

# **Township of Douro-Dummer Short-Term Rental Advisory Committee Terms of Reference**

## **1. Purpose**

The Committee will be responsible for investigating and monitoring the current climate regarding short-term rentals including a review of initiative in other municipalities and their impact in regards to the operation of short-term rentals.

The Committee will advise Council and make recommendations on potential regulation and enforcement options for short-term rentals in the Township of Douro-Dummer.

## **2. Scope**

The Committee will act in an advisory capacity to Council in matters pertaining to the operation of short-term rentals and will:

- a) co-operate with other governmental agencies and community groups specific to the Township of Douro-Dummer in their review of short-term rentals;
- b) Review and monitor short-term rentals regimes in other municipalities;
- c) make recommendations to Council regarding:
  - a. the potential regulation of short-term rental properties; and
  - b. the required enforcement process, coordination with other by-laws and resources required for enforcement services;
- d) make recommendations with respect to such issues as directed by Council.

## **3. Committee Membership**

- 3.1 Committee membership shall comprise of a minimum of 4 and a maximum of 6 citizens with a diverse range of skills, opinions and the ability to work professionally and respectfully.
- 3.2 One member of Council and the CAO.
- 3.3 The Member of Council shall act as the Chair of the Committee.
- 3.4 Other staff may be involved in the Committee on an as needed basis.
- 3.5 Quorum will consist of the Council Member, CAO or designate and three appointees.

Council will select members on the basis of their demonstrated interest and ability to participate in the Short-Term Rental Advisory Committee.

The Committee will be appointed until the completion of its mandate or for a period of one (1) year from the date of appointment, whichever comes first.

- 4 The Committee members will abide by all Township Policies and the Township Procedure By-law.

#### **4. Meetings and Minutes**

- 4.1 The committee shall hold regular meetings via the Township's Zoom account. The date and times of the regular meetings shall be established by the Committee, if not prescribed by Council.
- 4.2 The Committee may hold special meetings at any location and time with Council approval.
- 4.3 The meetings of the Committee shall be open to the public and conducted in accordance with the provisions of the Township of Douro-Dummer Procedural By-law. Meetings will last no longer than two (2) hours except under extraordinary circumstances.
- 4.4 The minutes shall be the responsibility of the Municipal Clerk or their designate.
- 4.5 Minutes shall be approved by the Short-term Rental Advisory Committee prior to being submitted to the next Council agenda for information purposes.
- 4.6 Any requests for funding must be submitted to Council for consideration and approval.

#### **5. Remuneration**

No remuneration shall be given to any member for sitting on the Committee.

#### **6. Amendments**

- 6.1 Amendments to the Terms of Reference can only be made by Council.
- 6.2 If the Committee wishes to review the Terms of Reference they may do so at any time and make recommendations to Council regarding amendments.