



## Report to Council

**To:** Mayor & Members of Council  
**From:** Donna Teggart, CAO/Treasurer on behalf of the Short-Term Rental Working Group  
**Date:** March 4, 2025  
**Re:** Short-Term Rental Working Group Mandatory Registration By-Law

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### **Recommendation:**

**That** Council receive the report from the CAO/Treasurer, on behalf of the Short-Term Rental Working Group, regarding the Short-Term Rental Working Group Mandatory Registration By-Law; and further

**That** Council support the Short-Term Rental Accommodations Mandatory Registration By-Law, as well as an amendment to the AMPS By-Law to include penalties for the Short-Term Rental Accommodation Registration By-Law and the Fees and Charges By-Law to include fees for the Short-Term Rental Accommodation Registration By-Law; and further

**That** Council thanks the members of the Working Group and dissolves the Committee.

### **Financial Implications:**

#### **Revenue:**

At this time, it is estimated approximately 300 STRAs may be operating in Trent Lakes. With an undetermined rate of compliance for the first year, staff have budgeted \$29,000.00 in revenue. Staff will be tracking compliance and will report to Council quarterly. The 2026 budget will be adjusted accordingly.

#### **Expenses:**

At the November 5, 2024 meeting, the Working Group had not developed specific details of the Short-Term Registration Program that would have a budget impact. After more details were determined, a budget request was brought to the 2025 draft budget meeting to request, specific to the STRA Registration Program, \$28,017.00 for by-law enforcement and administrative wages as well as potential legal costs that may arise from the mandatory STRA Registration.

### **Background:**

At the November 5, 2024 regular meeting, Council passed the following resolution:

Resolution No. **R2024-461**

Moved by Councillor Franzen  
Seconded by Deputy Mayor Armstrong

**That** Council receive the report from the CAO/Treasurer, on behalf of the Short-Term Rental Working Group, regarding Short-Term Rental Working Group Update with Options for Council Consideration; and further

**That** Council approve Option 1, being a Mandatory Registration Program for Short-Term Rental Accommodations; and further

**That** Council direct the Working Group to prepare a draft registration by-law for Council's consideration.

Carried.

The Municipality of Trent Lakes has been in the process between 2020 and present of reviewing different options to assist in addressing issues arising with Short-Term Rental Accommodations (STRAs). Over the years a Working Group, comprised of staff and members of Council, have engaged with stakeholders, special interest groups, surrounding municipalities, held public consultations, and sought legal advice.

The following Staff reports regarding STRAs were brought to Council:

[December 8, 2020](#)

[January 12, 2021](#)

[September 7, 2021](#)

[October 19, 2021](#)

[February 1, 2022](#)

[March 8, 2022](#)

[November 5, 2024](#)

### **Mandatory Registration Program**

The proposed Mandatory Registration Program concept was supported by Council November 5, 2024. This would require all STRA owners to register with the Municipality by submitting a signed application and providing information related to the rental of property. Similar to a licensing program, there would be provisions for accountability and consequences.

All registration applications will be subject to a review confirming the adequacy (i.e. handling capacity) of the sewage system to support the dwelling structure and the number of guests accommodated for the Short-Term Rental Accommodation.

The number of accommodation rooms identified on the registration application will be reviewed against municipal records of sewage capacity for the subject property. Should the records not match what is being requested, the applicant would be required to submit a separate application

for a municipal review of the existing sewage system. This may include an onsite inspection. The fee for the sewage system review is \$500.00 and once approved, a property owner may then continue to proceed with a STRA Registration application.

Should someone apply for a STRA Registration and there are no sewage system records regarding the subject property, an application for a municipal sewage system review will be required. The fee for this review is \$500.00.

STRA registration fees have been proposed at \$350.00 for the initial application and annual renewal at \$250.00. The current proposed fees are reflective of administrative duties and costs associated with review and registry issuance.

Once a registration has been approved, the owner will be required to agree to the term and conditions of the registration. The terms and conditions are provided to ensure safety of guests and assist in mitigating disturbances to surrounding residents.

- Smoke and carbon monoxide detectors installed and operable
- Fire extinguisher
- Potable water
- Bylaw summary sheet displayed
- Availability of a responsible person (response time 90 minutes)
- Liability insurance

One of the key components of the Mandatory Registration Program is obtaining the name and contact information for a responsible person who can be on site in a reasonable time frame. If a complaint is received about an STRA, the Municipality will be able to shift complaint resolution to the owner and their responsible person. The contact information can also be used to communicate with STRA owners and provide educational resources and guidelines for the safe and responsible operation of their STRA in compliance with existing Municipal by-laws.

Enforcement will be based primarily as a reactive tool rather than proactive. A main component for the accountability of STRA owners is the demerit point system. STRAs that have suspected violations will be investigated. If an STRA is found to be in contravention of any by-law, owners and or renters may be issued a penalty notice. STRA owners have the ability to dispute these through the AMPS appeal process. Only after the penalty has been confirmed through this process will STRAs be assigned demerit points, which may lead to a registration being revoked. Penalty amount and a demerit point system is based on level of severity to aid in promoting compliance.

### **Summary:**

The Working Group recommends proceeding with a Mandatory Registration Program for Short-Term Rental Accommodations and that Council approve the Mandatory Registration By-Law.

**Environmental Implications:**

The review of sewage systems and enforcement of Municipal by-laws will have a positive effect on the environment.

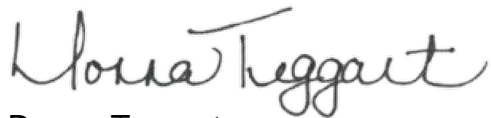
**Consultations:**

Working Group  
Municipal Solicitor

**Appendices:**

None

Submitted by:

A handwritten signature in black ink that reads "Donna Teggart". The signature is written in a cursive style with a large, sweeping initial 'D'.

Donna Teggart  
CAO/Treasurer