



**THE CORPORATION OF THE TOWNSHIP OF AUGUSTA  
BY-LAW NUMBER 3650-2023**

**BEING A BY-LAW TO LICENSE AND REGULATE THE OPERATION OF SHORT-  
TERM RENTALS**

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**WHEREAS** the *Municipal Act, 2001*, ("Municipal Act") provides the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** pursuant to the Municipal Act, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this act or any other Act;

**AND WHEREAS** pursuant to the Municipal Act, a municipality has the authority to implement business licensing in the interest of health and safety, well-being of persons, consumer protection and nuisance control;

**AND WHEREAS** the Municipal Act enables a municipality to pass By-Laws for imposing fees or charges for permits and services provided or done by them;

**AND WHEREAS** pursuant to 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** 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 direct, Order or License;

**AND WHEREAS** the Municipal Act provides that if a municipality is satisfied that a contravention of a By-Law of the municipality passed under this 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 contravening activity;

**AND WHEREAS** the Council of the Township of Augusta considers it advisable that such licensing, regulation and governing takes place with regard to short-term rentals as defined in this By-Law;

**AND WHEREAS** pursuant to the Municipal Act, Council is exercising its authority to provide for a system of licenses with respect to short-term rental businesses;

**NOW WHEREAS** the Council of the Corporation of the Township of Augusta hereby enacts as follows:

**1 Short Title**

This By-Law may be cited as the "Short-Term Rentals Licensing By-Law."

## 2 Definitions

The following definitions apply to this By-Law:

“Accessory Building” means a detached subordinate building or structure that, is devoted exclusively to a use normally incidental to the main use of the property; is not used for human habitation; is on the same lot as the main building, and an accessory building includes a farm building.

“Secondary Suite/Additional Residential Unit” means a self-contained accessory unit having cooking and sanitary facilities which is located within a Single Detached, Semi-Detached, Townhouse dwelling unit or located in a separate individual dwelling unit on the same lot or located within an accessory building on the same lot as the main residential use. A secondary suite is a subordinate residential use to the existing primary dwelling unit.

“Bed & Breakfast Establishment” means a private dwelling designed to be used in part for the accommodation of the travelling or vacationing public, containing therein six (6) or fewer suites or guest rooms.

“Building” means any structure used or intended for sheltering any use or occupancy. The word “building” shall include the whole of such structure or part thereof and shall include any building types as regulated by the Ontario Building Code Act.

“Building Code” means the regulation made under Section 34 of the Building Code Act, 1992, S.O. 1992, c.23, and amended.

“Building Code Act” means the Ontario Building Code Act, 1992, S.O. 1992, c.23, as amended.

“Business, Short-Term Rental” shall mean the business of making or attempting to earn revenue by engaging in or by advertising the availability of a Short-Term Rental dwelling unit for a fee charged or other goods and valuable consideration.

“Clerk” means the person or his/her designate as appointed by the Council of the Township of Augusta.

“Council” means the Council of the Township of Augusta.

“Director” means the Director in charge of the By-Law Enforcement Officer of the Township of Augusta or an authorized representative.

“Disturbance” means an event where an action has commenced with respect to nuisance, and/or noise.

“Dwelling, Principal Residence” means a dwelling that is owned or rented alone or jointly with other person(s) or a corporation, 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 consecutive months.

“Dwelling Unit” means a suite operated as a single housekeeping unit, used or intended to be used as a domicile by one (1) or more persons and usually containing cooking, eating, living, sleeping, and sanitary facilities. For the purposes of this By-Law, a dwelling unit does not include a tent, trailer, or a room or suite of rooms in a boarding or rooming house, a hotel, motel, or motor home.

“Fee” means as set out in the Township Fees and Charges By-Law, as amended.

“Fire Protection and Prevention Act” mean the Fire Protection and Prevention Act, 1997, as amended, and the regulation enacted thereunder as amended from time to time, or any act or regulation enacted in substitution, therefore.

"Guest Room" means a room or suite of rooms used or maintained for the accommodation of individuals to whom hospitality is extended for compensation.

"Inspector" means a property standards officer, building inspector, or any other person appointed to enforce this By-Law, and includes the term Officer.

"License" means the certificate or other similar document issued pursuant to this By-Law as proof of licensing under this By-Law.

"Licensed" means to have in one's possession a valid and current License issued under this By-Law and unlicensed has the contrary meaning.

"Licensee" means the person or business issued a License under this By-Law to operate a Short-Term Rental.

"Officer" means a property standards officer who has been assigned or appointed by the Township of Augusta as a Property Standards Officer and/or a Municipal Law Enforcement Officer to either administer or enforce this By-Law and includes a building inspector for the Township of Augusta or their designate.

"Owner" includes,

- a) the person managing or receiving the rent of the land or premises, whether on the person's own account or as an agent or trustee of any other person, or who would receive the rent if the land and premises were let; and,
- b) the licensee or occupant of the property who, under the terms of a license, is required to repair and maintain the property in accordance with the standards for maintenance and occupancy of a property.

"Parking Area" shall mean an area or structure, other than a street, used or intended to be used for the temporary storage of motor vehicles and includes a private garage or carport, aisles, driveways, and parking spaces.

"Proof of Placement of Insurance" means a copy of a policy of insurance or a Certificate of Insurance that shows the proof of liability coverage as required by this By-Law issued by a company authorized to carry on the business of insurance in the Province of Ontario in accordance with the Insurance Act, and such insurance policy shall contain an endorsement to provide the Township with thirty (30) days prior written notice of cancellation or of a material change that would diminish coverage;

"Property" means a building or structure, or part of a building or structure, and includes the lands and premises accessory thereto and all mobile structures, mobile buildings, mobile homes, outbuildings, fences, retaining walls, landscaping, walkways, and erections thereon and includes vacant lands.

"Renter" means the person, who has obtained entitlement to exclusive use of the Short-Term Rental unit from the Licensee.

"Responsible Person" means the owner, or an agent assigned by the owner or Licensee of the Short-term Rental unit to ensure the Short-term Rental is operated in accordance with the provisions of this By-Law, the license, and applicable laws.

"Short-Term Rental" or "STR" shall mean a dwelling unit, that in a whole or in part, is rented or available with the intention of financial compensation for an occupancy period of 30 consecutive days or less, by way of a township license, but does not include a hotel, motel, boarding or lodging house, tourist establishment, tourist lodge, tourist outfitters establishment, tourist trailer or bed and breakfast establishment.

"Township/Corporation" means the Corporation of the Township of Augusta.

"Zoning By-Law" means the Township of Augusta Comprehensive Zoning By-Law, as amended from time to time.

### **3 Interpretation**

1. Words or phrases contained herein, and which are not defined by this By-Law, are firstly to be assigned the definition or meaning attributed to them in the applicable Zoning By-Law and, failing such a definition or meaning, the everyday meaning of such word or phrase.

### **4 General Regulations**

4.1 No person shall carry on any trade, business, or occupation of short-term rental for which a license is required under this By-Law if the license has expired or been revoked; or, while the license is under suspension.

4.2 A person is not eligible to hold a license if the proposed use of the land, building or structure is not permitted by the Zoning By-Law that applies to the property.

4.3 A person is not eligible to hold a license unless the person has provided a statement prepared by the Fire Chief dated within a period of 24 months of the date of application for license indicating that the premises conforms to the Fire Protection and Prevention Act and its regulations as they relate to the operation and use of the premises for short-term rental purposes with such statement indicating the occupant load for sleeping purposes for the premises.

4.4 The determination of whether a certificate from the Electrical Safety Authority dated within a period of 24 months of the date of application for license indicating that the premises conforms to the Electrical Safety Code, will be determined by Fire and the Building Department.

4.5 A person is not eligible to hold a license if the person is indebted to the Township in respect of fines, penalties, judgments, or any other amounts owing, including awarding of legal costs and disbursements and outstanding property taxes and late payment charges against all properties owned by the owner.

4.6 A person is not eligible to hold a license if the property to be used for carrying on the trade, business or occupation does not conform with applicable Federal and Provincial Law and Regulations or all applicable Township By-Laws.

4.7 The owner shall keep a record of the renter with such a record containing the date of entry, the length of stay, home address of the renter readily available for inspection at all times by an Officer for a period of one year.

4.8 The owner shall display the license permanently in a prominent place in the short-term rental premises to which it applies.

4.9 Each license shall include the following:

- (a) Building/site/location address/identifier (i.e., Emergency or 911 Number);
- (b) License number;
- (c) Effective date and expiry date of the license;
- (d) Owner's name and contact information;
- (e) Rental agent or agency's name and contact information;
- (f) Responsible person's name and contact information; and,
- (g) A plan, that is plaqued or framed, that depicts the location of each bedroom, smoke alarm, extinguisher and exit/egress door or window.
- (h) Fire Safety Plan approved by the Fire Chief

4.10 The owner of a short-term rental premises shall ensure that there is a responsible person available to attend to the short-term rental premises at all times within a period of no greater than one hour from the time of

contact by way of telephone or email.

4.11 The owner of a short-term rental premises for which a license is required under this By-Law shall allow, at any reasonable time, an employee, designate, or agent of the Township to inspect the premises used for the purposes of short-term rental to determine compliance with all applicable Township By-Laws or other applicable law.

4.12 No person shall obstruct, hinder, or otherwise interfere with an authorized employee or agent of the Township while carrying out an investigation, making inquiries, or performing an inspection for the purposes of enforcing this By-Law or any other Township By-Law or Provincial legislation or regulation.

4.13 No person shall construct or equip a place of business or premises used for the business to hinder the enforcement of this By-Law.

4.14 Every owner shall maintain the short-term rental premises in a clean and sanitary condition, with adequate measures for the storage and disposal of garbage and waste and sufficient levels of illumination to permit the safe use of the premises. For the purposes of this subsection, adequate measures for the storage and disposal of waste shall mean a self-enclosed building, structure, or container, located outside of the short-term rental premises, which is of a sufficient size that will store the garbage and waste generated by the premises until such garbage and waste is disposed of.

4.15 Every owner who is a licensee of lands owned by others shall report the short-term rental use of those licensed lands to the landowner. (i.e., licensed waterfront access).

4.16 Every licensee shall ensure that the short-term rental premises is operated and used in a fashion such that the operation or use will not cause a disturbance or become a public nuisance, in particular regarding noise, traffic or parking, and shall not change the residential character of the dwelling.

4.17 Every licensee (or agent) shall provide an undertaking (schedule E or F) to operate the short-term rental premises in accordance with all applicable Township By-Laws. Further, every licensee shall include in such undertaking a confirmation that they will require that each renter abide by the Township Renter's Code of Conduct referred in Schedule "G".

4.18 No licensee or employee of a licensee shall discriminate in the carrying on of the trade, business, or occupation of short-term rental against any member of the public on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

4.19 The Director or designate may revoke a license if it was issued on mistaken, false, or incorrect information.

## **5 Application**

5.1 The requirements of this By-Law apply to the trade, business, or occupation of providing short-term rentals within the geographical limits of the Township of Augusta as of the date this By-Law comes into effect.

5.2 Persons who own, operate, or offer a premises for short-term rentals as of the effective date of this By-Law must obtain an application for a license under this By-Law. (schedule B)

5.3 The determination of whether a license application is "complete" in accordance with the requirements of this By-Law shall be within the sole discretion of the Director.

5.4 Every application for a new license or a renewal of an existing license shall be submitted to the Township on the forms prescribed. (schedule B)

5.5 Every application for a new license or a renewal of an existing license shall include:

- a) each owner, applicant and/or agent's name, address, telephone number, facsimile transmission number and e-mail address;
  - I. the rental agent's or agency's name, address and telephone number;
  - II. in the instance of a corporation or partnership, the name, address and telephone number of each director and officer or partner of the Owner and/or rental agent or agency;
  - III. the name, address, telephone number and e-mail address of a person who has been assigned by the owner or operator to be the responsible person for the operation and conduct of the inhabitants of the licensed short-term rental premises;
- b) a copy of the transfer/deed evidencing the ownership of the premises;
- c) in the instance of an applicant or agent acting on behalf of the Owner, an Owner's written authorization permitting the applicant or agent to act on their behalf;
- d) a statement from the Owner certifying the accuracy, truthfulness, and completeness of the application;
- e) proof of placement of insurance specific to the rental nature of the property that includes a limit of liability of not less than Five Million Dollars (\$5,000,000.00) per occurrence for property damage and bodily injury and includes provisions that the Township will be notified of any intended cancellation by the insurer no fewer than (30) days written notice prior to such cancellation or of a material change that would diminish coverage and the Township named as additional insured;
- f) floor plans and a site plan, drawn to scale and fully dimensioned, of the short-term rental premises depicting the use of the premises including the proposed occupancy of each room; occupant load for sleeping purposes of each room; location of smoke/carbon monoxide detection and early warning devices; location of fire extinguishers, and related site amenities including parking, landscaping and other buildings or structures on the land;
- g) Good Neighbours Agreement (Schedule C)
- h) A site plan detailing parking, storage of vehicles, while maintaining access for emergency vehicles at all times, and in compliance with the Zoning By-Law;
- i) the prescribed fees; and, (schedule H)
- j) any outstanding fees or fines owed to the Township by the Owner respecting any short-term rental premises.

5.6 A licensee shall inform the Township of any changes to the information provided in Section 5.5 within a period of 30 days.

5.7 Every application for a license will be reviewed by the Director to determine whether it meets the requirements of this By-Law.

5.8 As part of the review referenced at Section 5.5 the application will be circulated to those agencies deemed necessary and/or relevant by the Director.

5.9 The applicant shall cooperate and facilitate in arranging the inspection of the premises of any agency that may require an inspection of the premises in a timely manner and shall be in attendance during the inspection. In the instance of the requirement of the payment of fees for such an inspection, the applicant shall pay the fees as required prior to the inspection.

5.10 If it is determined that an application meets the requirements of this By-Law and all circulated agencies, the Director shall issue the license.

## **6 License Requirements**

1. 6.1 No person shall carry on any trade, business, or occupation of providing short-term rentals unless that person has first obtained a license.
2. 6.2 A person who obtains a license shall comply with the regulations set out in this By-Law for such license. Failure to comply with the regulations constitutes an offence.
3. 6.3 An agent of persons who own, operate or offer a premises for short-term rentals purposes without a license shall also be personally liable for the compliance of the principal, beneficiary or persons they represent. Failure by such a person to comply with this By-Law constitutes an offence.
4. 6.4 Licenses issued pursuant to this By-Law are conditional upon compliance by the licensee with all Municipal, Provincial and Federal Laws and Regulations and any conditions imposed to the holder of the license.

## **7 Administration**

7.1 The Township is responsible for the administration and enforcement of this By-Law.

7.2 If it is determined that an application does not meet the requirements of this By-Law and the requirements of all of the circulated agencies, the Director shall refuse the issuance of the license.

7.3 A license shall be issued to the owner of the short-term rental premises.

7.4 A license is valid for the duration of one (1) calendar year period defined as January 1 to December 31.

7.5 All Fees and Charges are in accordance with the Township Fees & Charges By-Law, as amended.

7.6 A licensee is not eligible for the renewal of a license unless the licensee has provided an application form.

7.7 A license is not transferable.

7.8 No person shall enjoy a vested right in the continuance of a license.

7.9 Licenses shall remain the property of the Township.

7.10 If at any time the Director determines because of evidence that is provided that the operation of a licensed short-term rental premises does not conform to the requirements of this By-Law, the Director may fine under the Provincial Offences Act as referenced in Schedule "I."

7.11 If at any time the Director determines as a result of evidence that is provided that the operation of a licensed short-term rental premises does not conform to the requirements of this By-Law, the Director may commence with proceedings pursuant to the Provincial Offences Act.

7.12 Decisions of the Director as they relate to a license refusal and provincial offences fines are final and not appealable to Council.

7.13 Applications for license and issued licenses, along with the legal description and/or emergency number and associated owner, agent, applicant, and responsible person contact information will be posted to the Township's website.

7.14 Matters, notices, orders, and communications related to a non-compliance under a Federal or Provincial Law or Regulations or all applicable Municipal By-Law are not appealable to council.

## **8 Offence and Penalty Provisions**

8.1 Any person who contravenes any provision of this By-Law is guilty of an offence and, upon conviction, is subject to a fine as provided in the Municipal Act, 2001, as amended, or the Provincial Offences Act and to any other applicable penalties.

8.2 If this By-Law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

8.3 If this By-Law is contravened and a conviction entered, the court may also order that the premises or part of the premises be closed to any use as short-term rental.

## **9. Penalties**

9.1 An Officer who finds that a person has contravened any provision of this By-Law may issue a provincial offences notice addressed to that person.

9.2 Any person who contravenes any provision of this By-Law shall, upon issuance of a penalty notice pursuant to Section 9.1 be liable to pay to the Township a fine set out in Schedule I of this By-Law.

9.3 The offences notice shall be given to the person to whom or to which it is addressed as soon as is reasonably practicable and shall include the following information:

- (a) Particulars of the contravention, including to which property it applies;
- (b) The amount of the provincial offences fine;
- (c) Information respecting the process by which the person may exercise the person's right to request a review of the fine; and,
- (d) A statement advising that provincial offences fine will, unless modified or rescinded pursuant to the review process, constitute a debt to the Township.



9.4 A fine that is deemed to be affirmed constitutes a debt to the Township of each person to whom or to which the penalty notice was given.

9.5 A provincial offence fine that is not paid may be added to the tax roll to the property to which it applies and collected in the same manner as taxes.

**10. Validity**

10.1 If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-Law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-Law that each and every provision of this By-Law authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.


10.2 If any portion of this By-Law is found in conflict with any other applicable Township By-Law or regulations that provision which establishes the higher standard shall prevail.


**11. THAT Schedules A – I shall form part of this By-Law.**

**12. The Clerk may make such amendments that are minor in nature and do not change the intent of the By-Law.**

**14. This By-Law comes into force and effect as of January 1, 2024.**

**Read a first, second, and third time and finally passed this 11 day of September 2023.**

  
MAYOR

  
CLERK

**BY-LAW 3650-2023  
SCHEDULE A  
PRE-INSPECTION CHECKLIST**

The checklist below will help you prepare for your Short-Term Rental licensing inspection. The checklist outlines some of the basic requirements that need to be met in order to be licensed under the Township of Augusta By-Law No. 3650-2023. Please be advised that it is your responsibility to ensure all requirements under the applicable By-Laws are met.

All Short-Term Rentals must meet all applicable By-Law requirements prior to receiving a license.

**Pre-inspection Checklist**

**ALL ROOMS FOR RENT:**

- Walls and ceilings are reasonably smooth, free from defects and holes that would reduce their effectiveness in a fire situation.
- Floor surfaces are reasonably smooth and do not unnecessarily contribute to a potential accident, for example nail sticking up, floorboards loose, ripples in carpets, etc.
- Electrical outlets and switches have adequate covers and electrical fixtures, or lamps are provided.
- Operable window present for ventilation/light and equipped with a suitable insect screen.
- Access door provides privacy and operates freely without the use of a key to exit.

**ELECTRICAL PANEL:**

- Breakers are operational and the breaker panel is labelled.

**FIRE SAFETY:**

- All smoke alarms, either battery operated or hard wired, shall be interconnected, on every floor level and in every bedroom shall be in working order.
- Carbon monoxide detector alarms shall be in working order within each bedroom or outside hallway serving bedrooms.
- All smoke and carbon monoxide alarms shall be tested at least monthly, and batteries replaced semi-annually. All alarms must be replaced as per manufacturers recommendations, or at a minimum every 10 years for alarms and 5 for carbon monoxide alarms. Records of all maintenance must be maintained.
- Electrical cords are in good working condition.
- All escape routes are clear of obstructions and easily accessible.
- Clothes dryer lint trap and exhaust is clean and lint free.
- All extension cords are for temporary use only, used safely, not under carpets or across walking areas.
- Portable space heaters are a minimum of 3 feet away from combustible material.
- The furnace has been inspected and the filter replaced in the past year.
- The fireplace chimney has been WETT (Wood Energy Technical Transfer) inspected and cleaned in the past year.

- All portable fire extinguishers with a minimum 2A-10BC rating shall be made available, with one visibly mounted on each floor area, and one in the kitchen. All extinguishers shall be inspected and tagged annually.
- Any bedroom door with an automatic door closer must ensure that the door properly closes and latches properly.
- Valid burn permit issued by Augusta Fire Rescue.
- Electrical panels shall be labelled and only be serviced by a licensed electrician.
- Sprinkler systems shall be inspected annually if applicable.
- Fire alarm systems shall be inspected annually if applicable.
- Establish rules for smokers. If you permit smoking inside, use large, sturdy ashtrays that can't be easily tipped over. Ashtrays should be emptied into a metal container, not the garbage can.
- If you use candles, keep them away from anything that can burn and place them in a safe, sturdy glass holder. Place them where they cannot be knocked over and blow them out when leaving the room.

**LICENCING REQUIREMENTS:**

- A copy of the Township approved floor plan with all exits marked on it posted in a conspicuous area (The plan is not to be posted in a binder or folder).
- Daily register/guest form is current.

**MEANS OF EGRESS/EXITS:**

- A safe continuous and unobstructed passage is provided from the interior of the dwelling to the outside at street or grade level is provided.

**PARKING AREAS:**

- Kept in good repair and free clutter (including the garage if used for parking)

**POOL AREAS:**

- Gates is self-closing and self-latching.
- Gates have locks.
- Pool is fenced in.
- In accordance with the Pool & Fence By-Law.

**STAIRS, PORCHES, AND BALCONIES:**

- All steps, handrails, guards, and landings are in reasonably good repair and will not likely create a hazard (i.e., Free of holes, cracks and other defects which may constitute an accident hazard).
- Stair treads or risers are in good condition.
- Stairwell is clear of clutter and provides for an unobstructed passage.
- Interior stairs with two or more risers have a handrail.
- Exterior stairs with three or more risers have a handrail.

**UTILITY AREAS:**

- Area around the furnace is free of clutter, waste combustibles, and flammable liquid.
- Hot water tank is free of rust and other visible defects and has a downspout pressure relief valve extending to 6" above the floor.

**WASHROOMS FOR GUEST USAGE:**

- Is separate from the owner's washroom.
- A water toilet basin and tub or shower have been provided and are reasonably clean and in good condition.
- Fixtures are reasonably clean, impervious to water and capable of performing their intended function.
- Floors, walls, and ceilings are reasonably smooth and clean (i.e., Free from mold and mildew).
- Operable windows are provided for ventilation; or where no window is present an exhaust fan and electrical fixture has been provided.

**BY-LAW 3650-2023  
SCHEDULE B  
APPLICATION TO LICENSE SHORT TERM RENTALS  
Licensing period beginning January 2024**

NEW                       RENEWAL                       RENEWAL – NEW OWNER

**Note: For a renewal application, your operation must have been licensed the previous year.**

PROPERTY ADDRESS	HOUSE NAME (if applicable)

TYPE	Total # of Bedrooms within structure	# of Bedrooms to be licensed
Owner Occupied		
Residential Unit		
Seasonal Dwelling		
Suite		

**Please refer to the Short-Term Rental By-Law for further guidelines and restrictions.**

REGISTERED OWNER(S)	PHONE NO. (*required)	EMAIL (*required)

**Property Manager(s) are required to be available to attend to the short-term rental at all times within a period of no greater than one-hour (60) minutes from the time of contact.**

PROPERTY MANAGER(S) LOCAL CONTACTS (if applicable)	PHONE NO. (*required)	EMAIL (*required)

**Mailing Address**

NO. & STREET	BOX/RR/SS/APT	CITY	PROVINCE/STATE	PC/ZIP CODE

**APPLICATION TO LICENSE SHORT TERM RENTALS**

Township Water	Swimming Pool	Year Built	Owned	# of Full Time Occupants
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Note:** If a property is leased, a signed statement from the property owner giving permission for the property to operate as a short-term rental must be provided.

I/We do declare that all the information submitted with this application is true and understand that it will take a minimum of two (2) weeks for this application to be processed. All application By-Laws, and requirements, have been read and are understood, pertaining to the operation of a short-term rental.

I/We further give permission for Fire and By-Law Inspectors, and if required, Building Inspectors and the Leeds, Grenville, and Lanark District Health Unit, to enter the residence for the purpose of inspecting for compliance with the Township's By-Laws and regulations.

I/We confirm that the Renter Code of Conduct will be posted and/or made available to each Renter.

**RENEWAL APPLICATIONS**

I/We confirm that the floor plans and site plan on file for this short-term rental are still accurate and no changes have been made to the room layouts.

\_\_\_\_\_  
SIGNATURE OF REGISTERED OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF REGISTERED OWNER

\_\_\_\_\_  
DATE

**APPLICATION TO LICENSE SHORT TERM RENTALS**

**FOR INTERNAL USE ONLY**

Submission Date	
Inspection Date (By-Law & Fire)	
Amount Paid	\$
Tender	<input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> e-Transfer
Township Representative:	

**CHECKLIST**

<input type="checkbox"/> YES <input type="checkbox"/> NO	Signed Application
<input type="checkbox"/> YES <input type="checkbox"/> NO	Acknowledgement Form [See Schedule D of By-Law 3650-2023]
<input type="checkbox"/> YES <input type="checkbox"/> NO	Authorization Form (if applicable) [See Schedule E or F of By-Law 3650-2023]
<input type="checkbox"/> YES <input type="checkbox"/> NO	Site Plan (drawn to scale showing all required parking spaces) [See s.5(g) of By-Law 3650-2023]
<input type="checkbox"/> YES <input type="checkbox"/> NO	Floor Plan(s) - All Floors in dwelling [See s.5(f) of By-Law 3650-2023]
<input type="checkbox"/> YES <input type="checkbox"/> NO	Certificate of Insurance for 5 million with Township named as Additional Insured [See s.5(e) of By-Law 3650-2023]
<input type="checkbox"/> YES <input type="checkbox"/> NO	Signed Good Neighbour Agreement
<input type="checkbox"/> YES <input type="checkbox"/> NO	Electrical Safety Authority Inspection Certificate (if applicable) [See s.4.4 of By-Law 3650-2023]
<input type="checkbox"/> YES <input type="checkbox"/> NO	Statement of Owner's Consent (if property is leased)
<input type="checkbox"/> YES <input type="checkbox"/> NO	Renter Code of Conduct
<input type="checkbox"/> YES <input type="checkbox"/> NO	All fines and property taxes have been paid

**PRELIMINARY PLANNING & BUILDING REVIEW**

Date:	
Zoning:	
Notes:	
Staff Person:	

**BY-LAW 3650-2023**  
**SCHEDULE C**  
**SHORT-TERM RENTAL GOOD NEIGHBOUR AGREEMENT**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Regarding Short Term Rental License # \_\_\_\_\_

**WHEREAS** \_\_\_\_\_ (the "Licensee"):

- Wishes to demonstrate to The Township of Augusta and the Residents of Augusta their effort to be a responsible short-term rental accommodation operator within the Township;
- Recognizes their role as a responsible operator and neighbour within the community and agrees to work with the Township and its departments to resolve all concerns;
- Wishes to promote The Township of Augusta as a vibrant, safe, and attractive community for the enjoyment of everyone, including residents, visitors, businesses, and their workers;
- Recognizes that non-compliance with the Short-Term Rental Good Neighbour Agreement may be brought to the attention of the Township and may trigger an enforcement investigation and/or revocation of license;
- Recognizes that short-term rental operators have a civic responsibility to address the conduct of their patrons; and other Township By-Laws that require certain standards of conduct and maintenance, apply to their properties used for short-term rental accommodations;
- Recognizes that should the Licensee's license be suspended or cancelled and any short-term rental accommodation bookings and/or nuisance incidents pertaining to the operation of a short-term rental accommodation continue to occur and remain unresolved, the Township may exercise its power to pursue additional enforcement action including increasing fines and/or legal injunctive action;

**AND WHEREAS** the Township wishes to:

- Commend the Licensee for their recognition of their civic responsibilities, and commitment to fostering a good working relationship with the Township and the Licensee's neighbours.
- Demonstrate its commitment to early resolution of disputes with the Licensee in relation to this Agreement whenever possible.

**NOW THEREFORE** in conjunction with and in consideration of obtaining, continuing to hold, or renewing a short-term rental license, the Licensee covenants and agrees with the Township to comply with the regulations set out in By-Law No. 3650-2023.



**IN WITNESS WHEREOF** the parties have executed this agreement in the

Township of Augusta, Province of Ontario, this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
The Licensee

\_\_\_\_\_  
Township of Augusta Representative

**BY-LAW 3650-2023  
SCHEDULE D  
ACKNOWLEDGEMENT  
Short Term Rentals**

Short Term Rental Address: \_\_\_\_\_

I/We \_\_\_\_\_ understand that:

- (1) I/we are **not** permitted to rent rooms and/or advertise on any website until the License is issued.
- (2) Nothing herein allows a Licensee to rent rooms other than those identified on the license and approved on the floor plans submitted with the application.
- (3) The Licensee may be held responsible for behavioral contraventions by tenants and guests with the Township's Noise and Public Nuisance By-Law and Good Neighbour Agreement.
- (4) License fees are **due by December 31st each year**.
- (5) The Licensee is responsible for forwarding a copy of the Certificate of Insurance, as per Section 5 (e) of By-Law No. 3650-2023 on an annual basis.

Expiry date of policy \_\_\_\_\_

- (6) The Licensee is responsible for renewing the one (1) year license upon expiry.
- (7) The Licensee shall be responsible for informing the Township in writing of any changes to the approved information contained within the application or any deviation to the approved plans within seven (7) days of such change or deviation.
- (8) The submission of false or misleading information will void the application and any license issued on such an application may be revoked.
- (9) The Township By-Law Enforcement Officer, Building Inspector and Fire Chief or designate is empowered, upon presentation of proper credentials, to enter onto land at any reasonable time to inspect any building, structure or property for the purposes of carrying out an inspection to determine whether the By-Law or a notice or an order issued is being complied with.

I/We understand that any breach of this acknowledgement, provisions of By-Law No. 3650-2023 as amended, any other Township By-Laws or regulations may result in the Short-Term Rental License being revoked or suspended.

I/We have read and signed, per applicable: By-Law No. 3650-2023  
Renter Code of Conduct  
Good Neighbour Agreement

Signature(s):

\_\_\_\_\_  
Licensee

\_\_\_\_\_  
Witness

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**BY-LAW 3650-2023  
SCHEDULE E  
AUTHORIZATION  
Short Term Rentals**

Short Term Rental Address: \_\_\_\_\_

I/We \_\_\_\_\_  
(registered owners)

Hereby authorize \_\_\_\_\_ of  
(name)

\_\_\_\_\_  
(company name)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(email address)

to operate my/our short-term rental of a \_\_\_\_\_ room, \_\_\_\_\_  
(#) (type of rental)

Registered Property Owner(s):

\_\_\_\_\_  
Print Signature Witness

\_\_\_\_\_  
Print Signature Witness

\_\_\_\_\_  
Print Signature Witness

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Management Company:**

I undertake to operate the above-mentioned short-term rental in accordance with all of the Township of Augusta's By-Laws, in particular By-Law 3650-2023.

\_\_\_\_\_  
Print Signature Witness

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**BY-LAW 3650-2023  
SCHEDULE F  
LEASE STATEMENT  
Short-Term Rentals**

Short Term Rental Address: \_\_\_\_\_

I/We \_\_\_\_\_  
(registered owners)

Hereby authorize \_\_\_\_\_ of  
(name)

\_\_\_\_\_  
(company name)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
(email address)

to operate my/our short-term rental of a \_\_\_\_\_ room, \_\_\_\_\_  
(#) (type of rental)

Registered Property Owner(s):

Print	Signature	Witness
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Print	Signature	Witness
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Print	Signature	Witness
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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Leasee:**

I undertake to operate the above-mentioned short-term rental in accordance with all of the Township of Augusta's By-Laws, the Renter Code of Conduct and the Good Neighbour Agreement, in accordance with By-Law No. 3650-2023.

Print	Signature	Witness
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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**BY-LAW 3650-2023**  
**SCHEDULE G**  
**Renter Code of Conduct**  
**Short-Term Rental**

**1. Premise of this Code**

The premise of this Code is that the short-term rental premises are, for the most part, located in residential neighbourhoods 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 neighbourhood.

**3. Residential Area**

The Renter acknowledges for themselves and on the behalf of others that they will be occupying a short-term rental accommodation that is located in a residential area.

**4. Guiding Principles**

The Guiding Principles for short term rental renters are:

- The premise that you are occupying is a home;
- Treat the premise as your own;
- Respect your neighbours; and,
- Leave it as you find 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 of 12, based upon 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.
- c) The residential occupancy of any recreation vehicle, trailer, mobile, or other outdoor temporary camping accommodation is prohibited unless use is otherwise permitted in the zoning by-law,

**6. Noise and Residential Compliance**

No person shall make noise so as 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) Yelling, shouting, singing and loud conversations.

Please be advised that the Township of Augusta Nuisance By-Law, as amended, is in effect 24 hours a day, 7 days a week.

**The Nuisance By-Law prohibits; sound or vibration at any time, which is likely to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the inhabitants of the Township.**

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 the day or night. Failure to comply with the conditions of the Township's Nuisance By-Law may result in legal action.

**Please enjoy your stay in the Township of Augusta but have consideration for others.**

#### **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, celebration or entertainment at a short-term rental accommodation premise must not conflict with residential amenity and must comply with all the other requirements of this Code and the Township of Augusta 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.

All short-term rental premises will have vehicle parking limits, please refer to the approved plans for the premises.

#### **9. Recycling and Garbage**

Please familiarize yourself and your guests with the guidelines and provisions that have been made for waste management.

**BY-LAW 3650-2023  
THE SHORT-TERM RENTAL BY-LAW  
SCHEDULE H – FEES**

Item	COLUMN 1 REASON FOR FEE	COLUMN 2 Provision Creating or Defining Offence
1.	Short-Term Rental License	\$500 annual flat fee
2.	Additional Inspections* (where applicable)	\$75 per hour per Inspector (includes complaint-based inspections)

\*Building Inspector & Fire Inspector may be required.



**PART 1 PROVINCIAL OFFENCES ACT  
 BY-LAW 3650-2023  
 THE SHORT-TERM RENTAL BY-LAW  
 SCHEDULE I – FINES**

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1.	Falsified Complaint		\$75 per hour per Inspector (charged to the Complainant)
2.	Operate/Advertise a short-term rental without a current license		\$500
3.	Advertising a short-term rental without license number		\$500
4.	Failure to respond to complaint within one-hour (60) minutes		\$250

Note: The general penalty provision for the offences listed above is Section 8 of By-Law 3650-2023, a certified copy of which has been filed.