

Bed and Breakfast Establishments: Information Package



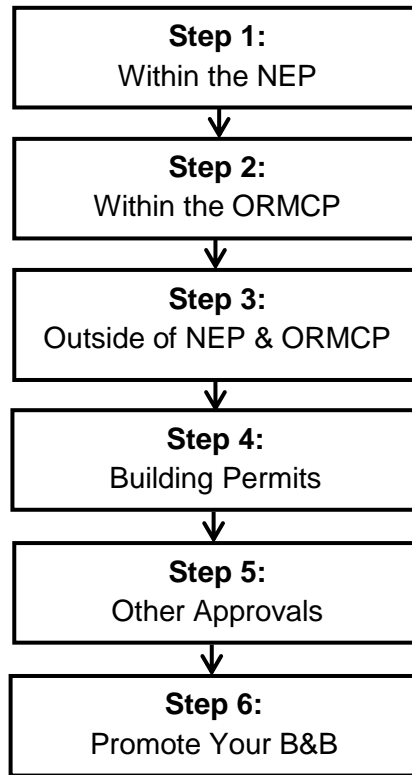
March 2015

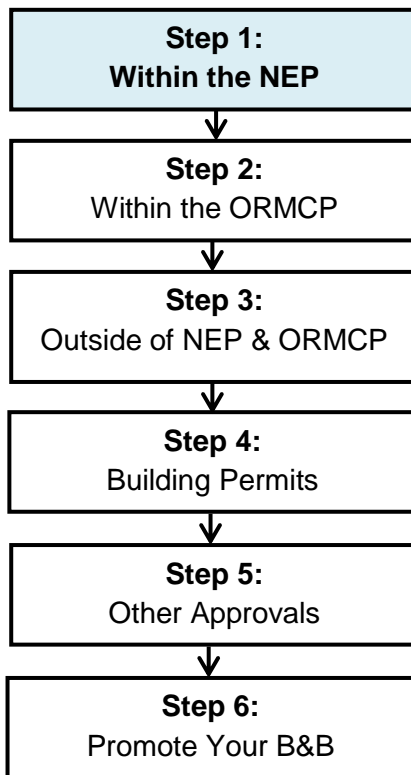
The purpose of this manual is to assist the public in understanding how to establish a Bed and Breakfast establishment on a property within the Town of Caledon. Since the Town is uniquely affected by many different plans, policies and regulations, the nature of approvals required to establish a Bed and Breakfast must be determined on a site-by-site basis.

This manual has been organized to walk residents through locating their site and determining approvals required, by answering a series of questions.

In order to better understand the process and this manual, please contact the Town of Caledon Planning staff by:

- Visiting the Development Approval and Planning Policy Department counter at Town Hall
- Telephone at 905-584-2272 ext. 4291
- Email at planning@caledon.ca





The Niagara Escarpment Plan (NEP) is administered by the Niagara Escarpment Commission (NEC).

Bed and Breakfast establishments are permitted within the Escarpment Natural Protection, Rural Area and Minor Urban Centre designations, subject to the NEP criteria and the receipt of a Development Permit. Please contact the NEC to determine which designation your property lies within.

Within this plan, the criteria for establishing a Bed and Breakfast are as follows:

- Owner resides on the premises
 - Maximum of 3 guest rooms
 - Note: Existing dwellings of local heritage value may exceed this, subject to certain additional criteria. Please contact the NEC for additional information.
 - 1 parking space is provided per guest room
 - One sign is permitted on the property, up to 0.9 m² in size
 - Where meals are provided, food or drink can only be offered or kept for sale to guests of the Bed and Breakfast
- Please note that all other development criteria continue to apply. Please contact the NEC for additional information.

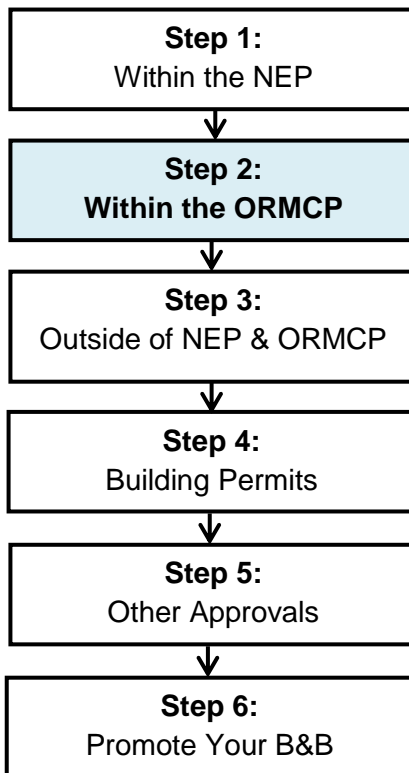
Additional Items to Note:

- Through the Development Permit review process, the Town of Caledon will provide comments. There is a commenting fee associated with this. Please refer to the Town's Fee By-law.
- Town of Caledon Building and Sign Permits may also be required. Please visit these sections of the manual to determine if these permits are required.

For more information, please contact:

Niagara Escarpment Commission
232 Guelph Street
Georgetown, ON
L7G 4B1

Telephone: 905-877-5191
Fax: 905-873-7452



The Oak Ridges Moraine Conservation Plan (ORMCP) is administered by the Town of Caledon.

Lands located within the ORMCP contain different Official Plan designations and zoning. To determine which designations and zoning apply to your property, please contact the Town of Caledon Planning staff by:

- Visiting the Development Approval and Planning Policy Department counter at Town Hall
- Telephone at 905-584-2272 ext. 4291
- Email at planning@caledon.ca

The Town's criteria for establishing a Bed and Breakfast must be met and are as follows:

- Owner resides on the premises
- Maximum of 3 guest rooms
- Located within a detached dwelling, where the primary use is a residence
- 1 parking space is provided per guest room in addition to residential requirements

Within a Settlement Area

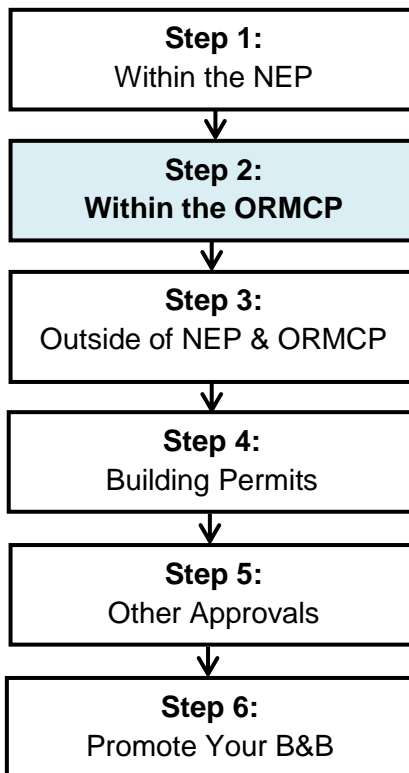
Within this Plan, if the property is located within a settlement area (Albion, Caledon East, Mono Road or Palgrave), a Minor Variance is required to permit the Bed and Breakfast. All Town of Caledon criteria must be met.

To submit a Minor Variance application, please contact the Secretary-Treasurer to the Committee of Adjustment by:

- Visiting the Development Approval and Planning Policy Department counter at Town Hall
- Telephone at 905-584-2272 ext. 4265
- Email at cindy.pillsworth@caledon.ca

Additional Items to Note:

- There are fees associated with a Minor Variance application, please contact the Secretary-Treasurer to the Committee of Adjustment for more information.
- If the property is within EPA1 or EPA2 zones, or within 90 metres of these zones, Oak Ridges Moraine Site Plan Approval may also be required. Please see below for more information.
- Town of Caledon Building and Sign Permits may also be required. Please visit these sections of the manual to determine if these permits are required.



Within the Palgrave Estate Residential Community and zoned RE

Within this Plan, if the property is located within the Palgrave Estate Residential Community (as outlined in the Town's Official Plan) and zoned Estate Residential (RE), a Minor Variance is required to permit the Bed and Breakfast. All Town of Caledon criteria must be met.

To submit a Minor Variance application, please contact the Secretary-Treasurer to the Committee of Adjustment by:

- Visiting the Development Approval and Planning Policy Department counter at Town Hall
- Telephone at 905-584-2272 ext. 4265
- Email at cindy.pillsworth@caledon.ca

Additional Items to Note:

- If the property is within EPA1 or EPA2 zones, or within 90 metres of these zones, Oak Ridges Moraine Site Plan Approval may also be required. Please see below for more information.
- Town of Caledon Building and Sign Permits may also be required. Please visit these sections of the manual to determine if these permits are required.

Within EPA1 or EPA2 Zones or Within 90 Metres of These Zones

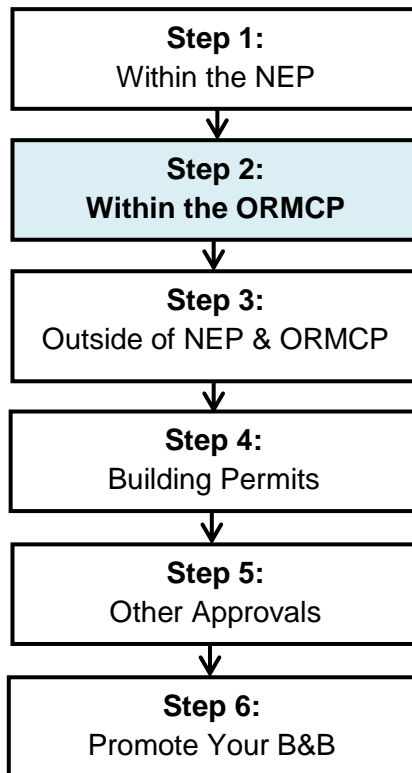
Within this Plan, if the property is located within an Environmental Policy Area 1 (EPA1) or Environmental Policy Area 2 (EPA2) zone or within 90 metres of these zones, Oak Ridges Moraine Site Plan Approval may be required to permit the Bed and Breakfast. All Town of Caledon criteria must be met.

To determine if Oak Ridges Moraine Site Plan Approval is required, or to submit an application, please contact Planning staff by:

- Visiting the Development Approval and Planning Policy Department counter at Town Hall
- Telephone at 905-584-2272 ext. 4291
- Email at planning@caledon.ca

Additional Items to Note:

- There are fees associated with Oak Ridges Moraine Site Plan applications. Please refer to the Town's Fee By-law for additional information.
- Town of Caledon Building and Sign Permits may also be required. Please visit these sections of the manual to determine if these permits are required.



Within A1, A2, A3 and RR Zones

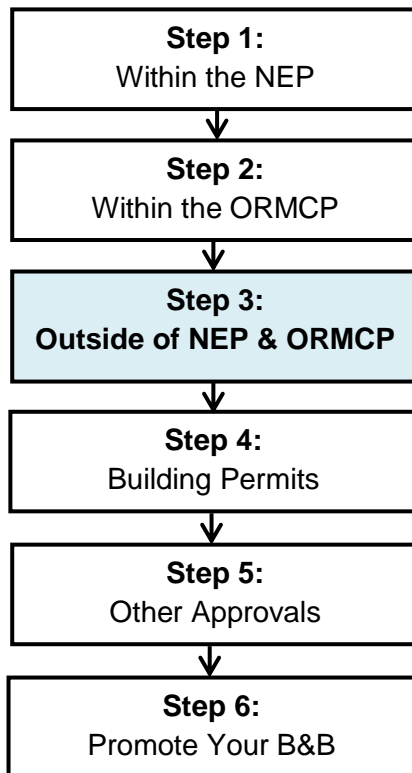
Within this Plan, if the property does not fall into one of the above-noted categories and falls within Agricultural (A1), Rural (A2), Small Agricultural Holdings (A3) or Rural Residential (RR) zones a Bed and Breakfast Establishment is permitted. All Town of Caledon criteria must be met.

For further information please contact Planning staff by:

- Visiting the Development Approval and Planning Policy Department counter at Town Hall
- Telephone at 905-584-2272 ext. 4291
- Email at planning@caledon.ca

Additional Items to Note:

- If the property is within EPA1 or EPA2 zones, or within 90 metres of these zones, Oak Ridges Moraine Site Plan Approval may also be required. Please see page 5 for more information.
- Town of Caledon Building and Sign Permits may also be required. Please visit these sections of the manual to determine if these permits are required.



Lands located outside of the Niagara Escarpment Plan (NEP) and Oak Ridges Moraine Conservation Plan (ORMCP) contain different Official Plan designations and zoning. To determine which designations and zoning apply to your property, please contact the Town of Caledon Planning staff by:

- Visiting the Development Approval and Planning Policy Department counter at Town Hall
- Telephone at 905-584-2272 ext. 4291
- Email at planning@caledon.ca

The Town’s criteria for establishing a Bed and Breakfast must be met and are as follows:

- Owner resides on the premises
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Within a Settlement Area

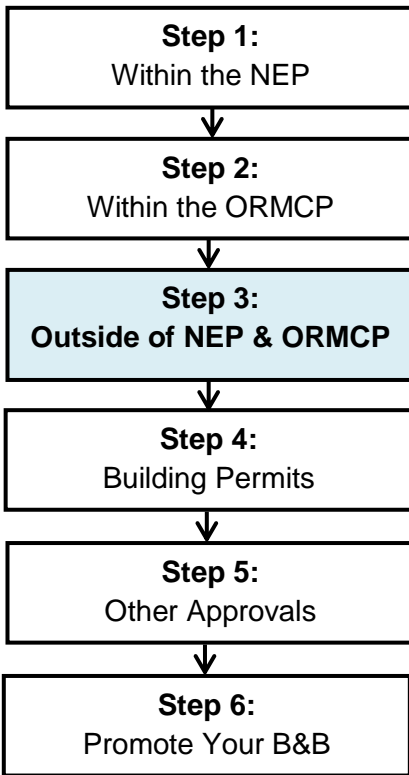
If the property is located within a settlement area (Alton, Bolton, Caledon East, Caledon Village, Campbell’s Cross, Claude, Inglewood, Mayfield West, Melville, Mono Road, Sandhill, Tullamore Victoria and Wildfield), a Minor Variance is required to permit the Bed and Breakfast. All Town of Caledon criteria must be met.

To submit a Minor Variance application, please contact the Secretary-Treasurer to the Committee of Adjustment by:

- Visiting the Development Approval and Planning Policy Department counter at Town Hall
- Telephone at 905-584-2272 ext. 4265
- Email at cindy.pillsworth@caledon.ca

Additional Items to Note:

- There are fees associated with a Minor Variance application, please contact the Secretary-Treasurer to the Committee of Adjustment for more information.
- Town of Caledon Building and Sign Permits may also be required. Please visit these sections of the manual to determine if these permits are required.



Within A1, A2, A3, RR, EPA1 or EPA2 Zones

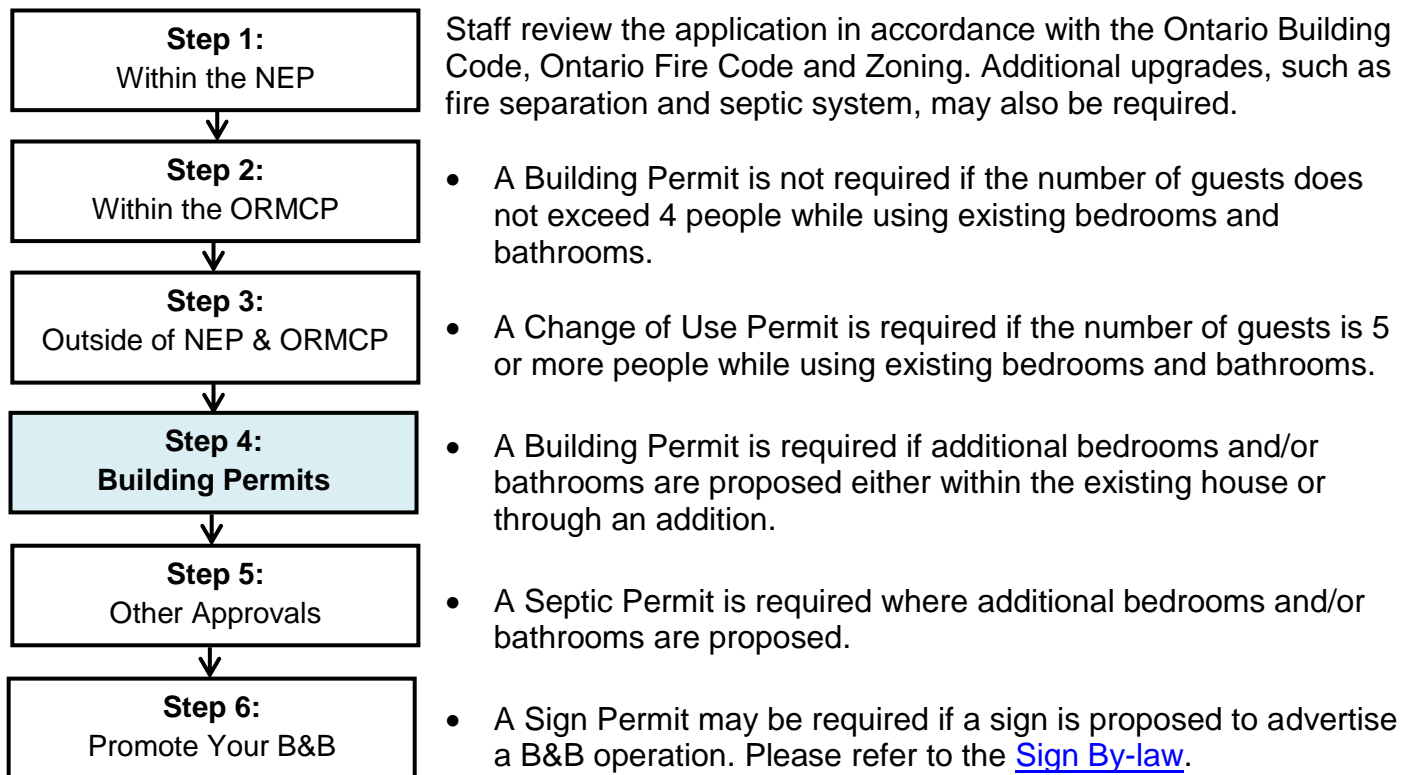
If the property is not within a settlement area and falls within Agricultural (A1), Rural (A2), Small Agricultural Holdings (A3), Rural Residential (RR), Environmental Policy Area 1 (EPA1) or Environmental Policy Area 2 (EPA2) zones a Bed and Breakfast Establishment is permitted. All Town of Caledon criteria must be met.

For further information please contact Planning staff by:

- Visiting the Development Approval and Planning Policy Department counter at Town Hall
- Telephone at 905-584-2272 ext. 4291
- Email at planning@caledon.ca

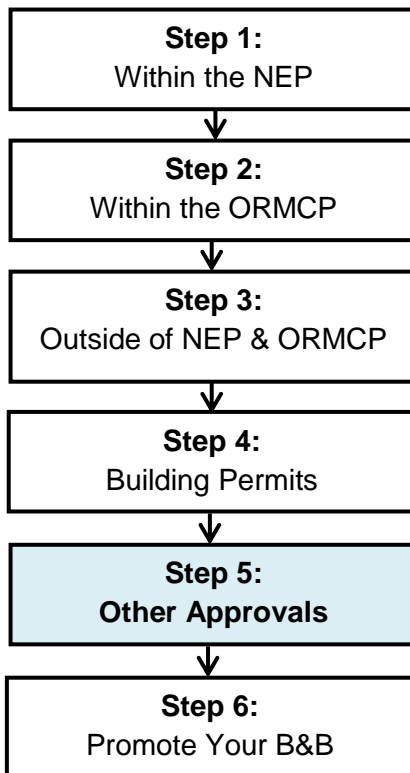
Additional Items to Note:

- Town of Caledon Building and Sign Permits may also be required. Please visit these sections of the manual to determine if these permits are required
- The Town of Caledon's Building and Support Services Section issues various permits which may be required for the operation of a Bed and Breakfast.



To determine if a permit is required, please contact the Town of Caledon Building staff by:

- Visiting the Development Approval and Planning Policy Department counter at Town Hall
- Telephone at 905-584-2272 ext. 4295
- Email at buildingpermits@caledon.ca



Other approvals and permits may be required depending on your proposal.

Is the Property Regulated by a Conservation Authority?

Various lands located within the Town are regulated by a conservation authority. If your property is regulated you will need to contact them to determine if a permit is required.

- Credit Valley Conservation Authority (CVC): 905-670-1615
- Lake Simcoe Region Conservation Authority (LSRCA): 905-895-1281
- Nottawasaga Valley Conservation Authority (NVCA): 705-424-1479
- Toronto and Region Conservation Authority (TRCA): 416-661-6600

To determine if your property is regulated, please contact the Town of Caledon Planning staff by:

- Visiting the Development Approval and Planning Policy Department counter at Town Hall
- Telephone at 905-584-2272 ext. 4291
- Email at planning@caledon.ca

Is New Access Proposed?

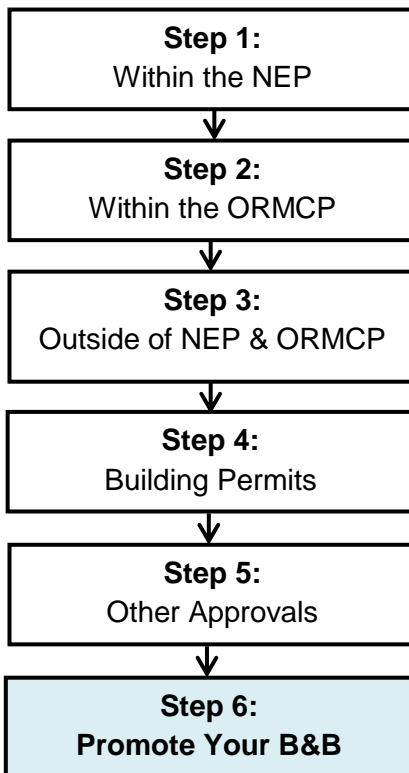
There are three agencies which regulate access to roads within the Town of Caledon. If you are proposing new access to any road within the Town, you will need to contact the appropriate agency to determine if permits and/or approvals are required.

For access to Highway 9 or Highway 10, please contact the Ministry of Transportation (MTO) at 416-235-4592.

Please contact the Region of Peel at 905-791-7800 for access to the following roads:

- Airport Road (#7)
- Dixie Road (#4)
- Forks of the Credit Road (#11)
- The Gore Road (#8)
- Highway 50 (#50)
- King Street (#9)
- Mayfield Road (#14)
- Mississauga Road (#1)
- Old Base Line Road (#12)
- Old Church Road (#22)
- Porterfield Road (#136)
- Winston Church Boulevard (#19)

For access to all other remaining roads within the Town, please contact the Town of Caledon, Public Works Department at 905-584-2272 ext. 4328.



Once you have taken the necessary steps and obtained the appropriate approvals required to establish your B&B operation the Town of Caledon can help promote your business in the following ways:

Add your Business to the Caledon Business Directory

More than 1,800 Caledon-based businesses are listed in the [Caledon Business Directory](#); making it a valuable tool for sales, networking and encouraging connections between local businesses.

If you would like to add your business listing, please [click here](#). There is no charge to do so and the process takes only a minute or so to complete.

Profile your Accommodation Business on the Caledon Tourism Website

Each accommodation business in the Town of Caledon will have a profile page within [caledontourism.ca](#) (currently under construction).

For more information on creating a business profile on Caledon's Tourism Website, e-mail us at edc@caledon.ca.

Profile Your Business in The Business Report

[The Business Report](#) is the Town of Caledon Economic Development Department's monthly e-newsletter. It is also a great tool for profiling, free of charge, Caledon's new or newly expanded businesses, as well as businesses that have recently celebrated significant milestones.

To arrange for your business to be featured in an upcoming issue of [The Business Report](#), e-mail us at edc@caledon.ca.

Join Headwaters Tourism Association

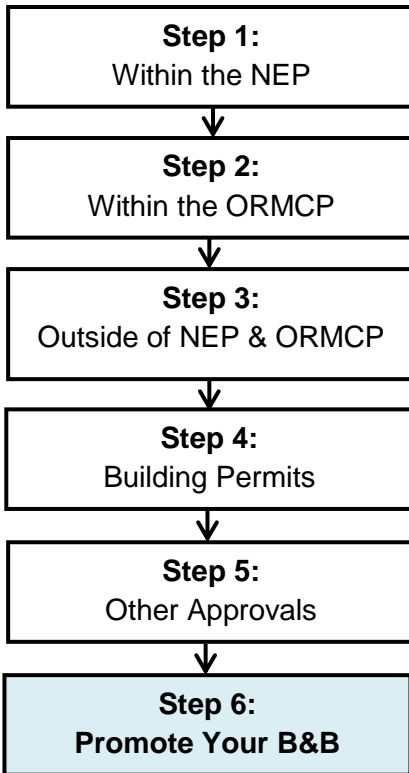
[The Headwaters Tourism Association \(HTA\)](#) is a regional, non-profit organization with a mandate to facilitate the development and promotion of the Headwaters area as a tourism destination.

For more information on the HTA and how it can assist you in promoting your business visit: www.thehillsofheadwaters.com.

Transform Your Idea into Reality with the Caledon SBEC

In the early stages there are many things to consider when starting a business and determining what you need to know can be very challenging. [The Caledon Small Business Enterprise Centre \(SBEC\)](#) can provide the resources and services you need to get started.

For more info, visit: www.ccs4u.org/Caledon-SBEC.aspx, e-mail: sbec@ccs4u.org or call 905.584.2300.



Join a Bed and Breakfast Association

There are a number of associations that have been developed to assist Bed and Breakfast owners and operators establish and promote their Businesses.

As such, it may make good business sense to join one of the following organizations:

- BBCanada: <http://www.bbcanada.com/>
- Bed and Breakfast Ontario: <http://www.bbontario.com/>
- Federation of Ontario Bed and Breakfast Accommodation (FOBBA): www.fobba.com

FOBBA is an association of Ontario bed and breakfast homes committed to a code of ethics and service. They have an optional association-administered star ranking system.

Contact

Economic Development staff are happy to assist in the promotion of your Bed and Breakfast Establishment, for more information contact us by:

- Visiting the Development Approval and Planning Policy Department counter at Town Hall
- Telephone at 905-584-2272 ext. 4152
- Email at edc@caledon.ca