



**By-law Services**

The Corporation of the County of Prince Edward  
 Office: 280 Picton Main Street, 2<sup>nd</sup> Floor, Picton, ON K0K 2T0  
 Mailing: 332 Picton Main Street, Picton, ON K0K 2T0  
 T: 613.476.2148 x 2050 | F: 613.471.2051  
[sta@pecounty.on.ca](mailto:sta@pecounty.on.ca) | [www.thecounty.ca](http://www.thecounty.ca)

**SECONDARY SHORT-TERM ACCOMMODATION (STA) LICENCE RENEWAL CHECKLIST**

ITEMS REQUIRED TO COMPLETE APPLICATION	YES
Completion of Step 3: Declaration of Applicant Form	
Completion of Part B - Signed attestation confirming no changes to the license and application (ex. floor plan and/or site plan)	
Proof of insurance: Please use form provided in this package  * Legal Liability of 2 Million or more; * Policy does not exempt Short Term Rentals; * Contains coverage for damage from fire and * the Applicant's insurance is cancellable by the Applicant's insurer on no less than 30 days' prior notice	
Signed attestation for Fire Code continued compliance	
Municipal Accommodation Tax MAT ID#:	
Confirmation of Active Burn Permit (if applicable)	

**\*\* PLEASE UPLOAD ALL SUPPORTING DOCUMENTS ONLINE \*\***

**If you experience difficulties please email [sta@pecounty.on.ca](mailto:sta@pecounty.on.ca)**



## Short Term Accommodation (STA) Declaration of Applicant

Declaration in Support of Short Term Accommodation (STA) Application for the premises municipally known as \_\_\_\_\_ Prince Edward County, Ontario.

I, the undersigned, DECLARE that:

- I have obtained independent legal advice or, alternatively, have determined to not seek independent legal advice despite having had a reasonable opportunity to do so, with respect to the nature and effect of signing this Declaration. I understand that my operation of a Short Term Accommodation requires compliance with a number of legal obligations, including:
  - Municipal by-laws such as:
    - The Zoning By-law
    - The Short Term Accommodation By-Law
    - the Property Standards By-law,
    - the Noise By-law, and
  - Provincial legislation and regulations such as:
    - the Fire Protection and Prevention Act, 1997, and the Fire Code,
    - the Building Code Act, 1992, and the Building Codeall as may from time to time be amended (collectively, "Applicable Law")
- I acknowledge that my application for a Licence to operate a Short Term Accommodation may contain "personal information" as defined under the Municipal Freedom of Information and Protection of Privacy Act. I understand and agree that this information is required pursuant to the provisions of the Municipal Act, and that this information will be used by the Corporation of Prince Edward County to process my licence application, to administer any licence that may be issued, and to ensure compliance with all Applicable Law. This information is collectively considered business identity information and not personal information under the Municipal Freedom of information and Protection of Privacy Act, section 2(2.1) and (2.2). Questions about the collection of personal information should be directed to the Municipal Clerk at [clerks@pecounty.on.ca](mailto:clerks@pecounty.on.ca)
- I acknowledge that all Owners and Operators of Short Term Accommodations shall require all guests to comply with all applicable requirements of the Short Term Accommodation By-Law, including but not limited to:
  - the guestroom and occupancy limits identified on the licence and approved floor plan
  - posting a copy of the approved floor plan, showing emergency exits and fire safety device locations
  - all parking regulations contained in the Zoning By-law, the Parking By-law, and the approved Site Plan that is posted at the STA location
  - Ensure that the STA premises are operated and used in a fashion such that the operation of the STA will not cause a disturbance to the neighborhood
- As the Owner of the Short-Term Accommodation listed above, I hereby covenant and agree to indemnify, release and at all times hold harmless the Corporation of the County of Prince Edward (the "Municipality"), its elected officials, officers, employees, servants, agents, successors and assigns (the "Releasees") from any and all liability, loss, or damage of any nature, including but not limited to property damage, personal injury, or death, all actions, causes of actions, claims and demands whatsoever which may be brought against or made upon the Municipality or the Releasees, and against all loss, liability, judgements, costs or expenses, including legal fees, which the Municipality or the Releasees may sustain, incur or be put to resulting from or arising out of any act or omission on the part of the Owner, Operator or any occupant of



**The County**  
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the Short-Term Accommodation, or those for whom they may at law be responsible for, in relation to the operation or use of the Short Term Accommodation listed above.

- I acknowledge that any failure to comply with Applicable Law can result in legal sanctions including, without limitation, the suspension or revocation of a licence respecting the STA, the imposition of administrative penalties, prosecution proceedings under the Provincial Offences Act, and applications for injunctive and other relief in the Superior Court of Justice.
- I shall not advertise the STA listed above unless I have been issued a valid licence, and I shall include my STA Licence number in all advertisements. I understand that it is my responsibility to ensure that any advertisement of the STA listed above is removed should I cease to have a valid licence.
- I understand and acknowledge that it is my responsibility to ensure a complete application is submitted at minimum 30 days prior to expiration of licence to allow for processing before expiration. If a complete application is not submitted prior to expiration, a new application will be required, and all advertising and/or operation shall cease until a new licence is issued.
- By signing this document, I DECLARE that the information contained in my application for a licence to operate a Short Term Accommodation is true and accurate, that the information contained in the documents that accompany this application is true and that the owner as of the day on which this application is made has read and is in agreement with all the above. I further agree that any false, inaccurate or misleading information in my application may result in the Municipality's refusal to issue a licence, or to suspension, revocation or the placement of conditions on any licence.

Name of Owner (Please print): \_\_\_\_\_

Address of STA: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

## Attestation of No Changes to Short Term Rental Usage (Renewal)

A property owner, or authorized representative, must complete this form and submit it to The Corporation of Prince Edward County, Bylaw Services.

By my signature below, I attest to the following:

- I am an authorized representative of the STA Civic Address named below.
- I am aware that the issued STA Licence has been approved based on the information provided in my original application and if there are any changes made to my property, which result in a change of site plan or floor plan I need to provide an updated site or floor plan for verification.
- I am aware that I am no longer required to submit Fire Extinguisher Inspections to the municipality, but I am required to still complete these duties and keep documentation on site as per the Fire Code.
- I am aware a copy of the renewed licence, along with floor plans with clearly marked exits and fire escape routes is to be posted at the property in a prominent place and will be required to be produced should a Bylaw Officer request it of any person located at the property.
- I am aware that myself and/or my emergency contact must be available to attend the property within sixty (60) minutes of being contacted (by: phone, text or email) or administrative penalties can be issued against the property.
- I am aware that I am responsible, as the property owner, of any issues that may arise from renter behavior. This includes non-conformity to the noise bylaw, parking in areas not identified on the site plan and any other infractions while residing on the property.
- I understand that as per bylaw 108-2021 as amended, Section 5: that all taxes, fees, administrative monetary penalties, provincial offences, or municipal charges must be paid before renewal of licence; and there shall be no property tax arrears. I authorize the Short Term Accommodation Administration to verify this information with the municipal finance department.

Property Owner	STA Civic Address	STA Licence Number
Mailing Address		
City, Province, Postal Code		Number of Authorized Rental Bedrooms
E-mail Address of Property Owner		Telephone Number of Property Owner
Name of Emergency Contact		Telephone Number of Emergency Contact
Signature of Authorized Representative		Date

Visit the Corporation of Prince Edward County web site at [www.thecounty.ca](http://www.thecounty.ca) for more information on the Short Term Accommodation Licencing Program. If you have questions, contact [sta@pecounty.on.ca](mailto:sta@pecounty.on.ca) or call 613-476-2148 ext# 2050.

Return completed form to:

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I hereby declare that I have a valid insurance policy as listed below that includes the required coverage also listed below.

Policy Owner Name:	
Owner Home Address:	
Owner Contact #:	
STA Address:	
Insurance Provider:	
Insurance Policy #:	
Effective Date:	
Expiry Date:	

I do hereby certify that the policy as listed above has all of the following insurance coverage:

- Legal Liability coverage in the minimum amount of \$2,000,000
- Policy does not exempt Short Term Rentals
- Contains coverage for damage from fire
- Policy is cancellable by insurer on no less than 30 days' prior notice

I understand that this attestation is a statement of truth and that making a false statement may have legal consequences, including the revocation of the STA Licence issued to this property. I am aware that this document may be used as proof of insurance coverage in various situations.

Policy Holder Name (printed): \_\_\_\_\_

Policy Holder Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Prince Edward County Fire & Rescue**  
 8 McDonald Drive  
 Picton, ON K0K 2T0  
 (613) 476-2345



Office Use Only:	
<input type="checkbox"/>	New Attestation
<input type="checkbox"/>	Renewal of Attestation
<input type="checkbox"/>	Inspection Required

## Self-Attestation Form for Small & Large STA Premises

Owner(s) Name(s)		
Address of Owner		
Address of STA		
Contact Name		
Contact Number (Owner and STA site Contact)		
Number of bedrooms in dwelling		
Number of bedrooms rented		
Are Campfires permitted at this STA?	Permit Number if applicable	
Are fire extinguisher, smoke and CO2 maintenance logs (24 Months) available on site, along with the certified company's annual inspection records?	Yes	No

### Small STA Premises with 4 or Fewer Bedrooms

Working Smoke and Carbon Monoxide Alarms are the minimum requirements for properties with one to four (1 to 4) rented bedrooms. Please complete the following questions.

Alarms installed in accordance with the requirements	Yes	No
Does the licensed premise have 1 to 4 bedrooms? (If no, refer to Residential Category 2)		
Is one or more bedroom located in the basement?		
Are Smoke Alarms installed as required?		
Are Carbon Monoxide Alarms required?		
Are Carbon Monoxide Alarms installed as required?		
PECFR recommends the creation of documentation every time alarms are installed or maintained. Do you have records that demonstrate compliance with the Smoke and Carbon Monoxide Alarm requirements?		

### Large STA Premises with 5 or More Bedrooms

Working Smoke and Carbon Monoxide Alarms are the minimum requirements for properties with five (5) or more rented bedrooms. The Ontario Fire Code may regulate rental dwellings with five (5) or more rental bedrooms differently from a single residential property. Regulations may require significant fire safety upgrades, therefore PECFR recommends a fire safety inspection to confirm Fire Code compliance before occupancy. STA Premises under By-law 108-2021, as amended, require an annual fire safety inspection from Prince Edward County Fire & Rescue. Please complete the following questions.

Alarms Installed in accordance with the requirements	Yes	No
Does the licensed premise have 5 or more bedrooms?		
Are Smoke Alarms installed as required?		
Are Carbon Monoxide Alarms required?		
Are Carbon Monoxide Alarms installed as required?		
PECFR recommends the creation of documentation every time alarms are installed or maintained. Do you have records that demonstrate compliance with the Smoke and Carbon Monoxide Alarm requirements?		
Is one or more bedrooms located in the basement?		
Is a Fire Safety Plan required? (Refer to page 2 for details)		

A Fire Code violation is a Provincial Offence and PECFR may use enforcement options to obtain Fire Code compliance. Contact PECFR Fire Prevention at 613-476-2345 for questions related to this form. **Compliance with the Fire Code, Burn By-Law and Municipal Emergency Services to Private Roadways By-Law are the owner's responsibility.** Refer to page 2 for compliance requirements.



**Owner Acknowledgement**

I hereby acknowledge that I am the owner or the owner's agent and authorized to sign this document as being accurate. I confirm that any misrepresentation of information I have provided may result in the STA Premises being in contravention of By-Law Number 108-2021, as amended, and that a prosecution under Provincial and Municipal Law may result.

Name:		Date:					-			-		
Signature:	X		Y	Y	Y	Y		M	M		D	D

**Compliance Requirements**

The Ontario Fire Code regulates fire prevention and life safety requirements. The particular requirement for Fire Prevention, Fire Detection, and Life Safety depends upon how a property is occupied. A minimum level of fire protection will increase due to the existence of hazards and when properties have an increased number of occupants.

The minimum fire protection and life safety requirements for the STA Premises listed in By-Law Number 108-2021, as amended, are as follows;

**Smoke Alarm(s)**

Smoke Alarm(s) shall be installed:

- When a bedroom in a STA Premises is served by a hallway, in the hallway,
- When a bedroom in a STA Premises is not served by a hallway, between the sleeping area and the remainder of the STA Premises,
- When a bedroom is not within a STA Premises, in the bedroom, and
- On each storey without a bedroom in a Licensed Premises.

Note: Replacement of hard-wired smoke alarms with battery operated devices is not permitted.

**Carbon Monoxide Alarm(s)**

Carbon Monoxide Alarm(s) shall be installed when the Fire Code requires a working carbon monoxide alarm in every building that contains a residential occupancy and;

- a fuel-burning appliance,
- a fireplace, or
- a storage garage (attached garage)

Carbon Monoxide Alarm(s) shall also be installed:

- When a fuel-burning appliance or a fireplace is installed in a STA Premises, a carbon monoxide alarm shall be installed adjacent to each bedroom.
- When a STA Premises has a storage garage attached to it, a carbon monoxide alarm shall be installed adjacent to each bedroom that has a common wall or common floor/ceiling assembly with the storage garage, and adjacent to bedrooms that are not within a STA Premises.
- A carbon monoxide alarm shall be mechanically fixed, attached, plugged in or placed at the manufacturer's recommended height or, if the manufacturer has not recommended a height, on or near the ceiling.
- A carbon monoxide alarm that is installed adjacent to a bedroom shall be equipped with an alarm that is audible throughout the bedroom, even if any door(s) between the carbon monoxide alarm and any bedroom is/are closed.

**Fire Safety Plan**

All residential properties that have an occupant load that exceeds 10 or any STA Premises must submit a Fire Safety Plan to PECFR for approval prior to an inspection. Templates for the Fire Safety Plan are available from PECFR by calling (613) 476-2345.

**Large STA Premises**

STA's with 5 bedrooms or more may require an inspection from PECFR. Please contact Fire Prevention at (613) 476-2345 to arrange an STA inspection.

**Burn By-Law**

STA's require a Burn Permit and are subject to rules and conditions. Visit <https://pec.burnpermits.com> to view conditions and rules and obtain a permit.



October, 2022

## Prince Edward County Fire & Rescue STA Q&A

### Guide to Determine STA By-Law Fire Code Compliance

Prince Edward County regulates dwelling rental units under By-Law 108-2021, as amended: A By-Law to License, Regulate and Govern the Operation of Short-Term Accommodation Dwelling Rentals. Dwelling units that are rented for remuneration or the exchange of services are regulated by the Ontario Building and Fire Codes.

Rented dwelling units vary in size, accommodation capacity, duration of occupancy and decisions for the use of the dwelling may change Fire Code requirements. The following is a guide to help owners of dwelling unit rentals to determine how their property may be regulated by the Fire Code and provides an overview of some minimal requirements. The listed Fire Code requirements are for the purposes of providing general knowledge of regulations and due to vast options to occupied spaces, this information should not be considered as a complete list.

**NOTE: All property owners are advised to seek a Fire Safety Compliance inspection from PECFR to ensure compliance prior to altering an existing premise: Building construction without a permit may result in enforcement actions, penalties, fees and construction activities may have to be removed where work without a permit has been completed. Any completed work may not achieve compliance with the applicable Code standard.**

#### Small STA Premises

Definition:

- Dwelling unit rental with a maximum of four (4) bedrooms.
- Have a maximum of eight (8) total persons sleeping in the dwelling unit at any time.
- All rental occupants are known to each other and enter a single rental agreement: may be in combination with owners of the property.
- Basement bedroom(s) may require additional Code requirements for compliance

Fire Code Compliance

- Smoke alarms installed - recommend smokes in bedrooms
- Carbon Monoxide Alarms if required



## **Large STA Premises - Scenario 1**

### Definition:

- Dwelling unit rental with a maximum of five (5) bedrooms. The rental cannot exceed 10 total persons sleeping in the dwelling unit at any time.
- All rental occupants are known to each other and enter a single rental agreement: may be in combination with owners of the property.
- Basement bedroom(s) may require additional Code requirements for compliance.

### Fire Code

- Inter-connected smoke alarms installed - recommend smokes in bedrooms in older homes
- Carbon Monoxide Alarms installed where required
- Fire separations between rooms / suites and egress corridors.
- Suite doors require a 20-minute fire separation rating with a rated door closure
- Exits from each floor area
- Exit signs
- Illumination of egress routes (continuous lighting)
- Fire extinguisher
- Furnace room fire separations

## **Large STA Premises - Scenario 2**

### Definition:

- Dwelling unit rental with more than five (5) bedrooms. The rental exceeds ten (10) persons sleeping in the dwelling unit.
- Dwelling unit is not permitted to be attached to other occupancies.
- All occupants are known to each other and enter a single rental agreement
- Basement bedroom(s) may require additional Code requirements for compliance.

### Fire Code

- Fire escape when more than 10 persons.
- Approved fire safety plan.
- Inter-connected smoke alarms installed with pull stations located at each exit - recommend smokes in bedrooms in older homes.
- Carbon Monoxide Alarms installed where required.
- Fire separations between rooms / suites and egress corridors
- Suite doors require a 20-minute fire separation rating with a rated door closure
- 2 exits from each floor area
- Exit signs
- Emergency lighting - corridors and stairwells
- Illumination of egress routes (continuous lighting)
- Fire extinguisher
- Fire Alarm system depending on number sleeping in dwelling unit



### **Large STA Premises - Scenario 3**

#### Definition:

- One (1) or two (2) dwelling units in combination of any rental units that seek remuneration for 2, 3, or 4 persons excluding the operator.
- The rental cannot exceed 10 total persons sleeping in the dwelling unit at any time.
- Dwelling unit is not permitted to be attached to other occupancies.
- Dwelling must be three (3) stories or less.
- Occupants may not be known to each other
- Basement bedroom(s) may require additional Code requirements for compliance.

#### Fire Code

- 30-minute fire separations or sprinklers
- Inter-connected smoke alarms installed with pull stations located at each exit - recommend smokes in bedrooms in older homes where less than 10 occupants
- fire stops in basement
- Domestic water for sprinklers where required
- 2 exits from each floor area
- Stairway separations with 30-minute rating (top and bottom)
- Exit signs
- Fire escape from stories above the first level - must be located in an egress route with an exit door
- Illumination of egress routes (continuous lighting)
- Fire extinguisher

### **Large STA Premises - Scenario 4**

#### Definition:

- Any dwelling unit(s) with a floor area or part of a floor area containing four or more suites that provide sleeping accommodation for the travelling public or for recreational purposes.
- Occupants may not be known to each other but the rental suite provides a minimum of a bathroom and sleeping room.
- The rental may exceed ten (10) persons sleeping in the suites
- Dwelling(s) must be three (3) stories or less.
- Occupants may not be known to each other and each suite will be rented separately
- Basement bedroom(s) may require additional Code requirements for compliance.

#### Fire Code

- Fire safety inspection / Building audit



## Ontario Fire Code

The Ontario Fire Code can be found online at

<https://www.ontario.ca/laws/regulation/070213?search=fire+code>. Rental accommodation must comply with Division B, Part 2, Part 6, Part 9.3, Part 9.5 and Part 9.9 depending on the scenario as shown above. Note: The Chief Fire Official has the authority to regulate properties based on the use of the dwelling and will apply the appropriate fire and life safety requirements noted in the applicable Code section.



## MUNICIPAL ACCOMMODATION TAX (MAT) REMITTANCE FORM

Please fill the form in below and submit it to [mat@pecounty.on.ca](mailto:mat@pecounty.on.ca)

SECTION 1 – IDENTIFICATION	
Legal Name of Accommodation Provider	
Operating Name of Accommodation Provider	
MAT Identification Number <sup>(1)</sup>	
Address of Accommodation Provider	
Mailing Address (if different from the above)	
Contact Name and Title	
Contact Telephone Number	
Contact Email Address	
SECTION 2 – REPORTING PERIOD	
For which period are you filing this return? <sup>(2)</sup>	Jan - March ( ) April - June ( ) July - September ( ) October - December ( )
From:	To:
Is this the first period for which you have filed a MAT return?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, indicate the last period a return was filed:
SECTION 3 – FINANCIAL INFORMATION	
Total Accommodation Revenue for the reporting period <sup>(3)</sup> (if no revenue was earned, enter "NIL" in Box A)	A
Total Exempt from Accommodation Revenue (if any) for the reporting period <sup>(4)</sup>	B
Total Accommodation Revenue subject to MAT	A-B=C
Total MAT Payable – current period	C x 4% = D
Adjustments	E
Total MAT Payable	D +/- E
Please provide details on adjustments:	
Total number of room nights available during the reporting period:	
Total number of units room nights sold during the reporting period:	
SECTION 4 CERTIFICATION	
Name of Authorized Signing Officer	
Signature	
Date	

The information on this form is collected and protected under the authority of the Municipal Act, 2001, S.O. 2001 and the Municipal Freedom of Information and Protection of Privacy Act. The information will only be used for the purposes of administering the collection of the Municipal Accommodation Tax pursuant to By-Law #53-2020.

Questions about this collection may be made by calling 613-476-2148 ext 1503 or by email to [mat@pecounty.on.ca](mailto:mat@pecounty.on.ca)  
 Email transfers can be sent to [matbilling@pecounty.on.ca](mailto:matbilling@pecounty.on.ca).  
 Please include your MAT ID and property address.

## Criteria for Accessible Units in Short Term Accommodations (STAs)

### Accessible STA Criteria

- Minimum one floor (main) accessible that includes accessible bath, bedroom, common area
- Bath requires accessible toilet, walk or wheel-in shower with a seat
- Barrier-free path of travel on main floor incl doors, halls, thresholds and 5' turning radius in halls, rooms
- Doors, entrances minimum 32" width with no obstacles at thresholds
- Adaptable seating in common areas
- Thermostat, light switches at a height allowing access from wheelchair
- CO2, fire, and smoke detectors equipped with strobe light and/or alternate
- Safe access to outdoor spaces
- Accessible parking area, exterior walks and/or ramps leading to entrance
- Accessible kitchen appliances, workspaces

### Reservation Systems Requirements for Places of Lodging

- Places of lodging must identify and describe the accessible features in enough detail to enable
- an individual to decide if the facility will meet his or her needs.

### Info to be provided

- Accessible routes to and through the facility
- Details about the configuration of accessible guest rooms and bathrooms
- Availability of accessibility equipment or features such as bath benches, or visual alarm and alert devices for guests who are deaf or hard of hearing
- Accessibility of common spaces such as meeting rooms, lounges, restaurants, swimming pools, or fitness centers
- Information, including photos or other images, should be posted on websites or included in brochures
- People with disabilities must be able to make reservations for accessible guest rooms during the same hours and in the same ways that other people are able to make reservations such as by telephone, in person, email, via websites, or through third parties (travel agents or online reservations services).

### Accessibility places of lodging must:

- Ensure beds are of an accessible height (20 to 23 inches from the floor to top of the mattress).
- Ensure that portable shower seats are safe and accessible
- Include multiple outlets and cords
- Install communication devices for Hearing and Sight-Impaired
- Ensure Width of Doors, Turn Radius & Accessible Pathways are correct width
- Kitchens design features: Counters lowered, cupboards, appliances, electrical outlets
- Glare free lighting and good task lighting to increase visibility
- Switches, thermostats, lighting controls installed no higher than 48" off the floor
- Install a Wheelchair Accessible Entrance
- Minimum 5-Foot Turning Radius
- Knee Space Under Sinks and Countertops
- Low Storage Spaces
- Shower Chair or Shower Bench Option
- Safety Grab Bars
- Side-By-Side Refrigerator and Freezer

### Helpful web sites

Australian Accessible Accommodation web site: <https://www.accessibleaccommodation.com>

U.S. Accessible Vacation Rentals: <https://www.vacasa.com/accessible-vacation-rentals>

<https://www.disabledholidays.com/search/north-america-l2/canada-l432/>

Hansen Foundation: <https://www.rickhansen.com/>