

# Good Neighbour Handbook

## *City of North Bay*

*A Student's Guide to  
North Bay's Municipal By-laws*



A handwritten signature in black ink, appearing to read 'Al'.

*Al McDonald  
Mayor, City of North Bay*

Welcome To Our Home!

Each year brings hope and promise for the future. Thank you for choosing North Bay as your home away from home. We are here to assist and be a good neighbour. The City of North Bay is a kind and generous community that rallies around those that need our help the most. The tradition of Nipissing University and Canadore College students helping out many local charities is well known and appreciated. The students before you have served as great ambassadors and have gone on to great things, and we are proud to say that they completed their post-secondary education here in North Bay.

Please feel welcome in our community, and the only request is that you maintain mutual respect between all neighbours. Living on your own for the first time is challenging and you will be faced with many responsibilities, including being considerate and helpful. You are our future leaders. Please be a leader and make your neighbourhood a peaceful and respectful area for all the residents living there, young and old alike.

This guide has been created to give you the information you need to be a good neighbour. Included you will find information on public safety, laws and City by-laws, property standards and responsibilities.

On behalf of the City of North Bay and City Council, I wish you every success in the future!

This guide is a summary of some important City by-laws and is for general information purposes only. It is meant to promote awareness of your rights and responsibilities as a neighbourhood resident. This handbook is not a legal document; nor does it provide complete coverage of all municipal by-laws. This handbook gives a general overview of some of the By-laws that may affect you. More information on By-laws and other City information can be viewed online at [www.cityofnorthbay.ca](http://www.cityofnorthbay.ca) or by contacting City Hall at:

200 McIntyre St. E.  
P.O. Box 360  
North Bay, Ontario  
P1B 8H8

Email: [info@cityofnorthbay.ca](mailto:info@cityofnorthbay.ca)  
Web: [www.cityofnorthbay.ca](http://www.cityofnorthbay.ca)  
Telephone: (705) 474-0400  
Toll Free: 1-800-465-1882



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## Working for a Stronger Community

The City of North Bay has made great strides with the two post-secondary institutions recently to enhance the relationships between the students and neighbourhood residents. This handbook is one way of improving the interaction between neighbours within the neighbourhoods.

### The Aim of this Handbook

This handbook is intended to be an information package to assist you in maintaining and improving your property, your neighbourhood and your overall quality of life. The objectives are to:

- Increase your awareness of the City's by-laws related to neighbourhood living;
- Inform you of your rights and responsibilities as property owners and tenants; and
- Encourage neighbourhood participation in the identification and resolution of by-law infractions.

Neighbourhood living in North Bay should be a positive experience. The relationship you have with your neighbours needs to be cultivated and maintained to prevent small misunderstandings and frustrations from ballooning into bad feelings. Tolerance, communication, and consideration are important qualities to possess when living in close proximity to other people.

Being aware of both your own, and your neighbour's rights and responsibilities can smooth the way to a more pleasant neighbourhood, and also to any number of unique and rewarding relationships with the people in your neighbourhood.



#### HOW CAN WE HELP?

Most neighbourhood conflicts are easily resolved simply by discussing your concerns with your neighbour(s).

Unfortunately, there are times when a friendly neighbourhood chat isn't enough and some sort of mediation becomes necessary.

When this happens, it is important to communicate your problem to the City department responsible, as some by-laws are enforced on a complaint basis.

## Public Safety, Health & Security

These by-laws were enacted to maintain order, public safety, and to promote pleasant neighbourhood living...

### Noise (By-law No. 1976 - 142)

This by-law states that no person may make a noise likely to cause a public nuisance. People have a right to and should be ensured, an environment free from unusual, unnecessary, or excessive noise or vibration which may degrade the quality and tranquility of their life or cause nuisance. The following are examples of some common complaints:

- Squealing of tires, combustion engines without an effective exhaust muffling device;
- Operating loud electronic equipment, including stereos and loudspeakers;
- Persistent yelling, shouting, hooting, whistling or singing; and
- Persistent barking or other similar noise making by any domestic pets.

### What does this mean to you?

The majority of people in your neighbourhood will be sleeping when you return home from a night out. To keep peace in the area, avoid yelling, loud laughter and foul language on the streets while walking home. When playing music, keep windows closed and do so at a reasonable level. It may also be beneficial to ask your housemates and neighbours when a good time to play music would be.

When hosting a party, inform your neighbours and co-residents about it ahead of time. Provide them with a name



and phone number to call if they have any concerns. Also, be sensitive to the noise your party is creating. Under the noise by-law, you can be fined day or night. If the party starts to head outside, be sure to bring them back inside and ask them to limit the noise. If a party gets out of hand and people you don't know start to show up, do not hesitate to end the party or call the police to help you end it. You are responsible for damages and noise complaints.

The City of North Bay wants to ensure that you have a good time during your years at post secondary, but waking up the neighbourhood is unacceptable. Fines will be given to those who do not cooperate.

## Making a Noise Complaint

Contrary to belief, the majority of noise complaints are made by students. If your ability to study and do work is hampered by excessive noise and you are unable to solve the problem on your own, involve the police. If you are directly affected by an incident, you may call the police and make a complaint. If the incident is reoccurring, contact the Engineering Department to make a formal noise complaint.

For more information on the Noise By-law, please contact the Engineering and Environmental Services Department at 705-474-0400 ext. 2320 or <http://www.city.north-bay.on.ca/cityhall/department/environmental/>

## Fire Protection / Smoke Alarms

The 'Ontario Fire Code' states that every home in Ontario must have a working smoke alarm on every storey of their home and outside sleeping areas.

- Homeowners: it is the responsibility of homeowners to install and maintain smoke alarms on every storey of their home and outside sleeping areas.
- Tenants: if you are a tenant of a rental property and do not have the required number of smoke alarms, contact your landlord immediately. It is against the law for tenants to remove the batteries or tamper with the alarm in any way.
- Property Owners: Routinely have tenants sign and date a document indicating that their smoke alarms are in working condition.

Failure to comply with the Fire Code smoke alarm requirements could result in a \$235 ticket or a fine of up to \$50,000 for individuals or \$100,000 for corporations.

## Open Burning

Residents in the urban area of the City are prohibited from open burning. This includes camp fires, 'chimineas', outdoor fireplaces and other wood burning devices purchased at retail stores. Residents in the rural areas of the City may be approved for open burning provided a permit is obtained and all the fire safety regulations mentioned below are practiced:

- the Dispatch Office must be notified each time you light a fire;
- fires must be small and attended at all times;

- equipment must be on hand to extinguish the fire if necessary;
- only clean, dry wood or wood products may be burned; and
- no burning when it is windy or when the smoke may bother your neighbours.

If the Fire Department receives any complaints about excessive smoke or the size of the fire, a fire crew will respond and your permit may be cancelled. You may also be liable to a fine.

## What does this mean to you?

Most fires are completely preventable by taking some common sense precautions, such as:

- It is the landlords' responsibility to install smoke alarms. As a tenant, it is your responsibility to maintain your smoke alarm. Ensure that they are tested regularly and that batteries are replaced at least twice a year.
- Smokers' materials are the leading cause of residential fires and fire-related losses in Canada each year. Don't leave cigarettes burning, and never throw the contents of an ashtray into the garbage without soaking them in water first.
- Never leave candles unattended.
- Plan an escape route in case there is ever an emergency and include a pre-determined meeting place outside the building where everyone meets. Test the plan to see if it works and make adjustments accordingly.
- If you live in an apartment, learn the fire evacuation plan for the building. Never use an elevator in any emergency.
- Space heaters can be a huge fire hazard. If you have one, make sure it's at least three feet from anything that could burn.
- Don't wear loose clothes and don't lean over hot burners. If a pot catches on fire, cover it with a lid to smother the flames and turn off the burner. You also should keep a box of baking soda near the stove to put out fires, or else buy a 5lb. type ABC fire extinguisher.
- Do not put pizza boxes in the oven. As silly as it sounds, this has happened on more than one occasion, most often in student housing.
- If someone gets burned by fire, immediately run cool water over the wound for 5 to 10 minutes. If the skin is blistered or charred, see a doctor immediately.
- If your clothes catch on fire, "stop, drop and roll".

For more information or to purchase an Open Burning Permit, please contact the Fire Prevention Office at 705-474-5662 or [www.cityofnorthbay.ca/fire](http://www.cityofnorthbay.ca/fire).

*Check out Pages 16 & 17 of this guide for fire safety tips!*

## Property Maintenance & Responsibility

### Property Standards and Vital Services (By-law No. 1999 - 006)

Homeowners are required to do some basic landscaping of their property. Every private yard including vacant lots shall be kept clean and free from:

- heavy undergrowth and excessive growth of grass and weeds;
- noxious plants, such as ragweed, poison oak, etc.;
- dead, decaying or damaged trees or other natural growth and unsafe branches and limbs which create an unsafe condition;
- garbage, rubble, waste, construction material or other debris constituting an unsafe condition;
- holes, pits, excavations or trenches constituting an unsafe condition;
- wrecked, dismantled, inoperative or unused vehicles, trailers, boats, snowmobiles or other machinery or any part thereof and junk and refuse of any kind;
- dilapidated, collapsed or partially constructed structures; and
- injurious insects, termites, rodents, vermin or other pests.

### What does this mean to you?

Don't throw your garbage on the streets. The people of North Bay take great pride in keeping the city clean and beautiful, and they expect the same from you. Try to keep your items properly stored and out of sight (i.e. beer bottles, trash, old furniture, etc.). Garbage should only be put out on collection days. Clean up after your pets.

For more information on property standards and vital services, please visit the City's website at:

<http://www.city.north-bay.on.ca/cityhall/department/building/bylaws.asp>

### Waste Collection, Disposal & Recycling (By-law No. 2006 - 024)

Place solid waste at the curbside for collection after 6:00pm on the day preceding the day of collection and before 7:00am on the day of collection. This applies to waste and blue box materials. The weekly household garbage pickup limit is three bags or receptacles. Each bag or receptacle must weigh 15kg (35 pounds) or less. Cardboard boxes are prohibited. Liquid or hazardous waste should not be placed in your regular garbage. The city operates a household hazardous waste depot from April to October.

Please ensure that all garbage and blue box materials are securely contained. Special attention is required on windy days. Recycling blue boxes are available at City Hall for the bi-weekly collection.

## What does this means to you?

When living off campus, it is important to know the garbage/recycling schedule for your neighbourhood. To review the garbage and recycling schedule and what recycling items are accepted in North Bay check out the City's website at: [www.cityofnorthbay.ca/living](http://www.cityofnorthbay.ca/living)



North Bay also has a Household Hazardous Waste Depot that is open from April to October. A list of products that should be taken to the HHW Depot can be found on the City's website. If more information is needed, please call the Waste Line at 705-474-0400 ext. 2333.

For more information on garbage collection, recycling and the hazardous waste depot, please visit the City's website at: <http://www.city.north-bay.on.ca/cityhall/department/environmental/>

## Transportation

### Introduction

Most streets and roadways have specific regulations regarding their use however there are certain regulations that are applicable on a city-wide basis. For example:

- Sidewalks are to be used for pedestrian purposes only;
- Pedestrians must not obstruct sidewalks or street corners so as to prevent the passage of other pedestrians;
- Bicyclists must ride in single file only, as close as possible to the right hand curb and use visible extended arm signals where appropriate; and
- Bicyclists must not ride on a sidewalk or boulevard, but may ride over an approach or sidewalk crossing.





## Traffic and Parking

If you are a student who has a vehicle, the following is important information for you to consider when driving and parking in North Bay. No person is to, at any time, park a vehicle in any of the following places:

- On a boulevard, unless approved by an authorized sign;
- Within 3 metres of a fire hydrant;
- Within 90 metres of the scene of a fire in progress;
- In such a position as to prevent the removal of any other vehicle previously parked;
- On any sidewalk;
- On any bridge or within any underpass or within 15 metres of the entrance or exit thereof;
- In front of any fire hall or on the opposite side of the street for the full width of the fire hall;
- For a distance of 9 metres from any entrance to a hospital;
- Within 6 metres of any corner;
- In front of a public entrance to a public lane;
- In any place where authorized signs prohibiting parking are displayed;
- On any street for more than 24 hours;
- For overnight parking on any street between the hours of 3:00am and 6:00am during the period from November 1 to March 31.
- On any street for advertising a vehicle for sale;
- On any street for the purpose of washing, greasing, or repairing a vehicle except for immediate repair due to an emergency;
- On the roadway side of any vehicle already stopped or parked at the edge of a street;
- Within 4 hours of posting snow removing signs on any street during the period of November 1 to March 31;
- In a disabled parking space, unless accompanied with the appropriate permit. Unauthorized vehicles can be fined a minimum of \$300.

Parking meter zones are enforced between 8:00 am to 6:00 pm every day except, Saturdays, Sundays and holidays.

## Free Parking Lots & Recreational Pathways

Four municipal downtown parking lots allow two hours free parking where signs are visible, and located on Oak Street and McIntyre Street. Unless otherwise posted, the speed limit within the city is 50km per hour.

Recreational pathways are provided for the use of non-motorized traffic such as roller blades, skate boards, scooters, bicycles, wheelchairs, carriages and pedestrians.



## Transit

North Bay has an excellent transit system comprising of 11 bus routes. Campus is well serviced, with two bus routes arriving at campus approximately every 15 minutes. The transit schedule is available online at the City of North Bay website at [www.cityofnorthbay.ca/transit](http://www.cityofnorthbay.ca/transit)

Public Transit means you are sharing a trip and sharing space with other passengers. Respect those you are riding with, and you can expect their respect in return.



Kindly observe the following rules and regulations when riding City Transit :

- Have your fare or pass ready when boarding the bus. Your bus pass must be accompanied by the appropriate ID card.
- Exit the bus by the rear door when possible, always exercising caution.
- Shirts and shoes must be worn on the bus
- Smoking and Alcoholic beverages are prohibited on the buses, at the Terminal and in all Transit shelters.
- Skis, ski poles, skates, skate boards and roller blades must be properly encased.
- Pets must be in a cage or acceptable alternative.
- The playing of radios is not allowed on the bus.
- Carry-on bags, parcels and strollers must be out of the aisle.
- Use of foul language is not acceptable.
- Exercise courtesy toward drivers and passengers alike.

Observing these simple rules can make everyone's trip more pleasant.

For more information on Transit, visit the City's website at: [www.cityofnorthbay.ca/transit/](http://www.cityofnorthbay.ca/transit/)

## Recreational Areas

Use of any park area, picnic shelter or band shell is available to any residents wishing to do so. Organized usage requires that a permit be obtained from the Parks, Recreation and Leisure Services office. Permits do receive priority. A fee is charged for organized use of park areas based upon the usage and what support services are required.

## Conduct

In any park, no person can:

- Light or build an open fire without authorization by permit;
- Sell, offer or display for sale food, drinks, refreshments, goods, wares, merchandise, souvenirs or novelties, art service or work without authorization by permit;
- Allow any dog, cat, or domesticated animal to run at large, enter any municipal beach/waterfront area, swimming area, pond, garden, landscaped area or other area posted to prohibit access, excluding a guide dog;
- have an animal unless it is on a leash or chain not exceeding six feet in length;
- fail to obey the instruction of any municipal lifeguard or other authorized person;
- utilize any municipal beach without adequate swimwear or adequate clothing, unless authorized by permit;
- use any municipal beach between midnight and 6:00am; and
- fail to abide by rules and regulations posted at a municipal beach.



Also, please do not feed the ducks or seagulls.

For more information on Recreation, visit the City's website at: [www.cityofnorthbay.ca/cityhall/department/prl/](http://www.cityofnorthbay.ca/cityhall/department/prl/)

## Lawn Watering (By-law No. 2002-052)

In the interests of conserving the municipal water supply, there are restrictions on the use of water during the months of June, July and August.

- Lands on the even-numbered sides of streets may be irrigated on even-numbers days of the month;
- Exemptions to these regulations include:
  - newly installed sod, turf or grass seed for a period of two weeks after these materials are installed or planted;
  - newly planted trees, shrubs, plants and flowers for a period of two weeks after these materials are installed or planted; and
- Designated public parks.
- Washing of sidewalks, driveways, patios or parking areas is permitted only if there is a specific public health hazard being dealt with.

For more information contact the Engineering and Environmental Services Department at 705-474-0400 ext. 2320 or [www.cityofnorthbay.ca/living](http://www.cityofnorthbay.ca/living)

## No Smoking in Public & Work Places (Smoke-Free Ontario Act)

Smoking is prohibited in almost all public places and work places. Exemptions include:

- Certain types of licensed long-term care facilities;
- Hotel and motel rooms which are specifically designated as smoking rooms;
- Work places that are located in a private residence with no outside employees;
- Outdoor patios.

There are signage requirements for the public places and workplaces under this By-law. For more information call the Health Unit @ 705-474-1400 or visit [www.healthunit.biz](http://www.healthunit.biz)

### What does this mean to you?

If you smoke in public, we ask that you dispose your cigarette butts in the ash urns that have been provided by the University, College and City. Respect the no smoking signs throughout the City, and do not leave lit cigarettes unattended.

## Dogs & Cats

### (By-law No. 1993 - 151 & 1998 - 094)

All dogs and cats must be licensed, and display the license on their collar. If required, licenses may be obtained from the Licensing Department at City Hall or the North Bay Humane Society.



### Stoop and Scoop (By-law No. 1988 - 074)

The Stoop and Scoop By-law requires any person who owns or harbours a dog to remove excrement left by the dog anywhere in the municipality. This by-law does not apply to the owners of seeing-eye dogs registered with the Canadian National Institute for the Blind.

*Responsibilities:* Owners are responsible for keeping their animals under control, keeping them from creating a disturbance with continual barking or howling, and for always cleaning up after their pet.

*Seizing and Impounding:* Any pet or domestic animal found running at large may be impounded by the North Bay Humane Society.

## Liquor Licence Act

The Liquor License Act provides alcohol laws, which are put in place, partly to control access to youth. In Ontario, it is illegal to consume alcohol before the age of 19. It is also illegal for anyone to supply alcohol to minors. Drinking under age or providing alcohol to the under aged is subject to being charged with a provincial offense.

Under the Liquor Licence Act, anyone convicted of supplying alcohol to a minor faces a fine of up to \$200,000 and up to one year in jail. Anyone who holds parties for minors where alcohol is served may also be subject to criminal charges and civil liability.

Other rules and regulations regarding liquor are:

- It is legal, for persons 19 years and over, to carry sealed, unopened alcohol in their vehicle. If the alcohol has been opened, or put into a different container, it must be out of reach of everyone in the vehicle.
- Alcohol is not permitted to be removed from a licensed premise. If you take your drink outside, the police can charge you with a provincial offense.
- Anyone who is intoxicated in public and is causing a disturbance or indecent exposure can be charged with a provincial offense.

## Renting a Property

### Landlord Guidelines

It is important to note that the university or college, as well as the City do not inspect the premises of advertised rental properties to verify compliance. It remains the responsibility of the student to examine properties and carefully review tenancy agreements to satisfy themselves. If you have issues with your landlord regarding your rental accommodations, please contact the Landlord and Tenant Board of Ontario.



## Tenant Insurance

It is always best to be prepared for the worst. If a fire or theft occurred and you didn't have the proper insurance, you may be held completely responsible for the damage. Discussing insurance and damage policy with your landlord is a must.

Steps for getting the proper insurance:

- Ask your parents if you are covered under their insurance plan. If so, what does it include?
- If you are not included, seek out your own. Try and get at least three quotes before choosing one.
- Fill out an application and the insurance company will assess how much your insurance will be.
- Settle a payment schedule.
- Do not under-insure your belongings. Estimate the value of your possessions and update your inventory at least once a year. Don't forget to make sure your laptop or computer system is covered.
- Keep your insurance papers in a safe place where you can access them quickly if there is a fire or water damage.

It may be helpful to review the overnight parking provisions on Page 10 of this guide related to the parking of your vehicle at your place of residence.

For more information on your rights and responsibilities of being a Tenant or Landlord, call or visit the Landlord and Tenant Board at [www.ltb.gov.on.ca](http://www.ltb.gov.on.ca) or 1-888-332-3234

## Handy Contact Numbers

In case of Emergency	911
City of North Bay	705-474-0400
Crime Stoppers	705-476-8477
Fire Prevention Office	705-474-5662
Health Unit	705-474-1400
Humane Society	705-474-1251
Police	705-497-5555
Tenant Board of Ontario	1-888-332-3234
Transit	705-474-0419
Waste Line	705-474-0400 ext. 2333

Office Hours for City Hall Offices at 200 McIntyre Street East are from 8:30am to 4:30pm.

### Property Standards/ Building Department

Shawn Killins [shawn.killins@cityofnorthbay.ca](mailto:shawn.killins@cityofnorthbay.ca)  
 Tel: 705-474-0400 ext. 2415  
 Fax No. 705-474-8529

### Noise Complaints

John Severino [john.severino@cityofnorthbay.ca](mailto:john.severino@cityofnorthbay.ca)  
 Tel: 705-474-0400 ext. 2309  
 Fax: 705-495-0936

### Fire (Non Emergency) [firechief@cityofnorthbay.ca](mailto:firechief@cityofnorthbay.ca)

Tel: 705-474-5662  
 Fax No. 705-474-6290

### Garbage/Recycling

Tel: 705-474-0400 ext. 2333  
 Fax: 705-495-0936

### Parking

Rheaume Belleumeur [rheaume.belleumeur@cityofnorthbay.ca](mailto:rheaume.belleumeur@cityofnorthbay.ca)  
 Tel: 705-474-0400 ext. 2327  
 Fax No. 705-474-9782

### Licensing

Karen McIssac [karen.mcissac@cityofnorthbay.ca](mailto:karen.mcissac@cityofnorthbay.ca)  
 Tel: 705-474-0400 ext. 2522  
 Fax No. 705-474-8302

### Provincial Offenses (POA)

Rachelle Marquardt  
 E-mail: [rachelle.marquardt@cityofnorthbay.ca](mailto:rachelle.marquardt@cityofnorthbay.ca)  
 Tel: 705-474-0400 ext. 2148  
 Fax No. 705-474-8302

### Police

Non-emergency (requiring police response): 705-472-1234

Victim Services: 705-497-5555 ext. 486  
 Administration: 705-497-5555  
 E-mail: [nbpolice@northbaypolice.on.ca](mailto:nbpolice@northbaypolice.on.ca)  
 Fax No. 705-497-5591

### Transit

Dorothy Carvell [dorothea.carvell@cityofnorthbay.ca](mailto:dorothea.carvell@cityofnorthbay.ca)  
 Tel: 705-474-0419  
 Fax No. 705-476-5308

### The Business Centre-Nipissing Parry Sound

Tel: 705-474-0400 ext. 2528  
 e-mail: [tbc@cityofnorthbay.ca](mailto:tbc@cityofnorthbay.ca)  
 Fax No.: 705-474-4493

### Pool & Recreation Centres

YMCA/Aquatic Centre 705-497-9622  
 Lee Park 705-472-3932  
 Memorial Gardens 705-474-3770  
 Pete Palangio Arena 705-476-2000  
 West Ferris Arena & Community Centre 705-474-3930

### Websites

City Home Page [www.cityofnorthbay.ca](http://www.cityofnorthbay.ca)  
 Public Library [www.cityofnorthbay.ca/library](http://www.cityofnorthbay.ca/library)  
 Police Services [www.northbaypolice.on.ca](http://www.northbaypolice.on.ca)  
 Fire Department [www.cityofnorthbay.ca/fire](http://www.cityofnorthbay.ca/fire)  
 Landlord Tenant Board [www.ltb.gov.on.ca](http://www.ltb.gov.on.ca)

### Walk-In Clinics

North Bay Medical after hours Walk In-Clinic  
 2029 Cassells Street Tel: 705-476-1413

Near North Medical Clinic  
 66 Josephine Street Tel: 705-495-2685

North Bay Doctor's Clinic (Guardian Drugs Building)  
 1950 Algonquin Ave., Suite 306 Tel: 705-495-0300  
[www.walkinclinicnorthbay.com](http://www.walkinclinicnorthbay.com)

Ferris Medical Clinic  
 41 Lakeshore Drive Tel: 705-495-4000

**North Bay and District Hospital**  
[www.nbqh.on.ca](http://www.nbqh.on.ca) Tel: **705-474-7525**

**North Bay Parry Sound District Health Unit**  
[www.healthunit.biz](http://www.healthunit.biz) Tel: 705-474-1400

**Northeastern Mental Health Centre**  
[www.nemhc.on.ca](http://www.nemhc.on.ca) Tel: 705-474-1200

**Ontario Northland Bus Services**  
[www.webusit.com](http://www.webusit.com) Tel: 705-495-4200

### Shopping

Downtown North Bay  
[www.downtownnorthbay.com](http://www.downtownnorthbay.com) Tel: 705-474-7824

Northgate Shopping Centre  
[www.northgateshopping.com](http://www.northgateshopping.com) Tel: 705-472-8110

North Bay Mall Tel: 705-472-2123

## SAFE STUDENT ACCOMMODATIONS 101

### 10 TIPS FOR A SAFE PLACE TO LIVE

As students prepare to move into shared or rented accommodations to attend college or university, parents, guardians and students themselves should take an active role in finding a safe place to live. It is essential for caregivers and students to talk about fire and life safety. Whether returning to school or leaving home for the first time, a discussion about good fire safety practices can help to ensure this exciting time in a student's life is not marred by a fire tragedy.

## LIVING SAFELY 101

### WHAT EVERY STUDENT SHOULD KNOW TO PREVENT FIRE

- **Look While You Cook:** Stay in the kitchen when cooking – especially if using oil or high temperatures. If a pot catches fire, have a proper-fitting pot lid handy to slide over the pot and turn off the stove. Cooking requires constant attention. Distractions like televisions, cell phones, or computers can lead to a tragic cooking fire.
- **Candle With Care:** If you use candles in your room or apartment, keep them away from anything that can burn and place them in a safe, sturdy holder with a glass shade or hurricane chimney. Place them where they cannot be knocked over and blow them out when leaving the room.
- **Keep An Eye On Excessive Drinkers:** Alcohol is a common factor in many fire fatalities involving cooking and smoking. Be aware of roommates and friends who have been drinking excessively, especially if they are cooking or smoking.
- **Smoke Outside:** Establish rules for smokers. If you permit smoking inside, use large, sturdy ashtrays that can't be easily tipped over. Ashtrays should be emptied into a metal container, not the garbage can. Check around furniture cushions after people have been smoking, especially if they have been drinking.
- **Use Electricity Wisely:** Toasters, coffeemakers and microwaves must be plugged directly into an outlet. CSA or ULC approved power bars may be used for stereo equipment, computers and lights.
- **Clear the Clutter:** Keep things that burn away from heat sources like stovetops, space heaters and electronic equipment. Tea towels and paper too close to burners can catch fire. Keep space heaters at least one metre away from bedding, furniture and curtains.



- **Working Smoke Alarms: It's the Law:** Your room or apartment must have working smoke alarms. Test them monthly and notify the landlord immediately if they're not working. Dead batteries must be replaced right away. Nuisance alarms can be avoided by making sure smoke alarms are not located too close to the kitchen or bathroom. Consider getting a smoke alarm with a hush feature. Smoke alarms should be checked after any extended absence such as Christmas break and reading week. Never tamper with or disable a smoke alarm.
  
- **Plan To Escape:** Know two ways out of your room or apartment in case of fire. Establish a pre-determined meeting place outside the building.  
Identify all exits and make sure you can use them. If you live in a highrise, familiarize yourself with the building's fire safety plan. If you discover fire, call the fire department from a safe location outside.
  
- **Be Equipped:** To stay safe, all students should put together a package that includes a smoke alarm and carbon monoxide alarm, a battery powered lantern or flashlight and radio, extra batteries and a CSA or ULC approved power bar.
  
- **Learn More:**  
For more information about fire safety in student accommodations, contact your local fire department or visit:

[www.ofm.gov.on.ca](http://www.ofm.gov.on.ca)

[www.makeitstop.ca](http://www.makeitstop.ca)

[www.esasafe.com](http://www.esasafe.com)

[www.csa.ca](http://www.csa.ca)

## ADDITIONAL COPIES

Of this handbook may be obtained from:

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(705) 474-0626 ext. 2416

For comments/suggestions/forms/by-laws, visit [www.cityofnorthbay.ca](http://www.cityofnorthbay.ca)

This handbook has been prepared by the City of North Bay  
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