

**SCHEDULE NO. 26**  
**Relating to Rooming Houses**  
**(Added by By-law 2008-237)**

**LICENSE REQUIRED**

1. Every owner of a rooming house shall obtain a license for each rooming house by municipal address, save and except rooming houses in which the interior functions as one rooming house but the exterior has separate municipal addresses, in which case only one license is required.

**CONDITIONS FOR ISSUANCE OF A ROOMING HOUSE LICENSE**

2. No applicant for a rooming house owner license shall be issued a license unless:
- (a) the applicant is at least eighteen (18) years of age;
  - (b) the premises comply with zoning, building and property standards requirements of the City;
  - (c) the applicant has provided a report from the Chief Building Official confirming there are no outstanding orders related to the building;
  - (d) the Fire Chief has reported in writing that the premises are suitable for the purpose of the license application and comply with all applicable fire regulations;
  - (e) the Medical Officer of Health has reported in writing that the premises are suitable for the purpose of the license application, comply with all applicable health regulations and are in a sanitary condition;
  - (f) the applicant has provided the original documents dated less than ninety (90) days prior to the date of the application for a license, from the appropriate agency outlining the results of investigations related to the applicant for a Police Records Check for the Service with the Vulnerable Sectors;
  - (g) the applicant has provided proof of insurance as required by Section 12 of this Schedule;
  - (h) the applicant has provided the indemnification required by Section 13 of this Schedule;
  - (i) the applicant has provided the name and telephone number of the agent of the rooming house owner;

(j) the applicant has paid the fees outlined in Schedule “A” of this by-law.

3. The Chief License Inspector may impose such additional conditions with respect to the issuance of a rooming house license, as he or she deems necessary to ensure public safety.

4. Subject to Sections 13 and 21 of By-law No. 2002-189, if, in the opinion of the Chief License Inspector following a review of relevant investigations and/or inspections, the applicant’s actions are adverse to the public interest or to public safety, the Chief License Inspector may refuse issuance of the license.

### **CONDITIONS FOR RENEWAL OF A ROOMING HOUSE LICENSE**

5. No rooming house owner license shall be renewed unless:

- (a) the premises comply with the property standards requirements of the City;
- (b) if deemed necessary by the Chief License Inspector, the Fire Chief has reported in writing that the premises are suitable for the purpose of the license application and comply with all applicable fire regulations;
- (c) if deemed necessary by the Chief License Inspector, the Medical Officer of Health has reported in writing that the premises are suitable for the purpose of the license application, comply with all applicable health regulations and are in a sanitary condition;
- (d) the applicant has provided proof of insurance as required by Section 12 of this Schedule;
- (e) the applicant has provided the indemnification required by Section 13 of this Schedule;
- (f) the applicant has provided the name and telephone number of the agent of the rooming house owner;
- (g) the applicant has paid the fees outlined in Schedule “A” of this by-law.

### **ISSUANCE OR RENEWAL OF A ROOMING HOUSE LICENSE**

6. The Chief License Inspector may impose such additional conditions with respect to the renewal of a rooming house license, as he or she deems necessary to ensure public safety.

7. Subject to Sections 13 and 21 of By-law No. 2002-189, if, in the opinion of the Chief License Inspector following a review of relevant investigations and/or

inspections, the licensee's actions are adverse to the public interest or to public safety, the Chief License Inspector may refuse renewal of the license.

8. In addition to the requirements of By-law No. 2002-189, the Chief License Inspector shall indicate on the license certificate, upon issuing or renewing the rooming house license, the following:

- (a) the municipal address of the rooming house;
- (b) the name and telephone number of the rooming house owner and of an agent of the rooming house owner to whom matters respecting the rooming house may be directly addressed; and,
- (c) the number of units in the rooming house

### **GENERAL REGULATIONS**

9. No licensee shall fail to post the license in a prominent location on the licensed premises so as to be clearly visible to the tenants and the public visiting the rooming house.

10. No person shall own or operate a rooming house without first obtaining a license to do so.

11. No licensee or agent of the licensee shall fail to ensure that:

- (a) the licensee or his/her agent responds, within forty-eight (48) hours, to inquiries or service requests made by tenants, City representatives or the public;
- (b) a record of all tenants is maintained, including identification information, emergency contacts, in accordance with relevant privacy legislation and for use only by the licensee or agent of the licensee;
- (c) the door of each individual rooming unit has a functional view finder on the door;
- (d) every new tenant is provided with relevant printed information including the rights and responsibilities of tenants under the Residential Tenancies Act, 2006;
- (e) every tenant is provided with a secure location or manner in which to receive personal mail; and,
- (f) an emergency evacuation plan is posted on each floor of the rooming house and is visible to all tenants and visiting public.

## **INSURANCE**

12. Prior to the issuance of the rooming house owner license, the licensee shall file with the Chief License Inspector proof of Commercial General Liability insurance coverage subject to limits of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property, including loss of use thereof. The proof of insurance shall contain an endorsement to provide the Chief License Inspector with thirty (30) days prior written notice of any cancellation or of a material change that would diminish coverage.

## **INDEMNIFICATION**

13. Every licensee agrees to indemnify and save harmless the City of Ottawa, its employees and agents from any and all claims, demands, causes or action costs or damages howsoever caused that the City may suffer, incur or be liable for resulting from the issuance of a License under this by-law or from the performance or non-performance of the respective licensee under this by-law whether or not such performance or non-performance arises with or without negligence on the part of the licensee, its employees, directors or agents.

**(repealed and replaced by By-law 2018-302)**

## **TRANSFERS**

14. No rooming house owner license shall be transferable.