



To: Mayor Evans and Members of Council
From: Steve Harvey, Chief Municipal Law Enforcement Officer
By-law Department
Report Number: MLE-011-23
Meeting Date: 01 Nov 2023
Subject: **Fee By-law Amendment - Short Term Rental Licence**
Our File No:

Recommendation

THAT Municipal Law Enforcement Report MLE-011-23 regarding Fee By-law Amendment for Short Term Rental Licences be received as information;

AND THAT draft amendment By-law 23-066 be passed at the November 1st, 2023 Council meeting establishing the 2024 Short Term Rental Licence fee at \$1,750.00.

Background/Analysis

One of the goals of the Short Term Rental Licence (STR) program is to always ensure the general taxpayer was not subsidizing the administration and enforcement of the STR program.

As part of the 2024 budget development process the CAO, Director of Corporate Services/Deputy CAO and Chief Municipal Law Enforcement Officer met to review all year to date budgets, projected year end vs budget actuals and discuss the 2024 Budget related to the By-law Department and Short Term Rental budgets. Any requested 2024 changes to By-law related Fees and Charges are part of a separate report coming to Council Committee as part of the large corporate wide review. Because renewal notices will be going out shortly to any 2023 STR Licence holders it was necessary to bring this report directly to Council for adoption of the new 2024 fee.

Upon review of the most up-to-date actual revenue and expenses for the Short Term Rental program, it was determined that at the current rate of \$1,500/year should be increased to \$1,750.00 to ensure that the program remains revenue neutral to the general taxpayers. When we get into the 2024 budget meetings Council will see that increased expenses are mostly attributed to even higher than projected staff time for enforcement of the By-law as well as projected legal/prosecution of the new by-law.

Therefore, staff are recommending the 2024 Application Fee be increased by \$250 to \$1,750, effective November 2, 2023, to maintain the project goal.

The attached Fee By-law Amendment 23-066 is necessary to make this adjustment and is recommended for passing at the November 1st, 2023 Regular Council Meeting. This will ensure that the fees collected through the renewal process are available to meet the anticipated expenses for 2024.

Reviewed By Other Departments

Not applicable.

Options/Alternatives

Option #1

THAT Municipal Law Enforcement Report MLE-011-23 regarding Fee By-law Amendment for Short Term Rental Licences be received as information;
AND THAT draft amendment By-law 23-066 be passed at the November 1st, 2023 Council meeting.

Option #2

THAT Municipal Law Enforcement Report MLE-011-23 regarding Fee By-law Amendment for Short Term Rental Licences be received as information;

AND THAT Council directs staff to make changes as deemed necessary.

Financial Implications

Option #1

As outlined in the report, the increased revenue is to cover projected expenses and maintain a cost recovery program.

Option #2

Direct staff to make other changes as Council deems necessary.

Conclusion

Staff seeks Council direction on the Fee By-law amendment.

Appendices

[Fee By-law Amendment 23-066 - Short-Term Rental Fee Increase](#)

Haley Leblond, Director of Corporate Services/Deputy CAO	Approved - 23 Oct 2023
Robert Lamb, Chief Administrative Officer	Approved - 23 Oct 2023

THE CORPORATION OF THE TOWNSHIP OF TINY

BY-LAW NO. 23-066
Being a by-law to amend By-law 23-012
(Township Fee Schedule By-law)

WHEREAS By-law 23-012 was passed on the 15th of March 2023 to establish fees or charges for services or activities provided or done by or on behalf of The Corporation of the Township of Tiny;

AND WHEREAS it is deemed necessary to amend By-law 23-012 to reflect a new Short-Term Rental Application Fee within the Township of Tiny;

NOW BE IT ENACTED as a by-law of this Corporation as follows:


1. That By-law 23-012, Schedule "B", Short-Term Rentals, Application Fee is hereby amended by deleting the Fee of \$1,500 and inserting the Fee of \$1,750.
2. That this By-law shall come into force and effect on the date of passing.

BY-LAW PASSED AND ENACTED THIS 1ST DAY OF NOVEMBER 2023.

THE CORPORATION OF THE TOWNSHIP OF TINY



MAYOR, David Evans


CLERK, Sue Walton