



Short-Term Rental Committee

Terms of Reference

Approved: September 3, 2024

1. Purpose

The Short-Term Rental (STR) Committee is a special (Ad-hoc) committee of Council established to make a recommendation to Council on a draft licensing by-law to regulate STRs in the Township of Ashfield-Colborne-Wawanosh (ACW).

2. Mandate

The Committee will:

- Conduct a review of current regulations, by-laws and definitions related to STRs in ACW, and in similar municipalities that have tourist, rural, and characteristics.
- Consider and evaluate the implications of STRs in ACW, both positive and negative.
- Review successful models that have addressed nuisance behaviour associated with STRs.
- Recognize the positive impact that STRs have on the Township's local economy and businesses.
- Analyze the financial, operational and administrative impacts expected for STR owners, renters, and ACW.
- Consider the impact of any proposed program or regulations on the tax base.
- Prepare a plan for the enforcement and education to ensure compliance with the proposed recommendation.

After the above has been completed, a report thereon will be provided to Council that will make a recommendation on a draft licencing by-law to regulate STRs in ACW.

3. Values

The Committee will:

- Function as a collective partnership, operating in a professional, non-judgmental manner. Its aim is to respect individual rights and confidentiality, employing no fault discussions and reaching consensus. Consensus is defined as being able to live with and support a decision, which does not necessarily require total agreement.
- Operate within this terms of reference, policies and guidelines established and adopted by Council.

This includes, but is not limited to:

- o The Official Plan
- o The Zoning By-Law
- o The Accessibility Plan

- o The Communications Strategy
- o The Social Media Policy
- o The Corporate Strategic Plan
- Understand that the final decision and authority regarding STR regulation is with Council.

4. Municipal Resources

The Committee will be supported in its mission with appropriate municipal resources.

Committee Members, both Council and citizens, will be paid according to the current Remuneration By-Law, including Milage. Staff will be paid as per their regular arrangements.

5. Organization

Governance

The Committee shall be governed by applicable law including the Procedure By-Law, the Municipal Conflict of Interest Act, the Municipal Freedom of Information and Protection of Privacy Act and this Terms of Reference.

Recommendations to Council shall be in writing via a motion.

Items to be included on Committee agendas shall be submitted to the Clerk's office in writing by the Wednesday prior to the meeting with any supporting/background material. The items of business to be included on the agenda shall be developed under the direction of the CAO, the Clerk, and/or the Committee Chair. Agendas will be distributed at minimum 48 hours prior to the meeting.

Membership Composition

The Committee membership shall comprise of a total of five (5) members, with two (2) members being ACW Council Members and three (3) members being citizen appointments. Citizen appointments shall be selected and approved by Council.

The Mayor will be an ex-officio member of the Committee. As such, the Mayor has the right, but not the obligation, to participate in the proceedings of the Committee, nor is the Mayor counted in determining quorum.

The Committee will elect a Chair and a Vice-Chair at its first meeting by a majority vote from its members. The Vice-Chair shall be appointed to act in the Chair's absence.

The Clerk's Department will be the secretariat.

Staff liaison will be the Clerk or delegate. The CAO will also be in attendance. Other staff, as appropriate, will attend on an as-required topical basis and their attendance will be based on availability.

Term

The goal of the Committee is to complete the mandate by the end of October 2025. To clarify, the final recommendation(s) are to be submitted and reviewed by Council at the first meeting in November 2025.

Council has the authority to dissolve the Committee at any time or remove any member from the Committee where deemed necessary.

Meetings

Meetings will be held monthly on the 4th Tuesday of every month (excluding December) at 7:00 pm unless otherwise decided upon by the Committee.

Meetings will be held in the Council Chambers, Township of Ashfield-Colborne-Wawanosh Municipal Office, 82133 Council Line, Goderich, ON. Established meeting dates and times will not be changed unless circumstances warrant special consideration. Meetings may be held virtually at the call of the Chair.

Meetings may be cancelled or scheduled at the call of the Chair in consultation with the Clerk.

Delegations will be welcome at the request of the Committee by majority vote.

Approved meeting minutes are circulated to Council for review.

Duties and Responsibilities

Committee Chair

The Chair shall preside at all meetings and exercises authority and performs duties as required, provide guidance and leadership to the Committee in the completion of its mandate; and ensure that decorum is maintained at each meeting and that rules of procedure and conduct are observed.

Vice Chair

The Vice-Chair acts in the Chair's absence and assumes the roles and responsibilities of the Chair.

All Members

Committee members shall contribute time, knowledge, skill, and expertise to the fulfillment of the Committee's mandate; research issues relevant to their Committee's mandate as required. Should any Member of a Committee fail to attend three successive regular meetings without being authorized to do so by a resolution of the Committee, the Committee should recommend to Council they declare the committee seat vacant, and Council may appoint another Member in the member's place.

Privacy

The meetings of the Committee are public. Members should be aware that their names will be in the public realm and a list of membership may be provided when requested. Personal information will be kept confidential in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Working Groups

The Committee may establish working groups for a particular purpose/mandate that are dissolved upon the completion of the matter. Working Group Chairs must be an existing Committee member. The Chairperson will be an ex-officio member of all working groups. As a working group, formal agendas, minutes, or staff support are not required.

6. Amendments to the Terms of Reference

The Terms of Reference should be reviewed when necessary to ensure that they remain current and meaningful.

Proposals to amend the Terms of Reference shall require the approval of a majority of the members present. Proposed amendments to the Terms of Reference shall be submitted to Council for approval and shall take effect only upon the approval of Council.