Municipality of Northern Bruce Peninsula
Council Report

Report Number: DC 25-09

Subject: Bed and Breakfast Licensing By-law

From: Lindsay Forbes, Deputy Clerk

Date: December 8, 2025

Recommendation:

That Council receives Report No. DC 25-09 Re: Bed and Breakfast Licensing By-law for information; and

That Council directs staff to bring forward A By-law to Manage Bed and Breakfasts for the Municipality of Northern Bruce Peninsula for passage at the January 12, 2026 meeting.

Purpose:

The purpose of this report is to provide Council with an overview surrounding the establishment of a By-law to Manage Bed and Breakfasts for the Municipality of Northern Bruce Peninsula.

Comments:

At the Council Meeting held on September 22, 2025, Council received a report from CAO, Peggy Van Mierlo-West regarding the licensing of B&B establishments.

Following a review of the report, Council directed staff to undertake a public engagement process, as outlined in the report, to gather input from residents, business owners, and tourism stakeholders on the development of a Business Licensing Policy for B&B establishments. To support this process, a public survey was posted on the *Let's Talk NBP* platform for a period of 30 days to collect feedback.

A report summarizing the feedback obtained throughout the survey period was presented at the November 10, 2025, Council meeting, and Council subsequently directed staff to proceed with the development, implementation and promotion of a Bed and Breakfast Licensing Program.

A draft by-law to Manage Bed and Breakfasts for the Municipality is attached for Council's review.

Budget Implications:

Nil.

Attachments:

- Draft By-law to Manage Bed and Breakfasts for the Municipality of Northern Bruce Peninsula

Municipal Strategic Commitment:

1. Creating a strong & resilient economy
2. Maintaining a transparent & responsible government.
3. Supporting the sustainability of environment and infrastructure.
4. Building a safe & vibrant community

Respectfully submitted:

Lindsay Forbes

Lindsay Forbes
Deputy Clerk

Reviewed by:

Alexandra Croce

Alexandra Croce
Municipal Clerk

Approved by:

Peggy Van Mierlo-West

Peggy Van Mierlo-West,
Chief Administrative Officer

The Corporation of The Municipality of Northern Bruce Peninsula

By-law No. 2025-XX

A By-Law to Establish a By-law to Manage Bed and Breakfasts for the Municipality of Northern Bruce Peninsula

WHEREAS Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that Section 8 and Section 11 shall be interpreted broadly so as to confer broad authority on municipalities to:

a) enable municipalities to govern their affairs as they consider appropriate; and
b) enhance their ability to respond to municipal issues;

AND WHEREAS Section 8 (3) of the Municipal Act, authorizes a municipality to provide for a system of Licences;

AND WHEREAS Section 11 (2), paragraph 6 of the Municipal Act, authorizes a municipality to pass a By-law respecting the health, safety and well-being of Persons;

AND WHEREAS Section 151 of the Municipal Act, provides that a municipality may provide for a system of Licences with respect to a business and may:

a) prohibit the carrying on or engaging in the business without a Licence;
b) refuse to grant a Licence or to revoke or suspend a Licence;
c) impose conditions as a requirement of obtaining, continuing to hold or renewing a Licence;
d) impose special conditions on a business in a class that have not been imposed on all the businesses in that class in order to obtain, continue to hold or renew a Licence;
e) impose conditions, including special conditions, as a requirement of continuing to hold a Licence at any time during the term of the Licence; and
f) Licence, regulate or govern real and Personal Property used for the business and the Persons carrying it on or engaged in it.

AND WHEREAS Section 434.1 of the Municipal Act, provides that a municipality may require a Person to pay an Administrative Monetary Penalty if the municipality is satisfied that the Person has failed to comply with a By-law of the municipality passed under the Municipal Act;

AND WHEREAS Section 23.1 of the Municipal Act, authorizes a municipality to delegate its powers and duties;

AND WHEREAS the Council of the Corporation of the Municipality of Northern Bruce Peninsula has deemed it necessary and expedient to regulate and Licence Bed and Breakfast Establishments in the Municipality of Northern Bruce Peninsula;

Now therefore the Council of the Corporation of the Municipality of Northern Bruce Peninsula enacts as follows:

Section 1 - Application

1. The provisions of this By-law shall apply to all properties in the Municipality of Northern Bruce Peninsula

Section 2 – Definitions

1. For the purpose of this By-law, the following definitions shall apply:

“Accessory Building” shall mean and refer to a subordinate building, the use of which is incidental to and customary in connection with the principal building or use and which is located on the same lot with such principal building or use and is under the same ownership.

“Additional Residential Unit” shall mean a separate residential unit that is located within a detached house, semi-detached house, or rowhouse, or within a building or structure that is ancillary to a detached house, semi-detached house, or rowhouse.

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“Agent” means a Person authorized in writing by an Owner to act on the Owner’s or group of Owner’s behalf;

“Applicant” means a Person who files an application for a Licence;

"Bed & Breakfast Establishment" means a detached dwelling, licensed by the corporation containing not more than three rooms available for sleeping accommodation of the vacationing or travelling public for not more than eight (8) persons in which breakfast shall be offered. A bed and breakfast establishment shall not include a restaurant and the owner/operator must occupy said dwelling.

“Building” means a structure occupying an area greater than 10 square metres consisting of a wall, roof and floor or any of them, or a structural system serving the function thereof, including all plumbing, works, fixtures and services system appurtenant thereto;

“Clerk” means the Clerk for the Municipality, or any Person designated by the Clerk and the person who oversees the STA process and manages the implementation and organization of the various departments which would be impacted through STA implementation.

“Council” means Council for the Municipality of Northern Bruce Peninsula;

"Dwelling" means a building occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, and one or more families, but shall not include any mobile home, construction trailer, travel trailer, hotels, motels, a home for the aged, nursing home, hospital, or living quarters for a caretaker, watchman or other person or persons using living quarters which are accessory to a Non-Residential building and shall include the following:

I. “Accessory Detached Dwelling" means a detached dwelling subordinate and incidental to the principal use, building or structure located on the same lot therewith.

II. "Apartment Dwelling" means a building consisting of three (3) or more dwelling units, which units have a common entrance from road level and the occupants of which obtain access to their dwelling units through common halls.

III. "Converted Dwelling" means a building on a lot originally designed, intended and used as a one-family dwelling which has been lawfully altered or converted so as to provide two (2) or more dwelling units, none of which is located in the cellar.

IV. "Cottage Dwelling" means a detached building, which may be occupied on a seasonal basis, used for and containing only one dwelling unit, which is designed and/or constructed for year-round human habitation.

V. "Detached Dwelling" means a separate building designed for and containing only one dwelling unit and constructed for year-round human habitation.

VI. "Duplex Dwelling" means a building that is divided horizontally into two separate dwelling units, each of which has an independent entrance either directly from the outside or through a common vestibule.

VII. "Fourplex Dwelling" means a building which consists of two (2) attached duplex dwellings, or a building containing only two storeys exclusive of basement, divided vertically into four (4) dwelling units with either one or two complete walls in common with adjoining units and an independent entrance, either directly or through a common vestibule.

VIII. "Semi-Detached Dwelling" means one of a pair of attached single dwelling units constructed for permanent use with a common party wall dividing the pair of dwelling units vertically for the full height of the building, each of which has an independent entrance.

IX. "Townhouse Dwelling" means a building that is divided vertically into three or more dwelling units, each of which has independent entrances to a front and rear yard immediately abutting the front and rear walls of each dwelling unit, or a front and side yard in the case of a dwelling unit located at the end of the townhouse building.

X. "Triplex Dwelling" means a building that is divided horizontally or vertically into three (3) separate dwelling units each of which has an independent entrance, either directly or through a common vestibule.

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"Dwelling Unit" means a suite of two (2) or more habitable rooms, occupied by one or more persons, in which sanitary conveniences are provided and in which facilities are provided for cooking or for the installation of cooking equipment, and with an independent entrance, either directly from outside the building or from a common corridor inside the building and shall include the following:

a) "Accessory Dwelling Unit" means a dwelling unit that is part of a permitted Non-Residential Use.
b) "Bachelor Dwelling Unit" means a dwelling unit consisting of one bathroom and not more than two (2) habitable rooms designed to provide living, dining and kitchen accommodation in appropriate individual rooms or combination of rooms.

“Licence” means a Licence issued by the Municipality pursuant to this By-law;

“Licence Issuer” means a Municipality employee delegated authority by Council as the Person responsible for issuing a Licence;

“Licence Number” means a number assigned to a Licence by the Municipality; “Licensee” means a Person issued a current valid Licence pursuant to this By-law;

“Municipality” means the Corporation of the Municipality of Northern Bruce Peninsula or the land within the geographic limits of the Corporation of the Municipality of Northern Bruce Peninsula as the context requires;

“Nuisance” means an activity or behavior that when repetitive as determined by the discretion of the Bylaw Enforcement Officer causes an inconvenience or damage to others, either to individuals and/or to the general public;

“Occupancy Limit” - The maximum occupancy shall not exceed two (2) Persons per Bedroom.

“Officer” means a police officer, Municipal Law Enforcement Officer, the Fire Chief, Chief Building Official or other Person appointed by By-law to enforce the provisions of this By-law;

“Owner” means the registered owner of the lands or Premise or his or her authorized agent that is in lawful control of the lands or Premise residing in or business located within the municipality;

“Permitted Area” means a specific area of the Municipality as described in “Schedule A” of this Bylaw, and as designated in Municipality’s Zoning By-law where Bed and Breakfasts are considered a permitted use;

“Person” includes an individual, sole proprietorship, partnership, limited partnership, trust, corporation, and an individual in his or her capacity as a trustee, executor, administrator, or other legal representative;

“Premises” means land, Property or any part thereof including any and all Buildings or other structures thereon;

“Registered Complaint” means a complaint regarding the operation of a Bed and Breakfast determined to be valid by an Officer;

“Renter” means the Person responsible for the rental of the Premise by way of concession, permit, Licence, rental agreement or similar commercial arrangement;

“Service Animal” means the animal is easily identifiable as relating to your disability (for example, it is a guide dog or other animal wearing a vest or harness) and the owner can provide documentation from a regulated health professional confirming the animal is required due to a disability;

“Unit” means one Dwelling per property.

“Zoning By-law” means any By-law administered by the Municipality passed pursuant to Section 34 of the Planning Act or a successor thereof, as may be amended from time to time.

Section 3 - Application And General

3.1 This By-law shall apply in the Municipality of Northern Bruce Peninsula as described in Schedule “A” to this By-law.

3.2 This By-law may be referred to as the “Bed and Breakfast By-law”.

3.3 No Person shall own, operate or carry on a business or activity as a Bed and Breakfast other than in accordance with the terms and conditions of a Licence under the terms and conditions of this By-law.

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3.4 No Person shall own, operate or carry on a business or activity as a Bed and Breakfast outside the Permitted Area.

3.5 No Person shall advertise, promote, broker, or offer for rent or lease any Bed and Breakfast without a current valid Licence and no Owner shall permit any of the foregoing without a current valid Licence.

3.6 No Person shall alter or modify or permit the alteration or modification of a Licence.

3.7 No Person shall use, or attempt to use, a Licence issued to another Person or Property.

3.8 No Person shall own, operate or carry on any business or activity in any other name other than in the name that appears on the Licence.

3.9 Every Person who knowingly makes a false statement in an application, declaration, affidavit or paper writing required by this By-law or the Municipality of Northern Bruce Peninsula is guilty of an offence.

3.10 No Person who is issued a Licence pursuant to this By-law shall contravene any provision set out in this By-law, any other municipal By-law, Federal or Provincial Act, Statute, regulation or any other legislation applicable to a Licensed Premise or Activity.

3.11 No Person shall remove an order or placard posted on a Premise under this By-law, except an Officer.

3.12 No Person shall own, operate or carry on a business or activity while a Licence is under an administrative suspension, and no Owner shall permit any of the foregoing.

3.13 No Person shall operate a Bed and Breakfast in contravention of a Provincial Restriction, Order or an order made by the Medical Officer of Health under the *Health Protection and Promotion Act,* RSO 1990, c H.7, as amended.

3.14 No Person will inhabit or rent an Accessory Building as a Bed and Breakfast.

3.15 No Person shall advertise a Bed and Breakfast without a valid Bed and Breakfast Licence number as per Schedule C.

3.16 No Person shall rent a Unit for more than the maximum number of days as set out in Schedule C.

3.17 No Person shall refuse a person accompanied by a service animal.

3.18 Every person shall notify the Municipality of any change in licensing or registration information as per Schedule C.

3.19 Every Bed and Breakfast must comply with emergency contact information, and a layout of fire exits from the building, as per Schedule C complying with regulations.

3.20 No person shall operate more than one Bed and Breakfast per property.

3.21 No Licencee shall rent any room other than a Bedroom that was identified and approved as such on the floor plans submitted with the application for a Bed and Breakfast Licence.

3.22 No Licencee shall rent their Bed and Breakfast to a number of people which exceeds the occupancy limit of their dwelling.

Section 4 - Application For A Licence

4.1 A Person making an application for a Licence or for a renewal of a Licence shall submit:

a) a complete application in the form provided by the Municipality;
b) when applicable, the Business Name Registration and/or Articles of Incorporation obtained from the applicable provincial or federal Ministry or any other constating document;
c) all required documents, and obtain all required approvals and inspections as outlined in Schedule “B” to this By-law have been obtained from the appropriate authority having jurisdiction to the satisfaction of the Municipality;
d) any other documents as may be required to the satisfaction of the Municipality;
e) the required Licence application fee, approval and inspection fees.

4.2 Acceptance of a Licence application does not constitute approval of the application or oblige the Municipality to issue a Licence.

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4.3 A Licence fee shall be paid by the Applicant at the time the bill is issued.

Section 5 - Licences

5.1 The Licence Issuer is hereby delegated authority to issue a Licence in accordance with the provisions of this By-law and the Schedules to this By-law.

5.2 The Licence Issuer is hereby delegated authority to impose additional terms and conditions on a Licence that in the opinion of the Licence Issuer are reasonable and taking into consideration:

a) the health, safety and well-being of Persons;
b) the impact on a neighbouring Property or neighbouring Property owner;
c) the past conduct of an applicant or Licensee;
d) the impact to the Municipality;
e) the need within the Municipality; and,
f) the Policies and or By-laws and directions from Council.

5.3 A Licence issued by the Municipality is not transferable.

5.4 A Licence issued pursuant to this By-law is valid for a year (365 days), at which point the Licensee can apply for a renewal.

5.5 A licence subject to renewal will maintain the same Licence number and be subject to the same requirements as the original issued Licence other than fees and administration costs regarding renewals in Section 13.0 of this By-law.

5.6 Every Licence shall remain at all times the Property of the Municipality;

5.7 No Person shall enjoy a vested right in any Licence or the continuance of any Licence.

5.8 A Licence shall be issued by the Licence Issuer:

a) upon the requirements of this By-law being met;
b) upon submission of the documents to the Municipality's satisfaction as required by this By-law and as outlined on the applicable Schedule(s) to this By-law;
c) upon obtaining the required approvals and inspections to the Municipality's satisfaction as required by this By-law including the Schedules to this By-law;
d) upon payment of fees and administration costs relating to Section 13.0 of this By-law.

5.9 The Licence Issuer shall not issue a Licence if the owner(s) or applicant(s) have any outstanding complaints, fines, penalties, legal costs, disbursements, Property taxes and late payment charges owing to the Municipality for the Property subject to the Licence application.

5.10 A Licence shall only be issued by the Licence Issuer to the registered owner of the Property.

5.12 A Licence shall only be issued to a Bed and Breakfast located in the permitted zones which are set out in Schedule "A" of this By-law.

5.13 Notwithstanding section 5.12, a Bed and Breakfast located outside of the permitted zones as set out in Schedule "A" of this By-law may be issued to a Person where the Bed and Breakfast was lawfully operated, under the endorsement of the current owners, immediately prior to this By-law coming into force.

5.14 In addition to the materials to be provided by a Person in section 4.1, any application for a Licence made pursuant to section 5.13 shall include the following additional documents:

a) A sworn or affirmed statement confirming use of the Bed and Breakfast immediately prior to this By-law coming into force;
b) Documentary evidence of prior rentals including but not limited to rental contracts, receipts, advertisements demonstrating the Premises were used as a Bed and Breakfast; and
c) Such further and other documents as the Municipality may require to establish a legal non-conforming use outside of the Permitted Area.

5.15 A Licence issued shall include the following information:
a) The municipal address;

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b) Licence number;
c) Effective date and expiry date of the Licence;
d) Licensee name and contact information;
e) Owner name and contact information;

Section 6 - Licence Terms And Conditions

6.1 A Licence is subject to the terms and conditions of this By-law including all requirements set out in Schedule “C”, “D” and “E” to this By-law. These requirements must be met by the owner, operator, manager and occupants as applicable.

6.2 A Licensee shall notify the Municipality within fifteen (15) days of any changes to the:

a) business name;
b) location of the business Premise;
c) ownership of the business;
d) a change in the Licensee’s policy of liability insurance;
e) sale of property

and such changes shall be subject to submission of the necessary documentation to the Municipality.

6.3 A Licensee shall be responsible for the act(s) and omission(s) of its employees, representatives and agents in the carrying on of the business in the same manner and to the same extent as though the Licensee did the act(s) or omission(s).

6.4 Any record required by this By-law shall be produced by the Licensee upon request of an Officer.

6.5 Only properties that are zoned R1, R2, RU1, C1, and C2 will be able to obtain a Bed and Breakfast Licence.

6.8 The Property Owner shall be responsible for ensuring that all information provided in rental listings and/or advertisements for the associated Bed and Breakfast is accurate and consistent with the provisions outlined in their Bed and Breakfast Licence issued by the Municipality of Northern Bruce Peninsula.

6.9 The Property Owner shall ensure that the Bed and Breakfast Licence associated with their property remains valid at all times.

Section 7 - Licences Administrative Suspensions

7.1 Where the Licensee’s policy of liability insurance expires, is cancelled, or is otherwise terminated, then the applicable Licence shall be automatically suspended effective on the date of such expiration, cancellation, or termination and shall remain so until such insurance has been reinstated.

7.2 An administrative suspension of a Licence without a hearing shall be imposed for:

a) fourteen (14) days if the Licence Issuer is satisfied that the continuation of the business poses a danger to health and safety of any Person or to any Premises or in accordance with Section 8.

Before any suspension is imposed, the Municipality shall provide the Licensee with the reasons for the suspension, in writing, and an opportunity to respond to them.

Notwithstanding the above the Licence Issuer may issue an immediate suspension of a Licence for a term determined by the Licence Issuer and without notice when a municipal or provincial emergency is declared or where the Licence Issuer determines that there is a risk to the public. The Licence Issuer may then subsequently provide a general or specific notice as the Licence Issuer may determine of the reason for suspension.

7.3 An administrative or immediate suspension imposed under Section 7.2 may be imposed on such conditions as the Licence Issuer considers appropriate.

Section 8 - Licences Grounds For Refusal, Revocation Or Suspension

8.1 An applicant or Licensee may be granted a Licence upon meeting the requirements of this By-law except where:

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a) the past or present conduct of any Person, including the officers, directors, employees or agents of a corporation affords reasonable cause to believe that the Person will not carry on or engage in the business in respect of which the application is made in accordance with the law or with honesty or integrity; or
b) the Applicant or Licensee has past breaches or contraventions of any law or any provision of this By-law or any other municipal By-law or Provincial or Federal Statute associated with the carrying on of such business; or
c) the Applicant or Licensee has failed to pay an Administrative Monetary Penalty imposed by the Municipality or a fine or fines imposed by a Court for convictions for breach of this or any other Municipality By-law or provincial offence related to the Licensed Premise; or
d) the Applicant or Licensee has failed to comply with any term, condition or direction of the Licence Issuer or Officer or has failed to permit any investigation by the Licence Issuer or Officer; or
e) the applicant or Licensee has failed to comply with the requirements set out in this By-law or any of the applicable Schedules to this By-law; or
f) the issuing of a Licence would be contrary to the public interest with respect to health and safety, consumer protection, or nuisance control; or
g) the Applicant or Licensee has submitted an application or other documents to the Municipality containing false statements, incorrect, incomplete, or misleading information; or
h) the Applicant or Licensee is carrying on or engaging in activities that are, or will be, if the Applicant of Licensee is Licensed, in contravention of this By-law, or any other applicable law; or
i) the Applicant or Licensee has not paid the required Licence fees; or
j) the Applicant or Licensee has accumulated three (3) registered complaints within a year period;
k) the Applicant or Licensee or Owner has outstanding fines, penalties, legal costs, disbursements, Property taxes and late payment charges owing to the Municipality for the subject Property.

8.2 The Licence Issuer may revoke, suspend or refuse to issue a Licence, where the Applicant or Licensee would not be entitled to a Licence on any grounds set out in this By-law.

8.3 Where the application for a Licence has been revoked, suspended, or cancelled, the fees paid by the Applicant or Licensee, in the respect of the Licence, shall not be refunded.

8.4 Where a Licence has been revoked, refused, suspended or cancelled, the Licensee shall cease to rent or advertise the dwelling from the date of cancellation, refusal, revocation or suspension until the Licence has been reinstated or a new Licence is issued. Where the Licensing Appeal Committee or License Issuer imposes conditions or restrictions on a Licence during a revocation, refusal, cancellation or suspension period, the Licensee shall abide by those conditions or restriction, or the Licence shall be revoked without further notice to the Licensee.

8.5 A minimum one (1) year term will be enforced by the Licence Issue for Licences which have been revoked, refused, suspended or cancelled.

8.6 Every Applicant or Licensee shall keep transactions records for a three (3) year period and provide the transaction records within 30 days, if required to the Municipality.

8.7 Upon the expiration of a Bed and Breakfast Licence, the Property Owner must submit a renewal application within one (1) month of the expiration date to retain their original Bed and Breakfast Licence Number. If the renewal application is not submitted within this timeframe, the application process shall be reinitiated, and a new licence application must be submitted in its entirety.

8.8 Following the revocation of a Bed and Breakfast Licence, the property owner may apply for a new licence upon expiry of any mandatory prohibition on re-applying. A licence shall not be issued unless all violations or complaints leading to the revocation of the prior licence have been rectified. If licences are available within the Licensing Program and all requirements of the Bed and Breakfast By-law are satisfied, including a new successful inspection, a new Bed and Breakfast Licence may be issued. Notwithstanding section 9.18, if a licence is issued after a prior revocation, if a one (1) valid complaint is received regarding the property, the licence will be revoked

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immediately and the duration of the revocation implemented for the previous licence(s) will be extended by an additional six months.

Section 9 - Complaint Process

9.1 All Licences issued by the Licence Issuer must be posted in a Public Registry which shall be maintained at the Municipal Office by the Municipality.

9.2 All Licences posted in the Public Registry shall include the following information;

a) maximum occupancy of the unit;
b) name and contact information of the Owner and;
c) Officer contact information for the purposes of reporting any complaints.

9.3 Owner shall display the Operations Manual inside the Dwelling which should be used as a reference guide for Renters. The manual will contain a copy of the Renters Code of Conduct for the dwelling, a copy of the Fire Safety/ Exit Plan, emergency contact information for the property owner or property manager/responsible person, and all pertinent information for the Bed and Breakfast.

9.4 Owner shall be available via phone and for on-site assistance at all times during the rental period in the case of a reported complaint.

9.5 The Owners updated contact information must be clearly posted in the Licenced Bed and Breakfast at all times.

9.6 Once the complaint is made to the Municipality, it will be investigated by an Officer for a determination of the validity of the complaint.

9.7 The Officer will be responsible to collect information regarding the nature of the issue from the complainant.

9.8 If required, the Officer will inspect the property and rental unit to investigate the complaint and/or direct resolution of the issue.

9.9 No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer performing a duty under this By-law.

9.10 For the purposes of an inspection under this By-law, an Officer may:

a) require the production for inspection of documents or things relevant to the inspection;

b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;

c) require information from any Person concerning a matter related to the inspection; and

d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

9.11 All documents and records shall be kept in a good and business-like manner for review by the Officer at their request.

9.12 A receipt shall be provided for any document or thing removed under this By-law and the document or thing shall be promptly returned after the copies or extracts are made.

9.13 Every Person who is alleged to have contravened any of the provisions of this By-law, shall identify themselves to an Officer upon request, failure to do so shall be deemed to have hindered or obstructed an Officer in the execution of his or her duties.

9.14 The Municipal Officer will follow up with the complainant within 24 hours to determine that the complaint has been addressed.

9.15 Each complaint shall be documented individually, and such documentation shall contain all particulars of the complaint as well as any actions taken by the Owner to resolve the complaint.

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9.16 The identity of the complainant shall be considered to be confidential information.

9.17 Once a complaint is deemed valid it will be considered to be a registered complaint.

9.18 Once a property receives three (3) registered complaints within a single year, or where a registered complaint is not resolved in a manner satisfactory to the Municipality, the Licence shall be immediately revoked.

9.19 A revoked Licence shall not be renewed. A new licence shall not be granted to the same location for a period of 365 days following the revocation of a Licence.

9.20 If the Licensee Appeals the decision of the Licence Issuer a $1000.00 fee will be charged. Failure to pay the amount the Appeal will not be heard.

Section 10 – Penalty And Enforcement

10.1 Before a Licence is revoked, suspended or cancelled written notice shall be given to the Licensee.

10.2 Notice shall be served to the Licensee's last known address or email address filed with the Municipality and shall:

a) contain sufficient information to specify the nature of, or reason for revocation;

b) inform the Licensee of entitlement to a hearing before the Licensing Appeal Committee, if a request in writing for a hearing is returned to the Clerk within fifteen (15) days after the date of service of the notice.

10.3 On receipt of a written request for a hearing from an Applicant or Licensee, Clerk shall:

a) schedule a hearing; and

b) give the Licensee notice of the hearing at least twenty (20) days prior to the hearing date; and

c) post notice of the hearing on the Municipality's website at least five (5) days prior to the hearing date.

10.4 Service of any notice on the Licensee under this By-law shall be made by personal delivery, ordinary mail or email transmission. The notice shall be deemed to have been served on the seventh (7th) day after the day of mailing or on the date of personal service or on the date the email is sent.

10.5 Any Person(s) who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine or penalty for each offence, exclusive costs and upon conviction is liable to a fine as set out in the Provincial Offences Act, R.S.O. 1990, Chapter P. 33

10.6 No person(s) shall willfully obstruct, hinder or otherwise interfere with an Officer in the performance of the Officer's duties, right, functions, powers, or authority under this By-law.

10.7 Where an Officer has reasonable grounds to believe that an offence under this By-law has been committed by a person(s), the Officer may require the name, address, and proof of identity of that person(s) and the person(s) shall supply the required information.

10.8 In addition to prosecution under this By-Law, the Operating Authority may prosecute violators of this By-Law for trespass or exercise any other statutory or common law rights.

10.9 Any Person convicted of a violation of this By-law is subject to a fine of up to $100,000 per offence.

10.10 In addition to any fine pursuant to section 10.9, any Person convicted of an offence is liable to pay a special fine greater than any revenue that they may have gained from the business; as well as a fine of up to $10,000 for each day the offence continues.

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Section 11 - Establishment Of Licensing Appeal Committee

11.1 Council is hereby established as the Licensing Appeal Committee and shall hear and render decisions regarding the refusal, revocation, cancellation or suspension of a Licence, and the imposing of terms and conditions on a Licence.

11.2 The decision of the Licensing Appeal Committee shall be final and binding.

Section 12 - Hearing Process

12.1 The provisions of the Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22, as amended, shall apply to all hearings conducted under this By-law.

12.2 A hearing shall be held in public, unless determined otherwise in accordance with the Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22, as amended, and the Licensing Appeal Committee shall hear the Applicant or Licensee and every other Person who desires to be heard, and the Licensing Appeal Committee may adjourn the hearing or reserve its decision.

12.3 No decision of the Licensing Appeal Committee is valid unless it is concurred in by the majority of the members of the Licensing Appeal Committee that heard the matter, and the decision of the Licensing Appeal Committee, shall be in writing and shall set out the reasons for the decision, and shall be signed by the members who concur in the decision.

12.4 Any authority or permission granted by the Licensing Appeal Committee in accordance with the powers and requirements of this By-law, may be for such time and subject to such terms and conditions as the Licensing Appeal Committee considers advisable and as are set out in the decision.

12.5 When a Person who has been given written notice of a hearing does not attend at the appointed time and place, the Licensing Appeal Committee may proceed with the hearing in his absence, and the Person shall not be entitled to any further notice of the proceedings.

12.6 The Clerk shall no later than ten (10) days from the making of the decision send one (1) copy of the decision to:

a) the Applicant or Licensee;

b) each person who appeared in person or by Council or by Agent at the hearing and who filed with the Clerk a written request for notice of the decision.

Section 13 - Fees And Administrative Costs

13.1 Initial registration fee of as set out in Schedule “C” for all Bed and Breakfast Dwelling Units or Unit shall be paid by the Applicant at the time of purchasing a Licence.

13.2 An annual renewal fee as set out in Schedule “C” for all Bed and Breakfast Dwelling Units or Unit is required every year following where the Bed and Breakfast maintains a licence in good standing.

13.3 Where a complaint has been determined to be valid, establishing a second registered complaint for the property, the Licensee shall pay to the Municipality a complaint investigation fee of $1000.00. Failure to pay the fee shall be a contravention of the terms of the Licence and shall result in a revocation of the Licence.

13.4 Each Licensed property is subject to a 4% Municipal Accommodation Tax (MAT) which will automatically be applied to yearly residential tax report.

13.5 Fees are distinct from penalties and fines which may be incurred where enforcement is required.

13.6 The Bed and Breakfast Licensing Program and By-law 2025-xx, Bed and Breakfast By-law, will be reviewed by Council annually during the fourth quarter to permit analysis of Bed and Breakfast data and trends following the summer rental season.

Section 14 - Municipal And Private Services

14.1 Garbage must be stored in an enclosed area at all times other than during garbage collection at which time garbage must be contained in appropriate containers for

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collection. Licensees must adhere to applicable municipal waste management By-laws, as amended.

14.2 All water systems within the Dwelling or Dwelling Unit should comply with public water requirements as set out in provincial regulations.

14.3 Owners must maintain a record of system pump-outs and maintenance and make that record(s) available for inspection by an Officer.

14.4. Owners must, at time of application for a renewal of a Licence demonstrate that that septic tank has been pumped out and inspected in the last three years.

14.6 Owners must provide information related to occupancy and potential sewage load and details of their sewage system to confirm capacity at time of application for a Licence.

Section 15 - Severability

14.1 If any section, clause or provision of this By-law, including anything contained in the Schedules attached hereto, is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part, thereof, other than the section, clause or provision so declared to be invalid, and it is hereby declared to be the intention that all the remaining sections, clauses or provisions of this By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

Section 16 - Singular, Plural And Gender Use

In this By-law, unless the context otherwise requires words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable.

Section 17 - Schedules

Schedule's "A" "Permitted Area", "B" "Licence Application Requirements", "C" "Terms and Requirements of Licence", Schedule "D" "Roles and Responsibilities", and Schedule "E" "Renter Code of Conduct" attached to this By-law form part of this By-law.

1. That this by-law shall come into full force and take effect upon date of final passing.

Read a First, Second and Third Time and Finally Passed, Signed and Sealed This XX Day of XXXX 202X.

_____

Mayor, Milt McIver

_____

Clerk, Alexandra Croce

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Schedule “A” “Permitted Areas”

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Schedule “B” “Licence Application Requirements”

Property Information (Property To Be Licensed)

Address:

Owner (If Different From Applicant)

Owner’s Name:
Corporation or Partnership (if applicable):
Applicant’s Address:
Telephone Number:
Mobile Number:
Email Address:

Rental Agent/Agency

Agent/Agency’s Name:
Corporation or Partnership (if applicable):

Local Manager (if different than owner)

Responsible Person’s Name:
Corporation or Partnership (if applicable):
Applicant’s Address:
Telephone Number:
Mobile Number:
Email Address:

Purpose Of Application

New Bed and Breakfast Licence
Licence Renewal

Premises Details

Current Use of Premises:
Proposed Number of Bedrooms:
Total Bed and Breakfast Occupant Limit:

Attachments (the following must accompany the application)

i. Copy of the Transfer/Deed proving evidence of ownership
ii. Copy of the Liability Insurance of not less that $2 million per occurrence for property damage and bodily injury
iii. Site Plan of the premises (including parking and garbage disposal area)
iv. Floor Plans (see guide for requirements)
v. Local Manager Consent (if applicable)
vi. Copy of Complete Bed and Breakfast Inspection
vii. Renter Code of Conduct if different than Schedule “E”
viii. Evidence of septic pumped out and inspected in the last three years

Declaration Of Applicant

I _____ certify that:

The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date

Signature of Applicant

Personal information contained in this form and schedules is collected under the authority of the Municipal Freedom of Information and Privacy Act and will be used in the administration and enforcement of the Bed and Breakfast Licensing By-law.

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Schedule “C” “Terms and Requirements of Licence”

Bed and Breakfast Licensing Objectives

The Bed and Breakfast Licensing By-law objectives include, but are not limited to:

- Ensuring occupants are provided with safe accommodations in terms of fire and building safety;
- Ensuring Bed and Breakfast premises are operated and maintained in sanitary and acceptable levels of interior conditions;
- Ensuring Bed and Breakfast Operators are made aware of their responsibilities to comply with Municipality by-laws and other regulations; and,
- Protecting the character, amenities and quality of existing neighbourhoods in which the Bed and Breakfast is located.

Who Can Register:

To apply for and operate a Bed and Breakfast Licence, the Licensee must:

- 18 years or older; and,
- be the Owner of the dwelling in which the Licensed Bed and Breakfast is to be operated.

Required To Register

When registering, Licensee needs to provide the Municipality with information, including;

- government-issued identification (ID) which includes photo and address
- All classes must provide information related to occupancy and potential sewage load and details of their sewage system to confirm capacity.
- Proof of Ownership
- Proof of Insurance
- A record of systems pump-outs and maintenance and demonstrate that that septic tank has been pumped out and inspected in the last three years of when application is made for a licence
- Site Plan of the premises indicating the location of the septic tank, tile bed, well, parking area, fire pit and all structures located on the property
- Renter Code of Conduct
- Fire Safety/Exit Plan indicating the location of all smoke and CO alarms, fire extinguishers and escape plans for the dwelling
- Owner Authorization Form (If applicable)
- WETT Certificate (If applicable).

Fees

Licence	REGISTRATION FEE ($) PER UNIT	RENEWAL FEE ($)
Bed and Breakfast Licence	500.00	500.00

Other:

TYPE	FEE ($) PER UNIT
Bed and Breakfast Inspection	500.00
Bed and Breakfast Re-inspection Fee	250.00
Bed and Breakfast Complaint Investigation Fee	300.00

Note that Licensee is not eligible to register a Bed and Breakfast if your registration was denied or revoked in the last 12 months.

Completed Bed and Breakfast Applications can be submitted to Cloudpermit, the Municipality's online Licensing platform.

Bed and Breakfasts are required to be fully licenced within two months of the submission of the application for a Bed and Breakfast Licence.

What Happens After Registration?

After providing the required documentation, the Municipality will validate the information and review the application.

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If the application is approved, the applicant will be contacted to schedule an inspection of the proposed Bed and Breakfast. If the proposed Bed and Breakfast passes inspection, a bill will be issued by the Licence Issuer based on the corresponding fees outlined in Schedule C. Once the bill is paid, a Bed and Breakfast Licence will be generated and attached to the application workspace.

A Bed and Breakfast Licence is valid for a period of one-year from the date of issuance.

The Municipality can deny an application based on the eligibility criteria and will inform the applicant of its intention to deny the registration. No one is eligible to register or renew a Bed and Breakfast if the registration was denied, refused or revoked in the last 12 months.

Complying With Regulations

Once registered as a Bed and Breakfast operator, they must:

- Provide guests instructions on how to contact 911 emergency service
- Provide guests with an emergency exit plan
- Keep the following records related to Bed and Breakfast rental and provide to the Municipality upon request:
    - the number of nights Bed and Breakfast was rented
    - the nightly and total price charged for each rental
- The Licensee shall be responsible for ensuring that the use of the Bed and Breakfast shall not include:
    - parties;
    - the lighting or discharging of fireworks;
    - exceeding occupancy limits in the unit or on the property; and
    - use of outdoor speakers.
- Liability Insurance of not less that $2 million per occurrence for property damage and bodily injury
- Parking be adequately provided on a per bedroom basis
- Garbage must be stored in an enclosed area at all times other than during garbage collection at which time garbage must be contained in appropriate containers for collection.
- Must display the Operations Manual inside the Bed and Breakfast.
- Must post owners contact information inside the Bed and Breakfast at all times
- Post the occupancy limit of the Bed and Breakfast within the dwelling

How To Pay Municipal Accommodation Tax (Mat)

The Municipal Accommodation Tax must be collected through an online reservation platform.

Updating Your Registration

The Municipality must be informed if any of the information that were provided during registration changes. This includes changes in phone number, change of owner, email, ownership of the property, and alternate (emergency) contact name or contact information.

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Schedule “D” “Roles and Responsibilities”

Role	Responsibility
Chief Building Official	Conduct Bed and Breakfast inspections which should follow the Ontario Building Code
Fire Chief	Conduct Bed and Breakfast inspections which shall follow the Ontario Fire Code, Ontario Building Code and NFPA Standards.
Clerk or Designate	All Administrative duties including applications, renewals, and enforcements. For the Licensing Appeal Committee, CAO, Clerk and/or designate shall: a) schedule a hearing; and b) give the Licensee notice of the hearing at least twenty (20) days prior to the hearing date; and c) post notice of the hearing on the Municipality’s website at least twenty (20) days prior to the hearing date. The CAO, Clerk shall no later than ten (10) days from the making of the decision send one (1) copy of the decision to: a) the Applicant or Licensee; b) each person who appeared in person or by Council or by Agent at the hearing and who filed with the CAO or Clerk a written request for notice of the decision.
Council	Participate as Licensing Appeal Committee
Owner	Ensure Licensee Terms and Conditions are fulfilled
Renter	Follow “Renter Code of Conduct (Schedule “E”)

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Schedule “E” “Renter Code of Conduct”

Renter’s Code of Conduct (as enacted by the Municipality of Northern Bruce Peninsula)

Premise Of This Code

The premise of this Code is that the Bed and Breakfast premises are located in the vicinity of other properties and that the residents/occupants of these properties have the right to enjoy their properties without being imposed upon by nuisance from others.

Objectives Of This Code

The objective of this Code is to establish acceptable standards of behavior for renters and their guests, and to minimize any adverse social or environmental impacts on their neighbors and neighborhood.

The Renter acknowledges for themselves and on the behalf of others that they will be occupying a Bed and Breakfast Establishment.

Guiding Principles

The Guiding Principles for Bed and Breakfast renters are:

- The premise that you are occupying is a home;
- Treat the premise as your own;
- Respect your neighbors; and,
- Leave it as you find it.

Maximum Number Of Renters And Guests

The maximum number of occupants within a dwelling that is being operated as a Bed and Breakfast shall not exceed a total number based upon the number posted by the Owner.

Noise And Residential Amenity

No person shall make noise so as to cause a disturbance or conduct themselves in an antisocial behaviour. Examples of noise that is deemed to be a disturbance include:

a) Loud music;
b) Outdoor Speakers;
c) Outdoor or backyard gatherings involving excessive noise;
d) Fireworks;
e) Late or early hour disturbances;
f) Exceeding occupancy limits; and,
g) Yelling, shouting, chanting and loud conversations.

Please be advised that the Municipality of Northern Bruce Peninsula Noise By-law, By-law No. 2018-37, is in effect 24 hours a day, 7 days a week. The By-law states that: “NO PERSON SHALL RING ANY BELL, BLOW OR SOUND ANY HORN, SHOUT OR MAKE UNUSUAL NOISE(S) LIKELY TO DISTRUB THE INHABITANTS OF THE MUNICIPALITY ALLOW OR PERMIT SUCH NOISE TO BE MADE.”

Renters are not allowed to disturb neighbours or interfere with their enjoyment of their properties, or the public realm, at any time of the day or night. Failure to comply with the conditions of the Municipality’s Noise By-law may result in the notification of the Ontario Provincial Police who may, upon attendance, issue a Notice of Offence, which carries with it a fine, upon conviction, for a first offence.

Please enjoy your stay but have consideration for others.

Functions And Parties

Bed and Breakfast renters are not to host functions or parties as occupancy limits apply to the house and property in accordance with the Licence.

Access And Parking

Property includes parking on a per bedroom basis. Permitted parking should be the only area used for parking.

Recycling And Garbage

Please dispose all garbage and recycling to designated garbage area. Ensure that garbage and recycling is sealed shut and not overflowing.

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The Municipality of Northern Bruce Peninsula

Part 1 Provincial Offence Act

By-Law 2025-XX – Bed and Breakfast Licensing By-law

Item	Short Form Wording	Provision Creating Or Defining Offence	Set Fine
1.	Failing to register a Bed and Breakfast	Sec. 3.3	$900.00
2.	Advertising, facilitating or brokering an unregistered Bed and Breakfast	Sec. 3.5	$900.00
3.	Advertising a Bed and Breakfast without a registration number	Sec. 3.15	$900.00
4.	Renting an entire unit for more than the maximum number of permitted days	Sec. 3.16	$ 700.00
5.	Refusing to serve a person accompanied by a service animal	Sec. 3.17	$ 500.00
6.	Failing to notify the Municipality of a change in licensing or registration information	Sec. 3.18	$ 400.00
7.	Failing to provide emergency contact information to a guest	Sec. 3.19	$ 400.00
8.	Failing to provide information regarding 9-1-1 service to a guest	Sec. 3.19	$ 400.00
9.	Failing to provide a diagram of exits from the building	Sec 3.19	$ 400.00
10.	Renting more than one Bed and Breakfast unit per property	Sec. 3.20	$900.00
11.	Rent any room other than a bedroom that was Identified and approved	Sec 3.21	$400.00
12.	Rent exceeding occupancy limit	Sec 3.22	$400.00
13.	Fail to keep complete transaction record for 3 years	Sec. 8.6	$ 300.00
14.	Failing to provide transaction records within 30 days of a request from the Municipality	Sec. 8.6	$300.00
15.	Obstructing an authorized inspection	Sec. 9.9	$ 900.00

NOTE: The general penalty provision for the offences listed above is Section 10.5 of By-law 2025-XX, a certified copy which has been filed.

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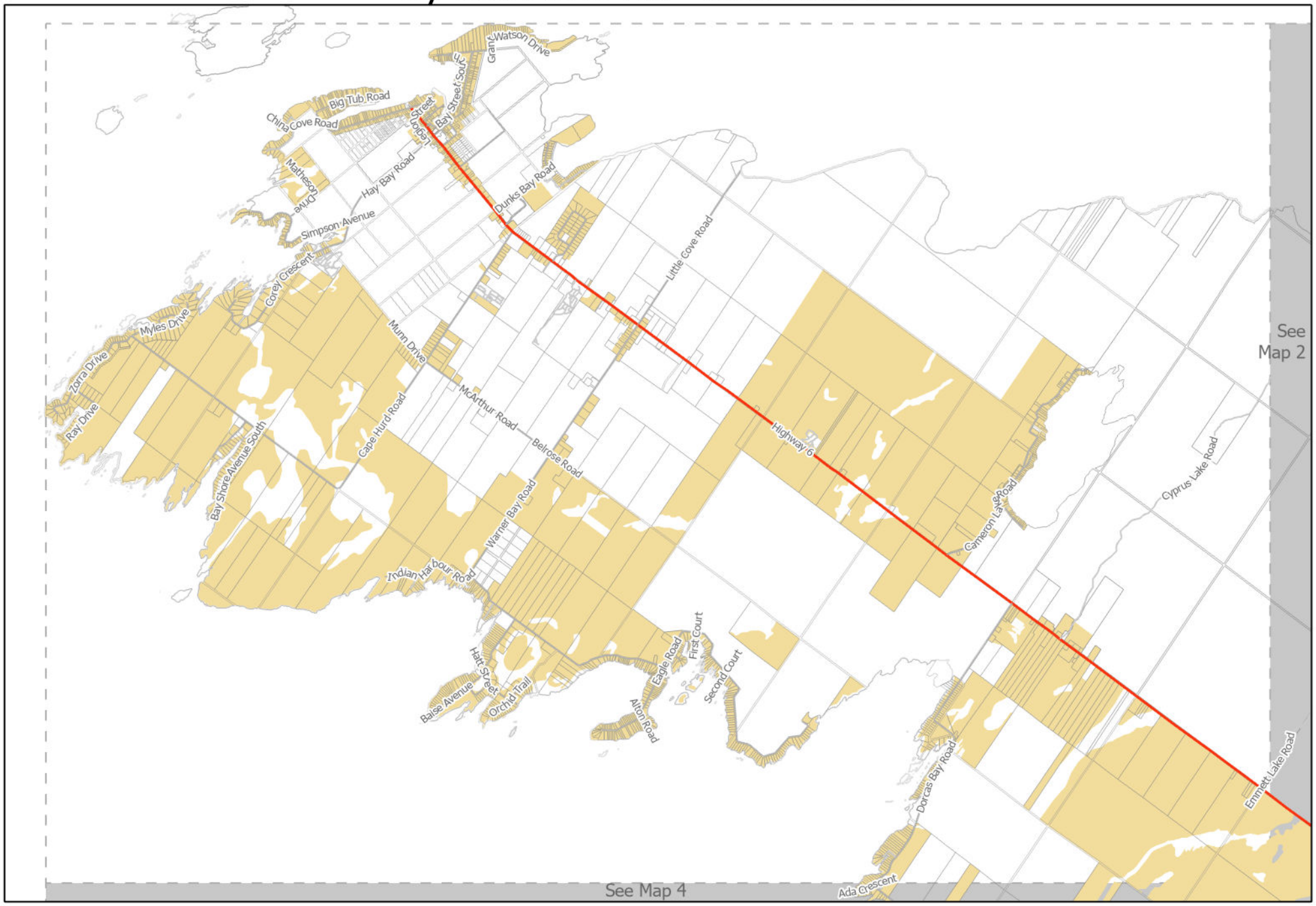
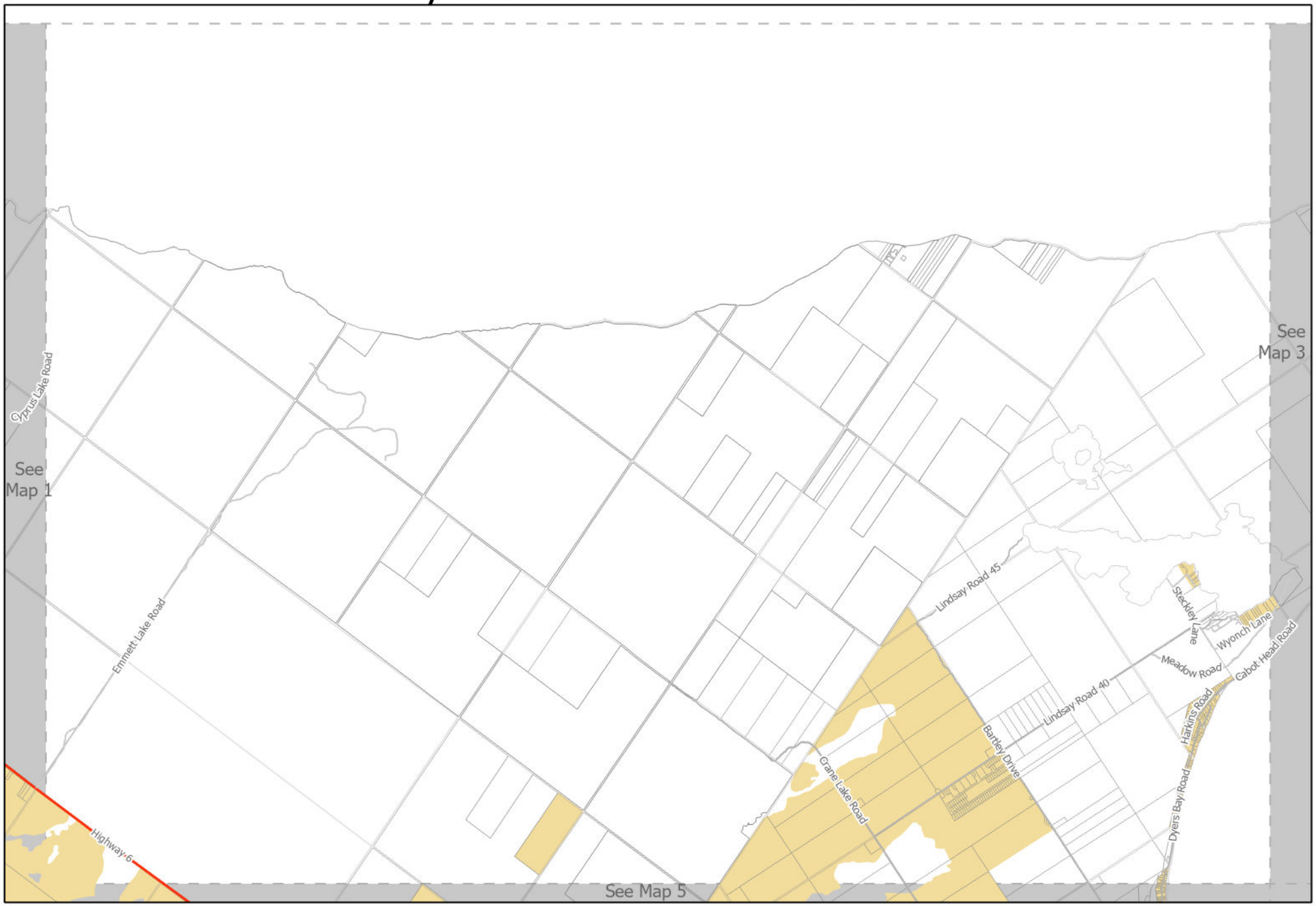
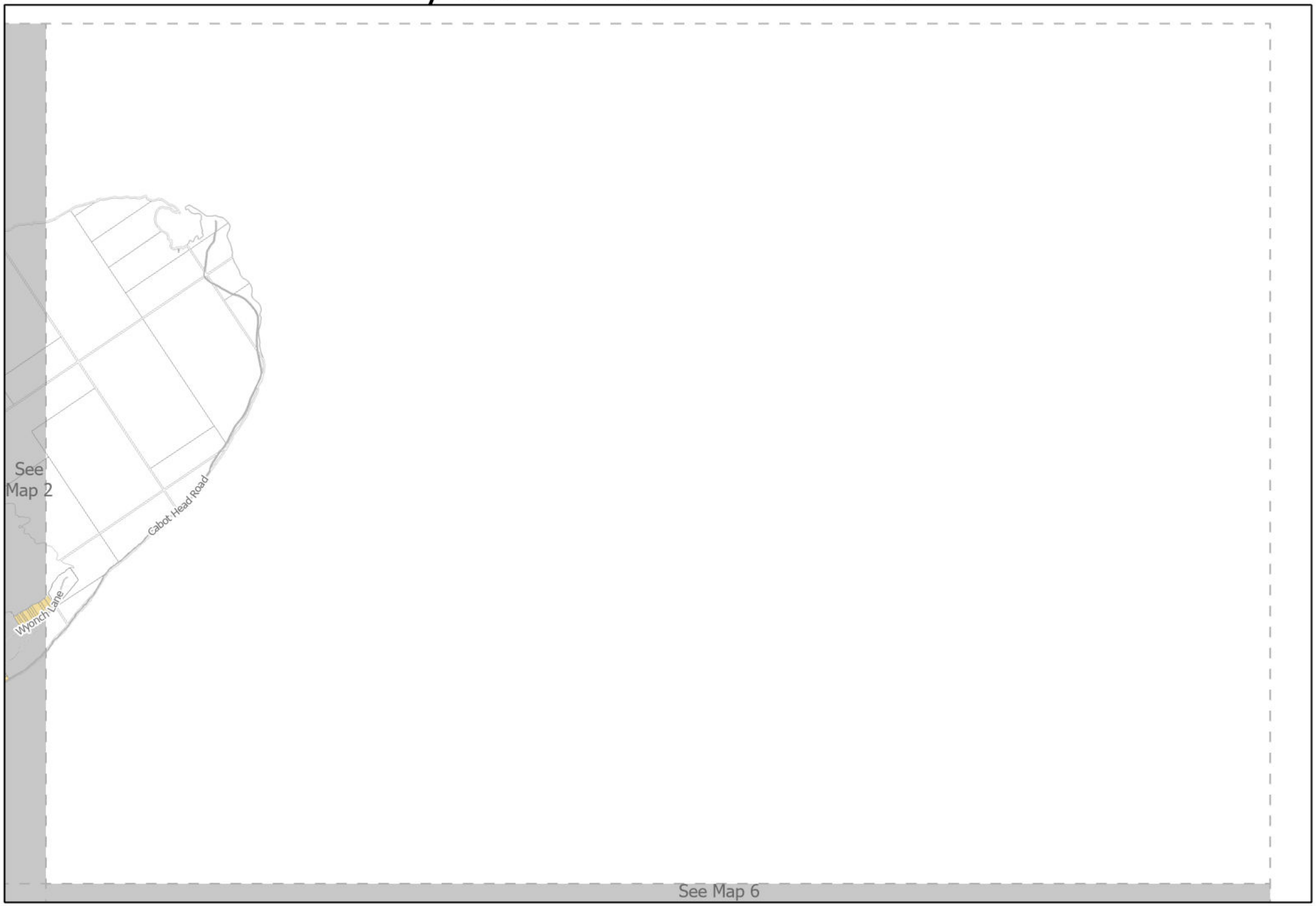
Municipality of Northern Bruce Peninsula
By-law 2025-XX - Schedule A1



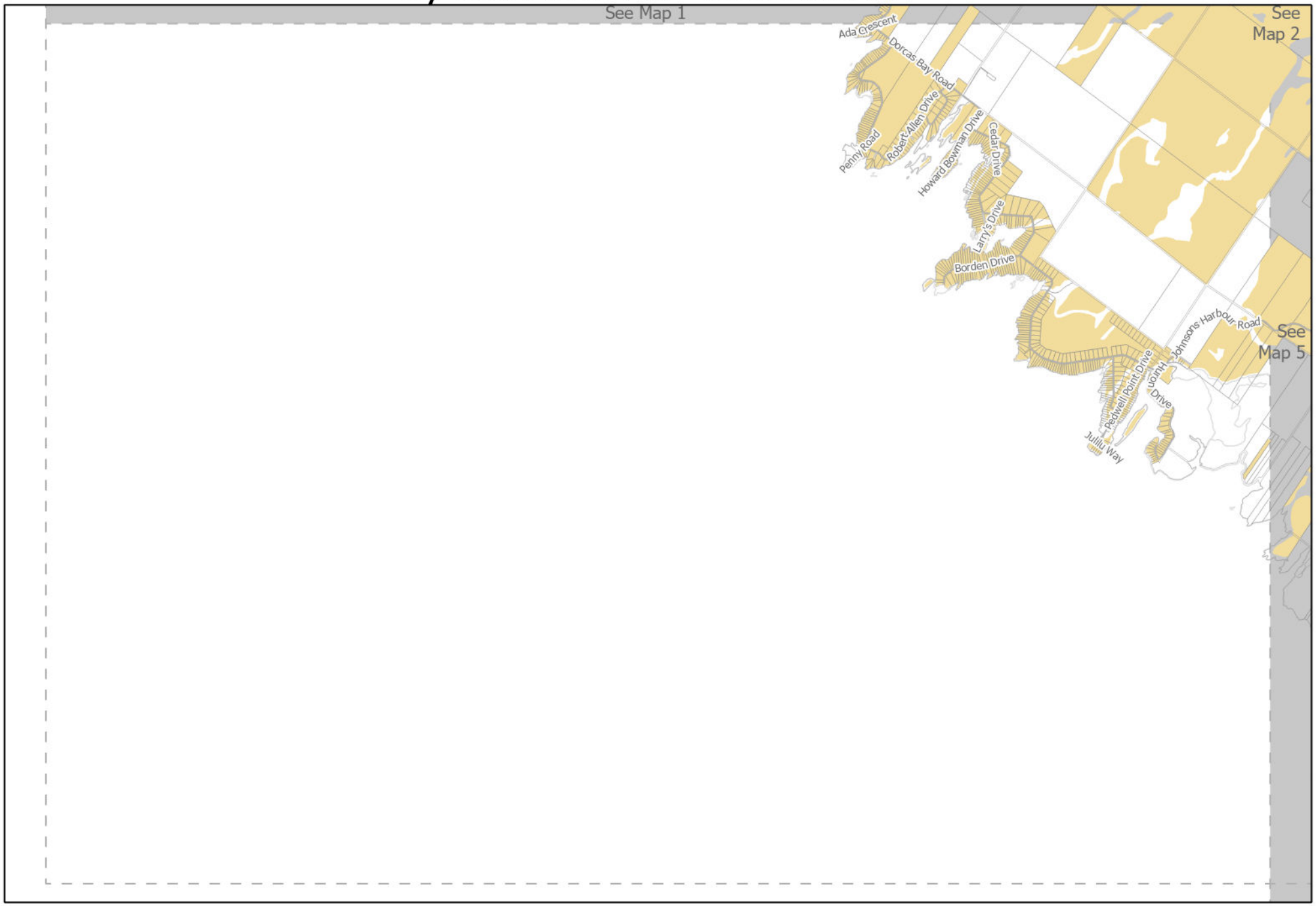
Municipality of Northern Bruce Peninsula
By-law 2025-XX - Schedule A2



Municipality of Northern Bruce Peninsula
By-law 2025-XX - Schedule A3



Municipality of Northern Bruce Peninsula
By-law 2025-XX - Schedule A4



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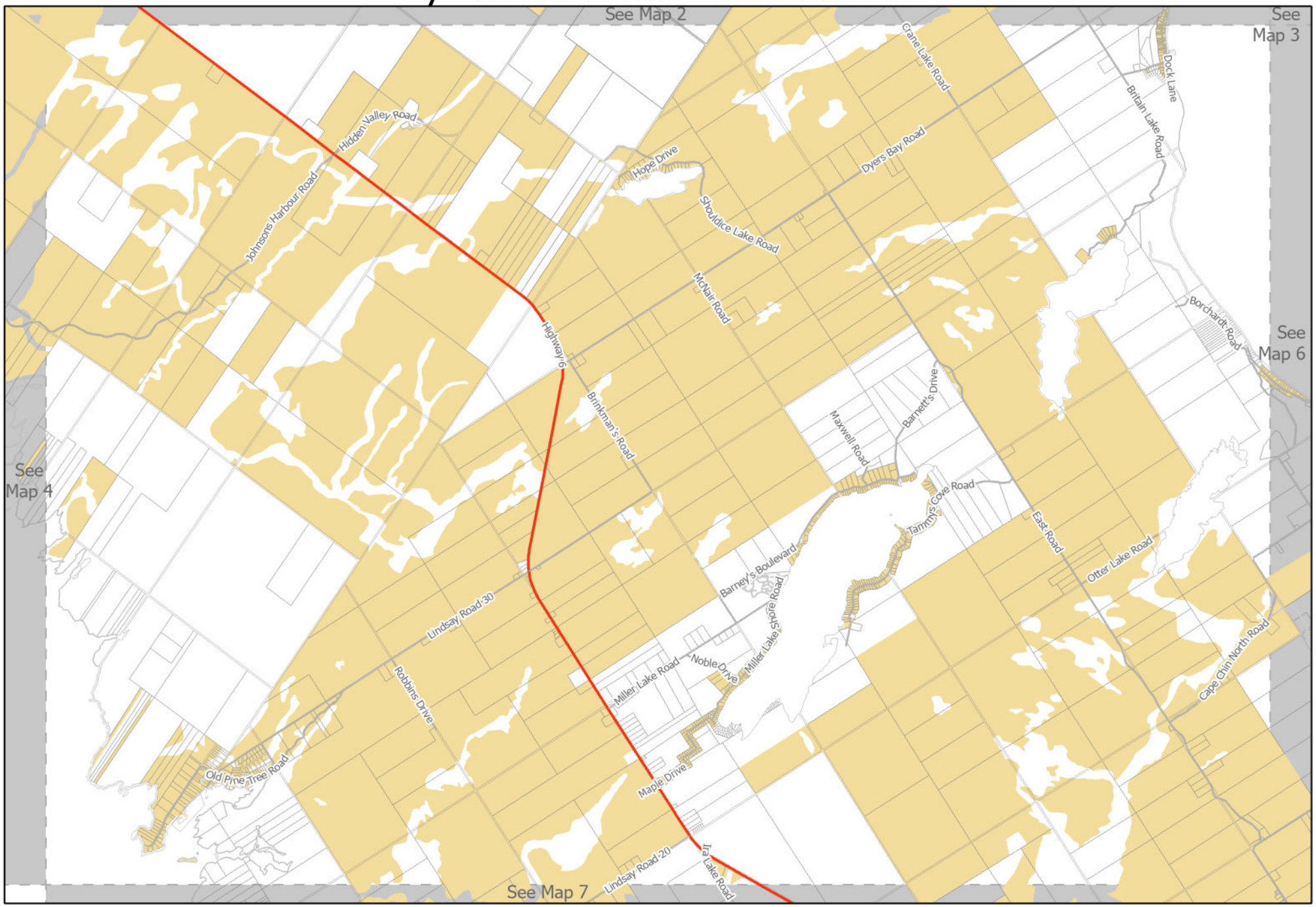
By-law 2025-XX - Schedule A5



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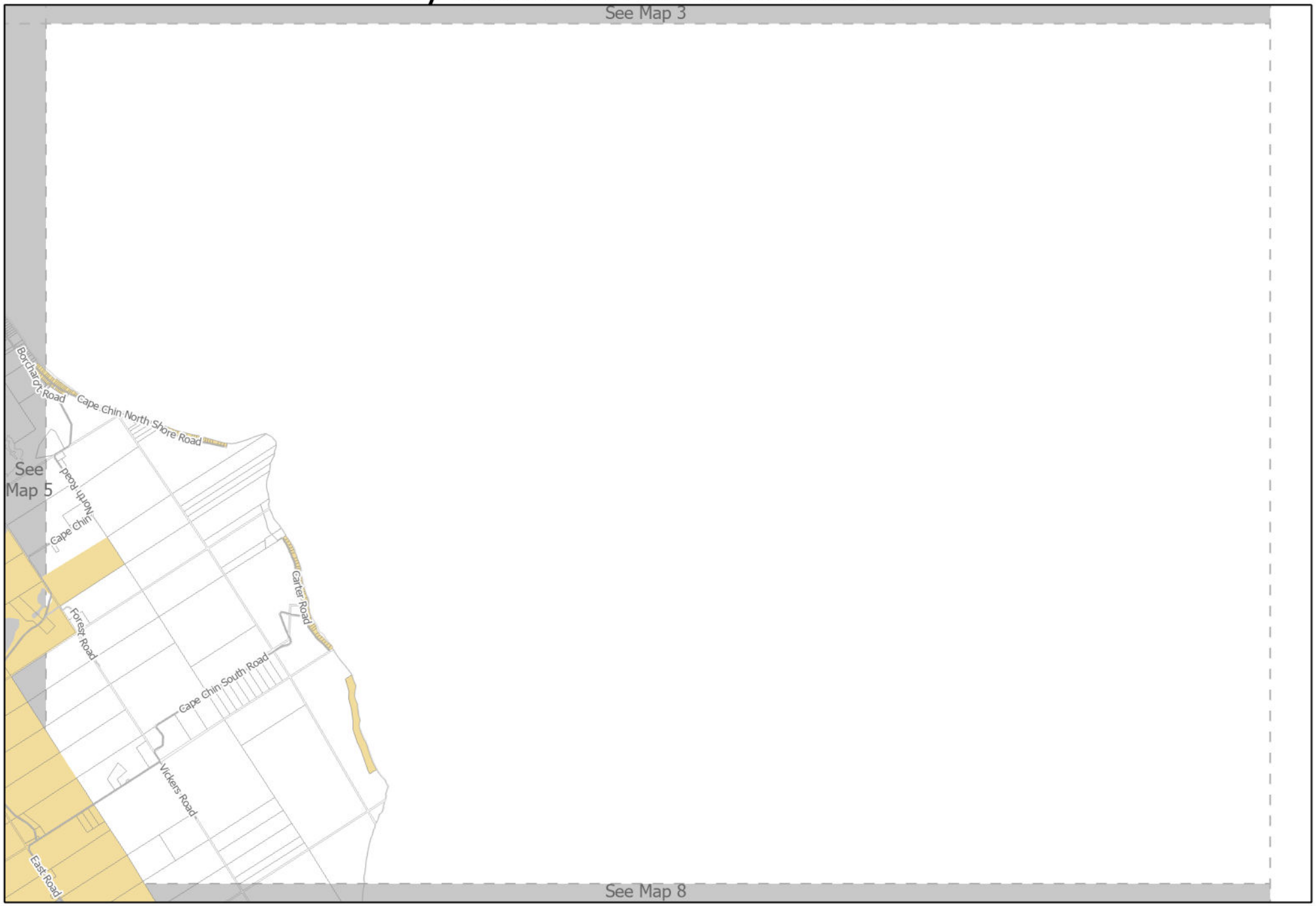
By-law 2025-XX - Schedule A6



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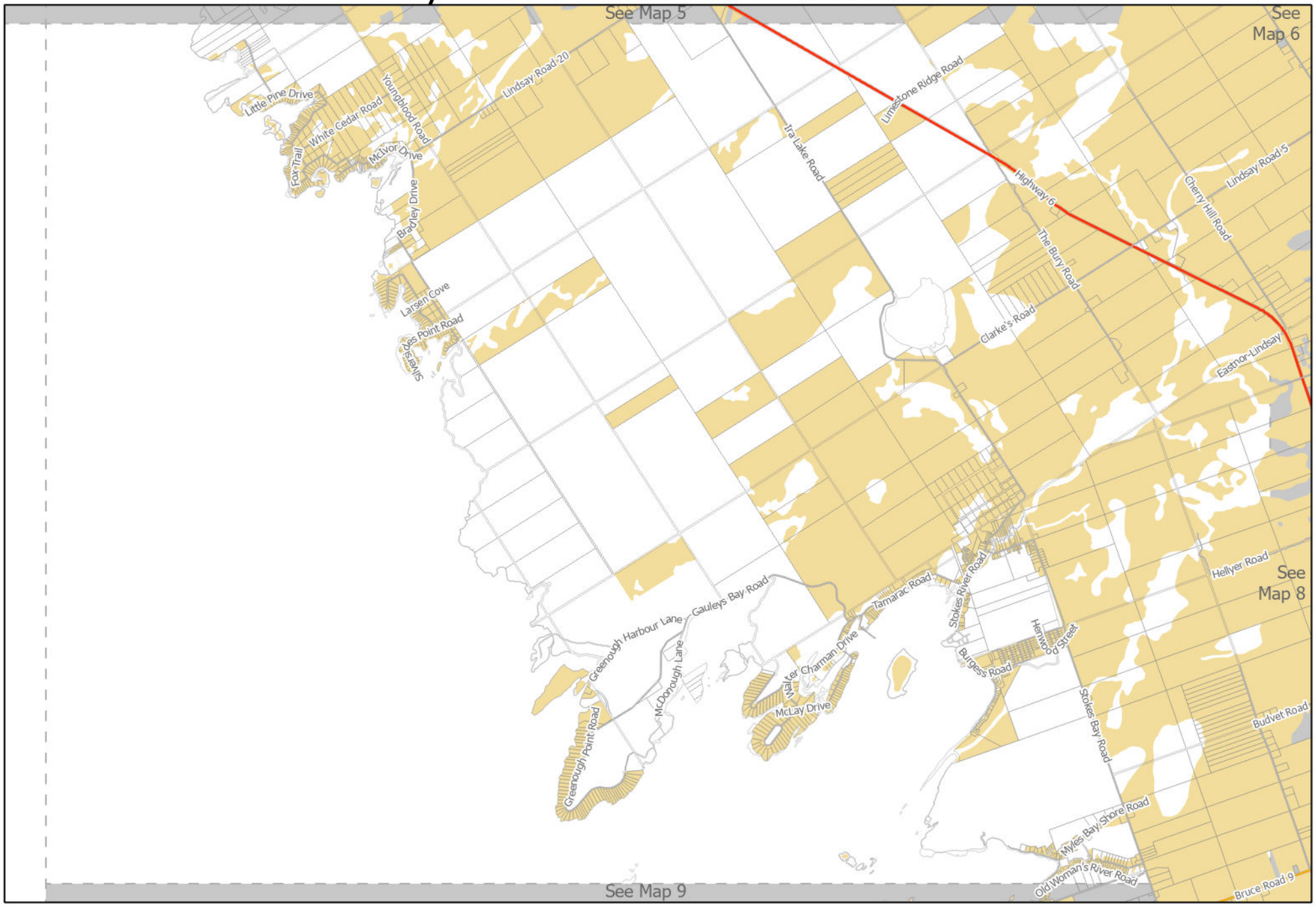
By-law 2025-XX - Schedule A7



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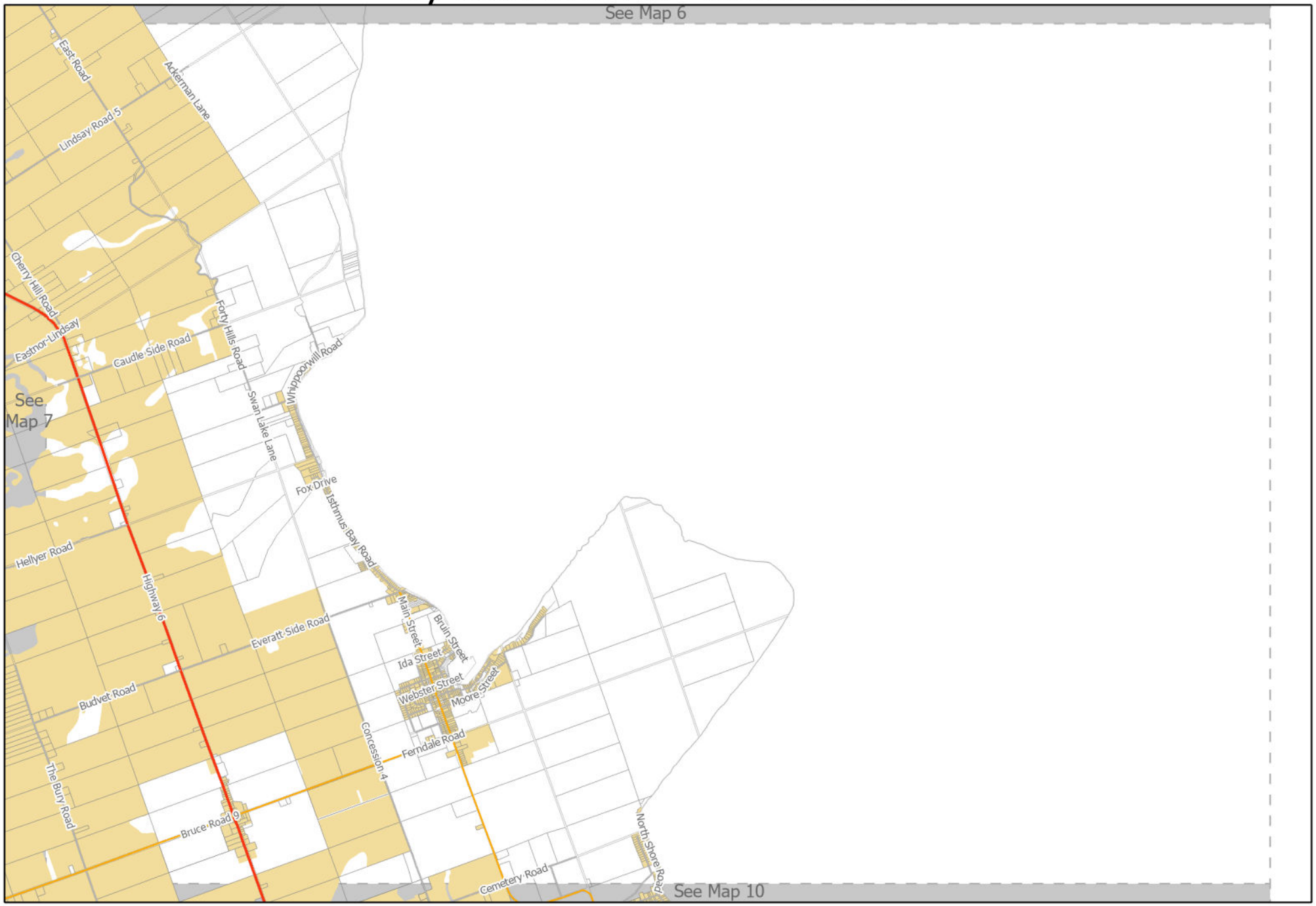
By-law 2025-XX - Schedule A8



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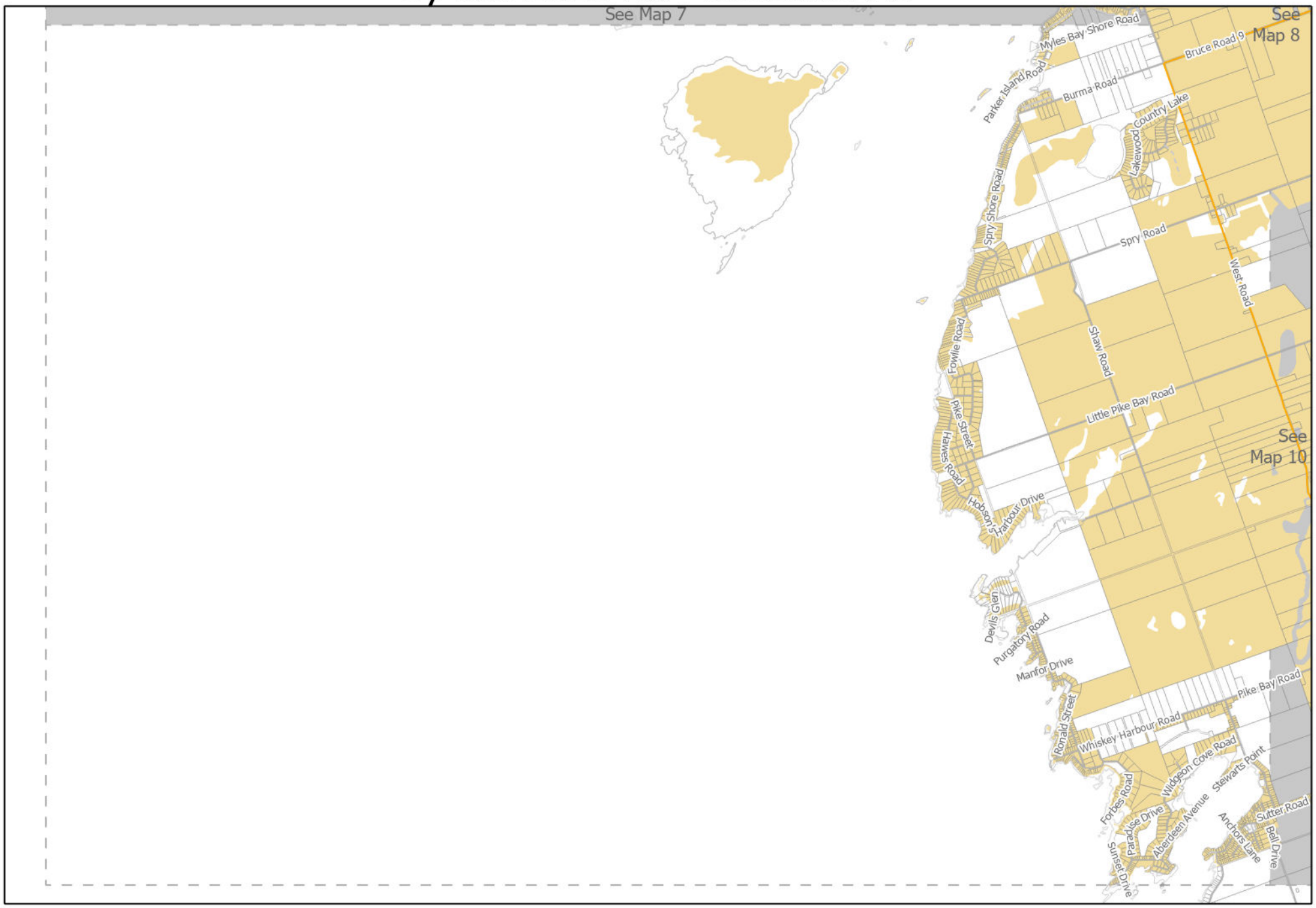
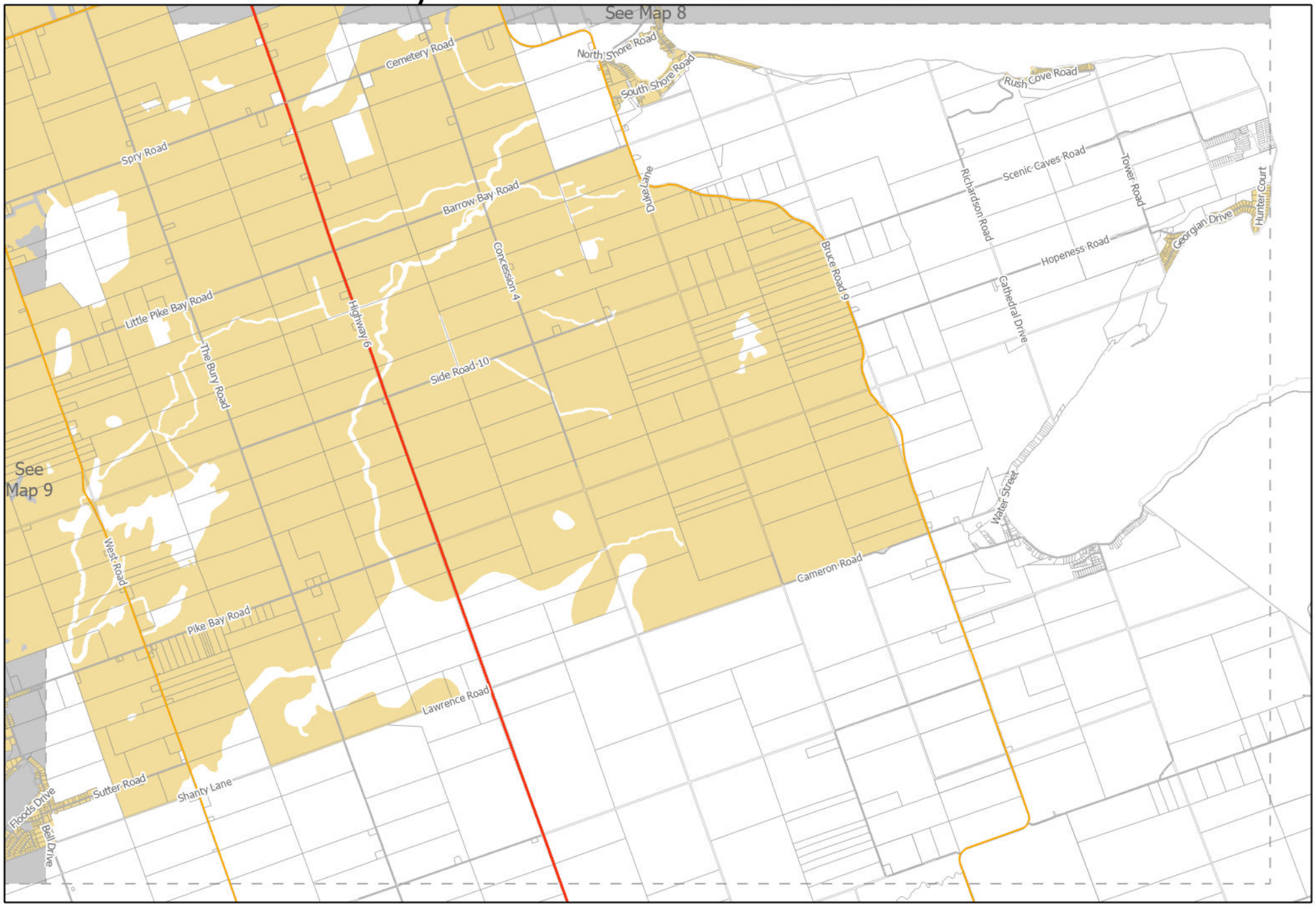
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