

— TOWNSHIP OF —
ASHFIELD-COLBORNE-WAWANOSH

Short-Term Rental Application Guide

Contact Information

Township of Ashfield-Colborne-Wawanosh

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1.0 Introduction

In accordance with the Short-Term Rental By-Law 68-2025, Short-Term Rentals must be licensed with the Township of Ashfield-Colborne-Wawanosh. This guide will provide information required to apply for a Short-Term Rental License.

Definitions

Under By-Law 68-2025 “Short-Term Rental” means all or part of a legally established Dwelling that operates or offers a place of temporary residence, lodging or Occupancy by way of a rental agreement or similar commercial transaction for a period of less than thirty (30) consecutive nights throughout all or any part of a calendar year, but does not include an Owner-occupied Short-Term Rental, motel, hotel, hospital, campground, couch surfing or other short-term accommodations where there is no payment;

2.0 Summary

Highlights of the Short-Term Rental Licensing Program

This section provides a summary of the short-term rental licensing program and is not intended to replace By-Law 68-2025. The full By-law can be found at <https://acwtownship.ca/government/projects-initiatives/short-term-rentals> and Staff are available to provide clarification if required by contacting the STR Coordinator.

Application, License, and Licensing Fees

There is an annual licensing application and application fee as part of the program. The application can be accessed online at <https://acwtownship.ca/government/projects-initiatives/short-term-rentals> or a paper copy can be picked up at the Township Office. The application can be submitted at any time of year and, once approved, the license is valid for one (1) year. A \$350.00 application fee must be submitted with your application to the Township. When final approval is provided, a license will be issued. The license must be displayed in a prominent place at the Short-Term Rental.

Occupancy Limits

Short-Term Rental accommodations must comply with set occupancy limits, which are based on two (2) persons per bedroom plus a total of two (2) Persons to a maximum of ten (10) persons per Short-Term Rental. Guests are allowed during the day and may stay overnight, provided the maximum occupancy is not exceeded. Children aged 12 and under are not included in the occupancy calculation.

Insurance Requirements

Short-Term Rental owners must provide proof of insurance which a liability limit of no less than two million dollars (\$2,000,000.00) per occurrence for property damage and bodily injury and identifies that a Short-Term Rental is being operated on the Premises.

Parking Requirements

Short-Term Rental applicants must provide a Parking Management Plan with their license application that identifies the number of parking spaces available for guests of the Short-Term Rental Property. These spaces may be located either on the Short-Term Rental property or at an alternative location through a documented agreement with the property owner, provided the location is within a reasonable distance and suitable for the intended use. Each parking space must be at least 3 metres by 1.5 metres in size and have a hard surface such as asphalt, gravel, or concrete. Grass or landscaped areas are not permitted.

Waste and Recycling Requirements

All Short-Term Rentals must be kept in a clean and sanitary condition with adequate measures for the storage and disposal of garbage and waste. Adequate measures for the storage and disposal of waste can include a self-enclosed building, structure, or container that is located outside of the Short-Term Rental, which is of a sufficient size to store the garbage and waste generated at the Short-Term Rental. Waste is only to be set out on the day allocated.

Fire Safety

All Short-Term Rentals must have operating smoke alarms in accordance with the provisions of the Ontario Fire Code. In Short-Term Rentals which have a fuel-fired appliance or solid fuel-fired appliance installed or an attached storage garage, the Owner must ensure that the Short-Term Rental is equipped with carbon monoxide alarms installed outside of the sleeping areas in accordance with the provisions of the Ontario Fire Code. Further, the Owner must regularly test the alarms to ensure that they are operational. If a Renter discovers that any of the alarms are not operational, the Renter shall immediately notify the Licensee or Responsible Person of the deficiency.

Responsible Person(s)

The Responsible Person or Alternate Responsible Person is available to always respond to concerns at the Short-Term Rental, either in person or by telephone or email, within a period of no greater than thirty (30) minutes from the time of initial contact.

Violations

A Short-Term Rental License may be revoked if the total of all demerit points in effect respecting the Short-Term Rental is at least fifteen (15). "Violation" means any act, omission, or condition that contravenes a provision of this by-law, including but not limited to operating a Short-Term Rental without a valid license, exceeding Occupancy limits, causing a nuisance (such as noise or parking issues), or breaching any other terms or conditions imposed under the by-law.

Renters Code of Conduct

Every group of Short-Term Renter's must be provided with a Renter's Code of Conduct. The Renter's Code of Conduct is created by the Township and sets out the roles and responsibilities of renters in short-term rentals. The renter responsible for booking the Short-Term Rental must confirm receipt of a copy of the code and this confirmation must be kept by the operator for one (1) year.

3.0 When to Apply

A Short-Term Rental License must be obtained before advertising, booking, or operating a short-term rental within the Township of Ashfield-Colborne-Wawanosh. If you plan to operate a Short-Term Rental, it is recommended that you submit a Short-Term Rental License Application at least one month in advance of when you want to list/advertise or operate. Advertising or operating a Short-Term Rental without a License may result in by-law enforcement and fines, as outlined in the Short-Term Rental Licensing By-Law 68-2025.

4.0 How to Apply

Step 1: Complete the Short-Term Rental Licensing Application and Pay the Application Fee

The License Application Form can be found online at <https://acwtownship.ca/government/projects-initiatives/short-term-rentals>. In order for an application to be complete, you will need to provide several additional documents and pay the Application Fee. The required documents are outlined in the Application Checklist. Any drawings required for the application (i.e., Site Plan, Parking Management Plan) can be done by the Applicant using a computer or drawn by hand, as long as they are legible and all required information is included. The \$350.00 application fee must be paid at the time of application. It can be paid with cash, cheque or debit in person at the Township Office or by mailing a cheque with your application to the STR Coordinator at Township of Ashfield-Colborne-Wawanosh 82133 Council Line, Goderich, ON, N7A 3Y2. Cheques should be made payable to the 'Township of Ashfield-Colborne-Wawanosh'.

Step 2: Review

Once your application is complete (including all required documents), your application package will be reviewed by Staff. Staff will not review incomplete applications. Staff may reach out with additional questions, document requests, or inspection requests (if deemed necessary).

Important: If notice that an application is incomplete has been issued, the outstanding items are due to the STR Coordinator within thirty (30) days or the application file will be closed. In this circumstance, the applicant will need to apply again, including payment of the application fee.

Step 3: Approval

Approval or feedback on your application will be provided once your application package is complete and reviewed by Staff.

Step 4: Licensing Fee Payment and Issuance

Once all the above steps are complete, an approved applicant will receive a licensing package, which includes a license and a unique license number. This license permits the applicant to advertise and operate the short-term rental at the address noted for a period of one year and will require renewal on or before the anniversary of the date the license was issued. The license must be displayed in a prominent location at the short-term rental such as at a primary entrance/exit.

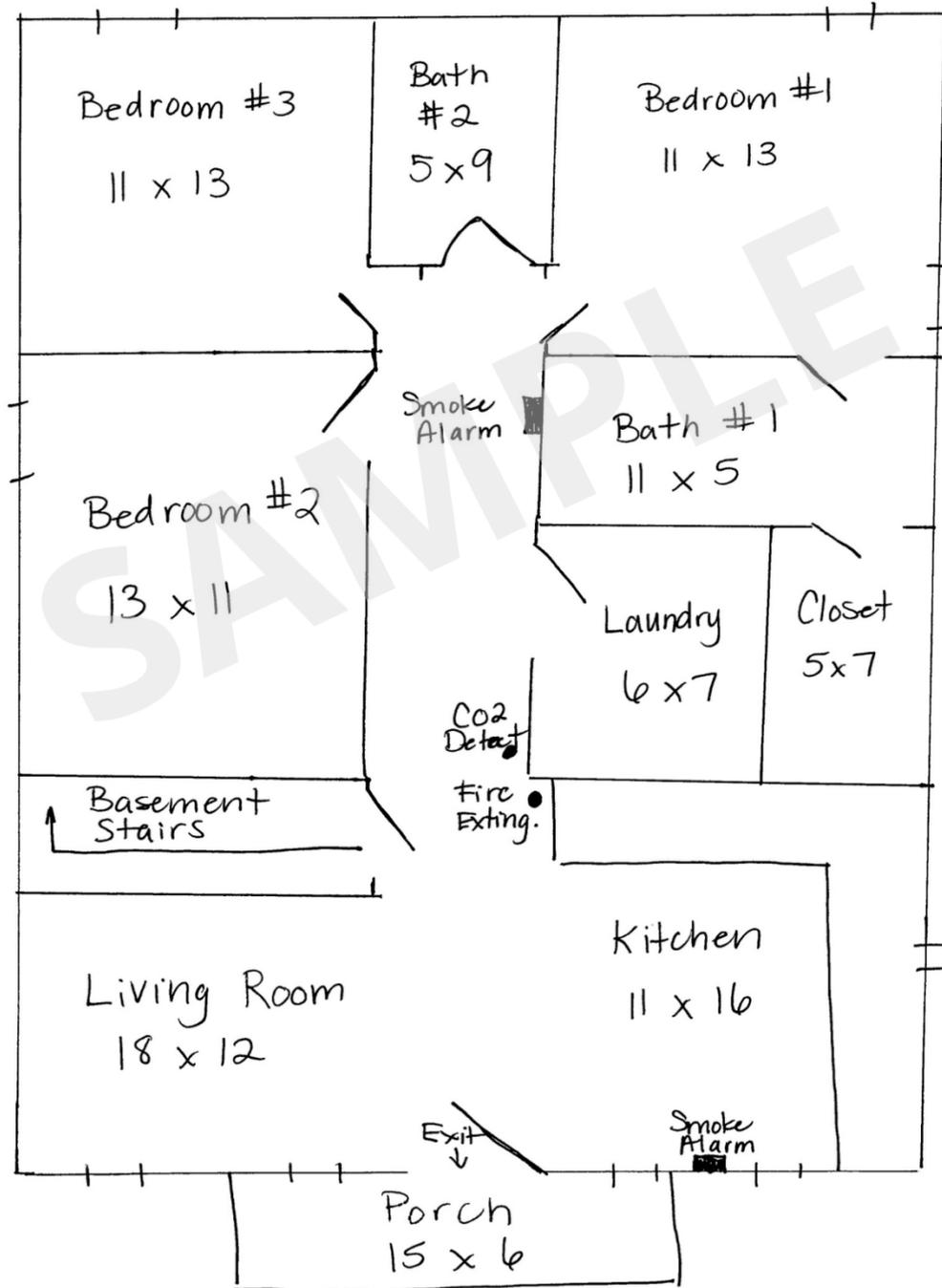
Step 5: Short-Term Rental Startup and Operation

After an applicant has received final approval, they may advertise and rent their registered location as a short-term rental. As you receive bookings you will need to: Provide the renter the Renter's Code of Conduct and the Visitor's Information Package for your STR; Retain a copy of the signed Renter's Code of Conduct form for one (1) year from the rental date.

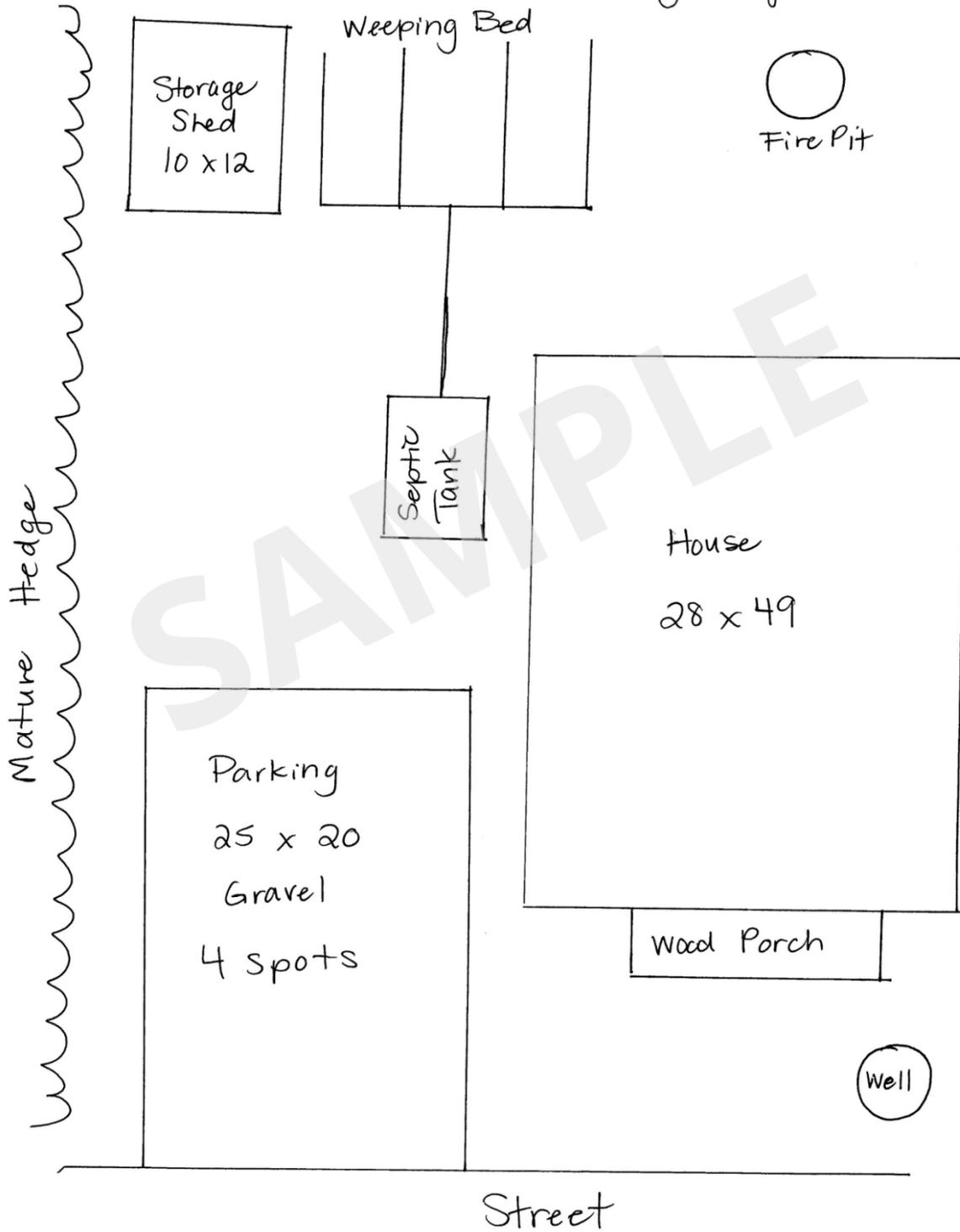
5.0 Sample Application Package

The following pages contain sample documents that are required as part of the short-term rental licensing application package. Application submissions, including supporting documents, will vary from applicant to applicant. Therefore, the following sample application package is to be used for reference only. If you have questions while completing your application, please contact the STR Coordinator at str@acwtownship.ca.

Building Layout and Fire Safety Plan



Site Plan and Parking Management



Waste Management Plan

Welcome! Please help us keep our cottage and community clean by following the waste and recycling guidelines below.

Recycling

Place the following clean items in the **Blue Bin**:

- Plastic bottles, tubs, jugs, and containers
 - Metal cans and foil
 - Glass bottles and jars
 - Paper, newspaper, magazines, and cardboard (flattened)
-  **Do not include:** plastic bags, styrofoam, or food waste.

Garbage

Place all non-recyclable waste in the **Black Bag** provided. Please tie garbage bags securely before placing them in the outdoor bin located in the storage shed.

Outdoor Bins (located in the storage shed)

- **Garbage Bin:** Black lid
- **Recycling Bin:** Blue lid

Collection Day

Waste and recycling are picked up **every Monday morning**. If your stay includes collection day, please set bins at the end of the driveway **by 7:00 a.m. Please put an orange sticker on each of the garbage bags**. They can be found in the information booklet.

Before You Leave

-  Empty indoor bins into the outdoor containers
-  Tie and secure all bags
-  Rinse recycling if needed

Thank you for helping us care for the environment and keep our cottage area beautiful!