

SCHEDULE 1

INSURANCE REQUIREMENTS

1. This Schedule shall apply to those Persons seeking to carry on a Business.

Indemnification

2. Upon submitting an Application, the Applicant shall execute the following indemnity to the satisfaction of the City

The Licensee both during and after the term of the Licence or renewed Licence, shall at all times, and at its own cost, expense and risk, defend, indemnify and hold harmless the City, its elected officials, officers, employees, volunteers, agents, and all respective heirs, administrators, executors, successors and assigns from any and all losses, damages (including, but not limited to, incidental, indirect, special and consequential damages, or any loss of use, revenue or profit by any Person, organization or entity), fines, penalties and surcharges, liabilities (including, but not limited to, any and all liability for damage to property and injury to Persons, including death), judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind (including, but not limited to, proceedings of a criminal, administrative or quasi criminal nature) and expenses (including, but not limited to, legal fees on a substantial indemnity basis), which the indemnified Person or Persons may suffer or incur, howsoever caused, provided such losses, damages, fines, penalties and surcharges, liabilities, judgments, claims, demands, causes of action, contracts, suits, actions or other proceedings of any kind and expenses as defined above are due or claimed to be due to the negligence, breach of contract, and/or breach of law of the Licensee.

General Liability Insurance

3. The Licensee shall maintain liability insurance acceptable to the Director throughout the term of their Licence.
4. The liability insurance shall consist of a comprehensive policy of public liability and property damage insurance in an amount of not less than \$2,000,000.00 per occurrence.
5. The liability insurance shall name the City as additional insured with a cross liability endorsement and severability of interests provision. If food is being served, Product and Completed Operations is required on the liability insurance policy.

Automobile Liability Insurance

6. Where the Licensee uses or requires a Motor Vehicle to carry on their Business, the Licensee shall obtain and maintain, in full force and effect for the term of their Licence, automobile liability insurance in the amount of \$2,000,000.00 per occurrence covering all Motor Vehicles owned or leased by the Licensee. As per the Provincial Regulations for Ontario under the OAP1.

General Provisions

7. The Licensee shall submit a Certificate of Insurance Form.
8. In the event of a claim, any deductible or self-insured retention under the insurance shall be the sole responsibility of the Licensee and that the coverage shall preclude subrogation claims against the City and any other Person insured under the policy and be primary insurance in response to claims. Any insurance or self-insurance maintained by the City and any other Person insured under the policy shall be considered excess of the Licensee's insurance and shall not contribute with it. The minimum amount of insurance required herein shall not modify, waive or otherwise alter the Licensee's obligation to fully indemnify the City.

SCHEDULE 2

CRIMINAL RECORD CHECK REQUIREMENTS

1. This Schedule shall apply to those Persons who are required to provide a Criminal Record Check with their application for a Licence.
2. The Criminal Record Check accepted by the Director shall meet the following requirements:
 - a) must be an original copy;
 - b) if the Person(s) carrying on the Business is a sole proprietor, a completed Criminal Record Check must be obtained for the Person who owns the Business;
 - c) if the Person(s) carrying on the Business is a partnership, a completed Criminal Record Check must be obtained for each partner;
 - d) if the Person carrying on the Business is a corporation, a completed Criminal Record Check must be obtained for each director and officer of the corporation and for any shareholder who holds more than 30% of the issued shares in the corporation; and,
3. The Criminal Record Check shall be completed by a Canadian Police Service, or by a police service in the country where the Person currently resides.

SCHEDULE 3

BUSINESSES REQUIRING A LICENCE, ANNUAL RENEWAL DATE

Business	Expiry	Regulations
Retail and Service Shop	Per Location	SCHEDULE 4
Animals for Entertainment	31-Jan	SCHEDULE 5
Auctioneer	31-Jan	SCHEDULE 6
Barber Shop & Beauty Salon	31-Aug	SCHEDULE 7
Bed & Breakfast	31-Aug	SCHEDULE 8
Contractor	30-Jun	SCHEDULE 9
Donation Box Operator	1-Feb	SCHEDULE 10
Dry Cleaner & Launderette	31-Aug	SCHEDULE 11
Fair	Per Event	SCHEDULE 12
Flyer Distributor	31-Jan	SCHEDULE 13
Food Shop	31-Jan	SCHEDULE 14
Food Vehicle	30-Apr	SCHEDULE 15
Food Vehicle (Temporary)	Per Event	SCHEDULE 15
Home Occupation	30-Jun	SCHEDULE 16
Mobile Vendor	1-Nov	SCHEDULE 17
Motor Vehicle Facility	31-Aug	SCHEDULE 18
Newspaper Vending Box Operator	1-Nov	SCHEDULE 19
Nightclub	31-Aug	SCHEDULE 20
Pet Service	30-Jun	SCHEDULE 21
Portable Sign Lessor	31-Dec	SCHEDULE 22
Private Property Enforcement Contractor	31-Jan	SCHEDULE 23
Private Property Enforcement Officer	31-Jan	SCHEDULE 24
Public Hall	30-Jun	SCHEDULE 25
Short-term Rental Platform	1-Jul	SCHEDULE 30
SOLER – Temporary Patio Licence	31-Dec	SCHEDULE 26
Special Sale	Per Event	SCHEDULE 27
Temporary Vendor	Per Event	SCHEDULE 28
Vendor Market	Per Event	SCHEDULE 29

[Schedule 3 deleted and replaced by By-law No. 2024-072, October 7, 2024]

[Schedule 3 amended by By-law No. 2025-045, June 23, 2025 to come into effect July 1, 2026]

SCHEDULE 4

RETAIL AND SERVICE SHOP LICENCE

1. A Retail and Service Shop Licence is required for all Persons carrying on a Business that is not regulated by:
 - a) a schedule to this By-law;
 - b) the Rental Housing Licensing By-law; or,
 - c) the Adult Entertainment Parlour By-law.

2. The following Businesses do not require a Licence:
 - a) taxi cabs;
 - b) Second Hand Good Shops;
 - c) Salvage Yards;
 - d) Office space not intended to service the general public;
 - e) a Business that is operated by a licensed lawyer or paralegal, except when operated as a Home Occupation; and,
 - f) a Business operated by a Regulated Health Professional, except when operated as a Home Occupation.

SCHEDULE 5

ANIMALS FOR ENTERTAINMENT

1. This schedule shall apply to those Persons carrying on a Business using Animals for Entertainment.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) a Criminal Record Check;
 - b) a description of the proposed use;
 - c) a description of the type and number of animals being used;
 - d) proof the Kitchener-Waterloo and North Waterloo Humane Society is aware of the number and type of animals being used; and,
3. In addition to the grounds for refusal in Section 4 of the By-law, no Licence shall be issued:
 - a) where the animal is, or is likely to be taunted, goaded, baited, provoked, injured or distressed;
 - b) where spectators or other members of the public are likely to be injured by the animal or the use of the animal, including being trampled, gored, crushed, thrown or bitten; or,
 - c) where the animal is at risk of escaping or otherwise being at large.
4. No Person using an Animal for Entertainment shall:
 - a) taunt, goad, bait, provoke, injure or distress the animal or permit it to be taunted, goaded, baited, provoked, injured or distressed; or,
 - b) restrain the animal in a manner that causes pain, injury or distress.
5. Every Person using an Animal for Entertainment shall ensure that spectators and other members of the public are protected from being injured by the animal, and ensure that the animal is prevented from escaping or being at large.
6. If Animals for Entertainment are being used at a Fair, a Licence for the Fair is also required.

SCHEDULE 6

AUCTIONEER

1. This schedule shall apply to those Persons seeking to carry on a Business as an Auctioneer.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) a Criminal Record Check.
3. In addition to the grounds for refusal in Section 4 of the By-law, no Licence shall be issued where, at any time within three years prior to the Application, the Applicant has been convicted of any offence relating to fraudulent practices, stolen goods, theft or burglary under the *Criminal Code*, R.S. C. 1985, c. C-46.
4. Notwithstanding the prohibitions set out in Section 2 of the By-law, a sheriff or bailiff offering for sale goods or chattels seized under an execution or detained for rent, or a Person selling land by public auction, is not required to be Licenced under this By- law.
5. No Licensee shall:
 - a) permit disorder in the auction room or offices;
 - b) conduct or permit a Mock Auction;
 - c) make or permit a misrepresentation as to the quality or value of the goods offered for sale;
 - d) use the services of or act in concert with Persons known in the trade as “beaters”, “boosters”, or “shills” for the purpose of raising or stimulating bids; or,
 - e) give false statement to the owner of the goods or to a purchaser of the goods as to the sale.
6. Every Licensee shall keep proper books showing:
 - a) the names and addresses of the owners of the goods auctioned;
 - b) a description of the goods;
 - c) the price at which they were sold;

- d) the amount of any commission or fee;
- e) the names and addresses of the purchasers; and,
- f) the date of payment and amounts paid to the owners for the goods sold, or the date of return of unsold goods to the owners.

SCHEDULE 7

BEAUTY SALON OR BARBER SHOP

1. This schedule shall apply to those Persons to carry on a Beauty Salon or Barber Shop.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) Health Approval,
3. Every Licensee shall:
 - a) ensure that the Licenced Premises are kept in a clean and sanitary condition;
 - b) ensure that all Persons performing Beauty Salon or Barber Shop treatments on the Licenced Premises are appropriately qualified;
 - c) ensure that all equipment used in the Licenced Premises are sterilized or disinfected;
 - d) comply with the Personal Services Settings Protocol under the Infection Control Program of the Mandatory Health Programs and Services Guidelines, January 1998, published by the Minister of Health as authorized by the *Health Protection and Promotion Act*, as amended and replaced from time to time; and,
 - e) comply with the requirements of the Medical Officer of Health and the Personal Services Protocol provided by the Region of Waterloo Public Health.

SCHEDULE 8

BED AND BREAKFAST ESTABLISHMENT

1. This schedule shall apply to those Persons seeking to carry on a Bed and Breakfast Establishment.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) for a Class "A" Licence:
 - i. a Criminal Record Check;
 - ii. a Declaration of Compliance;
 - iii. a floor plan, which indicates the units of measurement for the area; and,
 - iv. a parking plan.
 - b) for a Class "B" Licence:
 - i. the documents listed in section 2a) above; and,
 - ii. a Fire Safety Plan.
3. Other than those establishments identified in section 4, below, a Class "A" Licence shall be required for all Bed and Breakfast Establishments.
4. A Class "B" Licence shall be required for an establishment with a total Occupancy Load of eleven (11) or more Persons. For greater certainty, "Occupancy Load" includes any permanent residents of the establishment and employees.
5. In addition to the licensing requirements set out in section 2 above, a Health Approval, shall accompany a completed Application for a Class "A" or "B" Licence where the Bed and Breakfast Establishment can hold a total number of ten (10) guests or more.
6. The Licensee or Operator of a Bed and Breakfast Establishment shall reside on the Licensed Premises.
7. A Licence for a Bed and Breakfast Establishment shall not be issued to a property holding a licence issued under the City's Rental Housing Licensing By-law.

SCHEDULE 9

CONTRACTOR

1. This schedule shall apply to those Persons seeking to carry on as a Contractor;
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) proof of WSIB Registration, unless self or independently employed; and,
 - b) a description of the type of work that the Licensee typically conducts.
3. Every Licensee shall:
 - a) have printed or otherwise displayed on the driver and passenger sides of all vehicles owned, leased or used on a regular basis by the Contractor in the course of Business, in figures no less than ten (10) centimetres in height, the Contractor's name;
 - b) have printed or otherwise impressed on all business stationery, forms, invoices, statements and advertising materials, the Contractor's name, Business address and telephone number;
 - c) give a copy of the contract referred to in subsection 3c) above to the Person for whom the work is being done;
 - d) where required, obtain all necessary permits prior to the commencement of any work, and upon completion, procure an inspection from the City; and,
 - e) ensure that all debris, mud garbage or stone tracked onto the roadway as result of operations completed is removed before 9pm of each day.
4. Every Licensee performing Drain Laying Drainage system design work shall:
 - a) employ a qualified sewage installer; and,
 - b) obtain a building permit, if required, along with all required inspections before backfilling or covering any Drainage Work.
5. Every Licensee performing Plumbing shall:
 - a) employ one or more Qualified Plumbers
6. Every Licensee performing Pool Installation shall:

- a) ensure a pool enclosure permit is obtained before work begins; and,
- b) obtain an inspection of the pool enclosure before the pool is filled with water

SCHEDULE 10

DONATION BOX OPERATOR

1. This schedule shall apply to those Persons seeking to carry on as a Donation Box Operator.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) a list of the number and locations of all of Donation Boxes owned by the Licensee within the City; and,
3. Every Donation Box Operator shall obtain from the Director a permit for each Donation Box operated in the City.
4. An application for a permit referenced in section 3 above shall be accompanied by:
 - a) a site plan of the location of the Donation Box, showing where on the property the Donation Box is to be located; and,
 - b) written permission of the Owner of the property consenting to the placement of the Donation Box on their property.
 - c) the applicable fees in accordance with the Fees and Charges By-law, which are not prorated or refundable.
5. Every Donation Box Operator shall:
 - a) ensure the Donation Boxes are located on private property;
 - b) only operate a Donation Box at the location for which a permit has been issued;
 - c) display the name of the Donation Box Operator in a conspicuous place on the Donation Box, in lettering of a contrasting colour and no smaller than 100 millimetres x 75 millimeters;
 - d) if not a Registered Charity, display the words: "NOT a Registered Charity" immediately below the name of the operator, in lettering no smaller than 80 millimeters x 60 millimeters, and of a contrasting colour;
 - e) ensure that the Donation Box is clean, in good repair and is free of graffiti and shall ensure that all areas immediately adjacent to the Donation Box are clean and free of litter and other debris.

6. No Person shall allow a Donation Box without a permit to remain on their property.
7. No Donation Box shall be located on any property in the City if the Donation Box or the Donation Box Operator fails to comply with the terms of this schedule.

SCHEDULE 11

DRY CLEANER OR LAUNDERETTE

1. This schedule shall apply to those Persons seeking to carry on as a Dry Cleaner or carry on a Launderette.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) a Declaration of Compliance

SCHEDULE 12

FAIR

1. This schedule shall apply to those Persons seeking to carry on a Fair.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) written permission of the Owner of the property consenting to the use of their property for the Fair;
 - b) a Criminal Record Check;
 - c) evidence that all employees of the Fair are protected by the *Workplace Safety and Insurance Act, 1997*, S.O. 1997, c. 16, Schedule A, to the extent required by such statute;
 - d) a list of all exhibits, Amusement Devices, games, shows and stalls to be set up or held at the Fair; and,
 - e) evidence of the approval from the Technical Standards and Safety Authority, issued within twelve (12) months prior to the date of the Application, to carry on Business of operating Amusement Devices.
3. In addition to the requirements set out in Section 2 of this Schedule, the following shall accompany an Application for a Licence or renewal of a Licence for a Fair that provides the sale of food or the use of Animals for Entertainment:
 - a) Health Approval,
4. No Licensee shall:
 - a) permit any illegal gambling, illegal drinking, prostitution, Obscene Show or the short-changing or cheating of the public;
 - b) permit any Person while operating an Amusement Device to smoke or hold lighted tobacco; or,
 - c) operate a Fair before 8:00 a.m. and after 11:00 p.m.

SCHEDULE 13

FLYER DISTRIBUTER

1. This schedule shall apply to those Persons seeking to carry on as a Flyer Distributer.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
3. Subsection 3.1(f) of the By-law shall not apply to Flyer Distributer.
4. No Licensee shall leave Flyers on doorsteps, entrances, on windshields of Motor Vehicles or in any place where they are likely to litter public or private property.
5. No Licensee shall deliver a Graphic Image to any residence, unless:
 - a) the Graphic Image is fully concealed within a sealed envelope or package; and,
 - b) the sealed envelope or package containing the Graphic Image is marked with the following notice and information:
 - i. the name and address of the person who is responsible for Delivery of the Graphic Image; and,
 - ii. a warning that the envelope or package “contains a Graphic Image that may be offensive or disturbing to some people”.
6. All Flyers distributed shall be placed only in mail slot or like receptacle.
7. Sections 4 and 5 of this Schedule are not applicable to the Flyers contained within newspapers subscribed to the occupant or owner of the property.

SCHEDULE 14

FOOD SHOP

1. This schedule shall apply to those Persons seeking to carry on a Food Shop.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) for a Class "A" Licence:
 - i. Health Approval,
 - ii. Declaration of Compliance; and,
 - iii. proof of an Annual Fire Inspection.
 - b) for a Class "B" Licence:
 - i. the documents listed in section 2 a) above; and,
 - ii. a Fire Safety Plan.
3. Other than those Food Shops identified in Section 4, below, a Class "A" Licence shall be required for all Food Shops.
4. A Class "B" Licence shall be required for a Food Shop with an Occupancy Load of more than 60 persons.
5. Every Licensee shall:
 - a) employ a minimum of one Certified Food Handler;
 - b) maintain the premises in a clean and sanitary condition;
 - c) ensure adequate measures for the storage and disposal of garbage and waste;
 - d) ensure all required washrooms are maintained in a clean and sanitary condition and accessible to customers, where required; and,
 - e) ensure sufficient levels of illumination to permit the safe use of the premises
6. Every Licensee with a Class "B" licence shall ensure the occupant load is posted in a conspicuous place.

7. Every Licensee with a Class “B” licence who provides pre-recorded, live music or live entertainment and allows for dancing within an open floor area, even on a temporary basis shall:
 - a) ensure that where queues are formed for the purpose of gaining entrance to the establishment, a uniformed attendant is present for the purpose of regulating the queue and prohibiting undue obstruction or encumbering of any exit door, walkway, driveway or Highway by the queue;
 - b) ensure the premises are staffed with at least one security guard while operating with 100 or more customers in attendance at the premises; and,
 - c) ensure that all security guards wear identification or clothing by which they can readily be identified as security guards.

8. No Licensee with a Class “B” licence who provides pre-recorded or live music or live entertainment and allows for dancing within an open floor area, even on a temporary basis shall:
 - a) permit any disorderly conduct to take place on the Licenced Premises;
 - b) fail to ensure the protection of the public health and public safety in the Licenced Premises.

SCHEDULE 15 FOOD VEHICLE

1. This schedule shall apply to those Persons seeking to carry on the operation of a Food Vehicle.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) where the Food Vehicle contains equipment fuelled by propane or natural gas, a certificate, issued within six (6) months of the Application, by a provincially certified propane contractor confirming the equipment has been inspected and found to conform to the Propane Storage and Handling Regulations, being *Ontario Regulation 211/01*, as may be amended or replaced from time to time;
 - b) Health Approval;
 - c) a Technical Standards and Safety Authority Field Approval for all equipment and appliances that are not approved by the Canadian Standard Association or the Underwriter Laboratories of Canada;
 - d) proof of an Annual Fire Inspection;
 - e) a copy of the driver's licence held by the Person(s) that own the Business, if the vehicle is driven on a Highway;
 - f) a copy of the ownership for the Food Vehicle;
 - g) a plan for the containment and disposal of grey water, grease and garbage in a sanitary manner satisfactory to the City; if any
 - h) written permission of the Owner of the property consenting to the use of their property for the Food Vehicle if any; and,
 - i) a site plan showing the location of the Food Vehicle as it relates to other buildings and structures on the property, when the Food Vehicle is placed on private property.
3. Notwithstanding Section 4 of this Schedule, a Class "A" Licence shall be required for all Food Vehicles.
4. The Director may issue a temporary Food Vehicle Licence for operation at a Significant Community Festival or Special Event.
5. All Class "B" food trailer licences, issued to hot dog carts or stands under City By-law No. 2014-085 and which were valid on the date this By-law comes into force and effect, shall be deemed a Class "B" Licence.

6. a Class "B" Licence shall continue in effect provided that the Class "B" Licence is renewed within 30 days after the expiration date as identified on the Licence
7. A Class "B" Licence shall expire and shall not be renewed where the Licensee fails to renew the Licence as set out in Section 6 of this Schedule.
8. No Person shall operate a Food Vehicle except during the following hours:
 - a) 8:00 a.m. to 3:00 a.m. in locations other than City parks; and,
 - b) 8:00 a.m. to 11:00 p.m. in City parks.
9. No Person shall park, or permit the parking of a Food Vehicle overnight on City Property or private property after operating hours except on land owned, leased or rented by the operator for the storage of the Food Vehicle and in compliance with the Zoning By-Law.
10. No Person shall operate a Food Vehicle:
 - a) within 10 metres of a Food Shop or a Food Vehicle with a Class "B" Licence without express written permission from the restaurant or Class "B" Licensee;
 - b) on Highways under the jurisdiction of the Regional Municipality of Waterloo;
 - c) in a manner that interferes with the normal use of a sidewalk by pedestrians;
 - d) within 100 metres of any elementary or secondary school, without express written permission from the school;
 - e) on private property without the written consent of the property owner;
 - f) in a residential area, except on the specific request and with the written permission of a resident to provide food to that resident and guests at the residents' address;
 - g) on Highways, unless the Highway has been closed for a Significant Community Festival or Special Event. Or an area designated in Section 14 of this Schedule, or except where necessary to service a construction site or work crew for no more than 30 minutes;
 - h) in a city park or city owned property except pursuant to a contract or permit issued by the city and subject to any conditions attached thereto;
 - i) within 30 metres of the entrance or exit of a public park, or intersection.

- j) from a vehicle drawn by an animal
11. Every Licensee shall maintain a Food Vehicle 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 Food Vehicle.
 12. A Licence shall be required for Food Vehicles operating at a Significant Community Festival, but the licence fee for a temporary Food Vehicle Licence may be waived for the duration of the Significant Community Festival.
 13. Licensees with a Class "B" Licence are only permitted to operate in the following locations:
 - a) Intersection of Frobisher Drive and McMurray Road;
 - b) 550 Parkside Drive;
 14. Food Vehicles are permitted in the following locations on a daily first-come, first-served basis:
 - a) Caroline North Lot, City Centre Lot, Museum Lot (but only in the hourly parking spots) and Regina Lot;
 - b) curbside on William Street, north side, Regina Street to Willow Street;
 - c) curbside on Father David Bauer Drive, from Caroline Street to Westmount Road North;
 - d) curbside on Regina Street, William to Bridgeport Road;
 - e) curbside on John Street West, from King Street South to Park Street;
 15. City recreational facilities (RIM Park, Waterloo Memorial Recreation Centre, Hillside Park or other City-owned recreational facilities) subject to the following:
 - a) being requested by facility managers to attend the property;
 - b) having a written agreement with facility management; and,
 - c) operating in compliance with regulations provided by the facility.
 16. Food Trucks are prohibited from operating on private property within the boundaries of the Uptown Waterloo Business Improvement Area, unless the Licensee has prior written permission of the property owner and the Executive Director of the Uptown Business Improvement Area.

17. Food Trucks shall be prohibited from operating within the boundaries of the Uptown Waterloo Business Improvement Area during a Significant Community Festival or Special Event held in the Uptown Waterloo Business Improvement Area, unless the Licensee has written permission of the event organizer.

SCHEDULE 16

HOME OCCUPATION

1. This schedule shall apply to those Persons seeking to carry on a Home Occupation.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) a Criminal Record Check;
 - b) proof that the Applicant resides in the Dwelling Unit associated with the Home Occupation;
 - c) a floor plan of the entire Dwelling Unit, which indicates the units of measurement for the area; and,
 - d) a parking plan; and,
 - e) Health Approval, if applicable.
3. No Licensee shall:
 - a) change the exterior character of the Dwelling Unit from a private residence;
 - b) have external storage of goods or materials;
 - c) create or become a public nuisance with respect to noise, odour, fumes, vibration, dust, glare, traffic or parking which is evident outside the Dwelling Unit;
 - d) occupy more than twenty five percent of the gross floor area of the Dwelling Unit;
 - e) sell goods or materials unless such goods or materials are made in the Dwelling Unit;
 - f) service more than two clients, students, or customers at any one time;
 - g) have more than one Home Occupation per Dwelling Unit;
 - h) engage in, or permit the repair and service of Motor Vehicles or internal combustion engines, or manufacturing or a body massage or body rub parlour unless performed and/or run by Regulated Health Professional;

4. Every Licensee must have one parking space provided on site in addition to the parking space or spaces required for the residential use.
5. The parking space in section 4 above may include a tandem parking space, or a parking space located in front of the building line within the driveway provided that the Motor Vehicle does not encroach into the right of way or over the public sidewalk.

SCHEDULE 17

MOBILE VENDOR

1. This schedule shall apply to those Persons seeking to carry on as a Mobile Vendor.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) a Criminal Record Check;
 - b) a plan for the containment and disposal of grey water and garbage in a sanitary manner satisfactory to the City, if applicable;
 - c) a Technical Standards and Safety Authority Field Approval for all equipment and appliances that are not approved by the Canadian Standard Association or the Underwriter Laboratories of Canada, if applicable;
 - d) proof of an Annual Fire Inspection, if applicable.
3. Every Mobile Vendor Business Licensee shall:
 - a) have printed or otherwise displayed on the driver and passenger sides of all vehicles owned, leased or used on a regular basis by the Mobile Service Business in the course of Business, in figures no less than ten (10) centimetres in height, the Contractor's name;
 - b) have printed or otherwise impressed on all business stationery, forms, invoices, statements and advertising materials, the Mobile Service Business' name, Business address and telephone number;
4. No person shall operate a Mobile Vendor Business
 - a) On Highways under the jurisdiction of the Regional Municipality of Waterloo;
 - b) In a manner that interferes with the normal use of a sidewalk by pedestrians;
 - c) In a residential area, except on the specific request and with the written permission of a resident to provide service to that resident.

SCHEDULE 18

MOTOR VEHICLE FACILITY

1. This schedule shall apply to those Persons seeking to carry on a Motor Vehicle Facility.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) for a Class "A" Licence:
 - i. a brief description of the Business being operated or to be operated;
 - ii. proof of an Annual Fire Inspection; and,
 - iii. Declaration of Compliance;
 - b) for a Class "B" Licence:
 - i. the documents listed in section 2 a) above; and,
 - ii. a Fire Safety Plan.
3. Other than those Motor Vehicle Facilities identified in section 4 below, a Class "A" Licence shall be required for all Motor Vehicle Facilities.
4. A Class "B" Licence shall be required for the following Motor Vehicle facilities:
 - a) a Motor Vehicle Facility with an Occupancy Load of more than 100 Persons; or,
 - b) a Motor Vehicle Facility with flammable material spray operations with an Occupancy Load of more than 25 Persons;
5. Every Licensee shall report to the Waterloo Regional Police Service when a Motor Vehicle is left on the Licenced Premises for a period of twenty-four hours, if the Motor Vehicle has been left without permission of the Licensee or when the Licensee may have reason to believe the Motor Vehicle is either stolen or abandoned.
6. Every Licensee shall ensure that Motor Vehicles are parked within the boundaries of the property and in accordance with the approved site plan.

SCHEDULE 19

NEWSPAPER VENDING BOX OPERATOR

1. This schedule shall apply to those Persons seeking to carry on as a Newspaper Vending Box Operator.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) a list of the number and locations of all of Newspaper Vending Boxes owned by the Licensee within the City;
3. Every Newspaper Vending Box Operator shall obtain from the Director a permit for each Newspaper Vending Box located on City Property.
4. An application for a permit referenced in section 3 above shall be accompanied by:
 - a) the list of the locations where the Newspaper Vending Box is to be located; and,
 - b) the applicable fees as set out in the Fees and Charges By-law.
5. Every Newspaper Vending Box Operator shall:
 - a) ensure that the Newspaper Vending Box is placed not less than three hundred (300) metres from another Newspaper Vending Box for the same newspaper, magazine or other publications;
 - b) ensure that the Newspaper Vending Box is placed in such a manner that it does not restrict the movement of pedestrians or vehicular traffic; and,
 - c) ensure that the Newspaper Vending Box is maintained in good and proper repair and in a condition satisfactory to the Director.
6. The Director shall have the authority to alter the location or temporarily remove a Newspaper Vending Box where repair of any public Highway or sidewalk necessitates the same.
7. No Newspaper Vending Box shall be located on City Property if the Newspaper Vending Box or the Newspaper Vending Box Operator fails to comply with the terms of this schedule.
8. The Director may order the removal of a Newspaper Vending Box, upon fourteen (14) days written notice to the owner of the Newspaper Vending

Box,, if the Newspaper Vending Box:

- a) obstructs vehicular and pedestrian traffic; or,
- b) creates visibility obstructions for either pedestrian or vehicular traffic.

SCHEDULE 20

NIGHTCLUB

1. This schedule shall apply to those Persons seeking to carry on a Nightclub.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) for a Class "A" Licence:
 - i. a Criminal Record Check;
 - ii. proof of an Annual Fire Inspection;
 - iii. Health Approval,
 - iv. Declaration of Compliance; and,
 - v. a Fire Safety Plan.
3. Every Licensee shall:
 - a) ensure that where queues are formed for the purpose of gaining entrance to the Nightclub, a uniformed attendant is present for the purpose of regulating the queue and prohibiting undue obstruction or encumbering of any exit door, walkway, driveway or Highway by the queue;
 - b) ensure the premises are staffed with at least one security guard while operating with 100 or more customers in attendance at the premises;
 - c) ensure that all security guards wear identification or clothing by which they can readily be identified as security guards;
 - d) provide suitable storage facilities and garbage containers for refuse from the operation of the Business;
 - e) ensure the occupant load is posted in a conspicuous place; and,
4. No Licensee shall:
 - a) permit any disorderly conduct to take place on the Licenced Premises;
 - b) fail to ensure the protection of the public health and public safety in the Licenced Premises;

5. A Food Shop Licence is required where food is sold at the Nightclub.

SCHEDULE 21

PET SERVICES

1. This schedule shall apply to those Persons seeking to carry on a Pet Service.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) Written communication from the Humane Society of Kitchener Waterloo & Stratford Perth or the Ontario Society for the Prevention of Cruelty to Animals confirming the adequacy of the Licenced Premises for the keeping of animals in accordance with the standards set out by the Canadian Council on Animal Care and any other applicable standard; and,
 - b) a Criminal Record Check.
3. Every Licensee, when acquiring an animal for the purpose of offering the animal for sale, shall obtain the animal only from the following sources:
 - a) municipal animal shelter;
 - b) registered humane society;
 - c) registered shelter; or,
 - d) Rescue Group.
4. Every Licensee shall:
 - a) post in a conspicuous place in the Licenced Premises:
 - i. a list of all animals permitted to be kept within the boundaries of the City;
 - ii. keep and maintain a register of each animal purchased or otherwise obtained by the Licensee, which shall include:
 - iii. the date the Licensee obtained the animal;
 - iv. a full description of the animal including gender, colour, breed or crossbreed, distinguishing markings and name, if any;
 - b) ensure the register referenced in section 4 of this Schedule is:
 - i. retained for at least 24 months in respect of each entry and transaction

date;

- ii. maintained in good condition and that all entries are legible and written in the English language; and,
 - iii. make available for inspection during normal Business hours by a MLEO;
- c) ensure that every Person who is sold a dog is advised of the City's dog licensing requirements; and,
- d) make every reasonable effort to obtain the name, address, and description of anyone offering to the Licensee any animal which the Licensee suspects or ought reasonably to suspect has been stolen or otherwise unlawfully obtained and report that information promptly to the Waterloo Regional Police Service.
5. No Licensee shall:
- a) sell or offer for sale or give away any wild animal or exotic animal or any other animal which is not permitted within the boundaries of the municipality as defined by the City's Animal Control By-law or applicable laws;
 - b) sell any diseased animal;
 - c) display any animal unless such animal is adequately protected from drafts, direct sunlight, excessive heat or cold, and ample space is provided;
 - d) sell, offer to sell, display or give to any Person a dog or cat that is under the age of eight weeks;
 - e) sell, offer to sell or give any animal to a Person under the age of eighteen years;
 - f) sell, offer to sell or give to any Person a chicken, duckling or other fowl that is under the age of three weeks;
 - g) sell, offer to sell, display or give to any Person an animal to which dye has been applied by any means; or,
 - h) sell, offer to sell or give to any Person a cat or dog that does not have a medical health certificate issued by a licenced veterinarian.
6. Every Licensee shall provide the following conditions and care for animals in accordance with the guidelines and policies of the Canadian Council on Animal Care, as revised from time to time:

- a) provide all animals with sanitary quarters and environmental conditions appropriate to their species, including temperature, ventilation, lighting, and social and behavioural enrichment;
 - b) provide all animals with housing units of adequate size and height to ensure their comfort and to permit the expression of a full range of natural movements and species-appropriate behaviours for the purpose of maintaining their physical, psychological and social well-being;
 - c) provide all animals with adequate and species-appropriate food and water;
 - d) ensure the animals are in good health and, where the animals are showing sign of illness or disease, ensure the animals are receiving proper treatment;
 - e) ensure that animals of the same or different species which are incompatible are not confined or displayed in the same enclosure;
 - f) provide all animals with species-appropriate enrichment devices to ensure their physical, behavioural, and psychological welfare;
7. Ensure that all garbage, refuse and animal droppings are collected and stored in metal or plastic containers with tight-fitting lids and are regularly disposed of in an appropriate manner.

SCHEDULE 22

PORTABLE SIGN LESSOR

1. This schedule shall apply to those Persons seeking to carry on as a Portable Sign Lessor.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) a written declaration that all Portable Signs to be leased shall:
 - i. have the name and phone number of the Applicant clearly affixed to the Portable Sign at a clearly visible location;
3. No Licensee shall:
 - a) locate, or permit the location, of a Portable Sign on or overhanging City Property unless a permit to do so has been obtained under the Sign By-law.
4. In addition to section 6.1 of the By-law, the Director may revoke or suspend a Licence at any time where the Licence has violated any of the provisions of the City's Sign By-law.

SCHEDULE 23

PRIVATE PROPERTY ENFORCEMENT CONTRACTOR

1. This schedule shall apply to those Persons seeking to carry on as a Private Property Enforcement Contractor.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) one of the following:
 - i. a Criminal Record Check;
 - ii. a valid Security Guard Licence, issued under the *Private Security and Investigative Services Act*, 2005, SO 2005, c 34; or,
 - iii. a valid Private Investigator Licenced, issued under *Private Security and Investigative Services Act*, 2005, SO 2005, c 34;
 - b) proof of the property owner's consent to the Parking Enforcement on their property; and,
 - c) a complete list of all Private Property Enforcement Officers employed by the Private Property Parking Enforcement Contractor.
3. Every Private Property Enforcement Contractor shall advise the Director of all changes in Private Property Enforcement Officers employed by them within seven (7) days of the occurrence.
4. Every Private Property Enforcement Contractor shall register with the Director all properties that are to receive Parking Enforcement services from the Private Property Enforcement Contractor.
5. The Director may refuse the registration of a property where the property owner has not erected Signs related to Parking Enforcement, which have been reviewed and approved by the Director.
6. No Private Property Enforcement Contractor shall cause or permit Parking Enforcement on property without registering the property with the Director.
7. Every Private Property Enforcement Contractor shall advise the Director of any change to the number of properties receiving Parking Enforcement services.
8. No Private Property Enforcement Contractor shall cause or permit any Person to carry on any Parking Enforcement activity on property unless licensed as a

Private Property Enforcement Officer.

9. No Private Property Enforcement Contractor shall cause or permit the issuance of any document in relation to a vehicle that is parked, stopped or standing on private property other than:
 - a) a certificate of parking infraction and parking infraction notice issued under Part II of the *Provincial Offences Act* or a Penalty Notice issued under the City's Administrative Monetary Penalties By-law.
10. Private Property Enforcement Contractors may only employ licenced Private Property Enforcement Officers for the purposes of Parking Enforcement on private property in the City.
11. If applicable, Private Property Enforcement Contractors shall comply with all requirements under the *Private Security and Investigative Services Act, 2005*, S.O. 2005, c. 34 (the "*Private Security Act*") and its Regulations.
12. In addition to the requirements under the *Private Security Act* and its Regulations, if applicable, Private Property Enforcement Contractors shall not hold themselves out to be MLEOs and shall not refer to themselves as a MLEO or "By-Law Officers" by way of signage or otherwise.
13. Signs must be posted on the property indicating policies to be enforced and must be reviewed and approved by the Director prior to enforcement.

SCHEDULE 24

PRIVATE PROPERTY ENFORCEMENT OFFICER

1. This schedule shall apply to those Persons seeking to carry on as a Private Property Enforcement Officer.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) one of the following:
 - i. a Criminal Record Check;
 - ii. a valid Security Guard licence, issued under the *Private Security and Investigative Services Act*, 2005, SO 2005, c 34; or,
 - iii. a valid Private Investigator licence, issued under *Private Security and Investigative Services Act*, 2005, SO 2005, c 34.
3. All Applicants must attend a training session administered by the City.
4. All Applicants must pass a written test at the training session referenced in section 3 above.
5. No Private Property Enforcement Officer shall conduct Parking Enforcement where there is no signage posted or approved by the Director relating to a parking offence.
6. No fee, commission, gift or other consideration shall be paid or given by the Private Property Enforcement Officer to an owner or occupant of property in return for permitting the Private Property Enforcement Officer to provide or perform Parking Enforcement services.
7. The Private Property Enforcement Officer shall not demand or receive any financial incentive from the owner or occupant of the property relating to the number of Parking Enforcement actions taken on the property.
8. The Director shall implement policies and procedures establishing the requirements for the licensing of Private Property Enforcement Officers to enforce municipal parking by-laws on private property, which shall include, but not limited to: application and training requirements, site registration requirements, fees, and any and all other requirements for becoming and remaining licenced.
9. Any Person who has been licenced pursuant to the policies and procedures

established by the Director, and who complies with the requirements to maintain the Licence, is appointed as a Private Property Enforcement Officer for the purposes of enforcing the City's Private Property Parking By-Law 08-092, as amended, and any subsequent by-law, on private property.

10. No owner of private property shall cause or permit any Person to conduct Parking Enforcement activities on their property unless they are licenced as a Private Property Enforcement Officer.
11. No Private Property Enforcement Officer shall issue any document in relation to a vehicle parked, stopped or standing on private property other than:
 - a) a certificate of parking infraction and parking infraction notice issued under Part II of the *Provincial Offences Act* or a Penalty Notice issued under the City's Administrative Monetary Penalties By-law.
12. No Private Property Enforcement Officer shall request or require payment of any fee by the owner or driver of a Motor Vehicle parked, stopped or standing on private property.
13. Private Property Enforcement Officer shall carry their Licence at all times when performing their duties and shall produce the Licence upon request.
14. If applicable, a Private Property Enforcement Officer shall comply with all requirements under the *Private Security and Investigative Services Act, 2005*, S.O. 2005, c. 34 (the "*Private Security Act*") and its Regulations.
15. In addition to the requirements under the *Private Security Act* and its Regulations, if applicable, a Private Property Enforcement Officer shall not hold themselves out to be a MLEO and shall not refer to themselves as a MLEO or "By-Law Officer" by way of signage or otherwise.
16. The provisions of this Schedule do not apply to any Person demanding or obtaining parking fees from customers for the consensual purchase of a permit for parking on private property, where the parking rates are posted in clear view of all drivers upon entering the private property, and the property is in compliance with all other municipal by-laws.
17. Pursuant to section 23.1 of the *Municipal Act*, Council hereby delegates to the Director the power to appoint Private Property Enforcement Officers.
18. The Director may revoke the appointment of a Private Property Enforcement Officer at any time where:
 - a) the Director is of the opinion that the Private Property Enforcement Officer cannot carry out his duties on an impartial and objective basis due to

conflict of interest, which includes without limitations:

- i. engaging in any Business or transaction or having financial or other Personal interest which is incompatible with the discharge of a Private Property Enforcement Officer's official duties;
 - ii. any activities which adversely interfere or conflict with a Private Property Enforcement Officer's regular duties in relation to the City; or,
 - iii. any activities, representations or conduct outside of the normal functions of their appointment, which could appear to be an official act of the City or could appear to represent the opinion or policy of the City; or,
- b) the Director is of the opinion that the Private Property Enforcement Officer is engaged in behaviour that is fraudulent or that constitutes a breach of trust with the City, including without limitation:
- i. using deceit to gain a personal advantage or benefit for oneself or others;
 - ii. illegally obtaining money, including the solicitation or acceptance of bribes;
 - iii. intentionally providing false or incomplete information to the City;
 - iv. intentionally falsifying records; or,
 - v. intentionally circumventing City policy or procedure to gain personal advantage for oneself or for others.

SCHEDULE 25

PUBLIC HALL

1. This schedule shall apply to those Persons seeking to operate a Public Hall.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) Declaration of Compliance;
 - b) proof of an Annual Fire Inspection; and,
 - c) a Fire Safety Plan.
3. Every Licensee shall ensure the occupant load is posted in a conspicuous place.
4. No Licensee shall:
 - a) permit any disorderly conduct to take place on the Licenced Premises;
 - b) permit any Person to loiter, create a disturbance or cause undue noise in or about the Licenced Premises;
 - c) fail to ensure the protection of the public health and public safety on the Licenced Premises;
 - d) conduct Business in a manner that would create any nuisance, cause undue noise, or cause an adverse impact upon a residence or another Business abutting or near the Licenced Premises; or,
 - e) permit the Licenced Premises to be open to the public unless:
 - i. a Person over the age of 18 years is present to supervise the use of the Licenced Premises; and,
 - ii. the Licenced Premises are in a clean and sanitary condition and do not present a hazard to public health or safety.

SCHEDULE 26

SOLER - TEMPORARY PATIO

1. This schedule shall apply to those Persons seeking to expand their business into an area that is not currently permitted in current Zoning or Building Bylaw.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed application for the licence shall be accompanied by:
 - a) a valid City of Waterloo Licence;
 - b) a signed copy of the Acknowledgment and Indemnity Form;
 - c) a detailed sketch of the purposed expanded operating area that includes measurements and labelling. Should include the property lines and existing structures on the drawing;
 - d) property owner authorization via a letter of permission; and,
 - e) a City of Waterloo certificate of insurance form with a minimum of 2 million general liability for the expanded space. A minimum of 5 million general liability is required for establishments serving alcohol.
3. If alcohol is served on the temporary patio, the applicant must notify the Alcohol and Gaming Commission and abide by all conditions of their current liquor licence, as required by the Liquor Licence and Control Act, 2019.

SCHEDULE 27

SPECIAL SALE

1. This schedule shall apply to those Persons seeking to operate a Special Sale.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) a detailed list of the goods, wares or merchandise to be offered for sale, including the price to the owner thereof and approximate retail value;
 - b) the names and addresses of Persons from whom goods were purchased and the date or dates of purchase;
 - c) particulars of the ownership of the goods to be sold if they are not owned by the Applicant and the relationship, if any, between the owner and the Applicant;
 - d) particulars of any damage or other deterioration caused to the goods by fire, smoke, water or any other means;
 - e) particulars of the information to be included in any sign, pamphlet, handbill or other advertisement to be displayed, distributed, announced or published by any means before or during the Special Sale, purporting to indicate the reason for such sale; and,
 - f) a declaration in a form provided by the Director.
3. A Licence for a Special Sale issued under this By-law shall expire thirty (30) days after the date of issue, provided that a Licensee shall be entitled to apply for and receive a Licence for one additional thirty (30) day period to permit the further sale of any goods, wares or merchandise unless it is revoked in accordance with this By- law.
4. Every Licensee shall:
 - a) produce such books, records or other documents or information as the Director considers necessary to corroborate any of the statements contained in the Application; and,
 - b) ensure that all advertising material distributed or published relating to a Special Sale, including each radio or television broadcast, shall contain a statement that such sale is held pursuant to this By-law and shall state the Licence number and Licence expiry date and a similar statement shall be prominently displayed on the premises at which such sale is conducted.

5. No Licence shall be extended where:
- a) an attempt is made to add to or replenish the goods described in the Application or if any attempt is made to substitute other goods, wares or merchandise;
 - b) the sale is advertised or conducted in any manner other than the one described in the Application or is in any manner calculated to mislead or deceive the public, or contrary to the provisions of this By-law; or,
 - c) the Applicant refused to produce any books, documents, records or other information or refuses to permit inspection of any goods or premises requested under this By-law.
6. Notwithstanding Section 2 of this By-law, a receiver, trustee or liquidator under any legislation, such as the *Bankruptcy and Insolvency Act*, R.S.C., 1985, c. B-3 or the *Companies' Creditors Arrangement Act*, R.S.C. 1985, c. C-36, a court or receiver appointed by the court, a bailiff, sheriff, executor or administrator, is not required to be licenced under this By-law.

SCHEDULE 28

TEMPORARY VENDOR LICENCE

1. This schedule shall apply to those Persons seeking to carry on a Temporary Vendor Business on Private or Public Property.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) permission of the Owner consenting to the use of their property by the Licensee
 - b) description of all the merchandise or services offered;
 - c) Health Approval;
 - d) proof of inspection by the Technical Safety Standards Authority, issued within twelve (12) months prior to the date of the Application, if applicable; and,
 - e) a building permit, if applicable.
3. No Licensee shall sell or offer to sell any goods or services other than those goods or services identified in the Application.
4. A Licence issued for a Temporary Vendor shall be valid for the time period stated on the Licence which shall not exceed ninety (90) consecutive days.
5. The Director, in their sole direction, may wave the licence fee for a Temporary Vendor licence.

SCHEDULE 29

VENDOR MARKET

1. This schedule shall apply to those Persons seeking to carry on a Vendor Market.
2. In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) the names of all vendors operating at the Vendor Market;
 - b) a description of goods or services offered for sale by each vendor at the Vendor Market;
 - c) Health Approval, and;
 - d) A declaration from the Persons seeking to carry on a Vendor Market that there is an umbrella policy of insurance in place that covers all vendors taking part in the Vendor Market, or if not such umbrella policy is in place, then a declaration from the Persons seeking to carry on a Vendor Market that each vendor taking part in the Vendor Market shall hold the minimum insurance coverage required under this By-Law.
3. A Licence issued for a Vendor Market shall be valid for the time period stated on the Licence which shall not exceed ninety (90) consecutive days.
4. The Director, in their sole direction, may waive the licence fee for a Vendor Market licence.

SCHEDULE 30

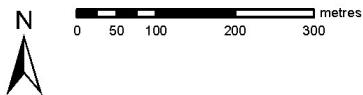
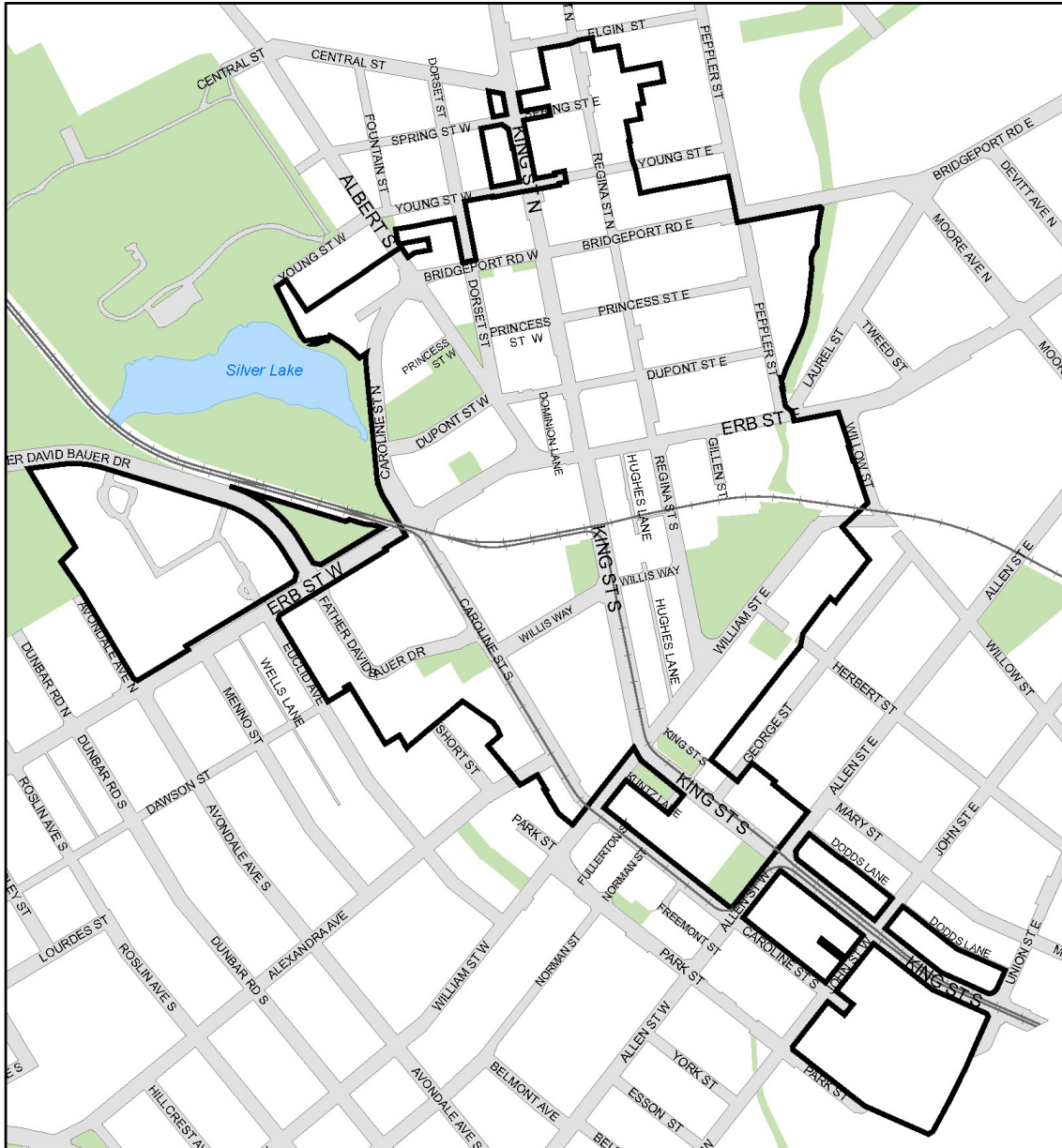
SHORT-TERM RENTAL PLATFORM

- 1) This schedule shall apply to those Persons seeking to carry on Business as a Short-Term Rental Platform.
- 2) In addition to the licensing requirements set out in Section 3 of this By-law, a completed Application for a Licence shall be accompanied by:
 - a) Details of the company's procedure for dealing with non-compliant Short-Term Rentals advertised on the Short-Term Rental Platform and responding to complaints; and,
 - b) Details of the process by which the Short-Term Rental Platform will remove advertisements for a Short-Term Rental if that Short-Term Rental does not have a rental licence from the City.
- 3) Subsection 3.3(a) and 3.3(b) of the By-law shall not apply to Short-Term Rental Platforms.
- 4) Every Licensee shall:
 - a) Ensure that all Short-Term Rentals advertised on the Short-Term Rental Platform have a rental licence from the City issued pursuant to the City's Rental Licensing By-Law or any successor thereto;
 - b) Remove any Short-Term Rental advertisement from the Short-Term Rental Platform at the request of the Director or their designate within seven (7) days of being notified of such request.
- 5) No Licensee shall:
 - a) Permit a booking for a Short-Term Rental to exceed 30 consecutive days;
 - b) Advertise an unlicensed Short-Term Rental; or,
 - c) Permit a Short-Term Rental to be advertised for a location that is not a residential property.

[Schedule 30 deleted and replaced by By-law No. 2025-045, June 23, 2025 to come into effect July 1, 2026]

SCHEDULE 31

UPTOWN WATERLOO BUSINESS IMPROVEMENT AREA



**Uptown Waterloo
BIA Area**

Map © 2023, City of Waterloo

Revision Date: 2023-11-17
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[Schedule 31 added by By-law No. 2025-045, June 23, 2025 to come into effect July 1, 2026]