



# SHORT-TERM RENTALS

Operator's Guidebook

## RURAL MUNICIPALITY OF ALEXANDER

These regulations were prepared based on Council-endorsed guiding principles. The regulations aim to balance the interest in having Short-Term Rentals in our community with measures that protect long-term housing stock and limit impacts on neighbouring properties and uses.



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For more information please contact:

The RM of Alexander

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St. Georges Manitoba R0E 1V0

T:204-367-6170 | F: 204-367-2257 | [info@rmalexander.com](mailto:info@rmalexander.com)

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# Steps to Obtaining a Conditional Use for Short-Term Rentals:

## Step 1:

- Submit a **completed** Short Term Rental Application along with a fee of \$400 (non-refundable). **Incomplete applications will be sent back to the applicant to be finished.**
- The application is reviewed by administration.
- As per The Manitoba Planning Act, a public hearing notice is sent out to all property owners within 100 meters (300ft) of the property in question. The public hearing notice will contain the request, date, time, and location of the public hearing. Anyone can voice objections to Council before a decision is made. Although objections will be heard, **Council has final decision. Short-term rentals will only be approved with conditions.** Public hearings can be attended virtually and physically.
- This process may take up to 6-8 weeks to be finalized. It is important to remember that the short-term rental cannot be advertised on Airbnb, VRBO, etc. or rent your property out as a short-term rental until the process is complete and an **approved** conditional use order has been issued.
- If council approves the short-term rental application, the applicant is authorized to proceed with the short-term rental, however all the conditions set by Council must be adhered to. **This Conditional Use is valid for 12 months, after which a renewal is required (check your conditional use order for the renewal date and fee).** If Council denies the short-term rental application, the applicants must cease operation. **Failure to follow the conditions set out by Council may result in your conditional use being revoked.**

## Step 2:

- Conditional uses for short term rentals are required to be renewed every 12 months as per the conditional use order. The first renewal fee is \$600 and must be accompanied with proof of insurance and updated documentation. The first renewal also requires a public hearing.

## Step 3:

- Renewals every year after will be at a cost of \$200 and must be accompanied with proof of insurance and updated documentation. No further public hearings are required.
- **All fees are non-refundable and applications/approval may be denied/rescinded or revoked at anytime at the discretion of Council.**

## Information for Guests

Please ensure your guests are aware of the following rules, as well as any other rules and by-laws set by council.



Many short-term rental properties are near other residential homes, please ensure that your guests are considerate of the public and their neighbours at all times of the day. The operator will be responsible for notifying their guests about relevant Municipal By-Laws (i.e., noise by-law, behavioral by-law). For example, a person must not cause, permit, or allow noises or sounds at night emanating from an outdoor assembly or public address system between the hours of 10:00 pm and 7:00 am, which is audible outside the property on which the outdoor assembly or public address system is located. Relevant By-Laws (not limited to): [Noise By-Law](#) , [Public Behavior By-Law](#)



The operator will be responsible for maintaining the home and yard, ensuring it remains neat and tidy. Keeping the house clean, keeping the grass cut and the yard free of trash and debris. Fixing any repairs to the home when needed, ensuring the property is in compliance with our Unsightly/Dangerous Property By-Law. Relevant By-Laws (not limited to): [Unsightly/ Dangerous Property By-Law](#)



Outdoor fires for short-term rentals are permitted in chimineas **ONLY**, if there isn't a chiminea, then no fires are permitted. Relevant By-Laws (not limited to): [Burning By-Law](#)



Dogs must always be on a leash in the RM of Alexander, no dogs running at large. Dogs are only allowed on the beach (on a leash) at Hillside Beach and Lester Beach between the hours of 6pm and 9am, otherwise dogs are not permitted on any of the beaches. Relevant By-Laws (not limited to): [Animal Control By-Law](#)

## Other important By-Laws:

- [No Parking & Tow Away By-Law](#)
- [Off-Road Vehicles By-Law](#)



## PLANNING APPLICATION for Short-Term Rentals

FILE NO.	
HEARING DATE	
TIME SLOT	
DECISION	

### What is a conditional use?

A conditional use means a building or land use that may be unique in its characteristics or operation which could have an impact on neighbouring properties.

### How long does the conditional use process take?

The length of time to process depends on the following:

- complexity of the application, proposal and completeness of the required documentation and information;
- the application receipt date;
- the date of council meetings and the requirements of The Planning Act.

### What happens during the conditional use process?

Once the complete application is submitted and the applicable fees have been paid, the planning/admin officer will approve the conditional use for posting and public notices will be prepared.

Notice of hearing will be sent at least 14 days before the hearing to every owner of property located within 100 metres of the affected property.

The public notices inform the neighbourhood of the purpose of the conditional use and the date, time, and location of the public hearing. On the day of the hearing, the decision maker (Council) will decide whether to approve the conditional use with conditions or reject the conditional use altogether.

### What criteria is used when Council makes a decision?

The criteria to approve a conditional use application are based on subsection 106(1)(b) of The Planning Act, which includes the following:

- (i) Will be compatible with the general nature of the surrounding area,
- (ii) Will not be detrimental to the health or general welfare of people living or working in the surrounding area, or negatively affect other properties or potential development in the surrounding area, and
- (iii) Is generally consistent with the applicable provisions of the development plan by-law, the zoning by-law, and any secondary plan by-law.

In the letter of intent, please explain how each criterion is met. This is an opportunity to address all issues and reduce the possibility of an important factor being overlooked.

### Is Council's decision appealable?

The order of Council on an application for approval of a conditional use is final and not subject to appeal.



**Application for Short-Term Rental**  
*(Required to be completed annually)*

**Applicant(s):**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner(s):** *(if different from applicant) Written and signed approval of owner must accompany application.*

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Proposed Short-Term Rental Details:**

Location: \_\_\_\_\_  
*Street Address*

Community: \_\_\_\_\_ Zoning: \_\_\_\_\_

Is this premises your primary residence?       Yes       No

Type:       Dwelling:     *entire dwelling*    OR     *portion of dwelling*

Bunkhouse

Guest House

Other: \_\_\_\_\_

Number of bedrooms: \_\_\_\_\_      Number of beds: \_\_\_\_\_

Local Contact (must reside within 30 km of short-term rental):

1. Name: \_\_\_\_\_      Phone Number: \_\_\_\_\_

Residence: \_\_\_\_\_

Household garbage removal:       Guest Responsibility       Local Contractor

Other: \_\_\_\_\_

Water:       Private Well       Semi-public       Municipal  
                  Other: \_\_\_\_\_

Wastewater  Holding Tank       Septic Tank & Field       Municipal  
                  Other: \_\_\_\_\_

Holding or Septic Tank Size: \_\_\_\_\_ gallons

Number of short-term rentals within 100 metres: \_\_\_\_\_

Maximum of 14 guests allowed on site at any given time. A guest is any person who is three years of age and older.

The length of rental time is more than two weeks per year.

One vehicle allowed per bedroom.

**Required Documentation:**

- Proof of Age – Applicant must be 18 years of age or older
- Written approval from owner (if not applicant)
- Photograph of the front of the short-term rental
- Floor plan of short-term rental
- Information as to operation within the next year

**Fees Payable:**

- 1<sup>st</sup> Application - \$400 Conditional Use Application Fee (renewable after one year)
- 2<sup>nd</sup> Application - \$600 Renewal of Conditional Use Application Fee (no further conditional use application unless Council requires)
- After 2<sup>nd</sup> Application Renewal - \$200 fee paid annually, including the submission of updated documentation and proof of rental insurance.

**Declaration:**

I declare that:

- This short-term rental is not subject to an order made pursuant to *The Municipal Act* , *The Building and Mobile Homes Act*, *The Planning Act*, or any regulation made under those Acts, including the Building Code.
- The short-term rental contains functioning smoke alarms, carbon monoxide alarms, fire extinguishers, and exits.
- All sleeping areas have proper means of egress as provided under the Building Code.
- All sleeping areas have smoke alarms that are interconnected to all other sleep areas provided.
- The insurance provider is aware of the use of the property and that adequate damage and liability coverage are in place.
- The short-term rental is maintained in a clean and sanitary condition with adequate means of waste disposal that does not attract wildlife.

I/We declare that all information submitted in this application form and any attachments hereto, to the best of my/our knowledge is a true statement of facts, is accurate, and complete. I/We acknowledge that fines may be received if all rules and regulations are not followed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## Checklist of Required Documents

ü	Item	Explanation & Notes	
	Current Status of Title	Provide documentation that identifies property ownership.	
	Letter of Intent	This letter should provide a description of the proposal, length of rental period in a year (minimum three weeks or more) planning rationale, how it is compatible with its surrounding context, and a description of the proposed measures to mitigate expected on- and off-site impacts. Please see template at end of this document.	
	Letter of Authorization	Written authorization by all registered owner(s) of the land whose name(s) appear on the Status of Title. If the owner on the title is a company name or number, the person signing the letter must state the company name or number as shown on the title and that they are authorized to sign for that company. Please see template at the end of this document.	
	Site Plan	Detailed, fully dimensional, drawn to scale site plan including:	
		Municipal Address	Scale
		North Arrow (showing direction of property)	Dimensioned property lines
		Existing Structures	Streets labelled
		Parking spaces, drive aisles, driveways, ingress, egress	Exterior lighting
		Screening or nature features	Garbage storage
		Buffers or landscape features	Swimming pool / hot tubs
		Fencing	Chiminea
	Insurance	Copy of insurance policy confirming coverage for rental.	
	Photos of property	Current full colour photos of the property, one taken from the street and one showing the complete front of the applicable buildings	
	Floor Plans <i>(if applicable)</i>	Detailed, fully dimensional, drawn to scale floor plans showing interior layout of the building including labels and dimensions of sleeping areas. All egresses must be shown and the size and dimensions of all egresses from a sleeping area must be labeled.	
	Fire Safety	Fire extinguishers, carbon monoxide alarms, WETT certification	
	Letter(s) of Support	Written support or signatures of support from neighboring property owners who may be adversely affected by the proposed development. Please see template at the end of this document.	
	Rental Agreement	Copy of rental agreement provided to renters.	



**OFFICE USE**

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Zone: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ EPM

Civic Address: \_\_\_\_\_

**CONDITIONAL USE**

By-law: R.M. of Alexander By-law 08/20

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conditional Use Application for STR

ü

FEE \$

RECEIPT No.

Date Application Received: \_\_\_\_\_

Date Stamp



**Letter of Authorization**

Registered owner(s) of the property whose name(s) appear on the title.

Date: \_\_\_\_\_

To: RM of Alexander  
Box 100  
St. Georges MB R0E 1V0

RE: \_\_\_\_\_ (address or legal description of application)  
\_\_\_\_\_  
\_\_\_\_\_

I (We) hereby give authorization to:

\_\_\_\_\_  
\_\_\_\_\_ (Applicant's name)  
\_\_\_\_\_ (Applicant's name)

To apply for a planning application for a short-term rental at the above address.

Registered owner(s) on the current Status of Title or Certificate of Title:

\_\_\_\_\_  
Please print name and company name *(if applicable)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print name and company name *(if applicable)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print name and company name *(if applicable)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Please print name and company name *(if applicable)*

\_\_\_\_\_  
Signature



**Request for Support for a Planning Application for a Short-term Rental**  
 Signatures of support from impacted neighbours.

Date: \_\_\_\_\_

To: RM of Alexander  
 Box 100  
 St. Georges MB R0E 1V0

RE: \_\_\_\_\_ (address or legal description of application)  
 \_\_\_\_\_  
 \_\_\_\_\_

I consulted with my neighbours on my request for a short-term rental at the above referenced premises.

Please provide a brief description of the planning application in the space provided below:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The following neighbours support/do not oppose my request for a short-term rental:

Name	Address	Daytime Phone Number	Signature(s)





### Letter of Intent – Planning Application for Short-term Rentals

Date		File No.	
Name of Applicant			
Property Address			

What is/are the reason(s) for this application? *(Please attach any additional information if more room is required.)*

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How would it impact you, if you cannot proceed with this proposal?

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How is this proposal compatible with the surrounding properties?

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How will this proposal impact your neighbours/neighbourhood?

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What are the proposed measures to mitigate expected on- and off-site impacts?

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List all short-term rental providers you are advertising through (ex: Airbnb, Vrbo, etc):

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Signature(s) of Applicant(s):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Fire Safety Checklist**

### **Minimum Fire Safety Requirements**

The following minimum requirements shall apply to all short-term rentals:

#### **A. General**

1. Combustible materials shall not accumulate in quantities or locations that will constitute an undue fire hazard.
2. Household chemicals shall be stored away from children.
3. Matches and lighters shall be kept out of reach of children.
4. Large ashtrays shall be present where smoking may occur.
5. Flammable liquids shall not be stored in the dwelling.
6. Clothes dryer lint filter and vent pipe must be kept clean.
7. Small appliances shall be unplugged when not in use.
8. Occupants must be present and monitor the safe use of candles when lit.
9. BBQ grill and propane shall be properly stored outdoors.

#### **B. Occupant Safety**

1. Dwelling must have a written fire safety plan.
2. Dwelling occupants shall practice an emergency exit plan.
3. Emergency phone numbers must be clearly posted.
4. Means of egress shall be maintained in good repair and free of obstructions.
5. Bedroom windows shall meet egress requirement size and must easily be opened.
6. Means of egress from second level of dwelling shall comply to Code.
7. Means of egress from basement (as required) shall comply to Code.
8. Interior stairways shall comply to Building Code including handrails.

#### **C. Alarms and Life Safety Equipment**

1. Approved smoke alarms shall be installed on every level and in every bedroom.
2. Smoke alarms shall be inspected, tested, and maintained in operating condition.
3. Batteries in smoke alarms shall be no more than 6 months old.
4. Smoke alarms shall be hardwired and interconnected.
5. A heat detector shall be installed in any attached garage and interconnected to smoke alarms in dwelling.
6. An approved carbon monoxide alarm shall be installed on every level, as required.
7. Carbon monoxide alarms shall be inspected, tested, and maintained.
8. A multi-purpose (ABC) fire extinguisher with minimum rating of 2A10BC shall be readily accessible in the dwelling.
9. The owner or owner's agent shall ensure that life safety equipment is in place and in operational condition at the end of every rental stay and prior to the next guest check in.

#### **D. Heating**

1. Combustibles shall be kept 1 m (3 feet) away from space heaters/furnaces/hot water tanks.
2. Furnace must be inspected and cleaned annually.
3. Clearances shall be maintained between heating equipment and combustible materials and/or construction. (Steam/hydronic heating)
4. Combustibles shall be kept away from electric baseboard/electric forced air heaters.
5. Furnace filters shall be kept clean and in good shape.
6. Heating ducts shall be properly maintained.
7. Heating appliance shall be installed and inspected and certified by a WETT inspector.
8. Wood heating appliance shall be used as designed and not used as an incinerator. Waste and other refuse shall not be burned, only supplied firewood.
9. Wood heating appliance shall have spark arresting screen/doors.
10. Chimney shall be inspected and cleaned annually.
11. Chimney shall have a spark arrestor installed.
12. Ashes shall be disposed of in a metal container. It shall be the responsibility of the renter to ensure the proper disposal of ash and embers in accordance with the owner's instructions.

#### **E. Electrical**

1. Extension cords shall be used in a proper manner.
2. Power bars shall not be electrically overloaded.
3. Electrical equipment and wiring shall be maintained in good condition.
4. There shall be no visible bare or exposed wires.
5. There shall be no visible overloading of electrical circuits.
6. Switches and receptacles shall be in good condition, including faceplates.
7. Electrical panels shall be accessible, covered and labeled.
8. Kitchen shall have GFCI outlets within 1 m (3 feet) of running water outlets and such GFCI outlets shall work properly.
9. Outside electrical receptacles shall be GFCI and shall be in good working condition.
10. Multi-plug wall outlet adapters are not permitted.
11. Kitchen range hood shall be clean and in good working order.

#### **F. Exterior**

1. House numbers shall be visible from the street.
2. Paths of travel and exits shall be maintained free of obstructions.
3. A solid door shall be located between any attached garage and house.
4. There shall be no accumulation of rubbish, trash, tree trimmings on the property.
5. Grass shall be cut and maintained around the dwelling.
6. Firewood shall be stored away from the dwelling.
7. Flammable liquids shall be properly stored.
8. Exterior steps shall meet Building Code including handrails.
9. Elevated surfaces (i.e., Deck) in excess of 600 mm (24 inches) height off ground shall be protected with railing compliant with Building Code.
10. Outdoor approved fire pit/chiminea shall not be used for burning waste or refuse, only supplied firewood.
  - a. The owner shall provide safe operating procedures for the use of outdoor fire pits.
  - b. Ashes shall be disposed of in a metal container. It shall be the responsibility of the renter to ensure the proper disposal of ash and embers in accordance with the owner's instructions.