

THE CORPORATION OF THE MUNICIPALITY OF WEST GREY

BY-LAW NUMBER 8 - 2010

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 Minister of Municipal Affairs and Housing, on April 3, 2009, and in accordance with subsection 15.1 (2) of the *Building Code Act, 1992*, approved the Corporation of the Municipality of West Grey By-law Number 10-2009, being a by-law to adopt a policy statement containing provisions relating to property conditions;

AND WHEREAS the Council of The Municipality of West Grey 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 CORPORATION OF THE MUNICIPALITY OF WEST GREY HEREBY ENACTS AS FOLLOWS:

PART I

DEFINITIONS

In this by-law:

- 1.01 "Accessory Building"** means a detached building or structure, not used for human habitation, that is subordinate to the primary use of the same property.
- 1.02 "Apartment Building"** means a building containing more than four dwelling units with individual access from an internal corridor system.
- 1.03 "Approved"** means acceptance by the Property Standards Officer.
- 1.04 "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.
- 1.05 "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.
- 1.06 "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.
- 1.07 "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.
- 1.08 "First Storey"** means that part of a building having a floor area closest to grade with a ceiling height of more than 1.8 metres (6 ft.) above grade.
- 1.09 "Garbage Storage Area"** means a designated area for the housing of waste bins, trash receptacles or the like, commonly required for Multi-dwelling designations.
- 1.09 "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.
- 1.10 "Habitable Room"** means any room in a dwelling unit used for or capable of being used for living, cooking, sleeping or eating purposes.

- 1.11 "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.
- 1.12 "Multiple Dwelling"** means a building containing three or more dwelling units.
- 1.13 "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.
- 1.14 "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.
- 1.15 "Person"** means an individual, firm, corporation, association or partnership.
- 1.16 "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.
- 1.17 "Standards"** means the standards of the physical condition and of occupancy prescribed for property by this By-Law.
- 1.18 "Toilet Room"** means a room containing a water closet and a washbasin.
- 1.19 "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.

PART II SCOPE

- 2.01** The standards for maintenance and occupancy of property set out in this By-law are hereby adopted as the minimum standards for all properties in the Municipality of West Grey.
- 2.02** No person shall use, occupy or allow, permit, rent or let acquiesce in the use or occupation of the property unless such property conforms to the standards prescribed in this bylaw
- 2.03** This bylaw does not apply so as to prevent the carrying out of normal farm practices in conjunction with an agricultural operation as defined under the Farming and Food Production Act 1998, S.O. 1998 c 1, wherever such a use is permitted by a by-law passed under Section 34 of the Planning Act, RSO 1990, c.P. 13.

GENERAL STANDARDS FOR ALL PROPERTY

- 3.01** All construction, repairs, and maintenance of property required to comply with this By-law shall be carried out using suitable and sufficient materials and in a good and workmanlike manner.
- 3.02** All new construction or repairs shall conform to the *Ontario Building Code*, Ontario Fire Code and the Fire Prevention and Protection Act where applicable, and it shall be

carried out in accordance with all other applicable law as defined by the Ontario Building Code Act.

- 3.03** Every property shall be kept clean and free from any:
- (1) condition that may create a health, fire or accident hazard;
 - (2) garbage, rubbish, waste, salvage or other debris unless it is necessary for the operation of a business enterprise lawfully permitted on the property by a by-law passed pursuant to Section 34 of the Planning Act;
 - (3) wrecked, dismantled, discarded or abandoned machinery, vehicles, trailers or boats unless it is necessary for the operation of a business enterprise lawfully permitted on the property by a by-law passed pursuant to Section 34 of the Planning Act;
 - (4) grass, brush pile > 2m, undergrowth and noxious weeds as defined by the Weed Control Act;
 - (5) grass and weeds which exceed 0.2 metres (8 inches) in height, unless the property is used for agricultural purposes lawfully permitted on the property by a by-law passed pursuant to Section 34 of the Planning Act;
 - (6) dilapidated, collapsed or partially constructed structures which are not currently under construction / under an active Building Permit;
 - (7) injurious insects, termites, rodents, vermin or other pests;
 - (8) shipping containers, unless such containers are permitted on the property in accordance with a by-law passed under Section 34 of the Planning Act;
 - (9) disused trailers, rail cars, streetcars, truck and car bodies;
 - (10) trailers and commercial motor vehicles, if the lot is a vacant lot;
 - (11) ice box, refrigerator, freezer or other container that is located on the outside of any building or structure, without first removing all locks and doors there from, or taking such other adequate precautionary measures to prevent any person from being trapped in such ice box, refrigerator freezer or other container or any part thereof;
 - (12) animal excrement, unless the property is used for agricultural purposes lawfully permitted on the property by a by-law passed pursuant to Section 34 of the Planning Act;
 - (13) more than one unlicensed motor vehicle parked or stored outdoors on a lot in any residential zone; and,
 - (14) dead, decayed or damaged trees or other natural growth that may pose a risk to public safety.

SURFACE CONDITIONS & DRAINAGE

- 3.04** Every property shall be maintained so as to:
- (1) prevent ponding of storm water, unless designed and used specifically for such purpose;
 - (2) prevent instability or erosion of soil;
 - (3) prevent surface water run-off from entering basements; & all adjacent properties
 - (4) be kept free of deep ruts and holes; greater than 6" deep.
 - (5) provide for safe passage under normal use and weather conditions, day or night.

SEWAGE AND DRAINAGE

- 3.05** All yards, including vacant property, shall be graded and maintained in such a manner so as to prevent the excessive or recurrent ponding of stormwater thereon, or the drainage of such water into any basement or cellar, and shall be cultivated or protected with a suitable ground cover to prevent erosion of the soil, provided however, that the grad level of such lands shall not be altered so as to either impede

the natural flow of water through such property from any adjoining property, nor as to cause the drainage of stormwater onto any adjacent property, unless such alteration is in accordance with a grading plan approved by the Municipality or the Saugeen Valley Conservation Authority.

3.05(a) Roof drainage shall not be discharged onto sidewalks, stairs, or adjacent property, or directly into sewage or septic systems.

3.06 Sewage shall be discharged into the sewage system, with such sewage system conforming to the Ontario Building Code Act, as required.

3.07 Sewage of any kind shall not be discharged onto the surface or overland into any drainage system or watercourse, or discharged by overland flow into any drainage system.

PARKING AREAS, WALKS AND DRIVEWAYS

3.08 All areas used for vehicular traffic and parking in all residential, commercial and industrial zones as set out in a By-law passed pursuant to Section 34 of the Planning Act shall have a surface covering of asphalt, concrete, or compacted stone gravel or other surfaces capable of supporting Emergency Vehicles, *and* shall be kept in good repair free from refuse, litter and obstructions.

3.09 Steps, walks, driveways, parking spaces and other similar areas shall be maintained so as to afford safe passage under normal use and weather conditions day or night.

ACCESSORY BUILDINGS, AND OTHER STRUCTURES

3.10 Accessory buildings, and other structures appurtenant to the property shall be maintained in structurally sound condition and in good repair.

GARBAGE DISPOSAL

3.11 Every building, dwelling and dwelling unit shall utilize a sufficient number of suitable receptacles to contain all garbage, refuse and ashes that may accumulate on the property and be made available for removal on 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 odor free condition at all times.

3.12.1 Garbage storage areas shall be screened from public view.

COMPOST HEAPS

3.13 The occupant of a residential property may provide for a composter or compost heap in accordance with the health regulations and shall be maintained to deter animals.

PEST PREVENTION

3.14 Every building and dwelling unit shall be kept free of rodents, vermin and insects at all times. Every yard shall be kept free of rodents and vermin. Methods used for exterminating such pests shall be in accordance with the provisions of the Pesticides Act, R.S.O. 1990, c. P. 11, and amendments thereto, and all Regulations passed pursuant thereto.

- 3.15 Openings, including windows, that might permit the entry of rodents, insects, vermin or other pests shall be appropriately screened or sealed.

BUILDING STANDARDS FOR ALL PROPERTY

STRUCTURAL SOUNDNESS

- 4.01 Every part of a building 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. Structural members that have been damaged or indicate evidence of deterioration shall be repaired or replaced.
- 4.02 Walls, roofs and other exterior parts of a building shall be free from loose or improperly secured objects or materials.

FOUNDATION

- 4.03 Foundation walls shall be maintained so as to prevent the entrance of insects, rodents and excessive moisture. Maintenance includes the shoring of the walls to prevent settling, installing subsoil drains, where necessary, at the footings, grouting masonry cracks, damp proofing and waterproofing walls, joints, and floors.
- 4.04 Every dwelling, except for slab on grade construction, shall be supported by foundation walls or piers which extend below the frost line, or to solid rock.

EXTERIOR WALLS

- 4.05 Exterior walls and their components, including soffits, fascia, shall be maintained in structurally sound condition and good repair free from cracked, broken or loose masonry units, stucco, and other defective cladding, or trim.
- 4.06 Exterior walls and their components shall be free of unauthorized signs, painted slogans, graffiti and similar defacements.

WINDOWS AND DOORS

- 4.07 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 replacing broken windows where necessary.

EGRESS

- 4.08 Every building shall have a safe, continuous and unobstructed passage from the interior of the building to the outside at street or grade level.

ROOFS

- 4.09 Roofs and their components shall be maintained in a weather tight condition, free from loose or unsecured objects or materials, and provide for safe passage under normal use and weather conditions, day or night.

- 4.10 The roofs of buildings shall be kept clear of *excessive* accumulations of ice or snow or both, and provide for safe passage under normal use and weather conditions day or night.
- 4.11 Where eaves trough, roof gutters, are provided they shall be maintained in good repair, free from obstructions and properly secured to the building, so to provide for safe passage under normal use and weather conditions day or night.

HEATING, HEATING SYSTEMS, CHIMNEYS AND VENTS.

- 4.12 All fuel burning appliances, equipment, and accessories shall be properly vented to the outside air by means of a smoke-pipe, vent pipe, chimney flue or other approved method.
- 4.13 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good repair. Maintenance includes the removal of all obstructions, sealing open joints, and the repair of loose or broken masonry units.
- 4.14 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good condition so as to prevent the heating of adjacent combustible material or structural members to unsafe temperatures.
- 4.15 All fuel burning appliances, equipment and accessories shall be installed and maintained to the standards required by all applicable legislation.
- 4.16 Where a heating system or part thereof that requires solid or liquid fuel to operate, a place 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.

STAIRS, PORCHES AND BALCONIES

- 4.17 Exterior stairs, porches, balconies, landings, ramps and fire escapes shall be maintained so as to be free of holes, cracks, and other defects which may constitute accidental hazards. Existing components of a stair, porch, balcony, landing, ramp or fire escape that is broken, warped, loose, rotted or deteriorated shall be repaired or replaced.

GUARDS and HANDRAILS

- 4.18 A handrail 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. Guards 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. The installation of new and replacement guards shall comply with the Ontario Building Code.

AIR CONDITIONERS

- 4.19 Every air conditioner which is installed and operated over a walkway shall be equipped with proper devices for the prevention of condensation drainage onto the walkway.

PART III

RESIDENTIAL STANDARDS

GENERAL CONDITIONS

- 4.20** 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.
- 4.21** Accumulations or storage of garbage, refuse, appliances, or furniture in a means of egress shall not be permitted.
- 4.22** Every openable window within 2 metres of grade (6.5 feet), exterior door and entrance door shall have suitable hardware so as to allow locking or otherwise securing from inside the dwelling unit. At least one entrance door to a dwelling unit shall have suitable hardware so as to permit locking or securing from both inside and outside the dwelling unit.
- 4.23** Every entrance door to a dwelling unit shall be a solid core door, excluding the glazed areas.
- 4.24** Every entrance door locking release mechanism and every dwelling unit-to-vestibule communication system shall be maintained in proper working order.
- 4.25** In a dwelling unit that is located above another part of the same building which is in a different ownership or occupancy, every window shall be protected with a guard or equipped with a 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 situation by an adult without the use of tools. This requirement does not apply to any window where the top surface of the window sill is located more than 480 mm (19 inches) above the finished floor on one side of the window, or the window is located in a room or space with the finished floor located less than 1800 mm (5 feet 11 inches) above the floor or ground on the other side of the window.

HEATING, HEATING SYSTEMS, CHIMNEYS AND VENTS.

- 4.26** 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, as required by the Ontario Building Code.

DISCONNECTED UTILITIES

- 4.29** 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 other wise altering said service or utility.

PART IV VACANT OR FIRE DAMAGED LANDS AND BUILDINGS

- 5.01 Every vacant or fire damaged building shall be kept free from flammable substances or 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.
- 5.02 Every fire damaged building shall be demolished or restored so that the building is structurally sound. Every opening in a fire damaged building shall be boarded up to prevent unauthorized entry into the building until the necessary work is completed.
- 5.03 Every vacant building shall be maintained in a secure condition to prevent unauthorized entry by covering all openings through which entry may be obtained with at least 12.7 mm (0.5inch) weather proof sheet plywood securely fastened to the building and painted a color compatible with the surrounding walls.

PART V ADDITIONAL NON-RESIDENTIAL PROPERTY STANDARDS

- 6.01 The warehousing or storage of material or operative equipment that is required for the continuing operation of industrial or commercial uses lawfully permitted on the property by a by-law passed pursuant to Section 34 of the Planning Act shall be maintained in a neat and orderly fashion so as not to create a fire or accident hazard and shall be stored or located in such a way to provide unobstructed access for emergency vehicles.
- 6.02 All non-residential buildings shall have sufficient windows 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. Lighting shall not be positioned so as to cause any impairment of use or enjoyment of neighboring properties. Light fixtures designed to provide exterior illumination on any lot shall be installed so that the light is directed or deflected away from adjacent lots and streets in such a manner as to not confuse persons driving vehicles on such streets, and as not to cause a nuisance to adjacent properties.

FARM PROPERTIES

- 6.03 Notwithstanding any provision in this By-Law to the contrary a farm meeting the definition of "Agricultural Operation" under the *Farming and Food Production Protection Act, 1998, S.O 1998,c.1*, may store agricultural equipment outdoors provided it is placed or arranged so as not to create a safety or health hazard to persons on the property, and does not block emergency access to or from the property.
- 6.04 For the purposes of Section 6.03 above, "store" in relation to farm equipment means equipment that is not in use, and includes equipment that is not operational and equipment in need of repair.

PART VI ADMINISTRATION AND ENFORCEMENT

- 7.01 This By-Law shall apply to all property within the limits of the municipality.

- 7.02** The imperial measurements contained in this By-Law are given for reference only.
- 7.03** Property Standards Order:
An officer who finds that a property does not conform with any standards prescribed in this By-law may make an order;
- a) Stating the municipal address or legal description of such property;
 - b) Giving reasonable particulars of the repairs to be made or stating that the site is to be cleared of all buildings, structures, debris or refuse that contravene the By-law, and left in a graded and level condition;
 - c) Indicating the time for complying with the terms and conditions of the order and giving notice that, if the repairs or clearance not carried out within the time specified, the Municipality may carry out the repair or clearance at the owner's expense, and take any other action permitted pursuant to the *Building Code Act*.

OFFICERS

- 7.04** The Council of the Municipality shall appoint a Property Standards Officer(s) to be responsible for the administration and enforcement of this By-Law, and enforcement of this by-law will be in response to written and signed complaints delivered to the Property Standard Officer(s).
- 7.05** Every person who initiates an appeal of an Order pursuant to 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 dollars.

PROPERTY STANDARDS COMMITTEE

- 7.06** A Property Standards Committee shall function as set out in Section 15.6 of the Ontario Building Code Act, to hear and rule on appeals against the Orders of the {Property Standards Officer.
- 7.07** Council shall appoint by By-Law no fewer than three (3) persons who are either the owner or tenant of land, or the spouse of an owner or tenant of land, in the municipality to the Property Standards Committee.
- 7.08** Every person who initiates an appeal of an Order made *under 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*

COMPLIANCE

- 7.09** 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.
- 7.10** No person shall remove from any premises any sign, notice or placard thereon pursuant to the provisions of the Building Code Act, S.O. 1992, c.23, and amendments thereto.

PENALTY

- 7.11** An owner who fails to comply with an order that is final and binding under this by-law 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.

VALIDITY

- 7.12** If an article of this By-Law is for any reason held to be invalid, the remaining articles shall remain in effect until repealed.

7.13 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 general public shall prevail.

TRANSITIONAL RULES

7.14 After the date of the passing this by-law, outstanding Orders under previous by-laws, 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

7.15 This By-Law and attached Schedules, may be referred to as “The Property Standards By-Law”.

7.16 This By-Law repeals By-Law 108-2004.

7.17 This By-law shall come into force and effect upon its final passing.

Read a first and second time this 15th day of March, 2010.

Read a third time and finally passed this 15th day of March, 2010.

Mayor – Kevin Eccles

CAO/Clerk, Christine Robinson

Corporation of the Municipality of West Grey

BY-LAW NUMBER 8 - 2010

SCHEDULE "A-1"

*** 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. _____.

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. _____ 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.

Property Standards Officer

** NOTE: AN INFORMAL NOTICE IS NOT REQUIRED UNDER PROVINCIAL STATUTE. HOWEVER, IT MAY BE GIVEN AS A COURTESY.*

Corporation of the Municipality of West Grey

BY-LAW NUMBER 8 - 2010

SCHEDULE "A-2"

***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. _____ on or before

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 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 AFTER AN INFORMAL NOTICE WAS ISSUED.*

Corporation of the Municipality of West Grey

BY-LAW NUMBER 8 - 2010

SCHEDULE "A-3"

***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

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. _____.

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. _____ on or before:

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.*

The Corporation of the Municipality of West Grey

BY-LAW NUMBER 8 - 2010

SCHEDULE "A-4"

**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 Municipality of West Grey
402813 Grey Rd 4
RR #2
Durham ON N0G 1R0

**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

The Corporation of the Municipality of West Grey

BY-LAW NUMBER 8 - 2010

SCHEDULE "A-5"

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.

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 the Municipality of West Grey.

Dated at _____, This ____ Day of _____, _____

Property Standards Officer