



Town of The Blue Mountains

32 Mill Street
Box 310
THORNBURY, ON N0H 2P0
www.thebluemountains.ca

DATE: September 26, 2017

VIA E-MAIL

To: All licenced Short Term Accommodation (STA) Owners, Operators, Agents and Responsible Persons

RE: STA By-law Obligations and Responsibilities

Being an STA licence holder it is incumbent upon you and of paramount importance that you abide to all terms and conditions under which your licence was issued to you. STA By-law 2013-50 (as amended) is attached for your information and outlines your responsibilities in regards to your licenced STA premises. Failure to comply with the Regulations contained in the By-law constitutes an offence. The purpose of this letter is to outline key areas ensuring you are not in violation of the By-law.

You are required to:

- Ensure your licence is prominently displayed within the premises. Floor plans of the premises depicting the location of each bedroom, smoke alarms, fire extinguisher and exit/egress doors or windows are to be posted next to the licence along with fire safety instructions. (p. 5 of your Fire Safety Plan.)
- Ensure that renters are notified of the consequences of causing a disturbance and being in contravention of the Town's Noise By-law. Please refer to the attached STA and Disturbances Interpretation Policy which outlines how noise infractions are handled.
- Maintain and keep records of all renters containing the date of entry, the length of stay, home addresses and confirmation of receipt of the Renter's Code/Rental Agreement with such record readily available for inspection.
- In cases where a basement window is being utilized for emergency egress purposes, the window needs to be indicated as such and operating instructions posted next to it. In cases where a window cannot be accessed for exit purposes because of height, a permanently affixed climbing apparatus needs to be in place.
- Ensure that the Responsible Person is available to attend to the short term accommodation premises at all times within a period of no greater than one hour from the time of contact by way of telephone or e-mail.
- Maintain the short term accommodation premises in a clean and sanitary condition, with adequate measures for the storage and disposal of garbage and waste and sufficient levels of illumination to permit the safe use of the premises.

- Maintain all entrances including basement windows clear of any obstructions including snow in the event of any emergencies.
- Allow an employee or agent of the Town access to the premises to inspect the STA so as to determine compliance with the STA By-law, the Ontario Fire Code, Ontario Building Code or Provincial Legislation or Regulations.
- Inform the By-law Division within 15 days of any changes of the information you needed to provide with regards to your STA licence application. This includes but not limited to changes regarding your Rental Agency, Responsible Person, Property Maintenance and change of Insurance Company.
- Not be indebted to the Town in respect to any fines, penalties, judgements or any other amounts owing including outstanding property taxes and late payment charges on all properties in the Town owned by the owner.

With regards to the above the STA By-law contains a list of violations wherein Demerit Points are levied against the premises in the event of their violation.

INFRACTION	DEMERIT POINTS
Fire Protection & Prevention Act/Fire Code	15
Operating without a licence	7
Building Code Act (construction w/o a permit)	7
Sleeping in excess of maximum permitted	5
Non-availability of Responsible Person	5
Noise By-law Infraction	5
Not providing updated information	3
Contrary to Parking Management Plan	3
Contrary to Property Management Plan	3
Not posting licence	3
Property Standards	3
Long Grass	2
Waste/Garbage Collection	2

If at any time the Manager determines as a result of evidence that is provided that the operation of a licenced short term accommodation premises does not conform to the requirements of this By-law, the Manager may impose under S. 151(1) of the Municipal Act an Administrative Penalty of \$250.00 in addition to the above.

Should you have any questions in regards to the above, kindly contact the undersigned at 519-599-3131 Ext. 309.

Sincerely,

TOWN OF THE BLUE MOUNTAINS



Kirsty Robitaille
Municipal Licensing Officer