

**City of Port Colborne
Public Meeting Agenda**

Date: Wednesday, November 12, 2025
Time: 5:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

Pages

1. Call to Order

2. Adoption of Agenda

3. Disclosures of Interest

4. Statutory Public Meetings

Statutory public meetings are held to present planning applications in a public forum as required by the Planning Act. Requests to delegate virtually will be accepted until 12:00 p.m. on the day of the meeting by contacting deputyclerk@portcolborne.ca. To delegate in person, requests are appreciated, but not mandatory.

4.1 Public Meeting Report for City-initiated Zoning By-law Amendment for Short Term Rental Uses - File D14-04-25, 2025-223

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a. Delegations

5. By-laws

5.1 By-law No. 7400/91/25

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By-law to Adopt, Ratify and Confirm the Proceedings of the Council of
The Corporation of the City of Port Colborne

6. Adjournment



Subject: Public Meeting Report for City-initiated Zoning By-law Amendment for Short Term Rental Uses - File D14-04-25

To: Council - Public Meeting

From: Development and Legislative Services Department

Report Number: 2025-223

Meeting Date: November 12, 2025

Recommendation:

That Planning and Development Report 2025-223 be received as information.

Purpose:

The purpose of this report is to fulfill the statutory public meeting requirement under the authority of the Planning Act. This report, and statutory public meeting, introduces a City- initiated proposal for a Zoning By-law Amendment (ZBA) aimed at updating the definition of “Short Term Rental” and “Officer”. The objective of the public meeting is to solicit comments from interested members of the community and public agencies on the proposed amendments.

Background:

On September 23, 2025, the City of Port Colborne passed by-law 7388/79/25, being a By-law to regulate Short Term Rental (STR) Accommodations. The New STR By-law establishes clear rules for operating short-term rentals while balancing opportunities for tourism and property owners with neighbourhood safety and quality of life for residents.

At the September 23rd Council Meeting, through Report 2025-190, Council directed staff to bring forward accompanying changes to the City’s Zoning By-Law to support the regulation of short-term rental accommodations before November 1, 2025. This direction was a result of an identified need to align the definition of Short Term Rental; and, to address matters of implementation and alignment related to the STR By-law.

Internal Consultations:

The Draft ZBA was circulated to appropriate internal departments and to external agencies on October 10, 2025. Niagara Region Planning staff indicated they had no comments with respect to the proposed amendments. No other comments have been received as of the date of preparing this report.

Public Engagement:

A Notice of Public Meeting was circulated in accordance with the Planning Act. The notice was shared in the local newspaper on October 22. Additionally, on October 22, the notice was posted on the City's website. Copies of the proposed amendment were made available on the City's website and at City Hall for public viewing.

As of the date of writing this report, no formal submissions have been received.

Discussion:

Proposed Zoning By-law Amendment

A copy of the proposed Draft Zoning By-law Amendment is attached to this report as Appendix A. The proposed changes are as follows:

Staff are proposing to update the definition of Short- Term Rental (modifications shown where deleted text is struckthrough, new text is **bolded and underlined**; and, text to remain the same is shown in basic font):

"Short-Term Rental: Means ~~the secondary use of a residential dwelling that offers a place of accommodation or temporary residence, or occupancy by way of concession, permit, lease, licence, rental agreement or similar arrangement for twenty-eight (28) consecutive calendar days or fewer with no on-site management throughout all or part of the year.~~ **all or part of a Dwelling Unit that provides sleeping accommodation to someone other than the Owner for any period of twenty-eight (28) calendar days at a time or less, in exchange for payment.** Short-term rental accommodation uses shall not mean a hotel, ~~bed and breakfast~~, boarding or lodging house, or similar commercial accommodation use. For the purposes of this definition, a secondary use shall mean secondary in terms of time the dwelling is used as a short-term rental accommodation."

Staff are proposing to introduce a new defined term, "Officer", as follows:

"Officer: Means any person or class or person appointed by council as a By-law Enforcement Officer to enforce this By-law."

Staff are proposing a minor edit to Section 1.5 “Inspection of Premises” (modifications shown where deleted text is struckthrough, new text is **bolded and underlined**; and text to remain the same is shown in basic font):

“An ~~Officer~~, or ~~The Director of Planning and Development~~ **the Chief Planner, or the Chief Building Official**, or any official or employee of the Municipality acting under his or her direction, is hereby authorized to enter, at all reasonable hours, upon any property or premises in or about which there is reason to believe that provisions of this By-law are not being complied with, and for the purpose of carrying out his or her duties under this By-law.”

These changes are intended to ensure consistency between the CZBL and the STR By-law, and to support effective enforcement and administration of short-term rental accommodations in the City.

Financial Implications:

There are no financial implications from this report.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Welcoming, Livable, Healthy Community
- Economic Prosperity
- Increased Housing Options

Conclusion:

On September 23, 2025, Council established a new Short-Term Rental By-law, staff are presenting a proposed amendment to the Zoning By-law to create consistency across both documents and to better establish how implementation and enforcement can occur.

This Statutory Public Meeting report has been prepared to allow all agency, public and Councillor comments to be received and considered prior to a decision being made on the proposed Amendments. As the By-law took effect November 1, 2025, staff have expedited the approval process for this amendment and are presenting a recommendation report on this application at the November 12, 2025 regularly

scheduled Council meeting.

Appendices:

- a. Draft Zoning Amendment

Respectfully submitted,

Erik Acs
Chief Planner
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Erik.acs@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.

The Corporation of the City of Port Colborne

By-law No. _____

Being a by-law under the provisions of Section 34 of the Planning Act, R.S.O. 1990, to amend By-law No. 6575/30/18, the Zoning By-Law of the City of Port Colborne.

Whereas, the Council of The Corporation of the City of Port Colborne desires to amend the said by-law. Whereas, Council has conducted a public meeting as required by Section 34(12) of the Planning Act, R.S.O. 1990, as amended, and has determined that no further notice is required in accordance with Section 34(17); and

Whereas, the matters herein are in conformity with the policies and designations contained in the Official Plans of the Regional Municipality of Niagara and the City of Port Colborne as are currently in force and effect; and

Whereas, on September 23, 2025 the City of Port Colborne passed By-Law 2025-190, being a by-law to regulate Short Term Rental Accommodations; and

Whereas, Zoning By-law 6575/30/18, as amended, has a different definition for Short Term Rental Accommodations which is not consistent with By-Law 2025-190, an update to Zoning By-law 6575/30/18 is proposed; and

Whereas, it is deemed desirable for The Corporation of the City of Port Colborne desires to amend the said By-law. and

Now therefore, and pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, The Corporation of the City of Port Colborne enacts as follows:

1. This amendment shall apply to all lands within the City of Port Colborne within the Regional Municipality of Niagara.
2. That Section 38, entitled "Definitions" of Zoning By-law 6575/30/18, as amended, is hereby further amended as shown below, where new text is shown in red underline and text to be removed is ~~struckthrough~~:

"Short-Term Rental: Means ~~the secondary use of a residential dwelling that offers a place of accommodation or temporary residence, or occupancy by way of concession, permit, lease, licence, rental agreement or similar arrangement for twenty eight (28) consecutive calendar days or fewer with~~

~~no on-site management throughout all or part of the year.~~ all or part of a Dwelling Unit that provides sleeping accommodation to someone other than the Owner for any period of twenty-eight (28) calendar days at a time or less, in exchange for payment.

Short-term rental accommodation uses shall not mean a hotel, ~~bed and breakfast~~, boarding or lodging house, or similar commercial accommodation use. For the purposes of this definition, a secondary use shall mean secondary in terms of time the dwelling is used as a short-term rental accommodation.”

3. That Section 38, entitled “Definitions” of Zoning By-law 6575/30/18, as amended, is hereby further amended by adding the following definition in alphabetical order:

“Officer: any person or class or person appointed by council as a By-law Enforcement Officer to enforce this By-law.”

4. That Section 1.5, entitled “Inspection of Premises” of Zoning By-law 6575/30/18, as amended, is hereby further amended as shown below, where new text is shown in red underline and text to be removed is struckthrough:

An Officer, or ~~The Director of Planning and Development the Chief Planner, or the Chief Building Official~~, or any official or employee of the Municipality acting under his or her direction, is hereby authorized to enter, at all reasonable hours, upon any property or premises in or about which there is reason to believe that provisions of this By-law are not being complied with, and for the purpose of carrying out his or her duties under this By-law.

5. That this by-law shall come into force and take effect on the day that it is passed by Council, subject to the provisions of the Planning Act.
6. The City Clerk is hereby authorized and directed to proceed with the giving notice of the passing of this By-law, in accordance with the Planning Act.

Enacted and passed this ____ day of _____, 2025.

Mayor

Clerk

The Corporation of the City of Port Colborne

By-law No. _____

Being a by-law to adopt, ratify and confirm the proceedings of the Council of The Corporation of the City of Port Colborne at its Statutory Public Meeting of November 12, 2025

Whereas Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipality shall be exercised by its council; and

Whereas Section 5(3) of the *Municipal Act, 2001*, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the City of Port Colborne be confirmed and adopted by by-law;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. Every action of the Council of The Corporation of the City of Port Colborne taken at its Statutory Public Meeting of November 12, 2025, upon which a vote was taken and passed whether a resolution, recommendations, adoption by reference, or other means, is hereby enacted as a by-law of the City to take effect upon the passing hereof.
2. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or with respect to the exercise of any powers by the Council, then this by-law is deemed for all purposes to be the by-law required for such authorization or exercise of any powers.
3. That the Mayor and Clerk are authorized to execute any documents required on behalf of the City and affix the corporate seal of the City and the Mayor and Clerk, and such other persons as the action directs, are authorized and directed to take the necessary steps to implement the action.
4. That the Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this by-law.

Enacted and passed this 12th day of November, 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk