

SHORT-TERM RENTAL LICENSING

GUIDE FOR LICENSED OWNERS



THE MUNICIPALITY OF
LAMBTON SHORES

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INTRODUCTION

Thank you for submitting your licensing application for your short-term rental(s). This guide will help answer any questions you may have now that you are a licensed short-term rental and provide additional resources that may be beneficial to you as an owner. This guide is not intended to replace By-Law 43-2022 and it is up to the Short-Term Rental Owner to read and understand the by-law. A copy of the by-law can be found at lambtonshores.ca/STRLicensing

Thank you for being a responsible host and contributing positively to local tourism in our area.

WHAT'S NEXT?

As a short-term rental owner, there are some things to keep in mind to ensure your licence remains in good standing. A summary of these requirements are listed below, but owners are encouraged to review the entire Short-Term Rental Licensing By-Law 43-2022.

Required documents to post on-site

There are two documents that must be posted in a prominent location at your short-term rental (e.g., in the foyer near the front door, on the fridge, etc.). These documents are:

- Short-Term Rental Licence
- Plan for Fire Safety

Recommended documents to post on-site

In addition to the required documents above, owners are encouraged to also post the following documents on-site in a prominent location:

- Lambton Shores By-Law Infographic
- Renter's Code of Conduct
- Garbage and recycling storage instructions
- Site Plan and Parking Management Plan
- Contact information for the short-term rental owner and/or Responsible Person

Documents that must be provided to a guest

There are two documents that must be provided directly to guests before a stay:

- Renter's Code of Conduct (template provided in this package)
- Renter's Information Package (template provided in this package)

RENTER'S CODE OF CONDUCT

All guests must be provided with the Renter's Code of Conduct prior to their stay. Short-term rental owners must retain a copy of the confirmation of the receipt of the Renter's Code of Conduct for a period of one (1) year.

The Renter's Code of Conduct is a document that has been prepared by the Owner, and has been approved by the Municipality. The document outlines the roles and responsibilities of the Renter, including behavioural expectations as they relate to non-disturbance and identifies applicable Municipal by-laws that the Renter must comply with, including the provisions of the Short-Term Rental Licensing By-Law (e.g., parking, occupancy limits, noise).

To assist with the creation of this document, the Municipality has provided the following template.

Renter's Code of Conduct

Welcome to Lambton Shores! We are glad you decided to choose Lambton Shores as a destination. Whether you are an outdoor adventurer, food enthusiast, adrenaline junkie, or simply looking for a place to kick back and relax, you will find the perfect activity here.

As a short-term rental host, we take pride in welcoming and accommodating visitors in our community. To help ensure you have a successful stay, all guests must review and understand this code of conduct prior to their stay.

Address of the Short-Term Rental:

Short-Term Rental Licence Number:

1. Residential Area

The Premises that you are staying in is a home. Always respect our neighbours and ensure there is no excessive noise or disturbances at any time.

2. Capacity Limits and Maximum Number of Persons on the Premises

In accordance with the Municipality of Lambton Shores Short-Term Rental Licensing By-Law, the maximum occupancy of the Premises cannot exceed: Persons

The maximum occupancy does not include Persons under the age of 13.

3. Municipal By-Laws

All guests must always respect and adhere to Municipal by-laws. This includes, but not limited to, by-laws related to noise, open air burning, and fireworks. You can view the most requested by-laws online at lambtonshores.ca/bylaws

4. Parking

All guests must familiarize themselves with the Parking Management Plan for the Premises and ensure all vehicles are parked in accordance with the location and limits within it. There are parking spaces available on the Premises. Vehicles must be parked within the provided on-site parking spaces (i.e., no parking on grass/lawn).

5. Garbage and Recycling

All guests must familiarize themselves with the locations for the storage and/or disposal of garbage and recycling, while always ensuring the Premises are always clear of trash and litter. As a reminder, the designated storage area for garbage and recycling is located:

Garbage/recycling is collected on the _____ of each week. Garbage/recycling cannot be placed by the road before 5:00 p.m. the evening before collection.

6. Fire Safety

All guests must review the Plan for Fire Safety associated with the Premises and familiarize themselves with the locations of exits and fire extinguisher(s).

Most importantly, we hope you enjoy your stay and have the chance to actively participate in our community and discover everything Lambton Shores has to offer. As your host, we encourage you to reach out at any time so we can help your visit be the best it can be.

OWNER/PRIMARY CONTACT INFORMATION

Name:

Phone Number:

RENTER'S INFORMATION PACKAGE

Short-term rental owners must provide at least one (1) Renter of the Short-Term Rental an information package containing the following information:

- Contact information for the Responsible Person who is available to receive communications from any Renter during the rental period
- Instructions for the use of the 9-1-1 emergency system, which includes the municipal address of the Short-Term Rental
- The name and address of the nearest hospital or emergency medical services providing emergency care
- Plan for Fire Safety
- Non-emergency contact for the Ontario Provincial Police (OPP)
- Instructions for solid waste disposal, including information on storage location and the applicable waste collection day and instructions for composting and recycling
- Municipal by-laws and common offences
- A copy of the Short-Term Rental Licence
- Parking management plan and occupancy limits

To assist with the creation of this document, the Municipality has provided the following template.

Renter's Information Package

Thank you for choosing Lambton Shores as a destination for your trip. In accordance with the Municipality of Lambton Shores Short-Term Rental Licensing By-Law, please find important information below related to your stay with us.

Address of the Short-Term Rental:

Short-Term Rental Licence Number:

1. Contact Information

Should you require assistance during your stay, please contact:

Name:

Phone Number:

2. In Case of Emergency

In case of emergency, call 9-1-1 and provide them the following municipal address:

The nearest hospital is located at:

The non-emergency line for Lambton OPP is: (519) 882-1011

3. Garbage and Recycling

All guests must familiarize themselves with the locations for the storage and/or disposal of garbage and recycling, while always ensuring the Premises are always clear of trash and litter. As a reminder, the designated storage area for garbage and recycling is located:

Garbage/recycling is collected on the _____ of each week. Garbage/recycling cannot be placed by the road before 5:00 p.m. the evening before collection.

4. Plan for Fire Safety

All guests must review the Plan for Fire Safety associated with the Premises:

5. Parking Management Plan and Occupancy Limits

Please review the following parking management plan, which outlines the location and number of parking space(s) available and the maximum occupancy of the home.


6. Municipal By-Laws

A list of commonly requested by-laws can be found online at lambtonshores.ca/bylaws.

Here is a look at some of the common offences:

LAMBTON SHORES

BY-LAWS AT A GLANCE

 This summary document is for reference only. Residents and visitors are responsible for reading and understanding all Municipal By-Laws. Information and by-law documents can be found online at lambtonshores.ca/bylaws

NOISE BY-LAW

EXCESSIVE NOISE



No unnecessary or excessive noise/sounds at any time that disturbs the quiet, enjoyment, or convenience of any inhabitant or person

SHOUTING/VERBAL SOUNDS



The noise or sound created by loud shouting or talking, which is likely to disturb the quiet, comfort, or repose of any individual is prohibited

11:00PM - 8:00AM



Zero tolerance enforcement of noise complaints related to audible noise devices in residential areas between 11:00pm and 8:00am



OPEN AIR BURNING BY-LAW

FIRE SIZE



Social campfires must be a controlled outdoor fire less than 0.5m in diameter and .5m in height

WIND RESTRICTIONS

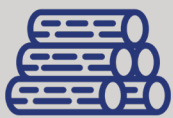


Wind speeds cannot exceed 15km per hour during a social campfire

NEVER LEAVE A FIRE



Never leave a fire unattended. Control it at all times and completely extinguish before site is vacated. Always have water or tools nearby to extinguish



BURN MATERIALS

Only burn clean, dry, and seasoned wood, or branches and leaves from the property. NEVER burn noxious materials



FIREWORKS BY-LAW

NO SKY LANTERNS



No person shall ignite or release an ignited sky lantern within the Municipality of Lambton Shores

SUPERVISION REQUIRED



No person under the age of 18 years may discharge, fire, or set off fireworks unless under the direct supervision of a person 18 years of age or older

FIREWORKS RESTRICTIONS



There are restrictions on the use of fireworks in Lambton Shores, including when and where they can be discharged without a permit. Before purchasing or lighting fireworks, visit lambtonshores.ca/bylaws



7. Parking

All guests must familiarize themselves with the Parking Management Plan for the Premises and ensure all vehicles are parked in accordance with the location and limits within it.

As a reminder, there are parking spaces available on the Premises.

All vehicle(s) must be parked in the following location:

8. Short-Term Rental Licence



THE MUNICIPALITY OF
LAMBTON SHORES

The Corporation of the Municipality of Lambton Shores

SHORT-TERM RENTAL LICENCE

This certifies the Premises located at

1234 Fake Street, Forest, ON

has been licensed as a short-term rental accommodation with the
Municipality of Lambton Shores, in accordance By-Law 43 of 2022

MAXIMUM OCCUPANCY: 10 ADULTS

Children ages 12 and under are not included in maximum occupancy

OWNER

First Last Name

PHONE NUMBER

123-456-7890

Registration valid until: March 14, 2024

Licence number: **PRMO-2022-0000**

FREQUENTLY ASKED QUESTIONS

How long is a Short-Term Rental Licence valid for?

Twelve (12) months from the date of issue, unless it is renewed or Revoked in accordance with the Short-Term Rental Licensing By-Law. The expiration date is included on the Short-Term Rental Licence.

What if my Responsible Person is on vacation or unavailable?

It is the Owner's responsibility to ensure they have someone available at all times while the Short-Term Rental is being rented. Owners are encouraged to have more than one Responsible Person identified, and should a temporary Responsible Person need to be added for vacation coverage, it is up to the Owner to provide this information to the Municipality within a reasonable timeframe.

Will I receive a reminder when my Licence needs to be renewed?

The Municipality may send a courtesy reminder ahead of your Licence's expiration date, but this is not required. All Short-Term Rental Owners are encouraged to set calendar reminders for the expiration date of any licence, and the Owner is responsible for ensuring their Short-Term Rental does not operate without a valid Licence.

What do I do if I decide to stop operating a Short-Term Rental or sell the home?

If you no longer operate a Short-Term Rental at a licensed address, the Owner is responsible for notifying staff by sending formal notification to STR@lambtonshores.ca. The same process is required if you sell the home (you cannot transfer a Short-Term Rental Licence). The Licensing Fee is not refundable.

CONTACT INFORMATION

If you have any questions about the licensing program, please contact:

Manager, Licensing and Communications
STR@lambtonshores.ca
519-243-1400 ext. 8415

lambtonshores.ca/STR Licensing



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