



January 14, 2026

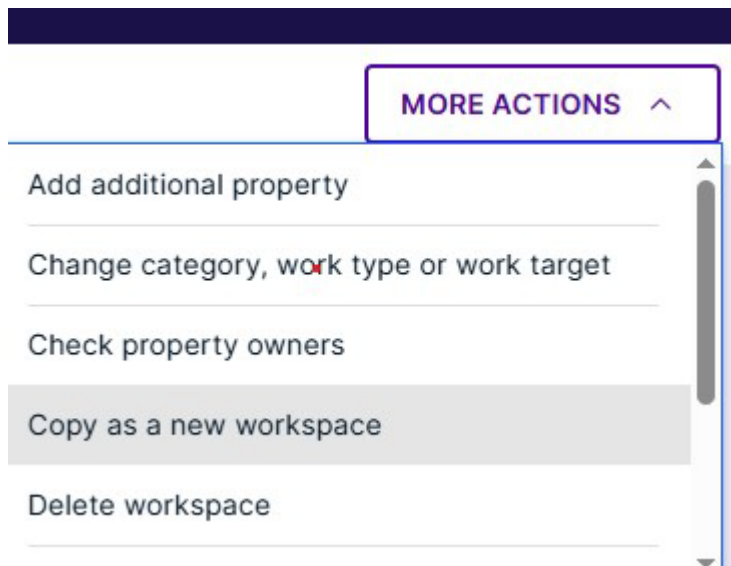
Subject: Renewal Process for Short-Term Accommodation Applications

Dear Short-Term Accommodation Operator,

Thank you for your continued participation and patience as we have onboarded the Short-Term Accommodation Program this year. To simplify the renewal process, applicants will not be required to complete a full reapplication. Instead, you may transfer the information from your previous application into a new workspace by following the steps outlined below.

Step 1:

Log in to your previous Short-Term Accommodation application. Select "More Actions" and then choose "Copy as a New Workspace."





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Step 2:

A new page will appear, prompting you to re-enter the property address. Once entered and verified, the system will automatically attach the corresponding roll number. Click Next to proceed.

Step 3:

The next page will allow you to review and select the parties from the previous application that you wish to carry forward. Once the appropriate selections have been made, click Next.

Step 4:

You will now have the option to carry over attachments from your previous submission. Please select all applicable documents that remain current (for example, ownership documents, floor plans, etc.). Then click Next.



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Filter attachments

FLOOR PLAN PROOF OWNERSHIP OR TENANCY (WITH PERMISSION FROM OWNER) PROOF OF INSURANCE (MIN. \$2 MILLION GENERAL OR COMMERCIAL LIABILITY) PROOF OF SEPTIC PUMP-OUT (WITHIN 5-YEARS)

RENTER INFORMATION PACKAGE SEPTIC INSPECTION REPORT SITE PLAN

Q Search DOWNLOAD SELECTED ↓

<input checked="" type="checkbox"/> Attachment type	Filename	Modified
<input checked="" type="checkbox"/> Renter Information Package	Meeting Script - CoW_Feb05_2025 - English.pdf Version 1	
<input checked="" type="checkbox"/> Proof of Insurance (Min. \$2 Million General or Commercial Liability)	Pre-Meeting Minutes - CoW_Feb19_2025 - English.pdf Version 1	
<input checked="" type="checkbox"/> Proof of Septic Pump-out (Within 5-Years)	Mayor's Script Special Council Meeting_Jan13_2025.pdf Version 1	
<input checked="" type="checkbox"/> Proof Ownership or Tenancy (With Permission from Owner)	Open Session Speaking Notes - Waste Services Contract NI Version 1	
<input checked="" type="checkbox"/> Floor Plan	CM_Mar05_2025 - English.pdf Version 1	
<input checked="" type="checkbox"/> Septic Inspection Report	Mayor's Script CM_Jan15_2025.docx Version 1	
<input checked="" type="checkbox"/> Site Plan	Pre-Meeting Minutes - CM_Mar19_2025 - English.pdf Version 1	

CANCEL BACK NEXT →

Step 5:
On the final page, you will see an overview of the application.

Include previous parties

Carly Craig
Workspace creator ccraig@georgianbluffs.ca
Applicant

Selected attachments

Attachment type	Drawing number	Attachment contents
Renter Information Package		
Proof of Insurance (Min. \$2 Million General or Commercial Liability)		
Proof of Septic Pump-out (Within 5-Years)		
Proof Ownership or Tenancy (With Permission from Owner)		
Floor Plan		
Septic Inspection Report		
Site Plan		

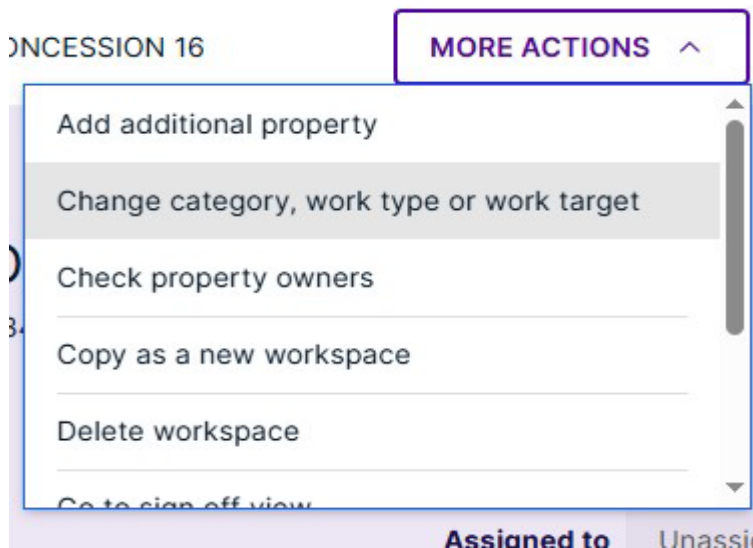
CANCEL BACK CREATE WORKSPACE →



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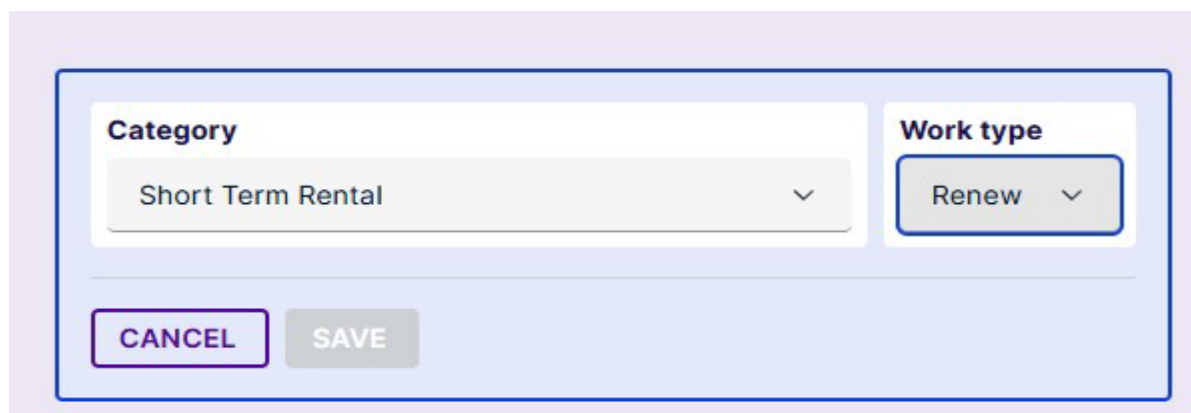
Step 6:

Please select "Create Workspace." Once your new workspace has been created, open the "More Actions" menu again and choose "Change Category, Work Type, or Work Target." Update the Work Type to Renewal and press Save.



Step 7:

Update the Work Type to Renewal and press Save.





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Upload any updated documents required for the new term, such as proof of insurance and the current year's tax bill. Once you have reviewed and confirmed all details, navigate to the Sign Off view to finalize and submit your renewal application.

If you are already in the process of completing your renewal application, please disregard this correspondence.

Please note: If your property underwent an inspection last year, a new inspection will not be required for this renewal period.

We sincerely appreciate your cooperation and understanding as we continue to refine and improve this program. Should you have any questions or require assistance, please do not hesitate to contact me using my information below.

Warm regards,

Sarah Da Rosa

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