



SHORT-TERM RENTAL

**Proposal for a regulatory
approach**

April 22, 2023

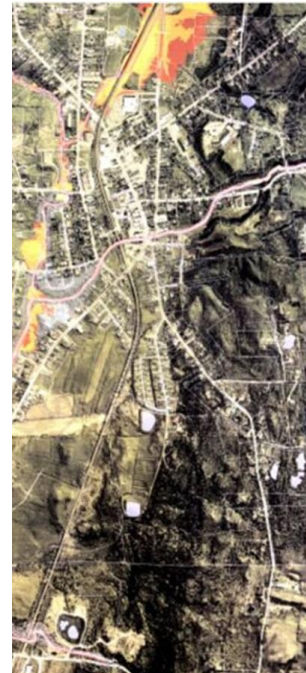
SHORT-TERM RENTAL

At the public meeting held on September 29, 2022, on the issue of short-term rental, the Town invited those affected by or interested in the issue to provide input on the proposed changes.

No less than 52 people participated in this vast collection of comments, opinions and suggestions, spread over 114 pages.

1

Comments
received



LOCATION À COURT TERME
Commentaires citoyens

SHORT-TERM RENTAL
Citizen comments



Provincial Tourist Accommodation Regulation

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Provincial Regulation

1. Principal residence establishments (*Collaborative tourist accommodation*)

"Establishments where lodging in the operator's principal residence is offered, by means of a single reservation, to one person or a single group of related persons at a time and does not include any meals served on the premises."

2. Youth tourist accommodation establishments

" Establishments in which at least 30 percent of the housing units consist of beds offered in one or more dormitories or in which housing is primarily provided in connection with activities primarily for disadvantaged or disabled persons."

3. General tourist accommodation establishments (*Commercial tourist accommodation*)

" Establishments, other than principal residence establishments and youth tourist accommodation establishments, where accommodation is offered through one or more types of accommodation units."

Rentals of 31 days or more are governed by the Régie du logement and not by the CITQ or municipal short-term rental regulations.



SHORT-TERM RENTAL

**Collaborative tourist
accommodation**

Principal residence

Principal residence establishment

- Short-term rental as a principal residence would be allowed throughout the territory.
- A visit by the Fire Safety Department and the issuance of a report of compliance with current fire safety standards will be required.
- The operator will have to obtain a registration from the CITQ valid for 1 year and a certificate of authorization from the municipality valid for 2 years.
- Short-term rental as a principal residence would only be permitted within a main residential building and within the principal dwelling unit.
- No individual shall operate, in whole or in part, more than one principal place of residence as an accessory use within the municipality.
- The maximum capacity would be set at two (2) travellers per bedroom without exceeding the capacity of the septic installations nor a maximum of 8 people.
- Any certificate of authorization may not be transferred to another operator.

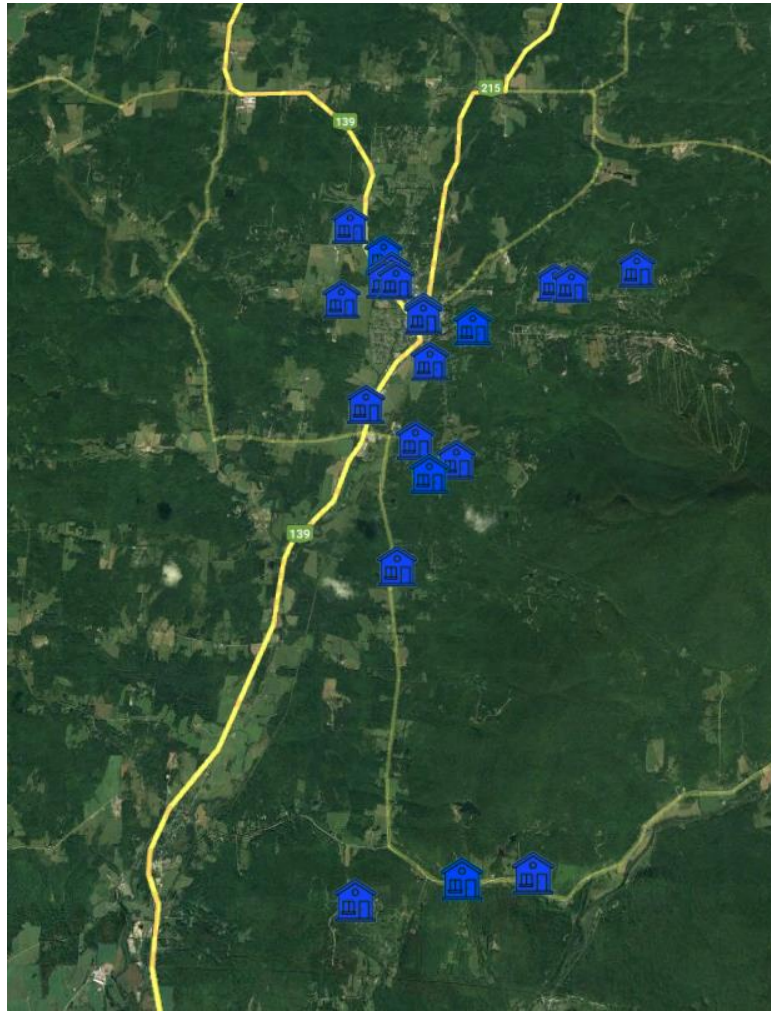
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General
principles

Principal residence establishment

3

General principles



*21 primary residences
accredited by the CITQ for
short-term rentals*

(March 2023)



SHORT-TERM RENTAL

**Commercial tourist
accommodation**

Tourism residence

Establishment of tourist residence

4

General principles

- Short-term tourist home rental establishments would be permitted within a principal residential building existing at the time the by-law comes into force, in all areas including the Agricultural Zone, with the exception of the Village Core Area and Conservation Zones (CONS).
- Any application would be subject to the application of the conditional use by-law.
- A visit by the Fire Safety Department and the issuance of a report of compliance with current fire safety standards will be required.
- The operator will have to obtain a registration from the CITQ valid for 1 year as well as a certificate of authorization from the municipality valid for 2 years, and when required, an authorization from the CPTAQ to use a lot for a purpose other than agriculture.
- Any application or certificate of authorization duly authorized under the Short-Term Rental Policy, and valid until April 6, 2022, may be authorized for the same operator provided it holds a valid CITQ registration and complies with applicable safety, sanitation and nuisance standards.

Establishment of tourist residence

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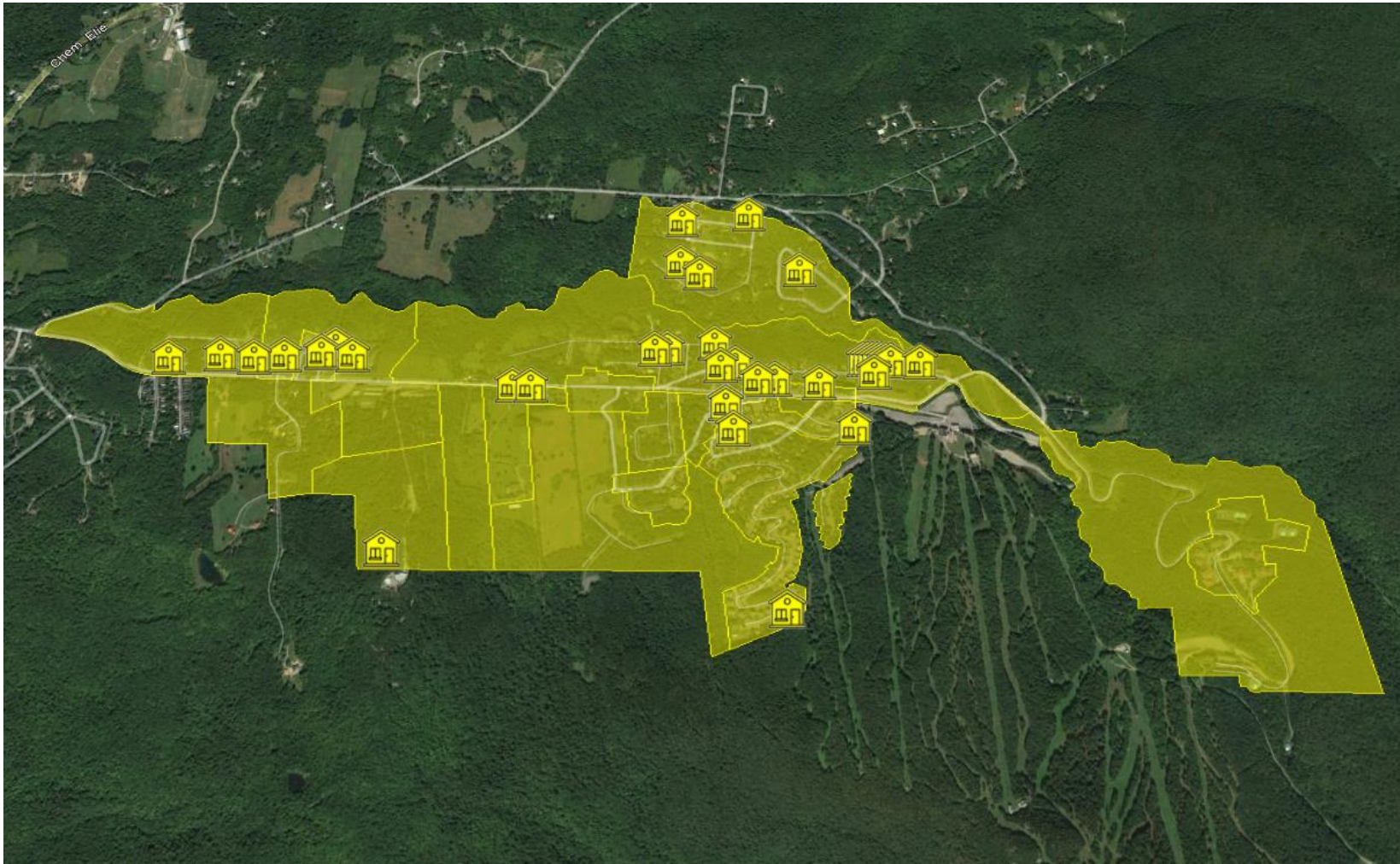
General principles

- No person or corporation may own, in whole or in part, more than one building in which a tourist residence establishment is permitted as an accessory use.
- A tenant could not operate a tourist residence.
- No accessory or complementary uses would be permitted in the dwelling unit where the operation of a tourist residence would be permitted.
- The maximum capacity would be set at two (2) travelers per bedroom without exceeding the capacity of the septic installations nor a maximum of 8 people.
- Any certificate of authorization may not be transferred to another operator.
- The *Municipal Taxation Act* provides that a residential building in which a tourist accommodation establishment of the tourist residence type is operated that is required to be registered under the *Tourist Accommodation Act* will be subject to non-residential taxation.

Mountain portion of the Maple area

4

General principles

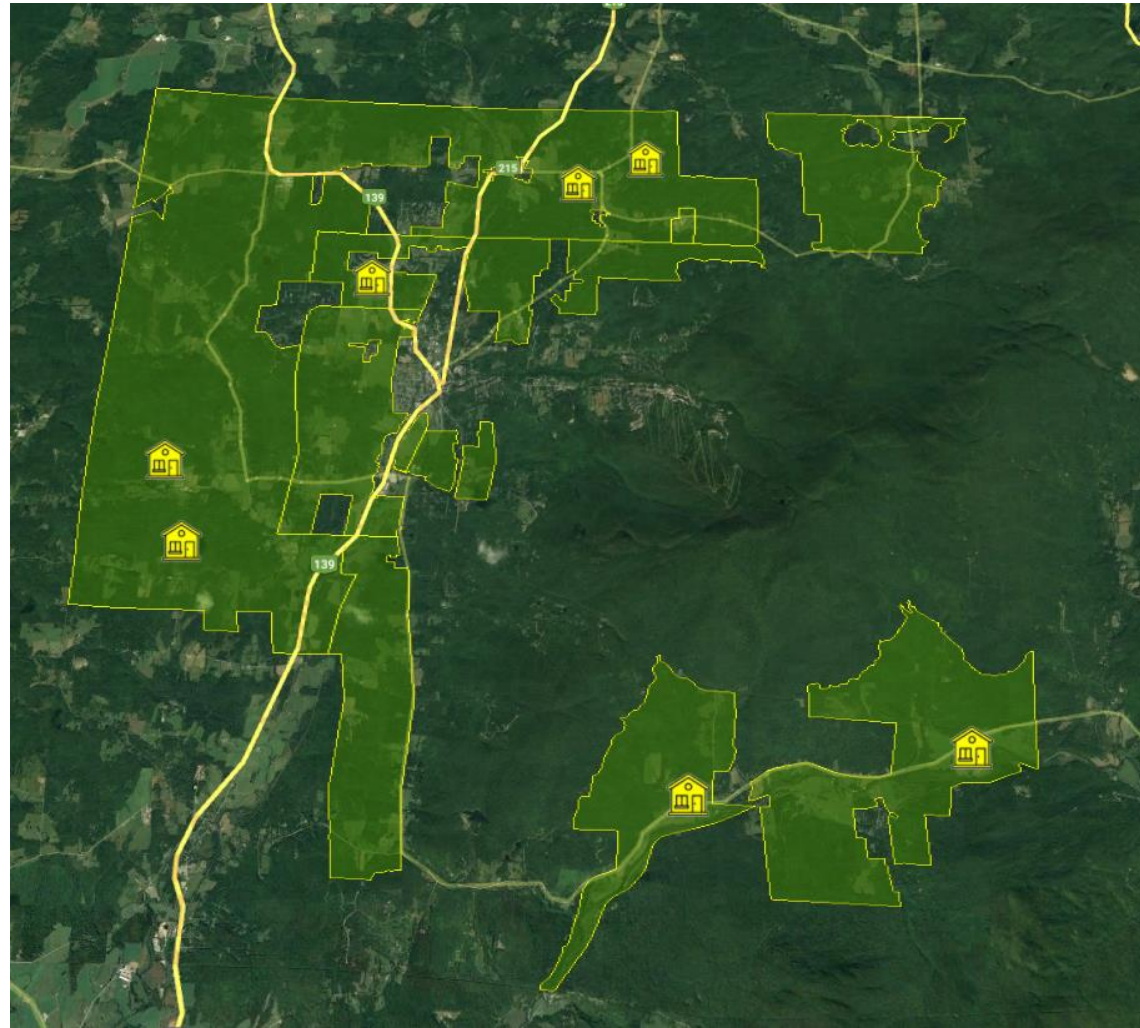


40 tourist residences accredited by the CITQ
(March 2023)



Conditional Use By-law

Agricultural zones (A)



*7 tourist residences
accredited by the CITQ
(March 2023)*



Conditional Use By-law

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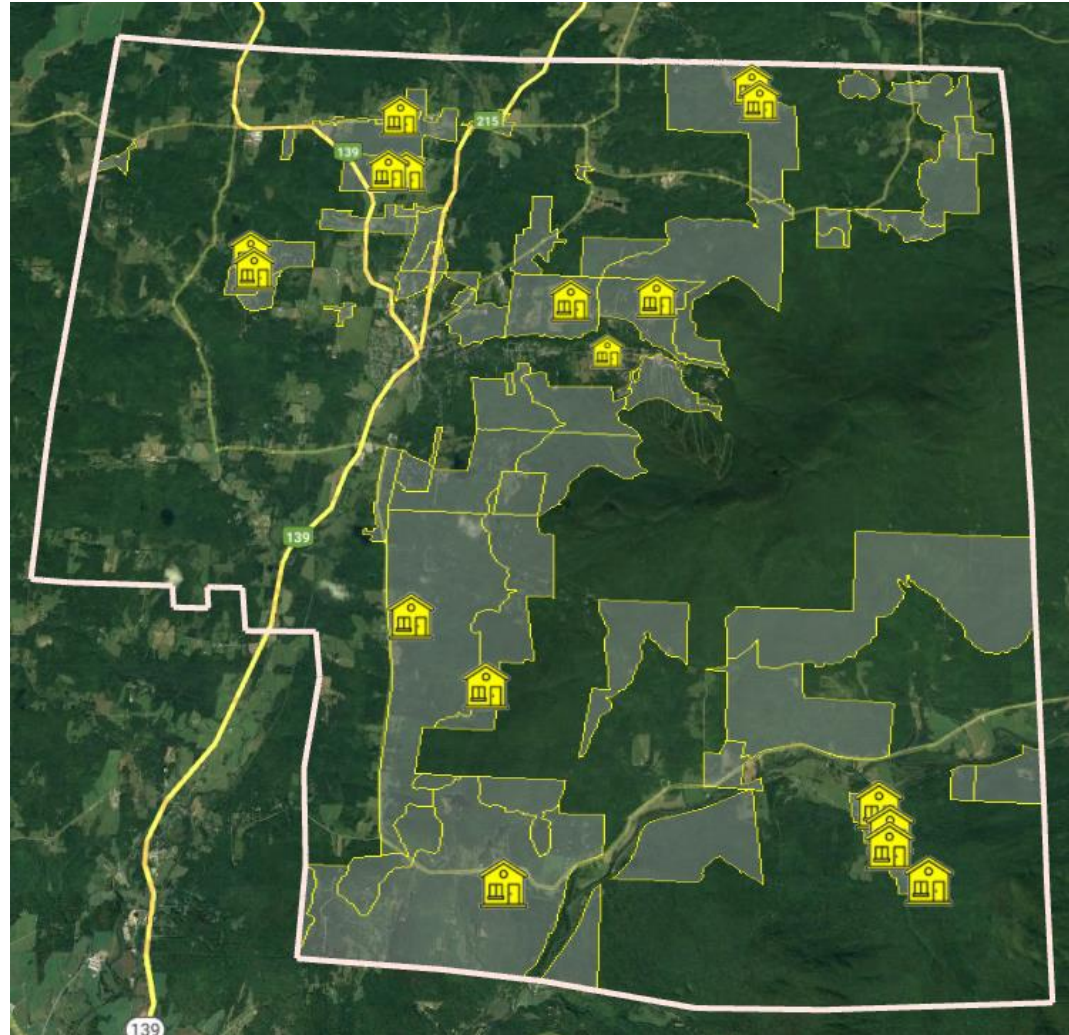
**General
principles**

SHORT-TERM RENTAL

Other zones

4

General principles



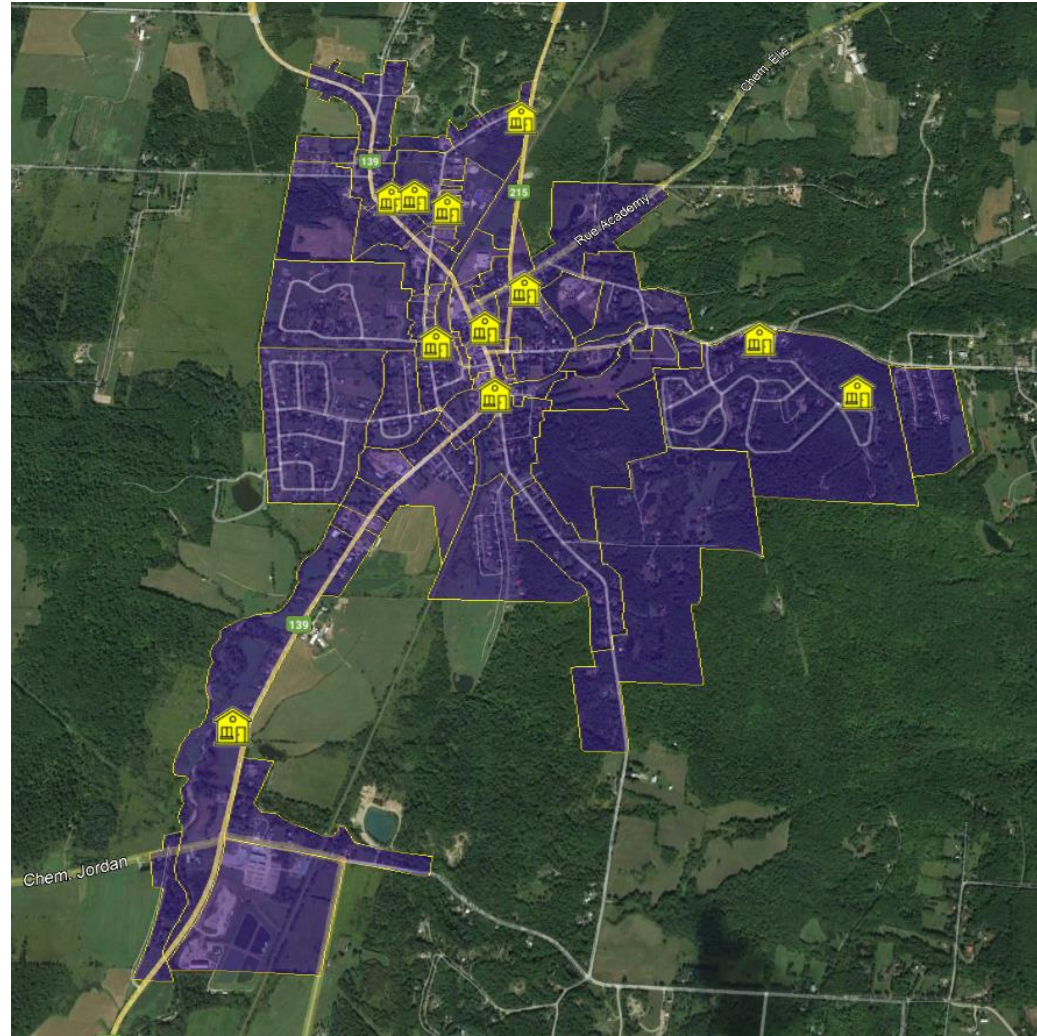
*21 tourist residences
accredited by the CITQ
(March 2023)*



Conditional Use By-law

SHORT-TERM RENTAL

Village core area



*11 tourist residences
accredited by the CITQ
(March 2023)*



Unless authorized under the Short-Term Rental Policy, and valid until April 6, 2022

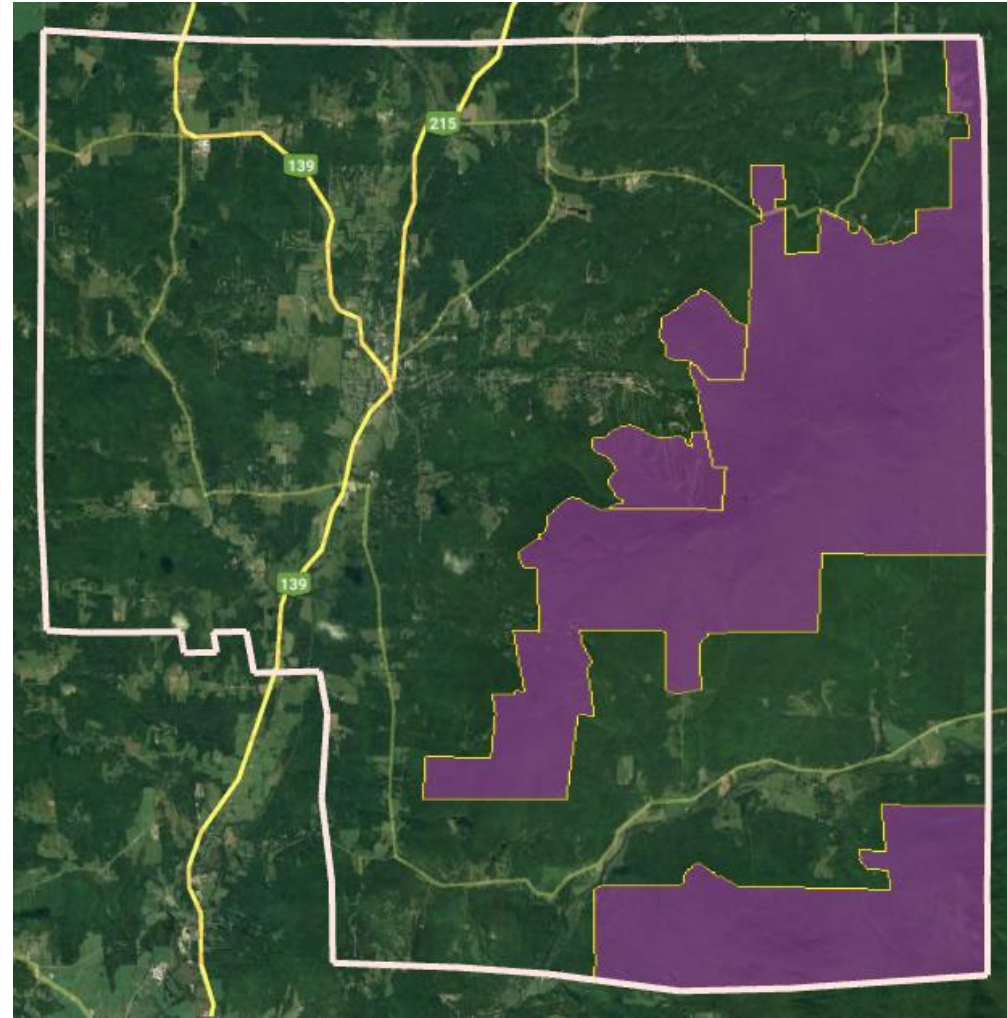
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General principles

Zones Conservation (CONS)

4

General principles



*0 tourist residence
accredited by the CITQ
(March 2023)*





SHORT-TERM RENTAL

Regulatory approach

**Regulation of Conditional
Use By-law**

Establishment of tourist residence Conditional Use Application Process

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Regulation of Conditional Use By-law

1. Any complete application would first require a visit by the fire safety department and the issuance of a report of compliance with current fire safety standards.
2. The conditional use application would be published on the Town's website, posted on the property where the tourism residence is to be operated, and reviewed against the applicable criteria by the Planning and Sustainable Development Advisory Committee (PSDAC) for recommendation to Council.
3. Citizens would be able to express their views on any application for a tourism residence at a public meeting of municipal council.
4. Thereafter, municipal council would pass a resolution granting, with or without conditions, or denying the requested use. If Council adopts the resolution favourably, the use would be permitted.
5. The Urban and Land-Use Planning Department issues the Notice of Regulatory Compliance.
6. The applicant applies to the CITQ for registration.
7. A municipal certificate of authorization valid for a period of 2 years would be issued.

Establishment of tourist residence

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Regulation of Conditional Use By-law

- A quota of tourist residence establishments would be established by zone or type of zone and would include, among other criteria, targets representing an order of magnitude of the maximum number and, as the case may be, of the minimum distance to be preferred between buildings in which a tourist residence establishment is located:
 - Maple Area Zones 200 meters of distance
 - Agricultural zones (A) 3 per zone and 500 meters of distance
 - Other zones 3 per zone and 300 meters of distance
- The minimum size of a lot to operate a tourist residence should meet the minimum standards established for the zone and ensure that safety criteria and nuisance standards are met.
- Outdoor play areas, decks, outdoor fireplaces, pools, spas and parking spaces should be located to minimize nuisance.
- The exterior lighting must comply with the regulations relating to exterior lighting and cause no nuisance.

Any application or certificate of authorization duly authorized under the short-term rental policy, and valid until April 6, 2022, does not have to comply with the quota provisions when issuing a certificate of authorization under the new regulations if it is granted to the same operator. However, the location must be considered when processing any new application from another property.

Establishment of tourist residence

- A sign not exceeding 0.2 m² (± 2 sq. ft.) in area indicating the registration number, civic address and, where applicable, the name of the establishment and its category, shall be posted in full view of the clientele at the main entrance. No other signage shall be permitted.
- The operator shall display within the tourist residence, in full view, a document on the applicable municipal regulations.
- The use of tents or motorized recreational vehicles, trailers, tent-trailers and similar devices would be prohibited for the purpose of operating a tourist residence.

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Regulation of
Conditional
Use By-law



SHORT-TERM RENTAL

Regulatory approach

Safety and health

Principal residence or tourism establishment

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Safety and
health

Prior to the issuance of the certificate of authorization and at each renewal, the applicant shall provide:

- A certificate confirming that the septic system complies with the Regulation respecting wastewater disposal systems for isolated dwellings (Q-2, R.22), particularly with regard to the hydraulic capacity of the system in relation to the number of bedrooms. Confirmation from an outside expert may be required.
- Certification by the fire safety department that the building meets current fire safety standards.
- When the drinking water supply does not come from a municipal water system, a certificate from a laboratory specializing in this field confirming that the drinking water is of good quality and meets the standards set out in the Regulation respecting the quality of drinking water (Q-2, r.40).

Inspection by the Fire Safety Department

6

Safety and
health

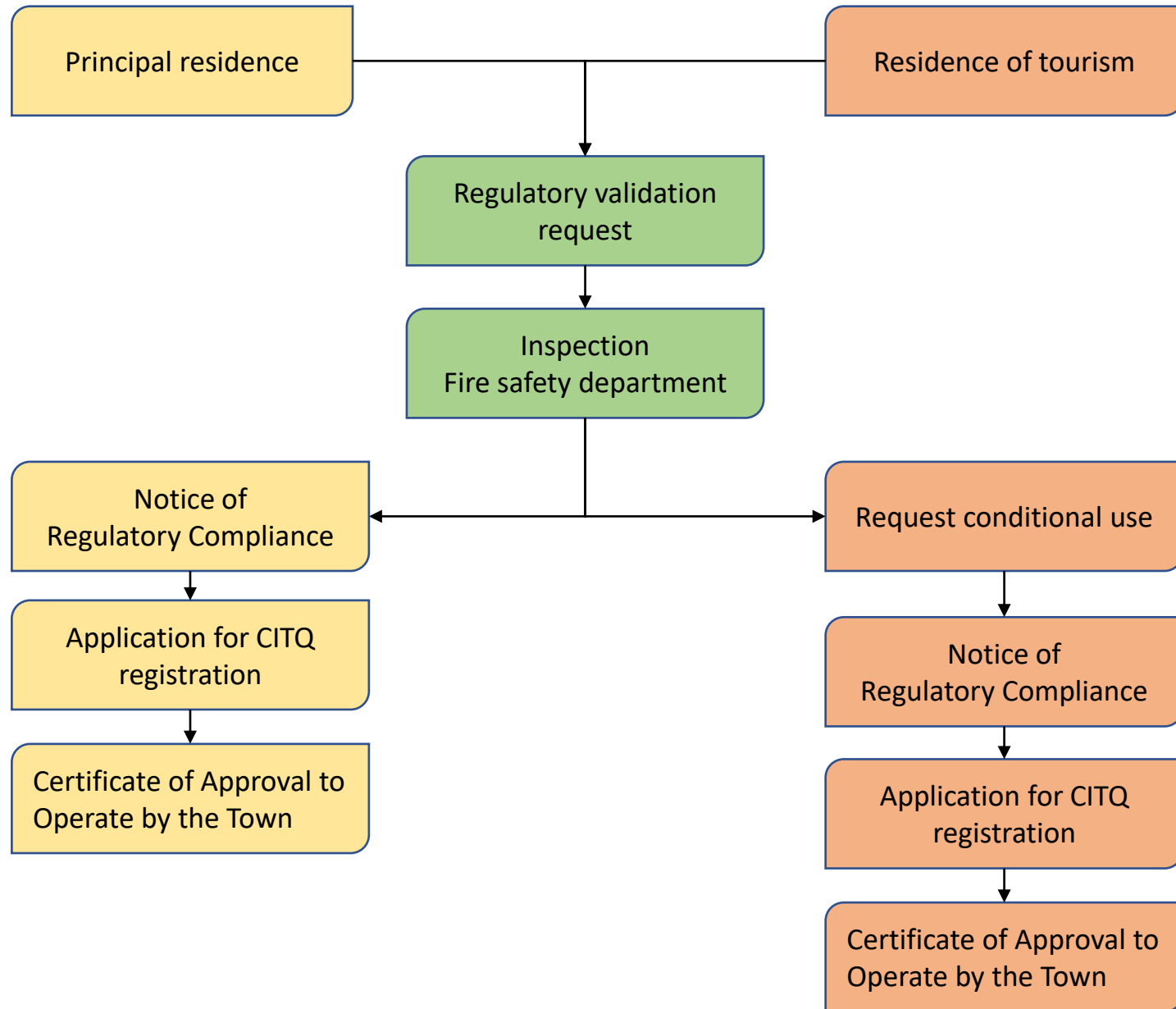
- The building would be visited, at the applicant's expense, by a member of the fire safety department who inspects the compliance of the facility covered by an application for a short-term rental operation in the following areas:
 - Access for emergency vehicles (exterior)
 - Presence of hazardous materials (exterior)
 - Ensure that emergency exits are clear and accessible at all times
 - Confirm that every room has at least one exterior window that can be opened from the inside without the need for keys, tools or special knowledge, and that is large enough and easily accessible to allow for quick evacuation or rescue, if normal exits cannot be used
 - Checking the fire system (alarms, heat detector, carbon monoxide, sprinkler system and fire alarm system)
 - Checking the heating system
 - Verification of the portable fire extinguishers
 - Verification of the electrical system
 - Ensure that there is an emergency evacuation plan on display in the rental facility on short notice and in plain view
 - Any other items related to fire regulations
- Following the inspection, a correction report would be issued to the applicant. Once all the corrections have been made and found to be in compliance, the Fire Safety and Prevention Service will issue a compliance report to the applicant and the Urban and Land-Use Planning.
- The report would be required prior to the issuance of the regulatory compliance notice.



SHORT-TERM RENTAL

Approach and framework

7
Certificate of authorization and supervision



How to obtain a Certificate of Approval to operate for short-term rental

7

Certificate of authorization and supervision

1. The applicant submits an application to the Building Inspector for validation that the building meets all the conditions related to the use of " Principal residence " or " Tourist residence " .
 - 1.1 In the case of a short-term rental project in a primary residence, the Building Inspector conducts the analysis; an inspection is carried out by the Fire Department and if compliant, a regulatory compliance notice is issued.
 - 1.2 In the case of a short-term rental project in a tourist residence, an inspection by the fire safety department is carried out; an application for conditional use must be made and obtained and, in the event of compliance, a notice of regulatory compliance is issued.
3. The applicant files an application for registration with the Corporation de l'industrie touristique du Québec (CITQ).
4. The applicant shall file an application for a certificate of authorization for the operation of a short-term rental activity with the Urban and Land-Use Planning along with all required documents including confirmation of registration with the CITQ.

Control of short-term rentals and compliance with municipal regulations

7

Certificate of
authorization
and
supervision

- The regulations, an excerpt of which would be provided by the Urban and Land-Use Planning Department, should be posted in a visible location within the short-term rental facility.
- You can report an illegal short-term rental establishment to Revenu Québec, which has inspection and investigation powers:
 - by phone at 1 (855) 208-1131
 - online, by filling out the [denunciation form](#).
- All violations or reports of non-compliance with municipal by-laws shall be referred to the Urban and Land-Use Planning Department.
- For events occurring outside of normal business hours, all violations must also be reported to the Sûreté du Québec.



SHORT-TERM RENTAL

**Other tourist
establishments**

Lodges, hotels and other accommodation establishments

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Other
establishments
of
accommodation

- Bed and breakfast establishments (B&Bs) of less than five (5) rooms, unless otherwise specified in the Specifications Grid, are currently permitted throughout the territory.
- Hotel establishments where the main activity is the accommodation of a short-stay clientele, such as hotels, motels and inns are currently authorized essentially in the "C" and "REC" zones located on Principale Street, in the village core sector, and on Maple Road, in the Mountain sector.

These establishments will be subject to future evaluation and regulatory amendments, if required, as part of the revision of the Urban Plan and Regulations.

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The following
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- Presentation and discussion with municipal council (September 7, 2022)
- Proposed regulatory approach announced at press conference (September 22, 2022)
- Publication of the information document available on the website (September 22, 2022)
- Citizen meeting and exchanges on the proposed regulatory approach (September 29, 2022)
- Citizen Comment Period (October 5 to November 4, 2022)
- Citizen Comments on Short-Term Rentals Posted Online (January 27, 2023)
- Meeting for information and presentation of a regulatory proposal (April 22, 2023)
- Amendment to the urban plan (2023)
- Adoption of concordance by-laws (2023)

SHORT-TERM RENTAL

Proposal of a
regulatory approach



Questions and exchanges