

# The Corporation of the Town of Minto

## By-Law 02-55

### Being a by-law to prescribe standards for the maintenance and occupancy of buildings and property.

**Whereas** under Section 15.1(3) of the *Building Code Act, S.O. 1992, c.23*, a by-law may be passed by the Council of a municipality prescribing the standards for the maintenance and occupancy of property within the municipality;

**And whereas** the Official Plan for the Town of Minto includes provisions relating to property conditions;

**And whereas** the Council of the Town of Minto is desirous of passing a by-law 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 by-law 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;

**Now therefore** the Council of the Town of Minto hereby enacts the following:

### Part 1

#### Definitions

In this by-law:

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. "Apartment Building" means a building containing more than four dwelling units with individual access from an internal corridor system.
3. "Approved," means acceptance by the Property Standards Officer.
4. "Basement" means that space of a building that is partly below grade, which has half or more of its height, measured from floor to ceiling above the average exterior finished grade.
5. "Cellar" means that space of a building that is partly or entirely below grade, which has more than half of its height, measured from floor to ceiling below the average exterior finished grade.
6. "Dwelling" means a building or structure or part of a building or structure, occupied or capable of being occupied, in whole or in part for the purpose of human habitation.
7. "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.
8. "First Storey" means that part of a building having a floor area closest to grade with a

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ceiling height of more than 1.8 metres (*6 ft.*) above grade.

9. "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.
10. "Habitable Room" means any room in a dwelling unit used for or capable of being used for living, cooking, sleeping or eating purposes.
11. "Means of Egress" means a continuous, unobstructed path of travel provided by a doorway, hallway, corridor, exterior passage way, balcony, lobby, stair, ramp, or other exit facility used for the escape of persons from any point within a building, a floor area, a room, or a contained open space to a public thoroughfare or an approved area of refuge usually located outside the building.
12. "Multiple Dwelling" means a building containing three or more dwelling units.
13. "Non-Habitable Room" means any room in a dwelling or dwelling unit other than a habitable room and includes a bathroom, a toilet room, laundry, pantry, lobby, corridor, stairway, closet, boiler room, or other space for service and maintenance of the dwelling for public use and for access to and vertical travel between storeys, and basement or part thereof which does not comply with the standards of fitness for occupancy set out in this By-Law.
14. "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.
15. "Person" means an individual, firm, corporation, association or partnership.
16. "Residential Property" means any property that is used or designed for use as a domestic establishment in which one or more persons usually sleep and prepare and serve meals and includes any lands or buildings that are appurtenant to such establishment and all stairways, walkways, driveways, parking spaces and fences associated with the dwelling or its yard.
17. "Standards" means the standards of the physical condition and of occupancy prescribed for property by this By-Law.
18. "Toilet Room" means a room containing a water closet and a wash basin.
19. "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.

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**Part 2**

**General Standards for all Property**

1. 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. All new construction or repairs shall conform to the Ontario Building Code, Ontario Fire Code and the *Fire Prevention and Protection Act* where applicable.

**Yards**

2. Every yard, including vacant lots shall be kept clean and free from:
  - a. rubbish or debris and objects or conditions that may create a health, fire, or accident hazard;
  - b. wrecked, dismantled, discarded or abandoned machinery, vehicles, trailers or boats unless it is necessary for the operation of a business enterprise lawfully situated on the property;
  - c. long grass, brush, undergrowth and noxious weeds as defined by the *Weed Control Act*;
  - d. dilapidated, collapsed or partially constructed structures which are not currently under construction;
  - e. injurious insects, termites, rodents, vermin or other pests; and
  - f. dead, decayed or damaged trees or other natural growth.

**Surface Conditions**

3. Surface conditions of yards shall be maintained so as to:
  - a. prevent ponding of storm water;
  - b. prevent instability or erosion of soil;
  - c. prevent surface water run-off from entering basements;
  - d. not exhibit an unsightly appearance;
  - e. be kept free of garbage and refuse;
  - f. be kept free of deep ruts and holes;
  - g. provide for safe passage under normal use and weather conditions, day or night; and
  - h. not to create a nuisance to other property.

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### **Sewage and Drainage**

4. Sewage shall be discharged into the sewage system.
5. Sewage of any kind shall not be discharged onto the surface of the ground, whether into a natural or artificial surface drainage system or otherwise.
6. Roof drainage shall not be discharged onto sidewalks, stairs, or adjacent property.

### **Parking Areas, Walks and Driveways**

7. All areas used for vehicular traffic and parking shall have a surface covering of asphalt, concrete, or compacted stone or gravel and shall be kept in good repair free of dirt and litter.
8. Steps, walks, driveways, parking spaces and other similar areas shall be maintained to afford safe passage under normal use and weather conditions day or night.

### **Accessory Buildings, Fences and Other Structures**

9. Accessory buildings, fences and other structures appurtenant to the property shall be maintained in structurally sound condition and in good repair.
10. Accessory buildings, fences and other structures shall be protected from deterioration by the application of appropriate weather resistant materials including paint or other suitable preservative and shall be of uniform colour unless the aesthetic characteristics of said structure are enhanced by the lack of such material.

### **Garbage Disposal**

11. Every building, dwelling, and dwelling unit shall be provided with a sufficient number of suitable receptacles to contain all garbage, refuse and ashes that may accumulate on the property between the regularly designated collection days. Such receptacles shall be constructed of watertight material, provided with a tight fitting cover, and shall be maintained in a clean and odour free condition at all times.
12. All garbage, refuse and ashes shall be promptly placed in a suitable container and made available for removal in accordance with the municipal garbage collection by-law where applicable.
13. Garbage storage areas shall be screened from public view.

### **Compost Heaps**

14. The occupant of a residential property may provide for a compost heap in accordance with the health regulations, provided that the compost pile is no larger than one square metre and 1.8 metres in height and is enclosed on all sides by concrete block, or lumber, or in a forty-five gallon container, a metal frame building with a concrete floor, or a commercial plastic enclosed container designed for composting.

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## Part 3

### Residential Standards

#### General Conditions

1. Every tenant, or occupant or lessee of a residential property shall maintain the property or part thereof and the land which they occupy or control, in a clean, sanitary and safe condition and shall dispose of garbage and debris on a regular basis, in accordance with municipal by-laws.
2. Every tenant, or occupant or lessee of a residential property shall maintain every floor, wall, ceiling and fixture, under their control, including hallways, entrances, laundry rooms, utility rooms, and other common areas, in a clean, sanitary and safe condition.
3. Accumulations or storage of garbage, refuse, appliances, or furniture in a means of egress shall not be permitted.

#### Pest Prevention

4. Dwellings shall be kept free of rodents, vermin and insects at all times. Methods used for exterminating such pests shall be in accordance with the provisions of the Pesticides Act.
5. Openings, including windows, that might permit the entry of rodents, insects, vermin or other pests shall be appropriately screened or sealed.

#### Structural Soundness

6. Every part of a dwelling shall be maintained in a structurally sound condition so as to be capable of safely sustaining its own weight load and any additional load to which it may be subjected through normal use, having a level of safety as required by the Ontario Building Code.
7. Walls, roofs, and other exterior parts of a building shall be free from loose or improperly secured objects or materials.

#### Foundations

8. Foundation walls of a dwelling shall be maintained to prevent the entrance of insects, rodents and excessive moisture. Maintenance includes the shoring of the walls to prevent settling, installing sub soil drains, where necessary, at the footings, grouting masonry cracks, dampproofing and waterproofing walls, joints and floors.
9. Every dwelling, except for slab on grade construction, shall be supported by foundation walls or piers that extend below the frost line, or to solid rock.

#### Exterior Walls

10. Exterior walls of a dwelling and their components, including soffits and fascia shall be maintained in good repair free from cracked, broken or loose masonry units, stucco

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and other defective cladding or trim. Paint or some other suitable preservative or coating must be applied and maintained to prevent deterioration due to weather conditions, insects or other damage.

11. Exterior walls of a dwelling and their components shall be free of unauthorized signs, painted slogans, graffiti and similar defacements.

## Windows and Doors

12. Windows, doors, skylights and basement or cellar hatchways shall be maintained in good repair, weather tight and reasonably draught-free, to prevent heat loss and infiltration by the elements. Maintenance includes painting, replacing damaged doors, frames and other components, window frames, sashes and casings, replacement of non-serviceable hardware and reglazing where necessary. Where screening is provided on windows and doors, it shall also be maintained in good repair.
13. In a dwelling unit, all windows that are intended to be opened and all exterior doors shall have suitable hardware to allow locking or otherwise securing from inside the dwelling unit. At least one entrance door to a dwelling unit shall have suitable hardware to permit locking or securing from either inside or outside the dwelling unit.
14. Solid core doors shall be provided for all entrances to dwellings and dwelling units.
15. In residential buildings where there is a voice communication unit working in conjunction with a security locking and release system controlling a particular entrance door and installed between individual dwelling units and a secured entrance area, the said system shall be maintained in good working order at all times.
16. Every window in a leased dwelling unit that is located above the first storey of a multiple dwelling shall be equipped with an approved safety device that would prevent any part of the window from opening greater than would permit the passage of a 100 mm diameter (3.9 inches) sphere. Such safety device shall not prevent the window from being fully opened during an emergency by an adult without the use of tools.

## Roofs

17. Roofs of dwellings and their components shall be maintained in a weather tight condition, free from loose or unsecured objects or materials.
18. The roofs of dwellings and accessory buildings shall be kept clear of accumulations of ice or snow or both.
19. Where eavestroughing and roof gutters are provided they shall be kept in good repair, free from obstructions and properly secured to the building.

## Walls, Ceilings and Floors

20. Every wall, ceiling and floor in a dwelling shall be maintained to provide a continuous surface free of holes, cracks, loose coverings or other defects. Walls surrounding showers and bathtubs shall be impervious to water.

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21. Every floor in a dwelling shall be reasonably smooth and level and maintained so as to be free of all loose, warped, protruding, broken, or rotted boards or other material that might cause an accident or allow the entrance of rodents and other vermin or insects.
22. Every floor in a bathroom, toilet room, kitchen, shower room and laundry room shall be maintained to be impervious to water and readily cleaned.

## **Stairs, Porches and Balconies**

23. Inside and outside stairs, porches, balconies and landings shall be maintained to be free of holes, cracks and other defects that may constitute accident hazards. Existing stair treads or risers that show excessive wear or are broken, warped or loose and any supporting structural members that are rotted or deteriorated shall be repaired or replaced.

## **Guardrails**

24. 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") 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 and balconies. Guardrails, balustrades and handrails shall be constructed and maintained rigid in nature.

## **Kitchens**

25. Every dwelling shall contain a kitchen area equipped with:
  - a. a sink that is served with hot and cold running water and is surrounded by surfaces impervious to grease and water;
  - b. suitable storage area of not less than 0.23 cubic metres (8 cubic feet);
  - c. a counter or work area at least 610 mm (2 ft) in width by 1,220 mm (4 ft) in length, exclusive of the sink, and covered with a material that is impervious to moisture and grease and is easily clearable; and
  - d. a space provided for cooking and refrigeration appliances including the suitable electrical or gas connections.

## **Toilet and Bathroom Facilities**

26. Every dwelling unit shall contain a bathroom consisting of at least one fully operational water closet, washbasin and a bathtub or suitable shower unit. Every washbasin and bathtub or shower shall have an adequate supply of hot and cold running water. Every water closet shall have a suitable supply of running water.
27. Every required bathroom or toilet room shall be accessible from within the dwelling unit and shall be fully enclosed and provided with a door capable of being locked so as to allow privacy for the persons using said room.

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28. Where toilet or bathroom facilities are shared by occupants of residential accommodation, other than self-contained dwelling units, an appropriate entrance shall be provided from a common passageway, hallway, corridor or other common space to the room or rooms containing the said facilities.

**Plumbing**

29. Each washbasin, bathtub or shower, and one kitchen sink shall be equipped with an adequate supply of hot and cold running water. Hot water shall be supplied at a temperature of not less than 43 degrees Celsius (*110° F*).

30. Every dwelling unit shall be provided with an adequate supply of potable running water from a source approved by the Medical Officer of Health.

31. All plumbing, including drains, water supply pipes, water closets and other plumbing fixtures shall be maintained in good working condition free of leaks and defects and all water pipes and appurtenances thereto shall be protected from freezing.

32. All plumbing fixtures shall be connected to the sewerage system through water seal traps.

33. Every fixture shall be of such materials, construction and design as will ensure that the exposed surface of all parts are hard, smooth, impervious to hot and cold water readily accessible for cleansing and free from blemishes, cracks, stains or other defects that may harbour germs or impede thorough cleansing.

**Electrical Service**

34. Every dwelling and dwelling unit shall be wired for electricity and shall be connected to an approved electrical supply system.

35. The electrical wiring, fixtures, switches, receptacles and appliances located or used in dwellings, dwelling units and accessory buildings shall be installed and maintained in good working order so as not to cause fire or electrical shock hazards. All electrical services shall conform to the regulations established by the *Power Corporations Act*, as amended.

36. Every habitable room in a dwelling shall have at least one electrical duplex outlet for each 11.1 square metres (*120 sq. ft.*) of floor space and for each additional 9.3 square metres (*100 sq. ft.*) of floor area, a second duplex outlet shall be provided. Extension cords shall not be used on a permanent basis.

37. Every bathroom, toilet room, kitchen, laundry room, furnace room, basement, cellar and non-habitable work or storage room shall be provided with a permanent light fixture.

38. Lighting fixtures and appliances installed throughout a dwelling unit, including hallways, stairways, corridors, passageways, garages and basements, shall provide sufficient illumination to avoid health or accident hazards in normal use.

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## **Heating, Heating Systems, Chimneys and Vents**

39. Every dwelling and building containing a residential dwelling unit or units shall be provided with suitable heating facilities capable of maintaining an indoor ambient temperature of 21 degrees Celsius (*70° F.*) in the occupied dwelling units. The heating system shall be maintained in good working condition to be capable of safely heating the individual dwelling unit to the required standard.
40. All fuel burning appliances, equipment and accessories in a dwelling shall be installed and maintained to the standards provided by the *Energy Act*, as amended or other applicable legislation.
41. Where a heating system or part thereof that requires solid or liquid fuel to operate, a place or receptacle for such fuel shall be provided and maintained in a safe condition and in a convenient location so as to be free from fire or accident hazard.
42. Every dwelling shall be so constructed or otherwise separated to prevent the passage of smoke, fumes and gases from that part of the dwelling which is not used, designed or intended to be used for human habitation into other parts of the dwelling used for habitation. Such separations shall conform to the Ontario Building Code.
43. All fuel burning appliances, equipment and accessories in a dwelling shall be properly vented to the outside air by means of a smoke-pipe, vent pipe, chimney flue or other approved method.
44. Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good repair so as to prevent the escape of smoke, fumes or gases from entering a dwelling unit. Maintenance includes the removal of all obstructions, sealing open joints and the repair of loose or broken masonry units.
45. Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good condition to prevent the heating of adjacent combustible material or structural members to unsafe temperatures.

## **Fires Escapes, Alarms and Detectors**

46. A listed fire alarm and a fire detection system approved by the Canadian Standards Association or Underwriters Laboratories of Canada shall be provided by the owners of buildings of residential occupancies where sleeping accommodations are provided for more than ten (*10*) persons, except that such systems need not be provided where a public corridor or exit serves not more than four (*4*) dwelling units or individual leased sleeping rooms.
47. In addition to the provisions of Article 3.46 hereof, in every dwelling unit in a building, a listed smoke alarm, approved by the Canadian Standards Association or Underwriters Laboratories of Canada, or detectors of the single station alarm type, audible within bedrooms when intervening doors are closed, shall be installed by the occupant between bedrooms or the sleeping area and the remainder of the dwelling unit, such as in a hallway or corridor serving such bedrooms or sleeping area. The products of combustion detector referred shall be:

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- a. equipped with visual or audio indication that they are in operating condition;
- b. mounted on the ceiling or on a wall between 152.4 and 304.8 mm (*6 to 12 inches*) below the ceiling.

48. Buildings using a fire escape as a secondary means of egress shall have the escape in good condition, free from obstructions and easily reached through an operable window or door.

## Egress

49. Every dwelling and each dwelling unit contained therein shall have a safe, continuous and unobstructed passage from the interior of the dwelling and the dwelling unit to the outside at street or grade level.

50. Each dwelling containing more than one dwelling unit shall have at least two (2) exits, both of which may be common or the one of which may be common and the other may be an exterior stair or fire escape. Access to the stairs or fire escape shall be from corridors through doors at floor level, except access from a dwelling unit may be through a vertically mounted casement window having an unobstructed opening of not less than 1,067 by 559 mm, (*42 x 22 inches*) with a sill height of not more than 914 mm (*36 inches*), above the inside floor. A single exit is permitted from a dwelling unit where the path of egress is through an exterior door located at or near ground level and access to such exit is **not** through a room **under** the immediate control of the occupants of the dwelling unit.

## Natural Lights

51. Every habitable room except a kitchen, bathroom or toilet room shall have a window or windows, skylights or translucent panels facing directly or indirectly to an outside space and admits as much natural light equal to not less than ten percent of the floor area for living and dining rooms and five percent of the floor area for bedrooms and other finished rooms.

## Ventilation

52. Every habitable room in a dwelling unit, including kitchens, bathroom or toilet rooms, shall have openings for ventilation providing an unobstructed free flow of air of at least 0.28 square metres (*3 sq. ft*), or an approved system of mechanical ventilation such that provide hourly air exchanges.

53. All systems of mechanical ventilation shall be maintained in good working order.

54. All enclosed areas including basements, cellars, crawl spaces and attics or roof spaces shall be adequately ventilated.

## Elevating Devices

55. Elevators and other elevating devices including all mechanical and electrical equipment, lighting fixtures, lamps, control buttons, floor indicators, ventilation fans and emergency communication systems shall be operational and maintained in good condition.

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## **Disconnected Utilities**

56. Owners of residential buildings or any person or persons acting on behalf of such owner shall not disconnect or cause to be disconnected any service or utility supplying heat, electricity, gas, refrigeration or water to any residential unit or building occupied by a tenant or lessee except for such reasonable period of time as may be necessary for the purpose of repairing, replacing or otherwise altering said service or utility.

## **Occupancy Standards**

57. The number of occupants residing on a permanent basis in an individual dwelling unit shall not exceed one person for every nine square metres (*97 sq. ft.*), of habitable floor area. For the purpose of computing habitable floor area any area with the minimum ceiling height less than 2.1 metres (*7 ft.*) shall not be considered.

58. No room shall be used for sleeping purposes unless it has a minimum width of two metres (6.6 ft.), and a floor area of at least seven square metres (*75 sq. ft.*). A room used for sleeping purposes by two or more persons shall have a floor area of at least four square metres (*43 sq. ft.*) per person.

59. Any basement, or portion thereof, used as a dwelling unit shall conform to the following requirements:

- a. each habitable room shall comply with all the requirements set out in this By-Law;
- b. floors and walls shall be constructed so as to be damp proof and impervious to water leakage;
- c. each habitable room shall be separated from service rooms by a suitable fire separation and approved under the Ontario Building Code;
- d. access to each habitable room shall be gained without passage through a service room.

## **Part 4**

### **Vacant Lands and Buildings**

1. 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. All new construction or repairs shall conform to the Ontario Building Code where applicable.

### **Vacant Lands**

2. Vacant land shall be maintained to the standards as described in Part 2, Section 2 of this By-Law.
3. Vacant land shall be graded, filled or otherwise drained to prevent recurrent ponding of water.

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## Vacant Buildings

4. Vacant buildings shall be kept cleared of all garbage, rubbish and debris and shall have all water, electrical and gas services turned off except for those services that are required for the security and maintenance of the property.
5. The owner or agent of a vacant building shall board up the building to the satisfaction of the Property Standards Officer by covering all openings through which entry may be obtained with at least 12.7 mm (*0.5 inch*) weatherproof sheet plywood securely fastened to the building and painted a colour compatible with the surrounding walls.

## Part 5

### Non Residential Property Standards

1. 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. All new construction or repairs shall conform to the Ontario Building Code where applicable.

### Yards

2. The yards of non-residential property shall be maintained to the standards as described in Part II, Article 2.02 of this By-Law.
3. 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 unobstructive 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.

### Parking Areas and Driveways

4. All areas used for vehicular traffic and parking shall have a surface covering of asphalt, concrete, or compacted stone or gravel and shall be kept in good repair free of dirt and litter. Notwithstanding the foregoing, non-residential properties that abut residential properties, all areas used for vehicular traffic and parking shall have a surface covering of asphalt, or similar hard surface.
5. All areas used for vehicular traffic, parking spaces and other similar areas shall be maintained to afford safe passage under normal use and weather conditions.

### Structural Soundness

6. Every part of a building structure shall be maintained in a sound condition so as to be capable of safely sustaining its own weight load and any additional load to which it may be subjected through normal use, having a level of safety required by the Ontario Building Code. Structural members or materials that have been damaged or indicate evidence of deterioration shall be repaired or replaced.

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7. Walls, roofs, and other exterior parts of a building or structure shall be free from loose or improperly secured objects or materials

### Exterior Walls

8. Exterior walls of a building or a structure and their components, including soffits, fascia, windows and doors shall be maintained in good repair free from cracked, broken or loose masonry units, stucco and other defective cladding or trim. Paint or some other suitable preservative or coating must be applied and maintained to prevent deterioration due to weather conditions, insects or other damage.
9. Exterior walls of a building or a structure and their components shall be free of unauthorized signs, painted slogans, graffiti and similar defacements.

### Guardrails

10. 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") 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 and balconies. Guardrails, balustrades and handrails shall be constructed and maintained rigid in nature.

### Lighting

11. All non-residential establishments shall install and maintain sufficient windows, skylights and lighting fixtures necessary for the safety of all persons attending the premises or as may be required by the *Occupational Health and Safety Act* for industrial and commercial properties. However, lighting shall not be positioned to cause any impairment of use or enjoyment of neighbouring properties.

## Part 6

### Administration and Enforcement

1. This By-Law shall apply to all property within the limits of the municipality.
2. The imperial measurements contained in this By-Law are given for reference only.

### Officers

3. The Council of the municipality shall appoint a Property Standards Officer(s) to be responsible for the administration and enforcement of this By-Law.

### Property Standards Committee

4. Council shall appoint at large, by a Resolution, (or By-Law) of Council no fewer than three (3) persons of the municipality to the Property Standards Committee for a term of office concurrent with Council.
5. Members of the Property Standards Committee, appointed by Council, shall be

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entitled to an honorarium as set by Council for their attendance at Committee meetings.

6. Every person who initiates an appeal of an Order made section 15.2 (2) of the *Ontario Building Code Act, S.O. 1992, c23*, shall submit a Notice of Appeal in the time frame and the manner as prescribed in section 15.3 (1) of the *Act*. All Notices of Appeal shall be accompanied by a non-refundable payment of \$300.

*Note: The fee for registering an appeal as noted in Article 6.06 is optional. The decision to require a fee is purely based upon the wishes of the respective municipality.*

**Compliance**

7. The owner of any property which does not conform to the standards as set out in this By-Law shall repair and /or maintain said property to comply with the standards or the property shall be cleared of all buildings, structures, debris or refuse and left in a levelled and graded condition.

**Validity**

8. If an article of this By-Law is for any reason held to be invalid, the remaining articles shall remain in effect until repealed.
9. Where a provision of this By-Law conflicts with the provision of another by-law in force within the municipality, the provisions that establish the higher standards to protect the health, safety and welfare of the public shall prevail.

**Transitional Rules**

10. After the date of the passing this by-law, By-Law No. 02-55, as amended, shall apply only to those properties in which an Order to Comply has been issued prior to the date of passing of this By-Law and then only to such properties until such time as the work required by such Order has been completed or any enforcement proceedings with respect to such Order, including any demolition clearance or repair carried out by the municipality shall have been concluded.

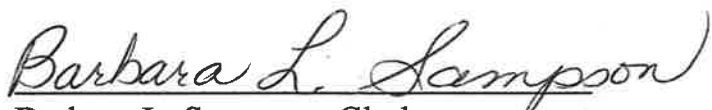
**Title**

11. This By-Law may be referred to as "The Property Standards By-Law".
12. This By-law repeals By-law 01-19.
13. This By-law shall come into force and effect upon its final passing.

Read a first and second time this 11 day of September 2002.



Ronald B. Elliott, Mayor



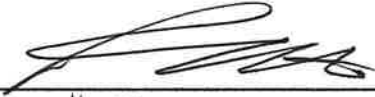
Barbara L. Sampson, Clerk

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Read a third time and finally passed this 11 day of September 2002.



Ronald B. Elliott, Mayor



Barbara L. Sampson, Clerk

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**Informal Notice**

Date

Owners name and address

Dear Sir/ Madam:

**Re: (property address)**

Be advised that on *(date of inspection)* an inspection of your property, as noted above, revealed certain violations of the Municipality's Property Standards By-Law No. 02-55

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

Be advised that By-Law No. 02-55 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 reinspection of this property will take place on or about *(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.

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Property Standards Officer

*\*Note: An informal notice is not required under provincial statute. However, it may be given as a courtesy.*

Corporation of the Town of Minto

By-law No. 02-55

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Corporation of the Town of Minto

**\*Order to Remedy Violation of Standards of Maintenance and Occupancy**  
(Pursuant to Section 15.2 of the Ontario Building Code Act, S.O. 1992, c.23)

Date

Owner's Name and Address

Dear Sir/ Madam:

**Re:** Description and Location of Property in Violation

**Whereas** on *(date)* you were served with an Informal Notice that required you to remedy certain violations of standards of maintenance and occupancy at your property, described above.

**And whereas** you have failed to remedy the noted violation(s) as set out in Schedule "A", attached hereto and which forms part of this **Order**.

**Therefore it is hereby charged 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 By-law No. 02-55 on or before

*date*

**Take notice** that if such violations are not remedied within the time specified in this order, the municipality may correct such violations at the expense of the owner.

**Appeal**

If an owner or occupant upon whom an order has been served is not satisfied with the terms or conditions of the order may appeal to the 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 have been confirmed.

**Final date for appeal:** \_\_\_\_\_

\_\_\_\_\_  
Property Standards Officer

*\*Note: Order provided after an informal notice was issued.*

Corporation of the Town of Minto

By-law No. 02-55

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Corporation of the Town of Minto

**\*Order to Remedy Violation of Standards of Maintenance and Occupancy**  
(Pursuant to Section 15.2 of the Ontario Building Code Act, S.O. 1992, c.23)

Date

Owners Name and Address

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 By-Law No.02-55 .

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

**It is hereby charged 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 By-law No. 02-55 on or before:

*date*

**Take notice** that if such violation(s) are not remedied within the time specified in this order, the municipality may 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 may appeal to the 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 have been confirmed.

**Final Date for Appeal:** \_\_\_\_\_

\_\_\_\_\_  
Property Standards Officer

*\*Note: Order provided with no informal notice issued.*

Corporation of the Town of Minto

By-law No. 02-55

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Notice of Appeal

**To Property Standards Committee**

*(Pursuant to Section 15.1 of the Ontario Building Code Act.)*

Date

To the Secretary  
Property Standards Appeal Committee  
Corporation of the Town of Minto  
5941 Hwy 89  
Harriston, Ontario  
N0G 1C0

**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 may appeal to the Committee by sending a **Notice of Appeal** by registered mail to the Secretary of the Committee within fourteen days after service of the order and in the event that no appeal is taken the order shall be deemed to have been confirmed.

The Building Code Act, S.O. 1992, Chapter 23, section 15.3(1)

\_\_\_\_\_  
Signature of Owner or Authorized Agent

**Corporation of the Town of Minto**

**Substandard Property**  
*(Ontario Building Code Act, S.O. 1992, c.23)*

**Order to Comply**

**Re:** *Description and Location of Property in Violation*

**This property** has been found **not** to be in conformity with the Standards of Maintenance and Occupancy established by this Municipality and as set out in the Property Standards By-Law No. 02-55

Schedule "A" attached hereto sets out the work required to remedy such violation(s) and to bring the property into compliance with the By-Law.

**Be advised that this property must be made to conform to the by-law on or before the    day of                    200**

Further information may be obtained at the Property Standards Office located at:  
5941 Hwy 89  
Harriston, Ontario  
N0G 1Z0

Dated at            , this            Day of                    200    .

\_\_\_\_\_  
Property Standards Officer