



NEIGHBOURHOOD BY-LAW GUIDE





INTRODUCTION

The following content is a compilation of information to raise awareness of various By-laws in place to assist residents in maintaining a pleasant and attractive neighbourhood. Centre Wellington is a unique and vibrant community with tremendous charm, and this guide will help us maintain these standards in our community while promoting a safe and enjoyable place to live and work.

The Township recognizes there may be occasional situations where neighbours may do things that cause disturbances in the neighbourhood (ex: excessive grass growth, noisy social gatherings, parking on your lawn, or parking an RV in the driveway). However, ongoing and/or excessive actions cause such disturbances to have a negative impact on the neighbourhood and community. Everyone is entitled to the enjoyment of their property, and this includes our neighbours. Sometimes small inactions (ex: excessive grass and weed growth, trailers parked near the sidewalk/roadway) can have a greater impact than you can imagine. The Township has enacted a variety of by-laws to help our community function in a manner allowing us to enjoy our properties while respecting the community's right to enjoy theirs.

We hope the Neighbourhood By-law Guide will help you and your neighbours understand how to prevent these disturbances, get an understanding of who to contact for assistance, and provide information you can share with your neighbours. The Township encourages constructive dialogue between neighbours, and if needed, we are here to help educate and guide you.

Note: The content below is based on the By-law and Township Services and content available at this time and is subject to change.

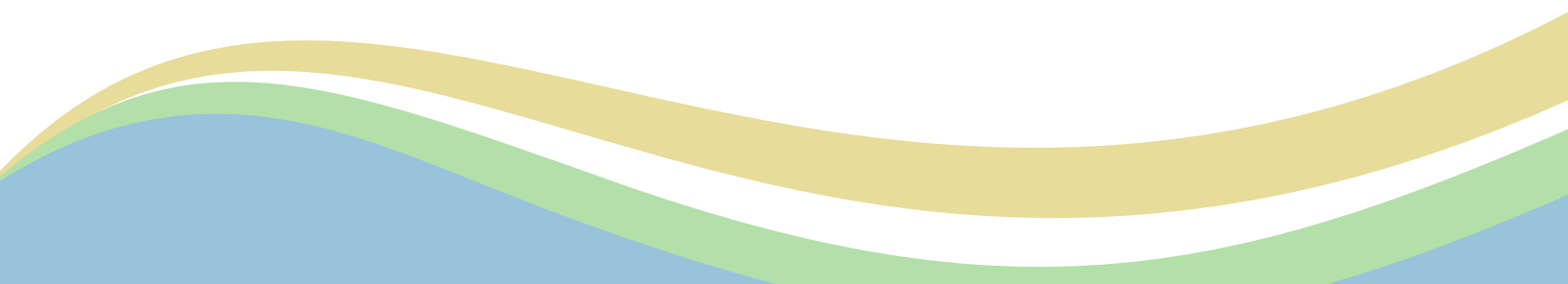




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ANIMAL CONTROL

The [Guelph Humane Society \(GHS\)](#) is a contracted agency hired by Centre Wellington to provide a variety of Animal related services such as: enforce the [Animal Control By-Law #2019-70](#), impound stray domestic animals, respond to citizens with animal concerns, provide emergency response for animals (including wildlife) sick or injured, and help the Township manage the licensing of dogs and kennels. They also provide animal sheltering, surrender and adoption services, veterinary care, pet identification, and return of lost pets to their owners. Guelph Humane Society can be reached by phone at [519-824-3091](tel:519-824-3091) or by email at animalservices@guelphhumane.ca

For excessive dog barking complaints please contact the Township's Municipal Law Enforcement Service at [519-846-9691 ext 237](tel:519-846-9691) or by email at bylaw@centrewellington.ca

If you would like more information on the Animal Control By-law or information on prohibited/restrictive animals, please visit the Township's website.

Number of Pets per Household

Dogs – Max of 3 dogs per household – All dogs must be licensed annually. Dog licenses can be purchased online or renewed at https://centrewellington.docupet.com/en_CA/, at the Municipal Office, [Guelph Humane Society](#), or by phone at [519-846-9691 x 901](tel:519-846-9691)

When walking your dog, always make sure to keep them leashed at all times. Centre Wellington provides a Leash Free Dog park at 840 Glengarry Cres, Fergus.






And remember, if your dog poops it, you're responsible to scoop it!



ANIMAL CONTROL

Hens

Centre Wellington understands the importance of locally grown sustainable foods and has taken steps to help residents with this goal. [The Hen Coop Registration](#) program allows residents to keep up to 10 chickens in their backyard provided you submit a Hen Coop Application, pass the onsite inspection by Township Staff, and comply with the terms and standards within the [Animal Control By-law #2019-70](#). Some of the requirements include:

-  Located at least 3 meters from any side or rear property line.
-  Only allowed in the rear yard.
-  Maximum size and floor area of 10m².
-  Maximum coop height of 2 meters.
-  Be constructed so hens cannot escape the coop, prevent other animals from entering the coop, have lockable roofs and doors, proper ventilation/weather proofing and insulation suitable for hens.

NOTE: Roosters and selling of the eggs are not permitted within the urban areas of the Township

Make sure you get your coop registered and approved by the Township's Municipal Law Enforcement Officer or you could face fines of \$125 for every day the coop is not in compliance with the By-law.



CONSTRUCTION IN RESIDENTIAL AREAS

Home renovations and construction activity is a common part of homeownership however, we should always be considerate of our neighbours and surrounding areas. Construction activity can create noise, debris, and disturbances in your surrounding area. So, if you're going to be doing work, consider letting your neighbours know in advance, and routinely clean up any debris.

Things to consider for any construction activity:



Check with the Building Division to determine if a building permit is required. You can also review more info about permits on the Building Divisions Webpage at:

<https://www.centrewellington.ca/en/doing-business/building-permits.aspx>.



Is your property Heritage Designated or a Heritage Listed property? If so, contact the Planning Department to make sure you comply with any restrictions. Some aspects of your property may be required to maintain certain features. The Planning Department can be reached at **519-846-9691 x 907** or by email at development@centrewellington.ca.



If you expect your renovations to be noisy, take the necessary precautions to limit the impact on your neighbours and abide by the provisions of the **Noise By-law**.



Keep the site clean at all times, debris can fly around and make a mess, and a clean site is a safe site!



Protect any trees near the work area on the property, and surrounding areas.



Obtain a Road Occupancy Permit from the Engineering Services Coordinator if you require debris bins on the road or sidewalk. They can be reached at **519-846-9691 x 355**.



DRIVEWAY EXPANSIONS

Did you know all driveways on residential properties are required to be constructed of impervious, dust-free, materials? This includes asphalt, concrete, interlocking brick/stones, and crushed rock for example.

If you're thinking of expanding your driveway, consult the By-law Department as driveway widths are restricted based on the Zoning of your property. The overall width of your driveway will vary. So plan ahead by calling Planning and Development at **519-846-9691 x 907** or by emailing at planningdepartment@centrewellington.ca to confirm how much of your front yard area is allowed for driveways.

Curb Cuts

Are you looking to get your curb cut for your driveway entrance? Did you know you are required to obtain a Curb Cut Permit from Infrastructure Services? If you plan to expand your driveway entrance at the curb, you must complete the Curb Cutting Application found here:

<https://www.centrewellington.ca/en/doing-business/applications--licenses--permits-and-policies.aspx?mid=2390#>.

For more information, please contact Infrastructure Services at **519-846-9691 x 355**.



FENCING

The **Fencing By-law #2018-34** provides provisions outlining the types, sizes, and heights of fences based on where the fence is located on your property. The height of a fence permitted in the front yard is different than the rear yard. For corner lots, the fencing requirements are different than interior lots.

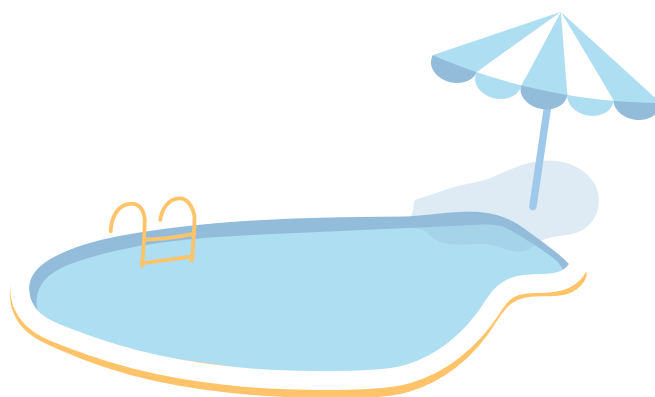
If you are planning to construct a fence, review the **Fence By-law** before you start. There are different heights allowed for fences in a sight triangle, front yard, side yard, and backyard. Please review the **Fence By-law #2018-34, Section 5.1- Table-A and Schedule 'C'** of the Fence By-law for illustrations showing maximum fence heights for residential properties.

POOL ENCLOSURES

If you have a pool or hot tub, you may be required to erect an enclosure requiring a permit from the Building Division and meet the requirements described in the **Fence By-Law #2018-34**. The Fence By-law is available on the Township's Website at <https://www.centrewellington.ca/en/township-services/bylaws.aspx>.

Sections 6, 7, 8, 9, 10, and 11 of the **Fence By-law** outline requirements for outdoor swimming pool enclosures, hot tub enclosures, and gates for swimming pool enclosures.

Illustrations are provided at the end of the by-law to aid in understanding the requirements when erecting any type of fence.





FIRE SAFETY

When it comes to fighting fires, and potentially saving lives, fire prevention is just as important as fire suppression. Here are some Fire Safety Tips and Tricks to help keep you and your neighbours' safe!

- ✓ Having working Smoke and Carbon Monoxide Alarms, **Its The Law.**
- ✓ Carbon Monoxide Alarms shall be installed on any floor of the house where people sleep.
- ✓ Install smoke alarms on every level of your home and outside all sleeping areas, and test your alarms Monthly.

Burn Permits

- ✓ All fires require a Burn Permit, as per the **Open Air Burn By-law #2019-35** within the Township.
- ✓ There are three different types of burn permits:
 - ✓ **Class A** burn permits are specific to urban properties and the fire can be **no greater than 0.6metres in diameter campfire.**
 - ✓ **Class B** burn permits are specific to rural properties where the fire is **less than 2 metres in diameter.**
 - ✓ **Class C** burn permits are specific to agricultural properties where the open air fire is **greater than 2 metres in diameter.**
- ✓ **Class A and B** permits require the fire to be supervised at all times by a person at least 16 years of age.
- ✓ **Class C** permits require the fire be supervised at all times by a person at least 18 years of age.
- ✓ All fires require an appropriate extinguishing agent such as a portable fire extinguisher, garden hose, or other suitable agents. They must be readily accessible at all times.
- ✓ Always check your weather forecast before starting a fire. Open air fires are not permitted when the wind velocity is greater than 20 kilometres per hour.



FIRE SAFETY CONTINUED

Burn Permits Continued

- ✓ **Class A** permits require the open air fire to be physically confined, and at least 3 metres from any building, fence, hedge, highway, overhead wire, property line or any other combustible material.
- ✓ **Class B and C** permits require all fires to be a minimum of 30 metres from any building, fence, property line, hedge, overhead wire, highway, or any other combustible material.

Where do I obtain my permit?

- ✓ You can apply for a Class A or Class B burn permit:
 - Online at <https://apps.centrewellington.ca/burningpermit/>
 - Phone: 519-843-1950 (Monday to Friday 8:30am to 4:30pm)
 - In person: at the Municipal Office (1 MacDonald Square, Elora), Fergus Fire Hall (250 Queen St W, Fergus)
 - **NOTE:** If you are not the property owner, you must provide written approval from the property owner before a burn permit can be issued.
- ✓ **Class C** permits require an application to be completed, similar to Class A and B permits, however, they also require a scheduled on-site inspection by a Fire Prevention Officer to ensure the burning materials are compliant. Once approved, residents can purchase a permit at the Fergus Fire Hall (250 Queen St W, Fergus) or by phone at **519-843-1950**.

For more information on Fire Safety, please contact Centre Wellington Fire Rescue Services at **519-843-1950**, by email at fireservices@centrewellington.ca, or visit their website at:

www.centrewellington/fireservices







FIREWORKS

Fireworks are a great way to celebrate holidays. Here in Centre Wellington, we understand people want to experience the beautiful display that comes with fireworks; however we have to be cognizant of others and their enjoyment of their property as well. Fireworks often create loud noises that can cause disturbances for people and pets alike. **The Sale and Discharge of Fireworks By-law #2002-047** regulates when fireworks can be sold, and the days on which fireworks are permitted.

To review the by-law, please visit:

<https://www.centrewellington.ca/en/township-services/bylaws.aspx>.

Did you know?

-  Fireworks are only permitted in Centre Wellington on Victoria Day, and Canada Day and for seven days prior to these days.
-  Fireworks can only be sold from commercially zoned properties.
-  If you would like to sell fireworks, you need to obtain approval from the Fire Chief.
-  The Fire Department and Fire Chief can be reached at **519-843-1950**, by email at fireservices@centrewellington.ca, or visit their website at:

www.centrewellington.ca/fireservices



PROTECTIONS FOR TENANTED PROPERTIES

Canadian winters can be unforgiving and create significant health risks for residents if they do not have adequate heating. Centre Wellington has enacted a **Vital Services By-law #2020-47** to safeguard tenants from losing heat from **November 1st to April 1st** of the following year. All rental units should be capable of maintaining a minimum of 20 degrees Celsius temperature during the winter months. Furthermore, all rental units shall be provided with an adequate supply of hot and cold water, electricity, and gas (if applicable). In the event a landlord shuts off any of these vital services, please contact the Municipal Law Enforcement Services at **519-846-9691 x 237** or email us at bylaw@centrewellington.ca.

It is important to note, no enforcement action shall be taken if the tenant is responsible for the payment, and/or maintenance of these vital services, and the absence of the vital service is a result of their negligence.

Depending on the severity of the situation, By-law Officers may either issue the property owner an Order to restore the vital service.

Failing to comply with this by-law may result in charges of \$200 for every day the vital service is not provided, up to a maximum permitted by the Provincial Offences Act.

For more information on the Vital Services By-law, please visit the Township's Website at <https://www.centrewellington.ca/en/township-services/bylaws.aspx>



HOME OCCUPATIONS

Some small business owners operate from their place of residence. However, there are rules and requirements all property owners should be aware of under **Zoning By-law 2009-045**, as amended and ensure they comply. Not all businesses can operate from a residential property, so make sure you contact the Planning Department to check if your type of business is permitted. For more information, please contact **519-846-9691 ext 907**.

Common permitted home occupations:

- ✓ Barber/Hairdresser/Beautician
- ✓ Seamstress/Dressmaker/Tailor
- ✓ Photographer
- ✓ Light repair services such as electronics, but does not include automotive equipment repair
- ✓ Office
- ✓ Teachers of art, music, computer literacy, academic subject and the like
- ✓ Doctor, lawyer, dentist, architect, planner, engineer, realtor, insurance agent, etc
- ✓ Crafts business such as pottery, weaving/needlework

Key things to note:

- ✓ The primary use of the property is residential and the home occupation is accessory to the residential use.
- ✓ The home occupation is conducted by a permanent resident of the dwelling unit.
- ✓ Only two employees who are not a resident of the dwelling are permitted to work for the business.
- ✓ The home occupation can only take up 30% of the gross floor area of the home.
- ✓ One visitor parking space is required.
- ✓ Your home occupation cannot create any nuisances for the neighbourhood or area.

Home Occupations are covered under **Section 4.18 of Zoning By-law #2009-045**, as amended, which can be found on the Township website at <https://www.centrewellington.ca/en/township-services/bylaws.aspx>



GARAGE SALES

Garage sales are a great way to upcycle our unwanted items, declutter our homes, and make a modest profit. However, they can also create traffic issues, excessive noise, and other disturbances for our neighbours. Under **Zoning By-law #2009-045**, as amended, all properties are permitted to operate up to three (3) garage sales per calendar year, and each separate sale shall be limited to a maximum duration of 2 consecutive days. Please take all necessary precautions to prevent any disturbances for your neighbours, and don't forget to remove any garage sale signs when the garage sale event is completed.

NOXIOUS WEEDS AND INVASIVE SPECIES

Noxious weeds and invasive plants are much more than an inconvenience to our lawn maintenance. They can create harm to plants, vegetable gardens, animals, and even humans. The Ontario Weed Control Act was enacted to control unwanted plants and it is important to take care of our properties by getting rid of these plants immediately. Always exercise caution, as some plants can cause you harm through rashes, burns, and even blindness.

The Property Standards By-Law (#2018-33) And Clean Yards By-Law(#2019-65) require all property owners to maintain their properties so as to prevent the growth of noxious weeds. For more information on the various types of noxious weeds and invasive plants in our County, check out the Wellington County weed inspection website at <https://www.wellington.ca/en/resident-services/weedinspection.aspx>. Descriptions of various types of noxious weeds are available, and if you have questions or wish to report noxious weeds, contact the Wellington County Weed Inspector at **226-962-4007** and/or Centre Wellington's Municipal Law Enforcement Services at **519-846-9691 x 237**.





PARKING RECREATIONAL VEHICLES ON PRIVATE PROPERTY

Recreational vehicles are a great way of seeing the outdoors and experiencing what the environment has to offer. Unfortunately, these recreational vehicles can also create issues when left on a residential property. Recreational vehicles can be large, limit visibility, and detract from the streetscape of a neighbourhood. The [Zoning By-Law](#) has provisions limiting and prohibiting where recreational vehicles can be parked on residential properties.

If you have a recreational vehicle or you plan on using one, here are things you will need to consider:

- ✓ Recreational Vehicles can only be parked in a carport or on a driveway, but they cannot be parked within a Required Front Yard. What's a Required Front Yard you ask? A Required Front yard is a portion of your front yard measured from the front lot line towards the house and is based on the zoning of your property.
- ✓ If you're looking to park a recreational vehicle on your driveway, make sure to contact Municipal Law Enforcement Services to ensure there is enough space to accommodate any recreational vehicle, no matter the vehicles size.
- ✓ The [Zoning By-law](#) only permits up to 3 recreational vehicles and/or trailers on a residential property. Any recreational vehicles and/or trailers parked inside a garage or accessory structure do not count towards the 3 vehicle limit.
- ✓ All vehicles must be parked on a continuous driveway that leads to the permitted driveway entrance.







PROPERTY MAINTENANCE

Home ownership is one of the most significant purchases we make in our lives, and it's important to protect these assets. The **Property Standards By-law** provides minimum standards to ensure owners maintain and protect their properties. These standards are established for the safety and general repair of both the exterior and interior of all buildings and structures.

The **Property Standards By-law** addresses a variety of matters relating to the inside and outside of any building, along with the yards. From Air Conditioning to Windows, and everything in-between, the **Property Standards By-law** covers minimum standards that ensure properties are kept clean, safe, and built with good workmanship.

When it comes to maintaining your yard, here are provisions from the **Clean Yards By-law** to help keep your yard clean, safe, and visually appealing

-  Maintain regularly scheduled grass cutting to avoid rodents.
-  If you have weeds popping up in your yard, pluck them out as soon as they appear, and always make sure to pull out the roots or they may grow back.
-  Keeping your yard free of garbage and debris will greatly reduce your chances of unwanted guests such as rodents, raccoons, and other wildlife.
-  Keep your trees and shrubs maintained by pruning any overgrowth. Overgrown trees can pose risks to residents and property alike. If your tree looks infected or is dying, contact an arborist to check on its health. It may be time to trim or remove the tree to prevent damage/injury to your property, your neighbours' property, and people.

Under the **Clean Yards By-law**, Enforcement Officers have the authority to remediate contraventions if the property owner fails to comply with a Clean Yards Order. The cost of the remediation is the responsibility of the property owner. If payment is not made within the prescribed time, the Township can add the costs to your property tax and collect them in the same manner.



SECONDARY UNITS

A secondary unit is a self-contained dwelling unit, otherwise known as an accessory apartment with private access to its own kitchen, sleeping area, bathroom, and is located within a residential dwelling. All accessory apartments must be registered with the Township and the apartment must be inspected by the Building Division to ensure it meets the Ontario Building Code. Compliance is also required with the Ontario Fire Code, Electrical Safety Authority, and the Township's **Zoning By-law**.

If you're planning to construct an accessory apartment or already have one not yet inspected and approved, contact the Building Division at **519-846-9691 x 907**, or check our website at <https://www.centrewellington.ca/en/doing-business/building-permits.aspx> for more information.

Having your accessory apartment inspected can provide peace of mind, prevent injury due to poor workmanship, and protect your assets.

Insurance companies may deny insurance claims if your accessory apartment has not been built to Code and approved by the Building Division. Homeowners are encouraged to have accessory apartments inspected to ensure they comply with the Ontario Building Code, Ontario Fire Code, and Electrical Safety Authority. **It's the Law!**

If a tenant is harmed due to homeowners negligence, the homeowner may be held liable. Protect your tenants and your assets. Get your apartment inspected!

SETBACKS FROM PROPERTY LINES

If you're looking to place a pool, shed, walkway, hen coop or some other type of structure on your property make sure you comply with the setback requirements under the **Zoning By-law** and **Animal Control By-law** (Hen Coops). Setbacks are a minimum distance a structure must be from a lot line.

Did you know?

- ✓ All accessory structures such as sheds must be located a minimum of 2ft (0.6m) from any lot line.
- ✓ All pools must be built at least 4 ft (1.2m) from any lot line.
- ✓ All walkways must be set back at least 2 ft (0.6m) from any lot line .
- ✓ All hen coops must be set back at least 3 metres from all lot lines and are only permitted in the backyard.



SITE TRIANGLES

No obstructions to sightlines are permitted within a driveway or corner sight triangle. This includes the erection of any building, structure, plants, trees, shrubs, or any other object greater than 1.0 metres in height from the top of the road surface of the abutting street. Sight triangles are required and designed to allow for the safe movement of pedestrians and traffic near driveways and intersections.

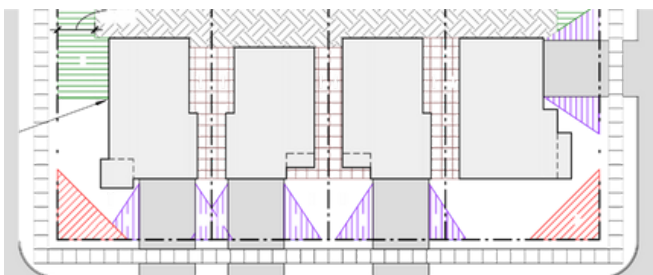
Corner Sight Triangles



- ✓ Corner lot properties have a sight triangle measured from the intersection of your front lot line and exterior side yard lot line, or in some cases your rear lot line and exterior side yard lot line.
- ✓ Measuring 9.0 metres along the lot line that abuts the arterial or collector road, and then measuring 7.5m along the local road and drawing a line from the two points to form a triangle.
- ✓ Make sure you do not have any obstructions greater than 1.0m in height within this space.

Driveway Sight Triangles

- ✓ A Driveway Sight Triangle means the area along any driveway determined by measuring two measurements from the intersection of the edge of a driveway and the front lot line:
 - ✓ 4.0m away from the driveway and 6.0m up the driveway.
 - ✓ No chain link fence can exceed a height of 1.2m, and no solid fence (wood or other materials that result in limiting visibility through the fence) can exceed a height of 0.8m. for all other objects, within the driveway sight triangle, they cannot exceed 1.0m in height within this space.

For an illustration on sight triangles, review the drawing below:



Hatch	Label	Area	Maximum Fence Height in Metres (Feet/Inches)		
			Overall Height	Solid Portion	50% open portion
	D	Driveway Sight Triangle	1.2m (3'-11 1/4")	0.8m (2'-7 1/2")	Chain Link Only
	S	Corner Sight Triangle	1.2m (3'-11 1/4")	0.8m (2'-7 1/2")	Chain Link Only



SITE ALTERATION

Site Alteration Permits are required for any fill activity, whether you are importing or removing fill. Centre Wellington has enacted **Site Alteration By-law #2019-25** requiring permits if the fill activity meets the following criteria:

- ✓ The alteration activity will result in grading changes greater than 20 centimeters; or
- ✓ The amount of fill exceeds 10 cubic meters.

Additional approvals may be required from the Grand River Conservation Authority (GRCA) if your property falls within GRCA regulated areas:

Site Alteration Permits:

- ✓ Protect existing drainage patterns, prevents damage to watercourses or water bodies.
- ✓ Maintains water quality through the prevention of contamination.
- ✓ Prevents property damage due to poor grading.
- ✓ Protects our roads through planned haul routes.

Site Alteration Activity Cannot:

- ✓ Take place within 0.6 m of any lot line.
- ✓ Significantly change the direction or rate of drainage to a neighbouring property.

Many of our residents rely on local wells and aquifers for their drinking water. Contaminated soils can cause significant adverse effects to residents, wildlife, and the environment. For information on how to obtain an application, permit, or general questions, please contact the Building Division at **519-846-9691 ext 907**, or visit our website at:

<https://www.centrewellington.ca/en/doing-business/applications--licenses--permits-and-policies.aspx>

If you conduct any fill activity without a permit, you could be ordered to restore the property to pre-existing conditions and may face charges.

If you suspect illegal site alteration activity, contact Municipal Law Enforcement Services immediately at **519-846-9691 x237** or by email at bylaw@centrewellington.ca



VACANT PROPERTIES/ BUILDINGS

Vacant properties and buildings can pose risks to people and wildlife, if left unattended. The **Property Standards By-law** sets out requirements to help prevent injury and damage to property.






If you have a vacant property or you are aware of a vacant property, please contact Municipal Law Enforcement Services to report the matter.

- ✓ Vacant buildings should be secured against unauthorized entry, have liability insurance, and be protected against the risk of fire, accident, or other dangers.
- ✓ Keep the property clear of all waste and other materials.
- ✓ If the building will be vacant for greater than 60 days, ensure to board all windows, doors, and other entryways to prevent unauthorized entry.
 - ✓ Boarding materials should be resistant to deterioration and secured with mechanical fasteners adequate to withstand the weather and keep the boarding material secured.
- ✓ If the building is vacant for greater than 90 days, all utilities should be disconnected, terminated, or capped unless such utilities are required for the safety or security of the vacant building or property.



Contact Us

If you have any questions, or require clarification, please contact Municipal Law Enforcement Services directly.

-  519-846-9691 ext. 237
-  bylaw@centrewellington.ca
-  www.centrewellington.ca/bylawenforcement
-  Township of Centre Wellington
-  @CentrWellington



Township of Centre Wellington

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