



Short Term Rental Licensing Application Package

A Short Term Rental Accommodation use must be licensed with the Municipality of Killarney.

Short Term Rentals are permitted in the following zones:
R1, R2, RR, WR, R, CC

This package will provide all the information and applicable Forms required to apply for a Short Term Rental (STR) Licence.

Please review the application, checklist and provide all of the information requested. Once a completed application, completed checklist and the application fee is received, the Chief Building Official will review the application and will have the required inspections scheduled. These inspections may be conducted jointly by the Chief Building Officer, Municipal Law Enforcement Officer and Fire Services.

Applications will be reviewed in the order that they are received. There is no guarantee that any application will be approved and/or in any particular order. Depending on the information that is required and/or the results of any inspection or review, applications may take varying amounts of time to reach approval. When the application review is completed you will be notified in writing of the final status. If the application is approved, you will receive a physical copy of the licence and be issued a licence reference number.

Short-Term Rental (STR) means:

the use of any legal occupancy in a building, structure or any part thereof that is used to provide sleeping accommodation, including all or part of a dwelling unit or accessory structure related to a dwelling unit, which may or may not include cooking facilities, with or without on-site management throughout all or part of the year. STR's shall not include residential accommodation that is rented for in excess of thirty (30) consecutive days, a bed and breakfast establishment, a motel, hotel, tourist establishment, campground, group home, rooming house or similar commercial or institutional accommodation uses.

How to apply?

Submit the completed application and checklist to the Building and By-law Services Department in person at the Municipal Office located at 32 Commissioner Street, Killarney, Ontario or by email at buildingbylaw@frenchriver.ca.

Should you have any questions throughout the process, please contact:

Building and By-law Services Department
Telephone: 705-507-1177
Email: buildingbylaw@frenchriver.ca

Short Term Rental Licence Application Form

Application Type: New Renewal

SECTION A: PROPERTY, OWNERSHIP & APPLICANT INFORMATION

| Rental Property Information | | |
|---|---|---------------------|
| Address: | | Unit: |
| Town: | Property Roll Number: 5136-_____-000-_____-0000 | |
| Property Zoning: | <input type="checkbox"/> RR <input type="checkbox"/> WR <input type="checkbox"/> R <input type="checkbox"/> CC <input type="checkbox"/> R1 <input type="checkbox"/> R2 | |
| Type of Dwelling: | <input type="checkbox"/> Single Detached <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> Semi Detached <input type="checkbox"/> Accessory (example: Sleep cabin) <input type="checkbox"/> Secondary Dwelling <input type="checkbox"/> Triplex | |
| Number of existing bedrooms: | | |
| <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> Other: _____ <i>(maximum number of guests per STR shall not exceed two (2) guests per bedroom. Children under two (2) shall not count in occupancy.)</i> | | |
| Residency of Property: <input type="checkbox"/> Hosted <input type="checkbox"/> Un-hosted | | |
| <i>(means whether the owner lives full-time on-site or not, while it is being used as STR)</i> | | |
| Where will you list your Short Term Rental? (check all that apply) | | |
| <input type="checkbox"/> Airbnb <input type="checkbox"/> VRBO <input type="checkbox"/> Facebook <input type="checkbox"/> Kijiji <input type="checkbox"/> Booking.com <input type="checkbox"/> Cottages in Canada <input type="checkbox"/> Other _____ | | |
| Property Owner/Applicant Information | | |
| <i>(if there is more than one owner, please provide a list of all owners)</i> | | |
| Property Owner Name: | | |
| Business Name (if applicable): | | |
| Corporate Number (if applicable): | | |
| Mailing Address: | | |
| Town: | Province: | Postal Code: |
| Telephone: | Email: | |
| Agent/Applicant's Information (if applicable) | | |
| <i>(Owner Authorization Form must be completed if applicant is not the owner of the property)</i> | | |
| <input type="checkbox"/> same as property owner | | |
| Authorized Agent Name: | | Unit: |
| Town: | Province: | Postal Code: |
| Telephone: | Email: | |

| | | |
|---|------------------|---------------------|
| <p>Dedicated Responsible Person Contact Information <i>Person who will be contacted by the Municipality or renters at any time and respond to any issue, emergency, or contravention of any Municipal By-laws within 30 minutes of initial contact and who can attend at the property/premises not later than 60 minutes after the initial contact.</i></p> | | |
| <p><input type="checkbox"/> same as Property Owner <input type="checkbox"/> same as Applicant/Agent <i>(Dedicated Responsible Person Consent and Acknowledgement Form must be completed if the Applicant/Agent is not the Owner)</i></p> | | |
| <p>Responsible Person Name:</p> | | |
| <p>Mailing Address:</p> | | |
| Town: | Province: | Postal Code: |
| Telephone: | Email: | |

DECLARATION OF THE APPLICANT

By signing below, the applicant (or the applicant through the authorized agent) certifies that:

1. The information contained in this application and other attached documentation is true and accurate to the best of the applicant’s knowledge. The applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.
2. I understand it is my responsibility to ensure that this property is at all times in compliance with all applicable law, including but not limited to the Building Code Act, 1992, the Fire Protection and Prevention Act, 1997, the Electricity Act, 1998, and any regulations made under them.
3. If the Owner is a corporation or partnership, or the Application was submitted by an authorized agent, I have the authority to bind the Owner. (Owner Authorization Form provided)
4. The applicant acknowledges that the application may contain “personal information” as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the Municipality of Killarney to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about the collection of personal information should be directed to the Municipal Clerk.
5. The applicant is subject to the terms, conditions and regulations set out in By Law Number 2024-12 “A By-Law to License and Regulate Short-term Rentals in the Municipality of Killarney”.

Dated this _____ day of _____, 20____.

Name of Applicant: _____

Signature of Applicant: _____

SECTION B: APPLICATION CHECKLIST

The Checklist and the following documentation must be submitted with your complete application:

- Proof of Ownership** (property tax bill, MPAC assessment, proof of title)
- Owner Authorization Form** (if the applicant is not the owner)
 - Authorization for the applicant to apply on the owner's behalf
- Valid Government Identification** (driver's license, passport, Ontario photo identification card)
 - Proof that the applicant is at least 18 years of age
- Corporate Ownership (if the owner is a corporation), please provide one of the following:**
 - Certificate of Status or Corporate Profile Report (Provincial Corporation).
 - Certificate of Compliance or Corporate Profile Report (Federal Corporation)
 - Copy of Articles of Incorporation
- List of all property owners** (if more than one)
- Floor Plans - must include the following:** (sample provided in application package)
 - interior floor plan of each floor, including basements, with measurements showing and naming all approved sleeping spaces, rooms, hallways, common spaces, entrances/exits, windows, smoke/CO alarms, fire extinguishers
- Site Plan - must include the following:** (sample provided in application package)
 - drawing with measurements showing and naming all buildings on the property, location of the septic system and well if applicable, driveways, address, location of garbage/recycling storage, location and size of parking spaces, shoreline frontage and location of docks if applicable
- Designated Responsible Person Consent & Acknowledgement Form** (if applicable)
 - Proof that the DRP is at least 18 years of age (Valid Government Identification)
- Certificate of Insurance**
 - Demonstrating compliance with Section 5.4 of the STR By-law
- Licensee Code of Conduct & Acknowledgement** (signed by Applicant)
- Proof of Septic System Approval** (if applicable, does not apply to those on municipal services)
 - Demonstrating compliance with Section 6.3 i) of the STR By-law
- Application Fee** (as per the Municipality's Fees and Related Charges By-law)
 - Annual Licence Fee of \$1,400
(includes fees for application review process including staff time)
* In person at the municipal office by cheque, cash, credit or debit or by calling the office to pay by credit card.



Short-Term Rental Licensing By-law Application Package

SAMPLE FLOOR PLAN



Floor Plans must include:

- accurate measurements and labeling of **ALL** approved sleeping spaces, rooms, hallways, common spaces
- location of entrances/exits, windows
- location of Smoke/CO detectors, fire extinguishers
- noting fire escape routes

Occupancy limits

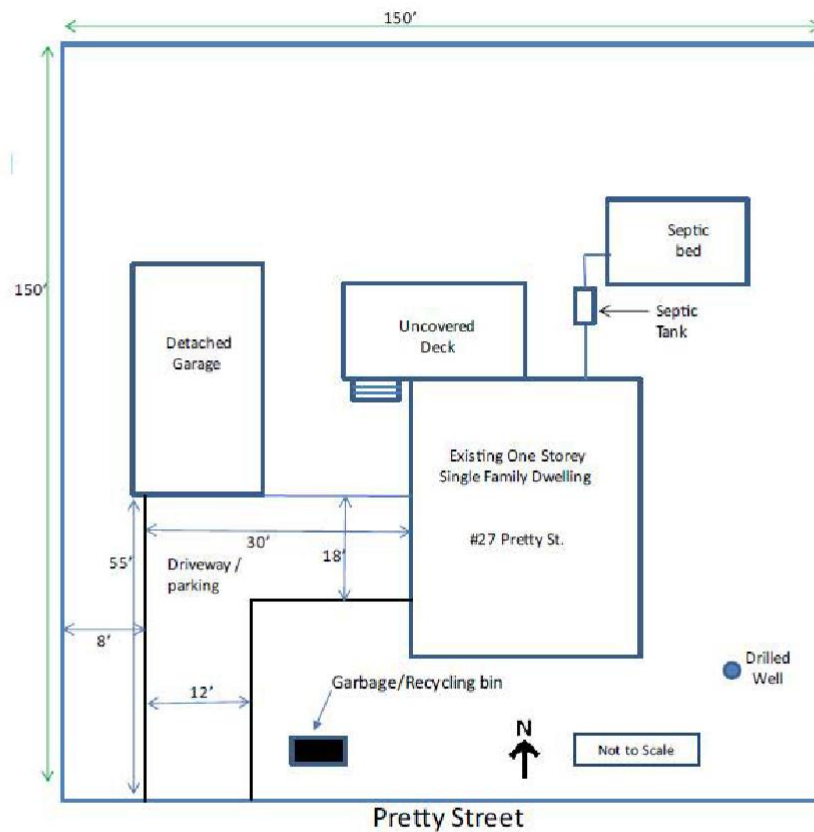
The maximum number of guests at a premises at any one time shall not exceed 2 guests per bedroom shown on floor plans and based on septic capacity.

Note: Floor plans are required for every storey of the premises including basements



Short-Term Rental Licensing By-law Application Package

SAMPLE SITE PLAN



Site Plan must include:

- address of property
- property boundaries
- indication of North
- location, size and use of all buildings on the property, indicating the distance of the buildings from the front, rear and side lot lines
- location of the septic system and well (if applicable)
- driveways, location and size of parking spaces
- shoreline frontage and location of docks (if applicable)
- location of garbage/recycling storage



Short-Term Rental Licensing

LICENSEE CODE OF CONDUCT & ACKNOWLEDGMENT

Rental Address: _____

Name of Licensees: _____

1. The Premises identified above shall be operated in accordance with the Short-Term Rental Accommodation Licensing By-law, and all applicable acts, regulations and other municipal by-laws.
2. All Licensees are responsible for compliance with all other Municipality of Killarney by-laws (including, but not limited to, the following: Property Standards, Clean Yard, Noise By-law, Waste Management By-law, Open Air Burning By-law, Parking By-law, etc.).
3. The Licensee will be held responsible for contraventions of any municipal by-law, act or regulation by people found using the Premises, and may be subject to demerit points, fines or other enforcement measures.
4. I understand it is a requirement to post on the interior of the premises, within a maximum of 1m from the main entrance, is clearly visible to guests and is made available of inspection, the following information:
 - a copy of the Licence, address of the premises; and
 - name and contact information of the Designated Responsible Person and other applicable emergency services.
 - emergency service statement if the premise is not accessible by a year-round road or water access
5. I understand it is a requirement to provide the following information to renters:
 - a copy of the Renter's Code of Conduct;
 - a copy of the approved site plan including parking provisions and waste disposal;
 - a copy of the approved floor plans of the STR showing emergency exits and locations of fire extinguishers; and
 - quick reference guide for applicable by-laws as prepared by the Municipality.
6. The submission of false or misleading information to the Municipality may void an application, cause the current Licence to be revoked or cause a Licensee to be subject to further enforcement measures.
7. Entry and inspection by any Officer or their designate and any accompanied authorities or agent of the Municipality may occur as outlined in the By-law and for the purposes of:
 - a) carrying out any inspection; or
 - b) determining compliance with any by-law; or
 - c) verifying complaints received under a by-law; or
 - d) verifying compliance with an order issued or Licence; or
 - e) requiring a matter or thing be done.

8. I acknowledge that the property address, names and contact information of the associated owner, and/or authorized agent and/or dedicated responsible person will be posted on the Municipality of Killarney's website. Best practice is to also inform neighbours of the contact person to reach in the event of an issue or concern.
9. The Licensees are responsible for informing the Municipality, in writing of any changes to the approved information contained within the licence application or any deviation to the approved site and/or floor plans within 7 days of such a change or deviation.
10. The Licensee is responsible for renewing a Licence by forwarding any required application and supporting documents as per the By-law prior to the expiry date of the Licence.

I, _____ having read the above, and the terms of the Short-Term Rental Licensing By-law, undertake to provide Renters with a copy of the Renter's Code of Conduct. I also realize that a violation of the Short-Term Rental Licensing By-law No. 2024-12 may result in the suspension or revocation of the Short-Term Rental Licence for the Premises.

Signature of Licensee: _____ Date: _____

Signature of Licensee: _____ Date: _____

Signature of Licensee: _____ Date: _____

Signature of Licensee: _____ Date: _____



Short-Term Rental Licensing OWNER AUTHORIZATION FORM

Must be completed if Applicant is not the registered Owner of the Short Term Rental Property

| Rental Property Information | |
|-----------------------------|--|
| Address: | Unit: |
| Town: | Property Roll Number: 5136-_____-000-_____-0000 |

I/We, being the registered owner(s) of the lands subject to this application hereby authorize _____(applicant name) to submit a Short Term Rental Accommodation licence application pursuant to By-law No. 2024-12 for the above-noted address, along with any required supporting documentation, to the Municipality of Killarney, on my behalf.

I hereby certify that I have reviewed the completed Short Term Rental Accommodation licence application, supporting documentation and declarations, confirm them to be true and correct, and agree to be bound thereby.

I further declare that I understand it is my responsibility to ensure that this property is at all times in compliance with all applicable law, including but not limited to the Building Code Act, 1992, the Fire Protection and Prevention Act, 1997, the Electricity Act, 1998, and any regulations made under them.

I further agree that it is an offense pursuant to By-law No. 2024-12, to provide false and misleading information to the Municipality of Killarney when applying for a Short Term Rental Licence, renewing a licence or at any other time. Any false information may result in refusal to issue, suspension, revocation or placement of conditions on any licence.

Dated this _____ day of _____, 20_____.

Owner Signature

Witness Signature



Short-Term Rental Licensing

RENTER'S CODE OF CONDUCT

Purpose of the Code

The Purpose of this code is to inform renters that Short Term Rentals are located in a residential neighbourhood and that all residents have the right to enjoy their properties without being imposed upon by others. It is also meant to inform renters of relevant information for an enjoyable and safe stay.

Objective of the Code

The objective of this Code is to establish acceptable standards of behavior for renters and their guests, and to minimize any adverse social or environmental impacts on their neighbors and neighborhood; and the Renter acknowledges for themselves and on the behalf of others that they will be occupying a short term rental accommodation in an area where others reside on a full-time basis.

In providing acceptable standards, owners and renters are provided with the tools to ensure that they abide by the required standards and avoid penalties, fines and charges.

Guiding Principles

The Guiding Principles for short term accommodation renters are:

- The premise you are occupying is a home;
- Treat the premise as your own;
- Respect your neighbours and your neighbourhood;
- Leave the premises and property as you found it; and
- Familiarize yourself with the Site Plan to be aware of the premises' property boundaries.

Maximum Number of Renters and Guests

The maximum number of residents, renters and guests (including those not staying overnight) permitted at a Short Term Rental Accommodation shall be limited to the number posted on the STR licence.

Access and Parking

Property includes parking on a per bedroom basis. Please park all vehicles in the parking spaces indicated in the provided Site Plan. More vehicles than parking spaces are not permitted to park on the property. Parking on streets is limited to 4 hours and may be prohibited depending on location.

Fire and Occupant Safety

Please practice common fire safety, do not leave fires unattended or burn during the day or during a fire ban. Always have a means to extinguish the fire nearby. For more information on safe fire pits or fire ban notices, visit the Municipal Fire & Emergency Services webpage.

All short term rentals must have working smoke detectors and carbon monoxide alarms. If either of these are found to be inoperable, please contact the property owner or designated responsible person to have the issue resolved.

Noise

Municipal By-law and local Police service can respond to noise complaints. Please be sure that no persons make noise which causes a disturbance nor conduct themselves in a way that is likely to disturb the area. Please reference the Municipality's Noise By-law for further information.

Examples of noise that is likely to disturb area residents includes but is not limited to:

- Loud Music
- Outdoor speakers
- Outdoor or backyard gatherings involving excessive noise
- Late evening/early morning disturbances
- Yelling, shouting, singing or conversing loudly
- Revving of engines
- Fireworks (only allowed on specific days/times)

Recycling and Garbage

Please dispose all garbage and recycling to designated area as shown on the provided Site Plan. Ensure that garbage and recycling properly contained and not overflowing.

Pets

Any dogs that are brought along to visit at the Short Term Rental are expected to be kept under care and control and on the property at all times. Dog barking is to be kept to a minimum.

Additional Responsibilities

As a guest of the municipality, it is your responsibility to familiarize yourself with all municipal by-laws. All renters should expect that there is zero tolerance for non-compliance and expect that any contraventions of Municipal By-Laws will result in fines laid.

Adherence to this Renter's Code of Conduct and the requirements in the Short Term Rental Accommodation By-Law No. 2024-12 is expected and required, without exception.

If you would like to learn more about the Municipality's By-Laws please see the provided quick reference guide of applicable by-laws, visit <http://www.municipalityofkillarney.ca/municipal-services/by-laws-and-policies> or contact the Municipality at 705-287-2424.



Short-Term Rental Licensing

DEDICATED RESPONSIBLE PERSON CONSENT AND ACKNOWLEDGEMENT

As the ‘Owner(s)’ or ‘Agent’ of the land being subject to this Application, I/we do hereby authorize and appoint the following person as the ‘Dedicated Responsible Person’ for this Short-Term Rental premises.

| | | |
|---|--|---------------------|
| Dedicated Responsible Person Contact Information | | |
| <i>Person who will be contacted by the Municipality or renters at any time and respond to any issue, emergency, or contravention of any Municipal By-laws within 30 minutes of initial contact and who can attend at the property/premises not later than 60 minutes after the initial contact.</i> | | |
| <input type="checkbox"/> same as Property Owner | <input type="checkbox"/> same as Applicant/Agent | |
| Responsible Person Name: | | |
| Mailing Address: | | |
| Town: | Province: | Postal Code: |
| Telephone: | Email: | |

Consent to Release Personal Information:

I hereby consent to the use of the personal information provided above by Municipality of Killarney and that my name, phone number(s) and email address will be recorded on the STR licence at the premises and posted on the Municipality of Killarney’s Short-Term Rental webpage in accordance with the Short-Term Rental By-law.

Acknowledgement:

In consideration of acceptance of this ‘Dedicated Responsible Person’ Consent and Acknowledgment Form, I, my heirs, next of kin, executors, administrators and assigns HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE The Municipality of Killarney and its employees FROM ANY AND ALL claims, demands, damages, costs, expenses, actions and cause of action, whether in law or equity in respect of death, injury, loss or damage to myself or property, arising or to arise by reason of my capacity as the ‘Dedicated Responsible Person’.

I hereby confirm that the information I have entered on this form is correct and true.

Owner: _____ Signature _____ Date: _____
 (please print)

Owner: _____ Signature _____ Date: _____
 (please print)

Owner: _____ Signature _____ Date: _____
 (please print)

As the Dedicated Responsible Person, I acknowledge that a failure to respond to concerns from guests and/or neighbours may result in Fines and/or ‘Demerit Points’ against the approved licence;

and I further acknowledge that I have read, in its entirety Schedule ‘F’ – Demerit Point System

Dedicated Responsible Person: _____
 (please print)

Signature: _____ Date: _____

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of determining eligibility for licensing. Questions about this collection of personal information should be directed to the Municipal Clerk, 32 Commissioner Street, Killarney, ON. (705) 287-2424.