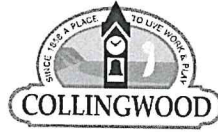


BY-LAW No. 2023-085
OF THE
CORPORATION OF THE TOWN OF COLLINGWOOD



BEING A BY-LAW TO LICENCE AND REGULATE SHORT-TERM
ACCOMMODATIONS WITHIN THE BOUNDARIES OF COLLINGWOOD

WHEREAS the Council of the Town of Collingwood may, pursuant to the *Municipal Act*, 2001, S.O. 2001, c. 25. as amended ("*Municipal Act*"), enact by-laws for the licensing, regulating and governing of businesses and occupations in the Town of Collingwood;

AND WHEREAS pursuant to Section 8(1) of the *Municipal Act*, the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS pursuant to Section 8(3) of the *Municipal Act*, a municipality may:

- (a) regulate or prohibit respecting a matter within the municipality's jurisdiction;
- (b) require persons to do things respecting the matter; and
- (c) provide for a system of licences respecting the matter;

AND WHEREAS pursuant to Section 9 of the *Municipal Act*, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS pursuant to Section 11(2) of the *Municipal Act*, a municipality has the authority to pass by-laws respecting the health, safety and well-being of persons, and protection of persons and property, including consumer protection;

AND WHEREAS pursuant to Section 23.1 of the *Municipal Act*, a municipality has the authority to delegate its powers and duties;

AND WHEREAS pursuant to Section 151 of the *Municipal Act*, a municipality may provide for a system of licences with respect to a business and may:

- (a) prohibit the carrying on or engaging in the business without a licence;
- (b) refuse to grant a licence or to revoke or suspend a licence;
- (c) impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- (d) impose special conditions on a business in a class that have not been imposed on all the businesses in that class in order to obtain, continue to hold or renew a licence;
- (e) impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence; and
- (f) licence, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it;

AND WHEREAS pursuant to Section 391 of the *Municipal Act*, a municipality has the authority to pass by-laws imposing fees or charges for services or activities provided or done by it or on behalf of it;

AND WHEREAS pursuant to Section 434.1 of the *Municipal Act*, a municipality has the authority to impose a system of administrative penalties and fees as an additional means of encouraging compliance with this By-law;

AND WHEREAS the Council of The Corporation of the Town of Collingwood deems it desirable that such licensing, regulation and governing takes place with respect to Short-Term Accommodation as defined in this By-law; and

NOW THEREFORE COUNCIL OF THE CORPORATION OF THE TOWN OF COLLINGWOOD ENACTS AS FOLLOWS:

1.0 DEFINITIONS

In this By-law:

"Administrative Monetary Penalty" means a monetary penalty imposed for a contravention of the Town's Administrative Monetary Penalty By-law;

"Applicable Laws" includes all Town By-laws and any relevant federal or provincial statutes or regulations;

"Applicant" means a Person applying for a Licence or the renewal of a Licence under this By-law;

"Agent" means a Person authorized in writing by an Owner to act on the Owner's behalf;

"Building" means a structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto;

"Committee" means a group of individuals who have been appointed by Council, to hear appeals pursuant to this By-law;

"Condominium Corporation" means a corporation created under the *Condominium Act*, 1998, S.O. 1998, c. 19;

"Council" means the Council of The Corporation of the Town of Collingwood;

"Corporation" means a body incorporated pursuant to the laws of Ontario or Canada or another jurisdiction;

"Demerit Point System" means points that are approved under this By-law and applied to a Licensee upon determination of an alleged contravention;

"Dwelling Unit" means a Suite operated as a housekeeping unit, used or intended to be used by one or more Persons and usually containing cooking, eating, living, sleeping and sanitary facilities;

"Emergency" means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to one or more Persons or substantial damage to property;

"Fee" means a fee as set forth in the Town of Collingwood Fees and Service Charges By-law, as amended or superseded;

"Guest" or "Guests" means any Person on the Premises who is not a Renter or an Owner;

"Guest Room" means a room offered for Short-Term Accommodation intended primarily for overnight occupation, which conforms to the standards for a bedroom, as set forth by the Building Code;

"Licence" means the Licence issued under this By-Law indicating authorization for a Person to operate, provide, or Market a Short-Term Accommodation at a specific property;

"Licence Class" means the classification of a Short-Term Accommodation in accordance with this By-law;

"Licensed" means having in one's possession a valid and current Licence issued under this By-law and "Unlicensed" has the contrary meaning;

"Licensee" means a Person who holds a Licence or is required to hold a Licence under this By-law;

"Licence Number" means a number assigned to a Licence by the Town;

"Licensing Officer" means any Person provided the authority by the Town to issue a Licence under this By-law;

"Market" means to offer for rent, promote, canvass, solicit, advertise, or facilitate a Short-Term Accommodation, and includes placing, posting or erecting advertisements, either physically or online, and "Marketing" and "Marketed" has the corresponding meaning;

"Maximum Occupancy" means the maximum number of occupants permitted on the Premises;

"Municipality" means the geographical area of the Town of Collingwood, as may be applicable in the context;

"Officer" means a Police Officer, Municipal Law Enforcement Officer, Building Inspector, Fire Inspector, or other Persons appointed by by-law to enforce the provisions of this By-law and other Town By-laws;

"Owner" means the Person holding title to the Premises where the Short-Term Accommodation is located or to be located, as the context requires, and "Ownership" has a corresponding meaning;

"Parking Area" has the meaning set out in the Town's Zoning By-Law, as amended or superseded;

"Partial Unit Rental" means a Short-Term Accommodation in which the Renter occupies a part of the Dwelling Unit only;

"Person" means any human being, incorporated association, firm, incorporated company, Corporation, Agent or trustee, and the heirs, executors or other legal representatives of a person to whom the context can apply according to law;

"Premises" means the Property or Properties upon which a Short-Term Accommodation is operated or to be operated, as the context requires, inclusive of Buildings or structures or any part thereof used or to be used for such purpose;

"Principal Residence" means:

- (a) the Dwelling Unit that is legally or beneficially owned or rented by a natural Person, alone or with others, where the natural Person is ordinarily resident and makes their home and conducts their daily affairs, including, without limitation, paying bills and receiving documentation related to identification, taxation and insurance purposes, driver's licences, income tax returns, medical plan documentation, vehicle registration and voter registration, or similar information; and
- (b) where the natural Person has no other property designated as such within the Town of Collingwood or any other jurisdiction;

"Property" means the land upon which a Short-Term Accommodation is operated or to be operated, as the context requires, exclusive of Buildings or structures or any part thereof;

"Renter" means the Person responsible for the rental of the Premises or a Guest Room by the way of concession, permit, lease, Licence, rental agreement or similar commercial arrangement;

"Renter's Code of Conduct" means a document, as set forth in Schedule "A" and as may be amended from time to time, that has been prepared by the Town which prescribes the roles and identifies certain of the responsibilities of the Renter, including but not limited to behavioural expectations as they relate to non-disturbance of neighbours, compliance with the provisions of this By-law and other Applicable Laws;

"Responsible Person" means the Owner or an Agent assigned by the Owner or Licensee to ensure the Short-Term Accommodation is operated in accordance with the provisions of this By-law, the Licence and other Applicable Laws;

"Short-Term Accommodation" The use of a Dwelling Unit, or any part thereof, as a home occupation, that is operating or offering a place of temporary residence, lodging or occupancy by way of concession, permit, lease, licence, rental agreement or similar commercial arrangement for any period of thirty (30) consecutive calendar days or less, throughout all or any part of a calendar year. For greater certainty, Short-Term Accommodation shall not mean or include a hotel, motel or similar commercial accommodation use, but shall include a bed and breakfast as set out in the Town's Zoning By-law, as amended or superseded;

"Single Detached Dwelling" means a Building containing one Dwelling Unit;

"Suite" means a single room or series of rooms of complementary use, operated under a single tenancy, and includes a Dwelling Unit and individual Guest Rooms used for Short-Term Accommodation;

"Tenant" has the same meaning as in the *Residential Tenancies Act, 2006*;

"Town" means The Corporation of the Town of Collingwood;

"Zoning By-Law" means a by-law enacted under Section 34 of the *Planning Act*, R.S.O. 1990, c. P.13, which restrict the use of land within the geographical boundaries of the Town.

2.0 SHORT TITLE

- 2.1 This By-law may be referred to as the "Short-Term Accommodation Licensing By-law".

3.0 ADMINISTRATION

- 3.1 The requirements of this By-law apply to the business operation or occupation of providing Short-Term Accommodation within the Municipality.
- 3.2 Applications for a Licence and issued Licences, along with the municipal address, legal description and associated Owner, Applicant, Agent and Responsible Person name and contact information will be posted on the Town's website.
- 3.3 Any Person who intends to operate, provide, or Market any Premises or Guest Room for Short-Term Accommodation as of the effective date of this By-law, shall first file an application for and obtain a Licence under this By-law.
- 3.4 After the date this By-Law comes into force and effect, Licensees may apply for renewal of their Licence, however no new Licences will be issued until the number of Licences in the Town falls below two hundred (200), after which the number of Licences shall not exceed two hundred (200). For the purpose of this section, a Licence shall still be considered active if it is suspended and shall not be considered active if it has been revoked.
- 3.5 Licences shall be issued on a first come first served basis, subject to the completion of all necessary application requirements and the availability of Licences.
- 3.6 In the event that the maximum two hundred (200) Licences has been reached, an Applicant may request to be placed on a wait list for future Licence availability.

- 3.7 An individual interested in obtaining a Licence may add their name to the wait list by submitting a wait list request form to the Town. The wait list request form shall require the Applicant to provide their contact information, including their full name, address, phone number, and email.
- 3.8 Once a Licence becomes available, the next Applicant on the wait list shall be notified and given fifteen (15) days to complete and submit any required application form, along with any supporting documents, as specified in this By-law. Failure to submit a completed application including any supporting documents within fifteen (15) days of being notified will result in the Licence being made available to the next Person on the wait list.
- 4.0 PROHIBITIONS**
- 4.1 No Person shall operate, provide, or Market a Short-Term Accommodation located within the Municipality, except in accordance with the terms of a valid Licence and the requirements of this By-law.
- 4.2 No Person shall operate, provide, or Market any Short-Term Accommodation with a revoked, suspended, or expired Licence.
- 4.3 No Person shall alter, transfer or attempt or take steps to assign a Licence issued under this By-law.
- 4.4 No person shall permit any Premises or Guest Room under their Ownership or care and control to be operated except in accordance with a Licence issued under this By-law.
- 4.5 No Person shall operate, provide, or Market a Short-Term Accommodation without prominently displaying in each advertisement or listing:
- (a) the corresponding Licence Number issued by the Town; and
 - (b) the Maximum Occupancy established in Section 4.9 of this By-law;
- 4.6 No Person shall operate, provide or Market a Short-Term Accommodation unless the Short-Term Accommodation is within their Principal Residence.
- 4.7 No Person shall permit any Premises under their Ownership or care and control to be operated in contravention of the site or floor plan that has been approved by the Licensing Officer pursuant to a Licence issued under this By-law.
- 4.8 No Person shall operate, provide, or Market a Short-Term Accommodation to a number of Guests that is in excess of the Maximum Occupancy established in Section 4.9 of this By-law.
- 4.9 The maximum number of Renters and Guests, permitted on any Premises, at any one time, shall be restricted to two (2) Persons per Guest Room and be delineated on the required floor plan. Rooms with murphy beds, pullout beds, sofa beds, day beds, futons or similar places for sleeping shall be included as a Guest Room. All occupants of a Short-Term Accommodation shall be counted in calculating occupancy, with the exception of children under the age of thirteen (13) years.
- 4.10 No Person shall rent any Guest Room other than a Guest Room that was identified and approved with the application for a Short-Term Accommodation Licence issued under this By-law. The maximum number of Guest Rooms permitted to be rented shall be set out in the Town's Zoning By-law.
- 4.11 No Person shall violate the provisions of the Renter's Code of Conduct attached as Schedule "A" to this By-law.
- 4.12 No Person shall violate the provisions of the Licensee Code of Conduct & Acknowledgment attached as Schedule "B" to this By-law.

4.13 No Person shall fail to produce a copy of the signed Renter's Code of Conduct or Licensee Code of Conduct & Acknowledgment upon the request of an Officer.

4.14 Short-Term Accommodations shall comply with all Applicable Laws.

5.0 TERMS OF LICENCE

5.1 A Short-Term Accommodation Licence that has been issued pursuant to this By-law shall expire upon the earliest of the following events:

- (a) The date that is one (1) year after the date of the issuance of the Licence;
- (b) Upon the sale or transfer of the Premises, including addition of a co-owner as a joint tenant or tenant-in-common. For greater certainty, a Licence cannot be assigned or transferred to another Person; or
- (c) The Licence has been revoked or terminated in accordance with the provisions of this By-law.

5.2 It is the responsibility of the Licensee to ensure that the renewal for a Licence has been submitted to the Town no later than thirty (30) days before the expiry of the current term. Failure to do so will result in a termination of the Licence and the Licensee will be required to go through a new application process and will be subject to the new application Fees.

5.3 The Licensing Officer shall have the right to extend any active Licence for up to one (1) calendar year, should there be an Emergency that directly effects the Licensee.

5.4 Only one (1) Licence per Premises shall be permitted. For greater certainty, no more than one (1) Short-Term Accommodation will be permitted per Property.

5.5 The following Persons may apply for one (1) Licence in accordance with Section 6 of this By-Law:

- (a) Where the Property is legally owned by one or more natural Persons, not including a Corporation, the Owner(s) named on title, or a simple majority of same; or
- (b) Where the Property is leased, the Tenant(s) named on the lease, so long as they have the written consent of the Owner(s) and provide a copy of the rental agreement between the Owner(s) and the Tenant for a period equal to or greater than three hundred and sixty-five (365) days.

6.0 LICENCE CLASS

6.1 Class A – Guest Room Short-Term Accommodation (Partial Unit Rental)

- (a) A Class A Licence must comply with all requirements set out in the Town's Zoning By-law for a bed & breakfast.
- (b) The maximum number of Class A Licences permitted to be operated, provided or Marketed by the same Licensee shall be one (1).
- (c) A Class A Licence shall be permitted to be rented for a maximum of 30 days for any single stay.
- (d) A Class A Licensee shall ensure that the Premises is the Principal Residence of the Licensee.
- (e) A Class A Licence shall be permitted in any zone where a Single Detached Dwelling Unit is a permitted use.
- (f) A Class A Licence shall be located in a Single Detached Dwelling.
- (g) A Class A Licence shall not occupy the entire gross floor area of the Single Detached Dwelling.
- (h) At least one (1) bedroom must be available on a full-time basis in the Premises for the exclusive use of the Licensee.
- (i) The Class A Licensee shall be on site at the Premises during the stay of a Renter during the hours of 2000 and 0800 hours, except in the case of an Emergency.

7.0 LICENCE REQUIREMENTS

7.1 APPLICATION REQUIREMENTS

7.1.1 Every application for a new Licence, or the renewal of an existing Licence, shall include:

- (a) a completed application in the form required by the Town, which shall include each Owner, Agent or Applicant's name, address, telephone number, and email address;
- (b) in the case of an Agent or Applicant acting on behalf of the Owner, the Owner's written authorization permitting the Agent or Applicant to act on their behalf;
- (c) proof that the Applicant is at least eighteen (18) years of age;
- (d) proof of Ownership or tenancy for the Premises;
 - i. if the Premises is owned by more than one Person, written consent of the other Owner(s) shall be included;
 - ii. if the Premises is leased, written consent from the Owner(s) and a copy of the rental agreement between the Owner(s) and the Tenant(s) for a period equal to or greater than three hundred and sixty-five (365) days shall be included;
- (e) if the Premises is under the authority of a Condominium Corporation, written consent of the Condominium Corporation shall be included;
- (f) a statutory declaration signed by each and every Owner, Tenant, Agent and Applicant stating that the Premises is used primarily for residential purposes and that each and every Applicant understands their responsibilities as a Licensee;
- (g) proof in a form satisfactory to the Licensing Officer that the Premises is the Principal Residence of the Licensee;
- (h) a site plan and floor plan, drawn to scale and fully dimensional, showing the Premises identifying:
 - i. the location of all Buildings and structures on the Property;
 - ii. the use of each room;
 - iii. the location of smoke and carbon monoxide alarms, and early warning devices;
 - iv. the location of fire extinguishers;
 - v. the location of all gas and electric appliances;
 - vi. the location of all fireplaces and fuel-burning appliances;
 - vii. all entrances/exits to and from the Buildings; and
 - viii. the exterior decks that are appurtenant to the Premises and related site amenities including dimensioned parking spaces, and other Buildings or structures on the Property;
- (i) certificate from a licensed Electrician dated within the previous ninety (90) days of making applications for a Licence stating the Premises is in compliance with the Electrical Safety Code;
- (j) proof of insurance which includes a liability limit of no less than two million dollars (\$2,000,000.00) per occurrence for property damage or bodily injury and identifies that a Short-Term Accommodation is being operated on the Property. The insurance coverage required herein shall be endorsed to the effect that the Town shall be given at least thirty (30) days' notice in writing of any cancellation or material variation to the policy;
- (k) the name and contact information of the Responsible Person who can be readily contacted within thirty (30) minutes and respond to an emergency or contravention of this By-law or Applicable Laws, including attendance on site of the Premises within sixty (60) minutes of being notified of the occurrence;
- (l) acknowledgement and consent to the posting of the following information on the Town's website:
 - i. the municipal address of the Premises;
 - ii. the legal description of the Premises; and
 - iii. the contact information for the Owner, Agent, Applicant and Responsible Person;

- (m) payment of the applicable Fees, as noted within the Town's Fees and Service Charges By-law, which may be amended from time to time.
- 7.1.2 The Licensee shall be responsible for informing the Town in writing of any changes to the approved information contained within the Licence application or any deviation to the approved plans within seven (7) days of such change or deviation.
- 7.1.3 If an application is found to be incomplete or missing required information, the Licensing Officer will notify the Applicant and provide them with five (5) days to update their application with the required information.
- 7.1.4 In the event that an Applicant fails to provide the requested information within the five (5) days period, their application will be deemed incomplete, and a new application will need to be submitted.
- 7.1.5 Nothing herein allows a Licensee to rent rooms for Short-Term Accommodation other than those identified and approved on the floor plan submitted with the application for a Licence unless the Licensing Officer has approved same.
- 7.1.6 The Licensee must ensure that any Marketing of the Short-Term Accommodation includes the corresponding Licence Number issued by the Town.
- 7.1.7 Each Licensee shall be an Owner, Tenant, Agent or Applicant who is an individual and not a Corporation, partnership, or business, except where Section 7.1.6 applies.
- 7.1.8 An Owner that is a Corporation may be permitted to become a Licensee at the discretion of the Licensing Officer, if staff is satisfied in its sole discretion that the Corporation operated by natural Persons is occupying the Short-Term Accommodation Premises as their Principal Residence.

7.2 SITE REQUIREMENTS

- 7.2.1 The site plan shall conform to all requirement of the Town's Zoning By-law and any site plan agreement registered on title of the Property.
- 7.2.2 The provision of parking on the required site plan shall include the following:
 - (a) the location of the Parking Area with a minimum number of parking spaces as set out in the Town's Zoning By-law;
 - (b) that Renters and Guests are permitted no more cars than there are designated parking spaces in the Parking Area; and
 - (c) compliance with all other parking provisions as set out in the Town's Zoning By-law, as amended or superseded.
- 7.2.3 No Person shall park a vehicle other than in a Parking Area which consists of a hard-surfaced driveway such as gravel, paved, concrete, interlock or similar hard or permeable paving surface.
- 7.2.4 The following shall be made available to Renters and Guests:
 - (a) A copy of the current Licence retained on site of the Premises and available for inspections by an Officer;
 - (b) A copy of the site plan showing the current Parking Area and parking provisions for the Premises;
 - (c) A copy of the approved floor plan identifying the rooms and also showing exits and fire escape routes;
 - (d) A copy of the Renter's Code of Conduct;
 - (e) A copy of the Town's current Noise By-law, Fireworks By-law, and Open Air Burning By-law;
 - (f) Instructions for waste management, including information on the applicable waste collection day, and instructions for composting and recycling; and
 - (g) Name and contact information of the Responsible Person.

- 7.2.5 All Short-Term Accommodations must provide a class ABC fire extinguisher in any cooking area and a class BC or better on each floor of the Premises.
- 7.2.6 The Licensee shall maintain a guest register which indicates the Renters' and Guests' names, addresses, telephone numbers, number of Renters and Guests, length of stay, and confirmation that the smoke and carbon monoxide alarms have been checked and are in working condition after each Renter leaves. This guest register must be provided to an Officer within twenty-four (24) hours upon request.

7.3 INSPECTION

- 7.3.1 It is the responsibility of any Person applying for a new Licence or renewing an existing Licence to contact the Town for an inspection or provide required documentation, which shall ensure compliance with all Applicable Laws, including (without limitation) the following:
- (a) Provisions of this By-law;
 - (b) Building Code Act, 1992, S.O. 1992 c.23 ("Building Code Act")
 - (c) Fire Protection and Prevention Act, 1997, S. O. 1997, c.4 ("Fire Protection and Prevention Act")
 - (d) Electricity Act, 1998, S.O. 1998, c. 15, Sched. A ("Electricity Act")
 - (e) Property Standards By-law;
 - (f) Zoning By-law;
 - (g) Any other municipal By-laws or provincial legislation or regulations that may affect the status of the application.
- 7.3.2 During the inspection process, all relevant departments of the Town may provide comment on any known matters that would assist with determination of Licence eligibility.
- 7.3.3 An Officer may at any reasonable time inspect any Premises or place where a Licence has been issued under this By-law to determine compliance to this By-Law.
- 7.3.4 If an inspection reveals that the Premises does not comply with the requirements set out in this By-law or any of the Applicable Laws, the Licensing Officer will notify the Applicant and provide them with ten (10) days to remedy the issue(s).
- 7.3.5 In the event that an Applicant fails to remedy the issue(s) within the ten (10) day period, their application will be deemed incomplete, and a new application will need to be submitted.

8.0 LICENCE GROUNDS FOR REFUSAL, REVOCATION, TERMINATION OR SUSPENSION

- 8.1 The Licensing Officer shall have the authority to issue, refuse to issue or renew a Licence, to revoke, terminate or suspend a Licence, or to impose terms and conditions on a Licence in accordance with this By-law.
- 8.2 An Applicant or Licensee may be granted a Licence upon meeting the requirements of this By-law except where:
- (a) the past or present conduct of any Person applying for a Licence affords reasonable cause to believe that the Person will not carry on or engage in the business in respect of which the application is made in accordance with the law or with honesty or integrity;
 - (b) the Applicant or Licensee has past breaches or contraventions of any law or any provision of this By-law or any other Applicable Laws associated with the carrying on of such business;
 - (c) the Applicant or Licensee has failed to pay a fine, fee, or penalty imposed by the Town or a Court for convictions for breach of this By-law or any other Applicable Laws related to the Licensed Premises;

- (d) the Applicant or Licensee has failed to comply with any term, condition or direction of the Licensing Officer or has failed to permit any investigation by the Licensing Officer;
 - (e) the Applicant or Licensee has failed to comply with the requirements set out in this By-law or any of the applicable Schedules to this By-law;
 - (f) the issuing of a Licence would be contrary to the public interest with respect to health and safety, consumer protection, or nuisance control;
 - (g) the Applicant or Licensee has submitted an application or other documents to the Town containing false statements, incorrect, incomplete, or misleading information;
 - (h) the Applicant or Licensee is carrying on or engaging in activities that are, or will be, if the Applicant or Licensee is Licensed, in contravention of this By-law, or other Applicable Laws;
 - (i) the Applicant or Licensee has not paid the required Fees as set out in the Town's Fees and Service Charges By-law;
 - (j) the Applicant or Licensee has accumulated fifteen (15) or more demerit points in accordance with Section 14 of this By-law; or
 - (k) the Applicant or Licensee or Owner has outstanding fines, penalties, legal costs, disbursements, Property taxes and late payment charges owing to the Town or other Government Authority for the subject Property.
- 8.3 The Licensing Officer may revoke, suspend, or refuse to issue a Licence, where the Applicant or Licensee would not be entitled to a Licence on any grounds set out in this By-law.
- 8.4 The Licensing Officer, if satisfied that the continuation of a Licence poses a danger to the health or safety of any Person, may, for the time and such conditions as are considered appropriate, suspend a Licence for not more than fourteen (14) days. If after this period, the Licensing Officer is satisfied that the continuation of a Licence will continue to pose a danger to the health or safety of any Person, the Licensing Officer may further suspend for not more than fourteen (14) days or revoke a Licence.
- 8.5 The Licensing Officer may revoke or terminate a Licence if it was issued in error or granted based on incorrect or false information.
- 8.6 The Licensing Officer shall notify the Applicant or Licensee of what action is being taken under the authority of Sections 8.1 to 8.5 of this By-law within thirty (30) days of the determination of said action.
- 8.7 Where the application for a Licence has been revoked, suspended, or terminated, the Fees paid by the Applicant or Licensee, in the respect of the Licence, shall not be refunded.
- 8.8 Where a Licence has been revoked, suspended, or terminated, the Licensee shall return the Licence to the Licensing Officer within two (2) days of serving notice of the decision.
- 9.0 APPEAL**
- 9.1 Where the Licensing Officer has denied an Applicant a Licence, a renewal of a Licence, or has suspended, revoked or terminated a Licence, the Licensing Officer shall inform the Applicant or Licensee by way of written notice setting forth the grounds for the decision with reasonable particulars and shall advise of the right to appeal such decision to the Committee.
- 9.2 A Person may appeal to the Committee in relation to a matter set forth in a notice delivered pursuant to the Section 9.1. Appeals will not be permitted for the issuance of demerit points until they have resulted in the suspension, revocation or termination of a Licence. Appeals will not be permitted for any matters that have already been heard by the Committee.

- 9.3 A request for an appeal must be made within fourteen (14) business days of service of the written notice. An appeal shall be made in writing to the Licensing Officer, setting forth the reasons for the appeal, with payment of the required appeal Fee as set out in the Town's Fees and Service Charges By-law.
- 9.4 Where no request for an appeal is received in accordance with the Section 9.3, the decision of the Licensing Officer shall be final and binding.
- 9.5 Where a request for an appeal is received, a hearing of the Committee shall be convened, and the Applicant or Licensee shall be provided reasonable written notice thereof.
- 9.6 If the Owner, Agent or Applicant fails to appear at the appointed time for their request to appeal, a "Failure to Appear" fine will be charged to the attention of the Applicant or Licensee.
- 9.7 After such opportunity to be heard is afforded, the Committee shall make a decision. When making its decision, the Committee may consider any matter pertaining to this By-law, or other matter that relates to the health, safety and well-being of the public in the context of Short-Term Accommodations. When making its decision, the Committee may refuse to issue or renew a Licence, or revoke, suspend, terminate, or impose any condition to a Licence. The Committee's decision is final and binding.
- 9.8 Where the Committee conducts a hearing, the rules set out in the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 shall apply.

10.0 ENFORCEMENT

10.1 ENTRY AND INSPECTION

- 10.1.1 In addition to scheduled inspections conducted during the Licence application process, every Officer or their designate may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
- (a) the provisions of this By-law;
 - (b) a direction or order of the Town made under this By-law;
 - (c) a condition of a Licence passed under this By-law; and
 - (d) a court order made pursuant to Section 431 of the *Municipal Act* and Section 13.5 of this By-law.
- 10.1.2 For the purposes of an inspection under Section 10.1.1, an Officer may:
- (a) require, for inspection, the production of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts of them;
 - (c) require information from any other Person concerning a matter related to the inspection;
 - (d) be accompanied by such Person as the Officer determines is necessary if such Person(s) possess(es) special or expert knowledge related to the purpose of the inspection; and
 - (e) make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
- 10.1.3 Notwithstanding any provision of this By-law, an Officer or other Person exercising a power of entry on behalf of the Town shall not enter or remain in any room or place actually being used as a Dwelling Unit unless:
- (a) the consent of the occupier is obtained, the occupier first having been informed that the right of entry may be refused and, if refused, may only be made under the authority of an order issued under Section 438 of the *Municipal Act*, or a warrant issued under Section 439 of the *Municipal Act*;

- (b) an order issued under Section 438 of the *Municipal Act* is obtained;
- (c) a warrant issued under Section 439 of the *Municipal Act* is obtained;
- (d) the delay necessary to obtain an order or warrant under Section 438 or 439 of the *Municipal Act*, or to obtain the consent of the occupier would result in an immediate danger to the health or safety of any person; or,
- (e) the Town has given notice of its intention to enter to the occupier of the land as required under Subsection 435 (2) of the *Municipal Act* and the entry is authorized under Section 79, 80 or 446 of the *Municipal Act*.

10.1.4 The Town may undertake an inspection pursuant to an Order issued under provisions of this By-law or Section 438 of the *Municipal Act*.

11.0 OBSTRUCTION

- 11.1 No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer or their designate exercising a power or performing a duty under this By-law.
- 11.2 Any person who has been alleged to have contravened any of the provisions of this By-law, shall identify themselves to the Officer or their designate upon request, failure to do so shall be deemed to have obstructed or hindered the Officer or their designate in the execution of their duties.

12.0 ORDERS

- 12.1 If an Officer is satisfied that a contravention of this By-law has occurred, the Officer may make an order requiring the Person who contravened this By-law or who caused or permitted the contravention, or the Owner or occupier of the land on which the contravention occurred, to take actions to correct the contravention.
- 12.2 The order shall set out:
 - (a) reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and
 - (b) the work to be completed and the date by which the work must be completed, if any.
- 12.3 An order may be served personally upon the Person to whom it is directed to or sent by regular mail to the address shown on the last revised assessment roll or to the last known address.
- 12.4 An order under Section 12.1 may require action be taken even though the facts, which constitute the contravention of this By-law were present before this By-law came into force.
- 12.5 No Person shall fail to comply with an order issued pursuant to Section 12.1.
- 12.6 If an Officer is satisfied that a contravention of this By-law has occurred, the Officer may make an order, known as a "Discontinue Activity Order", requiring the Person who contravened this By-law or who caused or permitted the contravention or the Owner or occupier of the land on which the contravention occurred to discontinue the contravening activity.
- 12.7 The Discontinue Activity Order shall set out:
 - (a) reasonable particulars of the contravention adequate to identify the contravention and the location of the land on which the contravention occurred; and
 - (b) the date by which there must be compliance with the Discontinue Activity Order.

- 12.8 A Discontinue Activity Order may be served personally upon the Person to whom it is directed to or sent by regular mail to the address shown on the last revised assessment roll or to the last known address.
- 12.9 No Person shall fail to comply with a Discontinue Activity Order issued pursuant to Section 12.6.
- 12.10 In the event the Officer is unable to serve any order under the provisions of this By-law, the order shall be posted in a conspicuous place on the Premises, and the placing of the order shall be deemed to be sufficient service of the order on the Licensee.
- 12.11 An order under this By-law may require work to be done even though the facts which constitute the contravention of this By-law were present before this By-law came into force.
- 12.12 Any violations of this By-law shall be addressed pursuant to their respective remedies. In addition, demerit points will be levied against the Licensee as per Section 14.0 and Schedule "D" of this By-law.

13.0 PENALTY

- 13.1 Every Person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33, as amended.
- 13.2 Every person who contravenes any provision of this By-law, and every director or officer of a Corporation who knowingly concurs in the contravention of this By-law by the Corporation, is guilty of an offence and upon conviction is liable to a fine as provided for by the *Municipal Act*, as amended.
- 13.3 Any person convicted under this By-law is liable:
(a) upon a first conviction a maximum fine of \$25,000; or,
(b) upon a subsequent conviction a maximum fine of \$50,000.
- 13.4 Notwithstanding Section 13.3, where the person convicted is a Corporation, the Corporation is liable:
(a) upon a first conviction a maximum fine of not more than \$50,000; or,
(b) upon any subsequent conviction a maximum fine of not more than \$100,000.
- 13.5 Upon conviction for an offence under this By-law, in addition to any other remedy and to any penalty imposed by this By-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted.

14.0 DEMERIT POINT SYSTEM

- 14.1 Without limiting the enforcement of this By-law, including the prosecution of offences, the Demerit Point System established in Schedule "D" to this By-law shall be used in the consideration of the issuing, issuing with conditions, refusal to issue and suspension, revocation or termination of a Licence.
- 14.2 A Licensee may be assessed and attributed demerit points as outlined in Schedule "D" for a contravention of this By-law or a fine or conviction imposed by a Court for a breach of this By-law or a By-law as identified in Schedule "D".
- 14.3 The Licensing Officer shall provide the Licensee with notice upon any demerit points being issued. Any demerit points issued pursuant to this By-law may be appealed to the Committee if resulting in the suspension, revocation or termination of a Licence, in accordance with Sections 8 and 9 of this By-law.

- 14.4 Subject to Section 14.2 of this By-law, demerit points accumulated by a Licensee shall remain in place against the Licensee for a period of two (2) years from the date the demerit points were imposed.
- 14.5 Where demerit points have been accumulated by the Licensee and remain in place, the Licensing Officer may take into account the demerit points and may reduce the term of a new Licence or impose additional conditions on a new Licence, including a reduction in the Maximum Occupancy, as if it was a condition as imposed under Section 8.1.
- 14.6 A Licence may be suspended for a period of not longer than six (6) months where:
- (a) the total demerit points in effect respecting a Licence are seven (7) or more in accordance with Schedule "D" of this By-Law;
 - (b) the Town has identified a contravention of this By-law or Applicable Laws.
- 14.7 A Licence may be revoked or terminated if the total of all demerit points in effect is fifteen (15) or more in accordance with Schedule "D" of this By-Law.
- 14.8 Notice of a suspension, revocation or termination of a Licence under this section shall be provided to the Licensee in accordance with Section 9.1 of this By-law. A Licensee may appeal the suspension, revocation or termination of a Licence in accordance with Sections 8 and 9 of this By-law.

15.0 ADMINISTRATIVE PENALTIES

- 15.1 The Town's Administrative Monetary Penalty By-law applies to this By-law.
- 15.2 Every Person who contravenes a provision of this By-law shall, upon the issuing of a penalty notice under the Town's Administrative Monetary Penalty By-law, be liable to pay the Town an Administrative Monetary Penalty for a first contravention, second contravention, and any contravention thereafter, as set out in the Town's Administrative Monetary Penalty By-law.
- 15.3 Any Person who is issued a penalty notice under the Town's Administrative Monetary Penalty By-law for a contravention of this By-law shall not be charged under the *Provincial Offences Act* for the same contravention.

16.0 VALIDITY, SEVERABILITY AND INTERPRETATION

- 16.1 Should a court of competent jurisdiction declare a part or whole of any provision of this By-law to be invalid or of no force and effect, the provision or part is deemed severable from this By-law, and it is the intention of Council that the remainder survive and be applied and enforced in accordance with its terms to the extent possible under law.
- 16.2 Whenever any reference is made in this By-law to a statute or regulation of the province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute or regulation and all successor legislation to such legislation.

17.0 SCHEDULE

- 17.1 That the following are attached hereto and form part of this By-law:
- (a) Schedule "A" – Renter's Code of Conduct
 - (b) Schedule "B" – Licensee Code of Conduct & Acknowledgment Form
 - (c) Schedule "C" – Responsible Person Consent Form
 - (d) Schedule "D" – Demerit Point System

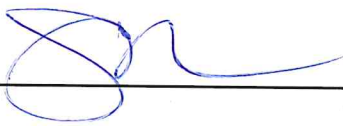
18.0 EFFECTIVE DATE

18.1 **THAT** this By-law shall come into full force and effect on February 1, 2024, at which time all By-laws and/or resolutions that are inconsistent with the provisions of this By-law and the same are hereby repealed or rescinded insofar as it is necessary to give effect to the provisions of this By-law.

ENACTED AND PASSED this 11th day of November, 2023.



MAYOR



CLERK

Schedule "A"
Short-Term Accommodation – Renter's Code of Conduct

Licensed Premises

Municipal Address: _____

Name of Licensee: _____

Responsible Person's
Name: _____

Responsible Person's
Telephone Number: _____

1. Purpose of the Code

The purpose of the Renter's Code of Conduct is to acknowledge that Short-Term Accommodation may be permitted in residential neighbourhoods and that the residents of these neighbourhoods have the right to enjoy their properties without being imposed upon by nuisance from others.

It also outlines specific requirements for Short-Term Accommodations and imposes responsibilities for both Owners and Renters of such Premises, and that the Licensee bears the primary responsibility of conveying this information to Renters of the Premises or Guest Room.

2. Objectives of this Code

The objective of this Code is to establish acceptable standards of behaviour for Renters and Guests, to minimize any adverse impacts on their neighbours and the neighbourhood while protecting the health, safety and well-being of residents and visitors.

3. Residential Area

The Renters acknowledge for themselves and on behalf of others that they will be occupying a Short-Term Accommodation that is located in a residential area.

4. Guiding Principles

The guiding principles for Short-Term Accommodation Renters and Guests are:

- The Premises/Guest Room that you are occupying is a home;
- Treat the Premises/Guest Room as your own;
- Respect the neighbours of the Premises; and
- Leave the Premises as you find it.

5. Maximum Number of Renters and Guests

The maximum number of occupants within this Premises that is being operated as a Short-Term Accommodation shall not exceed _____ occupants as stated in the approved Licence.

The number of non-occupying Guests permitted at a Short-Term Accommodation must not be such that it may conflict with the neighbourhood, amenity and off-street and on-street parking capacities or restrictions.

The maximum number of Persons, including but not limited to residents, Renters and Guests, permitted to stay for overnight lodging on any Premises, shall be restricted to two (2) persons per Guest Room as stated in the approved Licence.

6. Noise and Residential Amenity

No person shall make noise to cause a disturbance or conduct themselves in a way that is likely to disturb others. Examples of noise that is likely to disturb others at any time include:

- (a) Loud music;
- (b) Outdoor or backyard gatherings or activities involving excessive noise or disruptive behaviour;
- (c) Late or early hour disturbances; and
- (d) Yelling, shouting, hooting or boisterous activity.

Please be advised that the Town of Collingwood Noise By-law No. 2018-032, as amended, is in effect 24 hours a day, 7 days a week. The By-law states that: *"No person shall, at any time, emit, cause or permit the emission of noise likely to disturb the inhabitants of the Town"*.

Renters and Guests are not allowed to disturb neighbours or interfere with their enjoyment

of their properties, or the public realm, at any time of the day or night. Failure to comply with the conditions of the Town's Noise By-law may result in enforcement action by the Town of Collingwood By-law Services Division or the Ontario Provincial Police.

7. Municipal By-laws

The Town of Collingwood has enacted and enforces regulatory by-laws that govern the use of properties, roadways and activities within the Town. While renting a Short-Term Accommodation you are required to ensure you and your Guests comply with all the applicable Municipal By-laws, including, but not limited to:

- (a) Short-Term Accommodation Licensing By-law
- (b) Property Standards By-law No. 2016-040
- (c) Parking By-law No. 03-62
- (d) Noise By-law No. 2018-032
- (e) Fireworks By-law No. 2012-064
- (f) Open Air Burning By-law No. 2015-097
- (g) Responsible Pet Ownership By-law No. 2012-016
- (h) County of Simcoe Solid Waste Management By-law No. 6256

For a complete list of all regulatory By-laws, please visit the Town of Collingwood website at www.collingwood.ca

8. Functions and Parties

- (a) Short-Term Accommodation Renters and Guests are not to host commercial functions;
- (b) So called "party houses" conflict with residential amenity and are not permitted; and,
- (c) Any gathering, celebration or entertainment at a Short-Term Accommodation must not conflict with residential amenity, shall not cause any nuisance, and must comply with all the other requirements of this Code, the Town's By-laws and other Applicable Laws.

9. Access and Parking

Please familiarize yourself and your Guests with the Parking Area and layout for the Premises (shown on the site plan) to ensure ease of access with minimum disturbance to neighbours. Short-Term Accommodations have vehicle parking requirements on the Premises as part of the Licence terms.

Please note that non-occupying Guests and visitors may or may not have access to parking on the Property. Please ensure that all Guests and visitors park in appropriate areas. There may also be available on-street parking, please ensure all posted "No Parking" restrictions are followed, vehicles do not obstruct driveways, fire hydrants, sidewalks or the safe movement of traffic and access for Emergency vehicles.

Please also note that if your rental occurs during the winter months the parking of vehicles cannot interfere with snow removal, road maintenance (sanding/salting) or be parked on a roadway from December 1st each year until March 31st, between 1:00 a.m. to 7:00 a.m.

10. Garbage, Composting and Recycling

Please familiarize yourself and your Guests with all related site amenities found on the site plan, including the provisions that have been made for waste management and the day of the week in which waste collection is scheduled.

It should be noted that the "putting out" of waste on a non-scheduled day is regulated by the County of Simcoe Waste Management By-law. Waste collection information and pick up times are available on the County of Simcoe's website.

11. Fire and Safety Precautions

All Short-Term Accommodations must have operating smoke alarms in accordance with the provisions of the Ontario Fire Code. In Short-Term Accommodations which have a fuel-fired appliance or solid fuel-fired appliance installed or an attached storage garage, the Licensee must ensure that the Building is equipped with carbon monoxide alarms installed outside of the sleeping areas in accordance with the provisions of the Ontario Fire Code. Further, the Licensee must regularly test the alarms to ensure that they are operational. If a Renter or Guest discovers that any of the alarms are not operational, the Renter shall immediately notify the Responsible Person of the deficiency. No person shall disable a smoke and/or carbon monoxide alarm.

Please enjoy your stay but have consideration for others.

I, _____ having read the above, acknowledge that I am renting this Premises/Guest Room from a valid Licensee in the Town of Collingwood and undertake to conduct myself and those that are occupying this Premises/Guest Room at the same time in accordance with this Code and all other Applicable Laws. I understand that my action, if found in contravention of this By-law or other Applicable Laws, may subject the Licensee to demerit points against their Licence and may include enforcement measures against myself, other Renters/Guests or the Licensee(s).

Signature of Renter

Date

Schedule "B"
**Short-Term Accommodation – Licensee Code of Conduct
and Acknowledgement Form**

Licensed Premises
Municipal Address: _____

Name of Licensee: _____

1. The Premises identified above shall be operated in accordance with the Short-Term Accommodation Licensing By-law and all other Applicable Laws.
2. The Licensee shall ensure that a copy of the Renter's Code of Conduct and copy of the Licence are posted inside the Premises and visible for inspection by the Renters and Guests at all times.
3. Nothing herein allows the Licensee to rent part of any Premises other than those identified on the Licence, based on the submitted documentation and site and floor plan.
4. The Licensee will be held responsible for contraventions of any Town By-laws or other Applicable Laws by Persons found using the Premises, and may be subject to demerit points, penalties, fines or other enforcement measures.
5. Entry and inspection by any Officer or their designate and any accompanied authorities or Agent of the Town may occur as outlined in the By-law and for the purposes of:
 - (a) carrying out any inspection;
 - (b) determining compliance with any Town By-law;
 - (c) verifying complaints received under a By-law;
 - (d) verifying compliance with an order issued or Licence; or
 - (e) requiring a matter or thing be done.
6. The Licensee is responsible for renewing a Licence by forwarding any required application and supporting documents as set out in the By-law prior to the expiry date of the Licence.
7. The Licensee is responsible for informing the Town in writing of any changes to the approved information contained within the Licence application or any deviation to the approved plans within seven (7) days of such change or deviation.
8. The submission of false or misleading information to the Town may void an application, cause the current Licence to be revoked or cause a Licensee to be subject to further enforcement measures.
9. All Licensees are responsible for compliance with all Town of Collingwood By-laws and all other Applicable Laws, including, but not limited to, the Noise By-law, Open Air Burning By-law, Parking By-law, etc.
10. All Short-Term Accommodations must have operating smoke alarms in accordance with the provisions of the Ontario Fire Code. In Short-Term Accommodations which have a fuel-fired appliance or solid fuel-fired appliance installed or an attached storage garage, the Licensee must ensure that the Building is equipped with carbon monoxide alarms installed outside of the sleeping areas in accordance with the provisions of the Ontario Fire Code. Further, the Licensee must regularly test the alarms to ensure that they are operational. No person shall disable a smoke and/or carbon monoxide alarm.

I, _____ having read the above, and the terms of the Short-Term Accommodation Licensing By-law and Licence, undertake to provide Renter(s) with a copy of the Renter's Code of Conduct and to require signatures as necessary. I also understand that any breach of this acknowledgement, provisions of the Short-Term Accommodation Licensing By-law, or any other Applicable Laws may result in the suspension or revocation of the Short-Term Accommodation Licence for the Premises.

Signature of Licensee

Date

Schedule "C"
Short-Term Accommodation – Responsible Person Consent Form

Note: This form is required even if the Applicant/Licensee of the Short-Term Accommodation is also the Responsible Person.

As required by Section 7.1.1. of the Short-Term Accommodation Licensing By-law, the Licensee of the Short-Term Accommodation shall ensure that there is a Responsible Person who can be readily contacted within thirty (30) minutes and respond to an Emergency or contravention of any Town By-law, including attendance on site of the Premises within sixty (60) minutes of being notified of the occurrence by way of telephone or email.

The By-law defines a "Responsible Person" as a Person that is Fit for Duty and designated by a Licensee who is over the age of eighteen (18) and is able to respond to the Premises as required by the Licence.

Licensed Premises
Municipal Address: _____

Responsible Person's
Name: _____

Responsible Person's
Telephone Number: _____

Responsible Person's
Email Address: _____

Responsible Person Consent

I _____ CERTIFY AND ACKNOWLEDGE THAT:
(Print Name)

I have been appointed by the Licensee as the "Responsible Person" in accordance with the licensing requirements to operate a Short-term Accommodation at _____, Collingwood, Ontario.

I understand and consent that my name, telephone number and email address will be published on the Town of Collingwood website and available to the general public. I further confirm that when contacted by telephone or email by a member of the public, Town of Collingwood employee or an authorized agent, or the Ontario Provincial Police, I will be available to attend the Short-Term Accommodation within sixty (60) minutes of being contacted to ensure its operation is in compliance with the Licence and other Applicable Laws.

Signature _____

Date _____

Schedule "D"
Short-Term Accommodation – Demerit Point System

1. A Demerit Point System is established as follows herein this Schedule (Table 1) but does not preclude the use of options otherwise available to enforce this By-Law or any other Applicable Laws including, but not limited to, actions pursuant to the *Building Code Act*, the *Fire Protection and Prevention Act* and the *Provincial Offences Act*.
2. The number of demerit points referenced in Column 4 of the Table below will be assessed against the Licensee in respect of the matter noted in Column 1 upon the following event respecting a contravention:
 - i. the expiry of the period for appealing a fine imposed pursuant to Part I or Part III of the Provincial Offences Act;
 - ii. the expiry of the period for appealing against a conviction in the Ontario Court of Justice;
 - iii. the confirmation of an Administrative Monetary Penalty;
 - iv. the confirmation of an order;
 - v. the confirmation of an order resulting in Town remediation; or
 - vi. an observation by an Officer.
3. A Licence may be suspended, revoked or terminated or not renewed by the Licensing Officer for the accumulation of demerit points, as provided for in Sections 8 and 14 of this By-Law.
4. Notice of the suspension, revocation or termination of a Licence shall be provided to the Licensee in accordance with Section 8 of this By-law and a Licensee may appeal the suspension, revocation or termination in accordance with Section 9 of this By-law.
5. Demerit points accumulated by a Licensee shall remain in place against the Licensee for a period of two (2) years from the date the demerit points were imposed.
6. The Town shall not be liable for economic or other losses claimed by a Licensee for any reason, so long as good faith efforts were made by the Town or its representatives in exercising their judgment, or fulfilling their responsibilities, under this By-law.

Table 1: Demerit Point System			
Infraction	Reference	Type	Demerit Points
Fire Protection and Prevention Act/Fire Code	FPPA/FC	Report or Order not Complied With	3
		Part I or Part III	7
Open Air Burning Violation	Town Open Air Burning By-law	Part I	2
		Part III	4
Market/Operate/Provide a Short-Term Accommodation without a Licence	Short-Term Accommodation Licensing By-law	Notice or Order not Complied With	3
		Part I or Part III	5
Building Code Act (Order to Comply)	BCA	Order not Complied With	3
		Part I or Part III	7
Noise By-law Infraction	Town Noise By-law	Observed by Officer	1
		Part I or Part III	4
Waste Collection By-law Infraction	County Waste By-law	Notice or Order not Complied With	2
		Part I or Part III	4
Property Standards	Town Property Standards By-law	Order not Complied With	2
		Part III	4
Discharge of Fireworks	Town Fireworks By-law	Observed by Officer	1
		Part I or Part III	4
Responsible Person does not respond within 1 hour of request by Town	Short-Term Accommodation Licensing By-law	Observed by Officer	1
		Notice or Order not Complied With	2
		Part I or Part III	4
Violation of any Provision of this By-law	Short-Term Accommodation Licensing By-law	Observed by Officer	1
		Notice or Order not Complied With	2
		Part I or Part III	4
Violation of Renter's Code of Conduct	Short-Term Accommodation Licensing By-law	Observed by Officer	1
		Notice or Order not Complied With	2
		Part I or Part III	4
Obstruction of Officer	Short-Term Accommodation Licensing By-law	Observed by Officer	7
		Part I or Part III	15