



PRINCE EDWARD ISLAND
ÎLE-DU-PRINCE-ÉDOUARD

TOURISM INDUSTRY ACT REGULATIONS

PLEASE NOTE

This document, prepared by the *Legislative Counsel Office*, is an office consolidation of this regulation, current to September 1, 2018. It is intended for information and reference purposes only.

This document is *not* the official version of these regulations. The regulations and the amendments printed in the *Royal Gazette* should be consulted on the Prince Edward Island Government web site to determine the authoritative text of these regulations.

For more information concerning the history of these regulations, please see the *Table of Regulations* on the Prince Edward Island Government web site (www.princeedwardisland.ca).

If you find any errors or omissions in this consolidation, please contact:

Legislative Counsel Office
Tel: (902) 368-4292
Email: legislation@gov.pe.ca



TOURISM INDUSTRY ACT

Chapter T-3.3

REGULATIONS

Pursuant to section 11 of the *Tourism Industry Act* R.S.P.E.I. 1988, Cap. T-3.3, Council made the following regulations:

1. Definitions

In these regulations

- (a) “**Bed & Breakfast establishment**” means a tourism establishment that is a private residence having up to ten bedrooms where
 - (i) the bedrooms are assigned for the exclusive use of a guest or party of guests,
 - (ii) hospitality is provided directly by the tourism operator, and
 - (iii) a continental or more substantial breakfast is provided for each guest;
- (b) “**campground or RV park**” means a tract or parcel of land used or permitted to be used by the travelling public that provides sites for tents, trailers, or motor homes and may also be called an RV park but shall not include industrial, work or construction camps or permanent mobile home parks;
- (c) “**camping cabin**” means a weatherproof structure used for the purpose of sleeping;
- (d) “**Canadian Standards Association**” means the independent, not for profit organization responsible for standards development and the application of these standards through product certification, management systems registration, and information products;
- (e) “**Cottage establishment**” means a tourism establishment that has one or more rental units
 - (i) the majority of which have a private entrance from the outside, and
 - (ii) all of which have at least a three-piece bath;
- (f) “**Department**” means the Department of Tourism;
- (g) “**Fishing or Hunting establishment**” means a tourism establishment that provides the services required by hunters or fishers, or both;
- (h) “**guest**” means any person who contracts for accommodation or a site in a tourism establishment;
- (i) “**Hospitality Home establishment**” revoked by EC492/04;
- (j) “**Hotel or Motel establishment**” means a tourism establishment where
 - (i) one or more rental units are contained in one building, and

- (ii) each rental unit has at least a three-piece private bath;
- (k) “**Inn establishment**” means a tourist establishment where
 - (i) the tourism operator provides personal service to guests,
 - (ii) the majority of guests have access to rental units from within the establishment,
 - (iii) each rental unit has at least a three-piece private bathroom,
 - (iv) the main entrance and common areas of the establishment used by guests are separate from the entrances and areas used exclusively by the tourism operator, and
 - (v) breakfast and dinner are served in the establishment;
- (l) “**partially serviced site**” means a camping site on which water or electrical service or both are provided for guest use;
- (m) “**private bathroom**” means a fully-partitioned bathroom which may or may not open directly from and form part of the rental unit, and which is for the exclusive use of guests occupying the rental unit;
- (n) “**quality incentive program**” means the quality incentive program established pursuant to section 5;
- (o) “**rental unit**” means the portion of a tourism establishment assigned to the exclusive use of the guest or party of guests;
- (p) “**Resort establishment**” means a tourism establishment where
 - (i) four or more rental units are contained in one building,
 - (ii) each rental unit has at least a three piece private bathroom,
 - (iii) full service dining is provided on premises, and
 - (iv) recreational facilities are provided on premises;
- (q) “**semi-private bathroom**” means a fully-partitioned bathroom adjacent to and opening directly from each of two rental units, for the exclusive use of the guests occupying the units;
- (r) “**serviced site**” means a site within a campground on which water, sewage, and electrical services are provided for guest use;
- (s) “**tent site**” means a plot of land designated within a campground for the purpose of accommodating a tent;
- (s.1) “**tourist home**” means a tourism establishment, including a tourist home, that is a private residence having up to ten bedrooms where
 - (i) the bedrooms are assigned for the exclusive use of a guest or party of guests, and
 - (ii) hospitality is provided directly by the tourism operator;
- (t) “**trailer**” means a travel trailer, motor home, or any vehicle used or constructed to permit it to be used as a temporary dwelling, but shall not include a mobile home that is constructed and used for year round occupancy;
- (u) “**trailer site**” means a plot of land designated within a campground for the purpose of accommodating a trailer;
- (v) “**unserviced site**” means a site within a campground on which water, sewage, and electrical service is not available;
- (w) “**wilderness campground**” means a campground designated to provide a natural environment for camping, in which modern conveniences and services would be inappropriate. (EC267/99; 699/00; EC492/04)



APPLICATION AND LICENSE

2. License

An applicant for a tourism establishment license shall make application to the Minister on Form 1 of Schedule 1. (EC267/99)

3. Display of license

Every tourism operator shall display the tourism operator's current license in the part of the tourism establishment in which the register is kept. (EC267/99)

4. License

- (1) A tourism establishment license shall be in Form 2 of Schedule 1.

Validation

- (2) Where a tourism operator has held a license for the same tourism establishment in respect of the preceding year, the Minister, instead of issuing a new license in Form 2 of Schedule 1, may issue a validation sticker bearing the relevant expiry date.

Idem

- (3) Where a validation sticker has been issued to a tourism operator pursuant to subsection (2), the tourism operator shall affix the validation sticker to the tourism operator's license.

Fees

- (4) The fees for a tourism establishment license are as set out in Schedule 2.

New license fee

- (5) New license applications for tourism establishments shall be assessed a non-refundable new tourism establishment property inspection fee as set out in Schedule 2, which shall be payable at the time of application.

Re-inspection fee

- (6) Re-inspection fees shall be payable for second and each subsequent inspection necessary for a tourism establishment to be licensed.

Idem

- (7) Re-inspection fees are as set out in Schedule 2. (EC267/99; 378/12)

4.1 Exemptions

- (1) When issuing a license to a tourism operator under subsection 2(3) of the Act, the Minister may, if the Minister considers it appropriate to do so, exempt the tourism operator from compliance with such provisions of the regulations, and for such period of time, as the Minister considers appropriate.

License to set out exemptions

- (2) Any exemption granted to a tourism operator under subsection (1) shall be stated on the license issued to the tourism operator. (EC464/13)

5. Quality incentive program

- (1) There is established a quality incentive program to encourage tourism operators to create and maintain tourism establishments of the highest quality in facilities, cleanliness, and state of repair.

Criteria

- (2) Tourism establishments which meet the following criteria may be eligible to participate in the quality incentive program:
- (a) the tourism establishment demonstrates its continuing commitment to excellence in its physical product as well as cleanliness and state of repair;
 - (b) the tourism establishment complies with the Act and the regulations for a minimum of three years;
 - (c) the tourism establishment is a participant in good standing of the Canada Select or Camping Select rating program;
 - (d) complaints received, within the preceding three years of operation, have not been substantiated;
 - (e) fees, as set out in Schedule 2, are paid in full.

Inspections

- (3) Tourism establishments participating in the quality incentive program shall be inspected on a biennial basis, in conjunction with rating evaluation required by clause (2)(c).

Fee

- (4) Tourism establishments participating in the quality incentive program shall be assessed a fee equal to 50% of the licensing fee, as set out in Schedule 2, for the year in which the tourism establishment is not inspected.

Termination of participation

- (5) Where the structure and layout of the accommodations of a tourism establishment have, in the opinion of the Minister, been significantly changed after the tourism establishment began participating in the quality incentive program, the Minister may, by notice to the tourism operator of the tourism establishment, terminate the participation of the tourism establishment in the quality incentive program.

Eligibility

- (6) Where the participation of a tourism establishment in the quality incentive program is terminated under subsection (5), the tourism establishment may subsequently be eligible to participate in the quality incentive program if the tourism establishment
- (a) is inspected by a tourism standards officer; and
 - (b) is found by the tourism standards officer to meet the criteria of eligibility set out in subsection (2). (*EC267/99; 492/04*)

REGISTRATION**6. Register**

Every tourism operator shall maintain and shall keep in the office or receiving room of the tourism establishment in a form approved by the Minister

- (a) a permanently bound register;



- (b) a consecutive numbered card register; or
 - (c) a computer generated record,
- of persons accommodated in the tourism operator's tourism establishment. (EC267/99)

7. Entries by guest

No tourism operator shall permit a guest to be assigned a rental unit unless the guest has entered on the register

- (a) the guest's name;
 - (b) the guest's usual place of residence, including street and number, town or city, province or state, and country; and
 - (c) the name and home address of each person other than a member of the guest's immediate family travelling with the guest and accommodated in the tourism establishment who does not register separately.
- (d) revoked by EC492/04. (EC267/99; 492/04)

7.1 Signing register

No tourism operator shall permit a guest to be assigned a rental unit unless the guest has signed the register or someone acting on the direction of the guest has signed the register for the guest. (EC492/04)

8. Entries by tourism operator

- (1) Every tourism operator shall enter in the register maintained in the tourism operator's tourism establishment
 - (a) the name or number of the accommodation or site occupied by the person accommodated in the tourism establishment; and
 - (b) the date of arrival and the date of departure of each person so accommodated.

Preservation of register

- (2) Every tourism operator shall preserve in the register maintained for that tourism establishment each entry made therein for a period of at least one year from the date of the last entry made in that register. (EC267/99)

Occupancy Returns

8.1 Filing and form

- (1) Every tourism operator shall, in accordance with subsection (2), file with the Department a completed occupancy return in Form 3 for each month that a tourism establishment is operated by the tourism operator.

Date due

- (2) An occupancy return shall be filed with the Department by the tenth day of the month following the month for which the occupancy return is filed. (EC492/04; 755/06)

WATER SUPPLY

9. Water supply

Every tourism operator shall provide a water supply sufficient in quantity to meet the requirements of the maximum number of persons which can be accommodated in the tourism establishment. *(EC267/99)*

10. Quality

Every tourism operator of a tourism establishment shall ensure that all drinking water provided for guests from a tap, faucet, fountain or other source at the tourism establishment is of a quality suitable for drinking purposes as determined by the Chief Health Officer, Department of Health and Social Services.. *(EC267/99; 699/00; 492/04)*

11. Location of wells

Revoked by EC492/04. *(EC267/99; 492/04)*

12. Tests of drinking water

Where the drinking water provided to guests at a tourism establishment is not obtained from a municipal water system, the tourism operator of the tourism establishment shall cause the drinking water to be tested, every 3 months or part thereof during a calendar year that the tourism establishment is receiving guests, by a laboratory accredited by the Standards Council of Canada. *(EC267/99; 699/00; 492/04)*

13. Water unfit for human consumption

- (1) Where a test of drinking water conducted in accordance with section 12 discloses that the drinking water is not fit for human consumption, the tourism operator shall immediately
- (a) notify the Department of Health and Social Services of the test results;
 - (b) carry out any instructions given by the Department of Health and Social Services to control access to or the use of the drinking water; and
 - (c) carry out any instructions given by the Department of Environment and Energy to render the water fit for human consumption.

Notice of contamination

- (2) Until such a time as further tests reveal that contamination is no longer present, the tourism operator shall post notices at each tap, faucet, or source of water supply, indicating that the water is not fit for human consumption. *(EC267/99; 699/00; 492/04)*

14. Water quality report

Every tourism operator of a tourism establishment shall have available for inspection, on request by a tourism standards officer, a copy of the report issued by a laboratory referred to in section 12 in respect of the most recent test conducted in accordance with that section of the drinking water at the tourism establishment. *(EC267/99; 699/00; 492/04)*



SEWAGE SYSTEMS - GARBAGE DISPOSAL**15. Sewage system**

Revoked by EC492/04. (EC267/99; 699/00; 492/04)

16. Garbage containers

- (1) Every tourism operator shall provide each housekeeping unit with a covered fly and vermin-proof garbage container and shall cause the container to be emptied and cleaned daily.

Garbage storage

- (2) Every tourism operator shall ensure that all garbage and refuse from a campground or RV park shall be stored in
- (a) covered fly and vermin-proof containers with a minimum of one such container per two campsites, which shall be emptied and cleaned daily; or
 - (b) one garbage area with enclosed bin sufficient to accommodate the waste material for the campground or RV park. (EC267/99)

17. Idem

Every tourism operator shall ensure all garbage and refuse from tourism establishments is stored in covered fly and vermin-proof containers until final disposal. (EC267/99)

18. Removal of garbage

Every tourism operator shall remove garbage from the tourism establishment at least twice a week and clean containers after each removal. (EC267/99)

MANAGEMENT AND MAINTENANCE**19. Management in attendance**

- (1) Subject to subsection (2), the tourism operator of a tourism establishment shall have a competent attendant available, on a daily basis, to provide services to guests, as required under these regulations.

Exception

- (2) Where a competent attendant is not available on the premises, the tourism operator of the tourism establishment shall cause to be kept conspicuously in the office, public areas, and each rental unit or trailer
- (a) a telephone number where, at any time during their stay, guests can contact a competent attendant; and
 - (b) the location of the nearest telephone, if a telephone is not provided on the premises. (EC267/99)

20. Signs

Revoked by EC492/04. (EC267/99; 492/04)

21. Duties of tourism operator

Every tourism operator shall

- (a) maintain the grounds of the tourism establishment in a tidy condition;
- (b) keep grass and shrubbery cut sufficiently to present a neat appearance;
- (c) keep the buildings, painted and repaired and in a clean and sanitary condition; and
- (d) maintain fences, signs, walkways and driveways in proper condition. *(EC267/99)*

22. Production of records

Every tourism operator shall produce at the request of an inspector any register, license, notice or record required under the Act or these regulations. *(EC267/99)*

23. Guide dogs

Every tourism operator operating a tourism establishment, dining room, restaurant, or campground or RV park shall permit to enter and remain therein any dog or other animal accompanying and providing assistance to a physically or mentally challenged person. *(EC267/99)*

24. Cleanliness

- (1) Every tourism operator shall keep the tourism establishment and its furnishing, equipment, sanitary facilities and appliances, repaired and in clean and sanitary condition, and free from rodents, vermin or other pests.

Vermin

- (2) If any room, building or facility becomes infested with rodents, vermin or other pests, the tourism operator shall not use it for the reception of guests until the rodents, vermin or other pests are exterminated. *(EC267/99)*

25. Disinfectants

- (1) Public bathrooms, washrooms and toilet rooms shall be cleaned and fixtures treated with disinfectant solution at least once every twenty-four hours or more often if necessary to maintain them in a clean, sanitary and orderly condition.

Disposable utensils

- (2) No public bathroom shall contain towels or drinking utensils other than disposable single-service towels and disposable drinking utensils. *(EC267/99)*

26. Lighting

Stairways, halls and exits shall be kept lighted and unobstructed at all times. *(EC267/99)*

27. Reference to other licensed establishments

Tourism operators who come into contact with transient guests who cannot be accommodated at their particular tourism establishment are to refer the guests only to those tourism establishments which are licensed by the Department. *(EC267/99)*



28. Notice of rates

Every tourism operator shall keep posted in each rental unit, camping cabin and travel trailer a notice specifying the maximum rental rate charges for guests accommodated in the rental unit, camping cabin or travel trailer. *(EC267/99; 492/04)*

RENTAL UNITS**29. Rental unit number**

Every tourism operator shall place a distinct number or name on the outside of the door of each rental unit and each number or name shall be used only for that unit. *(EC267/99)*

30. Linen

Every tourism operator shall supply fresh bed linen at least twice a week and for every new guest, except in housekeeping units, where fresh bed linen shall be supplied at least once a week and for every new guest. *(EC267/99)*

31. Drinking utensils

Every tourism operator shall supply clean and sterilized drinking utensils for every new guest. *(EC267/99)*

32. Towels

Every tourism operator shall provide an adequate supply of freshly laundered wash cloths, towels and bath mats for each day the guest occupies the unit. *(EC267/99)*

33. Soap

Individual soap tablets must be replenished each day or as required unless a soap dispenser is used, which must be replenished as necessary. *(EC267/99)*

34. Toilet tissue

Every tourism operator shall provide one extra roll or package of toilet tissue in addition to that used in each toilet room or bathroom, and shall replenish the toilet tissue, as necessary throughout the guest's stay. *(EC267/99)*

35. Disinfectants

Every tourism operator shall ensure that every bathroom and toilet room shall be cleaned, and all fixtures treated with a disinfectant solution and cleaned at least once every twenty-hour hours or more often if necessary to maintain them in a clean, sanitary, and orderly condition during guest occupancy, except in the case of housekeeping units rented on other than an overnight basis where daily room cleaning is not provided. *(EC267/99)*

36. Housekeeping

- (1) Subject to subsection (2), every rental unit shall be cleaned at least once every twenty-four hours during the guest's occupancy.

Exception

- (2) In the case of housekeeping cottages or units rented on other than an overnight basis where daily room cleaning is not provided, the tourism operator shall clean each housekeeping cottage or unit on a weekly basis and between guest occupancy. *(EC267/99)*

37. Inspection

Before a rental unit is occupied by a guest or guests, the tourism operator shall cause a thorough inspection to be made to ensure that it meets the requirements of these regulations. *(EC267/99)*

38. Emergency lighting

A supply of flashlights or other auxiliary lighting devices shall be kept available and supplied to guests in case of power failure. *(EC267/99)*

39. Rental units

Each rental unit shall be fully enclosed with walls reaching from the floor to the ceiling and shall have at least one door and one window. *(EC267/99; 492/04)*

40. Locks

- (1) All rental units except those in a Bed & Breakfast establishment or tourist home containing less than 4 units shall provide a locking device on its exterior unit door, and a key enabling the door to be locked and unlocked by guests.

Keys

- (2) The key required by subsection (1) shall be provided to the guest upon registration and returned to the tourism operator upon departure. *(EC267/99; 492/04)*

41. Secondary locking device

All tourism establishments except those in the Bed & Breakfast category shall provide a secondary locking device on the exterior door of each unit. *(EC267/99)*

42. Connecting doors

Doorways between connecting bedrooms shall have one solid core door equipped with a locking device on each side of the jamb which may be unlocked only from the bedroom into which the door opens. *(EC267/99)*

43. Floor area

- (1) As of the effective date of these regulations, and subject to the requirements of subsections (2) through (5), a minimum floor area of 100 square feet, including closet, is required in any bedroom or rental unit, regardless of category.

Hotel and Motel

- (2) The minimum floor area of each rental unit for the Hotel and Motel category is 135 square feet for one guest and 175 square feet for two guests, including bathing facilities.



Resort establishment

- (3) The minimum floor area for each rental unit in every Resort establishment, including non-housekeeping cottages is 135 square feet for one guest and 175 square feet for two guests, including bathroom facilities.

Fishing or Hunting establishment

- (4) The minimum floor area for each rental unit in every Fishing or Hunting establishment is 100 square feet for one guest and 140 square feet for two guests, including bathroom facilities, excluding the kitchen and any shared common room.

Bed & Breakfast, Hospitality Home, Inn establishments

- (5) The minimum floor area of each rental unit in every Bed & Breakfast establishment, Hospitality Home establishment and Inn establishment is 100 square feet, excluding bathroom facilities.

Exception

- (6) Notwithstanding the minimum floor area requirements in subsection (1), where
- (a) bedrooms or rental units are currently licensed; and
 - (b) the bedrooms or rental units have been licensed in every year since their initial year of operation,

tourism operators of the bedroom or rental units shall be permitted to maintain the existing floor area. (EC267/99)

44. Windows

Each bedroom shall have a window that

- (a) opens to the outside; and
- (b) is capable of providing a minimum ventilation area of one-tenth of the floor area of the bedroom. (EC267/99)

45. Screens

Ventilating areas shall be equipped with screens, having a mesh sufficient to obstruct insects. (EC267/99)

46. Materials

Floors, walls and ceilings of rental units must be constructed of, or covered with, material which may be easily kept clean. (EC267/99)

47. Lighting

- (1) Each rental unit shall be equipped with electric lighting so arranged that the room may be illuminated from a switch immediately inside the entrance door.

Bed lights

- (2) Bed lights or bedside lights shall be provided which can be turned on and off from the bed. (EC267/99)

48. Heating

Each rental unit shall be so equipped that it may be heated to a temperature of twenty-one degrees Celsius at all times that it is occupied. (EC267/99)

49. Heating device, cooling device

The heating device and cooling devices in a rental unit shall meet the requirements of the Provincial Fire Marshal and shall be so installed and maintained as to prevent endangering the health or safety of persons accommodated in the rental unit. (EC267/99; 492/04)

50. Equipment and furnishings

Each rental unit shall be equipped with a minimum of

- (a) one bed with box, slat or ribbon springs, a mattress in good condition, pillow, mattress pad, pillow case and protector, appropriately sized top and bottom sheet, one blanket, a bedspread and a throw blanket;
- (b) a bedside table or equivalent available at each bed;
- (c) a dresser, combination dresser desk or clothes storage unit for the exclusive use of guests;
- (d) at least one chair;
- (e) a scatter rug, non-skid type, available at each bed, unless floors are carpeted;
- (f) a closet or wall-mounted clothes rack or rod with a minimum of eight hangers;
- (g) window blinds, or draw drapes or other suitable device on each window capable of ensuring privacy to the guest;
- (h) a wastebasket of fire resistant material;
- (i) two ashtrays in units in which smoking is permitted;
- (j) an adequate smoke alarm device containing live batteries;
- (k) a sterilized drinking utensil for each guest;
- (l) one hand towel, face cloth and bath towel for each guest;
- (m) one bath mat;
- (n) one large or two small cakes of individually wrapped soap or a dispenser filled with liquid soap;
- (o) a minimum of one portable 2 ½ lb. ABC-rate fire extinguisher, for those units equipped with cooking facilities, except where a central fire extinguishing system is present. (EC267/99)

51. Bathrooms

Each cabin or cottage shall be equipped with a bathroom for the exclusive use of its occupants. (EC267/99)

52. Bathrooms, hotel motel cottage, cabin etc.

Each rental unit of a Hotel or Motel establishment, Cottage establishment, or Resort establishment shall be equipped with a bathroom opening directly from the rental unit, for the exclusive use of the occupants of the unit. (EC267/99)



53. Bathrooms, other

- (1) In tourism establishments other than those specified in section 52, there shall be, for the exclusive use of guests, at least one bathroom, which shall contain at least one flush toilet, one lavatory basin, and one bathtub or shower for every three bedrooms which are not equipped with private baths, flush toilets and wash basins.

Hot and cold running water

- (2) Bathtubs, showers and wash basins shall be supplied with a constant supply of hot and cold running water sufficient for the needs of the guests.

Bathrooms, tourism establishment

- (3) In a tourism establishment without a private bathroom for each rental unit, the bathroom for the use of guests must be located on the same floor as the rental unit. *(EC267/99)*

54. Separate room

Toilets, bathtubs and showers shall be contained in rooms partitioned off from other rooms by full partitions reaching from floor to ceiling. *(EC267/99)*

55. Partitions

Where a bathroom has more than one flush toilet, there shall be partitions between the toilets constructed in such a manner as to ensure privacy. *(EC267/99)*

56. Identification

Every public bathroom shall have a suitable name plate attached to the outside of the door. *(EC267/99)*

57. Semi-private bathroom

A semi-private bathroom shall have two doors

- (a) opening into the bathroom and fitted with such means of securing them shut that a person using the bathroom will have complete privacy; and
- (b) opening separately from the two rental units served by the bathroom. *(EC267/99)*

58. Bathroom equipment

Every bathroom for use by guests shall have properly installed in it

- (a) a bathtub or shower bath;
- (b) a shower curtain or bathtub enclosure if shower is present;
- (c) a washbasin fixture;
- (d) a flush toilet;
- (e) a mirror having a good reflecting surface of not less than twelve inches wide and eighteen inches high;
- (f) a vanity or shelving of not less than one hundred square inches;
- (g) a device for hanging or storing towels;
- (h) a light fixture equipped with at least a sixty watt bulb or equivalent fluorescent light adjacent to the mirror;

- (i) a dish for soap located conveniently near the bathtub or shower bath and washbasin fixture;
- (j) not less than two hooks for hanging garments;
- (k) a bath mat of water absorbent material;
- (l) a device for dispensing toilet paper; and
- (m) a lined receptacle for waste material. *(EC267/99)*

59. Hazardous substances

No bathroom designated for the use of guests shall contain any medicines, cleaning solutions, toxic substances, or any material or substance which might prove a hazard to guests. *(EC267/99)*

60. Locks

Every bathroom door shall be equipped with a lock and key or other securing device to enable the door to be fastened from the inside to ensure privacy to the guest using the bathroom. *(EC267/99)*

61. Ventilation

Every bathroom shall have either a mechanical ventilation system or a window with at least three square feet of glass and which can be opened to the outside. *(EC267/99)*

CAMPGROUNDS AND RV PARKS

62. First aid kit

Every tourism operator of a campground or RV park shall have available a Canadian Standards Association approved first aid kit. *(EC267/99)*

63. Common drinking cups

No tourism operator of a campground or RV park shall supply drinking cups for common use to be used upon the premises. *(EC267/99)*

64. Picnic tables

Every tourism operator of a campground or RV park shall provide one picnic table for each serviced site, partially serviced site and unserviced site. *(EC267/99)*

65. Toilet facilities

- (1) Every campground or RV park shall have a minimum of
 - (a) 1 washroom facility per gender for each 20 sites, or fraction thereof, in the case of unserviced or partially serviced sites; and
 - (b) 1 washroom facility per gender for each 50 sites or fraction thereof, in the case of serviced sites with sewage connection.



Distance

- (2) A washroom facility at a campground shall be more than 25 feet from any site and a maximum of five hundred feet from any unserviced or partially serviced site.

Toilet compartment

- (3) Each toilet shall be placed in a compartment equipped with lock to ensure privacy to the occupant, separate from all other toilets, urinals, washbasins, sinks and other conveniences, and toilet tissue and suitable dispensers shall be provided for each toilet.

Urinals

- (4) Urinals may be substituted for one-half the required number of toilets when intended solely for male use.

Wash basins

- (5) At least one washbasin, with hot and cold running water, shall be provided for every two toilets or combination of toilets and urinals, with a minimum of one washbasin for each gender.

Building

- (6) Toilets shall be located in a well-constructed building with water impervious floor and screened windows and screened or solid doors.

Garbage containers

- (7) A minimum of one garbage container shall be located within each washroom facility.

Windows

- (8) Windows provided in washroom facilities shall be so covered to ensure privacy of guests and shall be equipped with screens sufficient to repel insects. (EC267/99)

66. Bathing facilities

- (1) A campground or RV park, except wilderness campgrounds, shall be provided with bathing facilities that fulfil the following requirements:
- (a) for unserviced or partially serviced sites - one shower per gender for each thirty sites; and
 - (b) for serviced sites - 1 shower per gender for each fifty sites.

Plumbing requirements

- (2) All plumbing installations in the campground or RV park category shall be installed in accordance with the Code for Plumbing Services Regulations (EC666/86). (EC267/99)

CAMPING AND TRAILER SITES

67. Tent or trailer sites

A tent or trailer site for summer use shall have a minimum of 25 feet on a road or right of way and shall contain

- (a) in the case of unserviced or partially serviced sites, a minimum of 500 square feet; and
- (b) in the case of serviced sites, a minimum of 1000 square feet. (EC267/99)

68. Special events

Tourism operators operating a campground or RV park may accommodate groups and special events, requiring temporary arrangements and facilities in addition to those provided for under these regulations, where the temporary bathing and washroom facilities for the capacity of the group are provided in accordance with these regulations. (EC267/99)

69. Site spacing

There shall be at least 20 feet between every trailer or tent site and any building, and not less than 15 feet between every trailer or tent site and any property line bounding the campground. (EC267/99)

70. Road or driveway

Every individual tent site and trailer site shall abut or face on a road or driveway or clear unoccupied space of not less than 25 feet and such road or driveway shall connect with a public highway, street or lane. (EC267/99)

71. Site identification

In a campground or RV park every road or driveway and every tent site or trailer site shall be clearly defined and identified on the ground by stakes, posts, curbs or other markings. (EC267/99)

72. Maintenance of water and sewage service

In a campground or RV park provided with water and sewage service, the attendant or caretaker shall see that all connections between trailers and sewer inlets or water outlets are properly maintained during the period the trailer is in the court. (EC267/99)

73. Water outlets

Water outlets shall be protected against contamination during connection and disconnection of water or sewer connecting pipes or hoses. (EC267/99)

74. Sewer inlets

Sewer inlets in unoccupied trailer sites shall be so closed that they will not emit odours or become a breeding place for flies. (EC267/99)

75. Contamination

Water outlets in unoccupied trailer sites shall be protected to prevent contamination of the water. (EC267/99)

76. Prohibition

- (1) Toilets, baths, sinks, washbasins, and other plumbing fixtures in a trailer shall not be used unless
 - (a) it is connected to a sewage system; or
 - (b) the trailer is equipped with an adequate storage tank provided for the collection and storage of wastes from such fixtures.



Sanitary dumping station

- (2) Campgrounds or RV parks not serviced with sewer connections shall provide an easily accessible sanitary dumping station that
- (a) is properly graded;
 - (b) has an appropriate sign; and
 - (c) has an easily accessible rinsing hose. (EC267/99)

77. Potable water

Every individual tent or trailer site shall be located within 400 feet of a source of potable water. (EC267/99)

CAMPING CABINS**78. Camping cabins**

Each camping cabin in which sleeping accommodation is provided for guests, shall be situated within a campground licensed under these regulations. (EC267/99)

79. Standards of construction

- (1) Every camping cabin shall be of typical wood frame construction.

Floors, etc.

- (2) The floors, walls, ceiling, and roof of every camping cabin shall be constructed of sanded #2 grade, or better grade, lumber.

Exposed wall studs, etc.

- (3) All exposed wall studs, roof areas, trusses, and rafters of every camping cabin shall be constructed of #2 grade, or better grade, construction lumber. (EC267/99)

80. Key and locking device

- (1) Every camping cabin shall be provided with a solid core door with locking device, with a key enabling the door to be opened and locked.

Idem

- (2) The key to a camping cabin shall be given to the guest upon registration and returned to the tourism operator upon departure. (EC267/99)

81. Sanitary requirements

- (1) Every tourism operator shall ensure the camping cabin, its furnishings, equipment, sanitary facilities and appliances are repaired, clean, free from rodents, vermin and other pests and are in a sanitary condition.

Idem

- (2) Every tourism operator of a camping cabin shall cause it to be cleaned between guest occupancy and shall inspect the unit to ensure it meets the requirements of these regulations. (EC267/99)

82. Lights

Each camping cabin shall have at least one exterior porch light sufficient to illuminate the entry and at least one interior light which shall be able to be turned on and off from inside the guest entry. (EC267/99)

83. Windows

Each camping cabin shall have windows equipped with insect screens, capable of providing a minimum ventilation area. (EC267/99)

84. Equipment

(1) Each camping cabin shall be equipped with the following:

- (a) a table or picnic table for use as a food preparation area, which shall be able to be kept in a clean, sanitary condition and a chair or other seating for each guest to be accommodated;
- (b) clothes hooks or similar devices for hanging clothing;
- (c) coverings for all windows, ensuring privacy to guests;
- (d) a portable 2 1/2 lb. ABC-rate fire extinguisher;
- (e) a functioning smoke alarm.

Bed and mattress

(2) Where a camping cabin is equipped with a bed and mattress, the tourism operator shall ensure that

- (a) the bed and mattress are clean and in good repair; and
- (b) the mattress is covered with a mattress pad. (EC267/99)

85. Wood stoves, etc.

Where a camping cabin is equipped with a wood stove or fireplace or other heating device, the tourism operator shall ensure that it is

- (a) properly and safely installed;
- (b) approved by the Canadian Standards Association; and
- (c) in compliance with all applicable Acts and regulations. (EC267/99)

86. Minimum floor area

The minimum floor area shall be 100 square feet in each camping cabin. (EC267/99)

87. Minimum headroom

The minimum allowable headroom within a camping cabin shall be 7.5 feet for a flat ceiling and a minimum of 6.5 feet at its lowest point for a sloped ceiling. (EC267/99)

88. Potable water

A camping cabin shall be situated so as to provide access to an adequate supply of potable water which shall be provided a maximum of 400 feet from the cabin. (EC267/99)



89. Site of camping cabin

A camping cabin shall be situated

- (a) a minimum of 25 feet from public roadways, toilet and shower facilities, and other facilities or buildings; and
- (b) a maximum of 500 feet from washroom facilities. (EC267/99)

TRAILERS**90. Trailer or mobile home**

A trailer in which sleeping accommodations are rented to the travelling public shall be

- (a) licensed under these regulations; and
- (b) situated within a campground licensed under these regulations. (EC267/99)

91. Sanitary requirements

- (1) Every tourism operator shall ensure that every trailer licensed to the tourism operator, and its furnishings, equipment, sanitary facilities and appliances are in good repair, clean, free from rodents, vermin, and other pests, and in a sanitary condition.

Cleaning

- (2) Every tourism operator shall ensure that every trailer licensed to the tourism operator is cleaned between guest occupancy and is inspected to ensure it meets the requirements of these regulations. (EC267/99)

92. Locking device and key

- (1) Every tourism operator shall ensure that every exterior door of every trailer is equipped with a locking device and key, enabling the doors to be locked or opened.

Idem

- (2) The key for a trailer shall be given to the guest upon registration and returned by the guest upon departure. (EC267/99)

93. Lighting

Every tourism operator shall ensure that each trailer is equipped with one exterior light providing sufficient illumination at the entry and a minimum of one interior light which shall be able to be turned on or off from inside the entry. (EC267/99)

94. Windows and screens

Every tourism operator shall ensure that each trailer has windows

- (a) capable of being opened for ventilation; and
- (b) equipped with screens capable of repelling insects. (EC267/99)

95. Equipment

Every tourism operator shall ensure that each trailer is equipped with the following:

- (a) sleeping surfaces such as bed mattresses, and cushions, which shall be clean and in good state of repair;
- (b) where bed linens are provided, a mattress pad for guest use;
- (c) a table and seating to accommodate a minimum of 4 guests, which shall be clean and in a good state of repair;
- (d) cleaning supplies, which shall
 - (i) be provided and replenished between each guest's occupancy, and
 - (ii) include a scouring pad, dish detergent, all-purpose cleaner and a dishcloth;
- (e) closet, clothes hooks or similar devices for hanging clothes;
- (f) clothes storage facilities for the use of guests;
- (g) a mirror of a minimum of 12 inches wide and 18 inches long;
- (h) window coverage to ensure privacy to the occupants;
- (i) a portable 2 1/2 lb. ABC-rate fire extinguisher;
- (j) a functioning photo electric smoke alarm and functioning carbon dioxide sensor;
- (k) a lined receptacle for waste material. (EC267/99; 492/04)

96. Hoses

Each trailer shall have properly equipped and installed Canadian Standards Association approved water, sewage, and drainage hoses. (EC267/99)

97. Electrical cords

Electrical cords and outlets on trailers shall be

- (a) Canadian Standards Association approved;
- (b) in good working order;
- (c) properly connected; and
- (d) in a good state of repair. (EC267/99)

98. Propane hoses, etc.

- (1) Propane hoses, tanks, heating sources, and stoves on trailers shall be
 - (a) properly installed;
 - (b) in good working order; and
 - (c) in a good state of repair.

Idem

- (2) Each item specified in subsection (1) shall be
 - (a) Canadian Standards Association approved; and
 - (b) in compliance with all applicable Acts and regulations. (EC267/99)

99. Stability

Every tourism operator shall ensure that every trailer is maintained in proper balance and stability. (EC267/99)



100. Inspection

Each trailer that is transported or used as a means of conveyance shall possess a valid inspection, pursuant to the *Highway Traffic Act* R.S.P.E.I. 1988, Cap. H-5, for the period of time during which it operates. (EC267/99)

ALTERATION OF RATES**101. No alteration of rates**

No tourism operator of a tourism establishment shall charge a rental rate for a rental unit at the tourism establishment that is higher than the maximum rental rate that is specified for the rental unit on the last tourism establishment license application submitted under section 2 for the tourism establishment by the tourism operator. (EC267/99; 492/04)

INSPECTION REPORTS**102. Inspection report**

Inspection reports shall be in the form and shall contain the particulars set out in Schedule 3. (EC267/99)

SCHEDULE 1

FORM 1 TOURISM ESTABLISHMENT LICENSE APPLICATION

Type of Accommodation: _____ # of Units/Sites: _____
 Name of Tourism Establishment: _____
 Civic Address of property, including Town/Village of: _____
 Civic #: _____ Road/Street Name: _____ Route #: _____
 Dates of operation: Opening _____ Closing _____
 Name of Owner: _____
 Contact Person (if different): _____ Contact's Phone #: _____
 Mailing Address: _____
 _____ Postal Code: _____
 Phone: _____ Toll Free: _____ Fax: _____
 Email: _____ Website: _____
 Please provide your Parcel Identification # (# appearing on Property Tax Statement): _____

Submission of Maximum Rental Rates

The rental rates submitted on this form must be **Maximum Rental Rates** applicable for the calendar year 2004. **Do not include tax(es) in your rates.**
 Your attention is drawn to section 101 of the *Tourism Industry Act* Regulations which prohibits the tourism operator from charging rental rates in excess of maximum rental rates specified on the last tourism establishment license application submitted.

Unit Description			Maximum Rate Description					
List Each Rental Unit Separately by Number or Name	Type of Rental Unit/Motel/Cottage, etc.	No of Beds	Daily			Weekly		
			Per Unit / 1 Person Rate	2 Person Rate	Each Additional Person Rate	Per Unit / 1 Person Rate	2 Person Rate	Each Additional Person Rate

I hereby apply for a license to operate a tourism establishment in accordance with section 2 of the *Tourism Industry Act* and regulations. The information on this form is collected under authority of section 2 of the *Tourism Industry Act* for the purposes of issuing a tourism establishment license.

Date: _____ Signature: _____

(EC492/04)

FORM 2
TOURISM ESTABLISHMENT LICENCE

Tourism Industry Act and
Regulations
LICENSE
Issued to _____

Address _____

Name of Establishment _____

Issued _____
Initialed by _____
Expires March 31,

TOURISM INDUSTRY ACT, R.S.P.E.I. 1988, CAP. T-3.02
TOURIST ESTABLISHMENT LICENSE
Province of Prince Edward Island
Department of Economic Development and Tourism

_____ of _____
in _____ County, is hereby licensed under the
Tourism Industry Act and regulations made thereunder to operate

Date of Issue _____
____ day of _____
Expires March 31,

TO BE PROMINENTLY DISPLAYED



SCHEDULE 2**TOURISM ESTABLISHMENT LICENSE FEES**

TYPE:	2018	2019	2020	2021
Inspection Fees:				
New Property Inspection Fee	\$265	\$180	\$180	\$180
Re-inspection Fee	\$250	\$250	\$250	\$250
Licensing Fees - Fixed Roof:				
1 to 4 units	\$218	\$155	\$155	\$155
5 or more units	\$328 plus \$8.50 per unit	\$250 plus \$6.50 per unit	\$250 plus \$6.50 per unit	\$250 plus \$6.50 per unit
Campgrounds:				
1 to 100 sites	\$246	\$210	\$210	\$210
101 to 250 sites	\$355	\$300	\$300	\$300
251 to 500 sites	\$382	\$325	\$325	\$325
501 or more sites	\$491	\$415	\$415	\$415

(EC492/04; 378/12; 514/15; 458/18)

SCHEDULE 3

INSPECTION REPORTS

Lic #: _____

TOURISM INDUSTRY ACT AND REGULATIONS

TRAILER/RV INSPECTION REPORT

Tourism P.E.I.
P.O. Box 940
Charlottetown, PEI C1A 7M5

ESTABLISHMENT: _____

Owner's Name: _____

Mailing Address: _____ Phone: _____ Fax: _____
 (year round) (summer)
 _____ Phone: _____ E-mail: _____
 (winter)

Postal Code: _____ Contact Person: _____

LOCATION OF TRAILERS/RV'S

Permanent Set Up: Yes No

# of Units:		Description of Units			
Unit # / Site #	Brand/Manuf.	Length of Unit	Sleeps (#)	Bath Facilities	Location of Inspection

Units Inspected: _____

PRODUCTION OF RECORDS:

- Registration of Persons Accommodated
- License
- Rate Cards
- Listing Verification
- Management/Information
- Propane Inspection

WATER SUPPLY Verify Sampling: _____ Date: _____
 SEWAGE SYSTEM Campground: _____ Priv: Munic:

EXTERIOR	A	C	F	R	A	C	F	R	A	C	F	R	A	C	F	R	
Balance/Stability																	
Deck/Steps																	
Electrical Cords/Connections																	
Exterior																	

A = ACCEPTABLE C = CLEANING REQUIRED F = FIX/REPAIR R = REPLACE

Time: _____ To: _____ of _____



TOURISM INDUSTRY ACT AND REGULATIONS **TRAILER/RV INSPECTION REPORT**

ESTABLISHMENT NAME: _____

UNIT #																	
	A	C	F	R	A	C	F	R	A	C	F	R	A	C	F	R	
Bathroom:									Lighting: Interior								
Basin									Exterior								
Shower/Tub									Linens/Mattress Pads								
Toilet									Mirror								
Cleaning Supplies									Security/Key								
Closet/Clothes Hooks									Sleeping Surfaces								
Clothes Storage									Smoke Detector								
Doors/Screenes									Table/Seating								
Fire Extinguisher									Telephone/Notice								
Floors/Coverings									Ventilation								
Furniture/Equipment									Walls/Ceilings								
Garbage Container(s)									Windows/Screenes								
									Window Coverage								

A = ACCEPTABLE C = CLEANING REQUIRED F = FIX/REPAIR R = REPLACE

REMARKS:

Recommended

Not Recommended (Establishment does not meet minimum licensing requirements)

Inspector: _____ Inspector Signature: _____

Date: _____ Signature of Operator or Adult in charge: _____



Lic #: _____

TOURISM INDUSTRY ACT AND REGULATIONS
INSPECTION REPORT

Tourism P.E.I.
 P.O. Box 940
 Charlottetown, PEI C1A 7M5

ESTABLISHMENT: _____

Owner's Name: _____

Mailing Address: _____ Location: _____
 (year round) (directions)

Phone: _____ Fax: _____
 (summer)

Postal Code: _____ Phone: _____ Fax: _____
 (winter)

Contact Person: _____ E-mail: _____

CATEGORY OF ACCOMMODATION: # of Units: _____ # of Baths: _____

- Hotel/motel
- Inn
- Resort
- Fishing/hunting lodges
- Bed & Breakfast
- Cottage

Unit Description (indicate o/n, hsk, # of bedrooms/unit, baths)	
# O/N	# B&S
# Hsk	# S
# Eff	# B or 1/2 B
Units Inspected: _____	

Meals Prepared: _____

PRODUCTION OF RECORDS:

- Registration of persons accommodated
- Water supply [8 - 12] (# of wells _____ # of samples collected _____)
- Sewage system [14] (Private _____ Municipal _____)
- License
- Rate cards
- Listing verification
- Water Report Available
- Management

A	EXTERIOR	C	F	R	REMARKS
	Buildings				
	Disposal Area(s)				
	Fences				
	Landscaping				
	Parking Lot				
	Roads/Driveways/Walkways				
	Signs				
A	PUBLIC	C	F	R	REMARKS
	Elevators				
	Floors/Coverings				
	Furnishings				
	Hallways				
	Ice Machine				
	Lighting				
	Pool Area				
	Public Telephones				
	Public Washrooms				
	Stairways				
	Walls/Ceilings				
	Windows/Coverage				

A = ACCEPTABLE C = CLEANING REQUIRED F = FIX/REPAIR R = REPLACE



TOURISM INDUSTRY ACT AND REGULATIONS

INSPECTION REPORT

ESTABLISHMENT NAME: _____

UNIT												
FLOOR AREA												
A	BEDROOM				C	F	R	C	F	R	A	
	Armchairs/Chairs											Mattress(es)/Pad(s)
	Ashtrays											Mini-bar/Fridge
	Bedside Table(s)											Mirror(s)
	Bedspring(s)											Pillow(s)/Protector(s)
	Boxspring(s)											Room Accessories
	Carpets/Floors											Screens
	Closets/Hangers											Security
	Couch/Sofabed											Smoke Detector
	Door(s)											Telephone(s)/Notice
	Dresser/Clothes Storage											TV/Radio
	Emergency Lighting											Utensils
	Heating											Walls/Ceiling Area
	Lighting											Wastebasket(s)
	Linen											Window Coverage
	Luggage Rack											Window(s)
A	BATHROOM				C	F	R	C	F	R	A	
	Air Circulation/Ventilation											Shower Curtain/Door
	Bathmat											Sink/Basin
	Door(s)											Soap
	Door Lock(s)											Tile/Grouting/Surround
	Floor											Toilet
	Glasses											Toilet Tissue
	Hooks											Towels
	Hot and Cold Water											Wastebasket (lined)
	Lighting											Walls/Ceiling Area
	Mirror											Window(s)
	Shelving/Vanity											Window Coverage
A	KITCHEN(ETTE)				C	F	R	C	F	R	A	
	Chairs											Gas Barbecue
	Cleaning Supplies											Lighting
	Counter/Cupboards/Shelving											Microwave
	Dishes/Cutlery											Sink(s)
	Dishwasher											Stove/Range Top
	Door(s)											Table
	Equipment/Small Appliances											Walls/Ceiling
	Fire Extinguisher											Wastebasket
	Floor											Window(s)/Coverage
	Refrigerator											Ventilation

A = ACCEPTABLE C = CLEANING REQUIRED F = FIX/REPAIR R = REPLACE

Recommended

Not Recommended (Establishment does not meet minimum licensing requirements)

Inspector: _____ Inspector Signature: _____

Date: _____ Signature of Operator or Adult in charge: _____

Lic #: _____

TOURISM INDUSTRY ACT AND REGULATIONS
CAMPGROUND INSPECTION REPORT

Tourism P.E.I.
 P.O. Box 940
 Charlottetown, PEI C1A 7M5

ESTABLISHMENT: _____

Owner's Name: _____

Mailing Address: _____ Location: _____
 (year round) (directions)

Phone: _____ Fax: _____
 (summer)

Postal Code: _____ Phone: _____ Fax: _____
 (winter)

Contact Person: _____ E-mail: _____

CATEGORY:

Sites: _____ # Seasonal Sites: _____

- Campground
- RV/Trailer Park
- Camping Cabins
- # of Units: _____

Site Description (indicate type of sites, bath facilities, etc)		
# U	# Showers: M	F
# 2W	# Toilets: M	F
# 3W	# Basins: M	F
Sites Inspected: _____		

PRODUCTION OF RECORDS:

- Registration of persons accommodated
- Water supply [8 - 12] (# of wells _____)
- Sewage system [14] (Private _____)
- License
- Listing Verification
- First Aid Kit
- # of samples collected _____
- Municipal _____
- Management
- Water Report Available

A	EXTERIOR	C	F	R	REMARKS
	Buildings				
	Disposal Area(s)				
	Fences				
	Landscaping				
	Parking Lot				
	Roads/Driveways/Walkways				
	Signs				
A	PUBLIC	C	F	R	REMARKS
	Floors/Walls/Ceilings				
	Furnishings/Equipment				
	Kitchen Shelters				
	Laundry Facilities				
	Pool Area				
	Public Telephones				
	Public Washrooms				
	Recreational Facilities				
	Reception Area				
	Store				
	Dining Area				

A = ACCEPTABLE C = CLEANING REQUIRED F = FIX/REPAIR R = REPLACE

Time: _____ To: _____ of _____



TOURISM INDUSTRY ACT AND REGULATIONS **CAMPGROUND INSPECTION REPORT**

ESTABLISHMENT NAME: _____

SITE #												
A	C	F	R	A	C	F	R	A	C	F	R	A
Access to Water												
Distance to Buildings/Lines												
Fire Pits												
Garbage Can/Area												
Picnic Table												
Road/Driveway Frontage												
On-Site Services:												
Water												
Electrical												
Sewage												
Sewage Capped												
Site Marked												
Site Size: U, 2W												
Site Size: 3W												

BATHROOMS												
A	C	F	R	A	C	F	R	A	C	F	R	A
Basins/Sinks								Shower Curtain/Doors				
Doors/Screens								Showers				
Floors								Toilet Tissue				
Garbage Containers								Toilets/Urinals				
Hot/Cold Water								Walls/Ceilings				
Lighting								Window Coverage				
Locks								Windows/Screens				
Mirrors								Vanity/Counters				

DUMPING STATION:

- ACCESSIBLE PROPERLY GRADED RINSING HOSE SIGN

UNIT												
FLOOR AREA												
A	C	F	R	A	C	F	R	A	C	F	R	A
CLOTHES HOOKS								MATTRESS/MATRESS PAD				
DOORS								SECURITY				
EXTERIOR								TABLE/SEATING				
FIRE EXTINGUISHERS								TELEPHONE LOCATION AND NUMBER				
FLOORS/COVERINGS								WALLS/CEILING				
FURNISHINGS/EQUIPMENT								WINDOW COVERAGE				
GARBAGE DISPOSAL								WINDOWS/SCREENS				
INTERIOR								VENTILATION				
LIGHTING								WATER SUPPLY				

A = ACCEPTABLE C = CLEANING REQUIRED F = FIX/REPAIR R = REPLACE

Recommended

Not Recommended (Establishment does not meet minimum licensing requirements)

Inspector: _____ Inspector Signature: _____

Date: _____ Signature of Operator or Adult in charge: _____

(EC267/99; 492/04)



FORM 3

[Department logo]

Monthly Occupancy Return

[Return form within 10 days after month end]

103. Freedom of Information and Protection of Privacy Statement

Information on this form is collected under clause 31(c) of Prince Edward Island’s *Freedom of Information and Protection of Privacy Act* and subsection 6(2) of the *Tourism Industry Act* and will be used for the purpose of tourism research and statistics reporting. If you have any questions about this collection of information, you may contact the Director of Policy, Planning and Research, Tourism PEI, PO Box 2000, Charlottetown, PE C1A 7N8, Tel: (902) 368-5540.

<p>104. Section 1 – Return Period</p> <p>This return is for the month of 20.....</p> <p>Notice: This information must be submitted on a monthly basis for each month your establishment is open, and must be received by the department within 10 days after the end of each month, eg., June occupancy information must be received by July 10.</p>

<p>105. Section 2 - Identification</p> <p>Name of Tourism Establishment</p> <p>Contact Name:</p> <p>Contact Phone Number:</p> <p>Contact e-mail Address:</p> <p>Type of Establishment: <input type="checkbox"/> Fixed Roof <input type="checkbox"/> Campground</p> <p>106. Notes:</p> <p>If your establishment consists of both a fixed roofed accommodation and campground, you must file a separate return for each.</p> <p>An accommodation unit is normally one room. However, a cottage or suite containing two or more bedrooms is considered <u>one</u> rentable unit. A campsite is also considered <u>one</u> rentable unit.</p>

<p>107. Section 3 – Supply of Accommodation Units Available This Month</p> <p>A. Number of accommodation units available:</p> <p>B. Number of nights establishment open this month:</p> <p>Total supply of units available this month: A x B =</p> <p>Example to calculate units available: If a cottage establishment has 10 cottages available, then the number of units available should be 10. If the establishment closes off 4 cottages from its inventory for the winter or for renovations, then the cottages would be removed from availability and not included in units available. The number of cottages available in this example would be 6.</p> <p>Notice: Winter rentals do not include units available or rented. Under the <i>Tourism Industry Act</i>, a winter rental means an establishment that provides temporary accommodation for a guest for a continuous period of more than one month and therefore is not defined by law as a tourism establishment.</p>

Section 4 – Nights Rented and Geographic Origin Data			
Please provide the number of accommodation-unit nights rented by geographic origin.			
Example to calculate geographic origins: if a cottage establishment rents a total of 3 cottages for 5 nights to residents of Ontario in July, then 15 (3 cottages x 5 nights) should be entered in the space for Ontario.			
Motorcoach: Please indicate (on the right) the number of rooms rented to motorcoach. (Do not enter rooms rented for motorcoach in the columns below under the Canada, United States or International headings. The geographic origin of each motorcoach guest is not required.)			Motorcoach:
Canada		International	
Alberta		Australia	
British Columbia		China	
Manitoba		England	
New Brunswick		France	
Newfoundland		Germany	
NWT		Ireland	
Nova Scotia		Japan	
Nunavut		Netherlands	
Ontario		Scotland	
PEI		Switzerland	
Quebec		List others:	
Saskatchewan			
Yukon			
Total Canada		Total Int.	
United States			
Alabama		Louisiana	
Alaska		Maine	
Arizona		Maryland	
Arkansas		Massachusetts	
California		Michigan	
Colorado		Minnesota	
Connecticut		Mississippi	
Delaware		Missouri	
Florida		Montana	
Georgia		Nebraska	
Hawaii		Nevada	
Idaho		New Hampshire	
Illinois		New Jersey	
Indiana		New Mexico	
Iowa		New York	
Kansas		North Carolina	
Kentucky		North Dakota	
Total USA			
Total Units Rented This Month:	Motorcoach		
	Canada		
	United States		
	International		
	Grand Total		

Section 5 – Submitting Your Return

All information submitted will remain confidential. You may submit your information using any of the following options:

Option A – Online System:

You can access the online reporting function within the Province's Online Reservation System. Simply use your username and password to access the reporting function, click on the Occupancy Reporting tab and follow the steps.

Note: If you wish to file online but do not want to participate in the online reservation system, you must obtain a username and password for security purposes. To obtain that, please contact Tourism PEI at the general inquiry number listed below.

108. Option B – Completed form may be submitted by fax, mail or in person to:

Tourism PEI – Occupancy Reporting
PO Box 2000, 3rd Floor Shaw Building
Charlottetown, PE C1A 7N8

Fax: (902) 368-6155
General Inquires: (902) 368-5540

(EC755/06)

