



Short-Term Rental Licensing  
& By-Law Enforcement Office  
31940 Highway 3, PO Box 40,  
Wainfleet ON L0S 1V0  
T. [905-899-3463](tel:905-899-3463) x294  
E. [str@wainfleet.ca](mailto:str@wainfleet.ca)

**SHORT-TERM RENTAL/BED & BREAKFAST**

**Application to Licence**

**Licensing period beginning one year from issued Licence**

I/We do declare the application has been read and is understood, pertaining to the operation of a Short-Term Rental.

I/We further give permission for Fire and By-Law Inspectors, and if required, Building Inspectors to enter the residence for the purpose of inspecting for compliance with the Township By-Laws and regulations at any given time.

I/We confirm that the Renter Code of Conduct **will be posted** in a conspicuous location within 1 metre of the primary entrance and made available to each renter and inspector.

I/We shall maintain register in relation to the operation of the Short-Term Rental Unit, including the dates of use, names, emails and the number of occupants. I/We shall submit said records to the Licence Administrator upon request.

I/We certify the accuracy, truthfulness and completeness of this application.

**RENEWAL APPLICATIONS**

I/We confirm that the floor plans and site plan on file for this Short-Term Rental still are accurate and no changes have been made to the room layouts.

\_\_\_\_\_  
*Name(s) (Please Print)*                      *Signature*                      *Date*

\_\_\_\_\_  
*Name(s) (Please Print)*                      *Signature*                      *Date*

\_\_\_\_\_  
*Name(s) (Please Print)*                      *Signature*                      *Date*

\_\_\_\_\_  
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**SHORT-TERM RENTAL/BED & BREAKFAST  
Good Neighbour Agreement**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Regarding Short Term Rental Licence # \_\_\_\_\_  
(For Office Use)

WHEREAS \_\_\_\_\_ (the "Licensee"):  
(Please Print Name(s))

- Wishes to demonstrate to The Corporation of The Township of Wainfleet (The Township), and the citizens of Wainfleet their effort to be a responsible Short-Term Rental accommodation operator within the Township;
- Recognizes their role as a responsible operator and neighbor within the community and agrees to work with the Township and its departments to resolve all concerns;
- Wishes to promote Wainfleet as a harmonious, safe, and attractive community for the enjoyment of everyone, including residents, visitors, and businesses;
- Recognizes that non-compliance with the Short-Term Rental Good Neighbour Agreement may be brought to the attention of the Township and may trigger an enforcement investigation and/or revocation of licence;
- Recognizes that short-term rental operators have a civic responsibility to address the conduct of their patrons; and other Township By-Laws that require certain standards of conduct and maintenance, apply to their properties used for Short-Term Rental accommodations;
- Recognizes that should the Licensee's licence be suspended or cancelled and any Short-Term Rental accommodation bookings and/or nuisance incidents pertaining to the operation of a Short-Term Rental accommodation continue to occur and remain unresolved, the Township may exercise its power to pursue additional enforcement action including demerit points, penalty fines and/or legal injunctive action;

AND WHEREAS the Township wishes to:

Demonstrate its commitment to early resolution of disputes with the Licensee in relation to this Agreement whenever possible.



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NOW THEREFORE in conjunction with and in consideration of obtaining, continuing to hold, or renewing a Short-Term Rental licence, the Licensee covenants and agrees with the Township to comply with the regulations set out in By-Law 026-2023.

The Licensee, by its authorized signatory: On Behalf of:

\_\_\_\_\_  
*(Owner/Operator Print Name(s))*

\_\_\_\_\_  
*(Owner/Operator Signature(s))*

\_\_\_\_\_  
*(Owner/Operator Print Name(s))*

\_\_\_\_\_  
*(Owner/Operator Signature(s))*

\_\_\_\_\_  
*(STR By-Law Officer/ Licence Administrator)*



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**SHORT-TERM RENTAL/BED & BREAKFAST  
Agent/Local Contact Approval**

Short-Term Rental Address:

\_\_\_\_\_

I/We \_\_\_\_\_

*(Registered Owner(s))*

hereby authorize;

\_\_\_\_\_ of

*(Name)*

\_\_\_\_\_

*(Company Name, if applicable)*

\_\_\_\_\_

*(Address - Street No., Street Name, City/Town, Postal Code)*

\_\_\_\_\_

*(Email Address)*

\_\_\_\_\_

*(Contact Number)*

To operate my/our Short-Term rental of a \_\_\_\_\_ bedroom, \_\_\_\_\_.  
*(# of rooms) (Type of rental: STR/B&B)*

Registered Property Owner(s):

\_\_\_\_\_

*Name(s) (Please Print)*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Name(s) (Please Print)*

\_\_\_\_\_

*Signature*



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\_\_\_\_\_  
*Name(s) (Please Print)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name(s) (Please Print)*

\_\_\_\_\_  
*Signature*

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Management Company (if applicable):**

I undertake to operate the above-mentioned Short-Term Rental in accordance with all Township of Wainfleet By-Laws, in particular **By-Law No. 026-2023**.

\_\_\_\_\_  
*Name (Please Print), I have the Authority  
to bind the Corporation.*

\_\_\_\_\_  
*Signature*

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**SHORT-TERM RENTAL/BED & BREAKFAST  
Acknowledgement**

Short-Term Rental Address: \_\_\_\_\_

I/We \_\_\_\_\_ understand that:  
*Name(s) (Please Print)*

I/we are **not** permitted to rent rooms and/or advertise on any web site until the Licence is issued.

- 1) No Person shall cause or permit any vehicle to be parked on any part of a property where a Short-Term Rental Unit is situated other than in a designated driveway as shown in a site sketch submitted to and approved by the Township's **Zoning By-Law 034-2014 Section 5.3**.
- 2) No Person shall advertise or operate a Short-Term Rental Unit with an occupancy that exceeds the maximum occupancy limits of two (2) people per bedroom. (Six (6) people for a three (3) bedroom unit, four (4) people for a two (2) bedroom unit, and two (2) people for a one (1) bedroom unit).
- 3) No Person shall advertise or occupy a Short-Term Rental Unit with more than one (1) stay period within seven (7) consecutive days. (Excludes Bed & Breakfasts).
- 4) I/We will post our Township of Wainfleet Short-Term Rental Licence # on **all** advertisement pages.
- 5) Nothing herein allows a Licensee to rent rooms other than those identified on the licence and approved on the floor plans submitted with the application.
- 6) All bedrooms in excess of three (3) shall be closed off with appropriate signage posted on the door(s)
- 7) The Licensee may be held responsible for behavioral contraventions by tenants and guests with all applicable Township By-Laws including but is not limited to: Noise Control By-Law, Public Nuisance By-Law and the Good Neighbour Agreement.
- 8) Licence will be obtained prior expiry. (Licence fees and applications are due 30 days prior to expiration date of the previous Licence).

- 9) The Licensee is responsible for renewing the one-year licence prior to expiry, or be subject to monetary penalties.
- 10) The Licensee is responsible for forwarding a copy of the certificate of insurance with application or renewal application.
- 11) The Licence and Fire Safety Plan will be posted in a conspicuous location within 1 metre of the primary entrance.
- 12) The Licensee shall be responsible for informing the Township in writing of any changes to the approved information contained within the application or any deviation to the approved plans within seven (7) days of such change or deviation.
- 13) The submission of false or misleading information will void the application and any license issued on such an application may be revoked.
- 14) Municipal By-Law Enforcement Officers are authorized to enter onto land at any reasonable time to inspect any building, structure or property for the purposes of carrying out an inspection to determine whether the By-Laws, By-Law notice or an order issued is being complied with.
- 15) Maintain a register of renters and overnight occupants. I/We agree to provide an electronic or written copy of said registry within 24hours of request.
- 16) Registry shall contain: Check-in/Check-out dates, Renters: Name, Email, Address, and names of occupants staying with Primary Renter.

I/We understand that any breach of this acknowledgement, provisions of **By-Law No. 026-2023**, any other Township By-Laws or regulations may result in the Short-Term Rental Licence being revoked or suspended.

I/We have read and signed, per applicable: By-Law No. 026-2023

Renter Code of Conduct

Good Neighbour Agreement



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Signature(s):

\_\_\_\_\_  
*Licensee (Please Print)*

\_\_\_\_\_  
*Licensee (Please Print)*

\_\_\_\_\_  
*Licensee (Signature)*

\_\_\_\_\_  
*Licensee (Signature)*

\_\_\_\_\_  
*Licensee (Please Print)*

\_\_\_\_\_  
*Licensee (Please Print)*

\_\_\_\_\_  
*Licensee (Signature)*

\_\_\_\_\_  
*Licensee (Signature)*

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.