

BY-LAW NO. XX-2020

A BY-LAW OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF CARLETON PLACE TO PROVIDE STANDARDS FOR THE MAINTENANCE AND OCCUPANCY OF PROPERTY WITHIN THE TOWN OF CARLETON PLACE

WHEREAS the Council of the Corporation of the Town of Carleton Place is empowered to enact a by-law pursuant to the provisions of Section 15.1 of *The Building Code Act* and amendments thereto; and

WHEREAS there is in effect in the Town of Carleton Place an Official Plan which includes provisions relating to property conditions; and

WHEREAS Section 5(3) of the *Municipal Act, 2001* (S.O. 2001, c.25) authorizes that municipal powers, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

WHEREAS Section 11(1) provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in Subsection (4); and

WHEREAS Section 11(2) of the *Municipal Act, 2001* (S.O. 2001, c.25) provides that a lower-tier municipality may pass by-laws respecting the health, safety and well-being of persons; and

WHEREAS Section 128 of the *Municipal Act, 2001* (S.O. 2001, c.25) provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that in the opinion of council is or could become or cause public nuisances; and

WHEREAS Section 436 of the *Municipal Act, 2001* (S.O. 2001, c.25) states that a municipality has the power to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not a by-law of the municipality is being contravened; and

WHEREAS Section 444 of the *Municipal Act, 2001* (S.O. 2001, c.25) provides that where a municipality is satisfied that a contravention of a by-law of the municipality passed under this Act has occurred, the municipality may make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the Owner or occupier of the land on which the contravention occurred to discontinue the contravening activity; and

WHEREAS Section 445 of the *Municipal Act, 2001* (S.O. 2001, c.25) provides that where a municipality is satisfied that a contravention of a by-law of the municipality passed under this Act has occurred, the municipality may make an order requiring the

person who contravened the by-law or who caused or permitted the contravention or the Owner or occupier of the land on which the contravention occurred to do work to correct the contravention; and

WHEREAS Section 446 of the *Municipal Act, 2001* (S.O. 2001, c.25) permits a municipality to enact a by-law to require that a matter or thing be done by a person and in default, the matter or thing may be done by the municipality at the person's expense and further that the costs of doing so may be added to the tax roll and collected in the same manner as taxes;

NOW THEREFORE the Council of the Corporation of the Town of Carleton Place enacts that all property owners within the Town are required to comply with the following minimum standards of occupancy:

[TABLE OF CONTENTS TO BE INCLUDED (OR NOT) PENDING FINAL COUNCIL DECISION]

[ALSO PLEASE DISREGARD NUMBERING, WHICH IS TO BE FINALIZED WHEN CHANGES ARE COMPLETE]

1 DEFINITIONS

The following definitions shall apply for the purposes of this by-law:

- 1.1 **Abandoned Building** means any building or structure that is not occupied and that, by reason of its unfinished or dilapidated condition, is open to elements or is in a state where unauthorized entry to the building cannot be controlled.
- 1.2 **Acceptably level** when referring to floors shall be defined as not more than 7.5 cm (3 in.) slope in 3 m (10 ft.) and not more than 2.5 cm (1 in.) in any 61 cm (2 ft.).
- 1.3 **Accessory Building** means a detached, subordinate building or structure designed or intended for the better or more convenient enjoyment of the main building to which it is accessory, and which is located on the same lot therewith. An accessory building includes a private garage where such garage does not form part of the main building and includes temporary shelters and sea containers/shipping containers. An accessory building shall be uninhabitable unless otherwise specifically permitted.
- 1.4 **Alteration** means (as applying to a building) a change from one major occupancy class or division to another, or to a structural change such as an addition to the area and height, or the removal of part of a building, or any change to the structure such as the construction, cutting into or removal of any wall, partition, column, beams, joist, floor or other support, or a change of the fixtures and equipment.

- 1.5 **Apartment building** means a building containing more than four dwelling units, each unit having access from an internal corridor system.
- 1.6 **Appliances** include a fridge, freezer, stove, dishwasher, clothing washer or dryer.
- 1.7 **Approved** means approved of by the Property Standards Officer or Municipal Law Enforcement Officer.
- 1.8 **Balcony** means an external balustrade platform and includes both upper and lower surfaces of the platform.
- 1.9 **Basement** means one or more storeys of a building located below the first story.
- 1.10 **Barrier** means a structure intended to block, obstruct or prevent access to an area or sound, whether constructed of wood, metal, concrete or other type of material.
- 1.11 **Bathroom** means a room containing a bathtub or shower with or without a water closet and a washbasin.
- 1.12 **Building** means a structure as defined in *The Building Code Act, C.23, Section 1(1)(a)* or part of a structure occupied or capable of being occupied in whole or in part for its intended use and includes a vacant building or structure that could be intended for such use except for its state of disrepair.
- 1.13 **Building Code** means the *Building Code Act 1992, S. O. 1992, C 23*, as amended, and any successor legislation.
- 1.14 **Cellar** means any area below the first storey with a height of less than 1.8m (5.9 ft.)
- 1.15 **Chief Building Official** means the Chief Building Official as appointed under by-law by the Town of Carleton Place.
- 1.16 **Chief Property Standards Officer** means the person holding the position of Director of Protective Services for the Town of Carleton Place.
- 1.17 **Clerk** means the Clerk of the Town of Carleton Place.
- 1.18 **Commercial Container** means a dumpster, commercial roll-off or other similar receptacles,
- a) Used for the storage and collection of garbage, refuse, trade waste, construction waste, demolition waste or other similar materials; and

- b) designed to permit it being emptied by a forklift packer or similar vehicle.
- 1.19 **Committee** means the Property Standards Committee of the Town of Carleton Place established under this by-law in accordance with section 15.6 of the *Building Code Act*, 1992, as amended, or as substituted from time to time.
- 1.20 **Corporation** means the Corporation of the Town of Carleton Place.
- 1.21 **Council** means the Council of the Town of Carleton Place.
- 1.22 **Crawl Space** means an enclosed space between the underside of a floor assembly and the ground cover directly below, with a clearance less than 1.8 m (5ft 11 in.) in height.
- 1.23 **Dwelling Unit** means a suite operated as a housekeeping unit, used or intended to be used by one or more persons and usually containing cooking, eating, living, sleeping, and sanitary facilities.
- 1.24 **Driveway** means the minimum defined area required to provide access for a motor vehicle from a public or private street or a lane to facilities such as a parking area, parking lot, loading space, private garage, building or structure, except that in the case of a residential property, driveway means only the minimum defined area required to provide direct access from the street to a garage or permitted parking area.
- 1.25 **Excavation** means the space created by the removal of soil, rock or fill for the purpose of construction, or an addition.
- 1.26 **Exit** means that part of a *means of egress*, including doorways, that leads from the *floor area* it serves to a separate *building*, an open public thoroughfare or an exterior open space protected from fire exposure from the *building* and having access to an open public thoroughfare.
- 1.27 **Fence** means a freestanding structure, screen, wall or barrier except a structural part of a building erected at grade used wholly or partially to screen from view to enclose or divide a yard or other land, to mark or substantially mark the boundary between adjoining land restricting ingress to or egress from a property, providing security or protection to property and includes swimming pool enclosures, privacy screens, retaining walls, noise attenuation walls, any hedge or grouping of shrubs, or other combination of fencing components which form a continuous barrier for the same purpose and includes any structure constructed of open wire mesh, boards on boards, pickets, rail or lattice type construction, whether of wood, metal, masonry or a combination thereof or other material.
- 1.28 **First Storey** means the storey that has its floor closest to grade and its ceiling more than 1.8m (5.9 ft.) above grade.

- 1.29 **Floor Area** means the space on any storey of a building between exterior walls and required firewalls including the space occupied by interior walls and partitions, but not including exits, vertical service spaces and their enclosed assemblies.
- 1.30 **Floor Covering** means any surface used to cover the basic floor or subflooring construction, including carpet, vinyl, tile, laminate and hardwood.
- 1.31 **Grade** means the average level of proposed or finished ground adjoining a building at grade level.
- 1.32 **Graffiti** means one or more letters, symbols or marks, howsoever made that disfigures or defaces a property or object but does not include a sign pursuant to the municipality's sign by-law or a mural which has been authorized by the municipality.
- 1.33 **Ground Cover** means organic or non-organic material that covers the ground, and includes concrete, flagstone, gravel, asphalt, grass or other form of landscaping.
- 1.34 **Guard** means a protective barrier around openings in floors or at the open sides of stairs, landings, balconies, mezzanines, galleries, raised walkways, ramps, or other locations to prevent accidental falls from one level to another; such barrier may or may not have openings through it.
- 1.35 **Habitable Room** means any room in a dwelling used or capable to being used for living, sleeping, cooking, or eating purposes.
- 1.36 **Inoperable Vehicle** means a motor vehicle as defined by the *Highway Traffic Act* R.S.O. 1990 Chapter H.8 as amended, that is not in good repair and is incapable of being operated on a highway. It includes a vehicle that does not display a valid vehicle permit license plate issued under the Highway Traffic Act, as amended.
- 1.37 **Land(s)** means grounds and vacant lot(s) exclusive of buildings.
- 1.38 **Landscaping** means vegetation in the form of lawns, grasses, shrubs, flowers, ornamental plantings, or any combination thereof.
- 1.39 **Last known address** means the address which appears on the assessment roll of the municipality, or the address as provided in writing to the Town by the owner.
- 1.40 **Lot** means a parcel of land, described in a deed or other document legally capable of conveying land, or shown as a block on a registered plan of subdivision.

- 1.41 **Maintenance** means the preservation and keeping in repair of a property.
- 1.42 **Means of egress** means a continuous path of travel provided by a doorway, hallway, corridor, exterior passageway, balcony, lobby, stair, ramp or other egress facility or combination thereof, for the escape of persons from any point in a building, floor area, room or contained open space to an open public thoroughfare or to an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare and includes exits and access to exits.
- 1.43 **Minimum illumination requirement** means the minimum level of illumination measured at floor level.
- 1.44 **Mixed-use property** means a building or structure used heretofore or hereafter erected in part for a dwelling unit and in part for non-residential purposes.
- 1.45 **Mixed-use building or multiple use building** means a building used in part for residential purposes and in part for non-residential purposes.
- 1.46 **Multi-residential property** means a building or structure, or part of a building or structure that is used or designed for use for more than two dwelling units and includes any yard appurtenant thereto and all mobile homes, mobile buildings, mobile structures, outbuildings, fences and erections heretofore and hereafter erected.
- 1.47 **Multiple dwelling** means a building or portion thereof containing two or more dwelling units and shall include group dwellings either held or maintained under single ownership or established and maintained under the provisions of *The Condominium Act, 1998* or as a co-operative.
- 1.48 **Municipality** means the Corporation of the Town of Carleton Place.
- 1.49 **Non-habitable room** means any room in a dwelling unit other than a habitable room, and includes a bathroom, toilet room, laundry, pantry, lobby, communicating corridor, stairway, closet, basement, boiler room, garage or other space for service and maintenance of the dwelling for public use, and for access to, and vertical travel between storeys.
- 1.50 **Nuisance** means an injurious, offensive or objectionable condition and, without limiting the generality of the foregoing, shall include a condition which is offensive or obnoxious by reason of the emission of gas, fumes, dust, sawdust or objectionable odour or by reason of the unsightly storage of goods, wares, merchandise, rubbish, salvage, refuse matter, waste or other material.

- 1.51 **Occupancy** means the use or intended use of a building or part thereof, for the shelter or support of persons, animals or property.
- 1.52 **Occupant** means any person or persons over the age of eighteen (18) years in possession of the property.
- 1.53 **Officer** means a Property Standards Officer or Municipal Law Enforcement Officer who has been appointed by the Town and assigned the responsibility of administering and enforcing this by-law.
- 1.54 **Order** means an order made under this by-law.
- 1.55 **Owner** includes:
- 1.55.1 the person for the time being, managing or receiving the rent of/or as shown on the assessment roll, on the land or premises in connection with which the word is used, whether on his own account or as agent or trustee of any person, or who would so receive the rent if such land and premises were let;
 - 1.55.2 lessee or occupant of the property who, under terms of a lease, is required to repair and maintain the property in accordance with the standards for the maintenance and occupancy of property.
- 1.56 **Person** includes an individual, association, organization, partnership, public bodies, corporations, societies, inhabitants of counties, municipalities or other districts, and includes an agent or employee of any of them in relation to the acts and things that they are capable of doing and owning respectively.
- 1.57 **Plumbing fixture** means a receptacle or equipment that receives water, liquid or sanitary sewage and discharges water liquids or sanitary sewage directly into drainage piping.
- 1.58 **Plumbing system** means a system of connected piping, fittings, valves, equipment, fixtures and appurtenances contained in plumbing.
- 1.59 **Powder room** means a room, which includes a minimum of one (1) toilet and one (1) wash basin, which are connected to the plumbing system.
- 1.60 **Property** means a building or structure or part of a building or structure, and includes the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, outbuildings, fences and erections and includes vacant property thereon whether heretofore or hereafter erected, and is divided into:
- 1.60.1 **Non-residential property** means property which is not occupied, nor

capable of being occupied in whole or in part for the purpose of human habitation.

- 1.60.2 **Residential property** means any property that is used or designed for use as a domestic establishment in which one or more persons usually sleep and prepare and serve meals, and includes any land or buildings that are appurtenant to such establishment and all steps, walks, driveways, parking spaces and fences or any fixtures or structures associated with the building or its yard.
- 1.61 **Receptacle** means a solid metal, plastic or other non-porous container for receiving garbage or refuse.
- 1.62 **Refuse or debris** includes garbage of any kind and, without limiting the generality of the foregoing, includes rubbish, inoperative vehicles and mechanical equipment, automotive and mechanical parts, appliances, furnaces, heater or fuel tanks, furniture, table waste, paper, cartons, crockery, glassware, cans, garden refuse, earth or rock fill, material from construction or demolition projects and old clothing.
- 1.63 **Repair** means the provisions of such facilities and the making of additions, or alterations or the taking of such action as may be required so that the property shall conform to the standards established in this by-law.
- 1.64 **Restroom** means a room in a non-residential property, which includes a minimum of one (1) toilet and one (1) washbasin, which are connected to the plumbing system.
- 1.65 **Retaining wall** means a structure which supports and confines a mass of earth or water where there is a change in ground elevation.
- 1.66 **Rooming house** means a building that is divided into multiple rooms rented out individually in which the tenants share bathroom or kitchen facilities.
- 1.67 **Salvage** means saving and utilization of wastepaper, scrap metal, vehicles, appliances or other materials.
- 1.68 **Sanitary sewage** means liquid or water borne waste of industrial or commercial origin; or of domestic origin; including human body waste, toilet or other bathroom waste, and shower, tub, culinary, sink and laundry waste.
- 1.69 **Sanitary unit** means a toilet, urinal, bidet or bed-pan washer.
- 1.70 **Sewage system** means the sanitary sewage system or storm sewage system of Carleton Place, or a private sewage disposal system approved by the Chief Building Official of the municipality or the Chief Building Official of a Board of

Health or a Conservation Authority which has entered into an agreement with the municipality pursuant to the provisions of the *Building Code Act*.

- 1.71 **Service room** means a room provided in a building to contain equipment associated with building services.
- 1.72 **Sight triangle** means a triangular space free of buildings, structures and obstructions, formed by the street lines abutting a corner lot and a third line drawn from a point on the street line to another point on a street line, each point being the required sight distance from the point of intersection of the street lines as the area at the intersection of two streets. (4.5m or 14 ft. 9 in.).
- 1.73 **Stagnant water** means motionless water, not flowing in a stream or current, also known as standing water. Water shall be deemed to be “stagnant” if the structure, excavation, ruts or depressions are capable of holding standing water for more than four (4) consecutive days.
- 1.74 **Standards** means the standards of the physical condition and of occupancy prescribed for property by this by-law.
- 1.75 **Storage garage** means a building or part thereof intended for the storage or parking of motor vehicles and which contains no provision for the repair or servicing of such vehicles.
- 1.76 **Structure** means anything constructed or erected, either permanent or temporary, the use of which requires location on the ground or attachment to something having location on the ground, and includes but is not limited to play structures, sheds and gazebos.
- 1.77 **Supplied facility** means any appliance, fixture or piece of equipment supplied in accordance with the provisions of a lease or rental agreement.
- 1.78 **Town** means the Corporation of the Town of Carleton Place.
- 1.79 **Unsafe condition** means the physical state of property, structure, barrier and/or building(s), whether vacant or occupied, that in the opinion of the Property Standards Officer is structurally inadequate or faulty for the purposes for which it is used or intended to be used.
- 1.80 **Vacant building** means a building that is unoccupied, is or should be boarded up, and does not include a building already approved for demolition.
- 1.81 **Vacant lot** means a property that does not have a building or structure on it.

- 1.82 **Vacant property** means a building or structure that is not occupied and includes the yard appurtenant thereto and all mobile structures, outbuildings, fences and erections thereon, whether heretofore or hereafter erected.
- 1.83 **Vehicle** means a motor vehicle, trailer, boat, motorized snow vehicle, mechanical equipment and any vehicle drawn, propelled or driven by any kind of power, including muscular power.
- 1.84 **Vermin** means a mammal, bird or insect injurious to humans, game or crops including but not limited to rats, mice, moles, ants, cockroaches, silverfish, fleas, bugs, bedbugs, lice or anything else that may be considered by the Property Standards Officer.
- 1.85 **Waste** shall mean any garbage, refuse, debris, litter, household waste and yard waste and without limiting the generality of the foregoing, shall include garbage, junk, tin cans, old or decayed lumber, discarded or inoperable machinery including automobiles and parts, furniture, household fixtures and construction materials.
- 1.86 **Waterfront property** means property or area of land which is immediately adjacent to the water and having direct access to a natural or man-made waterway such as a lake or river.
- 1.87 **Work Order** or **Order** shall mean an order issued under this by-law to the owner of a property requiring the owner who contravened the by-law or who caused or permitted the contravention or the owner of the Land on which the contravention occurred to do work to correct the contravention.
- 1.88 **Yard** means the land, other than publicly owned land, around or appurtenant to the whole or any part of a building or structure and includes a vacant lot and used or intended to be used, or capable of being used in connection with the building.

2 INTERPRETATION

- 2.1 This by-law includes the schedules annexed hereto, and the schedules are hereby declared to form part of this by-law.
- 2.2 Dimensions specified in metric units shall be the official dimensions. Imperial dimensions contained in parentheses are provided as a convenience only.
- 2.3 In this by-law, the word "metre" shall be represented by the abbreviation "m"; the word "centimetre" shall be represented by the abbreviation "cm"; the word "feet" shall be represented by the abbreviation "ft." and the word "inches" shall be represented by the abbreviation "in."

- 2.4 In this by-law a word interpreted in the singular number has a corresponding meaning when used in the plural.
- 2.5 In this by-law "may" shall be construed as permissive.
- 2.6 In this by-law "shall" shall be construed an imperative.
- 2.7 All repairs and maintenance of property required by the standards prescribed by this by-law shall be carried out in a manner accepted as good workmanship in the trades concerned and with materials suitable and sufficient for the purpose and that are free from defects.
- 2.8 The requirement that repairs be made in a manner that is accepted as "good workmanship" includes ensuring that the component repaired can perform its intended function and finishing the repair in a manner reasonably compatible in design and color with adjoining decorative finishing materials and are suitable and sufficient for the purpose that they were intended for.
- 2.9 The owner of property shall repair, maintain and keep the property in accordance with the standards of this by-law, and take immediate action to eliminate any unsafe conditions.

3 AUTHORIZATION

- 3.1 The municipality may appoint Officers and such other staff to carry out the administration and enforcement of this by-law.
- 3.2 Interpretation and application of the terms and definitions of this by-law shall be determined at the discretion of the enforcing Officer.
- 3.3 Any building, housing, plumbing, heating or Public Health Inspector or Fire Prevention Officer of the municipality is hereby authorized and directed to act as an assistant to the Officer from time to time.

4 INSPECTIONS

- 4.1 An Officer and any Person acting under the Officer's instructions may, without a warrant, enter and inspect a Property to determine:
 - 4.1.1 whether the land conforms to the standards prescribed in this by-law;
 - 4.1.2 whether a work order made under this by-law has been complied with; and

- 4.1.3 whether a work order made under Section 15.7 of the *Building Code Act*, 1992, as amended, has been complied with.
- 4.2 Where the inspection is conducted by the Officer or any person acting under the Officer's instructions, the person conducting the inspection may:
- 4.2.1 require the production for inspection of documents or things relevant to the inspection;
 - 4.2.2 inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - 4.2.3 require information from any person concerning a matter related to the inspection including their name, address, phone number and identification;
 - 4.2.4 alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection; and order the owner of the land to take and supply at the owner's expense such tests and samples as are specified.
- 4.3 The Property Standards Officer and any other person acting under their instructions shall not enter any room or place used as a dwelling without the consent of the occupier except under the authority of a search warrant issued under Section 21 of the *Building Code Act*.
- 4.4 No person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer or anyone acting under their instructions while in the exercise of a power or the performance of a duty under this by-law.
- 4.5 No one shall give false information to an Officer.
- 4.6 At all times, a Municipal Law Enforcement Officer shall wear Department approved and issued identification

5 CONDITION AND MAINTENANCE OF LANDS

- 5.1 All lands shall be kept clean and free from rubbish, garbage, brush, waste, litter, trade waste and other debris and from objects or conditions such as holes that might create a health, fire or accident hazard, including dilapidated buildings, structures or vegetation such as trees which may be hazardous to the health, safety and welfare of the inhabitants of the area and the lands shall be maintained in a clean, safe condition and in a manner that would not be considered unsightly or deleterious to the neighboring environment and all lands

shall be removed of objects or conditions that might create a health, fire or safety hazard and left in a graded and level condition.

- 5.2 No person shall leave land after an excavation in an excavated condition for longer than 30 days. All land shall be graded and left in a level condition unless the person can demonstrate to an Officer the necessity of not leveling the land.
- 5.3 No owner shall permit stagnant water to accumulate on a property in any depression or equipment or items. Any owner of land may be required by an Officer to take all necessary steps to remove or dispose of stagnant water where located on the land. Such steps may include, but are not limited to, draining or filling of excavations and depressions in which standing water has or may collect. Where there is any accumulation of stagnant water in any depression, excavation or equipment, the owner or occupant of the land shall remove such standing water by draining it or other means to eliminate it.
- 5.4 The above section does not include any storm water retention ponds that the municipality has approved through site plans and development permits.
- 5.5 No vehicle, trailer, boat, barge or mechanical equipment which is in a wrecked, discarded, dismantled, abandoned or inoperative condition shall be parked, stored, moored or left on lands or waterfront property in any residential designation.
- 5.6 All vacant lands shall be kept clean and free from unusable (includes, without limiting the generality of the foregoing, vehicles and trailers which are not licensed with a current validation sticker), wrecked, dismantled, discarded or partially dismantled or abandoned machinery, boats, vehicles, trailers or parts thereof.
- 5.7 Where vehicles, trailers, boats, barges or mechanical equipment are required for business purposes, they shall be screened from the street and public by fence/barrier or suitable planting. All such businesses must be licensed to do so and be permitted by the applicable Development Permit By-law requirements for that location.
- 5.8 All outdoor salvage yards and outdoor storage yards shall be enclosed by a solid board barrier not less than 2.43 m (8 ft.) in height and are subject to the Carleton Place Development Permit By-law.
- 5.9 Every owner shall ensure that their land is treated to prevent the raising of dust or loose particles and the accumulation of mud. Land need not be treated to prevent the raising of dust or loose particles and the accumulation of mud in lands subject to an active site plan or subdivision agreement.

- 5.10 Accumulations of material, wood, debris or other objects that create an unsafe or unsightly condition or are deleterious to the neighbouring environment shall be removed.
- 5.11 All lands shall be kept clean and free from dilapidated, collapsed or unfinished structures and from the storage or accumulation of materials that create a nuisance.
- 5.12 All lands shall be kept clean and free from dead, decayed or damaged trees or other natural growth and the branches or limbs thereof which create an unsafe or unsightly condition and that encroach over an adjacent property.
- 5.13 All lands shall be kept clean and free from hedges, bushes, vines and shrubs which are unsightly or unreasonably overgrown and that encroach onto adjacent property.
- 5.14 All land shall be kept free from rock, stumps, fill, construction waste or other such materials that originate on another property or location unless the deposited material is continuously kept level and covered on a weekly basis in such a way that it does not disrupt or change the drainage of the original site.
- 5.15 Nothing contained in this by-law shall be deemed to prevent the accumulation, storage and keeping in, or on any non-residential property, where a lawful business is conducted, of such things required for the normal purpose of such business, in a manner satisfactory to the Officer.

6 CONDITION AND MAINTENANCE OF YARDS

- 6.1 Yards shall be kept clean and free from rubbish or debris, dilapidated, collapsed, unsafe or unsecured structures, and objects or conditions that may create a health, fire or accident hazard. The yard shall be cleaned and removed of objects or conditions and left in a safe condition and maintained in a manner that would not be considered unsightly.
- 6.2 Yards shall be kept clean and free of any inoperable vehicle or vehicles including a trailer which is in a wrecked, discarded, dismantled, partially dismantled, unused, unlicensed (not affixed with a valid plate displaying a valid permit registered to the vehicle, boat, or trailer), inoperative or abandoned condition.
- 6.3 Recreational travel trailers shall be complete with closing doors, windows, etc., and kept in a condition that would not require repairs to make them fit for travel on any highway as defined in the *Ontario Highway Traffic Act*, R.S.O as amended.

- 6.4 No vehicle or trailer shall be used for the storage of garbage, rubbish, waste, debris, inoperable equipment, materials, appliances, or similar items.
- 6.5 No non-commercially built covered trailers, fish huts or similar handmade structures shall be stored on residential properties, unless:
- 6.5.1 they are weather resistant and constructed and maintained with suitable and uniform materials; protected by paint, preservatives or other weather-resistant materials to prevent water leakage into the structure;
 - 6.5.2 they are stored 1 m (39 in.) from all buildings;
 - 6.5.3 they are stored 1 m (39 in.) from rear and interior lot lines;
 - 6.5.4 they are not allowed to be stored in exterior side or front yards;
 - 6.5.5 are not allowed to be stored in driveways.
- 6.6 No accessory building or structure shall be erected closer than 1 m. (39 in.) to any interior side lot line, rear lot line, or structure, and shall be subject to the requirements of the *Ontario Building Code*.
- 6.7 No boat or vessel shall be stored in any yard long-term, unless it is placed on a licensed trailer in an operable condition that would allow for its immediate removal.
- 6.7.1 The above does not include kayaks, canoes or small boats or vessels that could be transported on the tops of vehicles or in the beds of trucks.
- 6.8 The occupant of a residential property may repair a vehicle which is the occupant's own vehicle, provided that there is only one (1) vehicle being repaired and the vehicle is being actively repaired in the driveway.
- 6.9 This is not meant to prohibit the keeping of antique, classic, sports vehicles or operational vehicles for winter storage whether licensed or not, if said vehicle is stored in a neat, tidy condition that is not unsightly.
- 6.10 No vehicle shall be parked in any yard except on a permitted driveway. Any subsequent violations may be corrected by the municipality with the removal of the vehicle in violation of this section and/or the ticketing of the vehicle.
- 6.11 No person shall use any driveway or front yard for the parking or storage of any vehicle with a height in excess of 2 m (6 ft. 5 in.) unless said vehicle can be fully located a minimum of 2 m (6 ft. 5 in.) from the curb or sidewalk, whichever is more restrictive. This provision includes, but is not limited to cars, trucks, boats recreational vehicles, trailers or any other type of wheeled device.

- 6.12 Where a recreational vehicle or recreational trailer is parked in any yard or on a lot, such vehicle shall not be used for living or sleeping accommodation for longer than 30 days by any person and in no event shall such living and sleeping accommodation be leased or rented.
- 6.13 All front yards shall be kept free from wrecked, discarded or inoperative recreation equipment and furniture. Storage in rear and side yards shall not impede the required setbacks for that designation.
- 6.14 Appliances such as refrigerators, stoves and freezers shall not be left in yards and shall not be used as places of storage.
- 6.15 Dead, decayed, diseased or damaged trees, shrubs, hedges, bushes or parts thereof that create an unsafe condition shall be promptly removed from the property. Where there is disagreement between the Officer and the owner, with the Officer's directive an arborist or forester shall be required to determine what must be removed in the case of decayed, diseased or damaged trees, shrubs, hedges or bushes.
- 6.16 No brush or unprocessed wood or logs shall be permitted to be stored in a yard for longer than three (3) weeks.
- 6.17 Accumulations of material, wood, debris or other objects that create an unsafe or unsightly condition shall be removed.
- 6.18 No person shall have, plant, grow, maintain, or permit on their property any hedge, shrub, plant or tree which:
- 6.18.1 the location obstructs the safety of the public, or
 - 6.18.2 affects the safety of vehicular traffic or pedestrian traffic; or
 - 6.18.3 overhangs, or encroaches upon any sidewalk or pavement or traveled portion of any street or highway posing a safety risk to pedestrians and motorists; or
 - 6.18.4 is located in a sight triangle with a height higher than .8 m (2 ft. 7.5 in.).
- 6.19 Every owner shall maintain all hedges, vines, bushes and shrubs on their lands from becoming unkempt and unreasonably overgrown and that encroach onto adjacent property including municipal roads, streets, sidewalks and pathways.
- 6.20 Domestic storage such as firewood, building materials, garden equipment and materials shall be stored neatly piled in a rear or side yard only, provided that such storage:

- 6.20.1 does not exceed 10% of the yard area in which it is stored;
- 6.20.2 shall be neatly piled and shall not constitute a hazard; and
- 6.20.3 shall not be stored in the front yard between the front wall of the building and the street line; and
- 6.20.4 adheres to all required yard setbacks prescribed in the Town's Development Permit By-law.
- 6.21 Despite the requirements of this section, temporary storage of materials or refuse resulting solely from the construction, demolition or alteration of a building or part thereof may be placed on the property, provided that it:
 - 6.21.1 is removed frequently and in its entirety from the property;
 - 6.21.2 will not cause risk to the health or safety of any persons; and
 - 6.21.3 is not stored in an unsightly manner.
- 6.22 Every yard shall be kept clean and free from: damaged or dilapidated landscape or garden features such as awnings, marquees, canopies, garden furniture, pergolas, trellis, lattice, statues and benches.
- 6.23 Any furniture that is used outdoors shall be:
 - 6.23.1 kept in a clean, neat and tidy condition; and
 - 6.23.2 maintained in good repair.
- 6.24 Every yard shall be kept clean and free from dilapidated, collapsed or unfinished structures and from the storage or accumulation of materials that create a nuisance.
- 6.25 A yard shall be cultivated or protected by ground cover which prevents the erosion of the soil.
- 6.26 A yard must be kept free of machinery or any parts thereof.
- 6.27 Every yard shall be kept free of rodents, vermin, insect pests and other pests and from any condition which may encourage the infestation or harbouring of such pests.
- 6.28 Every yard shall be kept clean and free of domestic animal excrement.

- 6.29 A yard must be kept free of construction bins, unless they are actively being used in connection with the construction or demolition of a building or structure.
- 6.30 The owner of a residential property shall maintain the residential property or part thereof and land which he occupies or controls, in a clean, sanitary and safe condition and shall dispose of garbage and debris as per the Town of Carleton Place's Waste Collection By-law as amended.
- 6.31 Compost heaps shall be retained on all sides by lumber, concrete blocks, plastic gallons, or other materials suitable for such a use.
- 6.32 Compost heaps shall not be located in any front yard. All compost heaps located within an exterior side yard must be 6 m (19 ft. 8 in.) from the lot line.
- 6.33 Any required hedges, planting, trees and other landscaping on a property shall be maintained in a living condition or shall be replaced with equivalent landscaping to the satisfaction of the Municipal Law Enforcement Officer.

7 VACANT BUILDINGS

- 7.1 Where any property is unoccupied, the owner or their agent shall protect every such property against the risk of fire, accident or other danger and shall effectively prevent the entrance thereto of all unauthorized persons.
- 7.2 The owner of a vacant building shall board up the building to the satisfaction of the Property Standards Officer by covering all openings through which entry can be achieved.
- 7.3 Where a vacant building is not maintained or fixed in accordance with the minimum standards, it shall be remedied or removed from the property and the land or waterfront property left in a graded level condition.
- 7.4 All materials used for boarding up unoccupied buildings shall be covered and maintained with an exterior grade preservative which is colour coordinated with the exterior finish of the building.
- 7.5 All boarding must be 1.27 cm (0.5 in.) S.P.F. (Spruce-Pine-Fir) plywood (not particle board, fibreboard or other forms of board sheathing).
- 7.6 All boarding shall be maintained in good repair.
- 7.7 All boarding shall be installed from the exterior and properly fitted to the size of the opening of the building or structure within the frames in a watertight manner and in a manner that minimizes damage to the structure.

- 7.8 Where a building remains vacant for a period of more than ninety (90) days, the owner or their agent, shall ensure that all utilities serving the building are properly disconnected or otherwise secured to prevent accidental or malicious damage to the building or adjacent property.
- 7.9 The above does not apply where such utilities are necessary for the safety or security of the building.
- 7.10 Where the removal of the structure is required, all services shall be disconnected and appropriate permits issued by the municipality shall be obtained.
- 7.11 Where the exterior doors, windows, trim or other openings of vacant buildings, partially vacant buildings or abandoned buildings or structures are broken, improperly fitted or otherwise in disrepair, the municipality may order the property owner to board the building or structure as an interior security repair measure so as to prevent the entrance of elements, unauthorized persons or the infestation of pests.
- 7.12 Doors, windows and other openings at the basement and ground floor of the building or structure shall be securely boarded up with a solid piece of plywood or metal plate, and upper levels of the building or structure if the windows and openings have been broken or damaged.
- 7.13 No partially or completely vacant building shall remain boarded up for a period longer than one (1) year. After the said one (1) year or an alternate time period set by the Property Standards Officer, the owner or agent or other person responsible, shall make the necessary repairs to make it fit for dwelling or other authorized uses in accordance with the Town of Carleton Place Development Permit By-law.

8 DEMOLITION

- 8.1 Where a building, accessory building, fence or other structure on a property is demolished, all required permits must be obtained and when the work is completed, the site shall be cleared of all rubbish, debris, refuse, masonry, lumber and other materials and left in a graded and levelled condition. A Demolition Permit shall be required from the Town's Building Department for the demolition of any building.
- 8.2 Where part of a building or structure has been demolished, the exterior walls of the remaining part of the building or structure shall comply with the requirements of this by-law and the walls shall be parged or otherwise treated to prevent the entry of water into the building and to present a neat and uniform appearance, free from the outlines of partitions, stairs, doors, and from areas of multi-coloured paint or wallpaper.

- 8.3 Where a building, accessory building or other structure is being demolished, every precaution shall be taken to protect adjoining property and members of the public. Such precaution shall include the erection of fences, barricades, covered ways for pedestrians and all other means of protection necessary for the purpose.
- 8.4 If the owner of a property fails to demolish or repair the property in accordance with the requirements of a work order, as confirmed or modified, the Town, in addition to other remedies, shall:
- 8.4.1 have the right to demolish or repair the property accordingly and for this purpose with its servants and agents from time to time enter in and upon the property;
- 8.4.2 not be liable to compensate such owner or other person by reason of anything done by or on behalf of the Town under the provisions of this by-law; and
- 8.4.3 be entitled to recover the expense incurred in so doing either by action or in like manner as municipal taxes.

9 ADDITIONAL STANDARDS FOR BUILDINGS OR STRUCTURES DAMAGED BY FIRE OR OTHER NATURAL CAUSES

- 9.1 In the event of fire or explosion, measures shall be taken as soon as possible to prevent injury and access to the damaged property, as permitted by the proper authorities. A demolition permit shall be required from the Town's Building Department for the demolition of the damaged structure.
- 9.2 A building or structure damaged by fire, storm or by other natural causes shall be demolished or repaired. A demolition permit shall be required from the Town Building Department for the demolition of the building or structure.
- 9.3 Damaged or partially burnt material shall be removed and replaced once the investigations are completed by fire authorities. Permits from the Town Building Department may be required.
- 9.4 Where a building or structure is damaged by fire, storm or by other causes, immediate steps shall be taken to prevent or remove a condition which might endanger persons on or near the property, and the building or structure shall be properly supported and barricaded until the necessary demolition or repair can be carried out.

- 9.5 All properties damaged by fire, storm or other natural causes shall be secured to prevent entry onto such properties.
- 9.6 Defacements by smoke or by other similar causes on the exterior walls and surfaces of the buildings or structures, or of the remaining parts of the building or structures, shall be removed and the defaced areas refinished in a workmanlike manner.
- 9.7 No person shall remove from any premises any sign, notice or placard placed thereon pursuant to the *Ontario Building Code Act*, or this by-law.

10 DRAINAGE

- 10.1 Sanitary sewage or organic waste shall be discharged only through the building drain and building sewer into an approved sewage system.
- 10.2 No sewage shall be discharged onto the surface of the ground, whether into a natural or artificial surface drainage system or otherwise.
- 10.3 Roof drainage or storm water, swimming pool or sump pump water discharge shall be drained from the lands so as to prevent recurrent ponding or entrance of water into a basement or cellar and shall not be discharged on walkways, stairs, onto any roadway or sanitary sewer or neighbouring property.
- 10.4 Subsurface drainage shall be installed where there is recurring excessive ponding caused by surface water.
- 10.5 Where eavestroughs and downspouts are installed, the roof drainage shall be discharged onto the ground at least 1.2 m (4 ft. 11 in.) from the building when it is physically possible.
- 10.6 The above does not apply where the downspouts discharge the roof drainage onto a paved area provided that the water does not drain onto adjoining properties.
- 10.7 Where eavestroughs, roof gutters and downspouts are installed, they shall be kept in good repair, free from leaks, and securely fastened to the building and shall not direct water onto an adjoining roof unless it is part of and owned by the same person.
- 10.8 Sump or swimming pool discharge, and water artificially brought on the land, shall be drained from the yard so as to prevent ponding or the entrance of water into a basement, cellar or onto adjacent property.

11 WALKWAYS, PARKING AREAS, DRIVEWAYS

- 11.1 Steps, walks, driveways, parking spaces and similar areas of a yard shall be maintained in good repair, including snow and ice removal, to afford safe passage.
- 11.2 All areas used for vehicular traffic and parking shall be kept free of rubbish, garbage and other litter and shall be kept in good repair.
- 11.3 Driveways and parking areas shall be:
 - 11.3.1 maintained in good repair in a hole-free condition and free of any settlements that might cause tripping;
 - 11.3.2 maintained in a condition so as to afford safe passage by pedestrians and motor vehicles in inclement weather, including the removal of snow and ice;
 - 11.3.3 adequately illuminated at night so as to afford safe use;
 - 11.3.4 adequately graded and drained to prevent excessive ponding of water.
- 11.4 Catch basins and storm drains shall be maintained free from defects, including broken members and blocked covers.
- 11.5 All commercial driveways and parking lots, including driveways and parking lots for apartment buildings and condominiums, shall be:
 - 11.5.1 surfaced and maintained with asphalt, concrete or interlocking stone;
 - 11.5.2 provided with suitable marking such as painted lines to indicate parking spaces and shall be maintained so as to be clearly visible;
 - 11.5.3 provided with secured curb stops or other restraining devices to prevent vehicles from damaging fences, lamp standards, poles and other structures on the parking lot or adjoining property and from encroaching onto adjoining property.
- 11.6 All curb stops or restraining devices shall be kept in good repair.
- 11.7 The requirement to keep patios free from snow does not apply unless the patio provides the only access to a residential property or accessory apartment, or if the patio serves as the fire exit to a residential apartment or accessory apartment.

12 LIGHTING STANDARDS

- 12.1 All artificial lighting for yards and parking areas is to be maintained in good working order. Any lights used to illuminate yards or parking areas shall be so directed to deflect light down and away to prevent the light source from shining directly onto abutting properties and shall not obstruct the vision of pedestrians and motorists, and at no time should it be directed upward towards the sky.
- 12.2 Illumination shall not consist of a colour or be so designed or located that it may be confused with traffic signals.
- 12.3 Exterior steps, walks, loading docks, ramps, parking spaces, driveways and similar areas of a yard shall always be adequately lighted.
- 12.4 Minimum illumination requirement lighting shall be considered adequate if they adhere to the *Ontario Building Code* at all exterior steps, walks, loading docks, ramps, parking spaces, driveways and similar areas of a yard.
- 12.5 Lighting supports shall be maintained in good repair in all yards, standards supporting artificial lights and all exterior lighting and connections shall be kept in a safe condition, in good repair and in good working order.
- 12.6 Exterior lighting fixtures and connections shall be kept in a safe working condition.
- 12.7 All light standards and fixtures situated on non-residential property shall be working at all times that the business is in operation between sunset to sunrise.

13 FENCES, BARRIERS AND RETAINING WALLS

- 13.1 Fences, barriers and retaining walls shall be kept in good repair and free from accident hazards or risk of fire or dangers to health.
- 13.2 No fences, barriers or retaining walls may be built on the property line of an adjoining property which is in close proximity to the neighboring dwelling unit that might limit emergency access to any buildings on the adjoining property.
- 13.3 No fence, barrier or retaining wall over 0.8 m (2 ft. 7.5 in.) may be erected, constructed or placed in the sight triangle.
- 13.4 No fence shall be built within 2 m (6 ft. 6.5 in.) of a highway as defined in the *Ontario Highway Traffic Act*.
- 13.5 No person shall erect, construct, or place a fence or barrier with a height in excess of 2.5 m (8 ft. 2.5 in.) in any residential designation within the Town of Carleton Place.

- 13.6 The calculation for height of a fence at any given point shall be measured from the grade at the base of the fence, as follows:
- 13.6.1 to the top of the fence where erected at grade and where there is no grade difference between the two (2) sides of the fence; or
 - 13.6.2 from the higher grade to the top of the fence where erected at grade and there is a grade difference between the two (2) sides of the fence.
- 13.7 In side and rear yards,
- 13.7.1 gates may exceed the fence height restriction by a maximum of 30 cm (1 ft.);
 - 13.7.2 archways forming part of an entrance may exceed the height restrictions to a maximum of 2.5 m (8 ft. 2.5 in.), and
 - 13.7.3 decorative caps on structural posts may exceed the height restrictions to a maximum of 15 cm (6 in.).
- 13.8 Notwithstanding Section 13.5, a construction of a barrier or a fence exceeding 2.5m (8 ft. 2.5 in.) in height is permitted in a residential designation if required by a development permit agreement or any other legislation which would deem a barrier or fence a necessity.
- 13.9 No barbed wire or fencing which carries an electric current and sharp projections or any other dangerous characteristics either on the inside or outside shall form part of a fence in any residential designation.
- 13.10 The provisions of 13.3 and 13.9 do not apply to a barrier erected upon abutting land which is used for industrial purposes, for trails, or for hydro, telephone or utility installations, or for public works installations which are hazardous to the public or for noise and sound barriers.
- 13.11 Fences shall be maintained:
- 13.11.1 in a structurally sound condition;
 - 13.11.2 in good repair, free from cracks, and missing, broken, or warped components;
 - 13.11.3 free from hazards, including protruding nails, screws and staples;
 - 13.11.4 in a plumb condition, unless specifically designed to be other than vertical; so that it is of uniform appearance; and

- 13.11.5 so that it does not create an unsightly appearance.
- 13.12 Fences shall not be used as a support for any structure, object or thing that could exert a lateral force against or upon the fence.
- 13.13 Fences shall be capable of performing safely the function for which they were constructed.
- 13.14 Fences shall be kept free from deterioration by the application of paint, preservatives other suitable protective materials of uniform colour, or constructed of a material that is resistant to such deterioration except for wooden fences made of cedar, redwood, treated wood or synthetic material.
- 13.15 Retaining walls shall be:
- 13.15.1 maintained in good repair;
 - 13.15.2 maintained in a structurally sound condition and plumb, unless specifically designed to be other than vertical;
 - 13.15.3 maintained free from health, fire and accident hazards.
 - 13.15.4 constructed of a material that is inherently resistant to deterioration;
 - 13.15.5 made with suitable materials and shall be designed and erected in a suitably sound manner and maintained so as not to create an unsightly appearance.

14 ACCESSORY BUILDINGS

- 14.1 An accessory building, including garages and carports, shall be kept in good repair and in accordance with the Town's current Development Permit By-law.
- 14.2 Where an accessory building, structure or lands harbour insects, vermin or rodents, all necessary steps shall be taken to eliminate such insects, vermin or rodents and to prevent reoccurrence.
- 14.3 Temporary structures shall be maintained in a condition that allows them to function for what they were designed to do and shall be kept in good repair and in accordance with the Town's current Development Permit By-law.
- 14.4 Temporary structures are permitted year-round in rear yards for storage purposes and seasonally in driveways for vehicle shelter from November 1 until May 1 the following year.

- 14.5 Where an accessory building is not maintained in accordance with these standards, it shall be removed from the yard or repaired to the minimum standards prescribed in this by-law.
- 14.6 The exterior of any accessory building shall be weather resistant and constructed and maintained with suitable and uniform materials; protected by paint, preservatives or other weather-resistant materials to prevent water leakage into the structure.
- 14.7 All sea containers, shipping containers or similar structures shall conform to the Development Permit by-law and to all established setbacks.
- 14.8 All sea containers, shipping containers or similar structures shall be maintained in an operable condition and may be painted to blend in with their surroundings.

15 STRUCTURAL STANDARDS

- 15.1 For the purposes of this section, "structure" includes a fence, shed, permanent sign or other small building in addition to structures defined in the *Ontario Building Code*.
- 15.2 Every part of a building or structure shall be maintained in a structurally sound condition so as to be capable of sustaining its own weight and any additional load for which it was designed, having a factor of safety required by the *Ontario Building Code* and amendments thereto.
- 15.3 Every part of a property shall be maintained in good repair and in a structurally sound condition so as to be capable of safely accommodating all normal structural movements without damage, decay or deterioration.
- 15.4 Every part of a property shall be maintained in good repair and in a structurally sound condition so as to prevent the entry of moisture that would contribute to damage, decay or deterioration.
- 15.5 Every part of a property shall be maintained in good repair and in a structurally sound condition so as to be capable of safely and adequately performing subject to all reasonable serviceability requirements.
- 15.6 Materials which show excessive damage, dry rot or other deterioration shall be repaired or replaced.
- 15.7 Walls, roofs and other exterior parts of the building shall be free from loose or improperly secured objects or materials. Such part or material shall be removed, properly secured or replaced.

- 15.8 If, in the opinion of the Officer, there is doubt as to the structural condition and adequacy of a building or structure or parts thereof, the Officer may order that such building or structure or parts thereof be examined by a professional engineer, licensed to practice in Ontario and employed by the owner of the building or authorized agent. The written report, including drawings, signed and stamped by the engineer and giving details of the findings and proposed repair methods, shall be submitted to the Property Standards Officer for their evaluation and approval.
- 15.9 Examination and testing of any building or structure or parts thereof required shall be conducted in a manner acceptable to the Officer and at the owner's expense.
- 15.10 Details, drawings and specifications pertaining to all temporary shoring and other work deemed necessary by the professional engineer shall be included with the report required.
- 15.11 All work specified by the professional engineer shall be completed in the manner and within the time which shall be specified by the engineer. The time specified shall be acceptable to the Officer.
- 15.12 On completion of all work, a report, signed and stamped by the professional engineer, that all work has been completed to their satisfaction and specifications, shall be submitted to the Officer.

16 GENERAL CLEANLINESS

- 16.1 Every dwelling shall be kept free from rubbish, debris or any condition which constitutes an accident or health hazard.
- 16.2 Every occupant of a dwelling unit, in that part of the dwelling unit that the occupant occupies, or controls shall:
- 16.2.1 maintain all plumbing, cooking, refrigerating, heating and cooling, and water treatment appliances and fixtures and all storage facilities and other equipment therein in a clean and sanitary condition;
- 16.2.2 maintain every floor, wall, ceiling, fixture and equipment in a clean and sanitary condition.
- 16.3 Hallways and stairways in a building shall be kept free from accumulation, storage of garbage, refuse on any other thing or object that may cause a health or accident hazard.

- 16.4 Commercial containers shall be made available in a prominent position on non-residential property for the disposal of refuse which may be discarded by customers and others and the land shall be kept free from refuse and containers will be supplied with a lid that can keep out rodents and pests and prevent the illegal dumping of materials into them.
- 16.5 Outdoor storage of garbage, compost and refuse, including receptacles, shall:
- 16.5.1 be maintained in a litter-free and odour-free condition,
 - 16.5.2 in a manner that will not attract pests or create a health or safety hazard;
 - 16.5.3 not be stored in the front yard or on any balcony.
 - 16.5.4 be screened from a public highway, street, walkway, park or residential property so as not to be visible from such locations if directed by Director of Protective Services.
 - 16.5.5 have a tight fitted lid to deter pests and rodents from gaining access into the container.
- 16.6 On property which, because of its condition or because of its use or occupancy or for other reason, creates a nuisance to occupants of adjacent property or to persons in the neighbourhood or to the users of streets or parks, every reasonable precaution shall be taken to prevent such nuisance.
- 16.7 Provide and maintain an effective barrier to prevent waste, wrappings, debris and the like from encroaching on an adjacent property.
- 16.8 Excessive accumulations of materials must be removed from a yard unless such materials are required for a business being lawfully conducted on the property.
- 16.9 All properties shall be provided with sufficient containers or receptacles to safely contain all garbage, rubbish, waste and other refuse.
- 16.10 Recreational amenities, facilities, rooms, play areas and play area surfaces and equipment supplied by the owner shall be maintained in clean and good repair.
- 16.11 Every owner, and every occupant in that part of non-residential property that they occupy or control, shall maintain the property:
- 16.11.1 in a clean, sanitary and safe condition, free from litter, refuse and debris including such litter and refuse as may be left by customers or other members of the general public and shall provide containers for the disposal of such litter or refuse;

16.11.2 free from objects or conditions which are health, fire, or accident hazards;

16.11.3 free from rodents, vermin and injurious insects.

17 PEST PREVENTION

- 17.1 Buildings shall be kept free of rodents, vermin and insects at all times that may be hazardous to safety, health, and comfort from conditions which may encourage infestation by such pests, and methods used for exterminating such pests shall be in accordance with provisions of *The Pesticide Act*, R.S.O. 1990 Chapter P.11 and all regulations passed pursuant thereto.
- 17.2 Openings and holes in a building containing residential units, including chimneys, windows, doors, vents, holes for pipes and electrical fixtures, cracks and floor drains that might permit the entry of rodents, vermin, insects, birds or other pests, shall be screened or sealed.
- 17.3 Basement or cellar windows used or required for ventilation, and any other opening in a basement or cellar, including a floor drain, that may permit the entry of vermin shall be screened with wire mesh, metal grill or other durable material which will effectively exclude vermin.
- 17.4 An opening for natural or mechanical ventilation that may permit the entry of rodents, vermin or insects shall be screened with wire mesh, metal grill or other durable material which will effectively exclude vermin.
- 17.5 Openings in exterior walls shall be effectively protected by suitable materials to prevent entry of rodents, vermin and insects.
- 17.6 The above section does not apply where it can be shown to the satisfaction of the Officer that the implementation of this article would adversely affect the normal operations in a non-residential property.

18 BASEMENT FLOORS AND FOUNDATIONS

- 18.1 The foundation walls and basement, crawl space or cellar floor of a building shall be maintained in good repair and structurally sound so as to prevent the entrance of moisture and rodents and where necessary, shall be so maintained by methods including but not limited by shoring of the walls, installing sub-soil drains at the footings, grouting masonry cracks, parging and waterproofing the walls or floor.

- 18.2 Every building, unless slab-on-grade type, shall be supported by foundation walls or piers which extend below the frost line or to solid rock, and all footings, foundation walls, piers, slab-on-grade shall be of masonry or other suitable material as prescribed by the *Ontario Building Code* and amendments thereto.
- 18.3 The foundations, columns, beams, floors of a building including storage garages shall be maintained:
- 18.3.1 in good repair and structurally sound;
 - 18.3.2 free from decayed, damaged or weakened sills, piers, posts or other supports
 - 18.3.3 in a manner so as to prevent settlement of the building by restoring or replacing the foundation, walls, columns, beams and floors and where necessary, shall be so maintained by the shoring of the walls and floors, installing sub-soil drains at the footings, grouting masonry cracks, waterproofing the walls and by other methods which are practical and necessary for the purposes mentioned above
- 18.4 The above shall not apply to Accessory Buildings where the *Ontario Building Code* specifies that no foundation is required.

19 EXTERIOR SURFACES

- 19.1 All exterior exposed wooden surfaces showing excessive deterioration because they are not inherently resistant to deterioration, shall be periodically treated with an approved protective substance or coating, or otherwise repaired, coated, sealed or treated to protect them from further deterioration or weathering.
- 19.2 Exterior walls of a building and their components shall be maintained to prevent their excessive deterioration and where necessary shall be so maintained by painting, restoring or replacing of the surfaces.
- 19.3 Every floor, exterior wall, roof and porch or appurtenance thereto shall be maintained to be structurally sound and prevent collapse of the same or injury to the occupants of the building or to the public.
- 19.4 The exterior walls of a building shall be maintained in good repair, free from cracked or broken masonry units, defective or deteriorated wood or metal siding or trim, cracked, broken or loose stucco, weather tight, free from loose or unsecured objects and in a manner to prevent deterioration due to weather or insects; without limiting the generality of the foregoing, the maintenance of an exterior wall includes the finish with a weather resistant material of all exterior wood and metal work and restoring, repairing or replacing of the wall, brick and

mortar, the stucco lathing and plaster, the cladding, the coping and the flashing, and the waterproofing of the walls and joints.

- 19.5 Where the masonry units forming an exterior wall, or part of an exterior wall, of a building are faced with a glazed or other decorative surface, all of those units from which the surface has spalled or broken shall be removed and replaced with units having a facing similar to that of the original wall so that the wall presents a uniform and neat appearance or finished with other approved materials.
- 19.6 All exterior surfaces which have been previously covered with paint or other protective or decorative materials shall be maintained in good repair and the covering renewed when it becomes damaged or deteriorated.
- 19.7 Metal eavestroughs, rainwater pipes, flashing and all exterior metal ducts shall be kept free from rust by application of a suitable protective material such as paint, and shall be renewed when such application is impractical or ineffective.
- 19.8 The cladding on the exterior walls of all buildings shall consist of masonry, stucco, wood, plywood, metal or other approved materials of equivalent strength, durability and fire endurance, which by themselves or when treated provide adequate protection from the weather.
- 19.9 Patching and repairs to exterior walls shall be made with the same or visually similar material and shall blend with the existing adjacent material or the whole shall be painted or clad to form a solid appearance with the surrounding surface.
- 19.10 Openings in exterior walls not protected by a door or window shall be screened with wire mesh, metal grill or otherwise suitably protected to prevent the entry of vermin, rodents, insects, or other pests.
- 19.11 Balconies, porches, decks, canopies, marquees, awnings, screens, grills, stairways, fire escapes, pipes, ducts, air conditioners and all other similar equipment, attachments, extensions and their supporting members shall be maintained:
 - 19.11.1 in good repair and free from unsafe conditions;
 - 19.11.2 free from rubbish and debris;
 - 19.11.3 properly and safely anchored;
 - 19.11.4 protected against deterioration and decay by the periodic application of a weather resistant material such as paint;
 - 19.11.5 free from broken or missing glass.

- 19.12 Appropriate measures shall be taken to remove any unsightly markings, stains or other defacement, including graffiti, occurring on an exposed exterior surface and, where necessary, to restore the surface as closely as possible to its original condition.

20 ROOFS

- 20.1 The roof of a building including the fascia, soffit, cornice flashing, and coping shall be maintained in a watertight condition to prevent leakage of water into a building.
- 20.2 Roofing materials or components which have been damaged or show evidence of rot or other deterioration shall be repaired or replaced.
- 20.3 Any deteriorated or damaged roof shingles shall be replaced.
- 20.4 Every roof shall be maintained free from dangerous accumulations of snow or ice or both and they shall be removed as soon as possible from the roofs of buildings.
- 20.5 All roofs shall be free from conditions causing or contributing to leaks or being detrimental to the appearance of the building.
- 20.6 A roof shall be kept clean and free from rubbish or other debris.
- 20.7 Where eaves troughing, roof guttering and down piping is provided, it shall be maintained in good repair to be watertight and securely fastened to the building at all times.
- 20.8 All soffit and fascia components of a building shall be secured and maintained in good repair and properly painted or otherwise treated and protected by paint, preservatives or other weather-resistant materials.
- 20.9 Every roof shall be maintained so that roof decks and related guards are in a good state of repair.
- 20.10 Every chimney, smoke flue, gas vent stack, aerials, satellite dishes, lightning arrestors and other roof structures and their supporting members shall be maintained in a safe condition, maintained plumb and in good repair so as to be:
- 20.10.1 free from loose or missing bricks, mortar and loose or broken capping;
and,
- 20.10.2 free from loose or rusted stanchions, braces and attachments; and,

20.10.3 free from fire or accident hazard.

20.10.4 clear of obstructions;

20.10.5 free from open joints.

20.11 No roof drainage shall be discharged on an entranceway, walkway, stair or neighbouring property, or on to any impervious road allowance or in such a manner that it will penetrate or damage the building or structure.

20.12 The above does not apply where it can be shown to the satisfaction of the Officer that the implementation of this section would adversely affect the normal operations in a non-residential property.

21 STAIRWAYS AND PORCHES

21.1 Inside or outside stairways and any porch, deck, balcony, verandah or landing appurtenant to it, shall be maintained so as to be free of holes, cracks and other defects which may constitute a possible accident hazard and all coverings, treads or risers that are broken, warped or loose and all supporting structural members that are rotted or deteriorated beyond repair shall be replaced.

21.2 A handrail shall be installed in a stairwell or open stairway with more than three risers and a guard shall be installed on the open sides of any balcony or landing more than 0.61 m (2 ft.) above any adjacent surface, in accordance with the requirements of the *Ontario Building Code*. New guards being installed require a permit from the Town's Building Department.

21.3 Handrails and guards shall be maintained in good repair to provide protection against accident or injury.

21.4 Inside or outside stairways must be maintained free from accumulation of items, things or ornaments that may pose a safety hazard when entering and exiting a building.

21.5 All stairs, porches and landings, all treads and risers, all guards and handrails, and all supporting structural members thereof shall be maintained free from defects and accident hazards and capable of supporting all loads to which they might be subjected.

21.6 All ramps, stairs, stairs within dwelling units having more than two (2) risers and exterior stairs having more than three (3) risers shall be provided with a handrail in accordance with the requirements of the *Ontario Building Code*.

- 21.7 All open sides of interior and exterior stairs of multiple residential buildings shall be protected by a guard installed securely in accordance with the *Ontario Building Code*.
- 21.8 For all repairs and replacement of parts of landings, balconies, galleries, mezzanines, porches, decks, floor openings and roofs to which access is provided for other than maintenance purposes of a multiple residential building shall be protected by a non-climbable guard having a minimum height of 1.07 m (3 ft. 6 in.) if the height above grade is over 1.8 m (5 ft. 11 in.), for grade below 1.8 m (5 ft. 11 in.) the height of the guards is 91 cm (36 in.) for the exterior. For the interior all guards are to be 0.9 m (3 ft.) high. Existing guards that are not deteriorated are acceptable.
- 21.9 Replacement and repairs to guards around exterior balconies of a multiple residential building shall be redesigned so that no member, attachment or opening located between 14 cm (5.5 in.) and 89 cm (11 in.) above the balcony floor will facilitate climbing.
- 21.10 For all replacement and repairs to openings through a guard on interior and exterior balconies, stairs, landings, galleries, mezzanines, porches, decks, floor openings and roofs to which access is provided for other than maintenance purposes of a multiple residential building shall be such so as to prevent the passage of a spherical object having a diameter of 10 cm (4 in.)
- 21.11 All exterior landings, porches, decks, raised walkways, balconies and roofs to which access is provided for other than maintenance purposes serving not more than one dwelling unit shall be protected by a guard having a minimum height of 106.5 cm (3 ft. 6 in.) except that guards for porches, decks, landings and balconies serving not more than one dwelling unit and which are not more than 1.8 m (5 ft. 11 in.) above the finish ground level may be a minimum of 89 cm (2 ft. 11 in.) high.
- 21.12 For all replacement and repairs to guards on all exterior stairs serving not more than one dwelling unit shall be not less than 79 cm (2 ft. 7 in.) high measured vertically above a line drawn through the outside edges of the stair nosing.
- 21.13 For all replacement and repairs to all open sides of interior stairs within a dwelling unit shall be protected by a guard not less than 79 cm (2 ft. 7 in.) high measured vertically above a line drawn through the outside edges of the stair nosing.
- 21.14 Guards on all interior landings, balconies and on all open sides where the difference in elevation between adjacent levels exceeds 60 cm (24 in.) within a dwelling unit shall be not less than 89 cm (35 in.) high.

- 21.15 For all replacement and repairs to openings through a guard on a balcony, stair, landing and the floor level around a stairwell serving not more than one dwelling unit shall be of a size so as to prevent the passage of a spherical object having a diameter of 10 cm (4 in.).
- 21.16 Guards around porches, decks, and exterior balconies of a dwelling unit shall be designed so that no member, attachment or opening located between 89 cm (2 ft. 11 in.) and 1.40 m (4 ft. 7 in.) above the balcony floor will facilitate climbing.
- 21.17 All open sides of interior and exterior stairs of a non-residential building shall be protected by a guard having a minimum height of 89 cm (2 ft. 11 in.) measured vertically above a line drawn through the outside edges of the stair nosing.
- 21.18 For replacement and repairs to all interior and exterior balconies, landings, galleries, mezzanines, decks porches, floor openings and roofs to which access is provided for other than maintenance purposes of a non-residential building shall be protected by a guard having a minimum height of 106.5 cm (3 ft. 6 in.).
- 21.19 For replacement and repairs openings through a guard on all stairs, balconies, landings, galleries, mezzanines, decks, porches, floor openings and roofs to which access is provided for other than maintenance purposes shall be of a size so as to prevent the passage of a spherical object having a diameter of 10.2 cm (4 in.) in residential occupancies, day care centres, nurseries or other similar occupancies where children may be present and 20.5 cm (8 in.) in other non-residential buildings.
- 21.20 Fire escapes shall be of metal, concrete or wood, of the stair type extending to ground level, constructed in a strong substantial manner and securely fixed to the building in accordance with the *Ontario Building Code*.

22 FLOORS

- 22.1 Every floor in a building shall be reasonably level and maintained in good repair so as to be free of all loose, warped, protruding, broken or decayed flooring, or other hazardous conditions that may cause an accident or allow dirt or mould to accumulate, or surfaces that might admit rodents into a room and all defective floor boards shall be repaired or replaced.
- 22.2 Where floors have been covered with linoleum or some other covering that has become worn or torn so that it retains dirt or may cause an accident, the linoleum or other covering shall be repaired or replaced.
- 22.3 Any repair or replacement required floor covering shall be such that the material used shall have a finish similar to that of the original covering.

- 22.4 Every bathroom, toilet room, shower area and kitchen floor shall be of suitable material to be impervious to water and easily cleaned and sanitized.

23 DOORS, WINDOWS AND SECURITY

- 23.1 Windows, doors and basement cellar hatchways shall be maintained in good repair and weather-tight condition to prevent drafts or leakage and protected by suitable material to prevent the entry of vermin into the building. Rotted or damaged doors, doorframes and their components, window frames, sashes and casings shall be renewed and defective hardware, weather stripping and broken window glass shall be replaced.
- 23.2 Doors, door frames, window frames, sashes, casings and weather stripping that have been damaged or show evidence of decay or other deterioration shall be painted, repaired or replaced.
- 23.3 All exterior openings for doors or windows shall be fitted with doors or windows that are capable of being opened and closed easily, and being locked unless, in the case of windows, the windows were manufactured to be fixed or that they have been permanently sealed and the room has adequate ventilation.
- 23.4 In a dwelling unit, all exterior doors and windows shall have hardware so that it can be locked or otherwise secured from inside the dwelling unit. At least one entrance door in every dwelling unit shall have hardware so that it can be locked from both inside and outside the dwelling unit.
- 23.5 In an apartment building with a security system in place where persons are required to contact an occupant prior to being granted entry into the building, all intercom equipment shall be kept free of defects and in good working order at all times.
- 23.6 In dwelling units, interior doors and doorframes, including automatic door closers and all necessary hardware, shall be maintained in good repair to ensure the proper operation and integrity of the door, and the door shall be a good fit in its frame.
- 23.7 Doors connecting dwelling units to the exterior or to an entrance or exit system shared in common with other dwelling units, shall have locking devices and other necessary hardware installed and maintained in good repair. Access doors, as above, shall afford the occupants of the dwelling unit with a reasonable degree of privacy and safety and prevent the entry of draughts into the dwelling unit.
- 23.8 For repair and replacement, every window in a non-residential building located above the first storey in corridors, stairways and other public areas that extends to less than 106.5 cm (3 ft. 6 in.) above the floor or landing shall be protected by

a guard at least 106.5 cm (3 ft. 6 in.) in height and having no openings large enough to permit the passage of a spherical object with a diameter of 20.5 cm (8 in.) and shall be non-climbable.

23.9 The following items shall be repaired or replaced in all buildings:

23.9.1 missing glass;

23.9.2 broken glass;

23.9.3 missing door hardware;

23.9.4 defective door hardware;

23.9.5 missing window hardware;

23.9.6 defective window hardware.

23.10 Every entrance door in every dwelling unit shall have a locking device capable of being locked from both inside and outside the dwelling unit.

23.11 Every entrance door in every rooming house unit shall have a locking device capable of being locked from both inside and outside the rooming unit.

23.12 All windows intended to be opened and all exterior doors shall have hardware capable of being locked or otherwise secured from inside the dwelling unit.

23.13 All windows in a dwelling unit designed to be opened shall be fitted with screens to effectively prevent the entrance of vermin and shall be maintained in good repair.

23.14 Every opening in an exterior wall which is not protected by a door or window shall be screened with wire mesh, metal grill or otherwise suitably protected to prevent the entry of vermin or rodents.

23.16 In common and public areas of multi-unit residences, missing, cracked and broken glass in door panels, glass screens, and windows shall be replaced with approved glass or similar materials.

23.17 Garage doors shall be;

23.17.1 kept in good repair and structurally sound;

23.17.2 kept free from holes and cracks;

23.17.3 able to open and close without impediment;

23.17.4 able to open manually if there is an interruption in power or if there is a mechanical failure;

23.17.5 kept free from cracked or peeling paint or any other damaged exterior finishing;

23.17.6 kept free of any graffiti.

23.18 Garage doors equipped with an automatic closing mechanism shall be equipped with an operational sensory device to detect any person, vehicle, animal or object when crossing its path, so that it may prevent harm.

24 WALLS AND CEILING

24.1 Every wall and ceiling in a building shall be maintained so as to be free of holes, cracks, loose or torn coverings, damaged or deteriorated plaster, loose or broken masonry or other material, or other defects that may be a safety hazard, and all repairs shall be finished to match the existing wall or ceiling.

24.2 Walls surrounding showers and bathtubs shall be of suitable material and maintained to be water-resistant and readily cleaned.

25 WATER SUPPLY

25.1 Every dwelling unit shall be provided with adequate supply of potable running water supplied by the Town's water system or an approved system which is acceptable to the District Health Unit and the *Ontario Building Code*.

25.2 Hot and cold running water shall be supplied and be of an adequate flow and pressure for the following items:

25.2.1 a bathtub or shower;

25.2.2 a washbasin, and/or a sink;

25.3 Cold water shall be supplied for toilets, and shall be supplied with sufficient water and pressure to effectively flush the toilet.

25.4 Hot water shall be supplied at a temperature of not less than 45° C (113° F) and not more than 49° C (120° F) in a quantity of at least 165 litres (43 gallons) for 15 minutes with a minimum recovery rate for the temperature of 45 litres (11.8 gallons) per hour.

25.5 All plumbing, drainpipes, water pipes, plumbing fixtures and every connecting line to the sewage system shall:

25.5.1 comply with the requirements of all applicable government regulations;

25.5.2 be maintained in good working order free from leaks or defects;

25.5.3 be protected from freezing and

25.5.4 in the event remedies are required, they shall conform to the *Ontario Building Code*.

26 PLUMBING SYSTEM

26.1 All buildings shall have the sanitary facilities connected to the Town of Carleton Place's sewage system. Where a building does not have its sanitary facilities connected to the Town's sewage system, it shall be connected to a septic system and maintained at a standard acceptable to the District Health Unit.

26.2 All plumbing fixtures and appliances installed within a dwelling shall be maintained in good working condition and in a clean and sanitary condition.

28 TOILET AND BATHROOM FACILITIES

28.1 Every dwelling unit except as otherwise provided shall contain bathroom plumbing fixtures consisting of at least one (1) water closet, one (1) wash basin and one (1) bathtub or shower.

28.2 Every sink, wash basin and laundry facility in a dwelling shall be provided with an adequate supply of hot and cold running water.

28.3 All bathrooms and toilet rooms shall be located within and be accessible from within the dwelling unit.

28.4 All bathrooms and toilet rooms shall be fully enclosed and fitted with a door capable of being closed to provide privacy for the occupant.

28.5 The wash basin may be located in the same room as the water closet or in an adjoining room.

28.6 The occupants of two (2) dwelling units each containing no more than two (2) habitable rooms may share toilet and bathroom facilities provided that access to the facility can be gained without going through rooms of another dwelling unit, along an unheated corridor, or outside the building containing the dwelling units.

- 28.7 Each toilet room shall be provided with at least one (1) opening for natural ventilation, or if natural ventilation is not provided then a system of mechanical ventilation is required. All ventilation shall conform to the *Ontario Building Code*.
- 28.8 Bathtubs or showers shall be caulked so as to form a continuous seal impervious to water penetration.

29 KITCHENS

- 29.1 Every self-contained dwelling unit shall have a kitchen area equipped with cupboards for storing food, a countertop work area, space for a stove and refrigerator, and a sink supplied with hot and cold running water.
- 29.2 Kitchen area countertop, cupboards and sink shall be maintained in good working order.
- 29.3 Countertop work areas shall be impervious to moisture and grease, be kept in good repair and free from defects that may cause an accident or health problems.
- 29.4 In a dwelling units equipped with refrigerator, cooking stove, kitchen fixtures and fittings, such appliances, fixtures and fittings shall be maintained in good repair and good working order.
- 29.5 Every kitchen shall have provided an adequate and approved gas, electrical or other fuel supply for cooking and refrigeration purposes.
- 29.6 Every supplied facility, piece of equipment or appliance shall be so constructed and installed that it will function safely and effectively and shall be maintained in a safe and satisfactory working condition.
- 29.7 The following items in a kitchen shall be maintained in good repair or replaced:
- 29.7.1 cupboards;
 - 29.7.2 cupboard doors;
 - 29.7.3 cupboard door hardware;
 - 29.7.4 drawers;
 - 29.7.5 drawer hardware; and
 - 29.7.6 countertops.

30 HEATING SYSTEMS

- 30.1 Every dwelling and every dwelling unit shall be provided with a heating system capable of maintaining a room temperature of 20° C (68° F) at 1.5 m (4 ft. 11 in.) above the floor level in all habitable rooms, bathrooms and toilet rooms and shall be maintained in good working order.
- 30.2 Heating shall be available in all dwelling units from September 1 until May 31 of the next year.
- 30.3 Every heating system shall be constructed, installed and maintained to comply with the requirements of all applicable government regulations and shall be maintained in good working condition so as to be capable of heating a room safely to the temperature referred to in Section 30.1.
- 30.4 No room heater shall be placed that may cause a fire hazard to walls or any other equipment or to impede the free movement of persons within the room where the heater is located.
- 30.5 A heating system supplied for non-residential buildings where people are employed shall be capable of safely maintaining a 20° C (68° F) temperature, unless the approved non-residential use requires an alternate temperature.

31 ELECTRICAL SERVICES

- 31.1 Every dwelling unit shall be wired for electricity, and lighting equipment shall be installed throughout to provide sufficient illumination to avoid health or accident hazards in normal use, provided that the lighting shall not be positioned so as to cause any impairment of the use or enjoyment of neighbouring properties.
- 31.2 No owner or occupant, shall disconnect or cause to be disconnected or permit to be disconnected any service or utility providing light, heat, refrigeration, water or cooking facilities for a dwelling unit occupied by a tenant except for such a reasonable period of time as may be required for the purpose of repairing, replacing or altering such service or utility.
- 31.3 All electrical fixtures, switches, receptacles and connections thereto shall be maintained in safe and complete condition, and in good working order, with appropriate covers installed.
- 31.4 An adequate supply of electric power shall be available at all times in all parts of every occupied dwelling unit except where the lease makes the tenant

responsible for the supply of electricity and where the supplier has discontinued the service because of arrears in payment.

32 LIGHTING

- 32.1 Every habitable room of a dwelling, except a kitchen, bathroom, toilet room and basement, shall have a window or windows, skylights or translucent panels that face directly to the outside, at least 15 cm (6 inches) above the adjoining finished grade, with an unobstructed light transmitting area not less than 10% of the floor area of such rooms. The glass area of a sash door may be considered as a portion of the required window area requirements as prescribed by the *Ontario Building Code*.
- 32.2 An adequate and safe illuminating device shall be installed in every bathroom, toilet room, laundry room, furnace room, service room and kitchen. All halls and stairs in dwellings shall be sufficiently lighted to provide a safe passageway.
- 32.3 Standby lighting shall be provided at floor level in exits and corridors used by the public for safe passage.
- 32.4 Adequate artificial light shall be available at all times, in all rooms and in every stairway, hall and basement in a dwelling.
- 32.5 In multi-residential properties, multiple dwellings and non-residential buildings, every exit door to the outside shall have an illuminated exit light and illumination must be provided for all exterior stairways from top floor levels to grade.
- 32.6 In every dwelling unit, bedrooms shall have a window or windows, skylights or translucent panels which face directly to the outside.

33 VENTILATION

- 33.1 Every bathroom, restroom or toilet room shall be provided with either a natural or mechanical ventilation system in accordance with the *Ontario Building Code*.
- 33.2 All systems of mechanical ventilation shall be maintained in good working order.
- 33.3 Every basement, cellar, attic roof space or unheated crawl space shall be adequately vented to the outside air by means of screened windows which can be opened or by louvres with screened openings, the area of which shall not be less than 1% of the floor area for basements and 0.09 m² (1 sq. ft.) for every 46.5 m² (500 sq. ft.) of crawl space area: an opening for natural ventilation is not required if mechanical ventilation is provided which changes the air once each hour.

34 AIR CONDITIONERS AND WATER-COOLED EQUIPMENT

- 34.1 Air conditioners shall be equipped with adequate devices for the prevention of condensation drainage onto entrance areas, sidewalks, pathways or neighbouring properties.
- 34.2 Cooling water from water-cooled equipment shall not be discharged on driveways, walkways or other areas used for pedestrian or vehicular traffic, or in such a manner that it may cause damage to the walls, foundations or other parts of a building. The discharge of cooling water from all water-cooled equipment shall be made to a proper drainage system. The connections of the drainage system shall be made to comply with all applicable government regulations.

35 OCCUPANCY STANDARDS

- 35.1 A bedroom shall be a habitable room and no kitchen, bathroom or hallway shall be used as a bedroom.
- 35.2 The maximum number of occupants in any dwelling unit shall not exceed one (1) person per 9.29 m² (100 sq. ft.) of habitable room floor area.
- 35.3 For the purpose of computing the habitable room space, any child under one (1) year of age shall be deemed one-half (1/2) person.
- 35.4 Every newly constructed room used for sleeping purposes in a dwelling or a dwelling unit shall provide a minimum floor area of at least 6 m² (64.5 sq. ft.) with not less than 3.71 m² (40 sq. ft.) for each additional occupant, provided that for the purpose of this Subsection, two (2) children under the age of six (6) years may be counted as one (1) person.
- 35.5 Access to each habitable room shall be gained without passage through a furnace, boiler room or hazardous equipment room.

36 DISCONNECTIONS AT PROPERTIES

- 36.1 No owner, nor anyone acting on their behalf, shall disconnect or cause to be disconnected or permit to be disconnected any service or utility providing light, heat, refrigeration, water or cooking facilities for residential property occupied by a tenant or lessee, except for such reasonable period of time as may be required for the purpose of repairing, replacing or altering such service or utility.

- 36.2 A person liable for rates for gas, water, steam, electric power, fuel oil or other service or utility, who fails to pay such rates with the result that the gas, water, steam, electric power, fuel oil or other service or utility being supplied to residential property occupied by a tenant or lessee is disconnected or shut off, removed or discontinued, shall be deemed to have caused or permitted such disconnection, shutting off, removal or discontinuance and is therefore guilty of an offence.
- 36.3 In a mixed-use property, no owner or occupant thereof, nor anyone acting on behalf of such owner or occupant, shall disconnect or cause to be disconnected, any service or utility providing light, heat, refrigeration, water or cooking facilities serving the residential portion therein and occupied by a tenant or lessee, except for such reasonable period of time as may be required for the purpose of repairing, replacing or altering such service or utility.
- 36.6 The Town may recover the expenses incurred by court action or in like manner of taxes for any costs they incur to have properties reconnected, unless such disconnects have been done by the utility companies for unpaid services by the tenant or lessee.

38 NOTICE OF VIOLATION

- 38.1 The Property Standards Officer may issue a notice of violation to the owner(s) or persons responsible for a property that does not conform to the standards of this by-law.
- 38.2 The Property Standards Officer may prohibit use of a property that does not conform to the standards of this by-law and may also cause a placard to be placed on the exterior of said property which states the particulars of the non-conformity and that use of the property is prohibited until conformity is restored. No person shall remove or deface any such placard.
- 38.3 At any time, the Property Standards Officer may:
- 38.3.1 rescind the notice of violation;
 - 38.3.2 extend the time for compliance with the notice of violation;
 - 38.3.3 modify the requirements of the notice of violation; or
 - 38.3.4 abandon the notice of violation and seek resolution by way of an order.
- 38.4 A notice of violation is not enforceable.
- 38.5 A notice of violation may be introduced in evidence in like manner as an order.

39 ORDERS

- 39.1 An Officer who finds that a property does not conform to any of the standards established by this by-law, or has not received a response to a notice of violation by the due date indicated on said notice, may make and serve or cause to be served upon the owner or the person(s) responsible for the property, an order to compel compliance containing:
- 39.1.1 the municipal address or legal description of the property;
 - 39.1.2 reasonable particulars of the repairs to be completed or a statement that the site is to be cleared of all buildings, structures, debris or refuse, and left in a graded and leveled condition;
 - 39.1.3 the time period for compliance with the terms and conditions of the order;
 - 39.1.4 notice that such repair or clearance is at the expense of the owner;
 - 39.1.5 the final date for giving notice of appeal for the order.
 - 39.1.6 notice that, if the repair or clearance is not carried out within the time period specified on the order, the municipality may carry out the repair or clearance at the owner's expense.
- 39.2 An order may be registered in the proper land registry office and, upon such registration, any person acquiring any interest in the land subsequent to the registration of the order shall be deemed to have been served with the order on the date on which the order was originally served and, when the requirements of the order are found to have been satisfied, the Clerk shall forthwith register in the proper land registry office a certificate that such requirements have been satisfied, which shall operate as a discharge of the order.
- 39.3 An order shall be served personally or sent by registered mail to the person to whom notice is to be given, or that person's agent for service. A copy of the order may be posted on the property.
- 39.4 An order served by registered mail shall be deemed to have been served on the 3rd business day after the date of mailing.
- 39.5 No person shall remove from any premises any sign, notice or placard placed thereon pursuant to the *Ontario Building Code Act*, or this by-law.

39.6 If the owner of a property fails to demolish or repair the property in accordance with the requirements of an order, as confirmed or modified, the Town, in addition to other remedies, shall:

39.6.1 have the right to demolish or repair the property accordingly and for this purpose with its servants and agents from time to time enter in and upon the property;

39.6.2 not be liable to compensate such owner or other person by reason of anything done by or on behalf of the municipality under the provisions of this by-law; and

39.6.3 be entitled to recover the expense incurred in so doing either by action or in like manner as municipal taxes.

39.7 Service of a notice or order required by the Act or this by-law shall be served in accordance with Section 27 of the *Building Code Act*.

39.8 A notice or an order under Subsection 38.1 and 39.1 and 40.1 when sent by registered mail shall be sent to the last known address of the party or parties involved.

40 EMERGENCY POWERS

40.1 Notwithstanding any other provisions of this by-law, if upon inspection of a property, the Officer is satisfied there is a non-conformity with the standards prescribed in this by-law to such an extent as to pose an immediate danger to the health or safety of any person, the Officer may make an order containing details of the non-conformity and the danger it poses, and requiring remedial repairs or other work to be carried out immediately to terminate the danger.

40.2 After making an order under Subsection 40.1, the Officer may either before or after the order is served, take or cause to be taken any measures he or she considers necessary to terminate the danger and for this purpose, the municipality has the right, through its servants and agents, to enter upon the property from time to time.

40.3 If the Officer is unable to effect service under Subsection 40.1, he or she shall place a placard containing the terms of the order in a conspicuous place on the property, and placing of the placard shall be deemed to be sufficient service of the order on the owner or other persons.

40.4 An order under Subsection 40.1 may be registered in the proper land registry office and upon such registration, any person acquiring any interest in the land subsequent to the registration of the order shall be deemed to have been served

under Subsection 40.1 and when the requirements of the order have been satisfied, the Clerk of the municipality shall forthwith register in the proper land registry office a certificate that such requirements have been satisfied, which shall operate as a discharge of such order.

- 40.5 The Officer, Town or anyone acting on behalf of the Town is not liable to compensate the owner, occupant or any other person by reason of anything done by, or on behalf of the municipality in the reasonable exercise of its power under Subsection 40.2.

41 RESPONSIBILITY OF OCCUPANTS

- 41.1 Notwithstanding the responsibility of the owner, where the maintenance of any property affected by this by-law is, by the written terms of a lease or an agreement for occupancy, made the responsibility of the occupant, the Property Standards Officer may require the occupant to repair and maintain the property to the satisfaction of the Property Standards Officer, in accordance with the particulars of the repairs set forth in the order.

39 ACCESS TO PROPERTY STANDARDS NOTICES AND ORDERS

- 39.1 In a form that complies with the Municipal Freedom of Information and Protection of Privacy Act, a copy of a Notice or Order is to be made available to a tenant as follows:

39.1.1 Unit Notices and Orders -Where a Notice or Order is issued with respect to a rental unit, a copy of the Notice or Order shall be forwarded to the tenant at the same time, for their information. Upon request, a copy of the Notice or Order shall also be sent to the tenant's legal representative or agent or tenants' association.

39.1.2 Common Area Notices and Orders - A copy of the Common Area Order shall be posted in a conspicuous location in the building, for the information of all tenants. Where a Notice or Order is issued with respect to the common areas of the building, a copy of the Notice or Order shall be

.1 forwarded to a tenant or their legal representative or agent, upon request.;

.2 Members of Council shall be entitled to any and all copies of Notices or Orders upon request; and

.3 a standard maintenance request form shall be developed and this form shall be made available to tenants on the Town's website.

42 PROPERTY STANDARDS COMMITTEE

- 42.1 A Property Standards Committee shall be established of people appointed by the Striking Committee of Council.
- 42.2 The members of the Committee shall appoint one of themselves as chair, and when the chair is absent, the Committee may appoint another member to act as chair “pro tempore” and any member of the Committee may administer oaths.
- 42.3 The secretary shall keep on file minutes and records of all applications and the decisions thereon and of all other official business of the Committee and Section 74 of *The Municipal Act* applies “mutatis mutandis” to such documents. The secretary shall be comprised of a municipal staff member appointed by the Committee.
- 42.4 A majority of the Committee constitutes a quorum, and the Committee may adopt its own rules of procedure, but before hearing an appeal under Subsection 43.1, notice shall be given of such hearing to all persons that the Committee considers in need of such notice.
- 42.5 Where a person is properly notified of a hearing and does not attend at the time and place appointed, the Committee may proceed in that person’s absence and without further notice to that person.

43 APPEALS

- 43.1 Where a notice of violation issued under Subsection 38.1 has been served, the owner or person responsible for the remedy of said violation(s) has seven (7) days to appeal the notice and its contents. The appeal hearing is held on the seventh (7th) day from the date of service, unless other arrangements have been made with the Property Standards Officer before the date of the meeting. At this time, the Property Standards Officer will discuss the contents with the person to whom the notice has been given. The timetable and items to be remedied will be agreed upon and noted for the files.
- 43.2 Where an order to comply has been served in accordance with Section 39 and the owner or occupant is not satisfied with the terms or conditions of the order, they may appeal to the Committee by sending a notice of appeal by registered mail to the secretary of the Committee within fourteen (14) days after service of the order. If no appeal is made, the order shall be deemed to have been confirmed.
- 43.3 Where an appeal has been made, the Committee shall hear the appeal and shall have all the powers and functions of the Officer, and may confirm the order to demolish or repair, or may modify or rescind it or extend the time for complying if

the general intent and purpose of the by-law and of the official plan or policy statement are maintained.

- 43.4 The Town, or any owner, occupant or person affected by the decision under subsection 43.2 may appeal to a judge of the Ontario Court (General Division) by notifying the Clerk of the Corporation in writing and by applying for an appointment within fourteen (14) days after the sending of a copy of the decision:

43.4.1 The judge shall, in writing, appoint a day, time and place for the hearing of the appeal and in his or her appointment, may direct that it shall be served upon such persons and in such manner as he or she prescribes.

43.4.2 The appointment shall be served in the manner prescribed by the judge; and

43.4.3 The judge on such appeal has the powers and functions as the Committee.

- 43.5 The order, as deemed to have been confirmed pursuant to Subsection 43.1, or as confirmed or modified by the Committee pursuant to Subsection 43.2, or in the event of an appeal to the judge, pursuant to Subsection 43.4, as confirmed or modified by the judge, shall be final and binding upon the owner, occupant or persons affected by the decision, who shall make the repair or effect the demolition within the time and in the manner specified by the order.

44 POWER OF CORPORATION TO REPAIR

- 44.1 If the owner or occupant of a property fails to demolish the property or to repair in accordance with an order as confirmed or modified, the Corporation of the Town of Carleton Place in addition to all other remedies:

44.1.1 shall have the right to demolish or repair property accordingly and for this purpose with its servants and agents from time to time enter in and upon the property; and

44.1.2 shall not be liable to compensate such owner, occupant or any other person having an interest in the property by reason of anything done by, or on behalf of the Corporation of the Town of Carleton Place under the provisions of this Subsection; and

44.1.3 shall charge an administrative fee for services rendered on said property in accordance with an order as confirmed or modified.

45 MUNICIPAL LIEN

- 45.1 The municipality shall have a lien on the land for the amount spent on the repair or demolition under Subsection 44.1 and the amount shall be deemed to be municipal realty property taxes and may be added by the Treasurer of the Town to the collector's roll and collected in the same manner and with the same priorities as municipal real property taxes.

46 CERTIFICATE OF COMPLIANCE

- 46.1 Following the inspection of a property, the Officer may, and on the request of the owner, shall issue to the owner a certificate of compliance if, in their opinion, the property is in compliance with the standards. When such a certificate is issued at the request of the owner, the fee shall be in accordance with the Town's current Fees and Charges By-law.
- 46.2 Inspection of a property requested by the property owner or potential property owner may be charged for an inspection and a report in accordance with the Town's current Fees and Charges By-law.
- 46.3 To issue a certificate of compliance with regards to outstanding notice of violations under section 38.1, and/or orders issued under section 39.1, a fee as outlined in the Town's current Fees and Charges By-law shall apply.

47 PENALTY

- 47.1 A person or owner who fails to comply with an order, direction or requirement that is final and binding under this by-law is guilty of an offence under the *Building Code Act* and is liable to a penalty or penalties as set out therein.
- 47.2 A person who is convicted of an offence is liable to a fine pursuant to the *Building Code Act* of not more than \$25,000 for a first offence and to a fine of not more than \$50,000 for a subsequent offence.
- 47.3 If a corporation is convicted of an offence, the maximum penalty that may be imposed upon the corporation is \$50,000 for a first offence and \$100,000 for a subsequent offence.
- 47.4 Pursuant to Subsection 441.1 of the *Municipal Act, 2001*, the Treasurer of a municipality may add any part of a fine for a commission of a provincial offence that is in default under Section 69 of the *Provincial Offences Act* to the tax roll for any property in the local municipality of which all of the owners are responsible.

48 VALIDITY

- 48.1 Where a provision of this by-law conflicts with the provisions of another by-law or provincial or federal legislation that is in force in the municipality, the provisions that establish the higher standards to protect the health, safety and welfare of the general public prevails.
- 48.2 It is declared that if any section, Subsection or part or parts thereof be declared by any court of law to be bad, illegal or ultra vires, such section, Subsection or part or parts shall be deemed to be severable, and all parts hereof are declared to be separate and independent and enacted as such and shall remain in effect until repealed.
- 48.3 This by-law shall come into force and take effect upon its passing.
- 48.4 That By-law 64-2008, being a by-law prescribing Property Standards for the Corporation of the Town of Carleton Place, is hereby repealed in its entirety.

49 TRANSITIONAL RULES

- 49.1 After the date of the passing of this by-law, By-law No. 64-2008, as amended, shall apply only to those properties in which a notice or order to comply has been issued prior to the date of passing of this by-law, and then only to such properties, until such time as the work required by such order has been completed or any enforcement proceedings with respect to such order has been completed, or any enforcement proceedings with respect to such order, including any demolition, clearance, or repair carried out by the municipality shall have been concluded.

50 SHORT TITLE

This by-law shall be called the "Property Standards By-law."

READ A FIRST TIME, A SECOND TIME, A THIRD TIME AND FINALLY PASSED THIS
____ DAY OF _____ 2020.

Doug Black, Mayor

Stacey Blair, Clerk