

BYLAW NO. 02/2026

A BYLAW OF THE VILLAGE OF BUENA VISTA TO REGULATE SHORT-TERM RENTAL REGULATIONS

WHEREAS the Council of the Village of Buena Vista is empowered by Section 8 of *The Municipalities Act*, to pass bylaws relevant to the safety, health and welfare of people and the protection of people and property, and to regulate and control businesses, business activities and persons engaged in business within the Village of Buena Vista.

NOW THEREFORE, the Council of the Village of Buena Vista, in the Province of Saskatchewan, enacts as follows:

1. SHORT TITLE

This Bylaw may be cited as the *Short-Term Rental Regulation Bylaw*.

2. PURPOSE

The purpose of this Bylaw are to provide for the regulation of short-term rentals including vacation rentals in operators' principal residences.

3. DEFINITIONS

Whenever in this Bylaw the following words or terms are used, they shall, unless the context provides otherwise, be held to have the following meanings:

- 3.1. **Council** means the Mayor and Councillors of the Village of Buena Vista that have been duly elected by *The Local Government Elections Act*;
- 3.2. **Guest** means a consumer of short-term rental services;
- 3.3. **License** means a license issued under this Bylaw;
- 3.4. **License Inspector** means the official appointed by the Village of Buena Vista responsible for:
 - a) Reviewing and processing license applications for short-term rentals;
 - b) Issuing licenses to qualifying applicants;
 - c) Monitoring compliance with the terms and conditions of issued licenses;
 - d) Investigating complaints and conducting inspections; and

- e) Revoking licenses when necessary to ensure public safety and adherence to this Bylaw and other laws and regulations.

- 3.5. **Non-principal Residence** means any unit that is not a principal residence unit;
- 3.6. **Operator** means a person who rents out, or offers for rent, any premises for short-term rental but does not include a person who acts as an intermediary between the short-term rental tenant and the person who receives the rent;
- 3.7. **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, paying bills and receiving 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;
- 3.8. **Responsible Person** means the operator or a person designated by the operator as the primary contact for the short-term rental under **section 15** who has authority to make decisions in relation to the premises and the rental agreement, at all times that the short-term rental is operated;
- 3.9. **Short-term Rental** means temporary accommodation in a unit or room or rooms in a unit, for a fee for a period of less than thirty (30) consecutive days and may be facilitated by online platforms (e.g., Airbnb, VRBO). This does not include emergency shelters operated by non-profit organizations or government institutions;
- 3.10. **Platform** means an online matching and/or payment processing platform for transactions between short-term rental operators and guests (e.g., Airbnb, VRBO)
- 3.11. **Municipality** means the municipal corporation of the Village of Buena Vista and the area of land over which it has jurisdiction;
- 3.12. **Person** includes a natural individual, corporation, association or partnership;
- 3.13. **Owner** includes:
 - a) A person who owns or has possession of, or control over, an animal;
 - b) The person responsible for custody of a minor where the minor is the owner of the animal;

4. LICENSE REQUIRED

- 4.1. A person must not carry on business as a short-term rental operator unless the person holds a valid license in relation to the unit advertised issued under the provisions of this Bylaw.
- 4.2. A person applying for the issuance or renewal of a license to operate a short-term rental must:
- a) Make an application to the Village of Buena Vista on the form provided for that purpose, and pursuant to subsection 3;
 - b) pay to the Village of Buena Vista the applicable license fee prescribed under subsection (4.4);
 - c) provide, to the satisfaction of the Village of Buena Vista evidence that;
 - (i) the person owns the premises where the short-term rental will be offered; or
 - (ii) the owner of the premises where the short-term rental will be offered has consented to their use as a short-term rental;
 - d) provide, in the form satisfactory to the Village of Buena Vista,
 - (i) evidence that the premises where the short-term rental will be offered are occupied by the operator as their principal residence; or
 - (ii) when the short-term rental is a non-principal residence, provide the name and contact information for the person responsible in relation to the short-term rental premises.
 - e) Every applicant for a license shall submit to any inspection of the unit that is the subject of the application, at the request of the license inspector, at the time of application to verify compliance with this Bylaw, *The Fire Safety Act*, *The Accessible Saskatchewan Act*, *The Construction Codes Act* and the Village of Buena Vista fire bylaw.
 - f) the licensee or applicant shall immediately notify the license inspector in writing of any change to the information supplied in the license application.
- 4.3 The license form for the purposes of subsection (4.2) (a) will include the following:

- a) address of the proposed short-term rental;
- b) name of the owner of the address of the proposed short-term rental as shown on the land titles registry;
- c) where the applicant is an individual or individuals, the full name, mailing address, email address and phone number of the applicant or applicants;
- d) where the applicant is a corporation: a copy of proof of registration as a corporation with the Corporate Registry (Saskatchewan) or equivalent federal or provincial agency, full name of an authorized contact person including a mailing address, email address and telephone numbers;
- e) a certificate of insurance which includes a liability limit of no less than **(suggested) one million dollars (\$1,000,000.00 per occurrence)** for property damage or bodily injury. Such insurance policy must identify that Short-Term Rental Accommodation is being operated on the Premises.
- f) name and contact information for a responsible person;
- g) business name under which the short-term rental will operate, if applicable;
- h) platform(s) the applicants will use to advertise (if any);
- i) if the application is in relation to a principal residence unit, the names of all adult persons who ordinarily reside at the unit as described in the definition of principal residence unit;
- j) if the unit is a multi-unit dwelling, the total number of units in the multi-unit dwelling;
- k) square footage of area being rented.

4.4 The license fee for purposes of **subsection (4.2)(b)** is:

- a) **suggested: \$150.00** where the short-term rental is offered in the operator's principal resident; or
- b) **suggested: \$300.00** for short-term rentals that do not qualify under subsection (4.4) (a).

5.0 LICENSE ISSUANCE

1.) Upon receipt of a completed application for a license, the applicable fees, and any inspections or other verifications required, the license inspector shall, following a reasonable period to review and conduct any further inquiry required to verify the information provided or as otherwise described in this Bylaw, either issue or renew a license, or refuse to issue or renew the license.

2.) The license inspector may refuse to issue a license for a short-term rental if, in the opinion of the License Inspector,

- a) the applicant has failed to comply with **section 4**; or

b) the short-term rental operation would contravene a Village of Buena Vista bylaw or another enactment.

3.) Should the license inspector refuse to issue the license, the fee paid by the applicant shall be returned to the applicant.

6.0 LICENSE TERM

1.) The term of a license shall be for one (1) year from the date it is issued.

7.0 CONDITIONS OF LICENSE

1.) An operator of a short-term rental must:

a.) not allow their property to be used by guests to operate a business, unless the guest has a valid business license authorizing the business activity and the guest and operator have agreed to such activity;

b.) provide all guests or post in a conspicuous location in the unit any information required by the license to be provided to guests;

c.) display the license issued pursuant to this Bylaw inside the entry way to the short-term rental property;

d.) maintain an appropriate insurance policy for short-term rentals with a liability limit of no less than suggested: one million dollars (\$1,000,000.00) per occurrence for property damage or bodily injury; (dollar amount must match (4.3)(e))

e.) display the name and contact information of the person responsible inside the entry way of the short-term rental property;

f.) post emergency contact information with local emergency phone numbers, and phone number for the nearest hospital;

g.) keep a written registry of all guests that are staying or have stayed on the premises, the calendar dates of check-in and check-out for each rental, and whether the entire unit or a portion of the unit were rented;

h.) ensure smoke detectors and carbon monoxide detectors are installed and a clearly marked fire extinguisher is readily available.

i.) post a clearly marked fire evacuation plan and map;

j.) ensure all safety and accommodation inspections be completed for the short-term rental;

8.0 BUILDINGS AND STRUCTURES

- a.) No person shall operate a short-term rental in a unit that does not comply or in relation to which the use of such unit is not in compliance with any law, including but not limited to *The Fire Safety Act*, *The Accessible Saskatchewan Act*, *The Construction Codes Act*, the *Village of Buena Vista zoning bylaw*, and *Village of Buena Vista fire bylaw*.
- b.) No person shall advertise, offer or provide short term accommodation in a temporary structure, vehicle, recreational trailer or structure, accessory building that is not a legal suite, or where rental of the unit would be in breach of any contract with the Village of Buena Vista.

9.0 SUSPENSION OR REVOCATION OF LICENSE

9.1 The license inspector may suspend, revoke or refuse to renew any license if:

- a.) the applicant or licensee fails to pay any fee required by this Bylaw;
- b.) the applicant or licensee fails to provide any information required by the license application form;
- c.) the license was issued in error or based on false or misleading information;
- d.) the applicant or licensee does not or no longer meets the application requirements, the conditions of the license set out in section 7, or any other requirement of this Bylaw;
- e.) the applicant or licensee or a person affiliated with the licensee has refused to allow an inspection of the unit as authorized by **section 18** of this bylaw;
- f.) if the applicant, licensee or unit has violated this Bylaw, any other bylaw or any other laws;
- g.) if persons present at the unit that is the subject of the license have violated a Village of Buena Vista bylaw or other law, including, but not limited to, bylaws regarding nuisance or the amenity of the neighborhood;

9.2 The license inspector shall send notice of any decision to suspend, revoke or refuse to issue or renew a license pursuant to this Bylaw to the applicant or licensee by mail at the address provided by the applicant or licensee.

9.3 The notice sent pursuant to subsection (9.2) shall advise the applicant or licensee of the reason for the decision **[and the right to appeal to the (relevant appeal position – Suggestion: Chief Administrative Officer), if appeal option is available]**

9.4 Should the license inspector suspend or revoke a license, or the licensee wishes to cancel or return a license, the fee paid by the licensee shall not be returned.

10.0 APPEAL OF REFUSAL, SUSPENSION OF REVOCATION [If municipality chooses to include an appeal option]

- a.) Where the license inspector has suspended, revoked, refused to issue or renew a license issued pursuant to this Bylaw, the applicant or licensee to whom the decision relates may appeal that decision to the Village of Municipality within 30 days of the date of the decision.
- b.) A request for a stay must be in writing and must be served on the [relevant appeal position-suggestion: Chief Administrative Officer]

11.0 STAY OF DECISION [If municipality chooses to include an appeal option]

- a.) An appeal does not operate as a stay of the decision appealed unless the licensee applies for a stay and the [relevant appeal position] grants a stay.
- b.) A request for a stay must be in writing and must be served on the [relevant appeal position-suggested CAO]
- c.) Where a stay is granted pursuant to this section, the license suspension, revocation, refusal to issue or renew are stayed until the [relevant appeal position-suggested CAO] makes a decision as to the appeal.

12.0 LICENSE NUMBER TO BE INCLUDED IN ADVERTISING

- a.) A valid license number must be included in any advertising, listing, or promotion material that is intended to communicate availability of the premises for short-term rental.

13.0 PROHIBITION ON TRANSFER

- a.) A license cannot be sold, transferred, assigned, leased or otherwise disposed of or dealt in.
- b.) A license cannot be transferred to another unit owned by the licensee.
- c.) If the unit to which the license relates is sold or leased to another tenant, the license is deemed to be expired.
- d.) If the holder of a license for a principal residence unit no longer resides at the principal residence unit as described in the definition of a principal residence unit, the license is deemed to be expired.

14.0 RESPONSIBLE PERSON

- a.) An operator of a short-term rental in their principal residence is the person responsible for that short-term rental.

b.) A person may only operate a short-term rental in premises other than their principal residence if they designated a responsible person who, at all times that the short-term rental is operated, has access to the premises and authority to make decisions in relation to the premises and the rental agreement.

c.) The operator may be the person responsible except when subsection (f) applies.

d.) The person responsible must be available twenty-four (24) hours a day to respond to emergencies or any other matter which may require contact.

e.) The person responsible must be able to attend at the short-term rental premises with (suggest: two (2) hours) of being requested to do so.

f.) If a person who operates a short-term rental in their principal residence is going to be absent during the term of the short-term rental, they must designate a responsible person and comply with this section.

15.0 PLATFORM OR MARKETING AGENTS

Upon written request of the Village of Buena Vista every person who facilitates the marketing of a short-term rental, by providing a space or location for such marketing shall remove or correct any listing identified by the Village of Buena Vista within seven calendar days of the date of the request.

16.0 ENFORCEMENT OFFICIALS

For the purposes of any inspection authorized by this Bylaw, enforcement of this Bylaw and sections 362, 363, 364 of *The Municipalities Act*, the license inspector is a designated officer and authorized to inspect premises, enforce this Bylaw and undertake any action authorized pursuant to *The Municipalities Act*.

17.0 INSPECTION

a.) The inspection of property to determine if this Bylaw is being complied with is hereby authorized.

b.) Inspections pursuant to this Bylaw shall be carried out in accordance with *Section 362 of The Municipalities Act*.

c.) If a person refuses to allow or interferes with an inspection authorized by this section or if a person fails to respond to a reasonable request for access to a property, The Village of Buena Vista may apply for a warrant authorizing entry in accordance with *Section 363 of The Municipalities Act*.

18.0 OFFENCES

(1) It is an offence:

- a.) to fail to comply with or contravene any provision of this Bylaw;
- b.) for a person to hold themselves out to be licensed under this Bylaw unless they hold a valid license issued pursuant to this Bylaw;
- c.) to provide false, incomplete or inaccurate information to the license inspector;
- d.) to obstruct a person who is authorized pursuant to this Bylaw to carry out an inspection or a person who is lawfully assisting in the inspection.

(2) Each instance that a contravention of a provision of this Bylaw occurs and each day that a contravention continues shall constitute a separate offence.

19.0 PENALTIES

(1) A person found guilty of an offence under this Bylaw is subject to a fine of not less than (suggested: \$100.00) and not more than (suggested \$10,000.00) for every instance that an offence occurs or each day that it continues.

20.0 COMING INTO FORCE

This Bylaw will come into force on [day after the date of third reading].

SEAL

Mayor

Chief Administrative Officer

INTRODUCED AND READ a first time this ____ day of Month, 2026.

READ a second time this ____ day of Month, 2026.

READ a third time and adopted this ____ day of Month, 2026.

DRAFT