

Date: March 1, 2023

To: Town of Lincoln Council

From: Matt Bruder, Director of Planning and Development &
Paul Di Ianni, Director of Economic Development and Communications

Subject: Short-Term Accommodation Draft Licensing By-law & Application Framework
Status Update

Information Update:

The Town of Lincoln Council determined that there is a need to implement provisions in the Town's Zoning By-law, and a licensing framework, for Short-Term Accommodations (STAs), as per Motion No. 2021-165. Staff have previously provided a report for information to the Committee of the Whole, which outlined the background analysis and draft work completed to date. This memo serves as an update on the work that has been completed and the next steps that will be undertaken to implement regulations and a licensing framework for Short-Term Accommodations in Lincoln.

Background:

Definition of a Short-Term Accommodation versus a Bed & Breakfast, versus an On-Farm Diversified Use

As per the Town of Lincoln's Zoning By-law, **Short-Term Accommodations** are defined as "the commercial use of an entire dwelling unit, of the principal resident, that may be rented for a period up to 28 consecutive days for use as temporary accommodation and used as an occasional or seasonal resident dwelling or recreation, rest, and relaxation. A Short-Term Accommodation shall not include a hotel/motel, inn, boarding house dwelling, or similar commercial or institutional use. The principal resident shall not reside in the dwelling unit while the short-term accommodation is being rented."

As per the Town of Lincoln's Zoning By-law, **Bed and Breakfast Establishments** are defined as "a single detached dwelling, semi-detached dwelling, or townhouse dwelling, which is owned by, and is the principal residence of, the proprietor and which provides sleeping accommodation for the travelling public, and may include the provision of breakfast, but shall not include a "Hotel/Motel" or "Inn".

For the purposes of the draft Licensing By-law, only Short-Term Accommodations will be subject to the new rules and regulations and licensing framework. In addition, accommodations that are considered rural **On-Farm Diversified Uses**, which are defined as "uses that are secondary to the principal agricultural use of the property and are limited in area", are not

subject to this new Licensing By-law. On-farm diversified uses include, but are not limited to, home-based businesses, agri-tourism uses (ex. rural accommodations), and uses that produce value-added agricultural products (ex. beverage manufacturing).

Draft Licensing By-law

To prepare a draft Licensing By-law, staff completed extensive comparative work and ongoing monitoring and review of various municipalities with By-laws in place to determine best practices. As a result, a draft Licensing By-law has been developed (attached as Appendix A), which seeks to hold owners and operators of short-term accommodations accountable for their business and potential impacts to adjacent land uses. The licensing program will introduce management and control mechanisms to address reported issues and concerns of existing and proposed accommodations within the Town, including, but not limited to health and safety concerns, excessive noise, land-use compatibility, and parking concerns. By establishing a licensing program, Town staff will be able to better enforce and regulate short-term accommodations in our community.

One notable aspect of the draft Licensing By-law is the principal residence requirement. This policy will allow the owner of a property to operate an STA, but the same person will not be able to operate multiple STAs within the Town. Through the application process, an owner will be required to provide documentation proving that they are the owner of the property and will only be issued one license per year. A principal residence is proposed to be defined as the dwelling unit in which a person resides in a majority of the year (i.e., 183 days or more in a calendar year), and the address a person uses for bills, identification, taxes, insurance, etc.

The current provisions of the Town's Zoning By-law for Short Term Accommodations include the following:

- They are permitted only within a single detached dwelling of the principal resident, semi-detached dwelling of the principal resident, townhouse dwelling of the principal resident, and apartment dwelling only in the unit the principal resident resides in;
- STA's must be clearly secondary to the main residential use;
- Where required by the Town, they must be licensed pursuant to the Municipal Act, 2001;
- Not provide outside display, other than a legal sign which shall not exceed 0.3 square metres in areas in the HR, R1, R2 and RM1 Zones, and which shall not exceed 0.6 square metres in area in all other Zones, indicating the name of the short term accommodation;
- That approval be obtained from the Regional Health Department and Town's Building and Fire Departments; and
- Comply with the parking provisions of Section 4.

As a component of establishing a licensing framework, staff will initiate a minor amendment to add an additional provision to confirm that only one short term accommodation is permitted to operate per property. By way of this provision and the principal residence requirement, secondary suites or dwellings units contained in detached structures on the subject lands will not be permitted to operate as short term rentals. This requirement was included to ensure that

the long-term rental housing stock within the Town is protected and will not be converted to short-term accommodations.

Additionally, a Demerit Point and Administrative Penalty System has been included in the draft By-law. This system will allow staff to apply demerit points on properties when infractions have been identified and either an order is confirmed, or charges are required. In order to establish limits for STAs that become a nuisance, staff have proposed that when a property receives more than ten (10) demerit points within a two-year period, escalating enforcement will be required, which may include license suspension, additional license conditions, or revocation. This system has been modeled after other municipalities who have had success with a non-parking administrative penalty system.

Application Framework

The application framework (attached as Appendix B) is proposed to ensure that the required information to obtain a license is submitted to the license administrator as part of the licensing process. By regulating required documents, staff will be able to address health and safety of accommodations, including restrictions and by-law compliance which may involve property inspections from the Building Department, Fire Department, or By-law Enforcement staff. Through the application process, staff aim to ensure that operators acknowledge the license restrictions in an effort to reduce the number of future violations.

Public Consultation

Staff have initiated a public survey (attached as Appendix C) to gather initial feedback on the proposal from the public. The survey will be live on the “Short-Term Accommodations” Speak Up Lincoln page for sixty (60) days.

A Public Information Centre will be held at the Fleming Centre on March 30th, 2023, to gather initial feedback from the public on both draft documents. Additionally, to ensure that current operators are aware of the changes proposed, staff created a stakeholder circulation list based on current accommodation listings on websites such as AirBnB and VRBO and each operator will be sent a public notice by mail. In addition to the Speak Up Lincoln page and mailings to current operators, a newspaper advertisement will run prior to the PIC. Depending on received feedback, staff may hold a second Public Information Centre.

Once initial feedback is gathered, staff will revise the draft documents before coming forward to the Committee, Council, and the general public for a formal statutory public meeting.

Municipal Accommodation Tax (MAT)

It is staffs’ intention to bring forward a Municipal Accommodation Tax for the Town of Lincoln to support destination marketing and the tourism and hospitality sector. While some aspects of the Licensing and Regulation of Short-Term Accommodations will support the implementation of a MAT for Lincoln, licensing and regulation of Short-Term Accommodations must occur first, to ensure a level playing field for all. It is staff’s intention to charge the MAT to all Short-Term Accommodations, Bed & Breakfast Establishments, traditional Hotels, Motels, and Inns, as well as rural On-Farm Diversified accommodations. Below are some Frequently Asked Questions as it related to MAT.

What is a MAT Tax?

A MAT tax provides funding for local tourism-based organizations, like Destination Marketing Organizations, to support the tourism industry and local tourism infrastructure. This tax enhances investments in tourism marketing, sales, and product development, putting dollars back into the local visitor economy. MAT provides local tourism with a diversified and reliable source of income that builds economic resiliency of local destinations

Who Can Implement a MAT Tax?

All single-tier and lower-tier municipalities have the authority to put a municipal accommodation tax in place. A municipal accommodation tax is not a requirement for local municipalities—rather, they have the flexibility to decide if they want to put the tax in place. Upper-tier municipalities (regional or county governments) do not have the authority to implement a tax.

The transient accommodation tax under the Municipal Act, 2001 requires municipalities that choose to implement a transient accommodation tax to share a portion of their revenues from the tax with an “eligible tourism entity.” Depending on the circumstances, this may be a Destination Marketing Organization, Regional Tourism Organization, or other not-for-profit tourism organization.

What Type of Accommodations can MAT tax be applied to?

The legislation allows each municipality that chooses to implement a MAT to determine the types of short-term accommodation the tax would apply to.

The tax can only apply to accommodation that is short-term in nature. That means a local municipality could apply the tax to hotel accommodation only, or it could choose to apply the tax to other types of short-term accommodation, including transient accommodation offered through services such as Airbnb, or other accommodations that are short-term in nature.

The tax is applied to the accommodation fee only and not to other fees such as valet parking, laundry service, continental breakfast, etc. The funds collected would be reinvested in tourism promotion and tourism products. This tax will help the municipality grow its investment in tourism without increasing taxes for residents.

Who can get the funds?

Revenue shared with an eligible tourism entity must be used for the exclusive purpose of promoting tourism. Tourism promotion includes the development of tourism products. The regulations also require a municipality and tourism entity to enter into an agreement that deals with reasonable financial accountability matters to ensure that amounts paid to the entity are used for the exclusive purpose of promoting tourism. The legislation does allow municipalities to keep some of the funds raised for tourism related infrastructure.

Timelines to implement a MAT for Lincoln

Staff intend to work as quickly as possible to bring a MAT forward for the community to support the development of a new Destination Marketing Organization for Lincoln, as well as to fund

marketing promoting our destination to visitors. A MAT, paid for by tourists visiting Lincoln, would further support additional visitation thereby growing our tourism economy.

Conclusion:

Once initial public consultation is completed, staff will revise the documents as required. It is expected that the statutory public meeting will be held in Spring or Summer of 2023.

Respectfully,

Matt Bruder
Director of Planning and Development

Paul Di Ianni
Director of Economic Development and Communications

Appendices,
Appendix A – Draft Licensing By-law
Appendix B – Draft Application Framework
Appendix C – Public Survey

THE CORPORATION OF THE TOWN OF LINCOLN

BY-LAW NO. 2023-XX-XXXX

A BY-LAW TO LICENSE, REGULATE, AND INSPECT SHORT TERM ACCOMMODATIONS IN THE TOWN OF LINCOLN.

WHEREAS Section 8 of the *Municipal Act, 2001*, S.O. 2011, c. 25 (“*Municipal Act, 2001*” or “*the statute*”) provides that the powers of a municipality under the statute 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 Section 9 of the *Municipal Act 2001* provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under the statute or any other Act;

AND WHEREAS Section 11 of the *Municipal Act, 2001* authorizes a municipality to pass by-laws respecting the economic, social, and environmental well-being of the municipality, the health, safety and well-being of persons and the protection of persons and property;

AND WHEREAS Section 151 of the *Municipal Act, 2001* authorizes a municipality to provide for a system of licenses with respect to a business or any activity, matter, or thing for which a by-law may be passed under Sections 9 and 11 of the statute;

AND WHEREAS Section 391 of the *Municipal Act, 2001* provides that a municipality may impose fees and charges on persons for services or activities provided or done by or on behalf of it;

AND WHEREAS Section 425 of the *Municipal Act, 2001* authorizes a municipality to create offences;

AND WHEREAS Section 436 of the *Municipal Act, 2001* authorizes a municipality to pass by-laws providing that the municipality may enter onto any land at any reasonable time for the purpose of carrying out an inspection to determine compliance with a by-law, direction, order, or condition of a license;

AND WHEREAS Section 444 of the *Municipal Act, 2001* provides that if a municipality is satisfied that a contravention of a by-law of the municipality passed under this *Act* has occurred, the municipality may make an order requiring the person who contravened the by-law or who caused or permitted a contravention or the Owner of the land on which the contravention occurred to discontinue the contravening activity;

AND WHEREAS the Council of the Corporation of the Town of Lincoln considers it necessary and desirable to regulate and license Short Term Accommodations for the purpose of protecting the health and safety of the persons residing in residential properties by ensuring that certain regulations are met; for ensuring that the residential properties do not create a nuisance to the surrounding properties and neighbourhoods; and to protect the residential amenity, character and stability of residential areas.

NOW THEREFORE the Council of the Corporation of the Town of Lincoln enacts as follows:

1. SHORT TITLE

1.1. This By-law shall be known as the “Short Term Accommodation Licensing By-law.”

2. DEFINITIONS

2.1 For the purposes of this By-law:

“Administrative Monetary Penalty” means a monetary penalty administered pursuant to By-law No. XX, as amended from time to time.

“Agent” means a Person duly appointed by an Owner or Licensee to act on behalf of the Owner or Licensee in relation to the Short-Term Accommodation Unit.

“Ancillary” means a use, building, or structure that is located on the same lot that may or may not be attached from the main building and is essential to a principal or main use, building or structure therewith.

“Applicable Law” means all applicable by-laws of the Town and Niagara Region and all applicable provincial and federal statutes and regulations.

“Applicant” means and includes a Person seeking a License or renewal of a License under this By-law.

“Application Form” means a form prepared by the Town to obtain from Applicants the information necessary for the issuance of a License.

“Bed and Breakfast Establishment” means a single detached dwelling, semi-detached dwelling or townhouse dwelling, which is owned by and is the principal residence of the proprietor and which provides sleeping accommodation for the travelling public, and may include the provision of breakfast, but shall not include a “Hotel/Motel” or “Inn”. The term “Tourist Home” shall have the same meaning.

“Building” means a structure, whether permanent or temporary, having a roof supported by columns or walls or supported directly on the foundation and used for accommodation, shelter or storage of people, animals or goods but shall not include a fence, trailer, truck camper, motorhome, or tent.

“Building Code Act” means the *Building Code Act*, 1992, S.O. 1992, c. 23 and its regulations.

“Building Code” means Ontario Regulation 332/12 established under the *Building Code Act*.

“By-law” means this Short-Term Accommodation Licensing By-law, and any future amendments made to it.

“Chief Building Official” means the Chief Building Official appointed by the by-law of the Corporation of the Town of Lincoln for the purposes of enforcement of the Building Code Act, or his or her designate.

“Council” means the Municipal Council of the Corporation of the Town of Lincoln.

“Director” means the Director of Planning and Development or his or her designate.

“Dwelling, Principal Residence” means a dwelling unit owned by a person, along or jointly with another person, which is their principal place of residency.

“Dwelling Unit” has same meaning as defined under the Zoning By-law and for greater clarity, the definition forms a part of Schedule ‘A’ attached to this By-law.

“Demerit Point” means demerit points imposed against Short Term Accommodation Units in accordance with Section 13 of this By-law.

“Electrical Safety Code” means Ontario Regulation 164/99 established under the *Electricity Act*, 1998, S.O. 1998, c. 15, Sched. A.

“EMCPA” means the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9.

“Fees and Charges By-law” means the Town By-law No. 2023-01, as amended.

“Fire Chief” means the Fire Chief as appointed by by-law by Council of the Town and includes any persons designated by the Fire Chief to act on his or her behalf with respect to matters contained in this by-law.

“Fire Code” means Ontario Regulation 213/07 established under the *Fire Protection and Prevention Act*.

“Fire Protection and Prevention Act” means the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4 and its regulations.

“Fire Safety Plan” means a written document event of a fire emergency, the location of all fire-related safety equipment, a floor plan of the premises indicating the location of all emergency exits, contact information containing the name, phone number and e-mail address of the Owner, and an undertaking to comply with any applicable law, including the Open-Air Burning By-law and Fireworks By-law, and which also includes a “Fire Safety Plan” that would be required under the Fire Protection and Prevention Act.

“Guest Room” means a room or suite of rooms used or maintained for the accommodation of individuals to whom hospitality is extended for compensation.

“Hearing Officer” means a “Hearing Officer” as defined in the Screening and Hearing Officer By-law No. 2022-11.

“Licence” means a licence issued under this By-law for the operation of a Short-Term Accommodation Unit.

“Licensee” means any Person who holds a valid and current license issued under this By-law.

“Licence Administrator” means any person or persons provided the authority by the Town of Lincoln to issue a licence under this by-law.

“Licenced Electrician” means an electrical contractor duly licenced pursuant to the provisions of Ontario Regulation 570/05: Licencing of Electrical Contractors and Master Electricians.

“Municipal Law Enforcement Officer” means any Municipal By-law Enforcement Officer appointed by Council for the purpose of enforcing by-laws of the Township or any provincial offences officer, member of the Niagara Regional Police Service and/or member of the Ontario Provincial Police.

“Owner” means any Person that is a registered owner of a property.

“Parking Management Plan” means a plan, drawn to scale, depicting the size, surface material, and location of all parking spaces intended to be used for parking on the premises, and such plan shall be compliant with the Zoning By-law and the Traffic By-law.

“Penalty Notice” means a “Penalty Notice” as defined in the Administrative Penalty By-law No. 2017-24.

“Principal Residence” means a Dwelling Unit in which a person resides a majority of the year (i.e., 183 days or more in a calendar year).

“Property” means any land or premises within the Town.

“Region” means the Regional Municipality of Niagara.

“Renter” means the person who has obtained entitlement to exclusive use of a portion or the entirety of a Short-Term Accommodation unit from the Licensee.

“Screening Officer” means a “Screening Officer” as defined in the Screening and Hearing Officer By-law No. 2022-11.

“Short Term Accommodation” means the commercial use of an entire dwelling unit, of the owner and principal resident, that may be rented for a period up to 28 consecutive days for use as temporary accommodation and used as an occasional or seasonal residential dwelling for recreation, rest, or relaxation. Short Term Rental Accommodation shall not include hotel/motel, inn,

boarding house, dwelling or similar commercial or institutional use. The principal resident shall not reside in the dwelling unit while the short-term accommodation is being rented.

“Town” means the corporation of the Town of Lincoln.

“Town Clerk” means the person or his/her designate as appointed by the Council of the Town.

“Zoning By-law” means the Town’s Comprehensive Zoning By-law No. 2022-50, as amended from time to time and any successors thereto.

3. ADMINISTRATION

3.1 This By-law shall apply to all Dwelling Units within the geographic boundaries of the Town.

3.2 This By-law does not apply to a hotel, motel, inn, boarding house dwelling or similar commercial or institutional use, as defined in the Zoning By-law.

3.3 For the purpose of this By-law, an Owner shall be deemed to have only one Principal Residence at a time.

4. PROHIBITIONS

4.1 No Person shall operate or advertise a Short-Term Accommodation unit within the Town of Lincoln without holding a current and valid licence issued in accordance with this By-law.

4.2 No Person shall contravene or fail to comply with a term or condition of a licence issued in accordance with this By-law.

4.3 No Person shall falsely hold himself, herself, or themselves out to be a Licensee.

4.4 No person shall cause or permit any vehicle to be parked on any part of a Property where a Short-Term Accommodation unit is situated other than in a designated and approved parking spot as shown in a site sketch and on the parking management plan submitted to and approved by the Town or on an adjacent roadway where parking is permitted, as permitted by the Private Property Parking By-law No. 89-2000 and Zoning By-law No. 2022-50.

4.5 No Short-Term Accommodation Unit shall be operated during any period in which a building permit affecting occupancy of the dwelling unit has been issued to the Owner in relation to the property where the Short-Term Accommodation Unit is situated and remains open.

4.6 No Short-Term Accommodation Unit shall be operated for a total of more than one hundred and eighty (180) days within any calendar year.

4.7 A Person is not eligible to hold a licence if the proposed use of the land, building or structure is not permitted by the Zoning By-law that applies to the property.

4.8 The power and authority to issue or renew a licence, refuse to issue, or refuse to renew a Licence, to cancel, to impose terms and conditions, including special conditions, on a Licence, is hereby delegated to the Director and Licence Administrator.

4.9 The Director and License Administrator shall generally perform all the administrative functions conferred upon him or her by this By-law and without limitation may:

4.9.1 Receive and process all applications for all licenses and renewals of licences under this By-law.

4.9.2 Issue licences in accordance with this By-law.

4.9.3 Impose terms and conditions on licences in accordance with this By-law.

4.9.4 Refuse to issue or renew a licence or revoke or suspend a license in accordance with this By-law.

4.10 Licenses issued pursuant to this By-law are conditional upon compliance by the Licensee with all Town By-laws and compliance with all provincial and federal laws and regulations and any conditions imposed to the holding of the License.

4.11 No Licensee shall rent any guest room in a Short-Term Accommodation Dwelling Unit other than a guest room that was identified and approved as such on the floor plan submitted with the Application for the Short-Term Accommodation Licence.

4.12 A Short-Term Accommodation dwelling may display one sign in keeping with the Town's Sign-By-law and Zoning By-law.

4.13 The Licensee shall be responsible for maintaining the amenity and parking areas and ensuring that guests use only the areas designated within the approved license.

4.15 No person who is required under this By-law to maintain insurance shall fail to keep the policy in force for the period for which the licence is in effect, inclusive of any renewal period.

5. LICENSE APPLICATION

5.1 Every application for a new license or renewal of an existing license shall be submitted in accordance with this By-law and shall be accompanied by the full license fee as set out in the Fees and Charges By-law.

5.2 Every applicant for a new license or renewal of a license shall be the Owner of the Property where the Short-Term Accommodation unit is situated or the Agent of the Owner. However, only the Owner of the Property is eligible to become a Licensee. For greater certainty, any Licence issued pursuant to this By-law shall be issued only to the Owner and not to an Agent or any other Person.

5.3 Every application for a licence shall include a completed Application Form and the following information and documents:

- a) The name and contact information of the Owner including their address, telephone number and email address;
- b) The name and contact information of any Agent including their address, telephone number, and email address;
- c) The name and contact information of a local contact who is no further than thirty (30) minutes away from the Short-Term Accommodation who is to be available to address complaints as they arise.
- d) The municipal address and legal description of the Short-Term Accommodation premises;
- e) A site sketch depicting the location of the Short-Term Accommodation dwelling, including setbacks, any proposed storage and refuse area(s), designated driveway(s) and/or adjacent roadway parking, which is subject to approval by the Director and/or Licence Administrator prior to issuing a Licence;
- f) A floor plan of the Short-Term Accommodation unit clearly indicating the location and number of rooms;
- g) A fire safety plan that outlines actions and responsibilities for owners and occupants to take in the event of a fire emergency. The fire safety plan shall:
 - a. Provide for the emergency procedures to be followed in case of fire, including:
 - i. Sounding the fire alarm,
 - ii. Notifying the fire department,
 - iii. Instructing occupants on procedures to be followed if the fire alarm sounds,
 - iv. Evacuating occupants, including special provisions for persons requiring assistance,
 - v. Procedures for use of elevators, and
 - vi. Confining, controlling, and extinguishing the fire.
 - b. Provide for the appointment and organization of supervisory staff to carry out fire safety duties.
 - c. Provide for the training of supervisory staff and the instruction of other occupants in their responsibilities for fire safety.
 - d. Include documents and diagrams showing the type, location, and operation of the building fire emergency systems.
 - e. Provide for the holding of fire drills and set out fire drill procedures.
 - f. Provide for the control of fire hazards in the building.
 - g. Provide for the maintenance building facilities provided for the safety of occupants.

- h. Provide for alternative measures to be provided for the safety of occupants during a shutdown of any or all fire protection equipment of systems.
- h) A report from the Niagara Region Private Sewage System Inspectors stating that the proposed occupancy can be supported by the existing private septic system located on the lot, where applicable;
- i) A Parking Management Plan drawn to scale, depicting the size, surface material, and location of all parking spaces intended to be used for parking on the premises. The Zoning By-law requires 2 parking spaces per dwelling unit plus 1 additional space for each guest room, and 0.25 bicycle parking spaces per guest room;
- j) An Electrical Safety Certificate that is issued by a licensed electrician within 12 months of the date of the application that indicates the premises and proposed use comply with the Electrical Safety Code;
- k) Proof of insurance for the use of the dwelling unit as a Short-Term Accommodation Unit;
- l) Consent for the Town to use any information, database and/or registry available to it to verify information provided by the Applicant or to enforce the provisions of this By-law;
- m) Where the Applicant is an Agent, an authorization and consent form signed by the Owner authorizing the Agent to act on the Owner's behalf;
- n) A statement signed by the Owner certifying the accuracy, truthfulness, and completeness of the application;
- o) Consent to the inspection of the Short-Term Accommodation premises at any reasonable time and when permitted by law, and that such inspection shall be in accordance with the Powers of Entry By-law No. XX;
- p) The prescribed fees as required by the Town's Rates and Fees By-law; and
- q) Any outstanding fees required under this By-law owed to the Town by the Applicant.

5.4 The Director and/or Licence Administrator may require the following additional materials:

- 5.4.1 A statement prepared by the Fire Chief dated within 12 months of the date of the application indicating that the premises and its proposed use comply with the Fire Protection and Prevention Act and the Fire Code, and that such statement indicated the occupant load for sleeping purposes for the premises. The Applicant shall pay any additional fees for any fire safety inspection necessary to prepare said statement.

- 5.4.2 Any other supporting information or material that may be relevant to review or as may be required in any other part of this By-law or by the Director and/or Licence Administrator.

6. LICENSE RENEWAL APPLICATION

6.1 Every Licensee applying for a license renewal shall submit a complete application as set out in Section 5 of this By-law, on the forms or in the manner prescribed by the Director and/or Licence Administrator for the purposes of renewal along with the following:

6.1.1 If no changes have been made to the floor plan, site sketch, parking management plan, or fire safety plan submitted with the original application, a declaration that there have been no such changes is required.

6.1.2 If changes have been made to the floor plan, site sketch, parking management plan, or fire safety plan submitted with the original application, the following shall be submitted:

6.1.2.1 A revised floor plan of the Short-Term Accommodation Unit if changes have been made to the original floor plan.

6.1.2.2 A revised site sketch, if changes have been made to the original site sketch.

6.1.2.3 A revised parking management plan, if changes have been made to the original Parking Management Plan.

6.1.2.4 A revised fire safety plan, if changes have been made to the original fire safety plan. Any changes to the fire safety plan must be approved by the Fire Chief before they can be implemented.

6.1.3 The prescribed fees as required by the Town's Fees and Charges By-law.

6.2 Subject to the sole discretion of the Director and/or Licence Administrator which shall not be reviewable, a licensee that does not submit a license renewal application three (3) months prior to the expiration of their license may be required to submit a new application pursuant to Section 5 of this By-law.

6.3 A license renewal application submitted under this Section does not permit a Licensee to continue to operate a Short-Term Accommodation until such time that the renewal application has been reviewed and approved by the Director and/or Licence Administrator, or an administrative temporary extension of the existing License has been granted by the Director and/or Licence Administrator.

7. REVIEW OF APPLICATION AND PREMISES INSPECTION

7.1 The Licence Administrator shall receive all License applications and shall maintain a record to document all applications reviewed and all Licenses issued pursuant to this By-law. The License Administrator shall further establish and maintain a registry of all Short-Term Accommodation Units within the Town.

7.2 Upon receipt of a complete application as set out in Section 5 of this By-law, the Licence Administrator may require such additional information and/or documents as the Licence Administrator determines are reasonably necessary to ascertain if the Applicant is entitled to a Licence under the provisions of this By-law.

7.3 Upon receipt of a complete application as set out Section 5 of this By-law and additional information or documents required by the Licence Administrator in accordance with Section 7.2 of this By-law, the Licence Administrator may require an inspection of the Short-Term Accommodation unit to ascertain if the Applicant is entitled to a Licence under the provisions of this By-law.

7.4 As a part of the review, applications may be circulated to those agencies deemed necessary or relevant by the Licence Administrator.

7.5 The Licence Administrator may cause such investigations and inspections of Short-Term Accommodations to be undertaken respecting an application for a licence as the Director determines to be relevant to the application.

8. ISSUANCE OF A LICENCE

8.1 The determination of whether a Licence application is “complete” in accordance with the requirements of this By-law shall be within the sole discretion of the Licence Administrator.

8.2 The Licence Administrator shall issue a new Licence or renewal of a Licence to any Owner who meets the requirements of this By-law.

8.2 Notwithstanding Section 8.2 of this By-law, the Licence Administrator may at any time impose such terms and conditions on a Licence as the Licence Administrator considers appropriate in the circumstances, including but not limited to terms and conditions pertaining to the size, location, or particulars of the Short-Term Accommodation Unit, and may refuse to issue or renew a Licence or may suspend or revoke a Licence in accordance with Section 9 and 10 of this By-law.

8.3 The Licence fee paid by the Applicant for a new Licence, or a renewal of a licence is non-refundable if a decision is made by the Licence Administrator to refuse to issue or renew a licence or to suspend or revoke a licence.

8.4 Every Licence issued under this By-law shall be in the form that is prescribed by the Town and shall include without limitation the following information:

- a) The License number;

- b) The date the Licence was issued and the date it expires;
- c) The municipal address of the Short-Term Accommodation Unit;
- d) The name, address, telephone number and e-mail address of the Licensee;

8.5 A License is valid for a period of one (1) or two (2) year(s) from the date of issuance or renewal.

8.6 Licences issued or renewed pursuant to this By-law are not transferrable to any Owner or Short-Term Accommodation Unit other than those identified on the Licence. An otherwise valid License shall automatically expire upon a change in ownership of the Property where the Short-Term Accommodation is located.

8.7 Licences issued or renewed in accordance with this By-law are conditional upon the Licensee's compliance with this By-law, all Applicable Law and any terms or conditions imposed on the Licence.

9. REFUSAL TO ISSUE OR RENEW A LICENCE

9.1 The Licence Administrator may refuse to issue a new Licence or renew a Licence where:

- 9.1.1 The past conduct of the Applicant, Agent or Licensee affords the Licence Administrator reasonable grounds to believe that the Applicant, Agent, or Licensee has not or will not operate the Short-Term Accommodation in accordance with applicable law;
- 9.1.2 The License Administrator believes that an application or other document submitted by or on behalf of the Owner contain false information;
- 9.1.3 The License Administrator reasonably believes that issuing a Short-Term Accommodation License might be averse to the public interest;
- 9.1.4 The Licence Administrator reasonably believes that issuing the Licence may pose a threat to the health and safety of persons or property;
- 9.1.5 A Licence issued to the Owner was suspended or revoked under Section 10 of this By-law within the previous two (2) years;
- 9.1.6 A Short-Term Accommodation Unit or the Property on which it is situated is in violation of or is subject to an order or orders made under Applicable Law including any by-law of the Town or Niagara Region, the *Building Code Act*, the Building Code, the *Fire Protection and Protection Act* and/or the Fire Code;
- 9.1.7 The Owner owes any fine or fee to the Town in relation to the Short-Term Accommodation Unit;

- 9.1.8 The Owner of the Property or the Property on which the Short-Term Accommodation Unit is situated is indebted to the Town by way of fines, administrative penalties, judgements and/or past due property taxes;
- 9.1.9 The Short-Term Accommodation Property is not in compliance with the Town's Zoning By-law; or
- 9.1.10 The Director and/or Licence Administrator has received an objection to the issuance of the Licence by the Chief Building Official or the Fire Chief.

10. SUSPENSION OR REVOCATION OF A LICENCE

10.1 The Licence Administrator may suspend or revoke a Licence at any time where:

- 10.1.2 The Licence was issued or renewed in error;
- 10.1.3 The Licensee contravenes the provisions of this Zoning By-law;
- 10.1.3 The Licensee fails to comply with the requirements of this By-law, all other Applicable Law and/or any terms or conditions imposed on the Licence;
- 10.1.4 The Short-Term Accommodation Unit and/or the Property on which it is situated do not comply with the provisions of this By-law or other Applicable Law;
- 10.1.5 The total number of demerit points assessed against a Licensee cause a Licensee to contravene any sections of this By-law;
- 10.1.6 The Licensee fails to pay any property taxes, administrative penalties or fines owing to the Town within the prescribed time;
- 10.1.7 The Licence Administrator reasonably believes that the Short-Term Accommodation Unit being licensed poses a threat to the health and safety of a person(s);
- 10.1.8 The Licence Administrator becomes aware of any fact(s) which, if known at the time of the application, may have resulted in the Licence Administrator refusing to issue or renew the Licence.

10.2 The Licence Administrator may suspend a Licence for a period of time and subject to such terms and conditions that the Licence Administrator considers appropriate.

11. NOTICE AND APPEALS

11.1 Where the Licence Administrator refuses to issue or renew a Licence or suspends or revokes a Licence, the Licence Administrator shall provide written notice to the Applicant or Licensee of the decision and of the grounds on which the Licence was refused, suspended, or revoked.

11.2 The written notice required under Section 11.1 of this By-law shall be sent to the Applicant or Licensee by registered or regular mail, personal service, or email to the last known address of the Applicant or Licensee and shall be deemed to have been served on the fifth (5) day after it was mailed or, in the case of email, on the day that it was sent.

11.3 An Applicant or Licensee whose Licence was refused, suspended, or revoked may, within ten (10) days of being notified of the refusal, suspension, or revocation, as the case may be, submit an application to appeal to the Hearing Officer for a review of the decision.

11.4 An application to the Hearing Officer shall be submitted in writing to the Licence Administrator and shall be accompanied by the full appeal fee as set out in the Fees and Charges By-law.

11.5 Where no application to appeal is submitted to the Licence Administrator within the prescribed period, the decision of the Licence Administrator shall be final.

11.6 The only individuals permitted to be present during the course of the hearing are the Hearing Officer, the Applicant or Licensee, their Agent, if applicable, and any individuals that the Hearing Officer requires, additional designated Town staff members (solely for the purpose of administering the hearing and recording minutes of the hearing) and where applicable, a Person designated to provide assistance and support for Persons with disabilities under the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11, or any other applicable legislation. Any such Person present will not be allowed to participate in the hearing without permission of the Hearing Officer.

11.7 At the conclusion of the hearing, the Hearing Officer may give their decision orally or in writing but in each case, it shall provide its decision in writing, with reasons, within 30 days after the hearing to the Applicant or Licensee, and the decision shall be signed by the Director.

11.6 The decision of the Hearing Officer is final.

11.7 Matters arising during the course of an appeal that are not provided for in this By-law shall be governed by the *Statutory Powers Procedure Act*, R. S.O 1990, c. S.22.

12. LICENCE CONDITIONS

12.1 The following conditions are attached to each Licence issued under this By-law:

12.1.1 The Short-Term Accommodation is lawfully constructed;

12.1.2 When a Dwelling Unit is occupied as a Short-Term Accommodation, a legible copy of the Licence shall be posted in a conspicuous location within one (1) metre of the interior of the Short-Term Accommodation's primary entrance;

12.1.3 When a Dwelling Unit is occupied as a Short-Term Accommodation, a legible copy of the Fire Safety Plan shall be posted in a conspicuous location within one (1) metre of the

primary entrance to the Short-Term Accommodation Unit. The location must be approved by the Fire Chief;

12.1.4 The Licensee shall ensure compliance with all Applicable Law;

12.1.5 The Licensee shall allow, at any reasonable time and when permitted by law, the Town to inspect the Short-Term Accommodation Unit to ensure compliance with this By-law;

12.1.6 When the premises is occupied for the purpose of a Short-Term Accommodation, the Licensee shall ensure that no vehicle is stopped or parking on any part of the Short-Term Accommodation premises except within a parking space identified on the Parking Management Plan filed pursuant to the provisions of this By-law;

12.1.7 The Licensee shall include the License number in any advertisement or promotion related to the renting out of the premises intended to be used as a Short-Term Accommodation;

12.2 The Licence Administrator may impose such additional conditions as they determine appropriate in relation to the issuance of any Licence at any time during the term of the Licence, as are necessary in the opinion of the Licence Administrator to give effect to the purposes of this By-law.

12.3 Where the Licensee is dissatisfied with any condition imposed by the Licence Administrator in accordance with Section 12 and 13 of this By-law, the Licensee may request a review of the condition(s) by the Director.

13. DEMERIT SYSTEM

13.1 Notwithstanding any other provision of this By-law, this section does not apply to Short Term Accommodations that are advertised and/or operated without a Licence, including Short Term Accommodations for which a previously issued Licence has expired, been revoked or is under suspension.

13.2 A demerit point system is established without prejudice to options otherwise available to enforce this By-law or any other Town by-law or provincial act or regulation including Actions pursuant to the Fire Protection and Prevention Act, the Building Code Act, and the Provincial Offences Act.

13.3 Demerit points shall remain in place for two (2) years after the date of imposition.

13.4 Where a total of ten (10) demerit points is imposed upon a Licensee in relation to one Short Term Accommodation Unit, the Licence for that Short Term Accommodation Unit shall be suspended for a period of three (3) months from the date on which the tenth demerit point is imposed.

13.5 Where the Licensee fails to correct the violation that resulted in the imposition of the demerit points within the suspension period, the Licence for that Short Term Accommodation Unit shall be revoked.

13.6 A Licensee may submit an application to appeal to the Hearing Officer for a review of a decision to impose demerit points and/or to suspend or revoke a Licence under this section in accordance with Section 11 of this By-law.

14. ENFORCEMENT

14.1 The Director or an Officer, along with any Person necessary to assist the Director or Officer with their duties, may, at any reasonable time and when permitted by law, enter, and inspect a Short-Term Accommodation for the purpose of determining whether the Property is in compliance with any section of this By-law and that such inspection shall be in accordance with the Powers of Entry By-law No. XX.

14.2 When the Owner of a Short-Term Accommodation fails to comply with an order made pursuant to this By-law within the time prescribed in the order, the Town may carry out any work necessary to bring the Short-Term Accommodation unit into compliance, which work shall be done at the expense of the Owner.

14.3 No Person shall hinder or obstruct the Licence Administrator or an Officer carrying out an inspection for the purposes of enforcing this By-law, nor shall any Person hinder or obstruct the Town or its agents from carrying out any work necessary to bring the Short-Term Accommodation into compliance with this By-law.

14.4 In the absence of evidence to the contrary, if an advertisement or promotion related to the renting out of a premises intended to be used as a Short-Term Accommodation is found, the Owner is deemed to have posted the advertisement or promotion or consented to the posting of the advertisement or promotion of the premises as a Short-Term Accommodation.

15. OFFENCES

15.1 Every Person who contravenes any provision of this By-law is liable to such penalties as provided for in the *Municipal Act, 2001, S.O. c.25* and the *Provincial Offences Act*.

15.2 An Officer who finds that a Person has contravened a provision of this By-law may issue a penalty notice imposing an Administrative Monetary Penalty. The Administrative Monetary Penalties for failures to comply with this By-law are set out in Schedule "B", which is attached hereto and forms part of this By-law.

15.3 A contravention of the requirements set out in this By-law is deemed to be a continuing offence on each day or part of a day that the contravention continues.

16. SHORT TERM ACCOMMODATIONS ADVERTISED OR OPERATED WITHOUT A LICENCE

16.1 This section applies to Short Term Accommodations that are advertised and/or operated without a Licence, including Short Term Accommodations for which a previously issued Licence has expired, been revoked or is under suspension.

16.2 If at any time the Licence Administrator determines that the advertisement of a Short-Term Accommodation does not comply with a section of this By-law, the Administrator shall refer the matter to an officer for an investigation.

16.3 A separate Penalty Notice may be issued for each calendar day on which a Short-Term Accommodation is operated or advertised without a Licence.

17. GENERAL

17.1 In this By-law, unless the contrary intention is indicated, words used in singular shall include the plural and words used with a reference to any gender shall be deemed to include all genders.

17.2 The word “and” is an inclusive conjunction, the use of which indicates that all items or phrases in that subsection, article, or list in which it appears are permitted or required, as the case may be. The word “or” is an alternate conjunction, the use of which indicates that alternate or optional items or phrases in the subsection, article, or list in which it appears are permitted or required, as the case may be; however, notwithstanding the foregoing, where the context permits, the word “or” may also be an inclusive conjunction having the same meaning as the word “and”.

17.3 If any part of a provision of this By-law is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part, or inoperative in particular circumstances, the balance of this By-law shall not be affected and shall remain in full force and effect.

17.4 This By-law shall not be construed to reduce or mitigate any restrictions or regulations lawfully imposed by the Town or by any governmental authority having jurisdiction to make such restrictions and regulations. If there is a conflict between a provision of this By-law and a provision of any other Town By-law, the provision that establishes the higher standard shall apply.

17.5 For the purposes of subsection 23.2(4) of the Municipal Act, it is the opinion of Council that the powers delegated pursuant to this By-law are minor.

17.6 Any reference to legislation in this By-law include the legislation referred to and its amendments as well as any subsequent legislations which may replace the legislation referred to, and its amendments thereto.

17.7 This By-law shall come into full force and effect on the date in which it is passed.

Demerit Point System & Administrative Penalties

PENALTIES			
Type of Infraction	By-law Section	Demerit Points	Administrative Penalties
Failure to comply with Fire Protection & Prevention Act/Fire Code			
Failure to comply with Building Code Act			
Failure to comply with the Fire Safety Protocol			
Obstruction of Inspection			
Failure to display License			
Failure to comply with the Open Air Burn By-law			
Failure to comply with the Nuisance By-law			
Failure to comply with the Noise Bylaw			
Failure to comply with the Fireworks By-law			
Non-availability of Local Contact			
Not providing updated information			
Failure to comply with the Parking By-law			
Failure to comply with the Zoning By-law			
Failure to comply with the Property Standards By-law			
Failure to comply with the Clean Yards By-law			

Failure to comply with the Sign By-law			
Operate a Short Term Accommodation without a License in accordance with this By-law (First Failure to comply)			
Operate a Short Term Accommodation without a License in accordance with this By-law (Each subsequent failure to comply within twelve (12) months of first failure to comply)			
Non-compliance with conditions of the License			
Parking on property not in approved location			
Exceeding Maximum Occupancy			
Operating a Short Term Accommodation over 180 days in one calendar year			
Failure to comply with an order			

Application Requirements and Licensing Framework

Short Term Accommodations are permitted in residential areas as per the Town's Zoning By-law, provided that they are secondary to the primary use of the property. The licensing framework identified below is proposed to regulate the operations and serves to impose health and safety requirements, including restrictions and by-law compliance involving site inspections on Short-Term Accommodations.

As per the Zoning By-law, a Short-Term Accommodation is defined as "The commercial use of an entire dwelling unit, of the principal resident, that may be rented for a period up to 28 consecutive days for use as temporary accommodation and used as an occasional or seasonal resident dwelling or recreation, rest, and relaxation. A Short-Term Accommodation shall not include a hotel/motel, inn, boarding house dwelling, or similar commercial or institutional use. The principal resident shall not reside in the dwelling unit while the short-term accommodation is being rented." The Zoning By-law also provides the following provisions that must be met in order to operate a Short-Term Accommodation:

- Short Term Accommodations are only to be permitted within a single detached dwelling of the principal resident, semi-detached dwelling of the principal resident, townhouse dwelling of the principal resident, and only in the unit the principal resident resides in.
- Be clearly secondary to the main residential use.
- Where required by the Town, be licensed pursuant to the Municipal Act, 2001.
- Not provide outside display, other than a legal sign which shall not exceed 0.3 square metres in area in the HR, R1, R2, and RM1 Zones, and which shall not exceed 0.6 square metres in area in all other Zone, indicating the same of the short term accommodation.
- That approval be obtained from the Regional Public Health Department and the Town's Building and Fire Departments.
- Comply with the parking provisions of Section 4.

In addition to the provisions identified above, the Town is also considering the implementation of the following:

- A singular property is permitted to operate and license one short term accommodation per calendar year.

To reduce the impact of an STA on residential areas and to respond to existing resident concerns, the Zoning By-law and Short-Term Accommodation By-law includes a principal residence regulation. This regulation will allow an owner of a property to operate an STA, but the same person will not be able to operate multiple STAs within the Town. The Licence framework outlined below will allow staff to verify the principal resident and confirm compliance with the proposed By-law.

In order to process an application for the possibility of license issuance, the following application framework is proposed. The following materials must be submitted by an Owner or Agent:

- The name and contact information of the Owner including their address, telephone number and email address;
- The name and contact information of any Agent including their address, telephone number, and email address;

- The name and contact information of a local contact who is no further than thirty (30) minutes away from the Short-Term Accommodation who is to be available to address complaints as they arise.
- The municipal address and legal description of the Short-Term Accommodation premises;
- A site sketch depicting the location of the Short-Term Accommodation dwelling, including setbacks, any proposed storage and refuse area(s), designated driveway(s) and/or adjacent roadway parking, which is subject to approval by the Director and/or Licence Administrator prior to issuing a Licence;
- A floor plan of the Short-Term Accommodation unit clearly indicating the location and number of rooms;
- A fire safety plan that outlines actions and responsibilities for owners and occupants to take in the event of a fire emergency. The fire safety plan shall:
 - a. Provide for the emergency procedures to be followed in case of fire, including:
 - i. Sounding the fire alarm;
 - ii. Notifying the fire department;
 - iii. Instructing occupants on procedures to be followed if the fire alarm sounds;
 - iv. Evacuating occupants, including special provisions for persons requiring assistance;
 - v. Procedures for use of elevators; and
 - vi. Confining, controlling and extinguishing the fire.
 - b. Provide for the appointment and organization of supervisory staff to carry out fire safety duties.
 - c. Provide for the training of supervisory staff and the instruction of other occupants in their responsibilities for fire safety.
 - d. Include documents and diagrams showing the type, location, and operation of the building fire emergency systems.
 - e. Provide for the holding of fire drills and set out fire drill procedures.
 - f. Provide for the control of fire hazards in the building.
 - g. Provide for the maintenance building facilities provided for the safety of occupants.
 - h. Provide for alternative measures to be provided for the safety of occupants during a shutdown of any and all fire protection equipment of systems.
- A report from the Niagara Region Private Sewage System Inspectors stating that the proposed occupancy can be supported by the existing private septic system located on the lot, where applicable;
- A Parking Management Plan drawn to scale, depicting the size, surface material, and location of all parking spaces intended to be used for parking on the premises. The Zoning By-law requires 2 parking spaces per dwelling unit plus 1 additional space for each guest room, and 0.25 bicycle parking spaces per guest room;
- An Electrical Safety Certificate that is issued by a licensed electrician within 12 months of the date of the application that indicates the premises and proposed use comply with the Electrical Safety Code;
- Proof of insurance for the use of the dwelling unit as a Short-Term Accommodation Unit;
- Consent to allow the Town to use any information, database and/or registry available to it to verify information provided by the Applicant or to enforce the provisions of this By-law;

- Where the Applicant is an Agent, an authorization and consent form signed by the Owner authorizing the Agent to act on the Owner's behalf;
- A statement signed by the Owner certifying the accuracy, truthfulness, and completeness of the application;
- Consent to the inspection of the Short-Term Accommodation premises at any reasonable time and when permitted by law, and that such inspection shall be in accordance with the Powers of Entry By-law No. XX;
- The prescribed fees as required by the Town's Rates and Fees By-law.
- Any outstanding fees required under this By-law owed to the Town by the Applicant.

Additionally, prior to permit issuance, where applicable, a site inspection must be conducted with Fire and Building staff to ensure compliance with the Building Code Act and Fire Protection and Prevention Act.

A Demerit and Administrative Penalty system have been included as part of the proposed Short Term Accommodation By-law. The system will allow staff to apply demerit points on properties when infractions have been identified and either an order is confirmed, or charges are required. Should a property receive more than ten (10) demerit points within a two-year period, escalating enforcement will be required, including licence suspension, additional conditions, or revocation.

Staff continue to meet on a regular basis to draft and revise the Short-Term Accommodation Licencing By-law and Framework in preparation of the public consultation process. The process will consist of a public information centre and a legislated Statutory Public Meeting, where staff will receive feedback from the public and stakeholders on the proposed requirements, restrictions, fees and fines, and proposed enforcement activities.

Prior to any in-person or virtual consultation, staff have determined that initial feedback from the public by way of the survey located at the bottom of this page will aid in determining which policies and provisions will best serve renters and residents.

Staff acknowledge that input received during the public consultation process will be critical prior to recommendations being brought forward to the Committee and Council.

Survey:

1. I am (multiple choice)
 - a. Under 18 years of age
 - b. 18-24 years old
 - c. 25-34 years old
 - d. 35-44 years old
 - e. 45-54 years old
 - f. 55+

2. Please select the option which best describes you: (multiple choice and fillable - with option to select more than one)
 - a. I am a local business owner
 - b. I am an owner of a short-term rental property
 - c. I am resident who owns a property
 - d. I am a resident who rents a property
 - e. None of the above
 - f. Other
 - i. Fillable space

3. What is your primary concern related to Short Term Accommodations? (Multiple choice & fillable – with option to select more than one)
 - a. Reducing long term rental property options
 - b. Property maintenance
 - c. Noise
 - d. Parking congestion
 - e. Lack of accountability by owners/tenants
 - f. I have no concerns about Short Term Accommodations
 - g. Other
 - i. Fillable space

4. What do you see as the primary benefit of Short-Term Accommodations? (Multiple choice & fillable – with option to select more than one)
 - a. They attract more visitors to the community
 - b. They provide income to local residents
 - c. They are expected as an amenity by visitors
 - d. They help grow tourism
 - e. They provide an extra source of income to homeowners
 - f. I do not see any benefits of Short-Term Accommodations
 - g. Other
 - i. Fillable space

5. Do you think Short Term Accommodations should be permitted in a dwelling unit where the primary resident does not reside?
 - a. Yes

- b. No
6. Do you have any concerns with Short Term Accommodations being permitted in detached accessory structures? (Multiple choice and fillable space)
- a. I have no concerns
 - b. I have concerns
 - i. Please provide justification for your selection
7. How many parking spaces do you think should be required for each guest room in a Short-Term Accommodation? (Multiple choice)
- a. 1
 - b. 2
 - c. 3 or more
 - d. Parking should not be provided for guests at Short Term Accommodations.
8. If a licensing system were to be implemented, it would allow the Town to keep a record of who is providing Short Term Accommodations and ensure they are being conducted in a safe way that meets building safety standards that may be established. Which of the following statements do you agree with most: (multiple choice)
- a. Short Term Accommodations should not be licensed
 - b. Short Term Accommodations should be licensed, but not pay a fee
 - c. Short Term Accommodations should be licensed and pay a fee
9. What would you consider to be a reasonable annual licensing fee?
- a. \$100 - \$200
 - b. \$200 - \$300
 - c. \$300 - \$400
 - d. \$400 - \$500
 - e. \$500 or more
 - f. I do not think there should be a fee associated with licensing a Short-Term Accommodation.
10. How do you think site inspections should be completed?
- a. Fillable space