



The Municipal Corporation of the Town of Fort Erie

By-law No. 98-2022

Being a By-law to amend Business Licensing By-law 217-05, as amended (Short-Term Rentals)

Whereas By-law No. 217-05, as amended, was passed by the Municipal Council of the Town of Fort Erie on December 12, 2005, to licence and regulate various businesses in the Town of Fort Erie and to repeal certain by-laws; and

Whereas Schedule "13" to By-law No. 217-05, as amended, provides for the licensing of Short-Term Rentals; and

Whereas Report No. PDS-49-2022 (Proposed Amendments to the Short-Term Rental Program – Advertising a Short-Term Rental in the Town of Fort Erie and Operating a Short-Term Rental Without a Licence) was considered and approved, as amended, at the Council-in-Committee Meeting held on July 11, 2022; and

Whereas it is deemed desirable to make the approved amendments to Schedule "13" to By-law No. 217-05, as amended;

Now therefore the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **That** Schedule "13" to By-law No. 217-05, as amended, is repealed and replaced with Schedule "A" attached to and forming part of this by-law.
2. **That** the Clerk of the Town is authorized to effect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

Read a first, second and third time and finally passed this 18th day of July, 2022.

Mayor

Clerk

I, Carol Schofield, the Clerk, of The Corporation of the Town of Fort Erie certifies the foregoing to be a true copy of By-law No. 98-2022 of the said Town. Given under my hand and the seal of the said Corporation, this _____ day of _____, 20_____.



SCHEDULE "13" - By-law No. 217-05
(As amended by By-law Nos. 113-2019, 22-2021, 41-2021,
58-2021 116-2021, 154-2021 and 98-2022)

SHORT TERM RENTALS

1.0 DEFINITIONS

In this Part:

"Administrative Penalty By-law" means Administrative Penalty By-law No. 111-2019, as amended or replaced, which regulates the administrative penalty system in the Town of Fort Erie;

"Administrative Penalty" means an "Administrative Penalty" as defined in the Administrative Penalty By-law;

"Agent" means a person duly appointed by an Owner to act on their behalf;

"Application Form" means a form prepared by the Town to obtain the necessary information for a Short-Term Rental Licence;

"Coordinator" means the Coordinator-Community Liaison and Business Licensing or designate unless otherwise noted;

"Demerit Points" means demerit points imposed against a Short-Term Rental in accordance with section 8 of this Schedule;

"Disturbance" means an event where an action has commenced with respect to nuisance, and/or noise;

"Dwelling Unit" means a "Dwelling Unit" as defined in the Zoning By-law;

"Fee" means those fees established by the Town's Fees and Charges By-law No. 40-09, as amended or replaced annually by the Director of Corporate Services;

"Fire Safety Plan" means a plan showing the location of smoke alarms, the location of CO alarms, the location of fire extinguishers and the established escape routes;

SCHEDULE “13” - SHORT-TERM RENTALS

“Hearing Officer” means a “Hearing Officer” as defined in the Administrative Penalty By-law;

“Licensee” means a Person who holds a Licence issued under this Schedule;

“Local Contact Person” means the local person assigned by the Owner or operator of a Short-Term Rental who will be at the Premises within one (1) hour of contact and who will ensure the Short-Term Rental is operated in accordance with the provisions of this By-law and the conditions of the Licence. Notwithstanding the foregoing, commencing January 4, 2022, the Local Contact Person shall be at the Premises within thirty (30) minutes of contact;

“Lot Maintenance” means Lot Maintenance By-law No.165-08, as amended or replaced, which regulates maintenance of property and land within the Town of Fort Erie;

“Noise Control By-law” means Noise Control By-law No. 30-09, as amended or replaced, which regulates noise and nuisances within the Town of Fort Erie;

“Penalty Notice” means a “Penalty Notice” as defined in the Administrative Penalty By-law;

“Property Standards By-law” means Property Standards By-law No. 186-06, as amended or replaced, enacted under section 15.1 of the *Building Code Act, 1992*, S.O. 1992, c. 23 (“*Building Code Act*”), which prescribes standards for the maintenance and occupancy of property within the Town of Fort Erie;

“Renter” means the person responsible for the rental of a Short-Term Rental by way of concession, permit, lease, licence, rental agreement or similar commercial arrangement;

“Screening Decision” means a “Screening Decision” as defined in the Administrative Penalty By-law;

“Screening Officer” means a “Screening Officer” as defined in the Administrative Penalty By-law;

“Short-Term Rental” means all or part of a Dwelling Unit, subject to licencing by the Town, to provide sleeping accommodation for any period of thirty (30) calendar days at a time or less in exchange for payment, but does not include any type of institutional dwelling, hotels, or other similar uses;

“Short-Term Rental Premises” or “Premises” means any Dwelling Unit and associated land in or on which a Short-Term Rental is carried on;

“Trailer” means a “Trailer” as defined in the Zoning By-law;

SCHEDULE "13" - SHORT-TERM RENTALS

"Zoning By-law" means Comprehensive Zoning By-law No. 129-90, as amended or replaced, enacted under section 34 of the *Planning Act*, R.S.O. 1990, c. P. 13, which restricts and/or regulates the use of land within the Town of Fort Erie.

1.0 APPLICATION

- 1.1 Where there is a conflict between this Schedule and any other part of this By-law, this Schedule shall prevail.
- 1.2 The requirements of this Schedule apply to the trade, business or occupation of providing Short-Term Rentals within the geographic limits of the Town as of the date this By-law comes into effect, unless otherwise stated.
- 1.3 For greater certainty, the requirements of this Schedule do not apply to a hotel as defined in the Zoning By-law.

2.0 LICENSING

- 2.1 A Person is not eligible to hold a Licence if:
 - (a) the Owner is indebted to the Town in respect of fines, Administrative Penalties, and/or judgments awarded by the courts;
 - (b) the property to be used for carrying on a Short-Term Rental does not conform with any applicable Federal or Provincial Law or Regulations or Municipal By-laws, including, but not limited to the Zoning By-law, Lot Maintenance By-law, Property Standards By-law, *Building Code Act*, Building Code, *Fire Protection and Prevention Act*, 1997, S.O. 1997, c. 4, Fire Code, and Ontario Electrical Safety Code; and/or
 - (c) a certificate of proof is not provided annually that the well water is safe to drink, if applicable.
- 2.2 The Coordinator shall suspend a Licence if a Licensee has:
 - (a) an open building permit;
 - (b) an outstanding Order issued by the Town's Fire Department or Building Department; or
 - (c) a Property Standards Order or any other order issued by the Town or other government agency.

SCHEDULE "13" - SHORT-TERM RENTALS

2.3 In the event there is more than one (1) Dwelling Unit on one (1) property having a single municipal address, each Dwelling Unit shall require a Licence.

3.0 REVOCATION OF LICENCE

3.1 The Coordinator may revoke a Licence where:

- (a) the Licence was issued on mistaken, false or incorrect information, or in error;
- (b) there is change in ownership; or
- (c) the Owner(s) requests in writing that the Licence be terminated.

3.2 The Coordinator shall revoke a Licence where the total number of Demerit Points in effect against a Short-Term Rental is fifteen (15) or more.

3.3 Upon revoking a Licence in accordance with this Schedule, the Coordinator shall give written notice of the revocation to the Owner at the Owner's last known address and/or by email to the Owner's last known email address. In no case shall a Licence fee be refunded.

3.4 An Owner whose Licence has been revoked may, within ten (10) days of being notified of the revocation, submit a written request to the Coordinator to appeal the Licence revocation to the Hearing Officer.

3.5 The Hearing Officer shall have jurisdiction to hear the appeal notwithstanding that no Penalty Notice has been issued.

3.6 The appeal procedure prescribed by section 6.0 of the Administrative Penalty By-law applies, with necessary modifications, to an appeal under this section.

3.7 Where no application to appeal is submitted to the Coordinator within the prescribed time, the decision of the Coordinator shall be final.

3.8 On appeal, the Hearing Officer may affirm, vary or reverse the Licence revocation.

3.9 The decision of the Hearing Officer is final.

3.10 Where a Licence is revoked in accordance with this section, including the disposition of any appeal, the Owner shall not be issued a new Licence:

- (a) for a period of six (6) months from the date of revocation of the first revoked Licence;
- (b) twelve (12) months after the second revocation; and
- (c) eighteen (18) months after the third and subsequent revocations.

SCHEDULE "13" - SHORT-TERM RENTALS

4.0 ADMINISTRATION

- 4.1 Unless otherwise indicated, the administration of this Schedule including approval of applications and issuance of Licences shall be the responsibility of the Coordinator.
- 4.2 Enforcement of this Schedule shall be primarily assigned to the Coordinator or an Officer as defined in this By-law.
- 4.3 Every application for a new Licence or a renewal of an existing Licence shall be submitted to the Coordinator on the required form together with all the required documentation.
- 4.4 The Coordinator shall be responsible for developing and updating Short-Term Rental Rules, Application Forms and other procedures for the administration of Short-Term Rentals.
- 4.5 Every application for a new Short-Term Rental Licence or a renewal shall include:
- (a) each Owner, applicant, and Agent's name, address, telephone number, and email address if available;
 - (b) where an applicant is acting on behalf of an Owner, the Owners shall sign the authorization and consent form permitting the Agent to act on their behalf;
 - (c) in the instance of a corporation or partnership, the name, address, telephone number, and email address if available of each officer or partner as the case may be;
 - (d) the name, address, telephone number, and email address of a person who has been assigned by the Owner to be the Local Contact Person;
 - (e) a statement from the Owner or Agent certifying the accuracy, truthfulness, and completeness of the application;
 - (f) proof of insurance for Short-Term Rental use;
 - (g) a Fire Safety Plan depicting the use of the Premises including the location of smoke alarms on each floor, the location of CO alarms, the location of mounted fire extinguishers on each floor and including the kitchen, and the established escape routes for each bedroom in case of emergency;
 - (h) the Owner or Agent shall provide the following acknowledgements:
 - i) that the Short-Term Rental will be operated in accordance with all Town By-laws and requirements of any other government agency or legislation;

SCHEDULE "13" - SHORT-TERM RENTALS

- ii) that all garbage will be stored in garbage cans with lids;
 - iii) that the Owner has advised the abutting property boundary neighbours of the operation of the Short-Term Rental;
 - iv) that all Renters will receive a copy of the Town's form of Guest Rules and a copy will remain on site at all times;
 - v) that all Renters will be advised that no outside sleeping and sleeping accommodations are permitted on the Short Term-Rental premises;
 - vi) the payment of application fees as set out in the Town's Fees and Charges By-law No. 40-09, as amended, or replaced from time to time;
 - and, commencing January 4, 2022:
 - vii) that the Owner shall indemnify and save harmless the Town of Fort Erie, its staff and elected officials from any and all claims; and
 - viii) that the issuance of the Short-Term Rental Licence shall not contravene an Agreement of Purchase and Sale and/or any other instrument registered on title or otherwise, with respect to the property.
- (i) acknowledgment by the Region of Niagara that the Premises has a functioning septic system as of the date of the first rental application, if applicable;
 - (j) a copy of a certificate of proof that the well water if any is safe to and shall be a new certificate provided annually, if applicable;
 - (k) a Licensee shall inform the Coordinator of any changes to the information provided in the application within a period of 15 days of the change;
 - (l) the property address and Licence number will be posted on the Town's website;
 - (m) proof that all fire extinguishers are / have been maintained by a certified person or company once every 12 months.

4.6 Each Licence shall include the following:

- (a) property address;
- (b) licence number;
- (c) effective date and expiry date of the Licence;

SCHEDULE "13" - SHORT-TERM RENTALS

- (d) Owner's name and contact information;
- (e) Agent's name and contact information if applicable; and
- (f) Local Contact Person's name and contact information.

4.7 A Licence shall only be issued to the Owner of the Short-Term Rental.

4.8 A Licence is valid from the date of issuance until December 31 in the calendar year in which it is issued.

4.9 A Licensee is not eligible for the renewal of an existing Licence unless the Licensee has provided an Application Form approved by the Coordinator.

4.10 A Licence is not transferable.

Commencing January 4, 2022:

4.11 The number of Short-Term Rental Licences issued shall be limited to Two Hundred & Fifty (250) in any given year, with current Licensees being provided the first opportunity to renew a licence by March 31st of the following year, provided the Licensee has complied with all rules (meaning Five (5) or less demerit points) during the previous year.

4.12 Annual fire and building inspections shall be carried out for each Short-Term Rental application.

5.0 REGISTER OF RENTERS AND OVERNIGHT OCCUPANTS

5.1 For all Short-Term Rental reservations or bookings that are made on or after the date on which this Schedule comes into force, the Owner or operator of the Short-Term Rental shall maintain a register that contains the following information:

- (a) the name and residential address of the Renter(s); and
- (b) the name of any other Person or Persons who will occupy the Premises overnight and/or to whom sleeping accommodation will be provided at the Premises during the Short-Term Rental period reserved and/or booked by the Renter(s).

5.2 Upon the request of the Coordinator and/or an Officer, the Owner shall produce the register described in section 5.1 for review and/or inspection by the Town.

6.0 PROHIBITIONS

6.1 No Owner shall:

SCHEDULE "13" - SHORT-TERM RENTALS

- (a) carry on a Short-Term Rental without a Licence;
- (b) carry on a Short-Term Rental for which a Licence has expired, been revoked or, is under suspension;
- (c) advertise a Short-Term Rental without a Licence or for which a Licence has expired, been revoked or is under suspension;
- (d) advertise a Short-Term Rental that contains more than three (3) bedrooms;
- (e) advertise a Short-Term Rental with an occupancy that exceeds the maximum occupancy limits in paragraph 6.1(y);
- (f) advertise a Short-Term Rental without including the Short-Term Rental Licence number;
- (g) fail to display the Short-Term Rental Licence in a prominent, permanent place at the Short-Term Rental Premises;
- (h) carry on a Short-Term Rental unless the Premises has full services provided privately or municipally;
- (i) fail to keep garbage contained in containers with lids;
- (j) permit tents on the Short-Term Rental Premises;
- (k) permit a Trailer to be used for sleeping accommodations on the Short-Term Rental Premises;
- (l) fail to ensure that there is a Local Contact Person;
- (m) fail to maintain the register required by section 5.1 of this Schedule;
- (n) fail to produce the register required by section 5.1 to the Town upon request;
- (o) hinder or obstruct an Officer from carrying out an inspection of lands, to carry out work for the purposes of an investigation and/or making inquiries;
- (p) operate a Short-Term Rental contrary to the Fire Safety Plan;
- (q) permit a disturbance at a Short-Term Rental Premises;
- (r) operate a Short-Term Rental contrary to any applicable Federal, Provincial, Regional laws, Regulations or Orders, or Municipal By-laws ("Law");
- (s) rent to an individual where a Law referred to in paragraph 6.1(r) prohibits rentals to individuals who are not in need of housing, without obtaining valid verification that the individuals are in need of housing;

SCHEDULE "13" - SHORT-TERM RENTALS

- (t) operate a Short-Term Rental if current and accurate information has not been provided to the Coordinator;
- (u) assign a Short-Term Rental Licence;
- (v) operate a Short-Term Rental with:
 - i) an open building permit;
 - ii) an outstanding Order issued by the Town's Fire Department or Building Department; or
 - iii) a Property Standards Order or any other order issued by the Town or other government agency.
- (w) place or mount a fire extinguisher in any cupboard, cabinet, closet, or other enclosed compartment;

and, commencing January 4, 2022:
- (x) operate a Short-Term Rental containing more than three (3) bedrooms. All bedrooms exceeding three (3) shall be closed off with appropriate signage posted on the door(s);
- (y) exceed maximum occupancy limits of four (4) people for a one (1) bedroom Dwelling Unit, six (6) people for a two (2) bedroom Dwelling Unit, and eight (8) people for a three (3) bedroom Dwelling Unit; or
- (z) permit guests, other than occupants listed in the register described in section 5.1 of this Schedule, to remain at the Short-Term Rental Premises beyond 11:00 p.m. each day.

6.2 Failure to comply with any provision of section 6.1 of this Schedule constitutes a contravention of this By-law whereby an Administrative Penalty provided for under section 10 of this Schedule and as established in Appendix "1" shall be issued to the Owner.

6.3 In addition, failure to comply with any provision of section 6.1 of this Schedule other than paragraphs 6.1(a), 6.1(b) and/or 6.1(c) constitutes a contravention of this By-law whereby Demerit Points as established in Appendix "1" shall be imposed against the Short-Term Rental Premises.

7.0 APPEALS COMMITTEE

7.1 Notwithstanding any other provision of this By-law, this section does not apply to Licence revocations under section 3 of this Schedule or to Penalty Notices and/or prohibitions issued under sections 9 and 10 of this Schedule.

SCHEDULE "13" - SHORT-TERM RENTALS

- 7.2 The Coordinator shall keep records of the Committee's meetings and hearings including minutes and decisions.
- 7.3 In addition to Part 4 of this By-law, the Appeals Committee shall:
- (a) hear appeals related to Demerit Points and Administrative Penalties;
- 7.4 A person who is required to attend a Hearing shall be notified by the Coordinator and the notice shall:
- (a) specify the time, place and purpose of the Hearing;
 - (b) inform the affected owner that he/she is required to attend the Hearing and may make submissions; afford the owner a reasonable opportunity, before the hearing, to show or achieve compliance with all lawful requirements for the retention of the Licence; and be given at least fifteen (15) days' notice prior to the date of the Hearing.
- 7.5 The Committee at the Hearing may impose conditions as they deem appropriate for the continued holding of the licence, suspend the licence, or revoke the Licence.
- 7.6 Decisions of the Appeals Committee are final.
- 7.7 An appeal that was commenced prior to this by-law being designated under Administrative Penalty By-law No. 111-2019 but not disposed of before such designation by by-law, shall be continued and disposed of by members of Council appointed from time to time to hear Appeals, under the same provisions as were in effect at the time of the commencement of the Appeal.

8.0 DEMERIT POINT SYSTEM

- 8.1 Notwithstanding any other provision of this By-law, this section does not apply to Short-Term Rentals that are advertised and/or operated without a Licence, including Short-Term Rentals for which a previously-issued Licence has expired, been revoked or is under suspension.
- 8.2 If at any time the Coordinator determines that the operation of a licensed Short-Term Rental does not comply with any part of this Schedule as provided for in Appendix "1", other than paragraphs 6.1(a), 6.1(b) and/or 6.1(c), the Coordinator shall impose Demerit Points.
- 8.3 For greater certainty, if the Coordinator determines that the advertisement and/or operation of a Short-Term Rental does not comply with paragraphs 6.1(a), 6.1(b) and/or 6.1(c) of this Schedule, Demerit Points shall not be imposed against the Short-Term Rental Premises.

SCHEDULE "13" - SHORT-TERM RENTALS

- 8.4 Demerit Points shall remain in place until the two (2) year anniversary of the date on which the Demerit Points were imposed.
- 8.5 Upon the transfer or sale of a Short-Term Rental Premises by an Owner to any other Person, any existing Demerit Points shall be assigned to the Owner and, upon the issuance of a Short-Term Rental Licence to the Owner for a different Premises, the Demerit Points shall be imposed against that Premises.
- 8.6 If the total number of Demerit Points in effect respecting a Short-Term Rental is seven (7) or more but fewer than fifteen (15), the Owner is required to provide the Coordinator with written confirmation of the measures to be implemented by the Owner to avoid the imposition of further Demerit Points, which measures shall be to the satisfaction of the Coordinator.
- 8.7 If the total number of Demerit Points in effect respecting a Short-Term Rental is fifteen (15) or more, the Coordinator shall immediately revoke the Licence in accordance with section 3 of this Schedule.
- 9.0 SHORT-TERM RENTALS ADVERTISED OR OPERATED WITHOUT A LICENCE**
- 9.1 This section applies to Short-Term Rentals that are advertised and/or operated without a Licence, including Short-Term Rentals for which a previously-issued Licence has expired, been revoked or is under suspension.
- 9.2 If at any time the Coordinator determines that the advertisement of a Short-Term Rental does not comply with paragraph 6.1(c) of this Schedule, the Coordinator shall refer the matter to an Officer for investigation.
- 9.3 If at any time the Coordinator determines that the operation of a Short-Term Rental does not comply with paragraphs 6.1(a) and/or 6.1(b) of this Schedule, the Coordinator shall refer the matter to an Officer for investigation.
- 9.4 An Officer who has reason to believe that an Owner has contravened paragraphs 6.1(a), 6.1(b) and/or 6.1(c) of this Schedule may issue one or more Penalty Notices to the Owner in accordance with section 10 of this Schedule.
- 9.5 A separate Penalty Notice may be issued for each calendar day on which a Short-Term Rental is advertised without a Licence.
- 9.6 A separate Penalty Notice may be issued for each calendar day on which a Short-Term Rental is operated without a Licence.
- 9.7 Subject to section 9.8 of this Schedule, an Owner to whom a Penalty Notice has been issued pursuant to section 9.4 shall be prohibited from applying for a Short-

SCHEDULE "13" - SHORT-TERM RENTALS

Term Rental Licence for a period of two (2) years from the date on which the Penalty Notice was issued.

- 9.8 In the event that a Short-Term Rental continues to be advertised or operated without a licence in contravention of paragraphs 6.1(a), 6.1(b) and/or 6.1(c) following the issuance of a Penalty Notice under section 9.4, the following rules apply:
- (a) if the contravention occurs during the two (2) year period prescribed by section 9.7 and one or more additional Penalty Notices are issued, the Owner shall be prohibited from applying for a Short-Term Rental Licence for an additional one (1) year period from the date on which the first Penalty Notice was issued;
 - (b) if a further contravention occurs during the one (1) year period prescribed by paragraph 9.8(a) and one or more additional Penalty Notices are issued, the Owner shall be prohibited from applying for a Short-Term Rental Licence for an additional one (1) year period from the date on which the first Penalty Notice was issued, for a total of four (4) years;
 - (c) if a further contravention occurs during the one (1) year period prescribed by paragraph 9.8(b) and one or more additional Penalty Notices are issued, the Owner shall be prohibited from applying for a Short-Term Rental Licence for an additional one (1) year period from the date on which the first Penalty Notice was issued, for a total of five (5) years.

10.0 ADMINISTRATIVE PENALTIES

- 10.1 An Officer who has reason to believe that an Owner has contravened any provision of this Schedule may issue a Penalty Notice to the Owner.
- 10.2 The Penalty Notice shall be given to the Owner as soon as is reasonably practicable and shall include the following information:
- (a) the name of the Owner;
 - (b) the municipal address of the Owner;
 - (c) the Penalty Notice date;
 - (d) the Penalty Notice number;
 - (e) particulars of the contravention;
 - (f) the amount of the Administrative Penalty as established in Appendix "1";
 - (g) information about the process by which the Owner may exercise a right to request a review of the Administrative Penalty by a Screening Officer and a right to request a review of the Screening Decision by the Hearing Officer; and

SCHEDULE "13" - SHORT-TERM RENTALS

(h) a statement advising that an Administrative Penalty will, unless cancelled, constitute a debt of the Owner to the Town.

10.3 An Administrative Penalty is payable within fifteen (15) days after the penalty is affirmed in accordance with the provisions of the Administrative Penalty By-law.

10.4 In accordance with the *Municipal Act 2001*, an Administrative Penalty which remains unpaid shall be deemed to be unpaid taxes and the outstanding amount shall be added to the tax roll and collected in the same manner as municipal taxes.

10.5 An Administrative Penalty that is due and payable and constitutes a debt to the Town of each Owner to whom or to which the Penalty Notice was given.

11.0 PROVINCIAL OFFENCES

11.1 An Owner who obtains a Short-Term Rental Licence shall comply with the regulations and requirements set out in this Schedule for such Licence. Failure to comply with the regulations and requirements set out in this Schedule constitutes an offence.

11.2 Every Owner who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to the penalties prescribed under the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.

SCHEDULE "13" - SHORT-TERM RENTALS

APPENDIX "1" TO SCHEDULE 13

PENALTIES			
Column 1	Column 2	Column 3	Column 4
Infraction	Reference	Demerit Points	Administrative Penalties
Failure to comply with Fire Protection & Prevention Act/Fire Code ("FPPA/Fire Code")	2.3	15	Fines Imposed under FPPA/Code
Failure to comply with Building Code Act ("BCA")	2.3	10	Fines Imposed under BCA
Obstruct Officer	5.1 (i)	10	\$100.00
Operating without a licence	5.1 (a) and (b)	10	\$600.00
Operating with an open Permit or Order	5.1 (p) (i) and (ii)	10	\$300.00
Failure to Display Licence	5.1(e)	3	\$75.00
Operating a short-term rental without conforming to all applicable Federal, Provincial and Municipal laws	5.1(l)	5	\$200.00
Non-availability of Local Contact Person	5.1(h)	5	\$100.00
Noise and Nuisance	5.1(k)	5	Penalties Imposed under By-law No. 30-09
Not eligible to hold a licence	2.1	5	nil
Failure to have garbage in containers with lids	5.1(d)	3	\$150.00
Failure to comply with Fire Safety Plan	5.1(j)	5	\$200.00
Failure to obtain valid verification of need of housing	5.1(m)	5	\$300.00
Assignment of licence	5.1(o)	3	\$50.00
Property Standards Infraction	5.1(p) (iii)	3	Fines imposed under By-law No. 186-08
Outside sleeping accommodations on site	5.1(f)	3	\$100.00
Operating premises without full private or municipal services	5.1(c)	3	\$100.00

SCHEDULE "13" - SHORT-TERM RENTALS

The following Penalties come into force and effect on January 4, 2022:

PENALTIES			
Column 1	Column 2	Column 3	Column 4
Infraction	Reference	Demerit Points	Administrative Penalties
Failure to comply with Fire Protection & Prevention Act/Fire Code ("FPPA/Fire Code")	2.3	15	Fines Imposed under FPPA/Code
Failure to comply with Building Code Act ("BCA")	2.3	10	Fines Imposed under BCA
Obstruct Officer	5.1 (i)	10	\$300.00
Operating without a licence	5.1 (a) and (b)	15	\$1,500.00
Operating with an open Permit or Order	5.1 (p) (i) and (ii)	10	\$300.00
Failure to Display Licence	5.1(e)	3	\$75.00
Operating a short-term rental without conforming to all applicable Federal, Provincial and Municipal laws	5.1(l)	15	\$1,500.00
Non-availability of Local Contact Person	5.1(h)	10	\$500.00
Noise and Nuisance	5.1(k)	5	Penalties Imposed under By-law No. 30-09
Not eligible to hold a licence	2.1	5	nil
Failure to have garbage in containers with lids	5.1(d)	3	\$150.00
Failure to comply with Fire Safety Plan	5.1(j)	10	\$500.00
Failure to obtain valid verification of need of housing	5.1(m)	5	\$300.00
Assignment of licence	5.1(o)	5	\$300.00
Property Standards Infraction	5.1(p) (iii)	3	Fines imposed under By-law No.186-08
Outside sleeping accommodations on site	5.1(f)	3	\$300.00
Operating premises without full private or municipal services	5.1(c)	3	\$100.00
Operating more than 3 bedrooms	5.1(r)	15	\$1,500.00
Exceeding maximum occupancy	5.1(s)	10	\$1,000.00
Guest(s) after 11:00 p.m.	5.1(t)	5	\$150.00

SCHEDULE "13" - SHORT-TERM RENTALS

The following Penalties come into force and effect on July 18, 2022:

PENALTIES			
Column 1	Column 2	Column 3	Column 4
Infraction	Reference	Demerit Points	Administrative Penalties
Operate Short-Term Rental without a licence	6.1(a) and 6.1(b)	N/A	
First failure to comply			\$1,500.00
Each subsequent failure to comply within twelve (12) months of first failure to comply			\$2,000.00
Advertise Short-Term Rental without a licence	6.1(c)	N/A	
First failure to comply			\$1,000.00
Each subsequent failure to comply within twelve (12) months of first failure to comply			\$1,500.00
Advertise Short-Term Rental with more than three (3) bedrooms	6.1(d)	5	\$500.00
Advertise Short-Term Rental that exceeds maximum occupancy	6.1(e)	5	\$500.00
Advertise Short-Term Rental without including Licence number	6.1(f)	3	\$75.00
Failure to Display Licence	6.1(g)	3	\$75.00
Operate Short-Term Rental without full private or municipal services	6.1(h)	3	\$100.00
Failure to have garbage in containers with lids	6.1(i)	3	\$150.00

SCHEDULE "13" - SHORT-TERM RENTALS

Outside sleeping accommodations on site	6.1(j) and 6.1(i)	3	\$300.00
Non-availability of Local Contact Person	6.1(l)	10	\$500.00
Fail to maintain Renter/Occupant register	6.1(m)	5	\$500.00
Fail to produce Renter/Occupant register	6.1(n)	5	\$500.00
Obstruct Officer	6.1 (o)	10	\$300.00
Fail to comply with Fire Safety Plan	6.1(p)	10	\$500.00
Noise and Nuisance	6.1(q)	5	Penalties Imposed under By-law No. 30-09
Operate contrary to applicable Federal, Provincial and Municipal Laws	6.1(r)	15	\$1,500.00
Fail to comply with <i>Fire Protection & Prevention Act, 1997</i> and/or Fire Code	6.1(r)	15	Fines Imposed under FPPA/Code
Fail to comply with <i>Building Code Act, 1992</i> and/or Building Code	6.1(r)	10	Fines Imposed under BCA
Fail to obtain valid verification of individual's need for housing	6.1(s)	5	\$300.00
Fail to provide current and accurate information to Coordinator	6.1(t)	2	\$150.00
Assignment of Licence	6.1(u)	5	\$300.00
Operate with open Permit or Order	6.1(v)	10	\$300.00
Property Standards Infraction	6.1(v)	3	Fines imposed under By-law No.186-08
Fire extinguisher in enclosed compartment	6.1(w)	2	\$150.00
Operate with more than three (3) bedrooms	6.1(x)	15	\$1,500.00

SCHEDULE "13" - SHORT-TERM RENTALS

Exceed maximum occupancy	6.1(y)	10	\$1,000.00
Guest(s) after 11:00 p.m.	6.1(z)	5	\$150.00

Note: References to By-laws and Legislation include as they may be amended or replaced.