

THE CORPORATION OF THE CITY OF SAULT STE. MARIE

BY-LAW 2012-9

PROPERTY STANDARDS BY-LAW: (B.1.4.) Being a property standards by-law for The Corporation of the City of Sault Ste. Marie.

WHEREAS under Section 15.1(3) of the *Building Code Act*, S.O. 1992, c.23, a Bylaw may be passed by the Council of a municipality prescribing the standards for the maintenance and occupancy of property within the municipality provided the official plan for the municipality includes provisions relating to property conditions;

AND WHEREAS the Official Plan for the *City of Sault Ste. Marie* includes provisions relating to property conditions;

AND WHEREAS the Council of the *City of Sault Ste. Marie* is desirous of passing a Bylaw under Section 15.1(3) of the *Building Code Act*, S.O. 1992, c.23;

AND WHEREAS Section 15.6(1) of the *Building Code Act*, S.O. 1992, c.23 requires that a Bylaw passed under Section 15.1(3) of the *Building Code Act*, S.O. 1992, c.23 shall provide for the establishment of a Property Standards Committee;

AND WHEREAS the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, s. 8, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; **[ENACTED BY BY-LAW 2021-128]**

AND WHEREAS the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, s. 9, provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority; **[ENACTED BY BY-LAW 2021-128]**

AND WHEREAS the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, s. 10, gives the municipality broad authority to pass by-laws respecting the health, safety, and well-being of persons; **[ENACTED BY BY-LAW 2021-128]**

AND WHEREAS the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, s. 128, provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances; **[ENACTED BY BY-LAW 2021-128]**

AND WHEREAS the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, s. 446 provides that where a municipality has the authority by any Act or By-law to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do so, the matter or thing shall be done at the person's expense and the municipality may recover the costs of doing the matter or thing from the person required to do it, by action or by adding the costs to the tax roll and collecting them in the same manner as taxes; **[ENACTED BY BY-LAW 2021-128]**

AND WHEREAS Municipal Council of The Corporation of the City of Sault Ste. Marie is of the opinion that vacant buildings that are not secured against unauthorized entry constitute public nuisances by attracting vandals and creating various safety hazards; **[ENACTED BY BY-LAW 2021-128]**

NOW THEREFORE the Council of The City of Sault Ste. Marie hereby enacts the following:

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**PART 1
DEFINITIONS**

1.01 In this Bylaw:

- 1) **“Accessory Building”**- means a detached building or structure, not used for human habitation that is subordinate to the primary use of the same property.
- 2) **“Act”** -means an enactment or statute of the Province of Ontario.
- 3) **“Approved”**- means acceptance by the Property Standards Officer.
- 4) **“Basement”** - shall mean that portion of a building between two floor levels, which is partly underground and which has at least one-half its height from finished floor to the underside of the first floor joists above the average finished grade level adjacent to the exterior walls of the building;
- 5) **“Building”** - means any structure used or intended to be used for supporting or sheltering any use or occupancy
- 6) **“Building Code”** - means the Building Code Act and any regulations made under that Act;
- 7) **“Chief Building Official”** - means the Chief Building Official appointed under Section 3 of the *Building Code Act*, 1992, c. 23 and shall include the Property Standards Officer, and their designate.**[AMENDED BY BY-LAW 2021-128]**
- 8) **“Citation - Property Standards Bylaw”** This Chapter may be cited as the “Property Standards Bylaw.”
- 9) **“City”** - shall mean The Corporation of the City of Sault Ste. Marie unless the context requires otherwise

- 10) **“Code”** - means a regulation of the Province of Ontario known,
 - a) with respect to matters relating to building, as the Building Code;
 - b) with respect to matters relating to electricity, as the Electrical Safety Code;
 - c) with respect to matters relating to fire, as the Fire Code; and
 - d) with respect to matters relating to plumbing, as the Plumbing Code.
- 11) **“Committee”** - means a Property Standards Committee established under this Chapter.
- 12) **“Council”** - shall mean the Council of the City of Sault Ste. Marie.
- 13) **“Dwelling”** - means a building structure, mobile home or recreational vehicle with or without kitchen facilities or a part of such a building or structure, which is, or is intended to be used for the purpose of human habitation, and includes such a building, home or vehicle that would be or would be intended to be used for such purposes, except for its state of disrepair;
- 14) **“Dwelling unit”** – means a room or a suite of rooms operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and supporting general living conditions usually including cooking, eating, sleeping, and sanitary facilities. Dwelling unit is two or more rooms used or designed to be used by one or more individuals as an independent or self-contained domestic unit or housekeeping establishment.
- 15) **“Exterior property area”** - means the building lot excluding buildings
- 16) **“Fence”** –means any structure, wall or barrier, other than a building, erected at grade for the purpose of defining boundaries of property, separating open space, restricting ingress to or egress from property, providing security or protection to property or acting as a visual or acoustic screen.
- 17) **“First Storey”** - means that part of a building having a floor area closest to grade with a ceiling height of more than 1.8 metres (6 ft.) above grade.
- 18) **“Ground cover”** - means organic or non-organic material applied to prevent soil erosion such as concrete, flagstone, gravel, asphalt, grass or other landscaping.
- 19) **“Guard”** - means a protective barrier installed around openings in floor areas or on the open sides of a stairway, a landing, a balcony, a mezzanine, a gallery, a raised walkway, and other locations as required to prevent accidental falls from one level to another. Such barriers may or may not have openings through them.
- 20) **“Habitable room”** - means any room in a dwelling unit used or designed to be used for the purpose of living, sleeping, eating, cooking or preparation of food and without limiting the foregoing shall include den, library, sunroom or recreational room or any combination thereof;
- 21) **“Non-habitable space”** - means a bathroom, toilet room, water closet compartment, laundry, pantry, foyer, lobby, hall, corridor, stairway, passageway, closet, storage room, boiler room, furnace room, accessory space for service, maintenance or access within a building or a room or space which does not comply with the minimum standards for residential occupancy.
- 22) **“Non-Residential Property”** - means a building or structure or part of a building or structure not occupied in whole or in part for the purpose of human habitation, and includes the lands and premises appurtenant and all of the outbuildings, fences or erections thereon or therein.
- 23) **“Occupant”** - means any person or persons over the age of eighteen (18) years in possession of the property.
- 24) **“Officer”** – shall include the Chief Building Official, a Property Standards Officer or Property Standards Inspector, a Building Inspector, the Fire Chief, a Fire Prevention Officer or a Fire Prevention Inspector, a Police Officer, or a Municipal Law Enforcement Officer, as appointed; **[AMENDED BY BY-LAW 2021-128]**
- 25) **“Owner”** shall include:
 - (a) the registered owner of the land on which the building is situated;
 - (b) the owner of a building;
 - (c) the person managing or receiving the rent of the land or the building, or who would receive the rent if the land and building were let, whether on the person’s own account or as agent or trustee or receiver of any other person;
 - (d) a vendor of the building under an agreement for sale who has paid any municipal taxes thereon after the effective date of the agreement;
 - (e) the person for the time being receiving installments of the purchase price if the building were sold under an agreement for sale;

- (f) a lessee or occupant of the property who, under the terms of a lease, is required to repair and maintain the building;
- (g) an owner as defined by the *Condominium Act* 1998, S.O. 1998, c. 19, as amended and any successor legislation; and,
- (h) any person having care and control of the land or building.
- 26) **“Person”** – means and includes any person, firm, partnership, corporation, company, association, or organization of any kind.
- 27) **“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 thereon whether heretofore or hereafter erected and includes vacant property.
- 28) **“Repair”** - includes the provision 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 Bylaw.
- 29) **“Safe condition”**- means a condition that does not pose or constitute an undue or unreasonable hazard or risk to life, limb or health of any person on or about the property, and includes a structurally sound condition.
- 30) **“Sewage system”** – means the City of Sault Ste. Marie system of storm sewers, sanitary sewers and combined sewers, or a private sewage disposal system approved by the Chief Building Official within the City of Sault Ste. Marie.
- 31) **“Sign”** - means any device or notice, including its structure and other component parts, which is used or capable of being used to identify, describe, illustrate advertise or direct attention to any person, business, service, commodity or use
- 32) **“Vehicle”** – includes a motor vehicle, trailer, boat, motorized snow vehicle or other mechanical power driven equipment.
- 33) **“Visual barrier”** – shall mean a continuous, uninterrupted structure and/or fence which completely blocks lines of sight when viewed perpendicularly from either of its sides and shall consist of one or more of the following materials: wood, stone, bricks, mortar, fabricated metal or other similarly solid material approved by the Chief Property Standards Officer or Chief Building Official.
- 34) **“Waste”**- means any debris, rubbish, refuse, sewage, effluent, discard, or garbage of a type arising from a residence, belonging to or associated with a house or use of a house or residential property and/or from industrial or commercial operations, or belonging to or associated with industry or commerce or industrial or commercial property, which for greater certainty includes all garbage, discarded material or things, broken or dismantled things, and materials or things exposed to the elements, deteriorating or decaying on a property due to exposure or the weather
- 35) **“Yard”** means the land other than publicly owned land around or appurtenant to the whole or any part of a residential or non-residential property and used or capable of being used in connection with the property.

PART 2 GENERAL STANDARDS FOR ALL PROPERTY AND USES

2.01 SCOPE

1. No person, being the owner or occupant of a property, shall fail to maintain the property in conformity with the standards required in this Bylaw.
2. The owner of any property which does not conform to the standards in this Bylaw shall repair and maintain the property to conform to the standards in this By-law or shall clear the property of all buildings, structures, debris or refuse and shall leave the property in a graded and leveled condition.
3. All repairs and maintenance of property shall be carried out with suitable and sufficient materials and in a manner accepted as good workmanship within the trades concerned.
4. All new construction or extensive repairs shall conform to the Ontario Building Code, where applicable.

5. This by-law does not apply so as to prevent a farm, meeting the definition of "agricultural operation" under the Farming and Food Production Protection Act, 1998, S.O. 1998, c. 1, from carrying out a normal farm practice as provided for and defined under that Act.

2.02 YARDS

Shall be kept clean and free of litter, rubbish, waste, salvage, refuse, decaying or damaged trees, branches and limbs, objects or conditions that might create a health, fire or accident hazard.

- 1) Every property shall be kept free from garbage, rubbish, waste or accumulations of such materials that prevent access to or exit from the property
- 2) Without restricting the generality of this Section, such maintenance includes the removal of:
 - (a) rubbish, garbage, waste, litter and waste;
 - (b) trees, bushes and hedges, including any branches or limbs thereof, which are dead, decayed or damaged, and brush;
 - (c) wrecked, dismantled, inoperative or discarded vehicles, trailers, machinery or parts thereof, except in an establishment licensed or authorized to conduct a salvage, wrecking or repair business and then only if such establishment conforms with any relevant Bylaws, Chapters or statutes; and
 - (d) dilapidated or collapsed buildings, structures or erections, and the filling in or protecting of any unprotected well.

2.03 OUTDOOR STORAGE OF MATERIALS- NO IMMEDIATE USE

1. No machinery or parts thereof, or other object or material, not associated with the normal occupancy and use of a property, including among other things, appliances, fixtures, paper, cartons, boxes, or building material such as lumber, masonry material or glass, other than that intended for immediate use on the property, shall be stored or allowed to remain on an exterior property area. **[AMENDED BY BY-LAW 2013-165]**

2.04 UNENCLOSED PORCH - BALCONY

1. Every unenclosed porch or unenclosed balcony, and every exterior and common area shall be kept free of garbage, waste, or appliances.

2.05 GRASS-TREES- BUSHES-HEDGES-LANDSCAPING

1. Grass, trees, bushes, hedges and other landscaping, shall be maintained to prevent overgrowth in relation to the neighbouring environment.

2.06 LOT GRADING-DRAINAGE

1. All yards shall be provided and maintained with adequate surface water drainage, including suitable provisions for its disposal, without causing erosion, or the entrance of water into a basement or crawlspace.
2. No roof, driveways or other surface drainage, and the drainage of water from swimming pools shall be discharged on an entranceway, walkway, sidewalk, stair, steps or adjacent property, or on to any highway, or in such a manner that it will penetrate or damage a building, structure or property.
3. Every roof drainage system shall be discharged onto the ground at least 1 meter (39 inches) from the building or structure, providing that it does not damage adjacent properties, or cause erosion.
4. No fill shall be allowed to remain in an unlevelled state on any property for longer than fourteen (14) days, unless the property is:

- (a) a construction site for which a building permit is in effect;

2.07 WALKWAYS AND DRIVEWAY

1. Surface conditions of walkways, driveways and yards shall be installed and maintained in a safe condition with non-organic ground cover so as to:
 - a) prevent ponding of storm water;
 - b) be kept free of garbage and waste;
 - c) provide for safe passage under normal use and weather conditions, day or night.

2.08 PARKING LOTS

1. Parking lots, driveways and other similar public access areas of a yard shall be maintained so as to afford safe passage under normal use and be free from health and other hazards.
2. Parking lots, driveways and other similar public access areas of a yard shall be kept clean and free of litter, rubbish, waste, salvage, refuse, decaying or damaged trees, branches and limbs, objects or conditions that might create a health, fire or accident hazard.

2.09 EXTERIOR LIGHTING

1. Every stairway, exterior exit and entrance doorway, cellar, basement entrance or building entrance shall have a permanently installed lighting fixture that shall be maintained in good working order.
2. All underground parking areas and common areas shall be illuminated so as to provide safe passage under normal use.
3. Facilities for lighting shall be maintained in a good working order.

2.10 RETAINING WALL

1. All retaining walls, screen walls and ornamental walls shall be constructed of durable material and shall be maintained in a structurally sound condition.

2.11 WELLS –CISTERN-CESSPOOL-PRIVY VAULT-PIT OR EXCAVATION

1. A well, cistern, cesspool, privy vault, pit or excavation shall be permanently sealed, or secured by a fence, cover or netting, unless it is in active use, in which event it shall be secured by fencing with warning signs until the use has ceased, whereupon they shall be sealed or secured as required above.

2.12 ACCESSORY BUILDINGS

1. The foundations, walls, roofs and all parts of accessory buildings and other structures appurtenant to the main building shall be:
 - a) constructed with suitable materials;
 - b) maintained in good repair;
 - c) protected from deterioration by the application of paint or other suitable protective material.

2.13 FENCE

1. A fence erected on a property or separating adjoining properties shall be maintained:
 - a) in good repair; (free from loose or insufficiently secured, rotten, warped or broken materials),
 - b) in a safe and structurally sound condition so as to be capable of sustaining safely its own weight together with any load to which it might reasonably be subject to.
 - c) shall be free of dangerous objects. and:
 - d) reasonably plumb, unless specifically designed to be other than vertical.

2.14 TOWER-GANTRIES-MASTS-ANTENNAE

1. Towers, gantries, masts, antennae and structures of similar character and any attachment thereto shall be maintained:
 - a) reasonably plumb, unless specifically designed to be other than vertical;
 - b) in good repair; and
 - c) in a safe and structurally sound condition.

2.15 SIGNS

1. A sign and any structure connected therewith shall be installed and maintained:
 - a) in good repair;
 - b) in a safe and structurally sound condition; and
 - c) in a reasonably vertical plane unless otherwise approved by the City of Sault Ste. Marie. An unused or discarded sign shall be removed from the property or shall be stored within a building.

PART 3 EXTERIOR PROPERTY AREAS

3.01 STRUCTURAL ADEQUACY-CAPACITY

1. All repairs and maintenance of property required by the standards prescribed in this Bylaw shall be carried out in a manner accepted as good workmanship in the trades concerned and with materials suitable and sufficient for the purpose.
2. Every part of a property shall be maintained in good repair and in a structurally sound condition so as:
 - a) to be capable of sustaining safely its own weight, and any additional load to which it may normally be subjected;
 - b) to be capable of safely accommodating all normal structural movements without damage, decay or deterioration;
 - c) to prevent the entry of moisture that would contribute to damage, fungus growth, decay or deterioration; and
 - d) to be capable of safely and adequately performing its function subject to all reasonable serviceability requirements.

3.02 FOUNDATION WALLS-BASEMENTS

1. All foundation walls and the basement, cellar or crawl space floors shall be maintained in good repair and structurally sound.
2. Every basement, cellar and crawl space in a property shall be maintained in a reasonably watertight condition so as to prevent or control the leakage of water into the building.

3.03 EXTERIOR WALLS-SURFACES-CLADDING-MASONRY

All exterior walls and surfaces of every building or structure shall be sound, plumb, and weather tight, free from loose or unsecured objects and maintained in good repair:

1. In good repair free from cracked or broken masonry units, defective or deteriorated wood or metal siding or trim, cracked, broken or loose stucco, loose or unsecured objects; and
2. Shall be so maintained by the painting, restoring or repairing of the walls, coping or flashing, by the waterproofing of joints and the walls themselves, by the installation of or repairing of weather tight finishing, or the installation of termite shields, if required.
3. All exterior surfaces that have previously been 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.

4. Every part of a building including the exterior shall be maintained in a structurally sound condition and so as to be capable of sustaining safely its own weight and any additional weight that may be put on it through normal use.

3.04 DOORS-WINDOWS-CELLAR- HATCHWAYS

1. Windows, skylights, exterior doors and frames, basement or cellar hatchways, attic access doors including storm and screen doors and storm windows shall be maintained in good working order, good repair, in a safe condition and shall be of such construction so as to prevent the entrance of wind, snow or rain into the building.
2. At least one entrance door in every dwelling unit shall have hardware so as to be capable of being locked from inside and outside the dwelling unit.
3. All windows capable of being opened and all exterior doors shall have hardware so as to be capable of being locked or otherwise secured from inside the building.
4. All windows capable of being opened shall be equipped with a screen to prevent the passage of insects and the screen shall be maintained in a good condition.

3.05 WINDOW SCREENS

1. When an exterior opening is used or required for ventilation or illumination and is not required to be protected by a door, window or similar closure, it shall be protected with:
 - a) mesh screening, metal grills, or other equivalent durable rust proof material; or
 - b) other protection so as to effectively prevent the entry of rodents, large insects or vermin.

3.06 CANOPIES-MARQUEES-AWNINGS

1. All canopies, marquees and awnings shall be properly anchored so as to be kept in safe and sound condition and shall be protected from decay and rust by application of weather-coating material.

3.07 ROOF

1. Every roof and all of its components shall be maintained in good repair and in a safe and structurally sound condition.
2. Without restricting the generality of this Section, such maintenance includes:
 - a) removal of loose, unsecured or rusted objects or materials;
 - b) keeping roofs and chimneys in water-tight condition so as to prevent leakage of water into the building; and
 - c) keeping all roof-related structures plumb unless specifically designed to be other than vertical.

3.08 EAVES TROUGH SYSTEM- METAL DUCTS-FLASHING

1. Eaves trough, roof gutter, rainwater pipe, downspouts, flashing and all exterior ducts shall be properly secured free from loose or unsecured objects, free from obstructions and health hazards, weather-tight, free of holes and maintained in good repair.
2. Every eaves trough, roof gutter, rainwater pipe, downspout and flashing shall be properly secured and be kept in good repair, free from obstructions and health hazards.
3. Metal eaves troughs, 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 necessary.

4. Every roof drainage shall be discharged onto the ground at least 1 meter (39 inches) from the building or structure, when it is physically possible to do so, providing that it does not adversely affect adjacent properties, or cause erosion.

3.09 CHIMNEY FLUES

1. Chimney, vent pipes, smoke stacks, flues, ducts and other similar equipment shall be constructed, installed and maintained free from obstruction and shall prevent:
 - a) the entrance of smoke or gases into a building
 - b) the heating of adjacent combustible materials, walls and structural members to unsafe temperatures; and
 - c) fire, health or other hazards.
2. Any fuel burning heating equipment used in a building shall be properly vented to the exterior by means of an approved smoke pipe, vent pipe or chimney.

3.10 GARAGE-CARPORT

1. Garages and carports, including floors, shall be maintained in good repair and free from hazards.

PART 4 INTERIOR OF BUILDINGS, STRUCTURES AND DWELLINGS

4.01 INTERIOR STRUCTURE-COLUMNS-BEAMS

1. In every building, all structural components, including but not limited to all joists, beams, studding, and roof rafters, shall be of sound material and adequate for the load to which they are subjected.

4.02 WALLS-CEILINGS

1. Every interior surfaces and finishes of walls and ceilings shall be maintained:
 - a) in good repair, a surface which is reasonably smooth, clean, tight and easily cleaned
 - b) free of holes, cracks, loose plaster or other material
 - c) in a safe condition; and
 - d) so as to possess the fire resistant properties required by the Building and Fire Codes.
2. In any bathroom the walls to a height of forty-two (42) inches above a bathtub equipped with a shower or six (6) feet above the floor of a shower stall, shall be maintained as to be water resistant and readily cleaned.

4.03 FLOORS

1. Every floor shall be smooth and level and maintained so as to be free of all loose, warped, protruding, broken or rotted boards that may create an unsafe condition or surface. Such defective floors shall be repaired or replaced.
2. Where a floor covering has become worn or torn so that it retains dirt or may create an unsafe condition, the floor covering shall be repaired or replaced.
3. Every bathroom, kitchen, laundry and shower room shall have a floor covering of water-resistant material and be capable of being cleaned.
4. Every cellar and basement shall have a floor of concrete or other material acceptable under the provisions of the Building Code, to ensure water drainage and to guard against the entry of vermin.

4.04 STAIRS- HANDRAILS-GUARDS

1. Every inside or outside stair and every porch or landing appurtenant to it shall be maintained so as to be free of holes, cracks and other defects which constitute accident hazards.

2. All handrails and balustrades, stairways, fire escapes, balconies, landings and porches and similar appurtenances shall be maintained in good repair so as to be free of holes and other defects which constitute accident hazards, shall be properly anchored so as to be kept in a safe and secured condition, shall be structurally sound for the loads imposed through their normal use and, if metal, shall be protected from rust or similar decay by a periodic application of paint.
3. Handrails shall be installed and maintained in good repair on all exterior stairs that have more than 3 risers and on all interior stairs within dwelling units that have more than 2 risers.
4. All handrails and balustrades, stairways, fire escapes, balconies, landings and porches and similar appurtenances shall be maintained in good repair, shall be properly anchored so as to be kept in a safe and secured condition, shall be structurally capable of supporting the loads imposed through their normal use and, if metal, shall be protected from rust or similar decay by a periodic application of a protective coating such as paint.

4.05 ELEVATORS

1. Elevating devices in a building, including all parts, lighting fixtures, lamps, elevator buttons, floor indicators and ventilation fans shall be maintained in good repair and operational.
2. All elevating devices including elevators, dumb-waiters, hoists, escalators, incline lifts and other elevating devices shall be installed and maintained:
 - a) in good working order and good repair; and
 - b) in a safe condition.

4.06 MEANS OF EGRESS

1. In every **multi-residential dwelling** where a security locking-and-release system has been provided in the front or rear lobby for the entrance into the multiple dwelling and that system is controlled from each dwelling unit, such system shall be maintained in good repair and in an operating condition.
2. Where a **non-residential building** contains **dwelling units** located at other than grade level, there shall be a secondary means of continuous and unobstructed egress from such dwelling units.
3. All means of egress within a **non-residential property** shall be provided with lighting facilities capable of illuminating the means of egress to ensure the safe passage of persons exiting the building.

4.07 HEATING

1. Every **residential dwelling** shall have heating equipment capable of maintaining a temperature of 21°Celsius (70 °Fahrenheit).
2. It is the responsibility of the owner that all heating and mechanical systems, and their components be installed, operational and maintained in good working order.
3. Only heating equipment approved for use by a recognized standards and testing authority shall be provided in a room used or intended for use for sleeping purposes.
4. No rental **residential dwelling unit** shall be equipped with portable heating equipment as the primary source of heat.
5. Solid fuel burning appliances shall conform to the standards as set out in the Building Code. Fireplaces and similar construction used or capable of being used for burning fuels in open fires shall be connected to approved chimneys and shall be installed so as not to create a fire hazard to nearby or adjacent combustible materials and structural members.

6. If heating equipment burns solid or liquid fuel, a storage place or receptacle for the fuel shall be provided in a safe place and maintained in a safe condition.
7. Fuel-burning equipment shall be vented to a flue by means of rigid connections leading to a chimney or a vent or flue. All flues shall be kept clear of obstructions
8. Every chimney, smoke pipe and flue shall be maintained so as to prevent gas from leaking into the building.

4.08 ELECTRICAL

1. Every dwelling and dwelling unit shall be wired for electricity and shall be connected to an approved electrical supply system. An adequate supply of electrical power shall be available in all occupied parts of every dwelling, suite and building.
2. The connection to the building and the system of circuits and outlets distributing the electrical supply within the building shall provide adequate capacity for the use of the building and such connections, circuits, wiring and outlets along with any fuses, circuit breakers and other appurtenances thereto shall be installed and maintained in good working order.
3. Extension cords are not permitted on a permanent basis.

4.09 VENTILATION

1. Ventilation shall be provided to and maintained and operated in all rooms and spaces within a building so as to prevent accumulations of heat, dust, fumes, gases, including carbon monoxide, vapours and other contaminants which may create a fire, explosion, toxic hazard or health hazard.
2. Every ventilation system shall be cleaned regularly and maintained:
 - a) in good working condition and good repair
3. When an exterior opening is used or required for ventilation and is not required to be protected by a door, window or similar closure, it shall be protected with screens in accordance with this Bylaw.
4. An opening for natural ventilation may be omitted from a bathroom or toilet room where a system of mechanical ventilation has been provided.
5. Every basement, cellar, unheated crawl space and attic shall be vented and such vents shall be designed and maintained to prevent entry of snow, rain, rodents and insects:

4.10 LIGHTING

1. Every stairway, exterior exit and entrance doorway, bathroom, toilet room, kitchen, hall, cellar, basement, laundry, furnace room and non-habitable work room in a suite, dwelling unit or building shall have a permanently installed lighting fixture that shall be maintained in a safe condition and in good working order.
2. Lighting equipment shall be installed throughout every property to provide adequate illumination for the use of each space so as to provide safe passage.

4.11 PLUMBING

1. All plumbing, drain pipes, water pipes and plumbing fixtures in every building and every connecting line to the sewage system shall be maintained in good working order and free from leaks and defects and all water pipes and appurtenances thereto shall be protected from freezing.
2. Plumbing systems on a property shall be provided, installed and maintained:
 - a) in compliance with the respective requirements of any applicable Act or Bylaw;
 - b) in good working order and good repair; and
 - c) in a safe condition.

3. All plumbing fixtures shall be connected to the sewage system through water seal traps.

4.12 WATER SUPPLY

1. Every dwelling and every building to which water is available under pressure through piping shall be provided with:
 - (a) adequate supply of hot water with a temperature range from 60 to 73.8 Celsius or 140 to 165 degrees Fahrenheit shall be provided and maintained in all dwelling units; and
 - (b) piping for hot and cold water connected to every kitchen fixture, every washbasin, bathtub, shower, sink and laundry area; and
 - (c) piping for cold water connected to every toilet and hose bib.

4.13 SEWAGE SYSTEM

1. Every plumbing fixture in every building shall discharge the water, liquids or sewage into drainage piping, which shall be connected to a municipal sewage system, or a system approved by the authority having jurisdiction and in accordance with all applicable law.
2. Sewage or organic waste shall not be discharged to the surface of the ground, but into a sewage system where such system exists. Where a sewage system does not exist, sewage or organic waste shall be disposed of in a manner according to the Ontario Building Code.

PART 5 ADDITIONAL REQUIREMENTS FOR RESIDENTIAL OCCUPANCY

5.01 OCCUPANCY STANDARDS

1. A non-habitable room shall not be used as a habitable room.
2. No kitchen shall be used as a bedroom.
3. No basement or portion thereof shall be used as a dwelling unit, unless it meets the following requirements:
 - a) access to each habitable room shall be gained without passage through a furnace room, boiler room or storage room;
 - b) each habitable room shall comply with all the requirements for ingress, egress,
 - c) light, ventilation and ceiling height set out in this Bylaw;
 - d) floors and walls are constructed so as to be impervious to leakage of underground or surface run-off water.

5.02 TOILET AND BATHROOM FACILITIES

1. Every dwelling unit shall contain plumbing fixtures in good repair and in an operative condition, consisting of a minimum of one toilet, one sink, and one bathtub or shower.
2. All bathrooms and toilet rooms shall be located within and accessible from within the dwelling unit.
3. All bathrooms and toilet rooms shall be fully enclosed and maintained so as to provide privacy for the occupant.
4. No toilet or urinal shall be located within a bedroom or a room that is used for the preparation, cooking, storing or consumption of food.

**PART 6
NON-RESIDENTIAL PROPERTY STANDARDS**

6.01 YARDS

1. Every owner, and every occupant in that part of non-residential property that is occupied or controlled by the occupant, shall maintain to the standards as described in Part 2 of this Bylaw and:
 - a. in a sanitary and safe condition, free from litter, refuse and waste 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;
 - b. free from objects conditions which are health, fire or safety hazards; and
2. The warehousing or storage of material or operative equipment that is required for the continuing operation of the industrial or commercial aspect of the property shall be maintained in a neat and orderly fashion so as not to create a fire or accident hazard or any unsightly condition and shall provide unrestrictive access for emergency vehicles. Where conditions are such that a neat and orderly fashion is achieved but is still offensive to view, the offensive area shall be suitably enclosed by a solid wall or a painted board or metal fence not less than 1.8 metres (6 ft.) in height and maintained in good repair.

6.02 GUARDRAILS

1. A guard shall be installed and maintained in good repair on the open side of any stairway or ramp containing three (3) or more risers including the landing or a height of 600 mm (24 inches) between adjacent levels. A handrail shall be installed and maintained in good repair in all stairwells. Guardrails shall be installed and maintained in good repair around all landings, porches, balconies. Guardrails, balustrades and handrails shall be constructed and maintained rigid in nature.

6.03 VENTILATION

1. All non-residential properties shall be adequately ventilated by natural or mechanical means and with regard to the operations carried on therein, to ensure that persons within the property are not exposed to conditions deleterious to their health or safety.
2. Ventilation shall be provided for every locker room, clothes drying room and room in which plumbing fixtures are installed, either by means of natural ventilation through openings directly to the outside air or by means of mechanical ventilation, which ventilation will ensure a complete change of air within the rooms at least once per hour.
3. Mechanical ventilating equipment and the supports shall be maintained in good repair and in safe mechanical condition.

6.04 LIGHTING

1. All non-residential establishments shall install and maintain sufficient windows, skylights, and lighting fixtures necessary for the safety of all persons attending the premises.

6.07 SALVAGE YARD

1. Salvage yards shall be effectively screened from public view.

**PART 7
VACANT – DEMOLISHED – DAMAGED BUILDINGS**

[All of Section 7 AMENDED BY BY-LAW 2021-128]

- 7.1 Definition applicable to Part 7 of this by-law:

1. "vacant building" means any Building pursuant to an Officer's discretion that is vacant or appears to be vacant, partially vacant, or unoccupied, or that, by reason of its unfinished or dilapidated condition, is open to the elements and in a state such that there is little to no control over unauthorized entry, it may pose a risk to the health, safety, or well-being of a person, or be a nuisance by reason of people gaining entry, but does not include:

(a) A dwelling unit occupied by the owner on a seasonal basis but otherwise maintained throughout the year and is not in a dilapidated condition, open to the elements and in a state such that there is little to no control over unauthorized entry;

(b) A new construction until the stage of being weather tight;

(c) A Building, except a dwelling unit, on Property used as a farm; or,

(d) A Building that is owned by the City.

2. "Vacant land" means any property within the City of Sault Ste Marie without any dwelling or accessory building whatsoever.

7.2 BUILDING DAMAGED BY FIRE OR OTHER:

1. Where a vacant building or building is damaged by fire, an explosion, or any other means and is boarded or required to be boarded, the owner shall:

(a) use boarding materials with at least 12.7 mm (0.5 inch) weatherproof sheet plywood securely fastened to the building and painted a color compatible with the surrounding walls;

(b) boarding materials shall be installed to exclude rain and wind from entering the building and to secure the building from unauthorized entry, and shall be installed within the reveal of the opening frame or cladding, where feasible; and

(c) damaged or partially burned material shall be removed from the premises, except that such material may be temporarily stored within the barricaded damaged building or structure, provided that such storage does not exceed ninety (90) days from the date of any order or notice issued.

2. Fire damaged buildings, or portions thereof, shall be repaired to their original condition or shall be demolished accordingly within 90 days from the date order or notice issued.

7.3 DEMOLISH BUILDING:

1. Where a building, accessory building, fence or other structure is demolished and removed of all containments, the property shall be cleared of all rubbish, waste, refuse, masonry, lumber, wood, and other materials and left in a graded, and leveled condition. If directed by any officer to do so, four (4) inches of top soil and grass seed shall be added to the officer's satisfaction.

2. Where a building, accessory building, fence or other structure is being demolished, every precaution shall be taken to protect the adjoining property and members of the public. The precautions to be taken include the erection of fences, barricades, covered walkways for pedestrians and any other means of protection necessary for the protection of the adjoining property and members of the public.

3. All demolitions shall adhere to any applicable legislation.

7.4 OWNERS OF VACANT LAND OR VACANT BUILDING(S) RESPONSIBILITY

1. Every owner of vacant land as defined within this by-law shall ensure that the vacant land is maintained to the standards as described in Part 2, of this Bylaw.

2. Every owner of a vacant building as defined within this by-law or provided notice of being a vacant building by an Officer shall:

- (a) ensure that the vacant building is secured against unauthorized entry;
- (b) maintain appropriate liability insurance on the vacant building in an amount no lesser than \$2 million dollars;
- (c) provide inspection/monitoring of the vacant building no less than on a monthly basis by a person or company familiar and qualified with matters pertaining to this By-law and keep all records of the same to be available upon demand by an Officer; and,
- (d) protect the vacant building against the risk of fire, accident or other danger.
- (e) ensure that all utilities serving the building are properly disconnected, terminated, or capped, unless such utilities are deemed necessary by the Officer for the health, safety, well-being of a person, or security of the vacant building, or unless such utilities are otherwise required by law to remain connected.
- (f) should previously boarded or secured areas of a building become unsecured, re-secure such openings using materials and fasteners of greater strength, installed in such a manner to deter their destruction or removal; and,
- (g) if a vacant building is so designated pursuant to the Ontario Heritage Act, bring the inclusion or heritage designation to the Officer's attention, to ensure compliance with all other laws or By-laws respecting the property.

7.5 OFFICERS REMEDIAL MEANS:

1. Notwithstanding the ability to write an Order to Remedy pursuant to section 15.2 of the Building Code for any infraction under this by-law against a vacant building, where an Officer reasonably believes that a vacant building poses a risk to the health, safety, or well-being of a person, is the cause of a nuisance, or is not of safe condition, the Officer may, in writing, require the owner of a vacant building to do any one or more of the following, within the timeframe specified by the Officer:

- (a) provide the Building Division with a copy of a site location plan and floor plans of each storey of the vacant building, all drawn to scale and labeled to the satisfaction of the Chief Building Official or their designate;
- (b) provide the Building Division with a copy of a report from a qualified person or, if deemed necessary by the Officer, from a Professional Engineer registered in Ontario, concerning the structural sufficiency of the vacant building, or concerning any matter related to the vacant building;
- (c) provide the Building Division with a copy of the certificate of the insurance required in subsection 7.4 (2) (b) of this by-law;
- (d) ensure that all combustible materials within a vacant building are removed to reduce any potential fire load, to the satisfaction of the City's Fire Chief or their designate;
- (e) install security measures or devices to the satisfaction of the Officer, and such measures may include boarding of doors, windows, or other openings in accordance with subsection 7.2 (1) (a) of this by-law;
- (f) maintain and provide the Building Division with a copy of a written record/log of any such inspections required in subsection 7.4 (2) (c) of this by-law, including the date and time of the inspection, and the contact information for the person performing the inspection; and
- (g) do any work or repairs which, in the opinion of the Officer and provided in a written notice to the owner, are necessary to secure a vacant building from unauthorized entry or protect a vacant building against the risk of fire, accident or other danger.

2. Every owner of a vacant building shall comply with the written requirements of the Officer's notice in subsection 7.5 (1) of this by-law, within the timeframe specified.

3. A written notice shall specify:

- (a) the municipal address of the vacant building;
- (b) the contravention of the By-law, and its location;
- (c) the date of the inspection;
- (d) the work ordered to be completed; and
- (e) the date by which the work must be done.

4. Where an Officer, in his or her sole discretion, determines that measures taken pursuant to a notice or Order to Comply are insufficient, subsequent notices or Orders to Comply may be issued requiring additional measures to be taken by the owner.

5. Where the security measures of a vacant building are frequently breached, in spite of repeated attempts to re-secure, the Officer may elect to order:

- (a) that the building shall be demolished;
- (b) full time security personnel shall be provided on-site by the owner and at the owners sole expense, or,
- (c) that construction wire fencing be erected around the entire building in a manner as to prevent any access to the vacant building.

6. Where a vacant building is unsecure from unauthorized entry to the extent that it cannot, in the opinion of an Officer, be secured by boarding, fencing, or other means of repair, the building shall be demolished.

7. Where, in the opinion of the Officer, allowing a vacant building to remain unsecured for even a short period of time presents a safety risk, the City may cause the building to be secured against unauthorized entry and no prior notice or order to the owner shall be required. Notice of the action taken in these circumstances shall be posted at the subject property or hand delivered to the owner in a reasonable time thereafter.

7.6 COST RECOVERY

1. Where the City does or causes work to be done on a vacant building or a building damaged by fire, an explosion, or any other means to comply with Part 7 of this By-law, with or without notice, such work shall be done at the expense of the owner and shall be collected by the City in the same manner as property taxes by being added to the tax roll of any local property within the municipality owned by the owner or taking action to collect.

7.7 FEES

1. Where a vacant building is not in compliance with this By-law and requires an Officer to inspect the property to enforce compliance, an "inspection fee" shall be determined by the Officer after every inspection in accordance with Schedule "E" and the City of Sault Ste. Marie User Fee By-law and submitted to the owner.

2. Every owner shall pay the fees determined in subsection 7.7 (1) of this by-law, which become due and payable upon an Officer submitting a written request to an owner of the inspection amount per the City of Sault Ste. Marie User Fee By-law. If not paid forthwith, the City may add the cost to the tax roll of any local property within the municipality owned by the person in default and collect the amount in the same manner as property taxes.

PART 8 ADMINISTRATION AND ENFORCEMENT

[All of Section 8 AMENDED BY BY-LAW 2021-128]

8.0 ENFORCEMENT

1. This By-law shall be administered and enforced by an Officer who is hereby authorized to enforce the provisions of this By-law.
2. No person shall obstruct or hinder, or attempt to obstruct or hinder, an Officer, in the exercise of a power or the performance of a duty under this By-law.
3. No person shall refuse to produce any documents or things required by an Officer under this By-law, and every person shall assist any entry, inspection, examination, or inquiry by an Officer.
4. No person shall knowingly furnish false information to the City or an Officer with respect to this By-law.

8.1 OFFICERS RIGHT OF ACCESS

1. An Officer may enter upon and within, and inspect any land, property, building or structure at any time to determine if any section of this by-law is complied with, or to determine if any direction, notice or order issued pursuant to this By-law or the Municipal Act, 2001 as amended or any court has been complied with, or to perform any remedial work authorized by this By-law.
2. Notwithstanding subsection 8.1 (1), the Officer shall not enter or remain in any room or place actually used as a dwelling unless the provisions of Section 437 of the Municipal Act, 2001, as amended are complied with.
3. The Officer shall have inspection powers described in Section 436 of the Municipal Act, 2001, as amended.

8.2 ORDERS - NOTICE - NON-COMPLIANCE

1. Where an owner is in contravention of any provision of this By-law, an Officer, in addition to any other action, may send a notice, in the form of a letter or email, to the owner, describing the contravention.
2. Any notice or direction given under this By-law shall be deemed good and sufficient service if:
 - (a) personally delivered to the person to whom it is directed,
 - (b) provided by a previously established electronic means of communication
 - (c) mailed by ordinary or registered mail, and delivery to the mailing address of the owner of the property, according to the last revised Assessment Roll of the property which does not comply with this By-law, or
 - (d) by being posted on the subject property.
3. Where any person fails to comply with an order issued pursuant to section 15.2 of the Building Code, the municipality may cause the required work to be done at the cost of the person. The cost of such work may be recovered by action or by adding the costs to the tax roll of the subject property and collecting them in the same manner as property taxes.

8.3 PENALTY

1. Any person or owner who fails to comply with an order, notice, direction, or other requirement under this By-law, or contravenes this By-law is guilty of an offence and is liable upon conviction to a penalty recoverable under the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
2. A director or officer of a corporation who knowingly concurs in the contravention of this By-law by the corporation is guilty of an offence and is liable upon conviction to a

penalty recoverable under the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.

3. A person who is convicted of a continuing offence under this By-law is liable to a fine of not more than \$5,000 for each day or part of a day that the offence continues.

4. An owner who fails to comply with an order that is final and binding under this Bylaw is guilty of an offence under Section 36(1) of the Building Code Act, S.O. 1992, c.23, and is liable to a penalty or penalties as set out in Section 36 of that Act, as amended.

8.4 COLLECTION OF UNPAID FINES

1. Where a fine is in default, the City may proceed with civil enforcement against the person upon whom the fine has been imposed, pursuant to the Provincial Offences Act, R.S.O. 1990, c.P.3.

2. The City may make a request to the Treasurer of the City to add any part of a fine that is in default to the tax roll for any property in the local municipality for which all of the owners are responsible for paying the fine, and collect it in the same manner as municipal taxes.

8.5 CONTINUATION, REPETITION PROHIBITED BY ORDER

1. The Court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted, and such order shall be in addition to any other penalty imposed on the person convicted.

PART 9 GENERAL PROVISIONS

[Section 9 ENACTED BY BY-LAW 2021-128]

9.1 Application - This Bylaw shall apply to all property within the limits of the municipality.

9.2 Measurements - The imperial measurements contained in this Bylaw are given for reference only.

9.3 Conflicting legislation - Where a provision of this by-law conflicts with the provisions of another by-law, Act Regulation in force within the municipality, the provision, which establishes the higher standards to protect the health, safety and welfare of the occupants and the general public, shall prevail.

9.4 Legislation - Nothing in this bylaw shall be deemed to grant relief from the requirements of the *Building Code Act*, 1992, the *Building Code*, the *Fire Protection and Prevention Act*, 1997, or the *Fire Code*. Nor shall this by-law be viewed as limiting the Officer's election to proceed under any of the said legislation wherein they have reasonable grounds that a violation exists.

9.5 Severability - It is hereby declared that each and every of the foregoing provisions of this by-law is severable and that, if any provisions of this by-law should, for any reason, be declared invalid by any Court, it is the intention and desire of this Council that each and every of the then remaining provisions hereof shall remain in full force and effect.

9.6 Validity - If any provision or article of this Bylaw is for any reason found to be invalid by a court of competent jurisdiction, the provision or article found to be invalid shall be severed from the Chapter and the remaining provisions or article shall remain in effect until repealed.

SCHEDULE 'A'
Schedule 'A' - Service use and activity charges

Service or Activity Fee

Appeal Property Standards Order.

Where the order is not entirely quashed on appeal, for each order issued pursuant to this Chapter in respect of any property

Fee

Inspections where owner fails to comply with an Order.

Owner who failed to comply with a confirmed Order shall pay the fee for each inspection to determine if contraventions of this By-law observed on an initial inspection have been corrected where the contraventions have not been remedied by the time provided for in the said Order.

Fee for each additional inspection

Order has been registered and required discharged.

Where a property standards order has been registered, an owner or occupant may apply for an inspection of the property in respect of the order and shall pay a fee at the time of application; this fee includes the registration of a discharge where compliance with the order is found.

Fee

City undertakes to complete the work.

Where the City undertakes to complete the work 100% of the required to comply with any final order, for cost of the all work performed necessary work, plus a further administrative fee of an additional

Fee

Certificate of Compliance.

Where after inspecting a property, an officer, may, or on the request of the owner, issue the owner a certificate of compliance

Fee

[All fees amended by By-law 2021-128]

Corporation of the Municipality of [Name of Municipality]

NOTICE OF VIOLATION

(Discretionary)

*Owner's Name and
Address*

Date

Dear Sir/ Madam

RE: Description and Location of Property in Violation

Be advised that on (Date of Inspection) an inspection of your property, as noted above, revealed certain violations of the Municipality's Property Standards Bylaw No. _____

Schedule "A" attached hereto, sets out the work required to remedy such violation and to bring the property into compliance with the Bylaw.

Be advised that Bylaw No. _____ gives the municipality the authority to issue an **ORDER TO COMPLY** pursuant to Section 15.2-(2), *Ontario Building Code Act, S.O. 1992, c.23*.

It is desired that you will comply with this informal notice that the aforementioned procedural step will not be necessary.

A re-inspection of this property will take place on or about 14 day (Date) to ascertain compliance.

Should you require further information pertaining to this matter please do not hesitate to contact the undersigned during normal business hours.

Property Standards Officer
Telephone Number

Corporation of the Municipality of [Name of Municipality]

ORDER

Pursuant to Section 15.2 of the Ontario Building Code Act, S.O.
1997, c.23

Owner's Name and
Address

Date

Dear Sir/ Madam

RE: Description and Location of Property in Violation

BE ADVISED that on (Date of Inspection) an inspection of your property, as noted above, revealed certain violations of the Municipality's Property Standards Bylaw No.

The violation(s) are set out in **Schedule "A"**, attached hereto, and forms part of this **ORDER**

IT IS HEREBY ORDERED THAT the violation(s) as set out in **Schedule "A"** be remedied and the property brought into a condition of compliance with the prescribed standards as set out in the Property Standards Bylaw No. _____ on or before:
Date

TAKE NOTICE that if such violation(s) are not remedied within the time specified in this order, the municipality may commence legal action and/or correct such violations at the expense of the owner.

APPEAL TO PROPERTY STANDARDS COMMITTEE

If an owner or occupant upon whom an order has been served is not satisfied with the terms or conditions of the order the owner or occupant appeal may to the Property Standards Appeals 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, and, in the event that no appeal is taken, the order shall be deemed to be final and binding..

FINAL DATE FOR APPEAL: **Date** _____

Property Standards Officer
Telephone Number

**NOTICE OF APPEAL
TO PROPERTY STANDARDS COMMITTEE
Pursuant to Section 15.1 of the Ontario Building Code Act**

*To the Secretary
Property Standards Appeal Committee
Corporation of the Municipality of [Name of
Municipality]
formal address*

Date

**RE: Order to Remedy Violation of Standards of
Maintenance and Occupancy at:**

Description and Location of Property in Violation

TAKE NOTICE of the appeal of the undersigned to the Property Standards Appeal Committee because of dissatisfaction with the above referenced order to remedy violation of standards of maintenance and occupancy served upon the undersigned on

Name (Owner or Agent)

Address:

Telephone Number:

APPEAL TO PROPERTY STANDARDS COMMITTEE

If an owner or occupant upon whom an order has been served is not satisfied with the terms or conditions of the order the owner or occupant appeal may to the Property Standards Appeals 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, and, in the event that no appeal is taken, the order shall be deemed to be final and binding.

Ontario Building Code Act, S.O. 1992, Chapter 23, Section 15.3(1)

Signature of Owner or Authorized Agent

BY-LAW 94-54 REPEALED

By-law 94-54 is hereby repealed.

EFFECTIVE DATE

This By-law shall be effective on the final day of its passing.

PASSED in open Council this 9th day of January, 2012.

“Debbie Amaroso”
MAYOR – DEBBIE AMAROSO

“Malcolm White”
CITY CLERK – MALCOLM WHITE