



Township of McKellar

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Terms of Reference for the Ad hoc Committee on Rental Properties

Purpose:

1. To itemize all current and historical evidence relating to rental properties in McKellar-(BLO-June 18, and CBO reports Moore 2015, By Law 95-12)
2. To review other municipalities solutions to rental properties- (Seguin, Whitestone, Kawartha Lakes, Muskoka region and Oliver)
3. To review FOCA's position on rental properties
4. To review the study on rentals by the MLCA – Jan 19
5. To engage the public at large through a variety of means- surveys, public meetings, written submissions, McKellar Facebook page
6. To gather and review all relevant Municipal documents, by laws, resolutions, reports relating to rentals
7. To define "short term rentals"
8. To make recommendations to Council on matters pertaining to resolving rental properties issues and concerns within 1 year.
9. To develop a standardized educational package for all rental properties
10. To determine any and all changes to By Law regulations regarding rental properties

Composition:

1. 7-11 members who are McKellar ratepayers to include 1 representative of the Environmental and Lake Stewardship ad hoc committee and the Business and Economic Development ad hoc committee, 2 members of the MLCA, one member of council (non-voting), up to six volunteers through an application process approved by council. The BLO and CBO are ex officio members who will act as resources to the committee.
2. Quorum – 50% of the membership
3. Officers: chair, vice chair, and secretary-chosen from the membership. The officers shall be elected by ballot, except in the case of acclamation, and shall hold office until their successors have been elected.
4. Council shall appoint member(s) to the Committee for the present term of Council or until Committees mandate has been fulfilled.
5. Council has the power to remove any member(s) of the Committee at any time.
6. All members have one vote except the chair (council rep). The chair can break a tie.
7. Meet monthly or at the call of the chair.
8. Public meetings determined by the Committee with 21 days notice and follow council's procedural by – laws.

9. Minutes shall be kept of the proceedings and decisions of each meeting and shall be provided to the Clerk in a timely manner for distribution to the Reeve and Council.
10. Councils procedural by law shall be the guide for all regular meetings

Duties of Officers

1. The Chair shall preside at all meetings of the Committee. If the Chair is absent, the Vice-Chair shall assume his/her duties. The Chair, in discussion with the Secretary, shall prepare the Agenda for each regularly scheduled meeting, copies of which will be available prior to each meeting.
2. The Secretary shall record minutes of each meeting of the Committee and shall distribute said minutes to each Committee member prior to the next meeting of the Committee.
3. The Chair shall only vote in the case of a tie.

Budget:

It is not anticipated that the Committee will incur any financial costs. The Committee may have access to the Township facilities and assistance of the Township staff for Council approved meetings and projects. Requests for staff assistance shall be made in the form of a recommendation to Council for approval. The use of such is to be considered an "in kind" contribution from the Township.

The Committee:

- i. Shall set a specific list of realistic goals, objectives and overall plan.
- ii. Involve interested expertise.
- iii. Shall provide Council with written reports, resolutions in a timely manner. First report by May, 2021.
- iv. Shall recognize that Council will only act on recommendations in the form of a report adopted by resolution from the committee and forwarded to Council through the CAO/Clerk.
- v. Shall recognize that Council ultimately has the discretion of approving, amending or defeating a committee resolution.
- vi. The committee may ask Council for a legal opinion on Rental matters.

Items to be addressed:

- a. To define short term rentals, related problems and issues
- b. Provide accurate evidenced - based information on rental property issues and concern
- c. To review the positive and negative aspects of By Law 95-12 and related municipal documents
- d. Look at the benefits and concerns with rental properties
- e. To improve By -Laws that relate to rental properties.
- f. Review a variety of alternatives to rental issues in other similar municipalities, organizations
- g. To develop an educational package for all rental properties outlining a checklist of owners and renter responsibilities and market it through websites and social media
- h. Consider options to enhance/support/ control rental properties
- i. Other

Notes:

- i. The Rental Properties Adhoc Committee shall, by resolution of Council, exist and operate as a Committee of the Council of the Township of McKellar.
- ii. The Rental Properties Adhoc Committee members shall be appointed by resolution of Council.

January 5, 2021