

**TOWN OF MINNEDOSA**

**LICENCING AND REGULATION OF SHORT-TERM RENTALS BY-LAW NO. 2609**

BEING A BY-LAW OF THE TOWN OF MINNEDOSA TO PROVIDE FOR THE LICENCING AND REGULATION OF SHORT-TERM RENTALS PURSUANT TO *THE MUNICIPAL ACT C.C.S.M. c. M225*.

**WHEREAS** Section 232(1)(a) of *The Municipal Act* (the "Act") authorizes a council for a municipality to pass by-laws relating to the safety, health, protection and well-being of people and the safety and protection of property.

**AND WHEREAS** Sections 232(2)(a), 232(2)(e) of the Act authorize a council for a municipality, in a by- law passed under Section 232 of the Act, to regulate or prohibit, and provide for a system of licences, permits, or approvals, including the establishment of licencing fees.

**AND WHEREAS** the Council for the Town of Minnedosa deems it advisable and in the public interest to licence and regulate short-term rentals ("STR") to ensure the safe operation and occupation of STR, reduce the negative impact on neighbours and neighbourhoods, support the tourist industry and local businesses, ensure cost recovery through licencing fees, and achieve a high degree of voluntary compliance.

**NOW THEREFORE**, Council of the Town of Minnedosa, in meeting duly assembled, enacts as a by-law the following:

**TITLE**

1. This By-law may be referred to as "The STR By-law".

**DEFINITIONS**

2. Unless the context otherwise requires, wherever used in this By-law,

**"applicant"** means the owner or principal tenant of a dwelling unit who makes application for a STR licence.

**"dwelling unit"** means one or more rooms in a building designed for one or more persons in a single housekeeping unit with cooking, eating, living, sleeping and sanitary facilities and includes:

- a. single family dwelling.
- b. seasonal cottage.
- c. secondary suite.
- d. condominium unit.
- e. apartment unit.
- f. mobile home.

**"enforcement officer"** means the designated officer appointed by the municipality to enforce the municipality's by-laws.

**"legal bedroom"** means a room in a dwelling unit, for the primary purpose of sleeping, which meets all Manitoba Building Code requirements including, but not limited to, egress, number of windows, and ceiling height, and shall not include any other room or area in a dwelling unit.

**"licensee"** means the person in whose name a STR licence has been issued.

**"municipality"** means the Town of Minnedosa.

**"owner"** means the person(s) in whose name a property, on which a dwelling unit is situated, is registered at the Land Titles Office pursuant to *The Real Property Act C.C.S.M. c. R30*.

**"parcel"** means the land on which a dwelling unit is situated.

**"person"** means an individual and includes a corporation, firm, partnership, club, association, or company.

**"principal tenant"** means the person(s) who occupies or is entitled to occupy a rental unit under a tenancy agreement entered into with the owner, for a term of no less than one year, pursuant to *The Residential Tenancies Act C.C.S.M. c. R119*.

**"STR"** means the use, offer, or advertising for lease, rent or barter, of all or part of a dwelling unit to provide temporary accommodation for a continuous period of less than 30 days in exchange for payment, but does not include bed and breakfast, hotels or motels.

**"STR licence"** means the valid and subsisting certificate issued to an applicant authorizing the use of a dwelling unit for a STR.

**"STR officer"** means the designated officer appointed by the municipality to administer this By- law.

**"STR platform"** means a website or other form of digital application which, for compensation, markets or brokers the booking, reservation, rental or listing of a dwelling unit for use as a STR, and collects fees, in whole or in part, on behalf of a licensee.

**"Zoning By-law"** means the most current Zoning By-law of the municipality.

#### **REQUIREMENT FOR STR LICENCE AND APPLICATION PROCESS**

3. No person shall use a dwelling unit for a STR in the municipality, unless in possession of a STR licence in respect of that dwelling unit.
4. STR's are prohibited in the seasonal cottage area and Minnedosa Campground.
5. The requirement for an STR licence applies to the use of any dwelling unit for a STR, including those for which rental contracts or agreements were made prior to passing this By-law.
6. An application for an STR licence may be made by the owner or principal tenant of a dwelling unit in respect of that dwelling unit.
7. A separate application, and STR licence, is required for each dwelling unit a person wishes to use for a STR in the municipality.
8. The application for an STR licence, and renewal form, shall be in the form as attached in Schedule "A", which may be amended by the municipality from time to time.
9. In applying for a STR licence, the applicant shall provide the following:
  - a. a completed and signed STR licence application and supporting documents.
  - b. a completed STR Self Inspection Checklist in the form as attached in Schedule "B", which may be amended by the municipality from time to time, and compliance for each item.
  - c. proof of ownership of the dwelling unit or, if the applicant is the principal tenant of the dwelling unit, proof of tenancy and written approval from the owner(s) to use the dwelling unit for a STR.
  - d. where there is more than one owner or principal tenant of the dwelling unit, written approval from the other owner(s) or principal tenant(s) to use the dwelling unit for a STR.
  - e. where the dwelling unit is a condominium, proof that an STR are not prohibited in the declaration, by-laws, and rules of the condominium corporation.
  - f. the name, phone number, and email address of two (2) contact individuals, who reside in the municipality, who can respond and deal with any matter arising from the use of the dwelling unit for a STR, within 15 minutes of being contacted by the municipality.
  - g. a site plan sketch, with approximate dimensions, of the parcel, dwelling unit, buildings, and parking locations.
  - h. a floor plan sketch of the dwelling unit showing all areas of intended rental use including, if the dwelling unit is a condominium or apartment, common areas in the whole building.
  - i. an egress route map of the dwelling unit for use in an emergency.
  - j. payment of the licence fee.
  - k. such other documentation as requested by the STR Officer.

10. Applicants shall inform the municipality, within 10 days of any change to the information provided in the application for a STR licence.
11. If the STR officer considers it necessary to determine qualification for a STR licence, the STR officer may:
  - a. carry out or have carried out an inspection of the dwelling unit, the cost of which shall be paid by the applicant, prior to the inspection.
  - b. request additional documentation or records from the applicant to demonstrate compliance with this By-law.

#### **ANNUAL STR LICENCE FEE**

12. The applicant shall pay, at the time of application and renewal a non-prorated and non-refundable, licence fee of \$200.
13. Except as otherwise provided, the term of an STR license shall be:
  - a. A period commencing on its issuance to the end of the calendar year; and
  - b. Granted on an annual basis thereafter commencing on the 1<sup>st</sup> day of January and expiring on the 31<sup>st</sup> day of December.

#### **ISSUANCE OF STR LICENCE**

14. Upon being satisfied that the requirements of this By-law have been met, the STR officer may approve the application and issue a STR licence in the name of the applicant.
15. Upon determining that the requirements of this By-law have not been met, the STR officer shall refuse the application, with reasons, and a STR licence shall not be issued.
16. No person shall use a dwelling unit for a STR, for which an application has been refused.
17. A STR licence is non-transferrable and non-assignable and shall, on the sale or transfer of an interest in a dwelling unit, except by way of mortgage, terminate.

#### **STR LICENCE RENEWALS**

18. The STR officer may provide all licensees with an invoice and renewal form on or before the expiry of an existing STR licence in each year, provided that the failure to do so shall not relieve a licensee from possessing a valid and subsisting STR licence.
19. A licensee who proposes to renew a STR licence shall obtain, complete, and submit the renewal form and licence fee to the STR officer no later than January 1<sup>st</sup> of each year. Failure to do so by this time, will require a new application to be made in accordance with this By-law.
20. Upon being satisfied that the licensee is not in violation with this By-law, the STR officer may renew the STR licence for the next year.
21. The issuance of an STR licence is subject to the condition that the licensee complies, and the use of the dwelling unit for a STR is carried out in compliance, with the requirements of this By-law and any other by-law in force in the municipality, as amended, repealed, or replaced from time to time, including the Zoning By-law.
22. The issuance of an STR licence under this By-law does not alter or change the status or treatment of a dwelling unit under any other by-law in force in the municipality, as amended, repealed, or replaced from time to time, including the Zoning By-law.
23. A licensee shall comply, and the use of the dwelling unit for a STR shall be carried out in compliance, with the current edition of the Manitoba Building Code, all associated By-laws, and any other applicable enactment, code, regulation, or standard, applicable to the use of the dwelling unit for a STR.

24. A licensee shall install and maintain fire safety equipment to include smoke alarms, fire extinguishers, and carbon monoxide alarms on each floor of the dwelling unit.

25. Smoke alarms/detectors shall be installed in all rooms.

26. A licensee shall post in a prominent place by all entrances and exits inside the dwelling unit, and in every legal bedroom, an egress route map.

27. A licensee shall advise their home insurance provider that the dwelling unit will be used for a STR and shall obtain adequate damage and liability coverage.

28. A licensee shall post in a prominent place by all entrances and exits inside the dwelling unit, that quiet hours are between the hours of 11:00pm and 7:00am the following day, seven days per week, consistent with most current Nuisance Noise By-law of the municipality.

29. A licensee shall ensure that the maximum number of overnight adult guests in the dwelling unit does not exceed two per legal bedroom.

30. A licensee shall ensure that all accommodations are restricted to the dwelling unit and that no additional accommodations are provided elsewhere on the property including in a motor vehicle, travel trailer, tent, or unlawful dwelling unit.

31. Parking at a short-term rental premises shall be restricted as follows:

- a. guests must park on the licenced premises;
- b. no on-street parking of travel trailers, motor homes and the like that provide extra accommodation for the short-term rental;
- c. visitors may park on the street between 8:00 am and 11:00 pm.

32. A licensee must:

- a. Record the name, telephone number and vehicle license plate number for every overnight guest, and
- b. Upon request, supply a copy of same to the Municipality.

33. A licensee shall ensure that the maximum number of dogs in the dwelling unit, and on the parcel, does not exceed three (3) over the age of four (4) months and that all dogs are always leashed and in control, consistent with the most current Animal Control By-law of the municipality.

34. A licensee shall include the following information in any on-line or physical advertisements used to market the dwelling unit for use as a STR, including a STR platform with a minimum font size of 14:

- a. a valid STR licence number.
- b. the maximum permitted guest occupancy.
- c. the maximum permitted number of dogs and leashing requirements.

35. A licensee shall maintain the dwelling unit and the parcel in a clean and sanitary condition with adequate measures for storage and disposal of garbage and waste, consistent with the most current Solid Waste By-law of the municipality.

36. Upon request of the STR officer or enforcement officer to ensure and demonstrate compliance with the requirements of this By-law, a licensee shall:

- a. permit reasonable access to the dwelling unit and parcel to conduct an inspection.
- b. provide additional documentation or records.

## **STR OFFICER AND ENFORCEMENT OFFICER POWERS**

37. The STR officer shall have the power to refuse an application for a STR licence or renewal, and to issue, suspend, or cancel STR licences in accordance with, and subject to, the terms and conditions of this By-law.

38. The STR officer shall:

- a. administer and enforce this By-law.
- b. keep records of STR applications and renewals including all supporting documents received, inspections made, licences issued, licences refused (with reasons), and all other documents connected with the STR officer's functions.
- c. examine and process STR applications and renewals.
- d. make inspections or require inspections of dwelling units when the STR officer considers it necessary or desirable and with reasonable advance notice.

39. The STR officer has the powers, duties, and functions of a designated officer under the Act including:

- a. the powers of inspection and enforcement.
- b. the power to order a dwelling unit being used for a STR to stop operation if a STR licence has not been obtained, has expired, or has been refused, suspended or cancelled.
- c. the power to suspend or cancel a STR licence.

40. The enforcement officer has the powers, duties, and functions of a designated officer under the Act including:

- a. the powers of inspection and enforcement.
- b. the power to make or require inspections when the enforcement officer considers it necessary or desirable and with reasonable notice.
- c. the power to enforce offences under *The Municipal By-law Enforcement Act C.C.S.M. c. M245* (the "MBEA")

## **SUSPENSION AND CANCELLATION OF STR LICENCES**

41. The STR officer may suspend a STR licence for up to 30 days:

- a. for failure of the licensee to comply with a term or condition of the STR licence.
- b. for failure of the licensee to comply with a by-law of the municipality where such non-compliance arises from the use of the dwelling unit for a STR.
- c. if allowing the licensee to carry on the use of the dwelling unit for a STR would create a reasonable apprehension of significant harm to:
  - i. the health and safety of people.
  - ii. private or public property.
  - iii. the environment.
- d. if the licensee provided false information at the time of the STR application or renewal.
- e. if the information, upon which the decision to issue the STR licence was based, was incorrect and the STR licence would not have been issued had the correct information been known.
- f. if the past conduct of the licensee creates a reasonable apprehension that the use of the dwelling unit for a STR will not be carried on in compliance with this By-law.

42. The STR officer may cancel a STR licence for the reasons as aforesaid but must provide the licensee with a reasonable opportunity to be heard.

43. The suspension or cancellation of a STR licence shall be made in writing, signed by the STR officer, and served on the licensee at the address included in the STR licence application or renewal, or last known address, or delivered to the licensee by registered mail.

44. The STR officer may post a notice of suspension or cancellation on the exterior of the dwelling

unit, for which the STR licence was issued, and the notice shall not be removed until the STR licence is reinstated, or the suspended licensee ceases to own or be the principal tenant of the dwelling unit, or a new STR licence is issued for the dwelling unit.

45. No person shall operate a STR for which a STR licence has been suspended or cancelled.

#### **REQUEST FOR REVIEW**

46. A person whose STR licence application or renewal has been denied or whose STR licence has been suspended or cancelled, may request Council to review the decision of the STR officer, by giving the chief administrative officer written notice, within 14 days of the date of the decision, and stating the grounds upon which the request for review is based.

47. The Chief Administrative Officer shall refer the matter to Council, on its next regular Council meeting agenda, and shall provide the person who requested the review with written notice:

- a. of the date, time, and place of the meeting to review the STR officer's decision; and
- b. a statement that, if the person does not attend the meeting, the matter will be dealt with in their absence and there will be no further notice of the proceeding.

48. Council shall convene to review the decision of the STR officer and hear the person who requested the review, in person or by counsel.

49. If the person who requested the review does not attend the meeting, the review will be dealt with in their absence.

50. Upon completion of the review, Council may confirm, vary, or cancel the STR officer's decision and shall provide the person who requested the review with its written decision.

51. The decision of Council on a review under this By-law shall be final.

52. All notices to the person who requested the review shall be to the address provided in the STR licence application or renewal, or last known address, or delivered to the person by registered mail.

#### **ELIGIBILITY FOLLOWING SUSPENSION OR CANCELLATION**

53. A person whose STR licence application or renewal has been denied or whose STR licence has been suspended or cancelled may not apply for a STR licence until the end of the year following the calendar year in which the denial, suspension or cancellation occurred.

#### **PENALTIES**

54. It is an offence under this By-law to provide false information or make a false declaration in an application for a STR licence or renewal.

55. A person who contravenes this By-law commits an offence and is liable to an administrative penalty under the Municipal By-law Enforcement Act – Compliance By-law.

56. Any costs to enforce this By-law are, in addition to an administrative penalty, an amount owing to the municipality by the person who caused the enforcement action to be taken, as well as the owner of the dwelling unit, and may be collected in the same manner as a tax is collected or enforced under the Act.

**DONE AND PASSED** in Council duly assembled at the Town of Minnedosa Council Chamber in Minnedosa, in the Province of Manitoba this 23<sup>rd</sup> day of December A.D. 2025.

---

Mayor

---

Chief Administrative Officer

Read a first time this 18<sup>th</sup> day of November A.D. 2025  
Read a second time this 18<sup>th</sup> day of November A.D. 2025  
Read a third time this 23<sup>rd</sup> day of December A.D. 2025

### **PART 3: QUESTIONNAIRE**

1. What type of dwelling is this:

Single Family    Mobile Home    Condominium    Apartment  
 Seasonal Cottage    Secondary Suite

2. How many legal bedrooms are in the dwelling unit? (proper egress) \_\_\_\_\_

a. Are the window openings in each bedroom of at least  $.35m^2$  (3.8ft<sup>2</sup>) with no dimensions less than 380mm (15.2")

**YES**            **NO**

b. Is there an egress route from each legal bedroom to an outdoor exit?

**YES**            **NO**

3. Does the building have a wood stove / fireplace?

**YES**            **NO**

4. Are there valid fire extinguishers in the dwelling unit that are accessible to guests?

**YES**            **NO**

5. Is the dwelling unit provided with:

- Smoke detectors   **YES**            **NO**
  - Hardwired / interconnected smoke detectors (circle one)

6. If required, does each bedroom have an interconnected carbon monoxide detector?

**YES**            **NO**

7. Are there compliant stairs, guardrails, and graspable handrails?

**YES**            **NO**

8. Include a floor plan sketch of the dwelling unit that includes all legal bedrooms, egress routes, smoke and carbon monoxide alarm locations and fire extinguisher locations.

**YES**            **NO**

9. To your knowledge, is the property in substantial compliance with the current versions of the Province of Manitoba Building and Fire Codes.

**YES**            **NO**

#### **PART 4: ACKNOWLEDGEMENT**

I ACKNOWLEDGE AND UNDERSTAND THAT UPON RECEIVING A STR LICENCE:

1. I am responsible for complying with the STR By-law and any other by-law in force in the municipality, as amended, repealed, or replaced from time to time including the Zoning By-law.
2. I am responsible for complying with the current edition of the Manitoba Building Code, all associated By-laws and any other applicable enactment, code, regulation, or standard applicable to the use of the dwelling unit as a STR.
3. I am in no way relieved of full responsibility for complying with the Manitoba Building Code and Fire Code.
4. I am required to advise my home insurance provider that the dwelling unit will be used for a STR and that I am required to obtain adequate damage and liability coverage and provide proof of insurance with the application.
5. I am required to provide the Municipality with a contact person of whom resides in the Town of Minnedosa who can respond and deal with any matters regarding the use of the dwelling unit for a STR within 15 minutes.
6. I am required to post in a prominent place by all entrances and exits inside the dwelling unit and in every legal bedroom, an egress route map.
7. I am required to post in a prominent place by all entrances and exits inside the dwelling unit that quiet hours are between the hours of 11:00 pm and 7:00 am the following day, seven (7) days per week.
8. I must ensure that the maximum number of overnight adult guests in the dwelling unit does not exceed two (2) per legal bedroom.
9. I must ensure that all accommodations are restricted to the dwelling unit and that no additional accommodations are provided elsewhere on the parcel, including in any motor vehicle, travel trailers, recreational vehicles, tent, or unlawful dwelling unit.

10. I must include the following information in any on-line or physical advertisements used to market the dwelling unit for use as a STR, including a STR platform with a minimum 14 font:

- i. A valid STR licence number
- ii. The maximum permitted guest occupancy

11. I must post my STR licence in a conspicuous location inside the dwelling unit.

12. I must maintain the dwelling unit and the parcel in a clean and sanitary condition with adequate measures for storage and disposal of garbage and waste.

13. Upon request of the STR officer or enforcement officer to ensure and demonstrate compliance with the requirements of this By-law, I must:

- i. Permit reasonable access to the dwelling unit and parcel to conduct an inspection; and
- ii. Provide additional documentation or records.

I, THE UNDERSIGNED, HEREBY MAKE APPLICATION FOR A STR LICENCE IN ACCORDANCE WITH THE INFORMATION AS STATED AND DECLARE THAT THE STATEMENTS ARE TRUE AND CORRECT.

I UNDERTAKE, IF GRANTED AN STR LICENCE, TO COMPLY WITH EVERY OBLIGATION CONTAINED IN THE BY-LAWS NOW IN FORCE OR WHICH MAY HEREAFTER COME INTO FORCE IN THE MUNICIPALITY. FAILURE TO MEET THESE OBLIGATIONS MAY RESULT IN THE STR LICENCE BEING SUSPENDED OR CANCELLED.

I UNDERSTAND THAT ALL STR LICENCES EXPIRE ON DECEMBER 31<sup>ST</sup> OF EACH YEAR AND MUST BE RENEWED EACH YEAR PRIOR TO JANUARY 1<sup>ST</sup>.

I ACKNOWLEDGE THAT THE PERSONAL INFORMATION COLLECTED IS IN ACCORDANCE WITH *THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT C.C.S.M. C. F175*.

Applicant Name:	Applicants Signature	Date
Witness Name:	Witness' Signature	Date

## PART 5: SUPPORTING DOCUMENTS

All documents must be provided in the original application. Those identified with an asterix(\*\*) are not required for renewals unless there have been changes since the original application.

- STR Licence application
- Questionnaire
- Acknowledgement
- STR Self-Inspection Checklist
- Proof of Ownership – certificate of title or tax certificate \*\*
- Proof of Tenancy – rental agreement and written approval from owner (if applicable)\*\*
- More than one owner or tenant – written approval from other owners / tenants (if applicable)\*\*
- Proof that STR are not prohibited in the declaration, by-laws, and rules of the condominium corporation (if applicable).\*\*
- Contact person name, address, phone, and email address\*\*
- Site Plan Sketch\*\*
- Floor Plan Sketch \*\*
- Egress Route Map \*\*
- Payment of Fee

### DECISION

Date:	Licence Decision Approved _____ Refused _____ (non-compliant)	STR Officer Signature
-------	--	-----------------------

Comments and Conditions:

**SCHEDULE "A"**  
**LICENCE APPLICATION – SHORT-TERM RENTAL**

Select one of the following options:

**NEW STR Licence**

**STR Licence Renewal**

<b>PART 1: APPLICANT, OWNER, and LOCAL CONTACT INFORMATION</b>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">APPLICANT Name: Phone Email: Address:</td> <td colspan="5"></td> </tr> </table>						APPLICANT Name: Phone Email: Address:									
APPLICANT Name: Phone Email: Address:															
Are you the: <b>OWNER</b> <b>PRINCIPAL TENANT</b>															
<p><b>List each OWNER(S) (name on title) of the Proposed STR:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 15%;">1.</td> <td>Name:</td> <td>Email:</td> </tr> <tr> <td>Address:</td> <td>Phone:</td> </tr> <tr> <td rowspan="2">2.</td> <td>Name:</td> <td>Email:</td> </tr> <tr> <td>Address:</td> <td>Phone:</td> </tr> </table>						1.	Name:	Email:	Address:	Phone:	2.	Name:	Email:	Address:	Phone:
1.	Name:	Email:													
	Address:	Phone:													
2.	Name:	Email:													
	Address:	Phone:													
<p><b>List each PRINCIPAL TENANT(s) (if applicable):</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 15%;">1.</td> <td>Name:</td> <td>Email:</td> </tr> <tr> <td>Address:</td> <td>Phone:</td> </tr> <tr> <td rowspan="2">2.</td> <td>Name:</td> <td>Email:</td> </tr> <tr> <td>Address:</td> <td>Phone:</td> </tr> </table>						1.	Name:	Email:	Address:	Phone:	2.	Name:	Email:	Address:	Phone:
1.	Name:	Email:													
	Address:	Phone:													
2.	Name:	Email:													
	Address:	Phone:													
<b>LOCAL CONTACT PERSON (must be able to respond within 15 minutes)</b>															
Name:  Adress:				Email:  Phone:											
<b>PART 2: STR PROPERTY DETAILS</b>															
Civic Address:															
Unit No:	Street No:	Street Name	Town	Province	Postal Code										
Have you previously held an STR Licence for this property? <b>Yes</b> <b>No</b>															
Have you previously applied and been refused an STR licence or had a licence suspended or cancelled for this property?															
<b>Yes</b> <b>No</b>															