



Staff Report

To: Council

From: Curtis Shelswell, Manager of Municipal Law Services

Meeting Date: July 22, 2026

Report No.: DS2026-077

Subject: AMPS STRA-Administrative Penalty By-law Amendment

Type: Requires Action

Motion No.:

Recommendation

It is recommended:

1. That Report No. DS2026-077 be received and adopted.
2. And that staff bring forward the Administrative Monetary Penalty By-law Amendment No. 2026-073 for Council's Consideration.

Background

The Administrative Monetary Penalty System (AMPS) program was implemented in December of 2024. AMPS provides Municipal Law Enforcement with another tool to assist with enforcement files to achieve compliance and is preferred over the Provincial Offences Court process.

The purpose of this report is to introduce Administrative Monetary Penalty Fee revisions to the existing By-law to equip the division with the ability to impose monetary penalties to Short-Term Rental Accommodations to ensure compliance with the Licensing By-law once it is in effect.

Whether it's addressing non-licensed operations or a licensed establishment that have contravened a provision of the Licensing By-law, a penalty notice can be served efficiently without delay by imposing a monetary penalty for bringing about timely

compliance Township By-laws. Individuals that continue to contravene the same provision within the By-law will be subject to escalating fees. The By-law has three elevated increases. All fees are collected in the same manner as municipal taxes in the form of a notice.

Analysis

Subject to the implementation of the Short-Term Rental Accommodations (STRA) Licensing By-law, it is crucial that the Division be equipped with the tools to assist with enforcement.

Schedule 1 to this report includes a proposed amendment to By-law No. 2024-128, being a By-law to implement an Administrative Monetary Penalty System in the Township of Oro-Medonte.

The established monetary fees must take into consideration the licensing fees within the By-law, they are used as a deterrent to direct individuals away from contravening the provisions of the By-law. Based on a review of surrounding municipalities the suggested monetary fees are considered by staff to be appropriate and not punitive.

Financial/Legal Implications/ Risk Management

Financial implications would depend on volume of licenses issued vs non-compliant operators. Fees and Penalty Notices can be adjusted according to their financial impact on the Division and will be monitored as processes are implemented to determine whether further adjustments/revisions are required.

Policies/Legislation

- Municipal Act
- Township of Oro-Medonte By-laws
- Township Official Plan

Corporate Strategic Priorities

Community Safety

Consultations

Director of Development Services

Supervisor of Municipal Law Enforcement

Attachments

By-law No. 2026-073, being a By-law to amend By-law No. 2024-128, a By-law to implement an Administrative Monetary Penalty System in the Township of Oro-Medonte.

Related Reports

- Staff report dated March 27, 2024 - [DS2024-026 Administrative Monetary Penalty Process](#)

Conclusion

The Administrative Monetary Penalty System has provided staff with an efficient way to address By-law matters when enforcement is required to ensure compliance with Township Bylaws. Having this tool will benefit the division as the Township moves into further regulating STRAs through licensing.

Township staff are recommending the adoption of Penalty Notices contained within Schedule 1 to this report to prepare for the enforcement of an STRA Licensing regime.

Respectfully submitted,

Curtis Shelswell

June 29, 2026

Approvals:

Date of Approval

Brent Spagnol, Director, Development Services
Shawn Binns, CAO

July 17, 2026
July 17, 2026

Schedule 1

Schedule D to By-law 2026-073 for The Corporation of the Township of Oro-Medonte Administrative Monetary Penalty System By-law

Schedule A-18

1. Column 1 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column
2. For the purposes of Section 2 of this By-law, Column 2 in the following table lists the provisions in the Designated By-law identified in the Schedule.
3. Column 3 in the following table set out the Administrative Penalty amount that is payable for the contraventions of the designated provision listed in Column 1.
4. Columns 4 and 5 in the following table sets out the Administrative Penalty amount that is payable for the subsequent contraventions of designated provision listed in Column 1.

Item	Column 1 Short Form Wording	Column 2 Designated Provision	Column 3 Administrative Penalty	Column 4 2nd Offence Administrative Penalty	Column 5 Subsequent Offence (3rd and beyond)
1	Operate Short-Term Rental Accommodation without a Licence	4.1	\$1250.00	\$1750.00	\$2250.00
2	Operate a Bed and Breakfast Establishment without a Licence	4.2	\$1250.00	\$1750.00	\$2250.00
3	Terms and Conditions – Fail to Display Licence	4.3	\$500.00	\$750.00	\$1000.00
4	Terms and Conditions – Fail to Maintain Fire Posting	4.3	\$500.00	\$750.00	\$1000.00
5	Terms and Conditions – Exceed Maximum Occupancy	4.3	\$1000.00	\$1250.00	\$1750.00

Item	Column 1 Short Form Wording	Column 2 Designated Provision	Column 3 Administrative Penalty	Column 4 2nd Offence Administrative Penalty	Column 5 Subsequent Offence (3rd and beyond)
7	Terms and Conditions – Fail to attend within required time	4.3	\$750.00	\$1000.00	\$1500.00
8	Terms and Conditions – Fail to be on site of property	4.3	\$750.00	\$1000.00	\$1500.00
9	Terms and Conditions – Fail to obtain or retain records	4.3	\$500.00	\$750.00	\$1000.00
10	Terms and Conditions – Fail to include Licence Number	4.3	\$500.00	\$750.00	\$1000.00
11	Terms and Conditions – Discriminate against a person	4.3	\$750.00	\$1000.00	\$1250.00
12	Advertise Short-Term Rental Accommodation without a Licence	4.4	\$1250.00	\$1750.00	\$2250.00
13	Advertise Bed and Breakfast Establishment without a Licence.	4.5	\$1250.00	\$1750.00	\$2250.00
14	Alter or Modify Licence	4.6	\$500.00	\$750.00	\$1000.00
15	Use or attempt use of Licence issued to another person	4.7	\$500.00	\$750.00	\$1000.00
16	Own, Operate or Carry on Business other than name on Licence	4.8	\$500.00	\$750.00	\$1000.00
17	Make false statement in documents	4.9	\$750.00	\$1000.00	\$1250.00
18	Terms and Conditions – Fail to comply	4.3	\$500.00	\$750.00	\$1000.00

19	Fail to Comply with Renter's Code of Conduct	4.11	\$500.00	\$750.00	\$1000.00
20	Fail to Comply with Order	4.13	\$750.00	\$1000.00	\$1250.00
21	Rent Short Term Rental Accommodation – No Licence	4.14	\$500.00	\$750.00	\$1000.00
22	Rent Bed and Breakfast Establishment – No Licence	4.15	\$500.00	\$750.00	\$1000.00
23	Rent Short Term Rental Accommodation - In Excess of Ninety-Two (92 days)	4.16	\$1250.00	\$1750.00	\$2250.00
24	Hinder and Obstruct – Officer	18.11	\$500.00	\$750.00	\$1000.00