

The Corporation of the Town of The Blue Mountains

By-Law Number 2024 – XX

Being a By-law to Regulate and License Businesses in the Town of The Blue Mountains

Whereas Section 8 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended hereinafter referred to as the “*Municipal Act*” provides that a municipality has the capacity, rights, powers, and privileges of a natural Person for the purpose of exercising the authority under the Act;

And Whereas Section 8 (3) of the *Municipal Act*, authorizes a municipality to provide for a system of Licenses;

And Whereas Section 9 of the *Municipal Act*, provides that Section 8 and Section 11 shall be interpreted broadly so as to confer broad authority on municipalities to:

- a) enable municipalities to govern their affairs as they consider appropriate; and
- b) enhance their ability to respond to municipal issues;

And Whereas Section 11 (2), paragraph 6 of the *Municipal Act*, authorizes a municipality to pass a By-law respecting the health, safety, and well-being of Persons;

And Whereas Section 151 of the *Municipal Act*, provides that a municipality may provide for a system of Licenses with respect to a business and may:

- a) prohibit the carrying on or engaging in the business without a License;
- b) refuse to grant a License or to revoke or suspend a License;
- c) impose conditions as a requirement of obtaining, continuing to hold or renewing a License;
- 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 License;
- e) impose conditions, including special conditions, as a requirement of continuing to hold a License at any time during the term of the License; and
- f) License, regulate or govern real and Personal Property used for the business and the Persons carrying it on or engaged in it;

And Whereas Section 434.1 of the *Municipal Act*, provides that a municipality may require a Person to pay an Administrative Monetary Penalty if the municipality is satisfied that the Person has failed to comply with a By-law of the municipality passed under the *Municipal Act*;

And Whereas Section 23.1 of the *Municipal Act*, authorizes a municipality to delegate its powers and duties;

And Whereas the Council of the Corporation of the Town of The Blue Mountains has deemed it necessary and expedient to regulate and License the Short-Term Rental of Property in the Town of The Blue Mountains;

And Whereas the Town of The Blue Mountains has implemented a system to License the operation of Short Rental Properties in the Town of The Blue Mountains;

And Whereas the Town of The Blue Mountains wishes to continue the licensing of Short-Term Rental Properties within the context of a much broader licensing framework;

Now Therefore the Council of the Corporation of the Town of The Blue Mountains enacts as follows:

1.0 Definitions

In this By-law:

“**Administrative Monetary Penalty**” means a monetary penalty imposed for a contravention of this By-law and as set out in **By-law 2024-XX**, as amended;

“**Agent**” means a Person authorized in writing by an Owner to act on the Owner’s or group of Owner’s behalf;

“**Applicant**” means a Person who files an application for a License;

“Advertising without a License” means advertising a rental or service on any marketing and/or media platforms without a municipal license;

“**Building**” means a structure occupying an area greater than ten (10) 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 services system appurtenant thereto;

“**Chief Administrative Officer**” means the Chief Administrative Officer for the Town or any Person designated by the Chief Administrative Officer;

“**Clerk**” means the Clerk for the Town or any Person designated by the Clerk;

“**Council**” means Council for the Town;

“Commercial Rental Unit (CRU)” is defined through the Town’s Zoning By-law and includes the following required elements to maintain the unit classification as follows:

- a) **Has kitchen/bathroom facilities;**
- b) **Is part of a rental or lease management program which consists of ten (10) CRUs or more in one or more buildings; and**
- c) **Has a maximum owner occupation of 120 days per year;**

“Corporation” means an entity that is incorporated pursuant to the Canadian Business Corporation Act and having a legal personality and existence separate and distinct from the personality and existence of those who caused its creation or those who own it. A Corporation possesses its own capacity to acquire rights and to assume liabilities, and any rights acquired, or liabilities assumed by it are not the rights or liabilities of those who control or own it. As long as an entity has such separate identity and existence, the Department will consider such entity to be a Corporation even though under some circumstances or for some purposes the law may ignore some facet of its separate existence or identity;

“**Director of Community Services**” means the Director of Community Services for the Town or any Person designated by the Director of Community Services or any Person designated by the Chief Administrative Officer;

“**Director of Corporate and Financial Services**” means the Director of Corporate and Financial Services and Treasurer for the Town or any Person designated by the Director of Corporate and Financial Services or any Person designated by the Chief Administrative Officer;

“**Director of Operations**” means the Director of Operations for the Town or any Person designated by the Director of Operations or any Person designated by the Chief Administrative Officer;

“**Director of Planning and Building Services**” means the Director of Planning and Building Services for the Town or any Person designated by the Director of Planning and Building Services or any Person designated by the Chief Administrative Officer;

“**Exception Area**” means a specific area of the Town as designated in Town’s Zoning By-law where Short Term Rental Units are considered a permitted use;

“**Fire Chief**” means the Fire Chief for the Town or any Person designated by the Fire Chief;

“Fit for Duty” means the condition of a Person who has been designated to respond and who is able to respond and being not under the influence of any legal or illegal drug, alcohol, or medication that will hinder response and resolution performance or compromise their safety or the safety of others;

“Legal Non-Conforming Use” means the use of land, a building, or a structure not permitted under the Town’s current Zoning By-law, but which was lawfully established and has been continuous since its establishment.

“License” means a License, **owned by the Town and** issued to the licensee pursuant to this By-law;

“License Appeals Officer” means the Person (third party), who is not an employee of the Town, and who has been appointed by Council to perform the duties of a License Appeals Officer and preside over the appeals process for the purposes of this By-law;

“Licence Appeals Officer Decision” means a notice that contains the decision of a Licence Appeals Officer;

“License Issuer” means a **Town** employee delegated authority by Council as the Person responsible for issuing a License;

“License Number” means a number assigned to a License by the Town;

“Licensee” means a Person issued a current valid License pursuant to this By-law;

“Noise” means any unwanted sound that is clearly audible and of such a volume that it would be likely to disturb the inhabitants of the municipality;

“Nuisance” means an activity or behavior that when consistent or repetitive causes a material inconvenience, discomfort, or damage to others, either to individuals and/or to the general public;

“Occupancy” means the number of persons that are permitted on the property as outlined on the license placard between the hours of 2200 and 0700;

“Officer” means a police officer, Municipal Law Enforcement Officer, **Fire Inspector**, Chief Building Official **or their designate**, or other Person appointed by By-law to enforce **a designated** By-law;

“Owner” means the registered owner of the lands or Premise or his or her authorized agent that is in lawful control of the lands or Premise;

“Parking Management Plan” means a plan completed by the property owner, a licensed professional engineer, architect, landscape architect, professional planner, surveyor, draftsman, or equivalent, which shall include:

- a) the scale of the drawings in metres;
- b) the area that is designated for the parking of vehicles;
- c) the size of each parking space;
- d) the location of all driveways and access to the Premises; and,
- e) the lot lines of the Premises, including dimensions of the Premises.

“Person” includes an individual, sole proprietorship, partnership, limited partnership, trust, corporation, and an individual in his or her capacity as a trustee, executor, administrator, or other legal representative;

“Premises” means land, Property or any part thereof including any and all Buildings or other structures thereon;

“Principal Residence” means a Person’s permanent lodging place to which, whenever absent they intend to return **as defined by the Canadian Revenue Agency**;

“Qualified Rental/Lease Management Company” means an Agency/Agent that has been qualified by the Town that provides a single point of contact for the rental of a pool of at least ten (10) Commercial Rental Units in one (1) or more buildings;

“Renter” means the Person responsible for the rental of the Premise by way of concession, permit, License, rental agreement or similar commercial arrangement;

“Rental or Lease Management Company” means any person who accepts, facilitates, manages, brokers requests for, advertises, or offers Short-Term Accommodations for compensation or a fee through a website or other marketing platform;

“Responsible Person” means a Person who is identified for no more than five (5) licenses who has received the required training by the Town, is Fit for Duty, is designated by a Licensee, is over the age of eighteen (18) and is able to respond personally to the Premise as required by the License;

“Town” means The Corporation of the Town of The Blue Mountains or the land within the geographic limits of the Corporation of The Town of The Blue Mountains as the context requires;

“Unacceptable Noise” means noise that is generated from a property that has been deemed unacceptable and a nuisance based on the subjectivity and opinion of an Officer who has responded or has reviewed a report that has provided evidence of an unacceptable level of noise;

“Zoning By-law” means any By-law administered by the Town passed pursuant to Section 34 of the Planning Act or a successor thereof, as may be amended from time to time.

2.0 Application and General

- 2.1 This By-law shall apply throughout the whole of the Town.
- 2.2 This By-law may be referred to as the “Licensing By-law”.
- 2.3 No Person shall own, operate, or carry on a business or activity identified in this By-law at Schedule A hereto other than in accordance with the terms and conditions of a License issued pursuant to the terms and conditions of this By-law.
- 2.4 No Person shall advertise, promote, broker, or offer for rent or lease any business or activity identified in this By-law without a current valid License and no Owner shall permit any of the foregoing without a current valid License.
- 2.5 No Person shall alter or modify or permit the alteration or modification of a License.
- 2.6 No Person shall use, or attempt to use, a License issued to another Person or Property.
- 2.7 No Person shall own, operate, or carry on any business or activity in any other name other than in the name that appears on the License.
- 2.8 Every Person who knowingly makes a false statement in an application, declaration, affidavit or paper writing required by this By-law or the Town is guilty of an offence.
- 2.9 No Person who is issued a License pursuant to this By-law shall contravene any provision set out in this By-law, any other municipal By-law, federal or provincial Act, Statute, or any other legislation applicable to a licensed Premise or Activity.
- 2.10 No Person shall remove an order or placard posted on a Premise under this By-law, except an Officer.
- 2.11 No Person shall own, operate, or carry on a business or activity while a License is under an administrative suspension.
- 2.12 No Person shall cause or permit to be caused a Nuisance on a Premises.

2.13 Transition

- a) This Section applies to Licenses issued under By-law **2024-XX** (“Existing License”)
- b) Upon the coming into force of this By-law, any Existing License shall be continued under, and subject to this By-law on the following terms:
 - i. Any Existing License issued to a Premises within the Exception Area shall be continued as a Type A License
 - ii. Any Existing License issued to a Premises outside the Exception Area shall be continued as a Type B License
 - iii. Any Existing License issued to a Legal Non-Conforming Premises shall be continued as a Type C License
 - iv. Any Existing License issued to a Principle Residence being used as a Bed and Breakfast Establishment shall be continued as a Type D License
 - v. **Any License issued to a Qualified Rental/Lease Management Company for a pool of ten (10) or more CRUs in one (1) or more buildings shall be identified as a Type E License**
- c) Any Existing License which is continued under this By-law shall expire on the same date the Existing License was set to expire.
- d) Any business or Premises which was not previously subject to an Existing License shall have ninety (90) days from the coming into force of this By-law to obtain the required License.
- e) Any Existing License which is continued under this By-law shall not be subject to the Fees and Charges under this By-law until such time that a new License is issued under this By-law.
- f) The Corporation of the Town of The Blue Mountains By-law **2024-XX** shall be revoked upon this By-law coming into force.
- g) This By-law shall come into force on the day it is passed.

3.0 Application for a License

3.1 A Person making an application for a License or for a renewal of a License shall submit:

- a) A complete application in the form provided by the Town;
- b) When applicable, the Business Name Registration and/or Articles of Incorporation obtained from the applicable provincial or federal Ministry;
- c) All required documents, and obtain all required approvals and inspections as outlined in the applicable Schedule to this By-law;
- d) The required License application fee, approval, and inspection fees.

3.2 Acceptance of a License application does not constitute approval of the application or oblige the Town to issue a License.

3.3 A License fee shall be paid by a Person at the time the License is issued by the License Issuer.

4.0 Licenses

4.1 The License Issuer is hereby delegated authority to issue a License in accordance with the provisions of this By-law and the applicable Schedule(s) to this By-law.

4.2 The License Issuer is hereby delegated authority to impose additional conditions on a License that are reasonable and taking into consideration:

- a) the health, safety, and well-being of Persons;
- b) the impact on a neighbouring Property or neighbouring Property owner;

- c) the past conduct of an applicant or Licensee;
- d) the impact to the Town or the need within the Town if supported by Policy and or By-law, as approved and adopted by Town Council, if applicable.

A condition imposed under this Section may be appealed to the **Licensing Appeals Officer** as outlined in Sections 8, 9, and 10 of this By-law.

- 4.3 A License issued by the Town is not transferable **and non-refundable**.
- 4.4 A License issued pursuant to this By-law is valid for a period of time as outlined in the applicable Schedule(s) to this By-law.
- 4.5 Every License shall remain at all times the Property of the Town.
- 4.6 No Person shall enjoy a vested right in any License or the continuance of any License.
- 4.7 A License shall be issued by the License Issuer:
 - a) Upon the requirements of this By-law being met;
 - b) Upon submission of the documents as required by this By-law and as outlined on the applicable Schedule(s) to this By-law;
 - c) Upon obtaining the required approvals and inspections required by this By-law and as outlined on the applicable Schedule(s) to this By-law;
- 4.8 The License Issuer shall not issue a License if the owner(s) or applicant(s) have any outstanding fines, penalties, legal costs, disbursements, Property taxes and late payment charges owing to the Town for the Property subject to the License application.
- 4.9 A License shall only be issued by the License Issuer to the registered owner of the Property unless otherwise required by the Schedule relating specifically to the License Type.
- 4.10 A License issued shall include the following:
 - a) The municipal address;
 - b) License type;
 - c) License number;
 - d) Effective date and expiry date of the License;
 - e) Licensee name and contact information;
 - f) Responsible person name and contact information.

5.0 License Terms and Conditions

- 5.1 A License is subject to the terms and conditions of this By-law and the terms and conditions as set out in the applicable Schedule(s) to this By-law.
- 5.2 A licensee shall notify the Town within fifteen (15) days of any changes to the:
 - a) Business name;
 - b) Location of the business Premise;
 - c) Ownership of the business;
 - d) A change in the Licensee's policy of **commercial general** liability insurance;

and such changes shall be subject to submission of the necessary documentation to the Town.

- 5.3 A Licensee shall be responsible for the act(s) and omission(s) of its employees, representatives, and agents in the carrying on of the business in the same manner and to the same extent as though the Licensee did the act(s) or omission(s).
- 5.4 Any record required by this By-law shall be produced by the Licensee upon request of an Officer.

6.0 Licenses Administrative Suspensions

6.1 Where the Licensee's policy of **commercial general** liability insurance expires, is cancelled, or is otherwise terminated, then the applicable License shall be automatically suspended effective on the date of such expiration, cancellation, or termination and shall remain so until such insurance has been reinstated.

6.2 An administrative suspension of a License without a hearing shall be imposed for:

- a) Fourteen (14) days if the Town is satisfied that the continuation of the business poses an immediate danger to health and safety of any Person or to any Premises.

Before any suspension is imposed, the Town shall provide the Licensee with the reasons for the suspension, either orally or in writing, and an opportunity to respond to them.

Any suspension imposed under this section shall be effective immediately upon notification being given to the Licensee, and the Licensee having been given an opportunity to respond, and such suspension may be lifted at the discretion of the Town, upon receipt of the Licensee's response.

6.3 An administrative suspension imposed under Section 6.2 may be imposed on such conditions as the License Issuer considers appropriate.

7.0 Licenses Grounds for Refusal, Revocation or Suspension

7.1 An applicant or Licensee may be granted a License upon meeting the requirements of this By-law except where:

- a) The past or present conduct of any Person, including the Officers, Directors, Employees or Agents of a Corporation, **or Agents of a Qualified Rental/Lease Management Company** 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; or
- b) The Applicant or Licensee has past breaches or contraventions of any law or any provision of this By-law or any other municipal By-law or Provincial or Federal Statute associated with the carrying on of such business; or
- c) The Applicant or Licensee has failed to pay an Administrative Monetary Penalty imposed by the Town or a fine or fines imposed by a Court for convictions for breach of this or any other Town By-law or provincial offence related to the licensed Premise; or
- d) The Applicant or Licensee has failed to comply with any term, condition or direction of the License Issuer or Officer or has failed to permit any investigation by the License Issuer or Officer; or
- 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; or
- f) The issuing of a License would be contrary to the public interest with respect to health and safety, consumer protection, or nuisance control; or
- g) The Applicant or Licensee has submitted an application or other documents to the Town containing false statements, incorrect, incomplete, or misleading information; or

- 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 any other applicable law; or
 - i) The Applicant or Licensee has not paid the required License fees; or
 - j) The Applicant or Licensee has accumulated fifteen (15) demerit points against the Property in accordance with Section 11.7; 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.
- 7.2 The License Issuer may revoke, suspend, or refuse to issue a License, where the Applicant or Licensee would not be entitled to a License on any grounds set out in this By-law.
- 7.3 Where the application for a License has been revoked, suspended, or cancelled, the fees paid by the Applicant or Licensee, in the respect of the License, shall not be refunded.
- 7.4 Where a License has been revoked, suspended, or cancelled, the Licensee shall return the License to the License Issuer within two (2) days of service of the notice of the decision.
- 7.5 When a revoked, suspended or cancelled License has not been returned, an Officer may enter upon the Premise excluding entry into a Dwelling Unit for the purpose of receiving, taking, or removing the said License.

7.6 Where an Agent of a "Qualified Rental/Lease Management Company has had a License revoked, suspended, or cancelled for one or more individual and or specific units within a pool of CRUs the Agent represents, where a license is revoked within a pool of ten (10) or more and where the revocation results in the pool being nine (9) or less shall see all licenses associated with the Agent be subject to the same revocation, suspension and/or cancellations to Licenses held.

8.0 Licenses Grounds for Refusal, Revocation or Suspension – Right to a Hearing

- 8.1 With the exception of Section 6.2, before a License is refused, revoked, suspended or cancelled written notice shall be given to the Applicant or Licensee.
- 8.2 Notice shall be served to the Applicant's or Licensee's last known address or email address filed with the Town and shall:
- a) contain sufficient information to specify the nature of, or reason for, any recommendation;
 - b) inform the Applicant or Licensee of entitlement to a hearing before the **Licensing Appeals Officer**, if a request in writing for a hearing is returned to the Clerk within fifteen (15) days after the date of service of the notice; and
 - c) inform the Applicant or Licensee that if no written request is received, the **Licensing Appeals Officer** may proceed and make any decision with respect to the License.
- 8.3 On receipt of a written request for a hearing from an Applicant or Licensee, the Clerk shall:
- a) schedule a hearing; and
 - b) give the Applicant or Licensee notice of the hearing at least twenty (20) days prior to the hearing date; and
 - c) post notice of the hearing on the Town's website at least twenty (20) days prior to the hearing date.
- 8.4 Service of any notice on the Applicant or Licensee under this By-law shall be made by Personal delivery, ordinary mail, or email transmission. The notice shall be deemed to

have been served on the seventh (7th) day after the day of mailing or on the date of Personal service or on the date the email is sent.

9.0 Establishment of Licensing Appeal Officer

9.1 The Licensing Appeals Officer shall hear and render decisions regarding the refusal, revocation or suspension of a License, and the imposing of terms and conditions on a License.

9.2 The decision of the Licensing Appeals Officer shall be final and binding.

9.3 The Licensing Appeals Officer shall not preside on an appeal that is being challenged on the Demerit Point System that they had personally presided on the same subject matter that was appealed or challenged on in the Administrative Monetary Penalty stream.

10.0 Hearing Process

10.1 The provisions of the *Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22*, as amended, shall apply to all hearings conducted under this By-law, and the Licensing Appeals Officer may pass rules for the practice and procedure of the Officer.

10.2 A hearing shall be held in public or virtual, unless determined otherwise in accordance with the *Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22*, as amended, and the Licensing Appeals Officer shall hear the Applicant or Licensee and every other Person who desires to be heard, and the Licensing Appeals Officer may adjourn the hearing or reserve its decision.

10.3 No decision of the Licensing Appeals Officer is valid until the decision of the Licensing Appeals Officer is issued in writing and shall set out the reasons for the decision, and shall be signed by the Licensing Appeals Officer.

10.4 Any authority or permission granted by the Licensing Appeals Officer may be for such time and subject to such terms and conditions as the Licensing Appeals Officer considers advisable and as are set out in the decision.

10.5 When a Person who has been given written notice of a hearing does not attend at the appointed time and place, the Licensing Appeals Officer may proceed with the hearing in their absence, and the Person shall not be entitled to any further notice of the proceedings.

10.6 The Clerk shall no later than ten (10) days from the making of the decision send one (1) copy of the decision to:

- a) the Applicant or Licensee; and
- b) each person who appeared in person or by Counsel or by Agent at the hearing and who filed with the Clerk a written request for notice of the decision.

11.0 Demerit Point System

11.1 The Demerit Point System established on Schedule B to this By-law shall be used in the consideration of the issuing, issuing with conditions, suspension, refusal to issue and revocation of a License.

11.2 A Licensee may be assessed Demerit Point(s) as outlined in Schedule B for a contravention of this By-law or as a result of an Administrative Monetary Penalty imposed by the Town or a fine or conviction imposed by a Court for a breach of this By-law, or a By-law as identified in Schedule B.

- 11.3 A Licensee shall be given Notice forthwith upon any Demerit Points being issued against their Property. Any Demerit points issued pursuant to this By-law may be appealed to the **License Appeals Officer** in accordance with Sections 8, 9, and 10 of this By-law.
- 11.4 Subject to Section 11.2 of this Bylaw, 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 **and confirmed**.
- 11.5 Where Demerit Points have been accumulated by the Licensee and remain in place, the License Issuer 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 permitted occupancy, as if it was a condition as imposed under Section 4.2.
- 11.6 A Licence may be suspended for a period of not longer than six (6) months if the total Demerit Points in effect respecting a Licence is greater than seven (7) **Demerit points**.
- 11.7 A Licence may be revoked if the total of all Demerit Points in effect is greater than **fourteen (14) Demerit points**.
- 11.8 Notice of a suspension or revocation under this section shall be provided to the Owner or Licensee in accordance with Section 8.2 of this By-law and an Owner or Licensee may appeal the suspension or revocation in accordance with Sections 8, 9, and 10 of this By-law.

12.0 Fees

- 12.1 The fees for any License application, inspections and approvals required pursuant to this By-law shall be as prescribed in the Town's Fees and Charges By-law and is payable upon submission of an application.
- 12.2 The fees for any License to be issued pursuant to this By-law shall be as prescribed in the Town's Fees and Charges By-law and are payable upon the issuing of a License.

13.0 Orders

- 13.1 Where an Officer has reasonable grounds to believe 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 has caused or permitted the contravention, or the Owner or Licensee of the Premises on which the contravention has occurred, to discontinue the contravening activity.
- 13.2 An Order under Section 13.1 shall set out:
- a) reasonable particulars of the contravention adequate to identify the contravention;
 - b) the location of the Premise on which the contravention occurred; and
 - c) the date by which there must be compliance with the Order.
- 13.3 An Order to discontinue a contravening activity made under this section may be served Personally, registered mail to the last known address or by email transmission to:
- a) the Person the Officer believes contravened this By-law; and
 - b) such other Persons affected by the Order as the Officer making the Order determines.
- 13.4 The Order shall be deemed to have been served on the seventh (7th) day after the date of mailing or on the date of Personal delivery or email transmission.
- 13.5 An Officer who is unable to effect service of an Order pursuant to this By-law shall place a placard containing the Order in a conspicuous place on the Premise and the placing of the

placard shall be deemed to be sufficient service. The placing of the placard containing the Order shall be deemed to be served on the date of placing the placard.

13.6 Any Person who contravenes an Order under this by-law is guilty of an offence or subject to an Administrative Monetary Penalty.

14.0 Enforcement and Penalty Provisions

14.1 The enforcement of this By-law shall be conducted by an Officer.

14.2 An Officer may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not:

- a) the By-law is complied with;
- b) the License, or the term or condition of a License, or the term or condition of this By-law is complied with;
- c) the approved plans are complied with;
- d) a direction or order made under the *Municipal Act, 2001*, or this By-law is complied with.

14.3 For the purposes of an inspection under this By-law, an Officer may:

- a) require the production for inspection 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;
- c) require information from any Person concerning a matter related to the inspection; and
- d) alone or in conjunction with a Person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

14.4 All documents and records shall be kept in a good and business-like manner for review by the Officer at their request.

14.5 A receipt shall be provided for any document or thing removed under this By-law and the document or thing shall be promptly returned after the copies or extracts are made.

14.6 A sample taken under this By-law shall be divided into two parts, and one part shall be delivered to the Person from whom the sample is taken, if the Person so requests at the time the sample is taken and provides the necessary facilities.

14.7 If a sample is taken under this By-law and the sample has not been divided into two parts, a copy of any report on the sample shall be given to the Person from whom the sample was taken.

14.8 Every Person who contravenes any provision of this By-law and every director or officer of a corporation, who knowingly concurs in the contravention by a corporation is guilty of an offence and upon conviction is liable to:

- a) on a first offence, to a fine not more than \$50,000.00; and
- b) on a second offence and each subsequent offence, to a fine of not more than \$100,000.00

14.9 Every Person who is issued a Part 1 offence notice or summons and is convicted is guilty of an offence under this By-law shall be subject to a fine, to a maximum as provided for in the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended.

14.10 No Person shall hinder or obstruct, or attempt to hinder or obstruct, any Officer exercising a power or performing a duty under this By-law.

14.11 Every Person who is alleged to have contravened any of the provisions of this By-law, shall identify themselves to an Officer upon request, failure to do so shall be deemed to have hindered or obstructed an Officer in the execution of his or her duties.

14.12 Upon conviction any penalty imposed under this By-law may be collected under the authority of the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended.

14.13 If a Person is convicted of an offence under this By-law, the court in which the conviction has been entered and any court of competent jurisdiction may, in addition to any other remedy and to any penalty imposed, make an order prohibiting the continuation or repetition of the offence by the Person convicted.

15.0 Administrative Monetary Penalties

15.1 Administrative Monetary Penalty By-law **2024-XX**, as amended, 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 Administrative Monetary Penalty By-law **2024-XX** is liable to pay the Town an Administrative Monetary Penalty in the amount set out in the Administrative Monetary Penalty By-law **2024-XX**.

15.3 Any Person who is issued a Penalty Notice for a contravention of this By-law under the Administrative Monetary Penalty By-law **2024-XX**, as amended, shall not be charged under the *Provincial Offences Act* for the same contravention.

16.0 Severability

If a court of competent jurisdiction declares any section or part of this By-law invalid, it is the intention of Council of the Town that the remainder of this By-law shall continue in force unless the court makes an order to the contrary.

17.0 Singular and Plural Use

In this By-law, unless the context otherwise requires words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable.

18.0 Schedules

The Schedules attached to this By-law form part of this By-law.

And Further that this By-law shall come into force and take effect upon the enactment thereof.
Enacted and passed this _____ day of _____, 2024.

Andrea Matrosovs, Mayor

Corrina Giles, Town Clerk

Town of The Blue Mountains

Schedule A of By-law No. **2024-XX**

Licensing Types

Type A	Short Term Rental Property License within the Exception Area as prescribed in Schedule C to this By-law
Type B	Short Term Rental Property License as prescribed in Schedule D to this By-law
Type C	Legal Non-Conforming Short Term Rental Property License as prescribed in Schedule E to this By-law
Type D	Bed & Breakfast Property License as prescribed in Schedule F to this By-law
Type E	Commercial Rental Unit Rental Group License as prescribed in Schedule G to this By-law

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Town of The Blue Mountains

Schedule B of By-law No. 2024 – XX

Short Form Wordings and Associated Demerit Points

For the purpose of Section 11 of this By-law:

- a) the Designated Provisions column in the following table lists the provisions of this By-law that are hereby designated as being subject to the demerit point system;
- b) the Short Form Wording column in the following table sets out the nature of the violation;
- c) the Demerit Points column in the following table sets out the Demerit Points imposed for a contravention of this By-law, or for a Conviction under a Town By-law pursuant to a License, and as referenced in the below chart.
 - i. For greater certainty, Conviction means a fine, charge, or conviction has been entered pursuant to Part I or Part III of the Provincial Offences Act or in the Ontario Court of Justice, and the time for appealing said fine. Charge, or conviction has expired.

Item	Section	Short Form Wording	Demerit Points
1	Type A, B, C, <u>E</u> Licence - Section 2.4	Exceed Maximum permitted occupancy between 2200 and 0700 hours	3
2	Type A, B, C, <u>E</u> Licence - Section 2.4	2 nd or subsequent offence for exceeding maximum permitted occupancy between 2200 and 0700 hours	8
3	Type A, B, C Licence - Section 2.9	Term and Condition of License - Non-availability of Responsible Person	5
4	Type A, B, C, <u>E</u> Licence – Section 2.7 Type D License – Section 2.5	Waste Collection By-law (16-03 , as amended) Conviction related to Premises	5
5	Type A, B, C, <u>E</u> Licence – Section 2.7 Type D License – Section 2.5	Property Standards By-law (2002-18 as amended) Conviction related to Premises	5
6	Type A, B, C, <u>E</u> Licence - Section 2.7 Type D License - Section 2.5	Noise By-law (2002-9 , as amended) Conviction related to Premises	5
7	Type A, B, C, <u>E</u> Licence - Section 2.7 Type D License - Section 2.5	Second or subsequent contravention related to the Premises under the Noise, Waste Collection or Property Standards By-laws	10
8	Type A, B, C, <u>E</u> Licence - Section 2.6 Type D License - Section 2.5	Fail to post License	3
9	Type A, B, C, <u>E</u> Licence - Section 2.7 Type D License - Section 2.5	Advertising without a Town License number being included in Advertisement	3
10	Type D License - Section 2.5	Failure of the Licensee to be on site during the stay of a renter during the hours of <u>2200</u> and 0700 hours	<u>10</u>
11	Type A, B, C, <u>E</u> Licence – Section 2.7 Type D License – Section 2.5	Permitting an activity that causes a Nuisance	5

Item	Section	Short Form Wording	Demerit Points
12	Type A, B, C, <u>E</u> Licence - Section 2.7	Using or permitting Premises to be used contrary to Parking Management Plan	3
13	Type A, B, C Licence - Section 2.7	Operating without functioning noise notification system where required	3
14	Type A, B, C, Licence - Section 2.7	Permit the operation or occupation of an outdoor hot tub or outdoor pool outside the hours of 0700 and 2300	5
15	Type A, B, C Licence - Section 2.7	Failure to properly or adequately secure a Pool or Hot Tub	5
16	Type A, B, C Licence - Section 2.7	Ignite or permit the ignition of an outside open flame fire or the provision of a fire pit on the property	10
17	Building Code	Building Code Act (construction without a permit) Conviction	7
18	Type A, B, C, <u>E</u> Licence - Section 2.2 Type D License - Section 2.3	Fire and Life Safety Protection and Prevention	15
<u>19</u>	<u>Type A, B, C, E Licence - Section 2.2</u>	<u>Failure to maintain interconnected smoke alarms or carbon monoxide alarms in operating condition</u>	<u>15</u>
<u>20</u>	<u>Type A, B, C, E Licence - Section 2.2</u>	<u>Failure to document testing of smoke alarms or carbon monoxide alarms on tenancy change</u>	<u>15</u>
<u>21</u>	<u>Type A, B, C, E Licence - Section 2.2</u>	<u>Failure to maintain all exits and egress points</u>	<u>15</u>
<u>22</u>	<u>Type A, B, C, E Licence - Section 2.2</u>	<u>Failure to maintain fire extinguishers in operating condition</u>	<u>15</u>
<u>23</u>	<u>Type A, B, C, Licence - Section 2.6</u>	<u>Failure to post current responsible person on posted STA license</u>	<u>5</u>
<u>24</u>	<u>Type A, B, C, E Licence - Section 2.2</u>	<u>Unattended solid fuel burning or barbeque cooking</u>	<u>10</u>
<u>25</u>	Type A, B, C, D, <u>E</u> Licence – Section 13 of this By-law	Failure to comply with an Order	10
<u>26</u>	<u>Type A, B, D Licence – Section 2.1</u> <u>Type C Licence - Section 2.2</u>	<u>Modifying any aspect of an approved site plan without receiving formal approval by the Town through an amended and updated Licence being issued by the Licence issuer</u>	<u>10</u>
<u>27</u>	<u>Type A, B, C, D, E Licence – Section 2.7</u>	<u>Obstruction of an Officer to permit both internal and exterior access to a property that has a Municipal License</u>	<u>15</u>
<u>28</u>	<u>Type A, B, C, D, E Licence – Section 14.10 of this By-law</u>	<u>No person shall hinder or obstruct, or attempt to hinder or obstruct any officer exercising a power or performing a duty under this By-law</u>	<u>10</u>
<u>29</u>	<u>Type A, B, C Licence – Section 2.7</u>	<u>Use of Barbeque that is fueled by something other than Propane or Natural Gas and is located on the property that does not comply with the approved site plan</u>	<u>10</u>

Town of The Blue Mountains

Schedule C of By-law No. **2024-XX**

Type A License

Short Term Rental Property License within the Exception Area

In this Schedule C of the By-law:

1.0 Definitions

"Barbeque" means a CSA approved device that is meant to cook food by applying heat by grilling, smoking and shall only be fueled by Propane or Natural Gas and shall not be heated by solid fuel;

"Bedroom" means a room, separated from the common living area(s) of the Short-Term Rental Property Unit which is equipped with a sleeping type bed and a closable, latching door for privacy. A Bedroom shall further meet the requirements for natural light as set out in the Ontario Building Code, and if located in a basement, must provide for adequate means of egress, as approved by the Fire Department;

"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;

"Exception Area" means a specific area of the Town as designated in the Town's Zoning By-law;

"Maximum Occupancy" means the maximum number of occupants permitted on the Premises **between the hours of 2200 to 0700 in accordance with the Type A license;**

"Renter's Code" means a document prepared by the Owner that:

- a) sets out the roles and responsibilities of a Renter including behavior expectations as they relate to causing a disturbance;
- b) provides a written warning related to the making of a disturbance;
- c) identifies the Town By-laws and the provisions of the Town By-laws to be complied with;
- d) includes the Parking Management Plan;

"Responsible Person" means a Person who is identified for no more than five (5) licenses who has received the required training by the Town, is Fit for Duty, is designated by a Licensee, is over the age of eighteen (18) and is able to respond personally to the Premise as required by the License;

"Short Term Rental Property Unit" or "STRPU" means a Building or structure, or any part thereof being used for the habitation of tenants of that temporary residence, lodging or occupancy by way of concession, permit, lease, License, rental agreement, or similar commercial arrangement for any period less than thirty (30) consecutive calendar days, throughout all or any part of a calendar year;

"Solid Fuel" means various types of solid materials such as wood and by-products of wood such as firewood, wood pellets, coal, and charcoal.

"Type A" means a License for a Short-Term Rental Property Unit in an Exception Area in the Town's Zoning By-law;

2.0 Terms and Conditions

2.1 This Type A License is a License to operate a Short-Term Rental Property Unit in the Exception Area. In addition to the licensing requirements set out in this By-law an Applicant or Licensee for a Type A License, shall submit the following:

- a) Approved and acknowledged formal Attestation Form or approved fire inspection report:
 - i. Attestation Form required for occupancies up to and including 11 persons;
 - ii. Approved fire inspection report required for occupancies of 12 or more persons;
- b) a Renter's Code;
- c) proof of insurance by way of certificate of insurance showing a minimum limit of two million dollars (\$2,000,000) in commercial general liability for a rental property for the term of the License with an endorsement that notice in writing at least thirty (30) days prior to cancellation, expiration, or variation thereof will be given to the Town by the insurance underwriter;
- d) 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;
 - iii. the contact information for the owner, agent, applicant and Responsible Person;
- e) certificate from a Licensed Electrician dated within the previous ninety (90) days of making applications for a License stating the Premises are in compliance with the Electrical Safety Code.
- f) The Parking Management Plan
- g) A current property site plan that identifies the current vegetation, buffers between properties, all structures, and any other amenities such as pool, hot tub, saunas, Barbecue, or other permanent amenity that provides opportunities for outdoor activities.

2.2 In addition to the licensing requirements set out in Section 3 of the General Provisions of this By-law the issuing of a Type A License is subject to the following:

- a) compliance with the Town's Zoning By-law;
- b) complete fire safety requirements checklist;
- c) compliance with the Fire Code;
- d) posting of Fire Safety Instructions that is plaqued or framed, that depicts the location of each bedroom, smoke alarm, carbon monoxide alarm, extinguisher, exit/egress doors or windows on the Premises to the satisfaction of the Town;
- e) confirmation that the owner(s) and applicant(s) have no outstanding fines, penalties, legal costs, disbursements, property taxes and late payment charges owing to the Town for the subject property.

2.3 A Type A License is valid for a period of 24 months, or longer at the Town's sole discretion from the date on which it is issued;
For additional clarity, if a Licence is issued for greater than 24 months, the STRPU shall be subject to pro-rated fees and charges for the extended term of the License.

2.4 The Maximum Occupancy within a dwelling unit for a Type A License shall be calculated as follows:

- a) two (2) Persons per Bedroom as defined in this By-law;
 - b) and up to four (4) additional Persons where approved by Town staff through the licensing application process.
- 2.5 The maximum occupancy calculated under Section 2.4 of this Schedule C of this Bylaw may be reduced by the License Issuer taking into consideration the number of approved parking spaces in the Parking Management Plan, or occupancy load issues identified by a fire inspector
- 2.6 A Licensee of a Type A License shall:
- a) be the registered owner of the Property;
 - b) provide and maintain on the Premises an enclosed Building, structure, or container for the disposal of garbage and waste. Enclosed meaning a non-transparent barrier on all four (4) sides of the enclosure and requiring a doorway that can be opened and closed for access and must be closed by manual latch to close securely when not being accessed for garbage;
 - c) designate a Responsible Person;
 - d) display the License that includes all current information in a conspicuous place on the licensed Premises in close proximity to the entrance of the Property and visible to the public at all times;
 - e) display the License in a prominent place on the interior of the licensed premise; and,
 - f) post the fire safety instructions next to the License displayed on the interior of the licensed premise.
- 2.7 Every Person who owns or operates a Short-Term Rental Property Unit under a Type A License shall:
- a) operate the Premises in accordance with the approved:
 - i. Renter's Code;
 - ii. Parking Management Plan;
 - iii. maximum occupancy calculation;
 - iv. Property Site Plan
 - v. Approved and acknowledged formal Attestation Form and/or approved fire safety plan
 - b) operate the Premises in accordance with the Town's:
 - i. Property Standards By-law;
 - ii. Waste Collection By-law;
 - iii. Noise By-law;
 - iv. any other By-law and the Ontario Human Rights Code;
 - c) provide adequate measures for the storage and disposal of waste in accordance with this By-law and keep the Premise in a clean and sanitary condition;
 - d) provide sufficient levels of illumination to facilitate the safe passage of occupants to the satisfaction of the Fire Chief;
 - e) not make, cause, or permit a disturbance or Nuisance;
 - f) provide the Renter with a copy of the Renter's Code and require the documented signature of the Renter
 - g) ensure that the renter's code is included in all website and social media materials that references the renting of the type A licenced property;
 - h) keep a written record of the following:
 - i. the date of entry;

- ii. the length of stay of a Renter;
 - iii. the home address of a Renter;
 - iv. confirmation including the date of receipt of the Renter's Code by the Renter;
 - v. the dates on which smoke and carbon monoxide alarms were tested, batteries replaced, or units replaced;
 - vi. the dates on which fire extinguishers are checked or maintained;
 - vii. the dates on which exit, and emergency lighting is checked or maintained;
 - viii. annual gas or wood fired appliances, chimneys, vents, and flue inspections.
- i) maintain the records required by subsection (h) for a minimum of two (2) years;
 - j) include the valid current License Number on all:
 - i. advertisement and promotional materials;
 - ii. website;
 - iii. contracts and agreements entered into with a Renter;
 - k) ensure that at least one (1) indoor ~~NoiseAware monitor, or equivalent~~ noise detection system, and one (1) outdoor ~~NoiseAware monitor, or equivalent~~ noise detection system, is fully operational and monitored at all times. The listing of Town approved and authorized noise detection monitoring systems will be provided to applicants at time of receiving the required application materials.
 - l) not permit the use or occupation of an outdoor hot tub and or outdoor pool outside the hours of 0700 and 2300 exclusively.
 - m) ensure that hot tub is covered and secured when not in use, and pools are properly secured at all times.
 - n) not permit the ignition of any outdoor open flame fire other than an approved outdoor Barbeque for the purposes of preparing and cooking of food.
 - o) not permit the placement, installation, or provision of a fire pit or area that would provide for a location to burn any solid fuel.
 - p) ensure the Responsible Person shall provide access by an Officer for the purpose of inspection to both the interior and exterior at any time and requires the response of the responsible person as set out in Section 2.9 of this Schedule.

2.8 A Responsible Person and/or Rental or Lease Management Program Representative, as applicable, shall be responsible for the operation of the Premise, the conduct of the Renter and the occupants of the Premises.

2.9 A Responsible Person and/or Rental or Lease Management Program Representative, as applicable, shall be available by email and telephone, 24 hours a day, 7 days a week to attend a licensed Premise within ½ hour of being contacted or notified by the Town or an authorized agent or representative of the Town or an Officer.

Town of The Blue Mountains

Schedule D of By-law No. 2024 – XX

Type B License

Short Term Rental Property License Outside of the Exception Area

1.0 Definitions

In this Schedule D of the By-law:

"Barbeque" means a CSA approved device that is meant to cook food by applying heat by grilling, smoking and shall only be fueled by Propane or Natural Gas and shall not be heated by Charcoal or wood pellets;

"Bedroom" means a room, separated from the common living area(s) of the Short-Term Rental Property Unit which is equipped with a sleeping type bed and a closable, latching door for privacy. A Bedroom shall further meet the requirements for natural light as set out in the Ontario Building Code, and if located in a basement, must provide for adequate means of egress, as approved by the Fire Department;

"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;

"Maximum Occupancy" means the maximum number of occupants permitted on the Premises between the hours of 2200 to 0700;

"Principal Residence" means a Person's permanent lodging place to which, whenever absent they intend to return

"Responsible Person" means a Person who is identified for no more than five (5) licenses who has received the required training by the Town, is Fit for Duty, is designated by a Licensee, is over the age of eighteen (18) and is able to respond personally to the Premise as required by the License;

"Renter's Code" means a document prepared by the Owner that:

- a) sets out the roles and responsibilities of a Renter including behavior expectations as they relate to causing a disturbance;
- b) provides a written warning related to the making of a disturbance;
- c) identifies the Town By-laws and the provisions of the Town By-laws to be complied with;
- d) includes the Parking Management Plan.

"Short Term Rental Property Unit" or **"STRPU"** means a Building or structure, or any part thereof being used for the habitation of tenants of that temporary residence, lodging or occupancy by way of concession, permit, lease, License, rental agreement, or similar commercial arrangement for any period less than thirty (30) consecutive calendar days, throughout all or any part of a calendar year;

"Solid Fuel" means various types of solid materials such as wood and by-products of wood such as firewood, wood pellets, coal, and charcoal.

"Type B License" means a License for a Short-Term Rental Property Unit outside an Exception Area in the Town's Zoning By-law;

2.0 Terms and Conditions

2.1 This Type-B License is a License to operate a Short-Term Rental Property Unit outside of the Exception Area. In addition to the licensing requirements set out in this By-law an Applicant or Licensee for a Type B License shall submit the following:

- a) Approved and acknowledged formal Attestation Form or approved fire inspection report:
 - i. Attestation Form required for occupancies up to and including 11 persons;
 - ii. Approved fire inspection report required for occupancies of 12 or more persons;
- b) a Renter's Code;
- c) proof of insurance by way of certificate of insurance showing a minimum limit of two million dollars (\$2,000,000) in commercial general liability for a rental property for the term of the License with an endorsement that notice in writing at least thirty (30) days prior to cancellation, expiration, or variation thereof will be given to the Town by the insurance underwriter;
- d) acknowledgement and consent to the posting of the following information on the Town's website:
 - i. the municipal address of the Premise;
 - ii. the legal description of the Premise;
 - iii. the contact information for the Owner, Agent, Applicant and Responsible Person;
- e) certificate from a Licensed Electrician dated within the previous ninety (90) days of making applications for a License stating the Premises are in compliance with the Electrical Safety Code.
- f) The Parking Management Plan
- g) A current property site plan that identifies the current vegetation, buffers between properties, all structures, and any other amenities such as pool, hot tub, saunas, Barbecue, or other permanent amenity that provides opportunities for outdoor activities.

2.2 In addition to the licensing requirements set out in Section 3 of the General Provisions of this By-law the issuing of a Type B License is subject to the following:

- a) compliance with the Town's Zoning By-law;
- b) complete fire safety requirements checklist;
- c) compliance with the Fire Code;
- d) posting of Fire Safety Instructions that is plaqued or framed, that depicts the location of each Bedroom, smoke alarm, carbon monoxide alarm, extinguisher, exit/egress doors or windows on the Premises to the satisfaction of the Town; and
- e) confirmation that the Owner(s) and Applicant(s) have no outstanding fines, penalties, legal costs, disbursements, property taxes and late payment charges owing to the Town for the subject property.

2.3 A Type B License is valid for a period of twenty-four (24) months, or longer at the Town's sole discretion from the date on which it is issued; For additional clarity, if a Licence is issued for greater than twenty-four (24) months, the STRPU shall be subject to pro-rated fees and charges for the extended term of the License.

2.4 The Maximum Occupancy within a Dwelling Unit for a Type B License be calculated as follows:

- a) the number permitted under the Town's Zoning By-law; and
- b) in any event the Maximum Occupancy shall not exceed:
 - i. two (2) Persons per Bedroom as defined in this By-law; and
 - ii. four (4) additional Persons where approved by Town staff through the licensing application process.

2.5 The Maximum Occupancy calculated under Section 2.4 of this Schedule D of this By-Law may be reduced by the License Issuer taking into consideration the number of approved parking spaces in the Parking Management Plan, or occupancy load issues identified by a fire inspector

2.6 A Licensee of a Type B License shall:

- a) be the registered owner of the Property;
- b) provide and maintain on the Premise an enclosed Building, structure, or container for the disposal of garbage and waste. Enclosed meaning a non-transparent barrier on all four (4) sides of the enclosure and requiring a doorway that can be opened and closed for access and must be closed by manual latch to close securely when not being accessed for garbage;
- c) designate a Responsible Person;
- d) display the License including all current information in a conspicuous place on the licensed Premises in close proximity to the entrance of the Property and visible to the public at all times;
- e) display the License in a prominent place on the interior of the licensed Premise; and,
- f) post the fire safety instructions next to the License displayed on the interior of the licensed Premise;

2.7 Every Person who owns or operates under a Type B License shall:

- a) operate the Premise in accordance with the approved:
 - i. Renter's Code;
 - ii. Parking Management Plan;
 - iii. maximum occupancy calculation;
 - iv. Property Site Plan
 - v. Approved and acknowledged formal Attestation Form and/or approved fire safety plan
- b) operate the Premise in accordance with the Town's:
 - i. Property Standards By-law;
 - ii. Waste Collection By-law;
 - iii. Noise By-law;
 - iv. any other By-law and the Ontario Human Rights Code;
- c) provide adequate measures for the storage and disposal of waste in accordance with this By-law and keep the Premise in a clean and sanitary condition;
- d) provide sufficient levels of illumination to facilitate the safe passage of occupants to the satisfaction of the Fire Chief;
- e) not make, cause, or permit a disturbance or Nuisance;
- f) provide the Renter with a copy of the Renter's Code;
- g) Ensure that the Renter's Code is included in all website and social media materials that references the renting of the type B licenced property;

- h) keep a written record of the following:
 - i. the date of entry;
 - ii. the length of stay of a Renter;
 - iii. the home address of a Renter;
 - iv. confirmation including the date of receipt of the Renter's Code by the Renter;
 - v. the dates on which smoke and carbon monoxide alarms were tested, batteries replaced, or units replaced;
 - vi. the dates on which fire extinguishers are checked or maintained;
 - vii. the dates on which exit, and emergency lighting is checked or maintained;
 - viii. annual gas or wood fired appliances, chimneys, vents, and flue inspections.
- i) maintain the records required by subsection (h) for a minimum of two (2) years;
- j) include the valid current License Number on all:
 - i. advertisement and promotional materials;
 - ii. website;
 - iii. contracts and agreements entered into with a Renter;
- k) ensure that at least one (1) indoor NoiseAware monitor, or equivalent noise detection system, and one (1) outdoor NoiseAware monitor, or equivalent noise detection system, is fully operational and monitored at all times. The listing of Town approved and authorized noise detection monitoring systems will be provided to applicants at time of receiving the required application materials.
- l) not permit the use or occupation of an outdoor hot tub and or outdoor pool outside of the hours of 0700 and 2300 exclusively.
- m) ensure that hot tub is covered and secured when not in use, and pools are properly secured at all times.
- n) not permit the ignition of any outdoor fire other than an approved outdoor Barbeque for the purposes of preparing or cooking of food unless authorized by formal permit provided by The Blue Mountains Fire Department as part of the Licensing process.
- o) not permit the placement, installation, or provision of a fire pit or area that would provide for a location to burn any combustible or non-combustible materials.
- p) ensure the Responsible Person shall provide access by an Officer for the purpose of inspection to both the interior and exterior at any time and requires the response of the responsible person as set out in Section 2.9 of this Schedule

2.8 A Responsible Person and/or Rental or Lease Management Program Representative, as applicable, shall be responsible for the operation of the Premise, the conduct of the Renter and the occupants of the Premises.

2.9 A Responsible Person and/or Rental or Lease Management Program Representative, as applicable, shall be available by email and telephone, 24 hours a day, 7 days a week to attend a licensed Premise within ½ hour of being contacted or notified by the Town or an authorized agent or representative of the Town or an Officer.

Town of The Blue Mountains

Schedule E of By-law No. 2024 – XX

Type C License

Legal Non-Conforming Short Term Rental Property License

1.0 Definitions

In this Schedule E of the By-law:

“Barbeque” means a CSA approved device that is meant to cook food by applying heat by grilling, smoking and shall only be fueled by Propane or Natural Gas and shall not be heated by Charcoal or wood pellet;

“Bedroom” means a room, separated from the common living area(s) of the Short-Term Rental Property Unit which is equipped with a sleeping type bed and a closable, latching door for privacy. A Bedroom shall further meet the requirements for natural light as set out in the Ontario Building Code, and if located in a basement, must provide for adequate means of egress, as approved by the Fire Department;

“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;

“Maximum Occupancy” means the maximum number of occupants permitted on the Premises between the hours of 2200 to 0700;

“Principal Residence” means a Person’s permanent lodging place to which, whenever absent they intend to return

“Responsible Person” means a Person who is identified for no more than five (5) licenses who has received the required training by the Town, is Fit for Duty, is designated by a Licensee, is over the age of eighteen (18) and is able to respond personally to the Premise as required by the License;

“Renter’s Code” means a document prepared by the Owner that:

- a) sets out the roles and responsibilities of a Renter including behavior expectations as they relate to causing a disturbance;
- b) provides a written warning related to the making of a disturbance;
- c) identifies the Town By-laws and the provisions of the Town By-laws to be complied with;
- d) includes the Parking Management Plan.

“Short Term Rental Property Unit” or **“STRPU”** means a Building or structure, or any part thereof being used for the habitation of tenants of that temporary residence, lodging or occupancy by way of concession, permit, lease, License, rental agreement, or similar commercial arrangement for any period less than thirty (30) consecutive calendar days, throughout all or any part of a calendar year;

“Solid Fuel” means various types of solid materials such as wood and by-products of wood such as firewood, wood pellets, coal, and charcoal.

“Type C License” means a License for a Short-Term Rental Property Unit for a Legal Non-Conforming Short Term Rental Property Unit;

2.0 Terms and Conditions

2.1 This Type C License is a License to operate a Legal Non-Conforming Short Term Rental Property Unit.

2.2 In addition to the licensing requirements set out in this By-law an Applicant or Licensee for a Type C License shall submit the following:

- a) Approved and acknowledged formal Attestation Form or approved fire inspection report:
 - i. Attestation Form required for occupancies up to and including eleven (11) persons;
 - ii. Approved fire inspection report required for occupancies of twelve (12) or more persons;
- b) a Renter's Code;
- c) proof of insurance by way of certificate of insurance showing a minimum limit of two million dollars (\$2,000,000) in commercial general liability for a rental property the term of the License with an endorsement that notice in writing at least thirty (30) days prior to cancellation, expiration, or variation thereof will be given to the Town by the insurance underwriter;
- d) acknowledgement and consent to the posting of the following information on the Town's website:
 - i. the municipal address of the Premise;
 - ii. the legal description of the Premise;
 - iii. the contact information for the Owner, Agent, Applicant and Responsible Person;
- e) certificate from a Licensed Electrician dated within the previous ninety (90) days of making applications for a License stating the Premises are in compliance with the Electrical Safety Code;
- f) a valid current License issued under the previous By-law that has not expired.
- g) The Parking Management Plan
- h) A current property site plan that identifies the current vegetation, buffers between properties, all structures, and any other amenities such as pool, hot tub, saunas, Barbecue, or other permanent amenity that provides opportunities for outdoor activities.

2.3 In addition to the licensing requirements set out in Section 3 of the General Provisions of this By-law the issuing of a Type C License is subject to the following:

- a) a Type C License may only be issued by the License Issuer where the applicant has a current valid License issued prior to December 31, 2019;
- b) complete fire safety requirements checklist;
- c) compliance with the Fire Code;
- d) posting of Fire Safety Instructions that is plaqued or framed, that depicts the location of each Bedroom, smoke alarm, carbon monoxide alarm, extinguisher, exit/egress doors or windows on the Premises to the satisfaction of the Town; and,
- e) confirmation that the Owner(s) and Applicant(s) have no outstanding fines, penalties, legal costs, disbursements, property taxes and late payment charges owing to the Town for the subject property.

- 2.4 The Maximum Occupancy within a Dwelling Unit subject to a Type C License shall be calculated as identified by the Town as part of the Legal Non-Conforming review process.

The Maximum Occupancy may be reduced at the direction of the Fire Chief or their designate if, in the opinion of the Fire Chief or their designate, the Maximum Occupancy as calculated in this Section presents a life safety risk.

- 2.5 A Type C License is valid for a period of twenty-four (24) months, or longer at the Town's sole discretion from the date on which it is issued;
For additional clarity, if a Licence is issued for greater than twenty-four (24) months, the STRPU shall be subject to pro-rated fees and charges for the extended term of the License.

- 2.6 A Licensee of a Type C License shall:

- a) the registered owner of the Property;
- b) provide and maintain on the Premise an enclosed Building, structure, or container for the disposal of garbage and waste. **Enclosed meaning a non-transparent barrier on all four (4) sides of the enclosure and requiring a doorway that can be opened and closed for access and must be closed by manual latch to close securely when not being accessed for garbage;**
- c) designate a Responsible Person;
- d) display the License **including all current information** in a conspicuous place on the licensed Premise in close proximity to the entrance of the Property and visible to the public at all times;
- e) display the License in a prominent place on the interior of the licensed Premise; and,
- f) post the fire safety instructions next to the License displayed on the interior of the licensed Premise.

- 2.7 Every Person who owns or operates a Type C License shall:

- a) operate the Premise in accordance with the approved:
 - i. Renter's Code;
 - ii. Parking Management Plan;
 - iii. maximum occupancy calculation;
 - iv. **Property Site Plan;**
 - v. **Approved and acknowledged formal Attestation Form and/or approved fire safety plan;**
- b) operate the Premise in accordance with the Town's:
 - i. Property Standards By-law;
 - ii. Waste Collection By-law;
 - iii. Noise By-law;
 - iv. any other By-law and the Ontario Human Rights Code;
- c) provide adequate measures for the storage and disposal of waste in accordance with this By-law and keep the Premise in a clean and sanitary condition;
- d) provide sufficient levels of illumination to facilitate the safe passage of occupants to the satisfaction of the Fire Chief;
- e) not make, cause, or permit a disturbance or Nuisance;
- f) provide the Renter with a copy of the Renter's Code;
- g) **Ensure that the Renter's Code is included in all website and social media materials that references the renting of the type C Licensed property;**

- h) keep a written record of the following:
 - i. the date of entry;
 - ii. the length of stay of a Renter;
 - iii. the home address of a Renter;
 - iv. confirmation including the date of receipt of the Renter's Code by the Renter;
 - v. the dates on which smoke and carbon monoxide alarms were tested, batteries replaced, or units replaced;
 - vi. the dates on which fire extinguishers are checked or maintained;
 - vii. the dates on which exit, and emergency lighting is checked or maintained;
 - viii. annual gas or wood fired appliances, chimneys, vents, and flue inspections.
- i) maintain the records required by subsection (h) for a minimum of two (2) years;
- j) include the valid current License Number on all:
 - i. advertisement and promotional materials;
 - ii. website;
 - iii. contracts and agreements entered into with a Renter.
- k) ensure that at least one (1) indoor ~~NoiseAware monitor, or equivalent~~ noise detection system, and one (1) outdoor ~~NoiseAware monitor, or equivalent~~ noise detection system, is fully operational and monitored at all times. **The listing of Town approved and authorized noise detection monitoring systems will be provided to applicants at time of receiving the required application materials.**
- l) not permit the use or occupation of an outdoor hot tub and or outdoor pool outside of the hours of 0700 and 2300 exclusively.
- m) ensure that hot tub is covered and secured when not in use, and pools are properly secured at all times.
- n) not permit the ignition of any outdoor **open flame** fire other than an approved outdoor Barbeque for the purposes of preparing or cooking of food.
- o) not permit the placement, installation, or provision of a fire pit or area that would provide for a location to burn any Solid Fuel combustible or non-combustible materials.**
- p) ensure the Responsible Person shall provide access by an Officer for the purpose of inspection to both the interior and exterior at any time and requires the response of the responsible person as set out in Section 2.9 of this Schedule**

2.8 A Responsible Person and/or Rental or Lease Management Program Representative, as applicable, shall be responsible for the operation of the Premise, the conduct of the Renter and the occupants of the Premise.

2.9 A Responsible Person and/or Rental or Lease Management Program Representative, as applicable, shall be available by ~~email and~~ telephone, 24 hours a day, 7 days a week to attend a licensed Premise within ½ hour of being contacted or notified by the Town or an authorized agent or representative of the Town or an Officer.

Town of The Blue Mountains

Schedule F of By-law No. 2024 – XX

Type D License

Bed & Breakfast License

1.0 Definitions

In this Schedule F of the By-law:

“**Bedroom**” means a room separated from the common living area(s) of the Short-Term Rental Property Unit which is equipped with a sleeping type bed and a closable, latching door for privacy. A Bedroom shall further meet the requirements for natural light as set out in the Ontario Building Code, and if located in a basement, must provide for adequate means of egress, as approved by the Fire Department;

“**Bed and Breakfast Establishment**” or “**B & B**” means a Building used as a residence that operates or offers no more than three guest rooms as places or temporary residence, lodging or occupancy by way of concession, permit, lease, License, rental agreement or similar commercial arrangement throughout all or any part of a calendar year and that is the Principal Residence of the establishment’s proprietor. Bed and Breakfast Establishment shall not mean or include motel, hotel, short term accommodation, tourist cabin or cottage, hospital or similar commercial or institutional uses;

“**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;

“Guestroom” means a bedroom that is kept for the use of guests.

“**Principal Residence**” means a Person’s permanent lodging place to which, whenever absent they intend to return **as defined by the Canadian Revenue Agency;**

“**Renter’s Code**” means a document prepared by the Owner that:

- a) sets out the roles and responsibilities of a Renter including behavior expectations as they relate to causing a disturbance;
- b) provides a written warning related to the making of a disturbance;
- c) identifies the Town By-laws and the provisions of the Town By-laws to be complied with;
- d) includes the Parking Management Plan.

“**Type D License**” means a License for a Bed and Breakfast Establishment.

2.0 Terms and Conditions

2.1 That a Type D License shall not be issued to a Corporation or a Business.

2.2 This Type D License is applicable to properties operated as a Bed and Breakfast Establishment.

2.3 In addition to the licensing requirements set out in this By-law an Applicant or Licensee for a Type D License shall submit the following:

- a) **Approved and acknowledged formal Attestation Form**
- b) a Renter’s Code;
- c) an executed Site Plan Agreement, where required by the *Planning Act*;

d) proof of insurance by way of certificate of insurance showing a minimum limit of two million dollars (\$2,000,000) in commercial general liability for a Bed & Breakfast for the term of the License with an endorsement that notice in writing at least thirty (30) days prior to cancellation, expiration, or variation thereof will be given to the Town by the insurance underwriter; and,

~~e) certificate from a Licensed Electrician dated within the previous 90 days of making applications for a License stating the Premises are in compliance with the Electrical Safety Code.~~

~~f) The Parking Management Plan;~~

~~g) A current property site plan that identifies the current vegetation, buffers between properties, all structures, and any other amenities such as pool, hot tub, saunas, Barbecue, or other permanent amenity that provides opportunities for outdoor activities.~~

2.4 The Maximum Occupancy within a dwelling unit for a Type D License shall be calculated as follows:

a) two (2) Persons per Guestroom.

2.5 In addition to the licensing requirements set out in Section 3 of the General Provisions of this By-law, the issuing of a Type D License is subject to the following:

a) compliance with the Town's Zoning By-law endorsed by the Director of Planning and Building Services;

b) be the registered owner of the property;

c) complete fire safety requirements checklist;

d) compliance with the Fire Code;

e) posting of Fire Safety Instructions that is plaqued or framed, that depicts the location of each Bedroom, smoke alarm, carbon monoxide alarm, extinguisher, exit/egress doors or windows on the Premise to the satisfaction of the Town; and

f) approved and acknowledged formal Attestation Form

g) confirmation that the Owner(s) and Applicant(s) have no outstanding fines, penalties, legal costs, disbursements, property taxes and late payment charges owing to the Town for the subject property.

2.6 A Type D License is valid for a period of two (2) years from the date on which it is issued;

2.7 A Licensee of a Type D License shall:

a) be a registered owner of the property;

b) ensure that the Premise is the Principle Residence of the Licensee;

c) be on site at the premise during the stay of a Renter during the hours of 2200 and 0700 hours, except in the case of emergencies **and where an alternate emergency contact and is on the Licensed property;**

d) display the License in a conspicuous place on the licensed premise in close proximity to the entrance of the property and visible to the public at all times;

e) display the License in a prominent place on the interior of the licensed Premise;

f) be responsible for the operation of the premise, the conduct of the Renter and the occupants of the Premise;

g) operate the Premises in accordance with the Town's:

i. Property Standards By-law;

- ii. Waste Collection By-law;
 - iii. Noise By-law;
 - iv. any other By-law and the Ontario Human Rights Code;
 - v. Approved and acknowledged formal Attestation Form
- h) provide adequate measures for the storage and disposal of waste in accordance with this By-law and keep the Premise in a clean and sanitary condition;
- i) not make, cause, or permit a disturbance or Nuisance;
- j) include the valid current License Number on all:
- i. advertisement and promotional materials;
 - ii. website;
 - iii. contracts and agreements entered into with a Renter;
- k) keep a written record of the following:
- i. the date of entry;
 - ii. the length of stay of a Renter;
 - iii. the home address of a Renter;
 - iv. confirmation including the date of receipt of the Renter's Code by the Renter;
 - v. the dates on which smoke and carbon monoxide alarms were tested, batteries replaced, or units replaced;
 - vi. the dates on which fire extinguishers are checked or maintained;
 - vii. the dates on which exit, and emergency lighting is checked or maintained;
 - viii. annual gas or wood fired appliances, chimneys, vents, and flue inspections.
- l) ensure the Owner shall provide access by an Officer for the purpose of inspection to both the interior and exterior at any time and requires the response of the responsible person as set out in Section 2.9 of this Schedule

Town of The Blue Mountains

Schedule G of By-law No. 2024-XX

Type E License

Commercial Rental Unit through a Qualified Centralized Rental Agency

In this Schedule G of the By-law:

1.0 Definitions

“Agent” means a Person authorized in writing by an Owner to act on the Owner’s or group of Owner’s behalf;

“Bedroom” means a room, separated from the common living area(s) of the Short-Term Rental Property Unit which is equipped with a sleeping type bed and a closable, latching door for privacy. A Bedroom shall further meet the requirements for natural light as set out in the Ontario Building Code, and if located in a basement, must provide for adequate means of egress, as approved by the Fire Department;”

“Commercial Rental Unit” is defined through the Town’s Zoning By-law and includes the following required elements to maintain the unit classification as follows;

- Has kitchen/bathroom facilities
- Is part of a rental or lease management program which consists of ten (10) CRUs or more in one or more buildings
- Has a maximum owner occupation of 120 days per year

“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;

“Exception Area” means a specific area of the Town as designated in the Town’s Official Plan;

“Maximum Occupancy” means the maximum number of occupants permitted on the Premises between the hours of 2200 to 0700;

“Qualified Rental/Lease Management Company” means an agency /Agent that has been qualified by the Town that provides for a single point of contact for the rental of a part of a rental or lease management program of at least ten (10) Commercial Rental Units in one (1) or more buildings;

“Renter’s Code” means a document prepared by the Owner that:

- a) sets out the roles and responsibilities of a Renter including behavior expectations as they relate to causing a disturbance;
- b) provides a written warning related to the making of a disturbance;
- c) identifies the Town By-laws and the provisions of the Town By-laws to be complied with;
- d) includes the Parking Management Plan.

“Type E” means a License for a Commercial Rental Unit managed through a Qualified Centralized Agency;

2.0 Terms and Conditions

2.1 This Type E License is a License to operate a Short-Term Rental Property Unit within a Group of ten (10) or more units in one (1) or more buildings that are identified as a Commercial Rental Unit Pool of Rental Units and rented through a Qualified Centralized Rental/Lease Management Company within the appropriate Zoning within the Town’s Zoning By-law.

2.2 A CRU cannot be operated by an individual, the CRU must be Licensed and operated by a rental/lease management company who is responsible for the bookings, money transactions, security, complaints, etc.

2.3 In addition to the licensing requirements set out in this By-law an Applicant or Licensee for a Type E License, shall submit the following:

- a) Approved and acknowledged formal Attestation Form
- b) A current and accurate listing of at least ten (10) CRU's that are being applied for, or are currently holders of a Valid Type "E" License that has been issued by the Towns License Issuer and are operating in full compliance with the Licensing By Law;
- c) Renter's Code;
- d) proof of insurance by way of certificate of insurance showing a minimum limit of two million dollars (\$2,000,000) in commercial general liability for a rental property for the term of the License with an endorsement that notice in writing at least thirty (30) days prior to cancellation, expiration, or variation thereof will be given to the Town by the insurance underwriter;
- e) acknowledgement and consent to the posting of the following information on the Town's website:
 - i. the municipal address of the Premises and the specific CRU Pool of rental units;
 - ii. the legal description of the Premises and the specific CRU Pool of rental units;
 - iii. the contact information for the owner, CRU Pool of rental units agent, applicant and Responsible Person;
- f) The Parking Management Plan for each of the specific units within the overall CRU Pool of rental units;

2.4 In addition to the licensing requirements set out in Section 3 of the General Provisions of this By-law the issuing of a Type E License for the Pool of CRU's being applied for and for each specific CRU within the Pool of rental units is subject to the following:

- a) compliance with the Town's Zoning By-law;
- b) complete fire safety requirements checklist;
- c) compliance with the Fire Code;
- d) posting of Fire Safety Instructions that is plaqued or framed, that depicts the location of each bedroom, smoke alarm, carbon monoxide alarm, extinguisher, exit/egress doors or windows on the Premises to the satisfaction of the Town;
- e) confirmation that the agent for the CRU Pool of rental units, owner(s) of te specific unit within the rental pool of CRU's , the applicant(s) that must be the agent of the Pool of CRU rental Units, and or the Qualified Centralized Rental/Lease Management Company have no outstanding fines, penalties, legal costs, disbursements, property taxes and late payment charges owing to the Town for the subject property.

2.5 A Type E License is valid for a period of twenty-four (24) months, or longer at the Town's sole discretion from the date on which it is issued.

2.6 If an additional CRU is Licensed within an existing Licensed Pool of CRUs is issued, the additional CRU shall be subject to pro-rated fees and charges for the extended term of the License.

2.7 The Maximum Occupancy within an individual CRU dwelling unit for a Type E License shall be calculated as follows:

a) two (2) Persons per Bedroom as defined in this By-law;

2.8 The maximum occupancy calculated under Section 2.7 of this Schedule G of this By-law may be reduced by the License Issuer taking into consideration the number of approved parking spaces in the Parking Management Plan, or occupancy load issues identified by a fire inspector.

2.9 A Licensee of a Type E License shall:

a) be the agent of the Pool of CRU that includes at least ten (10) individual CRUs in one (1) or more buildings and shall site the specific identified Pool of CRUs and specific Qualified Centralized Rental Agency;

b) provide and maintain on the Premises a self-enclosed Building, structure, or container for the disposal of garbage and waste for the specific Pool of CRUs identified under the Type "E" License;

c) display the License including all current information in a conspicuous place of the specific CRU within the CRU Pool of rentals on each of the licensed Premises in close proximity to the entrance of the Property and visible to the public at all times;

d) display the License of the specific Pool of CRU group in a prominent place in the interior of each of specific CRU within the Pool of CRU's being licensed; and,

e) post the fire safety instructions next to the License displayed in the interior within each CRU being licensed.

2.10 Every Person who owns a CRU and is supported through the agent of a Pool of CRUs of ten (10) or more CRUs under a Type E License acknowledges that the Agent shall:

a) Ensure that each specific CRU is not used as a residence for more than 120 consecutive days;

b) operate the Premises in accordance with the approved:

i. Renter's Code;

ii. Parking Management Plan;

iii. maximum occupancy calculation;

iv. Property Site Plan

v. Approved and acknowledged formal Attestation Form for all units within the License grouping;

c) operate the Premises in accordance with the Town's:

i. Property Standards By-law;

ii. Waste Collection By-law;

iii. Noise By-law;

iv. any other By-law and the Ontario Human Rights Code;

d) provide adequate measures for the storage and disposal of waste in accordance with this By-law and keep the Premise in a clean and sanitary condition;

e) provide sufficient levels of illumination to facilitate the safe passage of occupants to the satisfaction of the Fire Chief;

f) not make, cause, or permit a disturbance or Nuisance;

g) provide the Renter with a copy of the Renter's Code;

h) Ensure that the Renter's Code is included in all website and social media materials that references the renting of the CRU;

i) keep a written record of the following:

i. the date of entry;

ii. the length of stay of a Renter;

iii. the home address of a Renter;

- iv. confirmation including the date of receipt of the Renter's Code by the Renter;
- v. the dates on which smoke and carbon monoxide alarms were tested, batteries replaced, or units replaced;
- vi. the dates on which fire extinguishers are checked or maintained;
- vii. the dates on which exit, and emergency lighting is checked or maintained;
- viii. annual gas or wood fired appliances, chimneys, vents, and flue inspections;
- j) maintain the records required by subsection (g) for a minimum of two (2) years;
- k) include the valid current License Number on all:
 - i. advertisement and promotional materials;
 - ii. website;
 - iii. contracts and agreements entered into with a Renter;

2.11 The Agent shall be responsible for the operation of the Premise, the conduct of the Renter and the occupants of the Premises.

2.12 The Agent shall be available by telephone, twenty-four (24) hours a day, seven (7) days a week to attend a licensed Premise within fifteen (15) minutes of being contacted or notified by the Town or an authorized agent or representative of the Town or an Officer.

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