



## **Short-Term Rental By-law - Easy-to-Understand Summary**

### **What is this by-law for?**

This by-law makes rules for renting out homes or cottages for short stays (less than 30 nights at a time), such as through Airbnb or VRBO, in the Township of Ashfield-Colborne-Wawanosh.

It helps balance the interests of owners, visitors, and neighbours by:

- Making sure rentals are safe and respectful.
- Setting limits to prevent noise, over-crowding, or other problems.
- Ensuring there's someone available to deal with issues that come up.
- Making sure the Township can inspect and regulate these rentals fairly.

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### **Do I need a licence?**

Yes. If you want to rent out all or part of your home or cottage for less than 30 nights, you must get a licence from the Township.

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### **What are the basic rules?**

1. **You can't rent without a licence.**
2. **You can't rent out tents, boats, trailers, or illegal buildings.**
3. **You must follow the rules in your licence.**
4. **You must follow occupancy and parking limits.**
5. **You must display your licence inside the rental.**

## How many people can stay?

The number of guests depends on how many bedrooms the rental has:

- 2 people per bedroom, **plus 2 extra people total**.
  - **Maximum of 10 people** staying overnight.
  - Kids **12 and under don't count** in this number.
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## What do I need to apply?

You'll need:

- An application form
  - Proof of age and ownership (or owner's permission if you're a tenant)
  - Contact information for someone available 24/7 within 30 minutes
  - A drawing of your property (can be hand-drawn)
  - A floor plan of your home which includes exits and fire safety equipment (can be hand-drawn)
  - A parking plan and garbage plan
  - Insurance for at least \$2 million
  - A signed declaration that you understand the rules
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## What else do I have to do as an owner?

- Give renters an **Information Package** with emergency contacts, garbage rules, and more
- Provide and explain the **Renter's Code of Conduct**
- Be reachable within 30 minutes if something goes wrong
- Make sure garbage is stored properly and picked up regularly
- Keep the property clean and safe

## What is the Renter's Code of Conduct?

It's a short guide that renters must agree to. It includes:

- Respect for neighbours (no loud parties, no yelling)
  - Follow occupancy limit
  - No fireworks outside of approved days
  - Following parking rules
  - Follow the garbage disposal instructions provided before departure
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## What happens if I break the rules?

- You may receive **demerit points** for violations like too many guests, noise complaints, or not being available.
  - **7 points = suspension** of your licence (up to 6 months)
  - **15 points = permanent cancellation** of your licence
  - Fines also apply (e.g., \$900 for renting without a licence)
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## Can I appeal a decision?

Yes. If your licence is denied, suspended, or cancelled, you can appeal to the Township's Appeals Committee. They'll review your case and make a final decision.

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## How long is my licence good for?

Licences last **one year**. You must renew each year to keep renting.

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## Need help or more information?

Reach out to the Township office. They'll help you understand what forms you need and how to meet the requirements.