program as follows:**
  - a. Using the staff recommended approach as outlined in the report, save, and except:**
    - i. the occupancy limit changing from a maximum of 10 people to a maximum of 8 people; and**

- ii. the inclusion of a maximum night allowance in the September staff report; and
  - b. Using option 1, respecting resources; and
2. Continue with the next steps, phase II, as outlined in the report."

Carried.

10.a Fire

10.a.1 Report CR-23-067 from the Fire Chief Re: Fire and Emergency Services Operations Update

The Fire Chief provided an overview of the report.

In response to a question from Committee, the Fire Chief stated that he would love to see the number of fire calls go down through fire prevention. Mr. Eagleson noted that the Junior Firefighter Program was great this year and will pay off dividends in future years when they apply for full-time positions.

CR-230713-005

Moved by Vice Chair Middlebro'

**"THAT in consideration of Staff Report CR-23-067 respecting Fire and Emergency Services Operations Update, the Corporate Services Committee recommends that City Council receive the report for information purposes."**

Carried.

10.b Accounting

None.

10.c Taxes and Revenue

None.

10.d Corporate and Facility Services

None.

10.e Information Technology

None.

10.f Human Resources

None.

10.g Clerks

10.g.1 Report CR-23-065 from the City Clerk Re: Short Term Rentals (STRs) -  
Feedback and Next Steps

Committee dealt with Item 10.g.1 prior to Item 10.a.

10.h Parking and By-law Enforcement

None.

**11. MATTERS POSTPONED**

There were no matters postponed.

**12. MOTIONS FOR WHICH NOTICE WAS PREVIOUSLY GIVEN**

There were no motions for which notice was previously given.

**13. CORRESPONDENCE PROVIDED FOR INFORMATION**

There were no correspondence items presented for information.

**14. DISCUSSION OF ADDITIONAL BUSINESS**

There was no additional business.

**15. NOTICES OF MOTION**

There were no notices of motion.

**16. ADJOURNMENT**

The business contained on the agenda having been completed, Chair Hamley adjourned the meeting at 6:52 p.m.