



The Corporation of the Township of Georgian Bay

99 Lone Pine Road, Port Severn,
ON L0K 1S0
Phone (705) 538-2337 ext. 251
Fax (705) 538-1850

E-mail • by-law@gbtownship.ca
Web • www.gbtownship.ca

Short-Term Rental Application Guide

On December 11th, 2023, Council passed By-law 2023-116 to register, regulate and govern Short-Term Rentals in the Township of Georgian Bay.

The Township of Georgian Bay By-law Department is now accepting applications to register all short-term rentals in the Township. By completing an application in full and providing all required documentation, you will be issued a registration which is valid for 365 days from date of issuance.

Preparing for Application

The Township has supplied a checklist to be completed on our webpage which outlines all required documentation plus examples to help with the application processes. Please visit the Township short-term rental webpage below for more information:

<https://www.gbtownship.ca/en/business-and-development/short-term-rentals.aspx>

Completing Application

The Township has created an easy to fill application located under '*Step 2 – Completing the Application*' on our Township website. This form can be filled out via computer or printed off and completed by hand.

Submitting Application

Once application is completed and attached with all required documents, please send all information to the Township in one of the following ways:

1. **Email** → by-law@gbtownship.ca
2. **In-Person** → Township of Georgian Bay Administration Building, 99 Lone Pine Road Port Severn, Ontario, L0K 1S0.
3. **Mail to:** → Township of Georgian Bay
99 Lone Pine Road
Port Severn, Ontario
L0K 1S0.

*Please note that you will receive confirmation within 5 business days that your application has been received.



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Making Payment

Once Township staff have reviewed the application and confirmed all required documentation has been submitted, the applicant will receive notice and further information on how to make payment to complete application process.

The notice will provide the following information:

1. Amount due for registration.
2. Options on how to pay yearly fee.
3. Due date to make payment.

*Please do not make any payment until notice has been received to do so or else entire amount will be refunded.

Receiving Issued Registration

Once the Township receives the correct payment, you will be issued your printable registration for your short-term rental. This must be posted within the premises along with all other required documentation as listed in by-law 2023-116.

If you have any further questions, please contact the By-law Department.

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