



Title:

Housing Services Internal Policy, Social Services Department, Exterior Spaces of apartment buildings

Policy NO.:

SL 006B

Revisions:

Effective Date:

August 15th, 2023

Applies to:

The policy and procedures contained in this document apply to the tenants and visitors of apartment buildings of the Housing Services portfolio



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1. Purpose of the policy

The Housing Services wish to establish regulations concerning exterior spaces. The two main goals of the policy are to ensure our properties meet the local property standard by-laws and to ensure that these properties do not present any safety hazards to tenants or their guest or staff or contractors.

2. Common Exterior Spaces

Tenants are provided with access to outside grounds at their building, which may include meeting spaces, picnic tables, grass areas, etc. Tenants are expected to leave these common exterior spaces in the same way as they were found. This includes ensuring that they are clear of garbage, personal items, debris, animal waste and other items.

Tenants shall not alter the location of these areas, including picnic tables. Every tenant, occupant, resident, guest, staff or business invitee shall ensure that they smoke at a distance of 9 metres from the building. At all times, smoking on property must at minimum maintain the required distance from building in accordance with provincial legislation.

From time to time, the Housing Services may be made aware of tenants violating the above policy. The Housing Services will investigate the concerns and if founded, ask tenants to cease the activity/behaviour. Tenants will be given a verbal warning, followed by a written notice to cease activity.

3. Balconies/Patios

Balconies/patios are for your enjoyment, but they can also present dangers if not properly maintained. The use of tenant's balconies should not negatively impact other residents or neighbours. It is the responsibility of tenants to maintain their balcony and patio throughout winter months, including any removal of ice and snow.

Examples of activities not allowed include:

- Leaving anything on the balcony/patio that can fall and injure someone or that a child may climb on
- Leaving pets or children on the balcony/patio unattended
- Allowing pets to urinate or defecate on balconies/patio
- Using balcony/patio as storage area
- Altering their balcony/patio in any way (i.e. installation of closures, dividers, etc.)
- Smoking/vaping on the balcony/patio
- Gluing carpets to balcony/patio

- Having Barbeques/heaters on balcony/patio
- Shaking carpets/rugs from their balcony/patio
- Pouring water off your balcony/patio or overwatering plants on balcony causing drips
- Feeding birds/squirrels/rodents from their balcony/patio
- Installing clothes lines on the balcony/patio
- Attaching satellite dishes to their balcony/patio
- Use the guard rail to attach any flags, flowerpots.
- Use the guard rail as a clothes line.
- Storing any large items on their balcony/patio (i.e., bikes, air-conditioners, tires, appliances, etc.)

4. Fire and fire works

4.1 Fire

Only fires in approved exterior fireplace is permitted. All tenants must comply with their municipal By-Law (Hawkesbury — By law 16– 2001/Champlain By-Law 2010-19)

4.2 Fireworks

The setting of family fireworks is prohibited except on the following days:

- Victoria Day
- The day immediately preceding Victoria Day,
- The day immediately following Victoria Day,
- Canada Day
- The day immediately preceding Canada Day,
- The day immediately following Canada Day,
- St-Jean Baptiste Day
- The day immediately preceding St-Jean Baptiste Day,
- The day immediately following St-Jean Baptiste Day,

Tenants must follow their municipal By-Law (Hawkesbury—By-law 31–96/Champlain—By-law 2000-32)

5. Exterior Alteration and decorations

No exterior alterations are to be made on the buildings by tenants, that includes any kind of attachment to exterior walls.

Exterior decorations are permitted in moderation. No tenant should exaggerate on lawn ornaments a maximum of 5 ornaments will be permitted. Tenants may be asked to limit their lawn ornaments if Housing Services Staff determines that too many ornaments are being installed.

6. Enforcement

This policy shall be enforced by any authorized staff member of United Counties of Prescott-Russell or any Municipal By-law Enforcement Officer within the United Counties of Prescott-Russell.

By-Law Enforcement may, at their discretion, send a notice by registered mail or personal service to the tenant and the United Counties of Prescott Russell requiring them to make the property conform to the requirements of this by-law and the notice shall specify the time allowed for compliance. Said notice shall clearly indicate that no further notices will be sent for a same offence, and that a fine will be issued thereafter to the tenant. The By-Law Enforcement will then contract the work to be done and charge to the United Counties of Prescott-Russell for the work. The amount of the invoice charged to the United Counties of Prescott-Russell will then be back charged to the tenant ledger.

The By-Law Enforcement Department of the appropriate local municipality has the authority to hire a subcontractor to clean garbage from yards, cut grass, and remove vehicles to ensure our unit complies with the property standards.

Continued violation of this policy may result in an application to end the tenancy through the Landlord and Tenant Board.

7. Liability:

The Housing Services shall not be liable for loss or damage to Tenant or visitor who received an order and didn't comply with the property standards.

8. Legislative Authority

- Housing Services Act, 2011
- Residential Tenancies Act, 2006
- Municipal Act, 2001
- Building Code Act, 1992, S.O. 1992, c. 23

9. Questions

If you have questions about this document, please contact your Housing Services Manager at the United Counties of Prescott and Russell.

APPROVED: Original signed by Sylvie Millette

DATE : _____