



TOWNSHIP OF
**GREATER
MADAWASKA**

Short-Term Accommodations Licensing Application Guide

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Introduction

On April 18th, 2024, Council passed By-law 19-2024 – to Licence, Regulate, and Govern Short-Term Accommodations in the Township of Greater Madawaska. The Township is accepting applications to licence all short-term accommodations. This guide provides the information required to apply for a Short-Term Accommodation Licence.

Definition

“Short-Term Rental Accommodation, Short-Term Accommodation (STA)” means a dwelling unit or any part thereof that operates or offers a place of temporary residence, lodging or occupancy, by way of concession, permit, lease, Licence, rental agreement or similar commercial arrangement for any period less than a month, throughout all or any part of a calendar year. Short-term rental accommodation uses shall include bed and breakfast establishments and shall not include hotels, trailer parks, campgrounds, lodging houses, hospitals, or similar residential or commercial uses.

Summary

This section provides a summary of the short-term rental licensing program and is not intended to replace By-Law 19-2024. It is up to the applicant to read and understand the by-law, which can be found on the Township of Greater Madawaska website.

Occupancy Limits

The maximum number of persons permitted to occupy a Short-Term Rental Accommodation shall be restricted to two (2) persons over the age of two (2) per approved bedroom, in accordance with Ontario Building Code Provision 9.9.1.3.

No Short-Term Rental Accommodation shall contain more than six (6) bedrooms or accommodate more than 12 occupants (persons).

Drinking Water

Drinking Water Test confirmation that the premise has drinking potable water.

WETT Certificate

WETT Certificate, required if there are wood-burning appliances within the proposed rental.

Septic Records

If the dwelling is on a septic system with four (4+) or more bedrooms, applicants must provide an up-to-date septic permit record OR a septic records search form with their application.

Site Plan

A site plan drawn to scale and fully dimensioned of the premises identifying:

- a. the location of all buildings and structures on the premises;
- b. the location of septic and wells;
- c. the exterior decks and related site amenities, including dimensioned parking spaces and other buildings or structures on the premises;

Floor Plan

A floor plan drawn to scale and fully dimensioned of the premises identifying:

- d. each room and its intended use;
- e. the location of smoke and carbon monoxide alarms, and early warning devices;
- f. the location of fire extinguishers;
- g. the location of all gas and electric appliances;
- h. the location of all fireplaces and fuel-burning appliances;
- i. all entrances/exits to and from all buildings.

Insurance Requirements

Short-Term Accommodation owners must provide proof of insurance which includes a liability limit of no less than two million dollars (\$2,000,000.00) per occurrence for property damage and bodily injury and identifies that a Short-Term Accommodation is being operated on the Premises.

Third-Party Monitoring Contract

A third-party compliance monitoring system will provide services like identifying short-term accommodation properties, providing a 24/7 hotline for short-term accommodation complaints, and communicating with the responsible person of a short-term accommodation to address complaints or issues that arise in relation to their accommodation.

Responsible Person(s)

Short-term accommodation owners must designate a Responsible Person, which means an Agent or representative of an owner or tenant or the owner themselves, who is responsible for managing or addressing issues related to the licensed Short-Term Accommodation.

The Responsible Person must be available to respond to concerns at the Short-Term Accommodation, either in person or by telephone, within a period of no greater than sixty (60) minutes from the time of contact. Failure to do so may result in By-Law Enforcement responding and issuing tickets for by-law violations.

When to Apply

A Short-Term Accommodation Licence must be obtained before advertising, booking, or operating a short-term accommodation within the Township of Greater Madawaska. Advertising or operating a short-term accommodation without a Licence may result in by-law enforcement and fines, as outlined in the Short-Term Accommodation Licensing By-Law.

How to Apply

Step 1: Prepare for your Application

For an application to be complete, you will need to provide several additional documents. These documents will vary depending on the Dwelling and are outlined in the Application Checklist included in the application form (and found on page 7 of this guide). Any drawings required for the application (i.e., site plan, floor plan) can be done by the Applicant using a computer or drawn by hand, as long as they are legible and all required information is included.

Step 2: Apply for a Licence

Once you have prepared all documentation outlined in the Application Checklist as stated in Step 1, you can visit the Township website to submit your application. The licensing fee is due when submitting the application.

Step 3: Application Review and Issuance

Staff will review the information provided, considering Municipal and Provincial regulations, to confirm compliance. Should the application be missing information or not conform to a regulation or by-law, the applicant will be advised via email. Applicants will be given the opportunity to update the application or provide any missing documentation and resubmit.

If the application is found to be in compliance, the applicant will be advised. If a site inspection is required it will be arranged with the applicable Department.

If a licence must be denied, the applicant will also be advised, including the reasons for denial.

Sample Application Package

The following pages contain sample documents that are required as part of a short-term accommodation licensing application package. The following sample application package is to be used as a reference only.

Application Checklist

New Application

Applicants are required to provide the following information for a New Application:


- Short-Term Licensing Application Form (Includes Responsible Persons Information, Declaration and Indemnification Agreement)
- Proof of ownership and Property Information (Proof of title, property tax bill, MPAC Assessment, Utility Invoice)
- Copy of Government-Issued ID
- Drinking Water Test
- Septic Permit Record OR Septic Search Form
- WETT Certificate
- Floor Plans of entire dwelling unit (Private and rental areas including exits to be identified)
- Site Plan drawing
- Certificate of insurance

Renewal Application

Applicants will be required to provide the following information for License Renewal:

- Short-Term Licensing Application Form (Includes Responsible Persons Information, Declaration and Indemnification Agreement)
- Proof of ownership and Property Information
- Copy of Government-Issued ID
- STA licence number
- Certificate of insurance
- Confirm that there are no changes to the information contained within the application or any deviation to the approved plans since the issuance of the STA licence. If there have been changes, upload the updated plans for review.

Short-Term Licensing Application Form (Available on the website and application portal)



TOWNSHIP OF
**GREATER
MADAWASKA**

19 Parnell Street
P.O. Box 180
Calabogie, ON K0J 1H0
Phone: 613-752-2222
Fax: 613-752-2617
www.greatermadawaska.com

APPLICATION FOR SHORT-TERM ACCOMMODATION LICENCE

In order to be eligible for consideration, all Short-Term Licence Applicants must complete and submit the following application form, including all applicable documents outlined in By-Law 19-2024.

☐ Before beginning the application, I/WE acknowledge that I/WE have read and reviewed the Township of Greater Madawaska Short-Term Accommodation By-Law, By-Law 19-2024.

☐ Before beginning the application, I/WE acknowledge that I/WE have prepared all the required documentation on the Township Website.

1. APPLICANT

1.1 Owner:

Name:	
Address with Postal Code:	
Phone Number:	
Email Address:	

1.2 Agent or Applicant (if information differs from owner):

Name:	
Address with Postal Code:	
Phone Number:	
Email Address:	

1.3 Responsible Person

Name:	
Address with Postal Code:	
Phone Number:	
Email Address:	

Note: By-law 19-2024 Section 3.03(i) states the designated responsible person can be readily contacted within sixty (60) minutes and respond to an emergency or contravention of any Township By-law.

2. SHORT-TERM ACCOMMODATE PROPERTY INFORMATION

Civic Address:	
Assessment Roll Number:	
Maximum # of Bedrooms:	
Maximum # of Occupants:	

3. DECLARATION

I/We do declare that I/we understand our responsibilities as a Licensee in accordance with municipal bylaws.

I, the undersigned, do solemnly declare that all information provided in and with this application is factual and correct and agree to abide by and adhere to all relevant by-laws, rules and regulations, matters and things as are, or may be enacted by the Township of Greater Madawaska, and to any applicable federal or provincial legislation or regulation in effect, enacted, or amended, from time to time, and make this solemn declaration conscientiously knowing that it is of the same force and effect as if made under oath. I also hereby agree to authorize the Township of Greater Madawaska to release any information deemed pertinent in granting this application.

Signature of Applicant	Date of Signature

4. INDEMNIFICATION AGREEMENT

I, the undersigned, agree that I shall at all times indemnify and save harmless the Corporation of the Township of Greater Madawaska, its employees and Members of Council from and against any and all manner of claims, demands, losses, actions, and other proceedings whatsoever made or brought against, suffered by, or imposed, on the Township in respect of any loss, damage or injury to any person or property, which are occasioned by or attributable to the issuance of this license or operation of the business.

Signature of Applicant	Date of Signature

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TOWNSHIP OF
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MADAWASKA**

Proof of Ownership & Property Information

Township Of Greater Madawaska
19 Parnell St. PO Box 180
Calabogie ON K0J 1H0
Phone: (613)752-2222
Fax: (613)752-2617

Tax Bill

2023
Final Tax Bill
Billing Date
August 23, 2023

Roll No. 47 06 000 000 00000 0000	Account No. 0000	Civic Address
Joe Smith Jane Smith 123 Example Street, Grand Bend, ON A1B 2C3		Title Names Joe Smith Jane Smith
		Assessed Property CON LOT
Mortgage Company	Mortgage No.	

Assessment		Municipal				Education	
Tax Class	Value	Municipal Levies		Upper Tier Levies		Tax Rate	Amount
		Tax Rate	Amount	Tax Rate	Amount		
Municipal Levies:				Education Levies:			
Special Charges / Credits		SUMMARY					
		Tax Levy Subtotal (Municipal + Education):					
		Special Charges / Credits:					
		2023 Tax Cap Adjustment: _____					
		2023 Final Taxes:					
		Less Interim Billing: _____					
		Final Billing:					
Amount Due Date							
Installment No. 1							
Taxes may be paid through online banking, by mail payable to the Township of Greater Madawaska, at the Municipal Office (cash, cheque or debit), at your financial institution or by Visa or Mastercard on our website. Please use GREATER MADAWASKA when paying electronically or at your financial institution, and your roll number is the account number. Penalty of 1.25% will be added on the first day of default and the first day of every month thereafter.							

Copy of Government-Issued ID



Drinking Water Test

Public Health Ontario provides testing for E. coli and total coliforms for private well owners. Renfrew County and District Health Unit provides water testing services (water bottle pickup/drop-off) for residents of Ontario.

If you get your drinking water from a well, you should have it tested for bacteria at least three times per year. Testing times should be spread out over the year, for example during or just after a spring melt, in mid-summer and in the fall. In addition to regular testing, well water should be tested:

- after any work to pumps or plumbing
- if the well has not been used for several weeks
- if there has been flooding in the area, or
- if there has been a change in water colour or odour

Water testing is free for total coliform and E. coli bacteria. Sample bottles can be picked up at Health Unit offices and all [municipal offices in Renfrew County and District](#).

Septic Records Search Form (Available on the website and application portal)



19 Parnell Street P.O. Box 180
 Calabogie, ON K0J 1H0
 Phone: 613-752-2222 Fax: 613-752-2617
 admin@greatermadawaska.com

Septic Records Search Form

Form is to be completed in full. Incomplete information may cause delays or inaccurate file searches.

Requestor Information			
Requested by		Date Requested:	
Telephone			
File Search Response & Attached Septic Records to be	Email to:		
	Faxed to:		
	Mailed to:		
Present Owner's Name			
File Search Property Information			
Municipal Address & Roll Number			
Lot		Concession:	
Subdivision Lots/Part		Plan:	
Approximate Date of System Installation and/or Replacement			
Past Owner(s)			
Past Owner(s)			
Past Owner(s)			
Past Owner(s)			
Past Owner(s)			
Response			
<input type="checkbox"/>	Based on the above information, we were unable to locate a record of the related sewage disposal system in our files.		
<input type="checkbox"/>	Attached is all relevant septic system records		
Completed by: _____ Date: _____			

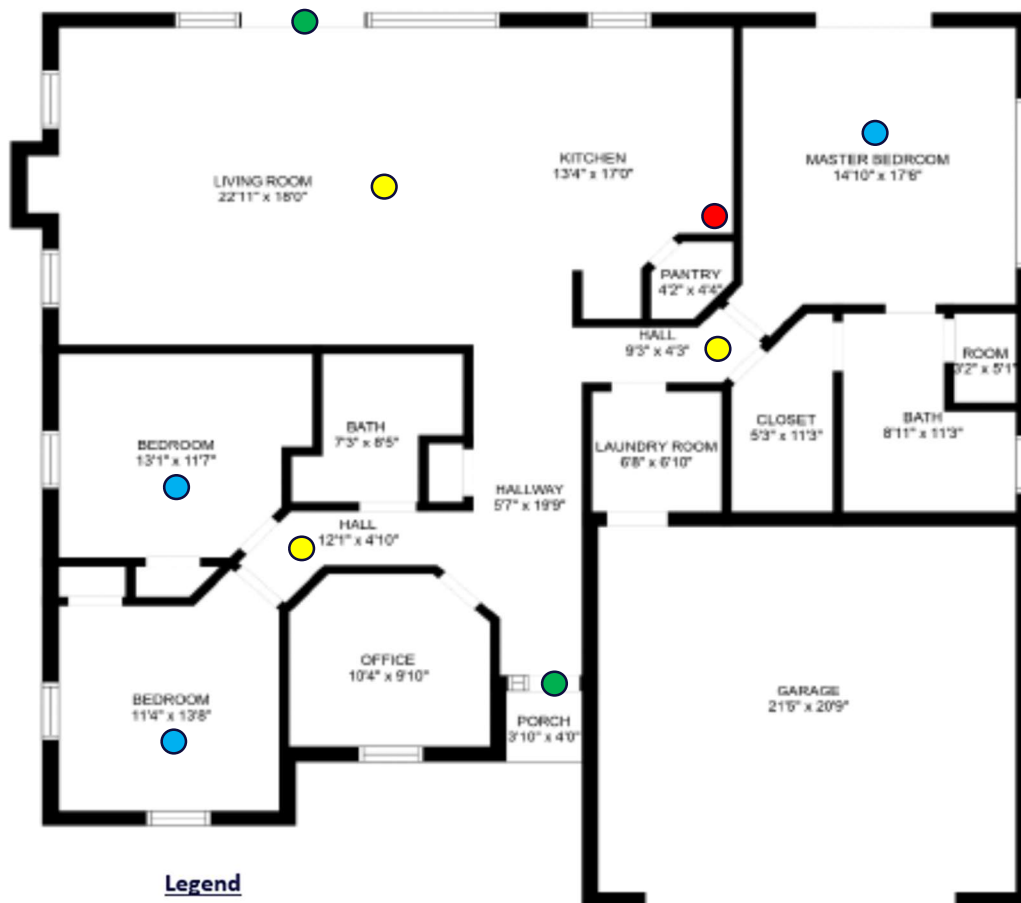
Floor Plan Sample

The Township of Greater Madawaska Short-Term Accommodation By-Law requires every applicant to submit a Floor Plan drawn to scale and fully dimensioned of the Short-Term Accommodation identifying the following:

- Each room and its intended use.
- Location of all smoke and carbon monoxide alarms
- Location of all fire extinguishers.
- All entrances and exists from the buildings and structures.
- Fire escape routes.

Notes: Use a separate sheet for each storey/floor. Floor plans can be hand-drawn, but please ensure they are legible and clear.

Floor Plan Example:



Legend

- Smoke Alarm
- Carbon Monoxide Alarm
- Smoke & Carbon Monoxide Alarm
- Fire Extinguisher
- Entrance/Exits

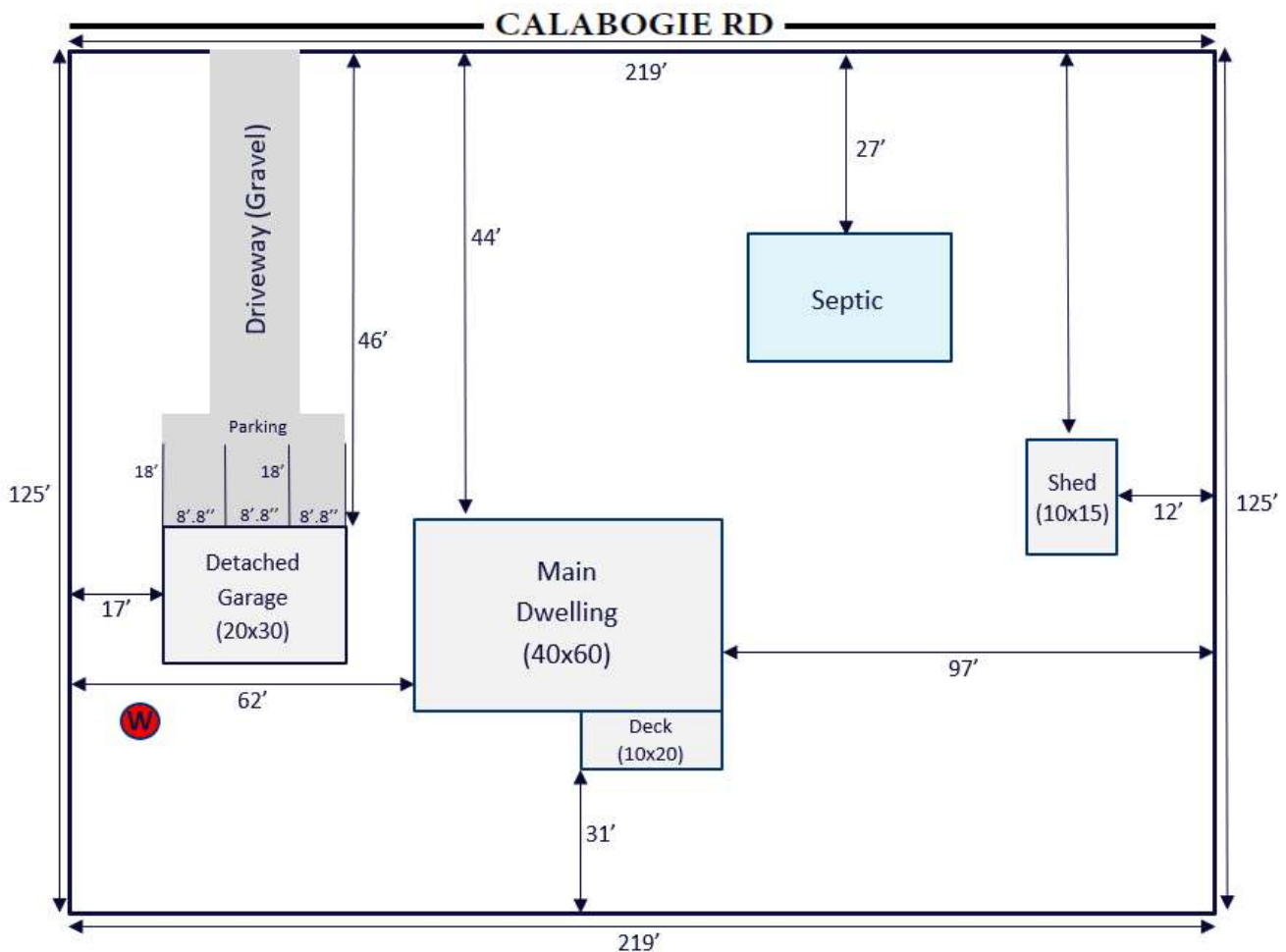
Site Plan Sample

The Township of Greater Madawaska Short-Term Accommodation By-Law requires every applicant to submit a Site Plan drawn to scale and fully dimensioned of the Short-Term Accommodation identifying the following:

- Dimensions of Property Lines
- Location of all Buildings & Structures, including Setbacks to property lines.
- Location of Driveway & Parking (*1 parking spot per room rented is required*)
- Location of Septic & Well

Notes: Site Plans can be hand-drawn, but please ensure they are legible and clear.

Site Plan Example:



Certificate of Insurance

A document (e.g. Certificate of Insurance) that includes proof of:

- No less than two million dollars (\$2,000,000) per occurrence for property damage and bodily injury
- Identifies that a short-term accommodation is being operated on the premises