

By-law Enforcement

SHORT-TERM ACCOMMODATION LICENSING
BY-LAW 2022-20

Who:

Tenet Security Group works with the Municipality of Dutton Dunwich to complete by-law enforcement

Role:

- respond to and investigate all complaints made to the Municipality
- educate and promote to the public the licensing by-law
- impose set fines for non-conformance to the by-law

Contact:

Hours: Monday to Friday 8:30am - 4:30pm

Phone: 519-762-2204

Email: by-law@duttondunwich.on.ca

Website: complaints can be made directly on the municipal website

<https://forms.duttondunwich.on.ca/Administration-Forms/Bylaw-Infraction-Form>

Weekends and After Hours: Emergencies call 9-1-1

Non-emergency OPP 1-888-310-1122 (24/7 toll free) or 519-631-2920 (Elgin)

What Tenet Security Group Enforces on behalf of the Municipality

- PROPERTY STANDARDS
- NOISE & VIBRATION
- LITTERING AND DUMPING
- PARKING
- ANIMAL CONTROL
- DISCHARGE OF FIREARMS/ WEAPONS
- FIREWORKS
- HEALTH, SAFETY & WELL-BEING OF RESIDENTS (NUISANCE)
- OFF-ROAD VEHICLES
- OPEN AIR BURNING
- FENCES



Building Department

SHORT-TERM ACCOMMODATION LICENSING
BY-LAW 2022-20

Who:

Dutton Dunwich Chief Building Official
519-762-2204 x35
building@duttondunwich.on.ca

Role:

- Conduct inspections based on the Ontario Building Code
- Identify if a building permit is required

License Review:

As part of the review of STA License applications, the Building Department will be reviewing the information submitted with the application to do the following:

- Confirm that the submitted Floor Plan and Site Diagram match the Municipality's records (including sewage system records)
- Confirm that there are no outstanding inspections or open building permits
- Confirm that there are no outstanding Ontario Building Code Orders

What should your floor plan include?

- MUNICIPAL ADDRESS OF THE PROPERTY
- LAYOUT OF ROOMS/USES ON EACH STOREY AND INCLUDE ACCURATE DIMENSIONS OF BEDROOMS
- LOCATION, TYPE AND SIZE OF WINDOWS IN BEDROOMS
- LOCATION OF EXITS
- LOCATION OF SMOKE AND CO2 ALARMS
- LOCATION AND TYPE OF ALL FIREPLACES AND SOLID FUEL BURNING APPLIANCES



Fire Department

SHORT-TERM ACCOMMODATION LICENSING
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Who:

Dutton Dunwich Fire Chief
705-441-5457
firechief@duttondunwich.on.ca

Role:

- Conduct inspections based on the Ontario Building Code
- Identify if a building permit is required

License Review:

As part of the STA License applications, the Fire Department will be reviewing the information submitted with the application to do the following:

- Confirm that the submitted Floor Plan and Site Diagram match the Municipality's records (including sewage system records)
- Confirm that there are no outstanding inspections or open building permits
- Confirm that there are no outstanding Ontario Building Code Orders

What the Fire Department may Inspect:

- WORKING SMOKE ALARMS
- CARBON MONOXIDE ALARMS
- PROPERTY ADDRESS POSTED IN A CONSPICUOUS LOCATION
- ONTARIO FIRE CODE
- THE AREA OF THE DWELLING
- A LOG TESTING THE SMOKE AND CO2 ALARMS PRIOR TO EACH NEW RENTAL



Planning Department

SHORT-TERM ACCOMMODATION LICENSING
BY-LAW 2022-20

Who:

Dutton Dunwich Planner
519-762-2204 x27
planning@duttondunwich.on.ca

Role:

- Determine whether the STA follows Zoning By-law 2022-50
- Provide consultation for Minor Variance or Zoning By-law Amendment if required

Zoning:

STAs are currently permitted in the following zoned areas:
Agricultural (A1 & A3), Rural Residential (RR), Special Rural Residential (RS), Hamlet Residential (HR), Village Residential (VR1), Hamlet Commercial (HC), Village Commercial (VC1 & VC2), Lakeshore Recreation (LR)

Definitions:

SHORT-TERM ACCOMMODATION means a primary private residential dwelling (or part of dwelling), vacation home or bed and breakfast that is rented to provide accommodation to a person or persons on a temporary basis or period less than 30 days. This DOES NOT include seasonal dwellings, hotels, motels, lodges or other commercially zoned accommodations used for the travelling public

VACATION HOME means a secondary, private residential dwelling (or part of dwelling) separate from the owner's primary private residential dwelling

SEASONAL DWELLING means a dwelling that is not used, or intended, or designed for continuous habitation as a permanent or primary residence

DWELLING UNIT means one or more habitual rooms used by a person/persons as an independent or separate housekeeping establishment with separate kitchen and bathroom with a private entrance from outside the building or from a common hallway or stairway inside the building in which the dwelling is located



Administration Department

SHORT-TERM ACCOMMODATION LICENSING
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Who:

Clerk
519-762-2204 x26
tkretschmer@duttondunwich.on.ca

Role:

- Administer application process including authorization of licenses
- Administer Licensing Appeal Committee (Council) proceedings

Apply by:

Applications must be submitted to the Municipal Office by June 1, 2023 if you are currently operating a STA. If you do not have an application in by this date, you may be subject to investigation leading to fines in accordance with By-law 2022-20

Why:

- Anyone who provides accommodations to a person or persons on a temporary basis for a period of less than 30 days requires a license
- Licenses ensure health and safety for all and provide transparency and accountability

What is required for you application:

- Completed application form
- To be 18 years or older and an owner of the residence
- When applicable, business name and registration and/or articles of incorporation
- Obtain approvals and inspections as required in the by-law
- Required license application and inspection fees
- To have no outstanding complaints, fines, penalties, legal costs, disbursements, property taxes and late payment charges owing to the Municipality for the property subject to license application



Application Process

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- Step 1** Fill out application for license and submit to Clerk at the Municipal Office
- Step 2** Pay inspection fee (fire, building, zoning) (\$500 +hst)
- Step 3** Administration review of application and supporting documentation
- Step 4** Pay non-refundable license fee (\$500/unit or \$1500/unit)
- Step 5** License issued (or denied), applicant is notified of decision and license is good for one year



Applications must be in by
June 1, 2023

Class A, B and C... what is it?

Class A & B:
Max no. of adult occupants: 8
Max units per property: 2
Max no. of days rented per year: 180
*Class B is required if you intend to rent to a renter for more than 28 days in a year

Class C:
Max no. of adult occupants: 12
Max units per property: 3
Max no. of days rented per year: not applicable



FEES

Municipal Accommodation Tax (MAT) - each licensed property is subject to 4% MAT

Inspections:

STA inspection \$500
STA re-inspection \$250
Class A complaint \$250
Class B or C complaint \$300 (1st visit), \$450 (2nd visit), \$600 (3rd visit)

Licensing Fees:

Class A & B \$500/unit
Class A & B \$500 annual renewal
Class C \$1500/unit
Class C \$1500 annual renewal