



SHORT TERM RENTAL COMMITTEE MEETING MINUTES

Friday March 12, 2021

02:00 PM

PRESENT:

Chair: Rob Browning, Members: Councillor Norm Arsenault, Councillor Gary Burroughs, David Levesque, Jason Clements, John Buchanan, Perry Hartwick.

REGRETS:

STAFF:

Peter Todd Town Clerk

Marilena Basilone Administrative Assistant

OTHERS:

Rene Brewer

1. Call to Order

Chair Rob Browning called the meeting to order at 2:03pm

2. Adoption of Agenda

The Committee agreed to discuss how agenda items can be brought forward under New Business.

Moved by Jason Clements that the committee recognize Claire Cronier and Rene Brewer as future members of the committee and that the attendees be allowed to provide comments during discussion.

APPROVED

Moved by Councillor Gary Burroughs that the meeting agenda be accepted as amended

APPROVED.

3. Conflict of Interest

No conflicts were declared at this time.

4. Previous Minutes

Moved by Councillor Norm Arsenault that the Short Term Rental Committee minutes of March 5, 2021 be adopted.

APPROVED.

5. Presentations

5.1 Short Term Rental Licensing By-law Presentation

The Town Clerk provided a presentation on the Short Term Rental Licensing By-law and answered questions from the Committee. Discussion took place regarding the following topics:

- Creation of the summary of complaints chart and how the numbers were determined.
- Third party compliance company organization and process for contacting managers.
- Funding model for compliance company and recovery of fees.

The committee requested that the third party compliance company be requested to appear at a future meeting to provide a presentation and demonstration on the software.

Moved by Councillor Norm Arsenault that the presentation be received.

APPROVED

6. Business

6.1 Terms of Reference

The Committee reviewed the Terms of Reference and discussion took place in regards to creating a mission statement. It was agreed that the Terms of Reference provided sufficient detail to guide this committee in their task.

Move by Councillor Gary Burroughs to receive the Terms of Reference that will be presented to Council on March 22, 2021.

APPROVED

7. New Business

7.1 Communication of agenda items

Town Clerk, Peter Todd will create a platform for the Committee to share information amongst each other and confirm upcoming agenda items. It was reiterated that this platform would not be used to forward or advance business of the committee but rather it will be used for information only.

8. Next Meeting Date

The committee reviewed the poll the was sent out and determined that Wednesday at 2:00 pm would be the best meeting date for everyone moving forward.

Moved by Perry Hartwick the the Short Term Rental Committee will meet every Wednesday at 2:00pm for a period of 2 hours.

APPROVED

9. Adjournment

Moved by David Levesque that the meeting be adjourned.

APPROVED.

ADJOURNMENT: 03:36 PM