

BYLAW NO. 1842/2021

OF THE

TOWN OF SYLVAN LAKE

Being a Bylaw of the Town of Sylvan Lake, Alberta to provide for the control, regulation and licensing of Short-Term Accommodation Rentals within the Town.

WHEREAS pursuant to section 7(a) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property; and

WHEREAS pursuant to section 7(e) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting businesses, business activities and persons engaged in business; and

WHEREAS pursuant to section 7(i) of the *Municipal Government Act*, a council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under the *Municipal Government Act* or any other enactment including any or all of the matters listed therein; and

WHEREAS pursuant to section 8 of the *Municipal Government Act*, a council may in a bylaw:

- (a) regulate or prohibit;
- (b) deal with any development, activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;
- (c) provide for a system of licenses, permits or approval including any or all of the matters

NOW THEREFORE the Municipal Council of the Town of Sylvan Lake duly assembled enacts as follows:

PART 1 – GENERAL PROVISIONS

SHORT TITLE

1. This bylaw may be cited as the Short-Term Accommodation Rental Licensing Bylaw.

DEFINITIONS

2. In this bylaw:
 - (a) **“apartment”** means a residential building with a shared outside entrance(s), consisting of at least 3 dwelling units
 - (b) **“bedroom”** means a room used for sleeping purposes that meets the requirements of the building code as amended.
 - (c) **“business”** means:

- (i) a commercial, merchandising or industrial activity or undertaking,
- (ii) a profession, trade, occupation, calling or employment; or
- (iii) an activity providing goods or services;

whether or not for profit and however organized or formed, including a co-operative or association of persons

- (d) **“business premises”** means the premises from which a business is operated
- (e) **“detached dwelling”** means a residential building containing one dwelling unit, which is physically separate from any other residential building, and does not include a manufactured home
- (f) **“duplex”** means a separate residential building consisting of two separate dwelling units each above grade and having exterior entrances
- (g) **“dwelling unit”** means a complete building or self-contained portion of a building for the use of one or more individuals living as a single housekeeping unit, containing sleeping, cooking and separate toilet facilities intended as a permanent residence not separated from direct access to the outside by another or self-contained set or suite of rooms
- (h) **“four-plex”** means a building containing four dwelling units each with direct exterior access
- (i) **“garage suite”** means a dwelling unit located above or forming part of a detached garage
- (j) **“home safety and evacuation plan”** means a document supplied by the owner identifying all bedrooms, sofa beds, exits and fire extinguishers
- (k) **“Land Use Bylaw”** means a Bylaw of the Town of Sylvan Lake, as amended from time to time
- (l) **“license”** means a license issued for the operation of a short-term accommodation rental business under this Bylaw
- (m) **“licensee”** means the holder of the license
- (n) **“Licensing Inspector”** means the person designated and authorized in writing by the Chief Administrative Officer to administer and enforce the requirements of this bylaw
- (o) **“manufactured home”** means a prefabricated, transportable, single or multi section single family dwelling, conforming with applicable CSA certification standards at time of construction

- (p) **“marketing”** means to offer for sale, promote, canvass, solicit, advertise, book, arrange or facilitate a rental, and includes placing, posting or erecting advertisements physically or online
- (q) **“municipal tag”** means a form of ticket prescribed by the Town for a bylaw offence providing a person with the opportunity to pay an amount to the Town in lieu of prosecution
- (r) **“Officer”** means:
 - (i) a Licensing Inspector;
 - (ii) a Bylaw Officer appointed to enforce bylaws of the Town;
 - (ii) a Community Peace Officer appointed by the Solicitor General of Alberta and authorized by the Town; or
 - (iii) a member of the Royal Canadian Mounted Police
- (s) **“owner”** means a natural person who owns the property and who rents out, or otherwise offers for consideration the premises for short-term accommodation rental
- (t) **“parcel”** means the aggregate of the one or more areas of land described in a certificate of title or described in a certificate of title by reference to a plan filed or registered in a land titles office
- (u) **“person”** means any individual, firm, partnership, association, corporation, trustee, executor, administrator or other legal representative
- (v) **“recreation vehicle”** means a vehicle designed to provide temporary living, sleeping or eating accommodation for travel, vacation, seasonal camping or recreational use and designed to be driven, towed, transported or relocated from time to time whether or not the vehicle is jacked up or its running gear is removed and built to CSA Z240RV Series. This use includes, but is not limited to, Motor Homes, Travel Trailers, Fifth Wheel Trailers, Truck Campers and Tent Trailers
- (w) **“resident”** means a person who permanently resides in the Town
- (x) **“row housing”** means a group of 3 or more dwelling units, each unit separated by a common or party wall and having a separate front and rear access to the outside grade
- (y) **“secondary suite”** means a separate and subordinate dwelling unit contained within a detached dwelling which meets the requirements of the Land Use Bylaw as amended
- (z) **“sleeping space”** means a habitable room that is not a bedroom but is used for sleeping purposes in combination with other uses

- (aa) **“short-term accommodation rental”** means the business of offering a dwelling unit, or portion of, for consideration to persons who are not residents of that dwelling unit for the stay of 28 days or less
- (bb) **“stacked row housing”** means a building containing 3 or more dwelling units, each unit separated by a common or party wall and having either a separate front or rear access to the outside grade. Dwelling units within a building may be situated either wholly or partially over or under other dwelling units
- (cc) **“tourist home”** means the terminology previously used to describe a short-term accommodation rental in the Land Use Bylaw in which a development permit was required
- (dd) **“Town”** means the Town of Sylvan Lake
- (ee) **“violation ticket”** has the same meaning as in the *Provincial Offences Procedures Act, RSA 2000, c. P-34*, as amended

PART 2 - QUALIFICATIONS

- 3. All short-term accommodation rentals must have a valid license under this Bylaw.
- 4. Any marketing of the short-term accommodation rental must include the license number and occupancy count as issued by the Town.
- 5. Only the owner(s) of a property can apply for a short-term accommodation rental license.
- 6. The owner of the short-term accommodation rental must be the licensee.
- 7. Societies, corporations, partnerships, limited, or sole proprietorships are not permitted to make application for a short-term accommodation rental. Only a natural person can apply.
- 8. Notwithstanding section 7, an existing tourist home, operating with a valid development permit and a license prior to this Bylaw coming into effect can continue to operate as a society or business if:
 - (a) the valid development permit has no expiry date; or
 - (b) the valid development permit has a condition with an expiration date that has not expired.
- 9. A short-term accommodation rental maximum occupancy is based on:
 - (a) Maximum of 2 (two) adults per bedroom: and may include
 - (b) 1 (one) approved sleeping space with a maximum of 2 (two) adults.
- 10. Children under the age of 18 years of age do not calculate into the occupancy of the property.

11. Occupancy will be based on the number of approved bedrooms and may include 1 (one) additional approved sleeping space.
12. Parking is based on bedrooms as defined in Schedule C of this Bylaw.
13. An applicant for a property under a condominium association, homeowners association or property management company or the like, must submit a letter from their respective affiliations' outlining:
 - (a) Approval to operate a short-term accommodation rental specifying the specific address; and
 - (b) The number of parking stalls allotted for the specific address of the short-term accommodation rental. Visitor parking may only be considered in meeting parking requirements with written permission from the respective affiliation and without affecting the required visitor parking as per the existing development permit for that property.
14. The short-term accommodation rental must comply with health regulations and life safety items as per the self-evaluation attestation in the license application.
15. A home safety and evacuation plan must be posted in the entryway of the main entrance of the dwelling and in each bedroom and approved sleeping space.
16. A short-term accommodation rental may consist of one of the following:
 - (a) an entire dwelling or;
 - (b) a portion of a dwelling or;
 - (c) An approved secondary suite or;
 - (d) An approved garage suite.
17. Only 1 (one) short-term accommodation rental is permitted per parcel.
18. Notwithstanding section 17, more than one short-term accommodation rental may be considered in the case of a multi-unit building contained within one titled parcel provided written permission is granted by the owner and the required parking can be met. This does not include a detached dwelling with a secondary suite.
19. Recreation vehicles, tents or accessory buildings cannot be used as accommodations with the exception of an approved garage suite.
20. A document supplied by the Licensing Inspector outlining the license number, occupancy and the contact telephone number of the owner for the short-term accommodation rental must be visibly displayed directly inside the main entrance of the short-term accommodation rental.

PART 3 – LICENSING

LICENSE REQUIRED

21. No person will engage in or operate a short-term accommodation rental business within the Town unless that person holds a valid license issued under the provisions of this Bylaw, authorizing the person to engage in or operate that business and has paid the Town the fee for that license as set out in Fees and Charges Bylaw as amended.
22. No person will market, advertise, or otherwise promote any short-term accommodation rental without a valid license.
23. Where more than one business operates at the same location, each business must have a separate license.
24. An existing tourist home, operating with a valid development permit and license prior to this Bylaw coming into effect, must conform to this Bylaw with the exception of conditions on the development permit that are not in conformance with this Bylaw and only until such time as the development permit is no longer valid.

LICENSING CONDITIONS

25. A person operating a short-term accommodation rental must provide and maintain the following:
 - (a) pay to the Town the applicable fees prescribed in the Fee and Charges Bylaw;
 - (b) in the form satisfactory to the Licensing Inspector, evidence of the ownership of premises where the short-term accommodation rental will be offered;
 - (c) not be a society, corporation, partnership, limited or sole proprietorships, or other entity that is not a natural person;
 - (d) when the premises where the short-term accommodation rental is offered is located under a condominium association, homeowners association or property management company, or the like, a letter from the affiliation confirming that the use of the premises for short term accommodation rental is permitted and must further stipulate the required parking is available for the premises of the short-term accommodation rental;
 - (e) a home safety and evacuation floor plan of the premises;
 - (f) a plan, identifying each bedroom and may include 1 (one) sleeping space;
 - (g) parking that complies with the parking requirements outlined in Schedule C the Bylaw;
 - (h) a contact telephone number of the owner that is accessible the entire time the short-term accommodation rental is rented;
 - (i) the self-evaluation attestation of the health requirements and life safety items for a short-term accommodation rental; and

- (j) any other information the Licensing Inspector may require for ensuring compliance with the Town's bylaws and other enactments.

LICENSE APPLICATION REQUIREMENTS

26. An applicant for a license for a short-term accommodation rental must submit to the Town, in a form acceptable to the Licensing Inspector, the following information:
 - (a) full name, address, email address and telephone number of all owners;
 - (b) signature of all property owners;
 - (c) the operating name for the short-term accommodation rental;
 - (d) current certificate of title within the last 30 days;
 - (e) civic address of the short-term accommodation rental;
 - (f) identify if the entire house or a portion of the house is being utilized for a short-term accommodation rental;
 - (g) identify if a secondary suite is being utilized for a short-term accommodation rental;
 - (h) identify if a garage suite is being utilized for a short-term accommodation rental;
 - (i) identify the number of bedrooms being utilized for the short-term accommodation rental;
 - (j) identify if a sleeping space is being utilized for the short-term accommodation rental and its location;
 - (k) home safety and evacuation floor plan;
 - (l) parking plan identifying the size and surfacing of each parking stall;
 - (m) signed attestation of the acknowledgement that the short-term accommodation rental meets the requirements of health and life safety items: and
 - (n) Pay to the Town the applicable fees prescribed in the Fees and Charges Bylaw.
27. Every short-term accommodation rental licensee must, as a condition of maintaining the license, continue to meet the requirements of this Bylaw and any other applicable Municipal, Provincial or Federal regulations.
28. It is the responsibility of each licensee to obtain, as applicable and required for the licensee's business, valid Municipal, Provincial and Federal licenses, permits, approvals, clearances and insurances.
29. A licensee will forthwith notify the Licensing Inspector in the event that any required license, permit, approval, clearance or insurance is suspended or revoked.

30. A licensee will produce copies of the documents described in section 28 to the Licensing Inspector upon request.
31. Should additional information on the application be required of the applicant the information must be received within 30 days of the request made by the Licensing Inspector, after which time the application may be refused and a new application for a license required.

OWNER(S) RESPONSIBILITY

32. The owner(s) of the property that operates a short-term accommodation rental is the responsible person for that short-term accommodation rental.
33. The owner(s) must ensure that any marketing publication, listing or promotional material offering for the short-term accommodation rental includes the license number of a valid license issued for that premises under this Bylaw and the approved total occupancy.
34. The owner(s) must display in each bedroom, sleeping space and in the entryway of the short-term accommodation rental, a home safety and evacuation floor plan.
35. The owner(s) must display a valid license in a prominent location within the premises of the short-term accommodation rental.
36. The owner(s) must display the license number, occupancy count and the contact telephone number of the owner directly inside the main entrance of the short-term accommodation rental, on the document supplied by the Licensing Inspector.
37. The owner(s) must facilitate periodic inspections within a 72 hour notice of the short-term accommodation rental property as requested and conducted by the Licensing Inspector and any other Town departments or external agencies as required.
38. The owner(s) must cooperate with the Licensing Inspector, RCMP, Municipal Enforcement, Sylvan Lake Fire Department and Alberta Health Services during an investigation of any complaint associated with the short-term accommodation rental.
39. The owner(s) must ensure the short-term accommodation rental property is in compliance with the Town's bylaws regarding signage.
40. The owner(s) must ensure that the short-term accommodation rental property complies with the Town's Community Standards Bylaw.
41. The owner(s) must notify the Licensing Inspector within 24 hours of a change in the owner information, which includes the information submitted in the license application.
42. The owner(s) must ensure that no more than one booking is permitted within the short-term accommodation rental at one time.
43. The owner(s) must not provide any accommodation within any recreational vehicle, tent, or accessory building that is not an approved garage suite.
44. The owner(s) must not allow a bedroom that is not identified and approved on the license application to be used as a bedroom.

45. The owner(s) must not allow a bedroom or sleeping space to exceed the approved occupancy for that space.
46. The owner(s) must provide each guest with a copy of the Good Guest Guidebook as supplied by the Town.

TERM OF LICENSE

47. Unless a license is cancelled, revoked or suspended, a license issued under this Bylaw will commence on the day the license fee is received and the license is issued and terminates 12 months after the issuance date.
48. A license that has not been renewed within 90 days of the expiry date will be cancelled and a new application will be required.

APPLICATION FEE

49. An application fee pursuant to the Fees and Charges Bylaw:
 - (a) is required at the time of application;
 - (b) does not guarantee an approval of the application; and
 - (c) is not refundable.

LICENSE FEE

50. License fees are pursuant to the Fees and Charges Bylaw as amended.

REFUNDS

51. Application and License fees paid pursuant to the Fees and Charges Bylaw are not refundable.

PART 4 – LICENSING INSPECTOR

POWERS OF LICENSING INSPECTOR

52. Without restricting any other power, duty or function granted by this Bylaw, the Licensing Inspector may:
 - (a) establish forms for the purposes of this Bylaw;
 - (b) carry out whatever inspections are reasonably required to determine compliance with this Bylaw;
 - (c) take any steps or carry out any actions required to remedy a contravention of this Bylaw;
 - (d) require any person making application for a license to provide any information reasonably required to make a decision regarding the application;

- (e) require a person holding a license to provide any information reasonably required to make a decision regarding that license;
- (f) consider advice and recommendations from other Town departments and outside agencies with respect to license applications and to determine whether the granting of a license to a particular applicant is appropriate and in the public interest in light of that advice;
- (g) issue a license with such terms and conditions as are deemed appropriate;
- (h) determine whether it is inappropriate to issue a license to an applicant where the safety, health or welfare of the public may be at risk due to the issuance of a license; and
- (i) determine if tandem parking is appropriate to meet the parking requirements outlined in Schedule C.

REFUSAL, REVOCATION AND SUSPENSION

53. Subject to an appeal to Council, the Licensing Inspector may refuse to grant any license required by this Bylaw, may suspend or revoke any license issued pursuant to this Bylaw and may impose any conditions on a license for any of the following reasons:

- (a) an applicant submits an application which does not comply with the requirements of this Bylaw;
- (b) the licensee does not or no longer meets the requirements of this Bylaw with respect to the license applied for and held;
- (c) the licensee has reached the maximum non-compliance points as outlined in section 66 of this Bylaw;
- (d) the short-term accommodation rental property would or does contravene a Town bylaw or another enactment;
- (e) the licensee does not hold a valid certificate, authority, license or other documents of qualification under this or any other bylaw, or under any law of Canada or Alberta;
- (f) the licensee is not bona fide;
- (g) the licensee is not worthy of public trust;
- (h) the licensee:
 - (i) furnishes false information or misrepresents any fact or circumstance to an Officer;
 - (ii) has, in the opinion of the Licensing Inspector based on reasonable grounds, contravened this Bylaw whether or not the contravention has been prosecuted;

- (iii) fails to pay a fine imposed by a court for a contravention of this Bylaw;
 - (iv) has outstanding fees related to a business regulated under this Bylaw;
 - (i) in the opinion of the Licensing Inspector based on reasonable grounds it is in the public interest to do so; and
 - (j) the licensee fails to allow an Officer or Licensing Inspector to enter and inspect a unit for the purpose of determining compliance with this Bylaw.
54. Upon a license application being refused, or a license being revoked or suspended, the Licensing Inspector will notify the applicant or licensee of the refusal, revocation, or suspension and the reasons for it by:
- (a) delivering a notice to applicant or licensee personally;
 - (b) sending a notice by ordinary mail to the mailing address on the license application; or
 - (c) sending a notice by email to the email address on the license application.
- In the absence of proof of receipt, notice shall be deemed to have been received 7 (seven) business days after the notification is delivered or sent under this section.
55. Upon receipt of the notice of a revocation or suspension, the licensee will terminate the operation of the business immediately.
56. No person will offer or continue through marketing to advertise or provide any short-term accommodation rental during a period of suspension of that license.
57. No persons will offer or continue through marketing to advertise or provide any short-term accommodation rental when a license has been refused or revoked.

PART 5 – APPEAL PROCESS

APPEAL OF REFUSAL, REVOCATION OR SUSPENSION

58. A person may appeal a revocation or suspension of a license to Council by submitting a notice of appeal in a form prescribed by the Town as well as an appeal fee as indicated in the Fees and Charges Bylaw as amended, within fourteen (14) days after the date the notice under section 54 is received.
59. An appeal may be heard by Council within thirty (30) days of the date upon which a notice of appeal and the appeal fee are received by the Town.
60. Council may hear the appellant, the Licensing Inspector and any other person who, in the opinion of Council, is affected by the decision being appealed. Council may accept any other evidence or information deemed pertinent to the subject matter of the appeal.
61. Council may uphold, vary, or reverse a decision of the Licensing Inspector. Council's decision on appeal is final and not subject to review or appeal.

- 62. The applicant will be notified of the outcome of the appeal within seven (7) days of the decision being rendered by Council.
- 63. Where a licensee has given notice of an intention to appeal the revocation or suspension of a license, the Licensing Inspector may, in the Licensing Inspector's sole discretion, stay the revocation or suspension pending the hearing of the appeal if the continued operation of the business does not create a danger to the safety, health or welfare of the general public.

PART 6 – NON-COMPLIANCE

NON-COMPLIANCE POINTS

- 64. An owner of a short-term accommodation rental who contravenes this Bylaw is subject to non-compliance points for the offence as outlined in Schedule A
- 65. An owner of a short-term accommodation rental is responsible for any contravention of this Bylaw that occurs during the operation of the short-term accommodation rental and as such is subject to the non-compliance points for the offence as outlined in Schedule A
- 66. When a short-term accommodation rental has received a total of 7 non-compliance points a notification letter will be sent to the owner notifying them that the license is being revoked immediately. Nothing in this section restricts the discretion of the Licensing Inspector to revoke a license when fewer than 7 non-compliance points have been received.
- 67. Non-compliance points are on file for 2 years, from the date of the offence, before being removed.

PART 7 - ENFORCEMENT

OFFENCE

- 68. A person who contravenes this Bylaw is guilty of an offence.

CONTINUING OFFENCE

- 69. In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which it continues and a person guilty of such an offence is liable to a fine in an amount not less than the amount established by this Bylaw, for each day the contravention continues.

VICARIOUS LIABILITY

- 70. For the purpose of this Bylaw, an act or omission by an employee or agent of a person is deemed also to be an act or omission of the person if the act or omission occurred in the course of the employee's employment with the person, or in the course of the agent's exercising the powers or performing the duties on behalf of the person under their agency relationship.

PROOF OF LICENSE AND EXEMPTION

71. The onus of proving that a person has a valid and subsisting license for a business is on the person alleging the license.

ENGAGING IN OR OPERATING A BUSINESS

72. Proof of one transaction in the business or that the business has been advertised is sufficient to establish that a person is engaged in or operates the business.

CERTIFIED COPY OF RECORD

73. A copy of a record of the Town, certified by the Chief Administrative Officer as a true copy of the original, will be admitted in evidence as *prima facie* proof of the facts stated in the record without proof of the appointment or signature of the person signing it.

FINES AND PENALTIES

74. A person who contravenes or fails to comply with any portion of this Bylaw is guilty of an offence and is liable to payment of the penalty specified in Schedule B of this Bylaw.
75. For an offence for which there is no penalty the following fine amounts are established for use on municipal tags and violation tickets if a voluntary payment option is offered:
 - (a) \$200.00 for a first offence;
 - (b) \$400.00 for a second offence; and
 - (c) \$800.00 for a third or subsequent offence.
76. Where an Officer reasonably believes that a person has contravened any provision of this Bylaw, the Officer may, in addition to any other remedy at law, issue and serve upon the person a municipal tag or a violation ticket. The recording of the payment of a fine made to the Town pursuant to a municipal tag or to the Provincial Court of Alberta pursuant to a violation ticket will constitute an acceptance of a guilty plea and a conviction for the offence.

MUNICIPAL TAG

77. An Officer is hereby authorized and empowered to issue a municipal tag to any person who the Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
78. A municipal tag may be issued to such person:
 - (a) either personally; or
 - (b) by mailing a copy to such person at his or her last known address.
79. The municipal tag will be in a form approved by the Chief Administrative Officer and will state:

- (a) the name of the person;
- (b) the offence;
- (c) the specified penalty established by this Bylaw for the offence;
- (d) that the penalty will be paid within 21 days of the issuance of the municipal tag;
and

any other information as may be required by the Chief Administrative Officer.

PAYMENT IN LIEU OF PROSECUTION

- 80. Where a municipal tag is issued pursuant to this Bylaw, the person to whom the municipal tag is issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified within the time period indicated on the municipal tag.

VIOLATION TICKET

- 81. If a municipal tag has been issued and if the specified penalty has not been paid within the prescribed time, then an Officer is hereby authorized and empowered to issue a violation ticket pursuant to the *Provincial Offences Procedure Act*.
- 82. Notwithstanding Section 77, an Officer is hereby authorized and empowered to immediately issue a violation ticket pursuant to the *Provincial Offences Procedure Act* to any person who the Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 83. If a violation ticket is issued in respect of an offence, the violation ticket may:
 - (a) specify the fine amount established by this Bylaw for the offence; or
 - (b) require a person to appear in court without the alternative of making a voluntary payment.

VOLUNTARY PAYMENT

- 84. A person who commits an offence may:
 - (a) if a violation ticket is issued in respect of the offence; and
 - (b) if the violation ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the violation ticket, the specified penalty set out on the violation ticket.

OBSTRUCTION

85. No person will obstruct or hinder any person in the exercise or performance of the person's powers pursuant to this Bylaw.

PART 8 – CONSULTATION

86. The Licensing Inspector may consult with other Town departments and external agencies regarding any license application for the issuance or renewal of a license.
87. Any notifications of concerns from other Town departments or external agencies can be used by the Licensing Inspector to make a decision on the issuance or renewal of a license.

PART 9 – CONSEQUENTIAL PROVISIONS

GENERAL

88. Nothing in this Bylaw relieves a person from complying with any Federal or Provincial law or regulation, other Town bylaws, or any requirement of any lawful permit, order or licence.

SEVERABILITY

89. Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw will remain valid and enforceable.

SCHEDULES

90. The following Schedules hereto attached form part of this Bylaw:
- (a) Schedule A – NON-COMPLIANCE POINTS
 - (b) Schedule B - SPECIFIED PENALTIES
 - (c) Schedule C – PARKING REQUIREMENTS

ENACTMENT

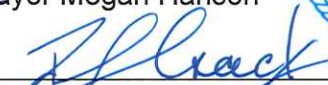
91. This Bylaw comes into force and effect when it has received third reading.

Read a First time in Council assembled this 24 day of January, 2022

Read a Second time in Council assembled this 14 day of March, 2022

Read a Third time in Council assembled this 25 day of April, 2022


Mayor Megan Hanson


Acting Chief Administrative Officer
Ron Lebsack



Town of Sylvan Lake
Bylaw # 1842/2021

**SCHEDULE A
NON-COMPLIANCE POINTS**

SECTION	OFFENCE	NON-COMPLIANCE POINTS
25 (b) – (j)	Breach of conditions of a short-term accommodation rental licensing	7
33	Marketing a short-term accommodation rental that does not include a valid license number	3
33	Marketing a short-term accommodation rental that does not include the approved occupancy	3
34	Fail to display in each bedroom, sleeping space and in the entryway of the short-term rental, a home safety and evacuation plan	3
36	Fail to display the license number, occupancy count and the contact telephone number of the owner directly inside the main entrance of the short-term accommodation rental with the document supplied by the Licensing Inspector.	3
37	Fail to facilitate a periodic inspection within a 72 hour notice of the short-term accommodation rental property as requested and conducted by the Licensing Inspector	7
38	Fail to cooperate with the Licensing Inspector, RCMP, Municipal Enforcement, Sylvan Lake Fire Department or Alberta Health Services during an investigation of any complaint associated with the short-term accommodation rental	7
40	Fail to ensure that the guests of the short-term rental are in compliance with the Town's Community Standards Bylaw	3
42	Permitting more than one booking at a time in a short-term accommodation rental	3
43	Permitting an accommodation within a recreational vehicle, tent or an accessory building that is not an approved garage suite.	5
44	Permitting the use of a bedroom that is not identified and approved	5
45	Permitting a bedroom to exceed the approved occupancy for that bedroom	5

**SCHEDULE B
SPECIFIED PENALTIES**

SECTION	OFFENCE	SPECIFIED PENALTY
21	Engaging in or operating a Short-Term Accommodation Rental Business without a valid license	\$2500
22	Marketing a short-term accommodation rental without a valid license	\$500
25 (b) – (j)	Breach of condition of a short-term accommodation rental licensing	\$1000
28	Failure to obtain valid Municipal, Provincial or Federal licenses, permits, approvals, inspections, clearances or insurances	\$200
29	Failure to notify the License Inspector of a suspension or revoking of any required license, permit, approval, clearance or insurance	\$500
30	Failure to produce documents to the License Inspector as required	\$200
33	Marketing a short-term accommodation rental that does not include the valid license number and/or the approved total occupancy	\$300
41	Failure to notify the Licensing Inspector of any change in the owner information which includes information that was submitted in the license application	\$200
42	Permitting more than one booking at a time in a short-term accommodation rental	\$300
43	Permitting an accommodation within a recreational vehicle, tent or an accessory building that is not an approved garage suite.	\$500
44	Permitting the use of a bedroom that is not identified and approved	\$500
45	Permitting a bedroom to exceed the approved occupancy for that bedroom	\$500
85	Obstruct/hinder person in performance of powers	\$1000

SCHEDULE C PARKING REQUIREMENTS

Entire Dwelling unit

(detached, duplex, manufactured home, row housing, triplex, four-plex)

Existing parking is two (2) parking stalls per dwelling unit

Parking for a short-term accommodation rental in a dwelling unit is as follows:

- 1 to 3 bedrooms – existing requirement for the dwelling unit (total 2)
- 4 bedrooms – one (1) additional parking stall (total 3)
- 5 to 6 bedrooms – two (2) additional parking stalls (total 4)

A portion of a Dwelling unit

(detached, duplex, manufactured home, row housing, triplex, four-plex)

Existing parking is two (2) parking stalls per dwelling unit

Parking for a short-term accommodation rental in a dwelling unit is as follows:

- 1 to 3 bedrooms – one (1) additional parking stall (total 3)
- 4 bedrooms – two (2) additional parking stalls (total 4)
- 5 to 6 bedrooms – three (3) additional parking stalls (total 5)

Secondary suite used as a Short-Term Accommodation Rental

Existing is one (1) parking stalls in addition to the two (2) for the primary residence

Parking for a short-term accommodation rental in a secondary suite is as follows:

- 1 to 2 bedrooms – existing requirement for the dwelling unit (total 3)

Garage suite used as Short-Term Accommodation Rental

Existing is one (1) parking stalls in addition to the two (2) for the primary residence

Parking for a short-term accommodation rental in a garage suite is as follows:

- 1 to 2 bedrooms – existing requirement for the dwelling unit (total 3)
- 3 to 4 bedrooms – one (1) additional parking stall (total 4)

SCHEDULE C PARKING REQUIREMENTS

Apartments and stacked row housing used as Short-Term Accommodation Rental

Parking for a short-term accommodation rental in an apartment or stacked row housing is as follows:

- 1 – 2 bedroom – one (1) parking stall
- 3 bedrooms - two (2) parking stalls

Parking Angle (in degrees)	Minimum Stall Width	Minimum Stall Length
0	2.6m 8.5ft	9.0m 29.53ft
45	2.6m 8.5ft	5.7m 18.17ft
60	2.6m 8.5ft	6.0m 19.69ft
90	2.6m 8.5ft	5.5m 18.0ft

- Parking areas will be hard surfaced if access is gained directly from or to a paved road with the exception of a lane
- Parking areas will be hard surfaced or contain all weather surfaces (gravel) if access is gained directly from a lane
- No relaxation to the parking requirements will be considered
- Tandem parking may be considered at the discretion of the Licensing Inspector
- All parking stalls must be contained on the property
- On street parking will not be considered to meet the parking requirements
- Parking allowance from another property is not permitted
- One (1) additional parking stall for every one (1) bedroom added thereafter