

**THE CORPORATION OF THE
TOWNSHIP OF MICHIPICOTEN**

BY-LAW NO. 1790-05

BEING A BY-LAW to adopt Township of Michipicoten Policy No. PE-005:
Property Standards.

WHEREAS Section 15.1 (3) of the *Building Code Act, S.O. 1992, Chapter 23*, provides that 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 provided the official plan for the municipality includes provisions relating to property conditions;

AND WHEREAS the Official Plan for the Township of Michipicoten includes provisions relating to property conditions;

AND WHEREAS the Council of the Township of Michipicoten is desirous of passing a by-law under Section 15.1 (3) of the *Building Code Act, S.O. 1992, Chapter 23*;

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


NOWHEREFORE the Council of The Township of Michipicoten hereby enacts the following as a by-law:

1. THAT Township of Michipicoten By-Law No. 1011-95 be and is hereby repealed on July 1, 2005.
2. THAT Policy No. PE-005: Property Standards herein attached as Schedule "A" to this By-Law and forming an integral part of this By-Law, be adopted.
3. THAT the Mayor and Clerk be and they are hereby authorized to sign this By-Law and to affix the corporate seal thereto.
4. THAT this By-Law shall come into force and effect on July 1, 2005.

READ a first and second time this 3rd day of May 2005.



ROD MORRISON, MAYOR



CHRIS WRAY, CLERK

READ a third time and be finally passed this 17th day of May, 2005.



ROD MORRISON, MAYOR



CATHY CYR, DEPUTY CLERK





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Policy Manual*

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| POLICY TITLE: Property Standards | SUBJECT: Govern and regulate the maintenance and occupancy of property. |
| Policy Section: Protection and Enforcement | Policy No. PE-005 |
| Effective Date: July 1, 2005 | Enacted By: By-Law No. 1790-05 |

Section A

Preamble

- 1.0.0 *Building Code Act, S.O. 1992, c.23*, provides that 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 provided the official plan for the municipality includes provisions relating to property conditions.
- 2.0.0 The Official Plan for the Township of Michipicoten includes provisions relating to property conditions.

Section B

Policy Statement

- 1.0.0 It is the policy of the Corporation of the Township of Michipicoten to prescribe standards for the maintenance and occupancy of property within the municipality.
- 2.0.0 It shall be the policy of the Corporation of the Township of Michipicoten to ensure that this policy is updated to reflect the needs and wants of the Act, and the residents of the Township of Michipicoten.
- 3.0.0 This policy shall be administered by the Property Standards Officer or designate.



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Section C

Definitions

- 1.0.0 **"Accessory Building"** means a detached building or structure, not used for human habitation that is subordinate to the primary use of the same property.
- 2.0.0 **"Apartment Building"** means a building containing more than four dwelling units with individual access from an internal corridor system.
- 3.0.0 **"Approved"** means acceptance by the Property Standards Officer.
- 4.0.0 **"Basement"** means that space of a building that is partly below grade, which has half or more of its height, measured from floor to ceiling above the average exterior finished grade.
- 5.0.0 **"Cellar"** means that space of a building that is partly or entirely below grade, which has more than half of its height, measured from floor to ceiling below the average exterior finished grade.
- 6.0.0 **"Dwelling"** means a building or structure or part of a building or structure, occupied or capable of being occupied, in whole or in part for the purpose of human habitation.
- 7.0.0 **"Dwelling Unit"** means a room or a suite of rooms operated as a housekeeping unit, that is used or intended to be used as a domicile by one or more persons and supporting general living conditions usually including cooking, eating, sleeping, and sanitary facilities.
- 8.0.0 **"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.



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- 9.0.0 **"Guard"** means a protective barrier around openings in floor areas or at the open sides of a stairway, a landing, a balcony, a mezzanine, a gallery, a raised walkway, and other locations to prevent accidental falls from one level to another. Such barriers may or may not have openings through it.
- 10.0.0 **"Habitable Room"** means any room in a dwelling unit used for or capable of being used for living, cooking, sleeping or eating purposes.
- 11.0.0 **"Means of Egress"** means a continuous, unobstructed path of travel for the escape of persons from any point in a building, a floor area, a room or a contained open space provided by a doorway, hallway, corridor, exterior passage way, balcony, lobby, stair, ramp, or other exit facility to a public thoroughfare or an approved area of refuge usually located outside the building.
- 12.0.0 **"Multiple Dwelling"** means a building containing two or more dwelling units.
- 13.0.0 **"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 Policy.
- 14.0.0 **"Non-Residential Property"** means a building or structure or part of a building or structure not occupied in whole or in part for the purpose of human habitation, and includes the lands and premises appurtenant and all of the outbuildings, fences or erections thereon or therein.
- 15.0.0 **"Person"** means an individual, firm, corporation, association or partnership.
- 16.0.0 **"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.



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- 17.0.0 *"Standards"* means the standards of the physical condition and of occupancy prescribed for property by this Policy.
- 18.0.0 *"Toilet Room"* means a room containing a water closet and a wash basin.
- 19.0.0 *"Yard"* means the land other than publicly owned land around and 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 D

Regulations

1.0.0 GENERAL STANDARDS FOR ALL PROPERTY

All repairs and maintenance of property shall be carried out with suitable and sufficient materials and in a manner accepted as good workmanship within the trades concerned. All new construction or repairs shall conform to the Ontario Building Code Act, Ontario Building Code, Fire Prevention and Protection Act, and the Ontario Fire Code.

1.1.0 Yards

Every yard, including vacant lots, shall be kept clean and free from:

- 1.1.1 rubbish, garbage or debris and objects or conditions that may create a potential health, fire, or accident hazard;
- 1.1.2 wrecked, dismantled, inoperable, discarded or abandoned machinery, vehicles, trailers or boats or any parts thereof unless it is necessary for the operation of a business enterprise lawfully situated on the property;



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- 1.1.3 long grass, brush, undergrowth and noxious weeds as defined by the Weed Control Act;
- 1.1.4 dilapidated, collapsed or partially constructed structures which are not currently under construction or other unsafe condition or unsightly condition out of character with the surrounding environment;
- 1.1.5 injurious insects, termites, rodents, vermin or other pests; and
- 1.1.6 dead, decayed or damaged trees or other natural growth.

1.2.0 Surface Conditions

Surface conditions of yards shall be maintained so as to:

- 1.2.1 prevent ponding of storm water;
- 1.2.2 prevent instability or erosion of soil;
- 1.2.3 prevent surface water run-off from entering basements;
- 1.2.4 not exhibit an unsightly appearance;
- 1.2.5 be kept free of garbage and refuse;
- 1.2.6 be kept free of deep ruts and holes;
- 1.2.7 provide for safe passage under normal use and weather conditions, day or night; and
- 1.2.8 not to create a nuisance to other property.

1.3.0 Sewage and Drainage

- 1.3.1 Sewage shall be discharged into an approved sewage system.



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1.3.2 Sewage of any kind shall not be discharged onto the surface of the ground, whether into a natural or artificial surface drainage system or otherwise.

1.3.3 Roof drainage shall not be discharged onto sidewalks, stairs, or adjacent property.

1.4.0 Parking Areas, Walks and Driveways

1.4.1 All areas used for vehicular traffic and parking shall have a surface covering of crushed stone, slag, gravel, having an asphalt or cement binder or any type of permanent surfacing such as asphalt or concrete and shall be kept in good repair free of dirt and litter.

1.4.2 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.

1.5.0 Accessory Buildings, Fences, and Other Structures

1.5.1 Accessory buildings, fences and other structures appurtenant to the property shall be maintained in structurally sound condition and in good repair to a standard at least comparable with abutting and adjoining properties.

1.5.2 Accessory buildings, fences, and other structures shall be protected from deterioration by the application of appropriate weather resistant materials including paint or other suitable preservative and shall be of uniform colour unless the aesthetic characteristics of said structure are enhanced by the lack of such material.

1.6.0 Garbage Disposal

1.6.1 Every building, dwelling, dwelling unit, multiple dwelling, apartment building and non-residential property shall be provided with a



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sufficient number of suitable receptacles to contain all garbage, refuse, ashes and waste that may accumulate on the property between the regularly designated collection days.

Such receptacles shall be constructed of watertight material, provided with a tight fitting cover, and shall be maintained in a clean and odour free condition at all times

- 1.6.2 All garbage, refuse, ashes and waste shall be promptly placed in a suitable container and made available for removal in accordance with the municipal garbage collection by-law where applicable.

2.0.0 RESIDENTIAL STANDARDS

2.1.0 General Conditions

2.1.1 Every owner, tenant, or occupant or lessee of a residential property shall maintain the property or part thereof and the land which they occupy or control, in a clean, sanitary and safe condition and shall dispose of garbage and debris on a regular basis, in accordance with municipal by-laws.

2.1.2 Every tenant, or occupant or lessee of a residential property shall maintain every floor, wall, ceiling and fixture, under their control, including hallways, entrances, laundry rooms, utility rooms, and other common areas, in a clean, sanitary and safe condition.

2.1.3 Accumulations or storage of garbage, refuse, appliances, or furniture in a means of egress shall not be permitted.

2.2.0 Pest Prevention

2.2.1 Dwellings shall be kept free of rodents, vermin and insects at all times. Methods used for exterminating such pests shall be in accordance with the provisions of the Pesticides Act.



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

2.3.0 Structural Soundness

2.3.1 Every part of a dwelling shall be maintained in a structurally sound condition so as to be capable of safely sustaining its own weight load and any additional load to which it may be subjected through normal use, having a level of safety as required by the Ontario Building Code.

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

2.4.0 Foundations

2.4.1 Foundation walls of a dwelling 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 sub soil drains, where necessary, at the footings, grouting masonry cracks, damp proofing and waterproofing walls, joints, and floors.

2.4.2 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.

2.5.0 Exterior Walls

2.5.1 Exterior walls of a dwelling or structure and their components, including soffits, fascia, shall be maintained in good repair free from cracked, broken or loose masonry units, stucco, and other defective cladding or trim. Paint or some other suitable preservative or coating must be applied and maintained so as to prevent deterioration due to weather conditions, insects or other damage to maintain an appearance commensurate with the surrounding environment.



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

2.6.0 Windows and Doors

2.6.1 Windows, doors, skylights, and basement or cellar hatchways shall be maintained in good repair, weather tight and reasonably draught-free, to prevent heat loss and infiltration by the elements. Maintenance includes painting, replacing damaged doors, frames and other components, window frames, sashes and casings, replacement of non-serviceable hardware and reglazing where necessary. Where screening is provided on windows and doors it shall also be maintained in good repair.

2.6.2 In a dwelling unit, all windows that are intended to be opened and all exterior doors 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 either inside or outside the dwelling unit.

2.6.3 Solid core doors shall be provided for all entrances to dwellings and dwelling units.

2.6.4 In residential buildings where there is a voice communication unit working in conjunction with a security locking and release system controlling a particular entrance door and installed between individual dwelling units and a secured entrance area, the said system shall be maintained in good working order at all times.

2.7.0 Roofs

2.7.1 Roofs of dwellings and their components shall be maintained in a weather tight condition, free from loose or unsecured objects or materials.



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2.7.2 The roofs of dwellings and accessory buildings shall be kept clear of accumulations of ice or snow or both.

2.7.3 Where eavestroughing, roof gutters, are provided it shall be kept in good repair, free from obstructions and properly secured to the building.

2.8.0 Walls, Ceilings and Floors

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

2.8.2 Every floor in a dwelling shall be reasonably smooth and level and maintained so as to be free of all loose, warped, protruding, broken, or rotted boards or other material that might cause an accident or allow the entrance of rodents and other vermin or insects.

2.8.3 Every floor in a bathroom, toilet room, kitchen, shower room, and laundry room shall be maintained so as to be impervious to water and readily cleaned.

2.9.0 Stairs, Porches and Balconies

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

2.10.0 Guards/Handrails

2.10.1 Guards are required on all open sides of stairs, landing or any surface which provides access for other than maintenance purposes where



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there is a difference in elevation to adjacent surfaces of more than 600 mm (24 in.). The guards are required to be maintained in a rigid nature.

- 2.10.2 Handrails are required on at least one side of any stairs containing three (3) or more risers and on at least one side of any ramp. The handrails are required to be maintained in a rigid nature.

2.11.0 Kitchens

Every dwelling and dwelling unit shall contain a kitchen area equipped with:

- 2.11.1 a sink that is served with hot and cold running water and is surrounded by surfaces impervious to grease and water;
- 2.11.2 suitable cupboard storage area of not less than 0.23 cubic metres (8 cubic feet);
- 2.11.3 a counter or work area at least 610 mm (2 ft) in width by 1,220 mm (4 ft) in length, exclusive of the sink, and covered with a material that is impervious to moisture and grease and is easily cleanable; and
- 2.11.4 a space provided for cooking and refrigeration appliances including the suitable electrical and/or gas connections.

2.12.0 Toilet Room and Bathroom Facilities

- 2.12.1 Every dwelling and dwelling unit shall contain a bathroom consisting of at least one fully operational water closet, washbasin, and a bathtub or suitable shower unit. Every washbasin and bathtub or shower shall have an adequate supply of hot and cold running water. Every water closet shall have a suitable supply of running water.
- 2.12.2 Every required bathroom or toilet room shall be accessible from within the dwelling unit and shall be fully enclosed and provided with a door



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capable of being locked so as to allow privacy for the persons using said room.

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

2.13.0 Plumbing

- 2.13.1 Each washbasin, bathtub or shower, and one kitchen sink shall be equipped with an adequate supply of hot and cold running water. Hot water shall be supplied at a temperature of not less than 49° Celsius (120° F).
- 2.13.2 Every dwelling unit shall be provided with an adequate supply of potable running water from an approved source.
- 2.13.3 All plumbing, including drains, water supply pipes, water closets and other plumbing fixtures shall be maintained in good working condition free of leaks and defects and all water pipes and appurtenances thereto shall be protected from freezing.
- 2.13.4 All plumbing fixtures shall be connected to the sewerage system through water seal traps.
- 2.13.5 Every fixture shall be of such materials, construction and design as will ensure that the exposed surface of all parts are hard, smooth, impervious to hot and cold water, readily accessible for cleansing and free from blemishes, cracks, stains, or other defects that may harbour germs or impede thorough cleansing.



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2.14.0 Electrical Service

- 2.14.1 Every dwelling and dwelling unit shall be wired for electricity and shall be connected to an approved electrical supply system.
- 2.14.2 The electrical wiring, fixtures, switches, receptacles, and appliances located or used in dwellings, dwelling units and accessory buildings shall be installed and maintained in good working order so as not to cause fire or electrical shock hazards. All electrical services shall conform to the Electrical Safety Code made under the Electricity Act, 1998.
- 2.14.3 Every habitable room in a dwelling shall have at least one electrical duplex outlet for each 11.1 square metres (120 sq. ft.) of floor space and for each additional 9.3 square metres (100 sq. ft.) of floor area, a second duplex outlet shall be provided. Extension cords shall not be used on a permanent basis.
- 2.14.4 Every bathroom, toilet room, kitchen, laundry room, furnace room, basement, cellar and non-habitable work or storage room shall be provided with a permanent light fixture.
- 2.14.5 Lighting fixtures and appliances installed throughout a dwelling unit, including hallways, stairways, corridors, passage ways, garages and basements, shall provide sufficient illumination so as to avoid health or accident hazards in normal use.

2.15.0 Heating, Heating Systems, Chimneys and Vents

- 2.15.1 Every dwelling and building containing a residential dwelling unit or units shall be provided with suitable heating facilities capable of maintaining an indoor ambient temperature of 21° Celsius (70° F.) in the occupied dwelling units, for the first day of September of each year to the first day of June the following year.



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The heating system shall be maintained in good working condition so as to be capable of safely heating the individual dwelling unit to the required standard.

- 2.15.2 All fuel burning appliances, equipment, and accessories in a dwelling shall be installed and maintained to the standards provided by the Energy Act, as amended or other applicable law.
- 2.15.3 Where a heating system or part thereof that requires solid or liquid fuel to operate, a place or receptacle for such fuel shall be provided and maintained in a safe condition and in a convenient location so as to be free from fire or accident hazard.
- 2.15.4 Every dwelling shall be so constructed or otherwise separated to prevent the passage of smoke, fumes, and gases from that part of the dwelling which is not used, designed or intended to be used for human habitation into other parts of the dwelling used for habitation. Such separations shall conform to the Ontario Building Code and/or the Ontario Fire Code.
- 2.15.5 All fuel burning appliances, equipment, and accessories in a dwelling shall be properly vented to the outside air by means of a smoke-pipe, vent pipe, chimney flue or other approved method.
- 2.15.6 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good repair so as to prevent the escape of smoke, fumes or gases from entering a dwelling unit. Maintenance includes the removal of all obstructions, sealing open joints, and the repair of loose or broken masonry units.
- 2.15.7 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.



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2.16.0 Fire Escapes, Alarms and Detectors

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

2.16.2 Every owner of a residential occupancy where sleeping accommodations are provided for more than ten (10) persons, shall install or cause to be installed and maintain in working order a listed fire alarm and detection system, approved by the Canadian Standards Association (CSA) or the Underwriters Laboratories of Canada (ULC), except that such system need not be provided where a public corridor or exit serves not more than four (4) dwelling units or individual leased sleeping rooms.

Maintenance of a fire alarm and/or detection system shall include annual testing and servicing by a qualified person in accordance with the Ontario Fire Code. Verification of compliance to be forwarded to the Property Standards Officer upon request.

2.16.3 Every owner of a residential occupancy shall install or cause to be installed and maintain in working order one or more smoke alarms in each dwelling unit and in each sleeping room not within a dwelling unit in conformance with the Ontario Building Code and/or the Ontario Fire Code and The Smoke Alarm By-law, as amended from time to time.

2.16.4 The required smoke alarms:

(a) shall conform to CAN/ULC-S531, "Standard for Smoke Alarms" and where electrically powered, also conform to the Canadian Standards Association (CSA).

(b) shall be installed on or near the ceiling in accordance with the manufacturers installation instructions



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- (c) shall be located on each floor level of the dwelling unit:
 - (i) near the stairs connecting floor levels,
 - (ii) on floor levels containing sleeping areas, between each sleeping area and the remainder of the dwelling unit,
 - (iii) in the hallway, where the sleeping area is served by a hallway belonging to the dwelling unit, and
 - (iv) shall be audible from within the sleeping area with the intervening doors closed.

2.17.0 Egress

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

2.17.2 Each dwelling containing more than one dwelling unit shall have at least two (2) exits, both of which may be common or the one of which may be common and the other may be an exterior stair or fire escape.

Access to the stairs or fire escape shall be from corridors through doors at floor level, except egress from a dwelling unit may be through a window that can be opened from the inside without the use of tools and each such window shall provided an individual unobstructed open portion having a minimum area of 0.35 square meters (3.8 sq. ft.) with no dimension less than 380 mm (15 in.) with a sill height of not more than 1,000mm, (3 ft 3 in), above the inside floor.

A single exit is permitted from a dwelling unit where the path of egress is through an exterior door located at or near ground level and



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access to such exit is not through a room not under the immediate control of the occupants of the dwelling unit.

2.18.0 Natural Light

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

2.19.0 Ventilation

2.19.1 Every habitable room in a dwelling unit, including kitchens, living rooms, bedrooms, shall have openings for ventilation providing an unobstructed free flow of air of at least 0.28 square metres (3 sq. ft), and for bathrooms or toilet rooms, at least 0.09 square meters (1 sq. ft.) or an approved system of mechanical ventilation such that provide hourly air exchanges.

2.19.2 All system of mechanical ventilation shall be maintained in good working order.

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

2.20.0 Elevating Devices

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



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2.21.0 Disconnected Utilities

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

2.22.0 Occupancy Standards

2.22.1 The number of occupants, residing on a permanent basis in any individual dwelling unit, shall not exceed two (2) persons per bedroom or one person for every nine square metres (100 sq. ft), of habitable floor area. For the purpose of computing habitable floor area, any area with the minimum ceiling height less than 2.1 metres (7 ft.) shall not be considered.

2.22.2 No room shall be used for sleeping purposes unless it has a minimum floor area of not less than seven square metres (75 sq. ft.). A room used for sleeping purposes by two or more persons shall have a floor area of at least 4.6 square metres (50 sq. ft.) per person.

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

- (a) each habitable room shall comply with all the requirements set out in this Policy;
- (b) floors and walls shall be constructed so as to be damp proof and impervious to leakage of underground and surface run-off water;



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- (c) each habitable room shall be separated from service rooms by a fire separation and approved under the Ontario Building Code and/or Ontario Fire Code as applicable;
- (d) access to each habitable room shall be gained without passage through a service room.

3.0.0 NON-RESIDENTIAL PROPERTY STANDARDS

3.1.0 Every owner, tenant, or occupant or lessee of a non-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.

3.2.0 Yards

3.2.1 The yards of non-residential property shall be maintained to the standards as described Section D, Article 1.1.0 of this Policy.

3.2.2 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 not obstruct any 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 fence constructed of painted board or metal conforming to municipal by-laws.

3.3.0 Parking Areas and Driveways

3.3.1 All areas used for vehicular traffic and parking shall have a surface covering of crushed stone, slag, gravel, having an asphalt or cement



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binder or any type of permanent surfacing such as asphalt or concrete and shall be kept in good repair free of dirt and litter.

- 3.3.2 All areas used for vehicular traffic, parking spaces and other similar areas shall be maintained so as to afford safe passage under normal use and weather conditions.

3.4.0 Structural Soundness

- 3.4.1 Every part of a building structure shall be maintained in a sound condition so as to be capable of safely sustaining its own weight load and any additional load to which it may be subjected through normal use, having a level of safety as required by the Ontario Building Code.

Structural members or materials that have been damaged or indicate evidence of deterioration shall be repaired or replaced.

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

3.5.0 Exterior Walls

- 3.5.1 Exterior walls of a building or structure and their components, including soffits, fascia, windows and doors, shall be maintained in good repair free from cracked, broken or loose masonry units, stucco, and other defective cladding or trim. Paint or some other suitable preservative or coating must be applied and maintained so as to prevent deterioration due to weather conditions, insects or other damage to maintain an appearance commensurate with the surrounding environment.

- 3.5.2 Exterior walls of a building or structure and their components, shall be free of unauthorized signs, painted slogans, graffiti and similar defacements.



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3.6.0 Guards/Handrails

- 3.6.1 Guards are required on all open sides of stairs, landing or any surface which provides access for other than maintenance purposes where there is a difference in elevation to adjacent surfaces of more than 600 mm (24 in.). The guards are required to be maintained in a rigid nature.
- 3.6.2 Handrails are required on at least one side of any stairs containing three (3) or more risers and on at least one side of any ramp. The handrails are required to be maintained in a rigid nature.

3.7.0 Lighting

All non-residential establishments shall install and maintain sufficient windows, skylights, and lighting fixtures necessary for the safety of all persons attending the premises or as may be required by the *Occupational Health and Safety Act* for industrial and commercial properties.

However, lighting shall not be positioned so as to cause any impairment of use or enjoyment of neighbouring properties.

4.0.0 VACANT LANDS AND BUILDINGS

4.1.0 All repairs and maintenance of property shall be carried out with suitable and sufficient materials and in a manner accepted as good workmanship within the trades concerned. All new construction or repairs shall conform to the Ontario Building Code where applicable.

4.2.0 Vacant Lands

- 4.2.1 Vacant land shall be maintained to the standards as described in Section D, Article 1.1.0 of this Policy.
- 4.2.2 Vacant land shall be graded, filled or otherwise drained so as to prevent recurrent ponding of water.



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4.3.0 Vacant Buildings

- 4.3.1 Vacant buildings shall be kept cleared of all garbage, rubbish and debris and shall have all water, electrical and gas services turned off except for those services that are required for the security and maintenance of the property.
- 4.3.2 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 and painted a colour compatible with the surrounding walls.

5.0.0 ADMINISTRATION AND ENFORCEMENT

- 5.1.0 This Policy shall apply to all property within the limits of the municipality.
- 5.2.0 The imperial measurements contained in this Policy are given for reference only.

5.3.0 Officers

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

5.4.0 Property Standards Committee

- 5.4.1 Council members shall be members of the Property Standards Committee for the term of office concurrent with their term. The Administrator/Clerk shall be the secretary to the Committee.
- 5.4.2 Every person who initiates an appeal of an Order made under section 15.2 (2) of the *Ontario Building Code Act, S.O. 1992, c.23*, 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



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be accompanied by a non-refundable fee prescribed by the Fees and Tariff By-law.

5.5.0 Compliance

The owner of any property which does not conform to the standards as set out in this policy shall repair 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.

5.6.0 Validity

5.6.1 If an article of this policy is for any reason held to be invalid, the remaining articles shall remain in effect until repealed.

5.6.2 Where a provision of this policy conflicts with the provision of another policy and/or 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.

5.7.0 Transitional Rules

After the date of the passing this Policy, By-Law No. 1011-95, 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 policy, 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.

5.8.0 Title

This policy may be referred to as "The Property Standards By-Law".



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Section E

Policy Adoption and Review Guidelines

| Date of Adoption by Council | By-law No. | Motion No. | Date of Most Recent Review by Council | Date of Next Review by Council |
|------------------------------------|-------------------|-------------------|--|---------------------------------------|
| December 2004 | | | May 2004 | May 2006 |

Section F

References to Other Policies or By-laws

| Policy Title | Policy Section | Policy Number |
|---------------------------|-----------------------|----------------------|
| Property Standards By-Law | | 1011-95 |
| | | |
| | | |

(Township Letterhead)

File No.

Date Issued

NOTICE OF VIOLATION

(Optional)

Registered Owner's

Name & Address

Dear Property Owner:

Re: Property Standards By-Law No. 1790-05

Civic Address, Roll No.

(Legal Description)

Please 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. 1790-05.

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

Please be advised that By-Law No. 1790-05 gives the municipality the authority to issue an **ORDER TO COMPLY** pursuant to Section 15.2(2), *Ontario Building Code Act, S.O. 2002, c. 23*.

It is desired that you will comply with this Notice of Violation that the aforementioned procedural step will not be necessary. A re-inspection of this property will take place on or about *(month/day/year)* to ascertain compliance.

Should you require any further information pertaining to this matter, please do not hesitate to contact me.

Sincerely yours,

(Name of Property Standards Officer)

Property Standards Officer

c.c. *(such persons affected as the Officer determines)*

Appendix "1"

Schedule "A"

1. *List and describe items of non-compliance.*
2. *Give reasonable particulars of the repairs to be made or state that the site is to be cleared of all buildings, structures, debris or refuse and left in a graded and levelled condition.*

Appendix "2"

(Township Letterhead)

File No.
Date Issued

**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

(to be used when Notice of Violation was issued)

Registered Owner's
Name & Address

Dear Property Owner:

Re: Property Standards By-Law No. 1790-05
Civic Address, Roll No.
(Legal Description)

WHEREAS on April 12, 2005, Township of Michipicoten By-Law No. 1790-05, being a by-law to provide for the maintenance of the physical condition and occupation of property in defined areas of the Township of Michipicoten was passed by the Council of The Corporation of the Township of Michipicoten.

AND WHEREAS on (month/day/year) you were served with a Notice of Violation setting out the violations to Property Standards By-Law No. 1790-05 and requiring you to take remedial measures to correct the violations by (month/day/year).

AND WHEREAS a re-inspection of your property, as noted above, was carried out on (month/day/year) and you have failed to remedy the noted violation(s) as set out in Schedule "A", attached hereto which form 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 Property Standards By-Law No. 1790-05 on or before

(Month/Day/Year)

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.

If an owner or occupant upon which an Order has been served is not satisfied with the terms or conditions of the Order may appeal to the committee by sending the enclosed 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: (month/day/year)

Dated this day of (month), (year).

Sincerely yours,

(Name of Property Standards Officer)
Property Standards Officer

c.c. (such persons affected as the Officer determines)

Appendix "2"

Schedule "A"

1. *List and describe items of non-compliance.*
2. *Give reasonable particulars of the repairs to be made or state that the site is to be cleared of all buildings, structures, debris or refuse and left in a graded and levelled condition.*

Appendix "3"

(Township Letterhead)

File No.
Date Issued

**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

(to be used when Notice of Violation was not issued)

Registered Owner's
Name & Address

Dear Property Owner:

Re: Property Standards By-Law No. 1790-05
Civic Address, Roll No.
(Legal Description)

WHEREAS on April 12, 2005, Township of Michipicoten By-Law No. 1790-05, being a by-law to provide for the maintenance of the physical condition and occupation of property in defined areas of the Township of Michipicoten was passed by the Council of The Corporation of the Township of Michipicoten.

AND WHEREAS on (month/day/year) an inspection of your property, as noted above, revealed certain violations of the municipality's Property Standards By-Law No. 1790-05.

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 Property Standards By-Law No. 1790-05 on or before:

(Month/Day/Year)

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.

If an owner or occupant upon which an Order has been served is not satisfied with the terms or conditions of the Order may appeal to the committee by sending the enclosed 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: (month/day/year)

Dated this day of (month), (year).

Sincerely yours,

(Name of Property Standards Officer)
Property Standards Officer

c.c. (such persons affected as the Officer determines)

Appendix "3"

Schedule "A"

1. *List and describe items of non-compliance.*
2. *Give reasonable particulars of the repairs to be made or state that the site is to be cleared of all buildings, structures, debris or refuse and left in a graded and levelled condition.*

**NOTICE OF APPEAL
TO THE PROPERTY STANDARDS COMMITTEE**

Date: _____

*Secretary, Property Standards
Appeal Committee
The Corporation of the
Township of Michipicoten
40 Broadway Avenue, P.O. Box 500
Wawa, ON P0S 1K0*

Dear Sir/Madam:

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

(civic address and description of property in violation)

TAKE NOTICE of the Appeal of the undersigned to the Property Standards Committee because of dissatisfaction with the above referenced Order to Remedy Violation of Standards of Maintenance and Occupancy served upon the undersigned on _____ (month/day/year).

PLEASE PRINT

Name: _____

Mailing 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 (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.

The Building Code Act, S.O. 1992, c. 23, s. 15.3(1)

Signature of Owner or Authorized Agent

**Application Administration
Fee:**
\$ _____

ORDER TO COMPLY

Pursuant to Section 15.2 of the Ontario Building Code Act, S.O. 1992, c. 23

| | |
|------------------------------------|---------------------------------------|
| OWNER (Name and Address) | FILE NO. |
| | DATE ISSUED |
| PROPERTY DESCRIPTION | |
| Plan # | Address Roll No. , Lot # , Pcl. |

PENALTIES ARE PROVIDED FOR VIOLATION OF THE ONTARIO BUILDING CODE ACT, 1992.

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 Property Standards By-Law No. 1790-05.

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 WITH THE BY-LAW ON OR BEFORE THE _____ DAY OF _____ (month) _____, _____ (year) .

ORDER ISSUED BY:
(Name of Property Standards Officer)
Property Standards Officer

Further information may be obtained from the office of the Property Standards Officer located at 40 Broadway Avenue, Wawa, Ontario.

APPEAL TO A JUDGE OF THE ONTARIO COURT (GENERAL DIVISION)

If the municipality or any owner or occupant is not satisfied with the decision of the Property Standards Committee, they may appeal to the Superior Court of Justice by notifying the Clerk of The Corporation of the Township of Michipicoten, in writing, and by applying to the court within fourteen (14) days after the sending of a copy of the decision, and, in the event no Appeal is taken, the Order shall be final and binding upon the owner and occupant who shall carry out the work within the time and manner specified in the order.

Appendix "5"

Schedule "A"

1. *List and describe items of non-compliance.*
2. *Give reasonable particulars of the repairs to be made or state that the site is to be cleared of all buildings, structures, debris or refuse and left in a graded and levelled condition.*



The Corporation of the
Township of Michipicoten



PROPERTY STANDARDS COMPLAINT FORM

Complaint respecting property located at _____

Name of Property Owner _____

Owner's Address _____ Phone No. _____

Name of Tenant _____ Phone No. _____

Details of Complaint

Printed Name of Complainant _____ (must be completed to be processed)

Address _____ Phone No. _____

Signature _____ Date _____

For Office Use Only

Report of Investigation

Property Standards Officer _____