

CORPORATION OF THE TOWNSHIP OF MACHAR

BY-LAW NO. 4-22

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 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 Township of Machar includes provisions relating to property conditions;

AND WHEREAS the Council of The Township of Machar 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.

NOW THEREFORE the Council of The Township of Machar hereby enacts the following:

Section 1: General

1.01 Short Title

This By-law may be cited as the "Property Standards By-law"

1.02 Defined Area

This By-law applies to all properties within the boundaries of the Corporation of the Township of Machar.

1.03 Property Standards Officer

The Council shall, by By-law, appoint a Property Standards Officer who shall be responsible for the administration and enforcement of this bylaw.

1.04 Placarding

Where an Officer has placed or caused the placing of a placard containing the terms of notice or order upon the premises under the authority of Section 15.2(3) of the *Ontario Building Code Act, S.O. 1992, c 23* as amended, no one shall remove the said placard except with the consent of an Officer.

1.05 Property Standards Committee

1. A Property Standards committee shall be established to review orders issued by the Property Standards Officer and shall be comprised of no fewer than three(3) persons of the Township, for a term of office concurrent with Council.

Section 2: Definitions

2.01 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 Official”**- means the Chief Building Official appointed under Section 3 of the *Building Code Act, 1992*, c. 23 and having jurisdiction for the enforcement thereof.
- 8) **“Township”**- shall mean The Corporation of the Township of Machar unless the context requires otherwise.
- 9) **“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.
- 10) **“Committee”**- means a Property Standards Committee established under this Chapter.
- 11) **“Council”**- shall mean the Council of the Corporation of the Township of Machar.
- 12) **“Dwelling”**- means a building, structure or part thereof, occupied or capable of being occupied, in whole or in part, for the purpose of human habitation continuously, permanently, temporarily or transiently.
- 13) **“Dwelling unit”**- means
 - a) a room or a group of room in a building used or designed or intended to be used by only one household as a single, independent and separate housekeeping establishment;
 - i) In which food preparation and sanitary facilities are provided for the exclusive use of such and household; and,
 - ii) Which has a private entrance from outside the building or from a common hallway or stairway inside the building; but
 - b) Does not mean or include a tent, trailer, or a room or suite of rooms in a hotel, motel, motor hotel or bed and breakfast business.
- 14) **“Exterior property area”**- means the building lot excluding buildings.
- 15) **“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.
- 16) **“First Storey”**- means floor area of the lowest story of a building approximately at or just above the finished grade level excluding any basement, which is measured between the exterior faces of the exterior walls at the floor level of such storey.
- 17) **“Ground cover”**- means organic or non-organic material applied to prevent soil erosion such as concrete, flagstone, gravel, asphalt, grass or other landscaping.
- 18) **“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.
- 19) **“Habitable room”**- means a room in which
 - a) Is located within a dwelling unit;
 - b) Is designated for living, sleeping, or eating, and contains for food preparation facilities, and
 - c) Can be used at all times throughout the year but does not include any room specifically defined herein as a non-habitable room.

- 20) **“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.
- 21) **“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.
- 22) **“Noxious Weeds”**- any weeds classed as noxious by the Weed Control Act R.S.O. 1990, c. W.5 and any regulations made pursuant to the aforementioned Act.
- 23) **“Occupant”**- means any person or persons over the age of eighteen years in possession of the property.
- 24) **“Officer”**- means a Property Standards Officer who has been appointed by the Council the responsibility of administering and enforcing the provisions of this Bylaw.
- 25) **“Owner”**- includes the owner in trust, a mortgagee in possession, the person for the time being, managing or receiving the rent of the land or premises in connection with which the word is used whether on their own account, or as agent or trustee of any other person, or who would receive the rent if the land and premises were let, and shall also include a lessee or occupant of the property who, under the terms of a lease, is required to repair and maintain the property in accordance with the standards for the maintenance and occupancy of property.
- 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”**- means sanitary sewage or storm sewage
 - a) Sanitary sewage means liquid or water borne waste of industrial or commercial origin, or of domestic origin, including human body waste, toilet or other bathroom waste, and shower, tub, culinary sink and laundry waste.
 - b) Storm sewage means water that is discharged from a surface as a result of rainfall, snow melt or snowfall.
- 31) **“Sewage System”**- means a municipal sanitary sewage system, or a properly maintained and functioning private sewage system.
- 32) **“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.
- 33) **“Standards”**- means the standards of physical condition and occupancy prescribed for property by this by-law.
- 34) **“Structure”**- means anything man-made that is fastened to or into the earth or another structure or rests on the earth by its own mass or is attached to a building, including a septic system, holding tanks, satellite receiving dishes and heat pumps.
- 35) **“Structurally Sound”**- means construction capable of withstanding the forces placed upon the structure under normal use.
- 36) **“Vacant land”**- any property on which there is no structures of any kind.

- 37) **“Vacated”**- means a structure or property no longer occupied.
- 38) **“Vehicle”**- includes a motor vehicle, trailer, boat, motorized snow vehicle or other mechanical power-driven equipment.
- 39) **“Vermin”**- means small common harmful or objectionable animals that are difficult to control.
- 40) **“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.
- 41) **“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.

Section 3: General Standards for all Property and Uses

3.01 SCOPE

1. No owner or occupant of property shall use, occupy, or allow, or permit, the use or occupation of the property unless such property conforms to the standards prescribed in this Bylaw.
2. 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.
3. 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 or shall clear the property of all buildings, structures, garbage, rubbish, waste or accumulations of such materials that prevent access to or exit from the property in the case of emergency, or other safety or health hazard and shall leave the property in a graded and leveled condition.
4. 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.
5. All new construction or extensive repairs shall conform to the *Ontario Building Code*, where applicable.
6. 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.

3.02 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, accident hazard or unsightly condition.

- 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, and litter;
 - (b) injurious insects, termites, rodents, vermin, and other pests; and any condition which may promote an infestation.
 - (c) trees, bushes and hedges, including any branches or limbs thereof, which are dead, decayed or damaged, and brush;
 - (d) noxious weeds pursuant to the Weed Control Act and any excessive growth of other weeds, grass and bushes;
 - (e) wrecked, dismantled, inoperative, discarded or unlicensed 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;

(f) dilapidated or collapsed buildings, structures or erections, and the filling in or protecting of any unprotected well;

(g) domestic animal excrement;

(h) Constructions Bins, unless they are actively being used in connection with the construction or demolition of a building or structure; and

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 materials such as lumber, masonry material or glass, other than that intended for immediate use on the property, shall be stored or allowed to remain in an exterior property area.

3.03 GRASS-TREES- BUSHES-HEDGES-LANDSCAPING

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

3.04 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, so as to prevent ponding 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 shall be discharged onto the ground at least 1 metre (39 inches) from the building or structure, providing that it does not adversely affect adjacent properties, or cause erosion. Lot drainage shall be contained within the limits of the premises from which it originated until absorbed by the soil or drained to an approved swale or ditch.

3.05 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) not exhibit an unsightly appearance;
 - c) be kept free of garbage and waste;
 - d) be kept free of deep ruts and holes;
 - e) provide for safe passage under normal use and weather conditions, day or night; and
 - f) not to create a nuisance to other property.

3.06 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 weather conditions 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, accident hazard or unsightly condition.

3.07 SNOW DISPOSAL-STORAGE

1. A property owner shall cause any snow disposal site or a snow storage site on that property to be:
 - a) maintained so as not to cause a hazard on the property; and

- b) maintained in such a manner and location on a property so as to prevent a hazard, flooding, erosion and other damage to neighbouring private or public lands.

3.08 RETAINING WALLS

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

3.09 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.

3.10 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.

3.11 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;
 - c) in a safe and structurally sound condition; and

3.12 SIGNS

1. A sign and any structure connected therewith shall be installed and maintained:
 - a) in good repair without any visible deterioration when viewed from any property other than the property on which the sign is situated;
 - b) in a safe and structurally sound condition; and

Section 4: Exterior Property Areas

4.01 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.

4.02 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 the leakage of water into the building.

4.03 EXTERIOR WALLS-SURFACES-CLADDING-MASONRY

All exterior walls and surfaces of every building or structure shall be sound, plumb, and weathertight, 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 weathertight 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.

4.04 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 and to minimize heat loss through infiltration.
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.

4.05 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.

4.06 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) removal of dangerous accumulations of snow or ice;
 - c) keeping roofs and chimneys in water-tight condition so as to prevent leakage of water into the building; and
 - d) keeping all roof-related structures plumb unless specifically designed to be other than vertical.

4.07 EAVES TROUGH SYSTEM-METAL DUCTS-FLASHING

1. Metal eaves trough, roof gutter, rainwater pipe, downspouts, flashing and all exterior metal 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. 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.

3. Every roof drainage shall be discharged onto the ground at least 1 metre (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.

4.08 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.

4.09 GARAGE-CARPORT

1. The construction between an attached or built-in garage or carport and a dwelling unit shall provide an effective barrier to gas and exhaust fumes.
2. A door between an attached or built-in garage and a dwelling unit shall be tight-fitting and weather-stripped to provide an effective barrier against the passage of gases and exhaust fumes and shall be fitted with a self-closing device.
3. Garages and carports, including floors, shall be maintained in good repair and free from hazards.

Section 5: Interior of Buildings, Structures, and Dwellings

5.01 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.

5.02 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 Ontario Building and Fire Codes.

5.03 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 readily 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.

5.04 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.

5.05 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, 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.

5.06 MEANS OF EGRESS

1. Every building, structure or dwelling unit shall have a safe, continuous and unobstructed passage from the interior to an exit of the outside of the building at street or grade level.
2. Exterior stairs and fire escapes shall be maintained in a safe state of repair and kept free of ice and snow.
3. The passage required as egress from one dwelling unit shall not pass through any other dwelling unit.
4. 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.
5. 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.
6. All means of egress within a non-residential property shall be maintained free from all obstructions or impediments;
 - a) provided with clear, unobstructed and readily visible exit signs, for every required exit; and
 - b) provided with lighting facilities capable of illuminating the means of egress to ensure the safe passage of persons exiting the building.

5.07 HEATING-AIR CONDITIONING

1. Every residential dwelling shall have heating equipment capable of maintaining a temperature of 21°Celsius (70 °Fahrenheit) at the outside design temperature of -18 °Celsius.
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 Ontario 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.

5.08 AIR CONDITIONING

1. Air conditioners shall be equipped with adequate devices for the prevention of condensation drainage on to entrance areas, sidewalks or pathways and shall be maintained in a safe mechanical and electrical condition.
2. Cooling water from water-cooled equipment shall not be discharged on driveways, walkways or other areas used for pedestrian or vehicular traffic, or in such manner that it may cause damage to the walls, foundations or other parts of a building.
3. The discharge of cooling water from all water-cooled equipment shall be made to a proper drainage system and shall be connected in accordance with all applicable governmental regulations.

5.09 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.

5.10 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:

5.11 LIGHTING

1. Lighting equipment shall be installed throughout every property to provide adequate illumination for the use of each space so as to provide safe passage.

5.12 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.

5.13 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 and 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.

5.14 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.
3. The land in the vicinity of a sewage system shall be maintained in a condition that will not cause damage to, or impair the functioning of the sewage system.

5.15 VERMIN CONTROL

1. Every property shall be maintained so as to be free from vermin and conditions that may promote an infestation at all times.

Section 6: Addition Requirement for Residential Occupancy

6.01 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. The minimum dimension of any habitable room shall be 2 metres (6.5 feet).
4. The minimum area of a bedroom in a dwelling unit used by only one person shall be 6 square metres (64.5 square feet).
5. The minimum area of a bedroom in a dwelling unit used as a bedroom by two or more persons shall be 4 square metres (43 square feet) for each person.
6. Every habitable room shall have a ceiling height of at least 2.29 metres (7 feet, 6 inches). For the purpose of computing the floor area of a habitable room, no floor area under a ceiling height which is less than 2.13 metres (7 feet) shall be counted except for a bedroom which

complies with the provisions that at least one half of any habitable room located directly beneath a roof and having a sloping ceiling, shall have a ceiling height of at least 2.29 metres (7 feet, 6 inches) and the area of that part of the room where the ceiling height is less than 1.5 metres (4.9 feet) shall not be considered as part of the area of the room for the purpose of determining the maximum permissible occupancy thereof.

7. 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 and the Ontario Building Code;
 - d) floors and walls are constructed so as to be impervious to leakage of underground or surface run-off water.

6.02 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 7: Non-Residential Property Standards

7.01 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 Section 3 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
 - c. free from rodents, insects or vermin.
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 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.

7.02 MEANS OF EGRESS

1. All means of egress within a non-residential property shall be:
 - a) maintained free from all obstructions or impediments;
 - b) provided with clear, unobstructed and readily visible exit signs, for every required exit; and
 - c) provided with lighting facilities capable of illuminating the means of egress to
 - d) ensure the safe passage of persons exiting the building.

7.03 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.

7.04 SEPARATIONS

1. Every dwelling unit shall be maintained and protected so as to prevent the passage of noxious fumes and gases from a part of the building that is not used for human habitation into other parts of the dwelling unit.

7.05 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. Where a system of mechanical ventilation to exhaust noxious fumes, gases, dust or sawdust from a building is installed, the discharge from the system shall comply with the Building Code.
4. Mechanical ventilating equipment and the supports for each equipment shall be maintained in good repair and in safe mechanical condition.

7.06 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.

7.07 SALVAGE YARD

1. Salvage yards shall be effectively screened from public view by a visual barrier.
2. Must comply with all provincial licensing, acts, and statutes.

Section 8: Vacant Land

8.01 Vacant land

1. Vacant land shall be maintained to the standards as described in Part 2, of this Bylaw.
2. Vacant land shall be graded, filled or otherwise drained so as to prevent recurrent ponding of water.

8.02 Vacant Building

1. If any building is unoccupied, the owner or the agent shall protect every such building against the risk of fire, accident, or other hazard and shall effectively prevent the entrance thereto of all unauthorized persons.
2. 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.
3. If a building remains vacant for a period of more than **ninety (90) days**, the owner or agent thereof, shall ensure that all utilities serving the building are properly disconnected or otherwise and secure the building to prevent accidental or malicious damage to the building or adjacent property, but this provision shall not apply where such utilities are necessary for the safety or security of the building.

8.03 Damage by Fire-Storm-Other Causes

1. In the event of fire or explosion, 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**.

2. Fire damaged buildings, or portions thereof, shall be repaired to their original condition or shall be demolished accordingly.

8.04 Demolish Building

1. Where a building, accessory building, fence or other structure is demolished, the property shall be cleared of all rubbish, waste, refuse, masonry, lumber, wood, and other materials and left in a graded and leveled condition.
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.

Section 9: Administration and Enforcement

9.01 Non-Compliance

1. The owner of any property which does not conform to the standards as set out in this Bylaw shall repair and /or maintain said property to comply with the standards or the property may be cleared of all buildings, structures, waste or refuse and left in a levelled and graded condition.
2. Where any person fails to comply with an order issued, the township 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 and collecting them in the same manner as property taxes.
3. Where the Township 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 20%.

9.02 Inspections

1. An Officer and any Person acting under the Officer's instructions may, with out a warrant, enter and inspect a Property to determine:
 - a) whether the Property conforms to the Standards prescribed in this By-Law;
 - b) whether an Order made under this By-Law has been complied with; and
 - c) whether and Order made under section 15.7 of the *Ontario Build of Code Act*, 1992, as amended, has been complied with.
2. Where the inspection is conducted by the Officer or any Person acting under the Officer's instructions, the Person conducting the inspection may:
 - a) require the production for inspection of documents, or things relevant to the inspection;
 - b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - c) require information from any Person concerning a matter related to the inspection including their name, address, phone number, and identification;
 - d) alone or in conjunction with a Person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection;
 - e) order the Owner of the Property to take and supply at the Owner's expense such tests and samples as are specified.

9.03 Orders

1. An Officer who finds that a Property does not comply with the Standards prescribed in this By-law may make an Order and the Order shall contain:
 - a) the municipal address and/or the legal description of the property;
 - b) the particulars of the contravention;
 - c) the particulars of the repairs to be made;
 - d) the time period for complying with he terms and conditions of the Order
 - e) the final date for giving notice of appeal from the Order; and

f) notice that, if the repair or clearance is not carried out within the time period specified on the Order, the Township may carry out the repair or clearance at the Owner's expense.

2. An Order may be registered in the proper Land Registry Office and, upon such registration, any Person acquiring any interest in the land subsequent to the registration of the Order shall be deemed to have been served with the Order on the date on which the Order was originally served and, when the requirements of the Order are found to have been satisfied, the Clerk or Officer shall forthwith register in the proper Land Registry Office a certificate that such requirements have been satisfied, which shall operate as a discharge of the Order.

9.04 Service

1. An Order shall be served personally or by registered mail sent to the last known address of the Person to whom notice is to be given or that Person's agent for service.

2. An Order served by Registered Mail shall be deemed to have been served on the 5th day after the date of mailing.

3. A copy of the Order may be posted on the Property.

4. If the Officer is unable to effect service of the Order, the Officer and any person acting under the authority of the Officer, shall place a placard containing the terms of the Order in a conspicuous place on the property, and the placing of the placard shall be deemed to be sufficient service of the Order on the owner or other persons responsible for the condition of the property. Once posted, no person shall remove any sign, notice, order, or placard placed on the property by an Officer pursuant to this by-law.

9.05 Demolition or Repair by the Township

1. if the Owner of a Property fails to demolish or repair the Property in accordance with the requirements of an Order, as confirmed or modified, the Township, in addition to other remedies, shall:

a) have the right to demolish or repair the Property accordingly and for those purposes, may enter in and upon the Property, from time to time.

b) not be liable to compensate such Owner or other Person by reason of anything done by or on behalf of the Township under the provisions of this By-law; and

c) be entitled to recover the expense incurred in so doing either by action or in like manner as municipal taxes.

2. The Township shall not demolish or repair any Property in accordance with the provisions of the By-law without first obtaining direction to do so from the Council of the Township.

3. Despite Subsection(2), the Property Standards Officer may Order the repair or maintenance of a property within the Township provided the total cost of repair or maintenance does not exceed \$10,000.

9.06 Conflicts

1. Where a provision of this Chapter conflicts with the provisions of another Bylaw, 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.

9.07 Validity

1. 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.

9.08 Penalty

1. 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.

9.09 Notice of Violation

- 1. The notice shall be sent to the known address of the owner and shall state:
 - a) That the property does not comply with the standards prescribed by this By-law and shall specify the standards with which the property does not comply,
 - b) That after a certain date to be specified in the notice of non-compliance by the Officer, the property will subject to re-inspection at which time the Officer may issue an Order,
 - c) That the Officer may be contacted for the purpose of requesting information and advice on reporting what action is being or will be taken to effect compliance with the By-Law.

9.10 Appeal of Notice

All appeals shall follow the process as set out in section 5 of the attached Schedule "A" being the Terms of Reference for the Property Standards Committee.

9.11 SEVERABILITY

- 1. It is hereby declared that each and every of the foregoing provisions of this Bylaw is severable and that, if any provisions of this Bylaw 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.

9.12 TRANSITIONAL RULES

- 1. After the date of the passing this Bylaw, **Bylaw No 16-96** 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 Bylaw, 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.

9.13 Repeal

- 1. That By-law No. 16-96 is hereby repealed.

9.14 Effective Date

- 1. That this By-law shall come into force and effect on the day it is passed.

READ a first and second time this 10th day of January, 2022.

THE CORPORATION OF THE
TOWNSHIP OF MACHAR

MAYOR

CLERK ADMINISTRATOR

READ a third time and finally passed this 10th day of January, 2022.

THE CORPORATION OF THE
TOWNSHIP OF MACHAR

MAYOR

CLERK ADMINISTRATOR

The Corporation of the Township of Machar
By-law No. 4-22

Schedule 'A'

Property Standards Committee
Terms of Reference

1. Mandate

- 1.1 The Property Standards Committee is a quasi-judicial body that hears appeals to orders issued by the Property Standards Officer for violations of certain Ontario Building Code and Municipal By-law standards for residential, multiple residential and commercial
- 1.2 This Committee is established pursuant to Section 15.6 of the *Ontario Building Code Act*, R.S.O. 1992, c. 23 as amended.
- 1.3 The Property Standards Committee shall hear the Appeal of a Property Standards ORDER, given under the Townships Property Standards By-law, and shall have all the powers to confirm, extend, modify, and/or rescind the Order.

2. Composition

- 2.1 The committee shall be composed of a minimum of at least three(3) members and not more than five(5) members, as Council deems advisable
- 2.2 The Property Standards committee shall hold Office during the term of Council of the Corporation of the Township of Machar and shall have the powers and perform the duties of the Property Standards Committee for the Township as prescribed in Section 15.3 (3.1) of the *Ontario building Code Act*, R.S.O. 1992, c. 23
- 2.3 The Committee, from its members, shall elect a Chairperson, at a meeting arranged by the Secretary, shortly thereafter the appointment of the Committee
- 2.4 When the Chairperson is absent through illness or otherwise, the Committee may appoint another member to act as Chairperson
- 2.5 Two(2) members of the Committee shall constitute a quorum if the Committee consist of three(3) persons and three(3) members of the Committee shall constitute a quorum if the Committee consists of four(4) or five(5) members
- 2.6 The Council of the Township will appoint a Staff person who will serve as the Secretary for the Committee. The Secretary shall not have voting powers.
- 2.7 Committee members shall be appointed by Council to this volunteer position

3. Responsibilities of the Committee Members

3.1 Chairperson

The Chairperson:

- 3.1.1 shall ensure oaths administered;
- 3.1.2 is responsible to ensure that the Township and the appellant are provided equal opportunity to give evidence;
- 3.1.3 shall ensure that the evidence is presented in accordance with the procedures outlines below;
- 3.1.4 is responsible for the conduct of the meeting/appeal

3.2 Secretary

The Secretary of the Committee, upon receipt of the Notice of Appeal shall:

- 3.2.1 determine the date, place and time of the hearing of the appeal which shall take place not less than seven(7) days and not more than thirty(30) days from the date of receipt of the appeal
- 3.2.2 give notice, in writing, of the date, place and time of the Hearing, to:
- a) the appellant;
 - b) the Officer who issued the Order; and
 - c) any others as considered advisable by the Committee

3.2.3 notify

- a) the appellant;
- b) the Officer who issued the Order; and
- c) any other person who appeared at the hearing of the Appeal of the Decision, by causing a copy to be served personally or by registered mail

4. Duties of the Committee

4.1 A duty arises when:

- a) An Officer issues an Order pursuant to Section 15.2.2 or 15.7 of the Ontario Building Code Act, 1992, c. 23; and
- b) the owner or occupant, upon whom an ORDER has been issued, is not satisfied with the ORDER or the terms or conditions thereof and files an APPEAL

5. Appeal

5.1 No Appeal

In the event that no appeal is taken, an ORDER shall be deemed to have been confirmed

5.2 Notice of Appeal

An owner or occupant may APPEAL, to the Committee by sending a Notice of Appeal, by registered mail, to the Secretary of the Committee, within fourteen (14) days of the service of an ORDER.

5.3 Procedure for an Appeal

- a) upon receipt of an APPEAL, the Committee shall hold a hearing at the date, place and time set out in the Notice;
- b) the Committee shall hear all evidence from the Township and the appellant in accordance with the rules of evidence

5.4 Appeal to Court

The Township, or any owner or occupant or person affected by the Committee's decision, may appeal to a judge of the Superior Court by notifying the Clerk of the Corporation, in writing and by applying to the Ontario Superior Court for an appointment with fourteen(14) days after the sending of a copy of the decision.

6. Rules of Evidence

6.1 The Committee will be given copies of the following:

- Property Standards By-Law
- Copy of the Order and informal Notice(if applicable)

6.2 a) The Township will present its evidence to the Committee first:

- witness
- testimony
- documentary evidence

- b) The Chairperson, prior to allowing any witness to give testimony will have the witness take an OATH swearing/affirming that they will tell the truth
- c) The appellant and the Committee will have the opportunity to question any Township witness, after the Township has completed their line of questioning for that particular witness(cross examination);
- d) The Township will have the opportunity to clarify any evidence brought out in cross-examination

6.3 Once the Town has completed its evidence, the Appellant may present their evidence. The procedure applies as in 6.2

6.4 Upon completion of the Appellant's evidence the Township has the opportunity to give Reply Evidence (i.e. is during the course of the defense, the Appellant or Witness have raised an issue not previously raised by the Township, then as Reply Evidence, the Township may call evidence on the point which had not been previously raised)

6.5 Once the evidence for the Appellant and the Township is completed, both will have the opportunity to summarize their evidence and provide the Committee with closing comments.

6.6 The Property Standards Committee may:

- a) Confirm the ORDER

- b) Modify or the ORDER
- c) Rescind the ORDER
- d) Extend the time for complying with the Order

6.7 The Committee shall give its decision in writing, within ten(10) working days

The Corporation of the Township of Machar
By-law No. 4-22

Schedule 'B'
Property Standards By-Law
Notice of Violation

Corporation of the Township of Machar

NOTICE OF VIOLATION

*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 Township'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 Township 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 notice that the aforementioned procedural step will not be necessary.

A re-inspection of this property will take place on or about 14 days (*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

The Corporation of the Township of Machar
By-law No. 4-22

Schedule 'C'
Property Standards By-Law
Order

Corporation of the Township of Machar

O R D E R

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

The Corporation of the Township of Machar
By-law No. 4-22

Schedule 'D'
Property Standards By-Law
Order

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 Corporation of the Township of Machar
Municipal Rd. N.
P.O. Box 70
South River, Ontario
P0A 1X0

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