



Tuesday, December 10, 2024

Short Term Rental Licensing By-law Information Session

BY-LAW DIVISION, DEPARTMENT OF DEVELOPMENT SERVICES & ENVIRONMENTAL
SUSTAINABILITY



INTRODUCTIONS

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Webinar Engagement Tips

- Keep Yourself on Mute
- Use the Raise Hand Icon or Chat Box to Ask a Question
- Be Respectful of Both Staff and Other Participants
- Please Add Your Name
- Questions at the end (Remember Page #)

Agenda

- Short Term Rental Accommodation (STRA) Definition
- Goals of the STRA Licensing Program
- Granicus
- Rental Restrictions
- Application Process
- Penalties (Demerit Point System & AMPS)
- Submitting Concerns
- Next Steps
- Questions



* Please note that this meeting will be recorded and will be posted on the Township of Muskoka Lakes website and Youtube page

Short Term Rental Regulations Pathway



STRA Definition

- The use of a main building containing a dwelling unit, or any part thereof,
 - that is operating or offering a place of temporary accommodation, lodging or occupancy,
 - by way of concession, permit, lease, license, rental agreement or similar commercial arrangement,
 - for any period of 28 consecutive calendar days or less, throughout all or any part of a calendar year.
- Short Term Rental Accommodation does not include uses already established in the Zoning By-law such as a motel, hotel, bed and breakfast establishment, cabin rental establishment, tourist lodge or similar commercial or institutional use

Goals of the STRA Licensing Program



Maintain community character and a healthy environment



Ensure rental properties are safe for occupants



Ensure rental properties are compliant with by-laws and regulations



Provide staff with tools to remediate concerns

Granicus

- Identifies properties that are operating as a STRA and sends letters to property owners to notify them of the requirement to obtain a license to operate
- Online portal for submitting applications, payments, issuing licenses, and updating license information
- Monitors properties for compliance
- Provides 24/7 hotline for tracking concerns
- Assist staff in investigating and addressing STRA concerns





Rental Restrictions

SHORT TERM RENTAL ACCOMMODATIONS IN MUSKOKA LAKES

Occupancy

Cannot exceed 2
persons per bedroom

Cannot exceed the
limits of the sewage
disposal system
serving the premise

Children who are aged
2 years old and under
do not contribute to
occupancy

Breaks from Renting

- Applicable only to properties zoned Waterfront (WR) and Community Residential (R4)
- STRA owners must take a one week break from renting (seven consecutive nights) during the months of June, July, and August



In June, July, and August, an operator is required to not rent an STRA for a minimum of one week (seven consecutive nights). The owner may select any week they choose. This would be an example schedule, with blackout dates highlighted.

Renting Frequency

- There is NO minimum or maximum number of nights per stay
- Applicable ONLY to properties zoned Waterfront (WR) and Community Residential (R4)
- Applicable ONLY between the Friday before Victoria Day and the Tuesday after Labour Day of each year
- STRA owners are limited to accommodating only one rental group every six consecutive nights

Examples of Renting Frequency

- Think about the calendar in 6 consecutive-night (7 day) increments

Permitted Rental Schedule	Not Permitted Rental Schedule
2 night rental, 4 night break	2 night rental, 2 night break, 2 night rental
3 night rental, 3 night break	3 night rental, 2 night break, 1 night rental
4 night rental, 2 night break	4 night rental, 1 night break, 1 night rental
6 night rental, 3 night rental	
6 night, 6 night, 6 night, 1 week break	



Application Process

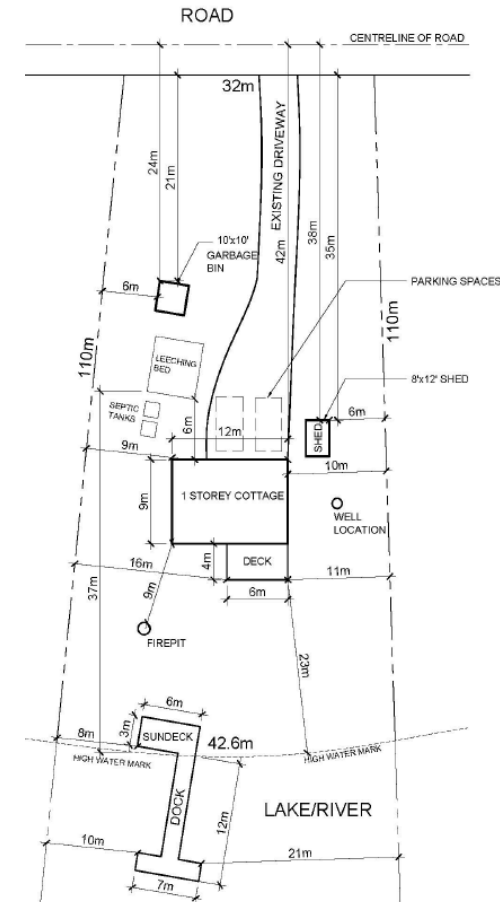
SHORT TERM RENTAL ACCOMMODATIONS IN MUSKOKA LAKES

Pre-Application Checklist

- Owner Information (name, contact information)
- STRA Information (address, type of access, photographs of access)
- Applicant Information (if different from owner)
- Responsible Person Information (name, address, contact information)
- Site Map (buildings, structures, landscape features, sewage disposal system, parking areas, waste disposal)
- Floor Plan (rooms, smoke and carbon monoxide alarms, fire extinguishers, entrances and exits, fire escape routes, cooking appliances)
- Renter's Code of Conduct
- Licensee Acknowledgement
- Renter's Information Package (address, responsible person, emergency phone numbers, instructions for waste disposal, Renter's Code of Conduct, common by-law offences and penalties, boater safety information)
- <https://www.muskokalakes.ca/en/resourcesGeneral/Documents/By-law/STRA-Pre-Application-Checklist.pdf>

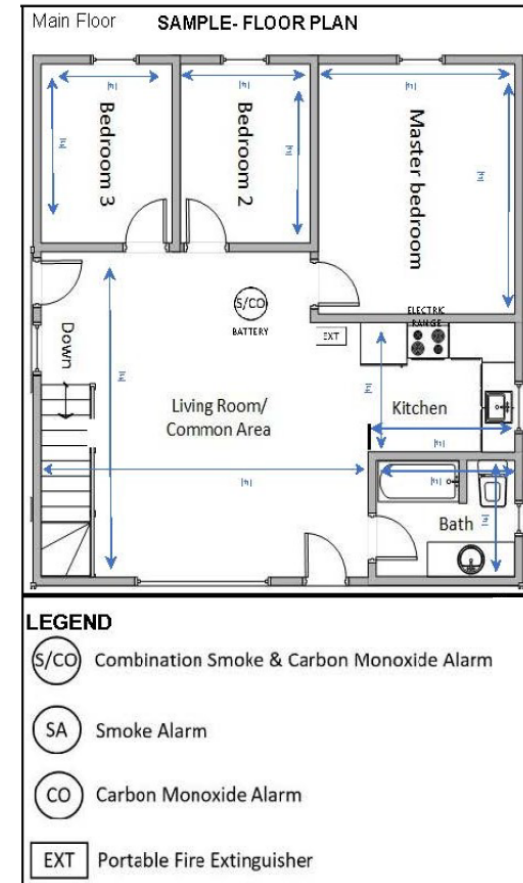
Example Site Map

- Can be drawn by using Muskoka Geohub, or current surveys, site plans, or building permits. It can be completed by an owner, surveyor, designer, builder, or any other capable person.
- Must be drawn to scale and include all locations and dimensions of:
 - All buildings and structures
 - Septic system, if applicable
 - All landscaping features (patios, decks, firepits)
 - Parking areas
 - Waste disposal locations



Example Floor Plan

- Can be drawn by using Muskoka Geohub, or current surveys, site plans, or building permits. It can be completed by an owner, surveyor, designer, builder, or any other capable person.
- Must be drawn to scale and include all locations and dimensions of:
 - Each room and its intended use (with occupancy number)
 - Smoke and carbon monoxide alarms
 - Fire extinguishers
 - Entrances and exits, fire escape routes
 - Fireplaces
 - Cooking appliances





Penalties

SHORT TERM RENTAL ACCOMMODATIONS IN MUSKOKA LAKES

Demerit Point System

- If a by-law is contravened, demerit points can be applied against an owner and their STRA license
- Demerit points expire after 3 years
- Once a property accumulates 10 demerit points within a 3-year period, the property owner will receive a warning letter with a requirement to submit a plan to the Township outlining what measures they will put in place so as not to receive any further demerit points
- Once a property accumulates 15 demerit points within a 3-year period, the property owner's STRA license will be suspended and will no longer be able to operate their STRA for a period of time determined by the Township
- Refer to By-law for comprehensive list of contraventions and demerit points

Contravention	Demerit Points
Contravene any by-law (noise, burning)	5
Operate STRA more than 1 rental group in a 6-night period	5
Operate STRA not in accordance with permitted occupancy	10
Fire Protection and Prevention Act	15
Ontario Building Code	15

Administrative Monetary Penalty System (AMPS)

Contravention	1 st Offence	2 nd Offence	3 rd Offence and beyond
Market or operate STRA without a license	\$5,000	\$10,000	\$30,000
Market or operate STRA while under suspension	\$10,000	\$20,000	\$60,000
Operate STRA without taking required 1 week break per month of June, July, and August	\$2,000	\$4,000	\$12,000
Operate STRA with more than 1 rental group in 6-night period	\$2,000	\$4,000	\$12,000



Submitting Concerns

SHORT TERM RENTAL ACCOMMODATIONS IN MUSKOKA LAKES

Report a Concern

Submit concerns about a STRA via “Report a Concern” on the Township website

Granicus will provide a 24/7 hotline for reporting STRA concerns

The By-law Department aims to have seasonal officers working later into the afternoons, on weekends, and on holidays throughout the summers to address STRA concerns occurring outside of regular office hours

Next Steps

Opening of the online application portal via Granicus will be announced at a later date, the Township is still working on getting this completed

In the meantime, owners and operators can begin to prepare their applications by reviewing the webpage and associated documents

Stay informed with updates from the Township's website and register with our Engage Muskoka Lakes page to receive up to date information

Once the online application portal opens, the Township will notify the public, and existing operators will have 6 months to submit their application

Existing operators (that have been operating for at least 1 year) are permitted to continue operating their STRAs during this process, unless a health and safety concern has been identified by the Township. New operators cannot rent until a license has been issued to them



STRA Webpage

<https://www.muskokalakes.ca/en/residents/short-term-rental-accommodations.aspx>



CONTACTS



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Questions?



WHAT IS A SHORT TERM RENTAL ACCOMMODATION (STRA)?

A Short Term Rental Accommodation is the use of any part (or all) of a dwelling used for accommodation in exchange for payment for 28 consecutive days or less.

This does not include motels, hotels, bed and breakfasts, cabin rentals, tourist lodges or similar commercial or institutional establishments.

Do you own or operate a STRA in Muskoka Lakes?

As of January 1, 2025 you need a license to operate a STRA in Muskoka Lakes.

- 1 Apply for License**
Be prepared to submit: insurance, a site map, floor plan, photos, etc.
- 2 Always Keep Limitations Top of Mind**
Be mindful of booking dates and occupancy limits.
- 3 Should You Contravene the By-law, License will be Revoked or Suspended**
If you receive 15 demerit points your license will be revoked or suspended

All STRA's in Muskoka Lakes will be limited to 2 people per bedroom. If the sewage disposal system on a property is inadequate to support the number of bedrooms in the STRA, the occupancy will be reduced at the discretion of the Building Division to ensure that the sewage disposal system functions as intended.

Concerns about a neighbour operating a STRA?

To report visit www.muskokalakes.ca, and fill out the report a concern form or contact the by-law division at 705-765-3156.

