

Appendix F.

Proposed Short Term Accommodation Licence Program

Definitions

“Dwelling Unit” means a self contained living unit of one or more rooms containing cooking facilities, sanitary facilities, living quarters and sleeping quarters.

“Market” or “Marketing” means offer for sale, solicit, advertise, or facilitate Short Term Accommodation, and includes listing, placing or posting advertisements physically or online, but does not include the provision of a location for such marketing in newspapers, bulletin boards, or online.

“Principal Residence” means the usual Dwelling Unit including any Suite thereof, where an individual lives, makes their home and conducts their daily affairs, including, without limitation, receiving bills and mail, and is generally the dwelling unit with the residential address used on documentation related to billing, identification, taxation and insurance purposes, including, without limitation, income tax returns, health documentation, driver’s licenses, personal identification, vehicle registration and utility bills. No person shall have more than one Principal Residence.

“Reservation” means a booking or commitment to provide of a Short Term Accommodation.

“Secondary property” means any property that is not a “Principal Residence”.

“Suite” means Dwelling, Garden Suite; Dwelling, Laneway Suite; and Dwelling, Secondary Suite as defined in *The Regina Zoning Bylaw, 2019*.

“Short Term Accommodation” means the provision of sleeping quarters in a dwelling unit for a fee for a period of less than 30 days. (excludes emergency shelters)

“Short Term Accommodation Operator” means a person carrying on business providing Short Term Accommodation.

“Unit” means dwelling unit or legal Suite.

Requirements

All Short Term Accommodation

- Shall comply with all applicable laws including but not limited to *The Regina Zoning Bylaw, The Fire Prevention Act, The Fire Bylaw* and *The Uniform Building and Accessibility Standards Act*.
- Submit to any inspection by the City upon request to ensure compliance with this Bylaw prior to issuance of licence and at any time during validity period of licence
- If applicant is not the owner the applicant must provide written authorization from owner
- Must include City licence number in all Marketing, invoices, receipts
- Record keeping requirement – number of nights, what portion of unit rented
- Post in a conspicuous location any information required by the licence inspector to be displayed;
- Cannot offer accommodation in an accessory building, temporary structure, vehicle, recreational trailer, or if rental of the property would be in breach of a contract with the City;

- Cannot offer accommodation in a dwelling unit that does not comply with any law, including but not limited to *The Regina Zoning Bylaw*, *The Fire Bylaw* and *The Uniform Building and Accessibility Standards Act*.
- Platforms offering listings must remove listings from non-compliant operators upon request of the City within 7 days of being requested to do so.

Principal Residence special requirements

- Applicant must be an individual
- Every Operator shall be deemed to have only one Principal Residence
- Shall be required to provide evidence satisfactory to the licence inspector that the property is the primary residence of the applicant, at time of application and upon request
- Shall advise the City if at any time the applicant no longer resides primarily at the home

Secondary Property special requirements

- Fire inspection required prior to licence issuance (additional fee required as per *The Fire Bylaw*)

Offences

It is an offence to fail to comply with any requirement of this Bylaw.

No person shall Market or carry on business providing Short Term Accommodation without the applicable licence as required by this Bylaw.

No person shall Market Short Term Accommodation without including their City of Regina Short Term Accommodation licence number in a conspicuous place in any medium or material used to Market the Short Term Accommodation.

No person shall fail to remove a listing when requested to do so by the City.

Fine of \$1000 plus the applicable licence fee (\$1050 for primary residence, \$1225 for secondary unit)

Fees

Principal Residence Licence \$100

Secondary Property Licence \$300

Fire Inspection fee for secondary residence as per *The Fire Bylaw* (\$95)

Term of Licence

All licences will be valid for one year from date of issuance

Process

Application and supporting documentation must be submitted online or in person at City Hall and renewed each year

A licence is required for each Unit

Licence is non-transferrable and non-refundable

Can be revoked or suspended if applicant provides misleading or inaccurate information

Can be revoked or suspended if determined by the License Inspector to be unsuitable such as repeat bylaw conventions or violations of other laws.

Appeal to Regina Appeal Board (business licence appeals are heard by the RAB)

Record keeping requirement (paper or digital) – number of nights, what portion of unit rented