



**The Corporation of the Township of Brock
Committee of the Whole Agenda**

Session 13

**Monday, September 12, 2022, 10:00 a.m.
Virtual Meeting**

Pages

1. Call to Order & Moment of Silence - 10:00 a.m.

2. Land Acknowledgement

It is important to begin each public gathering with a Land and Territorial Acknowledgement, to recognize the Indigenous people for being good stewards of the land and environment, here where we are meeting today. The Township of Brock has traditionally been a hunting and fishing ground for First Nations people. We reside on and benefit from the Williams Treaty Territories, on the land of the Mississaugas and Chippewas. May we share the land as long as the sun rises, the grass grows and river flows.

3. Disclosure of Pecuniary Interest and Nature thereof

4. Presentations

5. Delegations / Petitions

6. Sub-Committees

6.1. Finance Committee (Councillor Schummer - Chair)

6.2. Operations Committee (Councillor Pettingill - Chair)

6.2.1. Report 2022-CO-022 Concession 9 (T) Speed Reduction and
Community Safety Zone
Director of Public Works

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Recommendation:

BE IT RESOLVED THAT Report 2022-CO-022, Concession 9(T) Speed Reduction and Community Safety Zone be received; and

THAT staff be directed to implement traffic calming measures on Concession 9(T) from Hwy 12 to Reg Rd 47; and

THAT staff be directed to reduce speed limits to 50 km/h; and
THAT the area be signed a Community Safety Zone.

- 6.3. Parks, Recreation and Facilities Committee (Councillor Jubb - Chair)
- 6.4. Tourism & Economic Development Committee (Councillor Doble - Chair)
- 6.5. Protection Services Committee (Councillor Campbell - Chair)
 - 6.5.1. Report 2022-PS-012 - Traffic Control By-Law Amendments By-Law Enforcement/Animal Control Supervisor 5

Recommendation:

BE IT RESOLVED THAT Report 2022-PS-012 Traffic Control By-Law Amendments be received; and
THAT Council direct staff to prepare and present Amendments to the Traffic By-Law, for consideration and adoption at the Council meeting to be held on September 26th, 2022.

- 6.5.2. Report 2022-PS-013 - Short Term Rental Final Report 2022 By-Law Enforcement / Animal Control Supervisor 30

Recommendation:

BE IT RESOLVED THAT Report 2022-PS-13 Short-Term Rentals Final Report 2022 be received.

- 6.6. Building and Planning Committee (Regional Councillor Smith - Chair)
- 6.7. General Government Committee (Mayor Grant- Chair)
 - 6.7.1. Report 2022-GG-025 - Brock Beats Hunger Food Drive CAO 45

Recommendation:

BE IT RESOLVED THAT Report 2022-GG-025 - Brock Beats Hunger be received; and
THAT Committee support the donation of \$1,000 from the Township Golf Fund; and
THAT the donation be split three ways with \$333.33 being given to the Nourish Foundation Pantry and that \$666.66 be provided to the Brock Foodbank.

- 7. Closed Session
- 8. Rise from Closed Session
- 9. Other Business
- 10. Public Questions and Clarification
- 11. Adjournment

Recommendation:

BE IT RESOLVED THAT the meeting of Council adjourn at this time (_____)



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Paul Lagrandeur

Position: Director of Public Works

Title / Subject: Concession 9 (T) Speed Reduction and Community Safety Zone

Date of Report: August 30, 2022

Date of Meeting: September 12, 2022

Report No: 2022-CO-022

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- 1.0 Issue / Origin** Speeding and safety concerns on Concession 9(T) through correspondence in Communication No. 437/22 from Sheila Westcott.
- 2.0 Background** Concession 9(T) from Hwy #12 to Regional Road 47 has been a growing concern with speeders over the last few years. This stretch of road has been a connector road for traffic that leaves Hwy 12 and goes to Reg Rd 47 towards the north to Ramara Twp and towards the Lake front community.
- 3.0 Analysis** Concession 9(T) is a 1.2 km road from Hwy 12 to Reg Rd 47. The width of the surface is 7.8m. Speed limit is posted 60 kmh. In 2018 the AADT (average annual daily traffic) is 377, which staff feel has increased since then. The surface is newly paved making the road driveability excellent. Staff agree that measures need to be implemented to ease driving concerns.
- 4.0 Related Policies / Procedures** N/A
- 5.0 Financial / Budget Assessment** The cost for speed reduction measures vary with different methods. The speed humps are approximately \$1,000 for two side by side in one location. Our Flexible Bollards work out to approximately \$380 for each crossing of three.

One wide in the middle and two narrow on the outside edge. Signs may range from \$50 to \$75. These amounts are available within the approved 2022 budget.

6.0 Climate Change Impacts N/A

7.0 Communications Communication Number 437/22 from Sheila Westcott

8.0 Conclusion On the basis of the foregoing review, staff recommend traffic measures be implemented on Concession 9(T) from Hwy 12 to Reg Rd 47. With a narrow width and minimal shoulders along the Concession and the increase in traffic, staff would recommend speed reduction and Community Safety signs as well as calming measures.

9.0 Recommendation

On the basis of the foregoing review, it is recommended;

THAT staff report 2022-CO-022, Concession 9(T) Speed Reduction and Community Safety Zone be received;

AND THAT staff be directed to implement traffic calming measures and reduce speed limits to 50 kmh and have the area signed a Community Safety Zone.



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Sarah Jones

Position: Supervisor By-Law Enforcement and Animal Control

Title / Subject: Staff Report – Traffic Control By-Law Amendments

Date of Report: August 31, 2022

Date of Meeting: September 12, 2022

Report No: 2022-PS-012

1.0 Issue / Origin

On August 22nd, 2022 during the COW meeting, a public meeting was held to gather resident feedback on proposed amendments to the Township of Brock Traffic Control Bylaw 957-88-PP. Council directed staff to determine the implications of and steps to implement an overnight ban on parking between the dates of November 15th and April 15th of each calendar year to allow for winter weather road maintenance and to provide the Director of Public Works with the ability to call a “Winter Weather Event Parking Ban” for extreme weather events, to which all vehicles are expected to not park vehicles on street, regardless of time, to ensure that the Township staff are able to perform winter operations requiring extensive snow removal, plowing and salting. In addition, Council asked staff to develop a pilot project to allow for permits to be issued at selected Municipal Lots that would allow for residents to park 24/7 with a permit year round and that the pilot project for permitted parking at Municipal Lots begin in the Sunderland Area and later throughout the Municipality dependent on the success of the permit program for the 2022/23 year.

2.0 Background and Analysis

The purpose of this Report is to present for the purposes of review, discussion and approval for amendments to the Traffic Control By-Law as it relates to the on-street overnight parking within the Township of Brock during the winter maintenance season which in Brock is from November 15th to April 15th of the following year, the ability for the Public Works Director to call a “Winter Weather Event Parking Ban” and amendments to include a Municipal Lot Permit Program for 24/7 parking in select spots located within Municipal Lots within the town of Sunderland and that the permit program will offer both a monthly or yearly permit fee. This Report has been prepared in response to the direction received from Council.

Winter maintenance activity includes snow plowing, sanding, de-icing, and snow removal operations on the roadway and sidewalks. These operations are performed on the entire width of the roadway to the curb line or edge of shoulder to keep the road and sidewalks accessible and prevent flooding from drainage infrastructure blocked by snow and ice.

Staff use a Weather Reporting Service that provides meteorological information based on geographic location on a 24/7 basis. This data is relied upon to monitor the forecast for snow and ice events, plan winter maintenance operations, and make decisions based on the current and forecasted conditions.

In the current Traffic Control By-Law the current restrictions regarding parking on-street overnight and interfering with snow operations are as follows:

9.1 (XI) for a period in excess of three (3) hours unless otherwise indicated by official signs;

No person shall on any highway stop any vehicle:

(c) in such a manner as to interfere with the movement of traffic or the clearing of snow from the highway;

(d) in such a manner as to interfere with highway cleaning operations;

The proposed amendments to the Traffic Control By-Law include a ban for parking on the street overnight, commencing November 15th through to April 15th, between the hours **12:00 a.m. and 7:00 a.m.**, regardless of weather conditions, to allow for thorough and efficient winter maintenance operations. Such a ban would be a key component for planning and managing winter maintenance operations in the Township of Brock, especially in urban areas. The restriction would provide enough hours for efficient overnight winter snow plowing and removal operations that are unobstructed (provided motorists comply with the regulation). Winter operations that are performed during the day and in the evening are often limited to clearing drive lanes, since vehicles are parked on the streets at these times. Vehicles parked during the day on municipal roadways would still be subject to the following restrictions: park longer than 3 hours on any roadway unless otherwise posted and parking to interfere with snow plow/snow clearing operations. An overnight winter parking ban would be effective at allowing the Township to have open street access to facilitate snow clearing for streets and sidewalks.

Review of Practices in Other Municipalities

As directed, staff consulted and conducted research on multiple municipalities in Ontario to determine whether parking bans or restrictions are used during the winter season and how these bans or restrictions were implemented and the different approaches. The research determined that, of the municipalities reviewed three specific approaches are used as described below and in (Attachment A).

- Full parking ban in effect for the winter season. Length of season varies within range of November 1 to April 15 of the following year.
- A weather-based parking ban where on-street parking is restricted during a declared winter event. Parking bans are not necessarily restricted to overnight and may apply to daytime until the ban is cancelled

- Full parking ban in effect for the season which also includes a weather-based parking ban. (Hybrid) An example would include daytime restrictions, other restrictions and full season bans with limited options for permitted on street overnight parking during the season or all year round.

Despite the current by-law that prohibits the parking of a vehicle on all Township roadways, including Regional Roads for more than 3 hours unless otherwise posted which should restrict most over-night on street parking within the Municipality and that also prohibits parking in such a manner to interfere with a snow-plow/snow clearing operations, winter operations are negatively impacted by some motorists who contravene the by-law. However in municipalities using overnight winter parking bans and/or a Winter Weather Event type parking bans that can be in effect in the daytime as well, have indicated that they have seen an increase in compliance from motorists, especially where enforcement has provided a grace period during the first few weeks or month of the implementation of the winter season over-night parking bans and further compliance during Winter Weather Events. However it is also necessary to include that some municipalities that have implemented one or both or a hybrid of winter restrictions, especially in the more southern areas of the Province have observed a decline in the co-operation of motorists due the infrequency of snowfall and lack of extreme winter events and due to public pressure have considered modification of the bylaws and relaxation of restrictions and/or have implemented pilot projects for the winter season of 2022/23. This approach however is not recommended due to the nature of some of the more extreme, though isolated weather events occurring due to climate change.

Further reasoning for implementing a ban on on-street overnight parking during the winter maintenance season and for the ability to implement a “Winter Weather Event Parking Ban” are further discussed in the body of this report.

During the clearing of roadways, it is preferred and the correct method for a plow to clear snow to the curb line. When access is blocked, snow and ice accumulate and harden to create an uneven parking surface which presents risk of injury for users. These risks include:

- Risks to transit passenger if buses are unable to safely pull to the curb or the passenger is unable to disembark on a smooth surface.
- Risk to garbage and recycling workers if their vehicles are unable to pull to the curb to load.
- Risk to pedestrians due to uneven walking surfaces.

Where the sidewalk is adjacent to the road with no boulevard for snow storage, the snow from the sidewalk is pushed to the curb into the snowbank on the road. Parked cars restrict the ability to clear the entire width of the sidewalk in these areas as the snow from the plow could be pushed into a car. Every year, several complaints are received regarding accessibility of sidewalks by persons with mobility devices.

On-street parking spots need to be cleared to the curb line as they are a part of the roadway. Cars parked in these spots overnight prevent this from occurring and causes snow and ice buildup from plowing around the parked cars. This buildup can narrow the driving lane width on the roadway from the snowbanks and block drainage to the catch basins on the curb line.

For streets which have parking on both sides of the street, plows are often unable to pass down a street as the plow is wider than a car width. When plows encounter this scenario, it must lift the plow blade/wing and back up to the previous intersection and take another route. This process leaves a pile of snow on the road that needs to be removed later when the street is clear.

Due to the built environment in the downtown area, snow removal is a requirement there. This operation requires the coordination of heavy equipment, a snow blower, and multiple trucks and therefore, costs significantly more than plowing. Every season, this maintenance practice is negatively impacted by vehicles that remain on street overnight.

Currently the Township of Brock has the ability to do the following for a significant Weather Event as per the O. Reg. 239/02: MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS under *Municipal Act, 2001, S.O. 2001, c. 25*. (Attached as Appendix B).

Under this Act, a municipality may declare a significant weather event when a weather hazard, either forecast or occurring, has the potential to pose a significant danger to users of the roadways in which they have authority. This declaration suspends the standard timelines required for municipalities to meet their winter maintenance objectives. Declarations may be the result of:

- Significant snow accumulation during a 24-hour period
- High winds leading to blowing snow and large snow drifts
- Freezing temperatures and ice formation that occurs without warning from the weather forecast

During significant weather events, roads and sidewalks are deemed in a state of repair until the declaration has ended. This does not mean a reduced level of service or a road closure this is simply to notify the public that caution is to be observed due to inclement weather and that it may take longer than usual to bring the conditions of the roads back to a state of repair.

It is important to note however, that the Regulation under the act does not address any parking restrictions during winter months nor, is it the same as a declaration by the Director of Public Works of a “Winter Weather Event Parking Ban” that can address the parking of vehicles on roadways at all hours of the day until such ban has been declared to be over. It is up to the individual Municipality to include such seasonal parking bans within their by-laws, as is being proposed in this report.

The proposed amendment to the By-Law, allowing the Director of Public Works to have the ability to call a “Winter Weather Event Parking Ban” for extreme weather events, to which all vehicles are expected to not park vehicles on street, regardless of time, to ensure that the Township staff are able to perform winter operations requiring extensive snow removal, plowing and salting.

Public Works may issue a parking ban when the weather forecast calls for 7 centimetres or more of snow or any other time that is deemed necessary to perform winter operations. This may include maintenance activities to address ice and slush accumulation when freezing rain is forecasted, or anytime the Township declares a significant weather event.

When a winter weather event parking band is called, it will remain in effect until lifted by Public Works and may extend through multiple nights (for severe weather events).

The Township will utilize a robust communication plan which will include both an education and a notification component. The education component will describe the winter parking ban program, and will utilize the website, social media, newspaper and radio advertising, emails to those with parking permits, Curbex signs, and physical print to leave on windshields. The notification communications will include news releases, notification to subscriber lists, social media, radio advertising, website, plow

tracker app, electronic sign boards and physical print to leave on windshields. Staff will also continue to investigate additional means of notification over the 2022/23 winter season.

Based on communication from other municipalities, the Township will make notification of the winter weather parking ban by 4:00 p.m. or earlier on a given day. This will ensure residents have more than 8 hours' notice to find alternative parking arrangements. In cases where the Township gets snow, which was not expected, a weather-based parking ban will be enacted for the following night.

During the implementation of the amendments, by-law enforcement officers will use discretion and may issue warnings instead of fines at the beginning of the winter ban. Later in the season and during snow events fines would be issued. Although discretion would be used for ticketing and particularly as this gets rolled out – it will require a less tolerant approach if there is an increase in those violations to the extent that it materially impacts operations above the norm. Vehicles remaining on the street during the restricted times may then be ticketed and towed.

Municipal Lot Parking Permits – Pilot Project Sunderland Area

Part of the proposed amendments to the Traffic Control By-Law that Council asked staff to investigate and develop is a pilot project to allow for permits to be issued at selected Municipal Lots that would allow for residents to park 24/7 with a permit year round, with some restrictions dependent on events and snow clearing, and that the pilot project for permitted parking at Residents in the Sunderland area of the Township of Brock have made recent requests and inquiries about more parking options to be made available to residents of the Township due to insufficient on-lot (private property) parking options and no option to park a vehicle overnight on street or the option of permits in a Municipal Lot. Households on smaller lots can require additional parking that is not always available on-lot. Currently, many of the households in the Township of Brock own more than one vehicle. Situations exist where homeowners cannot make effective use of their garage for parking. On smaller lots with single car garages, this situation will result in the number of effective parking spaces being reduced to one, where a sidewalk crosses the driveway. In cases where a household has two vehicles, parking the second vehicle overnight can be problematic. Alternative parking options such as: parking vehicles on the driveway that over hangs the sidewalk or road curb or park the vehicle on the roadway overnight contravenes the current Township Traffic By-Law and makes the homeowner subject to fines. It also must be acknowledged and recognized that because of the Township's geographic location there is a lack of employment opportunities and a lack of transit options and as such residents often are dependent upon the use of the personal motor vehicle to access larger areas served by entertainment, employment and commerce. Some residents who reside in apartments above commercial units have no option but to risk parking on the street overnight and risking a fine or a fine for parking in a municipal lot without a permit. In addition, with the proposed amendments to restrict parking during the winter season, many residents may find the need to have alternative options available to park in Municipal Lots overnight with a permit.

Municipal Lots – Pilot Program Sunderland

During the public meeting held during the August 22nd, COW, staff identified the following Municipal Lots chosen for the Pilot Program for overnight permits in Sunderland:

Proposed Municipal Parking Permit Lots

SUNDERLAND ARENA SOUTH
PARKING LOT
(15-20 OVERNIGHT SPOTS)



SUNDERLAND MEDICAL CENTER
WEST REAR LOT / AND PORTIONS OF
MAIN LOT
(20+ OVERNIGHT SPOTS)



Approximately 40 spaces would be available for permitted parking overnight and/or during the day. The permit application will list eligibility requirements, fees and policies and will be issued by the Clerk. It is anticipated that the parking permits available will be beneficial in winter when on-street parking is not available. The permit system provides residents with options to not park on street, allowing for little impact to snow operations. In addition, the availability of permits in these lots, fulfills the need for off street parking within the downtown core of Sunderland. Note: Thorah Island residents will still require seasonal parking passes as per prior years.

Permits / Fees

It is recommended that all permit applications are reviewed on an individual basis and approvals are based on hardship and are not granted solely for convenience.

In order to obtain an overnight parking permit, applicants must meet the following criteria:

- The applicant must demonstrate a need for an overnight parking permit (i.e. the property has insufficient parking on property for motor vehicles registered to that property).
- Proof of residency and the motor vehicle registration must be shown before a permit is issued. Both documents must contain the name of the applicant and the correct address. If neither shows the correct address, the applicant must present either a formal lease

agreement, utility bill or purchase & sale agreement showing the address where the permit is being sought prior to the permit being issued.

- The vehicle the permit is requested for is an automobile, station wagon, van, pickup, or other vehicles that is not registered as commercial motor vehicles. Company or leased vehicles are accepted providing the applicant can produce either the lease agreement, or a letter stating that the applicant also operates the vehicle for personal use. Vehicles registered as commercial vehicles but have motor vehicle permits which the Ministry of Transportation has stamped the words "Primarily Personal/Recreational Use" or "P.U.O." are also accepted. Large trucks, buses, or vehicles exceeding 21 feet are not eligible in any case.
- Permit holders must also be aware that from time to time the Municipality will request permitted vehicles to relocate their vehicles from permitted location temporarily for the purposes of winter maintenance, parking lot maintenance and/or for Township held events where the full parking lot may be required. Permit holders would be provided with location to park temporarily and with as much notice as possible prior to temporary relocation.

A permit application would be available online and in person at the Township of Brock Administration Building in Cannington on a 'first come first served' basis.

Permits will be made available either monthly at the cost of \$20, or yearly at the cost of \$175. At the August 22nd, COW meeting, a comparison chart was provided showing the cost of permits in other municipalities. The chart has been provided below. Using this chart and in review of the price of permits already issued by the Municipality at the Beaverton Harbour and Fairgrounds. Monthly permits costs at these Municipal lots are \$20 and a Seasonal Pass is \$100. Staff recommend keeping the fees consistent with permit fees already in force. As such, the proposed fees for the Municipal Lot Permits in Sunderland would be \$20 monthly or \$175 for the year.

MUNICIPAL LOT PARKING PERMIT RATES AND FEES (Comparison)

MUNICIPALITY	MUNICIPAL LOT PARKING PERMIT FEES (Monthly Rate)	LOT PARKING PERMITTED IN WINTER	OVERNIGHT LOT PERMIT PARKING
ORILLIA	\$30 - \$60	Select Lots	Varies Per Lot
TIMMINS	\$55	Yes	Yes
COLLINGWOOD	\$55	Yes	Yes
PETERBOROUGH	\$46-\$100	Select Lots	Most Lots Free
NIAGARA FALLS	\$28.25-45.20	Select Lots	Yes
(Proposed Fee) BROCK TOWNSHIP	\$35	Yes	Yes

3.0 Related Policies / Procedures

N/A

4.0 Financial / Budget Assessment

The amendments to the Traffic Control By-Law are not expected to have a large financial impact on the Municipality.

The projected costs of implementing a Municipal Lot Parking Permit (overnight) Pilot Project in Sunderland would be dependent on the initial cost of sign purchase, cost of installation and annual costs of maintaining. The monthly/yearly permit fee structure is anticipated to offset the initial and ongoing costs.

The estimated costs related to additional signage is projected as follows:

- Total costs of 11 gateway signs (\$350/each) and 6x6 posts (\$250/each) = \$6,600.00 (not installed)
- Total cost of 44 permitted signs with posts (\$65/each) = \$2,860 (not installed)
- Total costs of signage = \$9460

Total estimated revenue forecasted as a range based on selling all 40 spaces: \$7,000 (if all 40 pay the annual fee) up to \$9,600 (if all 40 spaces are rented monthly).

Administrative and operational impacts to public works, by-law and compliance, and fire and rescue services have been considered; the proposed amendments will not have adverse impacts to operations. Further, it is encouraged to keep vehicles off the main roadways during snow clearing operations and it will afford those who do not have enough parking the opportunity to obtain a permit to prevent fines for on-street parking.

Enforcement officer resources would not be impacted as officers work various shifts 7 days a week and shifts will be adjusted from time to time to ensure enforcement of overnight parking restrictions on street and within Municipal Lots.

Other costs, but not expected to have a significant financial impact is the clerical time required to issue and administer the permits. Currently the Township of Brock website provides the public with the ability to purchase permits for the Fairgrounds and Harbour Municipal Lots. From an IT standpoint, adding an additional fee, or type of permit to the system would be simple and inexpensive. The parking permit fees may be adjusted from time to time and any changes will be administered through the Fees By-law. The actual costs for administration and enforcement will be monitored, and the parking permit fee will be adjusted accordingly.

5.0 Climate Change Impacts

N/A

6.0 Communications

The Township will utilize a robust communication plan which will include both an education and a notification component. The education component will describe the winter parking ban program, and will utilize the website, social media, newspaper and radio advertising, emails to those with parking permits, Curbex signs, and physical print to leave on windshields. The notification communications will include news releases, notification to subscriber lists, social media, radio advertising, website, plow tracker app, electronic sign boards and physical print to leave on windshields. Staff will also continue to investigate additional means of notification over the 2022/23 winter season.

Based on communication from other municipalities, the Township will make notification of the winter weather parking ban by 4:00 p.m. or earlier on a given day. This will ensure residents have more than 8 hours' notice to find alternative parking arrangements. In cases where the Township gets snow, which was not expected, a weather-based parking ban will be enacted for the following night.

7.0 Conclusion

This report proposes amendments to the Traffic Control By-Law 957-88-PP which a proposed amending by-law will be presented for Council's consideration at its meeting to be held on September 26, 2022. These amendments will provide opportunities to improve winter cleaning operations throughout the Township of Brock and provided residents with additional opportunities for off street parking in selected Municipal Lots in Sunderland with the implementation of a pilot project, with the intention to open up the same opportunity to residents in the Downtown Core areas of Cannington and Beaverton dependent on the success of the pilot project in Sunderland.

8.0 Recommendation

BE IT RESOLVED THAT report No. 2022-PS-012, entitled "Traffic Control By-Law Amendments", be received, and;

THAT Council direct staff to prepare and present Amendments to the Traffic By-Law, for consideration and adoption at the Council meeting to be held on September 26th, 2022.

Winter Parking Restrictions – Various Ontario Municipalities

Kingston

Winter Parking Regulations prohibit parking on any city street from December 1 to March 31, between the hours of 1 a.m. to 7 a.m.

Ajax

Snow Control Program starts November 15. Proactive patrols and tickets for vehicles on the street overnight begins on November 1, or at any time during an inclement weather event. Vehicles may not be parked on TOA streets during winter storm events. Parked vehicles will be subject to fines and/or towing at the owner's expense.

No overnight parking between 3 a.m. and 6 a.m. This is strictly enforced from November 1 - March 31.

Barrie

On-street parking is not permitted 3 a.m. and 6:00 a.m. within the Downtown Business Improvement area, and on other city streets 12:01 a.m. to 7:00 a.m., December 1 through March 31.

Winter Maintenance Events

Outside of the December 1 through March 31 period, overnight on-street parking will not be permitted should a "Winter Maintenance Event" be declared.

Cambridge

Parking is prohibited on any city street at any time (day or night) when the City of Cambridge declares a snow event. Vehicles parked on-street during a snow event can be ticketed and possibly towed.

Between January 1 and March 15, parking is not permitted on-street from 2:30 a.m. to 6 a.m. citywide. On-street parking is still permitted after 6 a.m. and before 2:30 a.m. for up to three hours (unless otherwise posted) so long as a snow event is not in effect.

Cornwall

November 15 to December 14 – Parking on any roadway between the hours of 1 a.m. and 7 a.m. is prohibited ONLY on days when a snowfall of 5 centimeters or more is forecasted by Environment Canada.

December 15 to March 1 – Parking on any roadway between the hours of 1 a.m. - 7 a.m. is prohibited regardless of weather forecast.

March 1 to March 31 – Parking on any roadway between the hours of 1 a.m. - 7 a.m. is prohibited ONLY on days when a snowfall of 5 centimeters or more is forecasted by Environment Canada.

Orillia

Parking is prohibited on all city streets and lots from November 15 to April 15 from 12 a.m. to 7 a.m. This provision is in effect whether it is snowing or not. Your vehicle may be ticketed and towed. The fine for overnight parking during this time is \$50.00.

Oshawa

Parking on city streets is prohibited between the hours of 3 a.m. and 6 a.m., from December 1 to April 1. Parking that interferes with snow clearing operations is prohibited and any vehicle parked in a manner which hinders efficient snow clearing operations may be ticketed or towed. On- street parking is limited to a maximum of three hours, unless signed otherwise.

Ottawa

Between November 15 and April 1, the City may declare a Winter Weather Parking Ban for inclement weather including freezing rain or when Environment Canada forecasts 7 centimetres or more of snow in the Ottawa area. This includes any forecast for a range of snow more than 7 centimetres, such as 5 to 10 centimetres. The Winter Weather Parking Ban will be called to support clearing operations.

Sudbury

From December 1 to March 31 between midnight and 7 a.m. you cannot park your vehicle on any: roadway; highway; laneway or side street.

Municipal Act, 2001
Loi de 2001 sur les municipalités

ONTARIO REGULATION 239/02
MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Consolidation Period: From May 3, 2018 to the [e-Laws currency date](#).

Last amendment: 366/18.

Legislative History: 288/03, 613/06, 23/10, 47/13, 366/18.

This Regulation is made in English only.

Definitions

1. (1) In this Regulation,

“bicycle facility” means the on-road and in-boulevard cycling facilities listed in Book 18 of the Ontario Traffic Manual;

“bicycle lane” means,

- (a) a portion of a roadway that has been designated by pavement markings or signage for the preferential or exclusive use of cyclists, or
- (b) a portion of a roadway that has been designated for the exclusive use of cyclists by signage and a physical or marked buffer;

“cm” means centimetres;

“day” means a 24-hour period;

“encroachment” means anything that is placed, installed, constructed or planted within the highway that was not placed, installed, constructed or planted by the municipality;

“ice” means all kinds of ice, however formed;

“motor vehicle” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;

“non-paved surface” means a surface that is not a paved surface;

“Ontario Traffic Manual” means the Ontario Traffic Manual published by the Ministry of Transportation, as amended from time to time;

“paved surface” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

“pothole” means a hole in the surface of a roadway caused by any means, including wear or subsidence of the road surface or subsurface;

“roadway” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;

“shoulder” means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;

“sidewalk” means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited;

“significant weather event” means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality;

“snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

- 1. Newly-fallen snow.
- 2. Wind-blown snow.
- 3. Slush;

“substantial probability” means a significant likelihood considerably in excess of 51 per cent;

“surface” means the top of a sidewalk, roadway or shoulder;

“utility” includes any air, gas, water, electricity, cable, fiber-optic, telecommunication or traffic control system or subsystem, fire hydrants, sanitary sewers, storm sewers, property bars and survey monuments;

“utility appurtenance” includes maintenance holes and hole covers, water shut-off covers and boxes, valves, fittings, vaults, braces, pipes, pedestals, and any other structures or items that form part of or are an accessory part of any utility;

“weather” means air temperature, wind and precipitation.

“weather hazard” means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1); O. Reg. 47/13, s. 1; O. Reg. 366/18, s. 1 (1, 2).

(2) For the purposes of this Regulation, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average daily traffic on it. O. Reg. 239/02, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(3) For the purposes of subsection (2) and the Table to this section, the average daily traffic on a highway or part of a highway under municipal jurisdiction shall be determined,

(a) by counting and averaging the daily two-way traffic on the highway or part of the highway; or

(b) by estimating the average daily two-way traffic on the highway or part of the highway. O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(4) For the purposes of this Regulation, unless otherwise indicated in a provision of this Regulation, a municipality is deemed to be aware of a fact if, in the absence of actual knowledge of the fact, circumstances are such that the municipality ought reasonably to be aware of the fact. O. Reg. 366/18, s. 1 (4).

TABLE
CLASSIFICATION OF HIGHWAYS

Column 1 Average Daily Traffic (number of motor vehicles)	Column 2 91 - 100 km/h speed limit	Column 3 81 - 90 km/h speed limit	Column 4 71 - 80 km/h speed limit	Column 5 61 - 70 km/h speed limit	Column 6 51 - 60 km/h speed limit	Column 7 41 - 50 km/h speed limit	Column 8 1 - 40 km/h speed limit
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

O. Reg. 366/18, s. 1 (5).

Application

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.

(2) REVOKED: O. Reg. 23/10, s. 2.

(3) This Regulation does not apply to Class 6 highways. O. Reg. 239/02, s. 2 (3).

Purpose

2.1 The purpose of this Regulation is to clarify the scope of the statutory defence available to a municipality under clause 44 (3) (c) of the Act by establishing maintenance standards which are non-prescriptive as to the methods or materials to be used in complying with the standards but instead describe a desired outcome. O. Reg. 366/18, s. 2.

MAINTENANCE STANDARDS

Patrolling

3. (1) The standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (2).

(2) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions. O. Reg. 47/13, s. 2; O. Reg. 366/18, s. 3 (2).

(3) Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities. O. Reg. 23/10, s. 3 (1).

(4) This section does not apply in respect of the conditions described in section 10, subsections 11 (0.1) and 12 (1) and section 16.1, 16.2, 16.3 or 16.4. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (3).

TABLE
PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2).

Weather monitoring

3.1 (1) From October 1 to April 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

(2) From May 1 to September 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

Snow accumulation, roadways

4. (1) Subject to section 4.1, the standard for addressing snow accumulation on roadways is,

- (a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (1).

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

(3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

1. Patrolling highways.
2. Performing highway maintenance activities.
3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (2).
- (4) The depth of snow accumulation on a roadway and lane width may be determined by,
 - (a) performing an actual measurement;
 - (b) monitoring the weather; or
 - (c) performing a visual estimate. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (3).
- (5) For the purposes of this section, addressing snow accumulation on a roadway includes,
 - (a) plowing the roadway;

- (b) salting the roadway;
- (c) applying abrasive materials to the roadway;
- (d) applying other chemical or organic agents to the roadway;
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 5 (4).
- (6) This section does not apply to that portion of the roadway,
 - (a) designated for parking;
 - (b) consisting of a bicycle lane or other bicycle facility; or
 - (d) used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4).

TABLE
SNOW ACCUMULATION - ROADWAYS

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5).

Snow accumulation on roadways, significant weather event

4.1 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on roadways in accordance with section 4. O. Reg. 366/18, s. 7.

Snow accumulation, bicycle lanes

4.2 (1) Subject to section 4.3, the standard for addressing snow accumulation on bicycle lanes is,

- (a) after becoming aware of the fact that the snow accumulation on a bicycle lane is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table to this section to provide a minimum bicycle lane width of the lesser of 1 metre or the actual bicycle lane width. O. Reg. 366/18, s. 7.

(2) If the depth of snow accumulation on a bicycle lane is less than or equal to the depth set out in the Table to this section, the bicycle lane is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 7.

(3) For the purposes of this section, the depth of snow accumulation on a bicycle lane and, if applicable, lane width under clause (1) (b), may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3), with necessary modifications. O. Reg. 366/18, s. 7.

(4) For the purposes of this section, addressing snow accumulation on a bicycle lane includes,

- (a) plowing the bicycle lane;
- (b) salting the bicycle lane;
- (c) applying abrasive materials to the bicycle lane;
- (d) applying other chemical or organic agents to the bicycle lane;
- (e) sweeping the bicycle lane; or

(f) any combination of the methods described in clauses (a) to (e). O. Reg. 366/18, s. 7.

TABLE
SNOW ACCUMULATION – BICYCLE LANES

Column 1 Class of Highway or Adjacent Highway	Column 2 Depth	Column 3 Time
1	2.5 cm	8 hours
2	5 cm	12 hours
3	8 cm	24 hours
4	8 cm	24 hours
5	10 cm	24 hours

O. Reg. 366/18, s. 7.

Snow accumulation on bicycle lanes, significant weather event

4.3 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on bicycle lanes until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on bicycle lanes, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all bicycle lanes within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4.2 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on bicycle lanes in accordance with section 4.2. O. Reg. 366/18, s. 7.

Ice formation on roadways and icy roadways

5. (1) The standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

1. Monitor the weather in accordance with section 3.1.
2. Patrol in accordance with section 3.
3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway, if practicable, to prevent ice formation within the time set out in Table 1 to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 8.

(2) If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.

(3) Subject to section 5.1, the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 2 to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that a roadway is icy. O. Reg. 366/18, s. 8.

(4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 366/18, s. 8.

(5) For greater certainty, this section applies in respect of ice formation on bicycle lanes on a roadway, but does not apply to other types of bicycle facilities. O. Reg. 366/18, s. 8.

TABLE 1
ICE FORMATION PREVENTION

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

O. Reg. 366/18, s. 8.

TABLE 2
TREATMENT OF ICY ROADWAYS

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

O. Reg. 366/18, s. 8.

Icy roadways, significant weather event

5.1 (1) If a municipality declares a significant weather event relating to ice, the standard for treating icy roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat icy roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 8.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to any ice which forms or may be present until the applicable time in Table 2 to section 5 expires after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 8.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) treat icy roadways in accordance with section 5. O. Reg. 366/18, s. 8.

Potholes

6. (1) If a pothole exceeds both the surface area and depth set out in Table 1, 2 or 3 to this section, as the case may be, the standard is to repair the pothole within the time set out in Table 1, 2 or 3, as appropriate, after becoming aware of the fact. O. Reg. 239/02, s. 6 (1); O. Reg. 366/18, s. 8 (1).

(1.1) For the purposes of this section, the surface area and depth of a pothole may be determined in accordance with subsections (1.2) and (1.3), as applicable, by a municipal employee, agent or contractor whose duties or responsibilities include one or more of the following:

- 1. Patrolling highways.
- 2. Performing highway maintenance activities.
- 3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 366/18, s. 8 (2).

(1.2) The depth and surface area of a pothole may be determined by,

- (a) performing an actual measurement; or
- (b) performing a visual estimate. O. Reg. 366/18, s. 8 (2).

(1.3) For the purposes of this section, the surface area of a pothole does not include any area that is merely depressed and not yet broken fully through the surface of the roadway. O. Reg. 366/18, s. 8 (2).

(2) A pothole is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in Table 1, 2 or 3, as appropriate. O. Reg. 239/02, s. 6 (2); O. Reg. 47/13, s. 6.

TABLE 1
POTHOLES ON PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1000 cm ²	8 cm	7 days
4	1000 cm ²	8 cm	14 days
5	1000 cm ²	8 cm	30 days

O. Reg. 239/02, s. 6, Table 1.

TABLE 2
POTHOLES ON NON-PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
3	1500 cm ²	8 cm	7 days
4	1500 cm ²	10 cm	14 days
5	1500 cm ²	12 cm	30 days

O. Reg. 239/02, s. 6, Table 2.

TABLE 3
POTHOLES ON PAVED OR NON-PAVED SURFACE OF SHOULDER

Class of Highway	Surface Area	Depth	Time
1	1500 cm ²	8 cm	7 days
2	1500 cm ²	8 cm	7 days
3	1500 cm ²	8 cm	14 days
4	1500 cm ²	10 cm	30 days
5	1500 cm ²	12 cm	60 days

O. Reg. 239/02, s. 6, Table 3.

Shoulder drop-offs

7. (1) If a shoulder drop-off is deeper than 8 cm, for a continuous distance of 20 metres or more, the standard is to repair the shoulder drop-off within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 9 (1).

(2) A shoulder drop-off is deemed to be in a state of repair if its depth is less than 8 cm. O. Reg. 366/18, s. 9 (1).

(3) In this section,

“shoulder drop-off” means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder. O. Reg. 239/02, s. 7 (3).

TABLE
SHOULDER DROP-OFFS

Class of Highway	Time
1	4 days
2	4 days
3	7 days
4	14 days
5	30 days

O. Reg. 366/18, s. 9 (2).

Cracks

8. (1) If a crack on the paved surface of a roadway is greater than 5 cm wide and 5 cm deep for a continuous distance of three metres or more, the standard is to repair the crack within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 10 (1).

(2) A crack is deemed to be in a state of repair if its width or depth is less than or equal to 5 cm. O. Reg. 366/18, s. 10 (1).

TABLE
CRACKS

Column 1 Class of Highway	Column 2 Time
1	30 days
2	30 days
3	60 days
4	180 days
5	180 days

O. Reg. 366/18, s. 10 (2).

Debris

9. (1) If there is debris on a roadway, the standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris. O. Reg. 239/02, s. 9 (1); O. Reg. 366/18, s. 11.

(2) In this section,

“debris” means any material (except snow, slush or ice) or object on a roadway,

- (a) that is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and
- (b) that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. O. Reg. 239/02, s. 9 (2); O. Reg. 47/13, s. 9.

Luminaires

10. (0.1) REVOKED: O. Reg. 366/18, s. 12.

(1) The standard for the frequency of inspecting all luminaires to check to see that they are functioning is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 12.

(2) For conventional illumination, if three or more consecutive luminaires on the same side of a highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(3) For conventional illumination and high mast illumination, if 30 per cent or more of the luminaires on any kilometre of highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(4) Despite subsection (2), for high mast illumination, if all of the luminaires on consecutive poles on the same side of a highway are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(5) Despite subsections (1), (2) and (3), for conventional illumination and high mast illumination, if more than 50 per cent of the luminaires on any kilometre of a Class 1 highway with a speed limit of 90 kilometres per hour or more are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(6) Luminaires are deemed to be in a state of repair,

- (a) for the purpose of subsection (2), if the number of non-functioning consecutive luminaires on the same side of a highway does not exceed two;
- (b) for the purpose of subsection (3), if more than 70 per cent of luminaires on any kilometre of highway are functioning;
- (c) for the purpose of subsection (4), if one or more of the luminaires on consecutive poles on the same side of a highway are functioning;
- (d) for the purpose of subsection (5), if more than 50 per cent of luminaires on any kilometre of highway are functioning. O. Reg. 366/18, s. 12.

(7) In this section,

“conventional illumination” means lighting, other than high mast illumination, where there are one or more luminaires per pole;

“high mast illumination” means lighting where there are three or more luminaires per pole and the height of the pole exceeds 20 metres;

“luminaire” means a complete lighting unit consisting of,

- (a) a lamp, and
- (b) parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply. O. Reg. 239/02, s. 10 (7).

TABLE
LUMINAIRES

Class of Highway	Time
1	7 days
2	7 days
3	14 days
4	14 days
5	14 days

Signs

11. (0.1) The standard for the frequency of inspecting signs of a type listed in subsection (2) to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 7 (1); O. Reg. 47/13, s. 11 (1); O. Reg. 366/18, s. 13.

(0.2) A sign that has been inspected in accordance with subsection (0.1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 11 (2).

(1) If any sign of a type listed in subsection (2) is illegible, improperly oriented, obscured or missing, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair or replace the sign. O. Reg. 239/02, s. 11 (1); O. Reg. 23/10, s. 7 (2); O. Reg. 366/18, s. 13.

(2) This section applies to the following types of signs:

1. Checkerboard.
2. Curve sign with advisory speed tab.
3. Do not enter.
- 3.1 Load Restricted Bridge.
- 3.2 Low Bridge.
- 3.3 Low Bridge Ahead.
4. One Way.
5. School Zone Speed Limit.
6. Stop.
7. Stop Ahead.
8. Stop Ahead, New.
9. Traffic Signal Ahead, New.
10. Two-Way Traffic Ahead.
11. Wrong Way.
12. Yield.
13. Yield Ahead.
14. Yield Ahead, New. O. Reg. 239/02, s. 11 (2); O. Reg. 23/10, s. 7 (3).

Regulatory or warning signs

12. (1) The standard for the frequency of inspecting regulatory signs or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 8; O. Reg. 47/13, s. 12 (1); O. Reg. 366/18, s. 13.

(1.1) A regulatory sign or warning sign that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 12 (2).

(2) If a regulatory sign or warning sign is illegible, improperly oriented, obscured or missing, the standard is to repair or replace the sign within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 23/10, s. 8; O. Reg. 366/18, s. 13.

(3) In this section,

“regulatory sign” and “warning sign” have the same meanings as in the Ontario Traffic Manual, except that they do not include a sign listed in subsection 11 (2) of this Regulation. O. Reg. 23/10, s. 8.

TABLE
REGULATORY AND WARNING SIGNS

Class of Highway	Time
1	7 days
2	14 days

3	21 days
4	30 days
5	30 days

O. Reg. 239/02, s. 12, Table.

Traffic control signal systems

13. (1) If a traffic control signal system is defective in any way described in subsection (2), the standard is to deploy resources as soon as practicable after becoming aware of the defect to repair the defect or replace the defective component of the traffic control signal system. O. Reg. 239/02, s. 13 (1); O. Reg. 366/18, s. 13.

(2) This section applies if a traffic control signal system is defective in any of the following ways:

1. One or more displays show conflicting signal indications.
2. The angle of a traffic control signal or pedestrian control indication has been changed in such a way that the traffic or pedestrian facing it does not have clear visibility of the information conveyed or that it conveys confusing information to traffic or pedestrians facing other directions.
3. A phase required to allow a pedestrian or vehicle to safely travel through an intersection fails to occur.
4. There are phase or cycle timing errors interfering with the ability of a pedestrian or vehicle to safely travel through an intersection.
5. There is a power failure in the traffic control signal system.
6. The traffic control signal system cabinet has been displaced from its proper position.
7. There is a failure of any of the traffic control signal support structures.
8. A signal lamp or a pedestrian control indication is not functioning.
9. Signals are flashing when flashing mode is not a part of the normal signal operation. O. Reg. 239/02, s. 13 (2).

(3) Despite subsection (1) and paragraph 8 of subsection (2), if the posted speed of all approaches to the intersection or location of the non-functioning signal lamp or pedestrian control indication is less than 80 kilometres per hour and the signal that is not functioning is a green or a pedestrian “walk” signal, the standard is to repair or replace the defective component by the end of the next business day. O. Reg. 239/02, s. 13 (3); O. Reg. 366/18, s. 13.

(4) In this section and section 14,

“cycle” means a complete sequence of traffic control indications at a location;

“display” means the illuminated and non-illuminated signals facing the traffic;

“indication” has the same meaning as in the *Highway Traffic Act*;

“phase” means a part of a cycle from the time where one or more traffic directions receive a green indication to the time where one or more different traffic directions receive a green indication;

“power failure” means a reduction in power or a loss in power preventing the traffic control signal system from operating as intended;

“traffic control signal” has the same meaning as in the *Highway Traffic Act*;

“traffic control signal system” has the same meaning as in the *Highway Traffic Act*. O. Reg. 239/02, s. 13 (4).

Traffic control signal system sub-systems

14. (1) The standard is to inspect, test and maintain the following traffic control signal system sub-systems once per calendar year, with each inspection taking place not more than 16 months from the previous inspection:

1. The display sub-system, consisting of traffic signal and pedestrian crossing heads, physical support structures and support cables.
2. The traffic control sub-system, including the traffic control signal cabinet and internal devices such as timer, detection devices and associated hardware, but excluding conflict monitors.
3. The external detection sub-system, consisting of detection sensors for all vehicles, including emergency and railway vehicles and pedestrian push- buttons. O. Reg. 239/02, s. 14 (1); O. Reg. 47/13, s. 13 (1); O. Reg. 366/18, s. 13.

(1.1) A traffic control signal system sub-system that has been inspected, tested and maintained in accordance with subsection (1) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the traffic control signal system sub-system has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (2).

(2) The standard is to inspect, test and maintain conflict monitors every five to seven months and at least twice per calendar year. O. Reg. 239/02, s. 14 (2); O. Reg. 47/13, s. 13 (3); O. Reg. 366/18, s. 13.

(2.1) A conflict monitor that has been inspected, tested and maintained in accordance with subsection (2) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the conflict monitor has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (4).

(3) In this section,

“conflict monitor” means a device that continually checks for conflicting signal indications and responds to a conflict by emitting a signal. O. Reg. 239/02, s. 14 (3).

Bridge deck spalls

15. (1) If a bridge deck spall exceeds both the surface area and depth set out in the Table to this section, the standard is to repair the bridge deck spall within the time set out in the Table after becoming aware of the fact. O. Reg. 239/02, s. 15 (1); O. Reg. 366/18, s. 13.

(2) A bridge deck spall is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 15 (2); O. Reg. 47/13, s. 14.

(3) In this section,

“bridge deck spall” means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge. O. Reg. 239/02, s. 15 (3).

TABLE
BRIDGE DECK SPALLS

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1,000 cm ²	8 cm	7 days
4	1,000 cm ²	8 cm	7 days
5	1,000 cm ²	8 cm	7 days

O. Reg. 239/02, s. 15, Table.

Roadway surface discontinuities

16. (1) If a surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, exceeds the height set out in the Table to this section, the standard is to repair the surface discontinuity within the time set out in the Table after becoming aware of the fact. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(1.1) A surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, is deemed to be in a state of repair if its height is less than or equal to the height set out in the Table to this section. O. Reg. 47/13, s. 15.

(2) If a surface discontinuity on a bridge deck exceeds five centimetres, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the surface discontinuity on the bridge deck. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(2.1) A surface discontinuity on a bridge deck is deemed to be in a state of repair if its height is less than or equal to five centimetres. O. Reg. 47/13, s. 15.

(3) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway, including bridge deck joints, expansion joints and approach slabs to a bridge. O. Reg. 23/10, s. 9.

TABLE
SURFACE DISCONTINUITIES

Class of Highway	Height	Time
1	5 cm	2 days
2	5 cm	2 days
3	5 cm	7 days
4	5 cm	21 days
5	5 cm	21 days

O. Reg. 239/02, s. 16, Table.

Sidewalk surface discontinuities

16.1 (1) The standard for the frequency of inspecting sidewalks to check for surface discontinuity is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 10; O. Reg. 47/13, s. 16 (1); O. Reg. 366/18, s. 13.

(1.1) A sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to any surface discontinuity until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge of the presence of a surface discontinuity in excess of two centimetres. O. Reg. 47/13, s. 16 (2).

(2) If a surface discontinuity on or within a sidewalk exceeds two centimetres, the standard is to treat the surface discontinuity within 14 days after acquiring actual knowledge of the fact. O. Reg. 366/18, s. 14.

(2.1) REVOKED: O. Reg. 366/18, s. 14.

(3) A surface discontinuity on or within a sidewalk is deemed to be in a state of repair if it is less than or equal to two centimetres. O. Reg. 366/18, s. 14.

(4) For the purpose of subsection (2), treating a surface discontinuity on or within a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity, including making permanent or temporary repairs, alerting users' attention to the discontinuity or preventing access to the area of discontinuity. O. Reg. 366/18, s. 14.

(5) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at any joint or crack in the surface of the sidewalk or any vertical height difference between a utility appurtenance found on or within the sidewalk and the surface of the sidewalk. O. Reg. 366/18, s. 14.

Encroachments, area adjacent to sidewalk

16.2 (1) The standard for the frequency of inspecting an area adjacent to a sidewalk to check for encroachments is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 15.

(2) The area adjacent to a sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair in respect of any encroachment present. O. Reg. 366/18, s. 15.

(3) For greater certainty, the area adjacent to a sidewalk begins at the outer edges of a sidewalk and ends at the lesser of the limit of the highway, the back edge of a curb if there is a curb and a maximum of 45 cm. O. Reg. 366/18, s. 15.

(4) The area adjacent to a sidewalk is deemed to be in a state of repair in respect of any encroachment present unless the encroachment is determined by a municipality to be highly unusual given its character and location or to constitute a significant hazard to pedestrians. O. Reg. 366/18, s. 15.

(5) If a municipality determines that an encroachment is highly unusual given its character and location or constitutes a significant hazard to pedestrians, the standard is to treat the encroachment within 28 days after making such a determination, and the encroachment is deemed in a state of repair for 28 days from the time of the determination by the municipality. O. Reg. 366/18, s. 15.

(6) For the purpose of subsection (4), treating an encroachment means taking reasonable measures to protect users, including making permanent or temporary repairs, alerting users' attention to the encroachment or preventing access to the area of the encroachment. O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks

16.3 (1) Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,

- a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and
- b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.

(2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.

(3) If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.

(5) For the purposes of this section, addressing snow accumulation on a sidewalk includes,

- (a) plowing the sidewalk;
- (b) salting the sidewalk;
- (c) applying abrasive materials to the sidewalk;
- (d) applying other chemical or organic agents to the sidewalk; or
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks, significant weather event

16.4 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on sidewalks starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any snow present until 48 hours following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on sidewalks in accordance with section 16.3. O. Reg. 366/18, s. 15.

Ice formation on sidewalks and icy sidewalks

16.5 (1) Subject to section 16.6, the standard for the prevention of ice formation on sidewalks is to,

- (a) monitor the weather in accordance with section 3.1 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and
- (b) treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.

(2) If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.

(3) The standard for treating icy sidewalks after the municipality becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 366/18, s. 15.

Icy sidewalks, significant weather event

16.6 (1) If a municipality declares a significant weather event relating to ice, the standard for addressing ice formation or ice on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat the sidewalks to prevent ice formation or improve traction, or treat the icy sidewalks, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any ice which forms or is present until 48 hours after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address the prevention of ice formation on sidewalks or treat icy sidewalks in accordance with section 16.5. O. Reg. 366/18, s. 15.

Winter sidewalk patrol

16.7 (1) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality. O. Reg. 366/18, s. 15.

(2) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk, and may be performed by persons responsible for patrolling roadways or sidewalks or by persons responsible for or performing roadway or sidewalk maintenance activities. O. Reg. 366/18, s. 15.

Closure of a highway

16.8 (1) When a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in this Regulation from the time of the closure until the highway is re-opened by the municipality. O. Reg. 366/18, s. 15.

(2) For the purposes of subsection (1), a highway or part of a highway is closed on the earlier of,

- (a) when a municipality passes a by-law to close the highway or part of the highway; and
- (b) when a municipality has taken such steps as it determines necessary to temporarily close the highway or part of a highway. O. Reg. 366/18, s. 15.

Declaration of significant weather event

16.9. A municipality declaring the beginning of a significant weather event or declaring the end of a significant weather event under this Regulation shall do so in one or more of the following ways:

- 1. By posting a notice on the municipality's website.
- 2. By making an announcement on a social media platform, such as Facebook or Twitter.
- 3. By sending a press release or similar communication to internet, newspaper, radio or television media.
- 4. By notification through the municipality's police service.
- 5. By any other notification method required in a by-law of the municipality. O. Reg. 366/18, s. 15.

REVIEW OF REGULATION

Review

17. (1) The Minister of Transportation shall conduct a review of this Regulation and Ontario Regulation 612/06 (Minimum Maintenance Standards for Highways in the City of Toronto) made under the *City of Toronto Act, 2006* every five years. O. Reg. 613/06, s. 2.

(2) Despite subsection (1), the first review after the completion of the review started before the end of 2007 shall be started five years after the day Ontario Regulation 23/10 is filed. O. Reg. 23/10, s. 11.

18. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 239/02, s. 18.

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Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Sarah Jones

Position: Supervisor By-Law Enforcement and Animal Control

Title / Subject: Short Term Rental Final Report 2022

Date of Report: September 2, 2022

Date of Meeting: September 12, 2022

Report No: 2022-PS-013

1.0 Issue / Origin

The Supervisor of By-Law Enforcement and Animal Control was requested by Council to provide monthly updates on the Phase 1- Short Term Rental "STR" (pilot) enforcement program since the program commenced on May 19th, 2022. Updates on the program have been presented to Council at the Committee of the Whole Meetings held July 25th, and August 22nd. This report will update the final month of the Phase 1- Short Term Rental "STR" (pilot) enforcement program up to the date of the report submission. Further updates will have to be presented to Council at a future meeting to provide updates on court proceedings, additional charges and any additional financial numbers not yet available at the time of the submission of this report.

2.0 Background and Analysis

The issues and concerns over short-term rentals increasing in number in the Township of Brock have been occurring for several years and was exasperated by the onset of the Covid-19 pandemic and resulting limitations for travel outside of Ontario and Canada. Real estate prices soared during this time due to low interest rates and available properties throughout Ontario, especially those with lakefront, river front or another unique landscape destination for fun and relaxation were quickly bought up and turned in to short-term rental properties. As well during the pandemic, stay at home orders and travel restrictions saw a huge influx of day tourists and short-term property renters from nearby large cities to cottage country and lake destinations further increasing the demand for short-term rental properties and as a result, causing further clashes with full time residents who have been adversely affected by short-term rentals due to the increasing number of them being used as "party houses" and a general lack of respect from some renters and some short-term rental hosts.

What is an STR or Short-Term Rental Property?

An STR means any dwelling or part of a dwelling offered for overnight accommodation, for a set period and for a fee, to a person or persons who do not usually reside in the dwelling. Therefore, physically, an STR can be, for example, a single-family home, a bedroom within such a home, a basement within such a home, a townhouse or part of a townhouse, a condominium unit or part of a condominium unit. A short-term rental is the business of providing temporary accommodation for compensation for periods of up to 28-30 consecutive days.

The concept of renting out an entire dwelling or a portion of a dwelling is not a new concept, especially in areas boasting lakes, rivers and other destination spots. Historically, renting the family cottage typically included advertising in newspapers within the GTA, renting to family friends, or by word of mouth. In current times, the rental of family cottages is much easier and casts a broader geographical net with the use of several virtual platforms, such as but not limited to, Airbnb, Vrbo and HomeAway.

The virtual platform has increased significantly over the years and covers more than just renting dwellings or rooms, but in fact covers a wide range of goods and services known as the 'sharing economy'. The Province has defined the sharing economy as follows: "The 'sharing economy' refers to people using online platforms to sell or rent underutilized property, goods, or services and rating each other's trustworthiness through online reputation systems."

Advantages and Disadvantages of Short-Term Rentals in Brock

Advantages of Short-Term Rentals in Brock:

1. Economic Development
2. Increase in Tourism
3. Increase in local business (i.e.: restaurants, shops, contractors, property maintenance etc.)
4. Increase in local recreation businesses (i.e. ice fishing, boating, beach front, sporting events, music festival, etc.).
5. Makes Brock attractive as destination site for events as they provide additional options for visitors of such events to stay within Brock Township – increasing number of places to stay within community – spin off benefits to local community businesses
6. Income for private Investors – increase income to offset cost of investment property or properties
7. Income for homeowners to offset cost of primary residence and create an income by renting part of such residence as a short-term rental.

Disadvantages of Short-Term Rentals in Brock:

1. Excessive Noise
2. Dangerous Use and/or use of Fire Works outside allowable dates and times as per by-laws.
3. Public Nuisance
4. Criminal Behaviour – Assaults, Drinking and Driving, Drinking and Boating etc., Drunk and Disorderly, Trespassing
5. Party Houses
6. Parking Violations
7. Garbage
8. Illegal Burning
9. General Disregard for local By-Laws and residents

It is important to note that the advantages and disadvantages do not relate to all short-term rental properties that are known to be operating within the Township of Brock.

Timelines - Response and Actions Township of Brock in addressing STRs

Due to increased levels of complaints with regard to Short-Term Rental properties in 2020 and summer of 2021 from homeowners affected by short-term rental properties operating as “party houses” or short-term property renters and owners having a basic disregard for local by-laws and local residents who are no longer able to enjoy living at their homes, staff and Council determined that research should be conducted on the potential benefits or negatives of implementing a Short-Term Rental License By-Law or other options to address Short-Term Rentals to be ready for possible launch in late Spring of 2022.

In February of 2021 and August 2021 the Township of Brock had an open survey regarding Short-Term Rental Properties in Brock Township. The survey had a total number of 428 participating respondents. In addition to the survey, Council heard deputations and received correspondence from area residents on the issues surrounding STR’s and directed staff to put a plan in place and report back.

In the late summer and Fall of 2021, staff conducted research into those municipalities that have implemented a STR Licencing requirement or those who have chosen other types of enforcement options that have not involved the creation of a licensing system. Staff were able to identify a few key elements used within municipalities to address short-term rental properties. Some of these are as follows:

1. STRs addressed through Zoning By-Laws
2. STRs addressed through Business Licensing By-Laws
3. STRs addressed through Individual Short-Term Rental By-Laws and or Licensing By-Laws - application and fee process, a demerit system for licensed STR’s that infract municipal by-laws, special separation between STR’s, building and fire requirements, maximum occupancies, parking plans, and even the inclusion of noise monitoring hardware.
4. STRs addressed through enhancements to existing By-Laws and or creation of new bylaws to address some of the negative aspects of short-term rental properties or party houses. No specific by-law or licensing of STRs Used.
5. No action to address STRs – Wait and See Approach

On March 30th, 2022 a Public - Notice with respect to the proposed amendments to the Noise, Fireworks, and Burning By-laws as well as Notice with respect to the new proposed Public Nuisance By-law was given in accordance with the Township’s Public Notice Policy #AP6. The notice alerted the public to the 19th day of April, 2022 CoW meeting in which Council would be presented with a staff report to consider proposed amendments to the following by-laws:

By-law Number 2389-2011-PP - Noise By-law

By-law Number 2535-2014-PP - Firework By-law

By-law Number 2915-2019 - Burn By-law

And to consider the adoption of a new by-law:

Nuisance By-law 3117-2022

Purpose of Amendments & New By-Law

THE AMENDMENTS AND PROPOSED NEW BY-LAW serve to address issues that have been brought forward to the municipality regarding short term and rental properties, party houses, and nuisances throughout the municipality.

At the April 19th, CoW meeting council was presented with staff report #2022-GG-007, entitled “Short-Term Rentals and Proposed By-laws”.

The report provided Council with the overall research staff had conducted to date regarding whether the Township of Brock should consider a Short Term-Rental Licensing By-Law or another option to address Short-Term Rentals for the upcoming peak rental season.

Highlights of the report included information obtained from other municipalities that currently have an STR licensing requirement, the common challenges that arose were the substantial increase in the administration of the STR licensing program as well as the increase in budgetary costs for enforcement and prosecution of non-compliant owners. The concept of ‘cost recovery’ with the STR licensing program is not net zero and often runs over budget. A great amount of cost, work and often hiring of 3rd party agencies to search for and manage and handled administration and or assist with enforcement of Short-Term Rental properties. The process is very complex and is handled in many ways throughout Ontario. Many municipalities have found is that the STR licensing program does not eliminate the ‘party house’ situations, which are the largest cause for concern and biggest nuisance for residents that live near these dwellings.

Having consideration for those concerns raised by residents, staff worked with the Township’s prosecutor to revise three of the current by-laws that most impactful not only for STR’s, but other situational occurrences that have raised related issues throughout the township. The areas of focus in amending the Noise By-law, Fireworks By-law and Burning By-law were to bring each of them into more current and relative vocabulary, the ability for enforcement officers to lay charges to persons on sight as well as owners who may not be on sight. In addition, staff and the prosecutor developed a new Nuisance By-law to add additional enforcement tools to deal with party houses and unruly short-term rentals.

Staff have had conversation with other agencies who also may or may not have legislation in place to assist with addressing short-term rental properties, such as Durham Region Public Health who confirmed that currently there is no requirement for STR’s to have inspections relating to drinking water systems or existing septic systems, other than when requested to test the drinking water system or when there is a failing septic system.

Staff’s discussion with Durham Region Police Services, North Division (DRPS), revolved around the proposed by-laws as well as the enhanced level of by-law enforcement. DRPS was encouraged and supportive of the staff proposal for the 2022 season and confirmed their

commitment in supporting our By-law Officers when called, dependent on priority dispatching.

The report asked that council consider for the 2022 summer season, an enhanced enforcement model for the Township of Brock by amendments to the Noise, Fireworks, and Burning By-Law and the adoption of a Public Nuisance By-Law.

At the April 19th, 2022 CoW meeting, report # 2022-GG-007, entitled “Short-Term Rentals and Proposed Bylaws”, was received; and Council directed the Clerk/Deputy CAO to prepare and present Public Nuisance By-law #3017-2022; Noise By-law #3018-2022; Fireworks By-law #3019-2022; and Burning By-law #3020-2022, attached as Appendix ‘1’, Appendix ‘2’, Appendix for consideration and adoption at the Council meeting to be held on April 25, 2022.

At the April 25th, 2022 CoW meeting, Public Nuisance By-law #3017-2022; Noise By-law #3018-2022; Fireworks By-law #3019-2022; and Burning By-law #3020-2022, were adopted.

Between April 25th, 2022 and May 19, 2022, the Township of Brock By-Law Enforcement and Animal Control Department and the Clerks Department worked both on the Public Communication plan, the hiring of a PT By-Law Officer for afternoons and weekends and two seasonal by-law officers to work late afternoon, evening and early morning shifts from Thursday to Sundays and only Holiday Mondays. In addition a training schedule, uniforms and on the job training had to be completed by the Supervisor and other FT and PT staff. Staff also worked out shared vehicle use with both the building and public works departments for use by seasonal officers.

The Public Communication Plan was immediately initiated and achieved as follows, with emphasis that the plan for communication focus not so much on enforcement, or the rules but more about how residents and visitors need to appreciate and respect the surrounding environment/community in a harmonious manner.

Public Communication Plan:

- 1) Enacted By-laws to be published on the Town’s website.
- 2) Communication letters with copies of the approved by-laws will sent to all Shoreline Residential property owners.
- 3) Information brochure or pamphlet on the respective by-laws will be included in the Township’s final tax bills.
- 4) Information brochures will be distributed to all known STR establishments as catalogued from the various virtual platforms. To ensure that owners of STR’s advise their tenants of the applicable by-laws.
- 5) Enforcement staff will continue to drop off education flyers and information as required in the field during enforcement patrols and/or investigations.

Please See Attached:

Appendix A- Breathe in the Summer Fun in Brock Letter to Shoreline residents

Appendix B- Website and Information Pamphlet on Strs and By-Law Amendments and New Nuisance By-Law

Appendix C- Sample Warning Letter to Known STR locations causing issues

During the Phase 1 enforcement project when staff have encountered frequent complaints or infractions, with repeating addresses, communication with the property owner has taken place to discuss the issues and how we can move forward to ensure that any future potential issues are diverted. In addition when encountering frequent complaints or infractions with repeating STR properties that are listed on virtual platforms, staff will be contacting the virtual platform when ownership or whether it is a property operating as an STR to inform them of the issues with the STR they are hosting.

On the 25th day of July 2022 CoW meeting, Council were presented with an update, within the Q2-report, # 2022-PS-007 on the Phase 1 – STR program for the months of May and June 2022 and at the August 22nd, CoW meeting staff updated on the Phase 1 – STR program for the month of July 2022. These reports/memos contained information on investigations, calls, emails and inquiries, or charges laid related to the Phase 1- STR program and previously mentioned by-laws for the month.

Chart 1 – STR Specific Investigations – May 19th to September 05th 2022

	NOISE	NUSIANCE	FIREWORKS	BURN
May (STR)	6	0	5	1
June (STR)	9	0	3	0
July (STR)	5	3	1	0
August (STR)	4	2	0	2
September (STR) *	1	0	0	0
Total # of cases	25	5	9	3

Durham Regional Police Calls - May – July 2022 inclusive

Noise Complaint Calls (specific to Brock Township) – 26

*Comparing to the same time frame in 2021 this is a 28% decrease (from 36 calls in 2021)

Nuisance Complaint Calls (specific to Brock Township) – 0

Fireworks Complaint Calls (specific to Brock Township) – 0

Of the total number of noise complaints investigated by the DRPS, only 9 were related to properties that are known to be short-term rental or party houses. Eight of the complaints were noise related and

one coded as an on foot. No incidents resulted from these complaints and as such no charges or warnings were issued under the Municipal By-Laws by the DRPS. The police service is committed to continuing to support the Township of Brock By-Law Department regarding these types of incidents and to have an open line of communication for the purposes of reporting and enforcement.

Numbers of calls related to August and September have not yet been tabulated and received by DRPS but August results can be expected Mid September and September results Mid October.

Part 1, Part 2 (Parking), Part 3 Charges

July 30th, 2022 – Part 1 Charge for Noise was issued against a renter at a short-term rental (Thorah Pk Area) – Status: Waiting for First Appearance Date or Notice that fine has been paid

August 2022 – Part 3 Charges Laid against the owner of a short-term rental property (Thorah Pk Area). These charges are under the Nuisance By-Law and encompass the did between dates of May 2nd, 2022 and June 24th, 2022. Status: First Appearance Date November 2022

August 2022 – Part 3 Charges against owner of short-term rental property (Ethel Park Area) Noise and/or Nuisance Bylaws did between dates June 2022 – August 2022. Status: Awaiting Service

August 2022 – Part 3 Charges pending against owner of short-term rental property (Ethel Park Area) Noise Violation – Status: Awaiting Formalization of charges and evidence review

Part 2 – Parking Offences Charges

A total of 130 parking infraction notices were issued by the seasonal bylaw officers over the course of the Phase 1- STR enforcement program. Of these, more than 60% were due to either STR properties or party houses.

Results and Findings – Phase 1 – STR enforcement (May 19th to Sept 11th, 2022 inclusive)

The Phase 1 – STR enforcement began May 19th and operates until Sept 11th, 2022. Overall, the low amount of call volume received regarding Short-Term Rental properties or Party Houses was a surprise to staff. As discussed earlier, the Phase 1 – STR Enforcement centered around using four Township By- Laws; Noise By-law, Nuisance By-Law, Fireworks and Burn By-law which were all enhanced or written in order to assist By-Law Enforcement Officers by providing them tools to address by-law infractions related to and unrelated to short-term rental properties.

Not unexpectedly, there was an overall increase in the amount of calls to the By-Law Department in reference to the enhanced by-laws/new by-law and the amendments and new by-law have been proven to be effective Township wide, despite being created specifically to address short-term rental properties and party houses. Most calls are occurring in residential areas, not the lakefront but the tools and subsequent public education regarding the by-laws and increased enforcement has resulted in a positive impact Township wide and staff are happy to finally to be able to issue not only Part 3 charges but Part 1 fines at offending properties STR or not. It is important to note that of the STR properties that have been discovered to be operating in Brock, only 3-4 can be described as repeat offenders and owners or guests of those properties have either been warned, charged or fined as a result.

It would be fair to say that the Phase 1 – project also had a few other positive outcomes for the By-Law Department and the Township as a whole. The program clearly showed how effective having seasonal by-law officers working afternoons and evenings during the summer months had on effective

parking control, public liaisons and education. In addition residents were able to clearly see an increased level of enforcement by not only the result of quick response but, also, having officers out and about in the community in the opinion of staff made people start to rethink whether or not parties and other nuisance type activities should be avoided.

Parking enforcement and control received a huge boost from the seasonal officers and with the expected changes to the Traffic Control By-Law for the winter season and addition of permits for parking, seasonal officers would continue to be an asset to the Township of Brock. Staff recommend continuing this program and building upon the success of the Phase 1 – STR enforcement Township wide.

It is important also to recognize all Township of Brock staff who were instrumental in the success of the program, all staff from the Township of Brock By-Law Enforcement, Clerks Department, CAO, Fire Department, Public Works and Building. The program was not without challenges, especially in staffing levels as a PT By-Law Officer, hired in May to covering afternoons and early evenings on weekends left in June 2022 for alternative employment. This resulted in all By-Law Enforcement staff and Animal Control staff to fill a large void in coverage, a challenge at any time of year but especially challenging during the period of the year where staff vacations are most frequently taken. All staff in the Department collectively worked together to ensure that all promised hours were covered, and that backup would be provided should it be needed on weekends in all areas and back up for the evening and early morning shifts should one of the seasonal officer's call in. Pt staff should receive the most amount of praise as they were the most instrumental in training and in providing backup support to the seasonal officers and are a primary reason for the success of the Phase 1 – program. FT staff, and the Supervisor also contributed overtime hours and lieu to ensure program success. In addition, to help cover gaps of coverage, on weekends where there was no Statutory Holiday on Monday's, seasonal staff were permitted to begin shifts a few hours early to help support both regular By-Law staff and animal control staff when and where overwhelmed. This had a positive impact on call response and staff moral.

It is unknown why STR complaints are down or did not surface at the volume expected in the summer of 2022. Many reasons or guessing could be used to attempt and determine reasoning but, none would be based on fact and it is reasonable to conclude that this may have been an anomaly and a temporary reprieve. Some communities unlike Brock, saw a huge increase in short-term rental properties and the problems resulting during the same time period. Occupancy at known STR properties stayed steady according to data in Brock. It is possible the public education plan and presence of By-Law enforcement patrols worked in a positive way toward a below average summer of complaints regarding short-term rental or party house properties.

Further Research and Information to Consider Moving Forward

As time permitted, Township staff were able to conduct proactive searches of potential STRs operating and advertising within the Township of Brock. Searches were conducted by reviewing different vacation rental platforms including but not limited to Airbnb, Vrbo, FlipKey etc. Identifying unlicensed properties is very time consuming given STR property addresses are not listed on the different rental platforms. Addresses are given once a booking has been made.

Since July of 2022 staff have only been able to officially identify less then 15 properties that are being used as short term rentals, though data obtained through research indicates a minimum of 56 active Short-Term Rental Properties in Brock. The properties staff have been able to officially identify as STR's have been verified by public complaint and through visits to properties verifying from renters

that they booked the rental through Airbnb or another booking site. No operator of a short-term rental has come forward and identified themselves officially to the Township of Brock, nor are they required to as there is no licensing platform in place addressing Short Term Rental Properties or licensing of such properties.

Of the known Short Term Rental properties, Clerks Department or By-Law Staff have contacted the property owners by telephone and/or registered letters to notify them of the amendments to the Noise, Fire Works, Burn By-Law and the implementation of a Nuisance By-Law aimed at addressing nuisance within the Township but also to address party houses and short term rental properties where such party houses or nuisance offences can occur. On more than one occasion registered letters are being returned unclaimed.

AirDNA Analytics

The website AirDNA (www.airdna.co) provides STR data and analytics for towns and cities across the world. The two sources of data for AirDNA is scraped from Airbnb and Vrbo and also partner data from property managers and individual hosts.

According to AirDNA, Brock Township Ontario has 56 active STR listings. Active rentals are those that have had at least one reserved or available day in the last month. (July/August 2022) Of the type of rentals, 89% were entire house rentals. 80% of the rental channels used were with Airbnb, 11% on Vrbo and 9% on both platforms. The average type of size of the rental was 3.2 bedrooms / 7.6 guest upon average. The rental growth has been up 30% in the Q2 of 2022. Out of 5 points on Airbnb ratings, properties included these numbers averaged a score of 4.71 points, with over 83 percent rating the properties at or above 4.5

3.0 Related Policies / Procedures

N/A

4.0 Financial / Budget Assessment

Council had approved \$30,000 in the 2022 budget to cover the costs of two seasonal officers and any personal protective gear to outfit the officers. To date the actuals related to this budget are as follows:

- Seasonal Officer Salary (2 Officers) **\$25,259.96**
- Legal Costs **\$6040.98**
(Note: Legal Costs associated with Township prosecutor for services rendered: amendments to the by-laws, creation of a new by-law and Short Form Wording. Expense covered in the Clerks Budget and considered a one time expenditure and not part of operating.)
- Cost of PPE Seasonal Officers **NIL**
(Note: Staff were able to outfit seasonal officers with surplus By-Law clothing and surplus of a Personal Protective Vests or shared use of Protective Vest saved costs associated with PPE (shared vests are not ideal though and should not be used long term as they should be fitted to person using)
- Training Binders / Materials / Lunches **\$125.37**
(seasonal officers commenced training a few days prior to the 19th of May 2022)
- Clothing/Uniforms/Officer Badges **\$587.84**

• Shoreline Communication Mail out	<u>\$726.80</u>
Total	\$32,740.95
Total Operating	\$26,699.97

Other payroll costs associated with this program with respect to non-seasonal officers such as Pt Staff and FT Staff can be calculated at a later date and incorporated into the 2023 budget.

Since implementing the program the Township prosecutor will be representing the Township of Brock in Court with regard to all Part 1 and Part 3 charges that are currently before the Courts and/or in the process of being issued and or all parties subpoenaed. It is important to note that additional expenses as they may relate to costs related to serving a summons, or costs related to court prosecutions, will also be subjective to the number of charges laid and the number of challenges to those charges. For Council's information the estimated cost to serve a person with a summons depends on geographic location and can range from no cost (owner lives in Brock and served by our Officers) to any where from \$70.00 to as much as \$250.00. With respect to estimated costs around prosecution and court trials the cost may vary depending on a number of factors, such as a Part 1 charge (set fine ticket) versus a Part 3 charge (summons to court). The other factors include if there is a request for an Early Resolution (ER) or the number of court dates required. These estimated costs can range anywhere between \$625.00 to \$1,175.00.

Though staff would be able to include the above costs within the body of this report, staff are not able to do so as these costs have not yet been made accessible or have been billed in their totality. Staff, with the approval of Council will ensure the full costs are presented in their entirety if fully known by the 2023 budget.

Staff can conclude that there will be court costs as the Part 1 and Subsequent Part 3 charges go before the entire court process, including prosecutors time, cost of service of subpoenas, number of court dates and whether there will be early resolution. As the court system is backed up, these full costs will likely not be fully realised for some time. Any potential revenue from issuing set fines is difficult to estimate at this point, as the total number of set fine tickets will be subjective to the number of complaints and non-compliant cases the officers will be dealing with this season.

Of note, other savings were made during the Phase 1 program. Though offered the use of works Department vehicles, staff only utilized these vehicles on very few occasions. Staff were able to adequately and effectively use the compliment of the By-Law pickup and Animal Control van to conduct the Phase 1 program without any disruption to regular duties etc. Keeping of the management and control of the vehicle use within the Department is expected to have had cost savings especially given the current compliment of by-law vehicles are not full size and thereby reducing cost of gas and reducing amount of wear and tear over multiple department vehicles.

5.0 Climate Change Impacts

N/A

6.0 Communications

Staff throughout the body of this report have identified the types of communications deployed in order to inform residents and operators of STRs of the Phase 1- STR enforcement program and of the newly

enhanced by-laws and new by-law implemented to help manage and control these types of rentals within Brock.

7.0 Conclusion

Overall staff feel that the Phase 1 – STR enforcement program had a positive and effective result at managing STR properties, party houses and other issues found to be more prevalent in the summer months. It can be understood and concluded that the Township of Brock is not unique with respect to the issues surrounding STR's and the administration and enforcement surrounding Short-Term Rentals. Given the success of the program, staff will continue to actively research and will endeavour to find a delicate balance between regulations, compliance, and enforcement all while keeping the costs reasonable and managing existing capacity levels. The extensive work conducted to date, regarding any option to introduce a regulatory licensing framework will not be lost and will continue. With this report and with further follow up reports to follow as more financial information is obtained and results and updates from Court are obtained.

8.0 Recommendation

BE IT RESOLVED THAT report # 2022-PS-13, entitled "Short-Term Rentals Final Report 2022 be received for information; and

THAT Council support the Seasonal Enhanced Enforcement program for 2023 season with staff incorporating the final operating costs in the proposed 2023 budget.

Breathe In The Summer Fun In Brock

Dear Residents & Guests:

With the summer season just around the corner, and the Township of Brock located on the shores of Lake Simcoe and the Trent-Severn Waterway, it is the perfect destination for ALL to enjoy its beaches, beautiful rolling countryside, historic hamlets and villages, farmers markets, restaurants, cafes, boutiques and much more.

In response to on-going concerns by residents regarding disturbances caused by neighbouring property owners or their guests, the Township has amended several bylaws to set expectations and provide the tools for enhanced enforcement. Being a respectful neighbour, and being mindful of your actions, will ensure that we can all enjoy a happy, fun and peaceful summer.

As a resident or guest of Brock Township, the onus is on you to be informed of the By-Laws that may impact your enjoyment this season. Below are a some of the key by-laws that owners and guests should be aware of. Full details of each by-law can be reviewed on the Township's website.

Noise Bylaw 3118-2022:

- The Noise By-law is in effect 24 hours a day.
- Greater restrictions between 9:00 p.m. and 8:00 a.m. (loud music, yelling, shouting, horns, etc. is prohibited).
- Fines range from \$350.00 to \$10,000
- Fines can be charged against owner/guests on site as well as owners not on site.
- Noise complaints can be submitted [on-line](#), by email to bylaw@brock.ca or by calling 705-432-2355 ext-229.

Burn By-Law 3120-2022:

- Any Open Fire including campfires MUST purchase a [Burn Permit](#).
- Property owners intending to burn must purchase a Burn Permit.
- IMPORTANT! Any guest of a property MUST purchase a Burn Permit **separately** and have the property owner's permission.
- It is your responsibility to know if a Fire Ban is in effect, visit the Township Website or call 1-855-955-1101.
- Non-emergency burning complaints, call 705-432-2355 ext 233 (Monday-Friday 8:30 a.m. to 4:30 p.m.) or for emergencies please call 911

Fireworks By-Law 3119-2022:

- Discharging of fireworks, is ONLY permitted between dusk and 12:00 am on the day before Victoria Day, on Victoria Day, OR on the day before Canada Day and on Canada Day.
- ANY other days that fireworks are discharged are subject to fines ranging from \$350.00 to \$10,000.
- Fines can be charged against owner/guests on site as well as owners not on site.
- Fireworks complaints can be submitted [on-line](#), by email to bylaw@brock.ca or by calling 705-432-2355 ext-229.

Public Nuisance Bylaw 3117-2022:

- There are a number of different public nuisances that are not permitted, including but not limited to: soliciting, loitering, odour, screaming and yelling, fighting, excessive noise, and conduct that is disorderly or obnoxious.
- Fines range from \$350.00 to \$10,000
- Fines can be charged against owner/guests on site as well as owners not on site.
- Noise complaints can be submitted [on-line](#), by email to bylaw@brock.ca or by calling 705-432-2355 ext-229.

Traffic By-law 957-88-PP:

- Parking on Township roadways is restricted to a maximum of 3 hours.
- Parking is an ongoing active enforcement duty. Should there be any specific parking issues please call 705-432-2355 ext-229 (Monday-Friday 8:30 a.m. to 4:30 p.m.)

Garbage & Recycling:

- The Regional Municipality of Durham provides garbage, recycling and special waste collection services in Brock. Ensure to visit the website to find out your pick up dates.
- Owners that have guests must ensure that garbage and recycling is ONLY put out at the roadside on the appropriate days and times.

Reminder to residents that in the event of an emergency, please contact Emergency Services at 9-1-1

The Township of Brock wishes everyone a wonderful and peaceful summer!!

Short Term Rental Accommodations in Brock

Please keep in mind the following by-laws to make sure that everyone can enjoy the summer season and all the Brock has to offer.

Noise By-law 3118-2022

- In effect 24 hours a day
- Greater restrictions between 9:00 p.m. and 8:00 a.m.
- Fines range from \$350 - \$10,000

Burn By-law 3120-2022

- All open fires require a burn permit
- Guests of a property must obtain a permit and have the property owner's permission

Fireworks By-law 3119-2022

- Discharging of fireworks is ONLY permitted between dusk and 12:00 a.m. on the days before and on Victoria Day and Canada Day
- Fines range from \$350-\$10,000

Public Nuisance By-law 3117-2022

- Including soliciting, loitering, odour, yelling, fighting, excessive noise, and conduct that is disorderly or obnoxious.
- Fines range from \$350 - \$10,000

Traffic By-law 257-88-PP

- Parking on all municipal roadways is limited to 3 hours
- Overnight parking not permitted on municipal roadways

Garbage and Recycling

- Services provided by Durham Region
- To be set out at roadway only on designated days and times

For more information:
www.townshipofbrock.ca
705-432-2355 ext 239
bylaw@brock.ca



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
705-432-2355

SENT VIA REGISTERED MAIL

Dear Property Owners:

Re: SHORT TERM RENTAL ACCOMODATIONS

The Township of Brock is aware that your property located at XXXXX., is being rented out as a Short Term Rental, with guests checking in and out on a continuous basis.

Currently the Township does not have a licensing requirement for Short Term Rental Accommodations, however, in response to on-going concerns by residents regarding disturbances caused by neighbouring property owners or their guests, the Township has amended several bylaws to set expectations and provide the tools for enhanced enforcement.

The Township has received numerous complaints with respect to nuisances from your property and as the owner, the onus is on you to inform your guests of the By-Laws that may impact their stay this season.

Below are a some of the key by-laws that owners and guests should be aware of. Full details of each by-law can be reviewed on the Township's website. Please note that charges laid under may be served on your guests as well as yourself (the owner).

[Noise Bylaw 3118-2022:](#)

- The Noise By-law is in effect 24 hours a day.
- Greater restrictions between 9:00 p.m. and 8:00 a.m. (loud music, yelling, shouting, horns, etc. is prohibited).
- Fines range from \$350.00 to \$10,000
- Fines can be charged against owner/guests on site as well as owners not on site.

[Burn By-Law 3120-2022:](#)

- Any Open Fire including campfires MUST purchase a [Burn Permit](#).
- Property owners intending to burn must purchase a Burn Permit.
- IMPORTANT! Any guest of a property MUST purchase a Burn Permit **separately** and have the property owner's permission.
- It is your responsibility to know if a Fire Ban is in effect, visit the Township Website or call 1-855-955-1101.

If this information is required in an accessible format,
please contact the Township at 705-432-2355.

Fireworks By-Law 3119-2022:

- Discharging of fireworks, is ONLY permitted between dusk and 12:00 am on the day before Victoria Day, on Victoria Day, OR on the day before Canada Day and on Canada Day.
- ANY other days that fireworks are discharged are subject to fines ranging from \$350.00 to \$10,000.
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- Fines range from \$350.00 to \$10,000
- Fines can be charged against owner/guests on site as well as owners not on site.

Traffic By-law 957-88-PP:

- Parking on Township roadways is restricted to a maximum of 3 hours.
- Parking is an ongoing active enforcement and to avoid your guests in getting a parking ticket, ensure that they know the rules and provide sufficient parking on your own driveway.

Garbage & Recycling:

- The Regional Municipality of Durham provides garbage, recycling and special waste collection services in. Ensure to visit the website to find out you pick up dates.
- Owners that have guests must ensure that garbage and recycling is ONLY put out at the roadside on the appropriate days and times.

Enclosed are posters with details of the above noted By-laws, that we ask that you post in your Short Term Rental, so that your guests are fully informed.

Being a respectful neighbour, and being mindful of your actions as well as your guests' actions, will ensure that we can all enjoy a happy, fun and peaceful summer.

Yours truly,

THE TOWNSHIP OF BROCK



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Ingrid Svelnis

Position: CAO

Title / Subject: Brock Beats Hunger Food Drive

Date of Report: September 7, 2022

Date of Meeting: September 12, 2022

Report No: 2022-GG-025

1.0 Issue / Origin

During September, which is Hunger Action Month, the Township of Brock is teaming up with the other municipalities in Durham Region to support local foodbanks by collecting food and monetary donations to support the need.

2.0 Background

From September 6 to 29, the Township will have drop-off location for non-perishable food items located throughout the Township. Additional efforts for employee donations, challenges to businesses, schools, etc., will all be part of the effort to make this drive exceptional.

We are also recommending that Council consider making a corporate donation in the amount of \$1,000, payable from the Township Golf Fund. This fund would be shared between the three foodbank locations- Brock Foodbank serving Sunderland and Beaverton and the Nourish Pantry in Cannington.

3.0 Analysis

The Township Golf Fund had a healthy balance of \$28,029 before the 2021 tournament. We also feel that feeding the needs of our community members is very important and donating money from this fund to support this is appropriate.

4.0 Related Policies / Procedures

The Golf Fund Policy is currently under review. The fund has been primarily set up to support youth initiatives. Given youth are also impacted by hunger, we feel supporting this donation is worthwhile.

5.0 Financial / Budget Assessment

No budget impact.

6.0 Climate Change Impacts

None noted

7.0 Communications

The two organizations will be contacted and advised of the donation at the end of the drive.

8.0 Conclusion

With increased costs associated with inflation, more families are being impacted by the high costs associated with making ends meet. We are confident that all donations made to this drive will support local efforts and local people. We feel a donation from the golf fund will help those organizations who provide such a valuable service to our residents.

9.0 Recommendation

That Committee support the donation of \$1,000 from the Township Golf Fund

That the donation be split three ways with \$333.33 being given to the Nourish Foundation Pantry and that \$666.66 be provided to the Brock Foodbank.