

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 09-13
FOR THE YEAR 2013**

SG-D-13

BEING A BY-LAW FOR PRESCRIBING STANDARDS FOR MAINTENANCE AND OCCUPANCY OF PROPERTY WITHIN THE TOWNSHIP OF SOUTH GLENGARRY.

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 provided the official plan for the municipality includes provisions relating to *property* conditions;

AND WHEREAS the Official Plan for The *Township* of South Glengarry includes provisions relating to *property* conditions;

AND WHEREAS the Council of The *Township* of South Glengarry 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 *Township* of South Glengarry hereby enacts the following:

TITLE This By-law may be referred to as **The Property Standards Bylaw.**

PART 1 - DEFINITIONS

1.1 In this Bylaw:

1.1.1 Act - means the *building Code Act*, S.O. 1992, c.23, as amended.

1.1.2 Approved - means acceptance by the Property Standards *Officer*.

1.1.3 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*;

1.1.4 Building - means any structure used or intended to be used for supporting or sheltering any use or occupancy

1.1.5 Building Code - means the regulation made under Section 34 of the *Act*;

1.1.6 Chief Building Official - means the *Chief Building Official* appointed by by-law by Council for the purpose of enforcement of the *Act*, the *building Code* and this by-law.

- 1.1.7 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 Part 7 of the *building Code*.
- 1.1.8 Council** - shall mean the Council of the Corporation of the *Township* of South Glengarry.
- 1.1.9 Dwelling** - means a *building* means a *building*, structure, mobile home or recreational vehicle with or without kitchen facilities or a part of such a *building* or structure, which is, or is intended to be used for the purpose of human habitation, and includes such a *building*, home or vehicle that would be or would be intended to be used for such purposes, except for its state of *disrepair*;
- 1.1.10 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.
- 1.1.11 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.
- 1.1.12 Ground cover** - means organic or non-organic material applied to prevent soil erosion such as concrete, flagstone, gravel, asphalt, grass or other landscaping.
- 1.1.13 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.
- 1.1.14 Habitable room-** means any room in a *dwelling unit* used or designed to be used for the purpose of living, sleeping, eating, cooking or preparation of food and without limiting the foregoing shall include den, library, sunroom or recreational room or any combination thereof;
- 1.1.15 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 out *buildings*, *fences* or erections thereon or therein.
- 1.1.16 Occupant** - means any *person* or *persons* over the age of eighteen years in possession of the *property*.
- 1.1.17 Officer** - means a Property Standards *Officer* who has been assigned by the Council the responsibility of administering and enforcing the provisions of this Bylaw.

1.1.18 Owner – means:

(a) 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 the *person's* own account or as agent or trustee of any other *person*, or who would receive the rent if the land and premises were left, and

(b) 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*.

1.1.19 Person – means and includes any *person*, firm, partnership, corporation, company, association, or organization of any kind.

1.1.20 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, out *buildings*, *fences* and erections thereon whether heretofore or hereafter erected and includes *vacant property*.

1.1.21 Repair - includes the provision of facilities, the making of additions or alterations or the taking of any other action that may be required to ensure that a property conforms to the standards established in this by-law.

1.1.22 Township - means The Corporation of the *Township* of South Glengarry.

1.1.23 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

1.1.24 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*.

1.1.25 Zoning By-law – means the *Zoning By-law* of the Township of South Glengarry.

1.1.26 Terms not defined in this By-law shall have the meaning ascribed to them in the *Act* or the *Building Code*.

PART 2 - GENERAL STANDARDS FOR ALL *PROPERTY* AND USES

2.1 SCOPE

2.1.1 No *person*, being the *Owner* or *occupant* of a *property*, shall fail to maintain the *property* in conformity with the standards required in this By-law.

2.1.2 The *Owner* of any *property* which does not conform to the standards in this By-law 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.

- 2.1.3** All *repairs* and maintenance of *property* shall be carried out with suitable and sufficient materials and in a manner accepted as good workmanship within the trades concerned.
- 2.1.4** All new construction or extensive *repairs* shall conform to the *Building Code*, where applicable.
- 2.1.5** This by-law does not apply so as to prevent a farm, meeting the definition of “agricultural operation” under the Farming and Food Production Protection Act, 1998, S.O. 1998, c. 1, from carrying out a normal farm practice as provided for and defined under that Act.

2.2 YARDS

- 2.2.1** 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.
- 2.2.2** Every *property* shall be kept free from garbage, rubbish, *waste* or accumulations of such materials that prevent access to or exit from the *property*
- 2.2.3** Without restricting the generality of this Section, such maintenance includes the removal of:
- (a) rubbish, garbage, *waste*, litter and *waste*;
 - (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 By-laws, Chapters or statutes; and
 - (f) dilapidated or collapsed *buildings*, structures or erections, and the filling in or protecting of any unprotected well.

2.3 OUTDOOR STORAGE OF MATERIALS- NO IMMEDIATE USE

- 2.3.1** 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.

2.4 GARBAGE RECEPTACLES

- 2.4.1** Every *building* shall have proper receptacles to contain all garbage, ashes or *waste*, which accumulates on the *property* and such materials, shall be placed for collection in proper receptacles in compliance with applicable laws and not allowed to accumulate for longer than twenty-four (24) hours.
- 2.4.2** Receptacles for garbage shall be:
- a) made of watertight construction
 - b) provided with a tight fitting cover, which may be removed only when the receptacle is empty or is being actively loaded;

- c) maintained in good condition without holes or spillage; and
- d) closed or emptied, rinsed and cleaned when not in use, to prevent the escape of offensive odour or waste.

2.4.3 Plastic bags shall be considered acceptable receptacles under subsection above provided they are:

- a) adequately secured so as to prevent spillage;
- b) not stored outdoors unless protected from access by animals or vermin: and
- c) otherwise are maintained in compliance with 2.4.2.

2.4.4 Paper receptacles are not acceptable under this Section, except only where they are placed inside other compliant receptacles or are placed out for collection in compliance with applicable collection Bylaws.

2.4.5 Where commercial, industrial, or residential on site garbage containers are visible from a public street or land, or residential properties, the area where the receptacles are stored shall be screened from view.

2.5 UNENCLOSED PORCH – BALCONY

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

2.6 GRASS-TREES- BUSHES-HEDGES-LANDSCAPING

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

2.6.2 Grass, trees, bushes, hedges and other landscaping, non-organic *Ground cover* and site facilities shall be provided and maintained in living condition or a safe condition.

2.7 GROUND COVER- erosion control

2.7.1 Suitable *Ground cover* shall be provided and maintained to prevent erosion of the soil and so as to be in harmony with the neighbouring environment. Where grass forms part of the ground cover, it shall be resodded or reseeded as often as is required to maintain the grass in a living condition.

2.8 LOT GRADING-DRAINAGE

2.8.1 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.

2.8.2 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*.

2.8.3 Drainage from every roof 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.

2.8.4 No fill shall be allowed to remain in an unleveled state on any *property* for longer than fourteen (14) days, unless the *property* is a construction site for which a *building* permit is in effect;

2.8.5 No fill shall be left in an uncovered state (not covered by sod, seed or agricultural crop) on any *property* for longer than thirty (30) days unless the *property* is:

- a) a construction site for which a *building* permit is in effect;
- b) a *property* being subdivided under subdivision agreement with the *Township* of South Glengarry or
- c) *property* being actively farmed.

2.9 WALKWAYS AND DRIVEWAY

2.9.1 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*.

2.10 PARKING LOTS

2.10.1 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.

2.10.2 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.

2.11 EXTERIOR LIGHTING

2.11.1 Every stairway, exterior exit and entrance doorway, cellar, *basement* entrance or *building* entrance shall have a permanently installed lighting fixture that shall be maintained in good working order.

2.11.2 Facilities for lighting shall be maintained in a good state of *repair*.

2.11.3 Outdoor lighting and indoor lighting that can be seen outdoors shall be placed and maintained, or have barriers or shades placed and maintained so as to prevent or block direct illumination of the interior of a *dwelling* on adjacent *property* regardless of whether such *dwelling* has or may have shades, drapes or other interior window coverings.

2.12 RETAINING WALL

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

2.13 ACCESSORY BUILDINGS

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

2.14 FENCE

- 2.14.1** A *fence* erected on a *property* or separating adjoining properties shall be maintained:
- a) in good *repair*; (free from loose or insufficiently secured, rotten, warped or broken materials),
 - b) in a safe and structurally sound condition so as to be capable of sustaining safely its own weight together with any load to which it might reasonably be subject to.
 - c) shall be free of dangerous objects. and:
 - d) reasonably plumb, unless specifically designed to be other than vertical.
- 2.14.2** The *Owner* of any *property* shall provide a landscaped planting strip, opaque *fence* or other opaque barrier in accordance with the provisions set out in the Zoning By-law.

2.15 TOWER-GANTRIES-MASTS-ANTENNAE

- 2.15.1** 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.

2.16 SIGNS

- 2.16.1** 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
 - c) in a reasonably vertical plane unless otherwise *approved* by the *Township*. An unused or discarded sign shall be removed from the *property* or shall be stored within a *building*.

PART 3 - EXTERIOR PROPERTY AREAS

3.1 STRUCTURAL ADEQUACY- CAPACITY

- 3.1.1** All *repairs* and maintenance of *property* required by the standards prescribed in this By-law shall be carried out in a manner accepted as good workmanship in the trades concerned and with materials suitable and sufficient for the purpose.
- 3.1.2** Every part of a *property* shall be maintained in good *repair* and in a structurally sound condition so as:
- a) to be capable of sustaining safely its own weight, and any additional load to which it may normally be subjected;
 - b) to be capable of safely accommodating all normal structural movements without damage, decay or deterioration;

- c) to prevent the entry of moisture that would contribute to damage, fungus growth, decay or deterioration; and
- d) to be capable of safely and adequately performing its function subject to all reasonable serviceability requirements.

3.2 FOUNDATION WALLS-BASEMENTS

- 3.2.1 All foundation walls and the *basement*, cellar or crawl space floors shall be maintained in good repair and structurally sound. 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.
- 3.2.2 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*.

3.3 EXTERIOR WALLS-SURFACES-CLADDING-MASONRY

- 3.3.1 All exterior walls and surfaces of every *building* or structure shall be sound, plumb, and weather tight, free from loose or unsecured objects and maintained in good *repair*.
 - a) 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
 - b) Shall be so maintained by the painting, restoring or *repairing* of the walls, coping or flashing, by the waterproofing of joints and the walls themselves, by the installation of or *repairing* of weather tight finishing, or the installation of termite shields, if required.
- 3.3.2 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.
- 3.3.3 Every part of a *building* including the exterior shall be maintained in a structurally sound condition and so as to be capable of sustaining safely its own weight and any additional weight that may be put on it through normal use.

3.4 DOORS-WINDOWS-CELLAR- HATCHWAYS

- 3.4.1 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.
- 3.4.2 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*.
- 3.4.3 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*.
- 3.4.4 All windows capable of being opened shall be equipped with a screen to prevent the passage of insects and the screen shall be maintained in a good condition.

3.4.5 Every window in a leased dwelling unit that is located above the first storey of a multiple dwelling shall be equipped with an approved safety device that would prevent any part of the window from opening greater than would permit the passage of a 100 mm diameter (3.9 inches) sphere. Such safety device shall not prevent the window from being fully opened during an emergency situation by an adult without the use of tools.

3.5 WINDOW SCREENS

3.5.1 When an exterior opening is used or required for ventilation or illumination and is not required to be protected by a door, window or similar closure, it shall be protected with:

- a) mesh screening, metal grills, or other equivalent durable rust proof material; or
- b) other protection so as to effectively prevent the entry of rodents, large insects or vermin.

3.6 CANOPIES-MARQUEES-AWNINGS

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

3.7 ROOF

3.7.1 Every roof and all of its components shall be maintained in good *repair* and in a safe and structurally sound condition.

3.7.2 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.

3.8 EAVES TROUGH SYSTEM- METAL DUCTS-FLASHING

3.8.1 Eaves trough, roof gutter, rainwater pipe, downspouts, flashing and all exterior ducts shall be properly secured free from loose or unsecured objects, free from obstructions and health hazards, weather-tight, free of holes and maintained in good *repair*.

3.8.2 Every eaves trough, roof gutter, rainwater pipe, downspout and flashing shall be properly secured and be kept in good *repair*, free from obstructions and health hazards.

3.8.3 Metal eaves troughs, rainwater pipes, flashing and all exterior metal ducts shall be kept free from rust by application of a suitable protective material such as paint, and shall be renewed when necessary.

3.8.4 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.

3.9 CHIMNEY FLUES

- 3.9.1** 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.
- 3.9.2** Any fuel burning heating equipment used in a *building* shall be properly vented to the exterior by means of an *approved* smoke pipe, vent pipe or chimney.

3.10 GARAGE-CARPORT

- 3.10.1** 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.
- 3.10.2** 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.
- 3.10.3** Garages and carports, including floors, shall be maintained in good *repair* and free from hazards.

PART 4 - INTERIOR OF BUILDINGS, STRUCTURES AND DWELLINGS

4.1 INTERIOR STRUCTURE-COLUMNS-BEAMS

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

4.2 WALLS-CEILINGS

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

4.3 FLOORS

- 4.3.1** 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.
- 4.3.2** 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.

4.3.3 Every bathroom, kitchen, laundry and shower room shall have a floor covering of water-resistant material and be capable of being cleaned.

4.3.4 Every cellar and *Basement* shall have a floor of concrete or other material acceptable under the provisions of the *building Code*, to ensure water drainage and to *Guard* against the entry of vermin.

4.4 STAIRS- HANDRAILS-GUARDS

4.4.1 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.

4.4.2 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.

4.4.3 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.

4.4.4 All handrails and balustrades, stairways, fire escapes, balconies, landings and porches and similar appurtenances shall be maintained in good *repair*, shall be properly anchored so as to be kept in a safe and secured condition, shall be structurally capable of supporting the loads imposed through their normal use and, if metal, shall be protected from rust or similar decay by a periodic application of a protective coating such as paint.

4.5 MEANS OF EGRESS

4.5.1 Every *building*, structure or *dwelling unit* shall have a safe, continuous and unobstructed passage from the interior to an exit or the outside of the *building* at street or grade level.

4.5.2 Exterior stairs and fire escapes shall be maintained in a safe state of *repair* and kept free of ice and snow.

4.5.3 The passage required as egress from one *dwelling unit* shall not pass through any other *dwelling unit*.

4.5.4 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.

4.5.5 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*.

4.5.6 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*.

4.6 HEATING - AIR CONDITIONING

- 4.6.1** Every residential *dwelling* shall have heating equipment capable of maintaining a temperature of 21°Celsius (70 °Fahrenheit).
- 4.6.2** 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.
- 4.6.3** 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.
- 4.6.4** No rental residential dwelling unit shall be equipped with portable heating equipment as the primary source of heat.
- 4.6.5** Solid fuel burning appliances shall conform to the standards as set out in the *Building Code*. Fireplaces and similar construction used or capable of being used for burning fuels in open fires shall be connected to *approved* chimneys and shall be installed so as not to create a fire hazard to nearby or adjacent combustible materials and structural members.
- 4.6.6** 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.
- 4.6.7** 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
- 4.6.8** Every chimney, smoke pipe and flue shall be maintained so as to prevent gas from leaking into the *building*.

4.7 AIR CONDITIONING

- 4.7.1** 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.
- 4.7.2** 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*.
- 4.7.3** 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.

4.8 ELECTRICAL

- 4.8.1** 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*.
- 4.8.2** 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.

4.8.3 Extension cords are not permitted on a permanent basis.

4.9 VENTILATION

4.9.1 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.

4.9.2 Every ventilation system shall be cleaned regularly and maintained in good working condition and good *repair*

4.9.3 An opening for natural ventilation may be omitted from a bathroom or toilet room where a system of mechanical ventilation has been provided.

4.9.4 Every *basement*, cellar, unheated crawl space and attic shall be vented and such vents shall be designed and maintained to prevent entry of snow, rain, rodents and insects.

4.10 NATURAL LIGHT

4.10.1 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.

4.11 LIGHTING

4.11.1 Every stairway, exterior exit and entrance doorway, bathroom, toilet room, kitchen, hall, cellar, *basement*, laundry, furnace room and non-habitable work room in a suite, *dwelling unit* or *building* shall have a permanently installed lighting fixture that shall be maintained in a safe condition and in good working order.

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

4.12 PLUMBING

4.12.1 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.

- 4.12.2** Plumbing systems on a *property* shall be provided, installed and maintained:
- (a) in compliance with the respective requirements of any applicable *Act* or *By-law*;
 - (b) in good working order and good *repair*; and
 - (c) in a safe condition.

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

4.13 WATER SUPPLY

4.13.1 Every *dwelling* and every *building* to which water is available under pressure through piping shall be provided with:

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

4.13.2 All wells shall be capped with a structurally secure material such as concrete or similar material and shall be maintained in good repair.

4.14 SEWAGE SYSTEM

4.15.1 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.

4.15.2 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 *Building Code*.

4.15.3 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.

4.15 VERMIN CONTROL

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

PART 5 - ADDITION REQUIREMENT FOR RESIDENTIAL OCCUPANCY

5.1 OCCUPANCY STANDARDS

5.1.1 A non-*habitable room* shall not be used as a *habitable room*

5.1.2 No kitchen shall be used as a bedroom.

5.1.3 The maximum number of *persons* residing in a *dwelling unit* shall not exceed one *person* for each 9 square metres (97 square feet) of *habitable room* floor area.

5.1.4 The minimum dimension of any *habitable room* shall be 2 metres (6.5 feet).

5.1.5 The minimum area of a bedroom in a *dwelling unit* used by only one *person* shall be 6 square metres (64.5 square feet).

- 5.1.6** 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*.
- 5.1.7** 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.
- 5.1.8** 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 By-law;
 - d) floors and walls are constructed so as to be impervious to leakage of underground or surface run-off water

5.2 TOILET AND BATHROOM FACILITIES

- 5.2.1** 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.
- 5.2.2** All bathrooms and toilet rooms shall be located within and accessible from within the *dwelling unit*.
- 5.2.3** All bathrooms and toilet rooms shall be fully enclosed and maintained so as to provide privacy for the *Occupant*.
- 5.2.4** No toilet or urinal shall be located within a bedroom or a room that is used for the preparation, cooking, storing or consumption of food.

PART 6 - NON-RESIDENTIAL PROPERTY STANDARDS

6.1 YARDS

- 6.1.1** Every *Owner*, and every *Occupant* in that part of *non-residential property* that is occupied or controlled by the *Occupant*, shall maintain to the standards as described in Part 2 of this By-law 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.

6.1.2 The warehousing or open 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 unconstructive access for emergency vehicles. Open storage areas shall be in accordance with the *Zoning By-law* and all screening shall be maintained in good *repair*.

6.2 MEANS OF EGRESS

6.2.1 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 ensure the safe passage of *persons* exiting the *building*.

6.3 GUARDRAILS

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

6.4 SEPARATIONS

6.4.1 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*.

6.5 VENTILATION

6.5.1 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.

6.5.2 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.

6.5.3 Mechanical ventilating equipment and the supports for equipment shall be maintained in good *repair* and in safe mechanical condition.

6.6 LIGHTING

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

6.7 SALVAGE YARD

6.7.1 *Salvage yards* shall be effectively screened from public view by a visual barrier.

PART 7 - VACANT- DAMAGED-DEMOLITION

7.1 VACANT LAND

7.1.1 Vacant land shall be maintained to the standards as described in Part 2, of this By-law.

7.1.2 Vacant land shall be graded, filled or otherwise drained so as to prevent recurrent ponding of water.

7.2 VACANT BUILDING

7.2.1 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*.

7.2.2 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.

7.2.3 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*.

7.3 DAMAGE BY FIRE-STORM-OTHER CAUSES

7.3.1 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**.

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

7.4 DEMOLISH BUILDING

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

7.4.2 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.

PART 8 - ADMINISTRATION AND ENFORCEMENT

8.1 This By-law shall apply to all *property* within the limits of the township.

8.2 The imperial measurements contained in this By-law are given for reference only.

8.3 NON-COMPLIANCE

8.3.1 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, *waste* or refuse and left in a levelled and graded condition.

8.3.2 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.

8.4 PENALTY

8.4.1 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.

8.5 CONFLICTS-BYLAWS-STANDARDS-REGULATIONS

8.5.1 Where a provision of this By-law conflicts with the provisions of another By-law, *Act*, Regulation in force within the Township, the provision, which establishes the higher standards to protect the health, safety and welfare of the *Occupants* and the general public, shall prevail.

8.6 ENFORCEMENT

8.6.1 The Property Standards By-law will be enforced on a basis of written complaints, unless the Property Standards Officer is aware of an obvious unsafe condition warranting correction.

8.6.2 The Property Standards Officer will not inspect the entire premises or suite, but will inspect only those items which are the subject of the written complaint.

8.6.3 Notwithstanding 8.7.2, the Property Standards Officer may inspect other areas or items believed to be unsafe.

8.6.4 Complaints received by the Township of South Glengarry will be categorized for the purpose of response. The Categories will be established based on the threat to public and property and will be as follows:

COMPLAINT PRIORITIZING SCHEDULE		
Priority Level	Category of Complaint	Response Time
A	Threat to personal safety imminent	2 Days
B	Threat to property which may affect personal safety	4 Days
C	Threat to property with no personal safety issues	2 Weeks
D	No threat to person or property	3 Weeks

8.7 VALIDITY

8.7.1 If any provision or article of this By-law 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 By-law and the remaining provisions or article shall remain in effect until repealed.

8.8 SEVERABILITY

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

8.9 TRANSITIONAL RULES

8.9.1 After the date of the passing this Bylaw, **Bylaw No 34-06** 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 township shall have been concluded.

8.9.2 THAT the Mayor and Clerk be authorized to execute any documents in connection therewith.

READ A FIRST, SECOND AND THIRD TIME, PASSED SIGNED AND SELAED THIS 4th DAY OF MARCH, 2013.

MAYOR: _____ ***CLERK:*** _____

SCHEDULE 'A'
CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY
By-Law No. 09-13: *Property Standards By-law*
Service Use and Activity Charges

Item	Service or Activity Fee	Fee
1.	1st Order. Where the informal notice has not been complied with, for the first Order issued in respect to any <i>property</i>	\$ 50.00
2.	Subsequent Orders. Where there has been a previous Order issued, each subsequent Order issued thereafter	\$ 350.00
3.	Register Order on Title. Where the Order has been registered in the proper land registry office.	Legal fees plus \$150.00
4.	Appeal Property Standards Order. Where the order is not entirely quashed on appeal, for each order issued pursuant to this Chapter in respect of any <i>property</i>	\$150.00
5.	Attend hearing of the Property Standards Committee or Superior Court of Justice. Where the order is not quashed on appeal, for each Property Standards Officer who attends a hearing before the Property Standards Committee or Superior Court of Justice	\$150.00
6.	Inspections where <i>Owner</i> fails to comply with an Order. <i>Owner</i> who failed to comply with a confirmed Order shall pay the fee for each inspection to determine if contraventions of this By-law observed on an initial inspection have been corrected where the contraventions have not been remedied by the time provided for in the said Order.	\$75.00 per inspection
7.	Order has been registered and required discharged. Where a <i>property</i> standards order has been registered, an <i>Owner</i> or <i>Occupant</i> may apply for an inspection of the <i>property</i> in respect of the order and shall pay a fee at the time of application; this fee includes the registration of a discharge where compliance with the order is found.	\$150.00
9.	Conviction registered for a breach of any order. Where there has been a conviction registered for a breach of any order, for each Property Standards Officer who attended a hearing in the Ontario Court of justice	\$150.00
10.	<i>Township</i> undertakes to complete the work. Where the <i>Township</i> undertakes to complete the work required to comply with any final order,	Cost of the work performed plus an administrative fee of 30%
11.	Certificate of Compliance. Where after inspecting a <i>property</i> , an <i>Officer</i> , may, or on the request of the <i>Owner</i> , issue the <i>Owner</i> a certificate of compliance	\$25.00

SCHEDULE B
CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY
Building Code Act, 1992, S.O. 1992, c.23

Set Fine Schedule
Part 1 Provincial Offences Act

Item	Short Form Wording	Provision Creating or Defining of Offence	Set Fine
1.	Failed to comply with a confirmed Order	Section 15.3(2)	\$350.00
2.	Obstructing an Inspector	Section 19.(1)	\$500.00
3.	Obstructing the visibility or removing an Order	Section 20	\$350.00

Note: The general penalty provision for the *offences* listed above is Section 36, of the *building Code Act, 1992, S.O. 1992, c.23*.



6 Oak Street
P.O. Box 220
Lancaster, Ontario
K0C 1N0
Phone: (613) 347-1166
Fax: (613) 347-3411
info@southglengarry.com
www.southglengarry.com

NOTICE OF VIOLATION

Date

To:

Re:

Subject property

Address:

Legal

Description:

Roll Number:

The above-described subject *property* has been inspected by a Property Standards Officer.

The inspection revealed that in some respects the *property* does not conform to the standards prescribed by the Township's Property Standards By-law 09-13

The *repairs* necessary to correct the defects are set out in **Schedule 'A'** and shall be carried out and the *property* brought to a condition of compliance with the prescribed standards on or before (_____).

Be advised that Bylaw No. 09-13 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*. A service fee of a fifty dollars (\$50.00) will be billed to you should it be necessary to issue an **ORDER**.

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

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

The Corporation of the
Township of South Glengarry



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 Lancaster, Ontario
 K0C 1N0
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**PROPERTY STANDARDS
 ORDER**
 Issued pursuant to section 15.2(2) of
 The *building Code Act*, S.O. 1992, chapter 23, as
 amended.

Date

To:

Re:

Subject *property*

Address:

Legal

Description:

Roll Number:

The above-described subject *property* has been inspected by a *Property Standards Officer*.

The inspection revealed that in some respects the *property* does not conform to the standards prescribed by the *Township's Property Standards By-law 09-13*

IT IS ORDERED THAT the *repairs* necessary to correct the defects set out in **Schedule 'A'** be carried out and the *property* brought to a condition of compliance with the prescribed standards on or before (_____)

YOU ARE ADVISED THAT if you are not satisfied with the terms or conditions of this Order you may appeal to the Property Standards Committee by sending a Notice of Appeal by registered mail to *Clerk's Office, 6 Oak Street, Lancaster, Ontario, K0C 1N0* on or before (_____).

In the event that no appeal is taken, within the above prescribed period, the Order shall be deemed to be confirmed and shall be final and binding upon you, requiring you to comply with its Terms within the time and in the manner specified in the Order.

Where it has been determined that the necessary *repairs* or demolition has not been completed in accordance with this Order as confirmed or modified, in addition to any possible court *action*, the township may cause the *property* to be *repaired* or demolished and the costs of such *action* may be registered as a lien on the land and shall be deemed to be municipal real *property* taxes and may be added by the clerk of the township to the collectors roll and collected in the same manner and with the same priorities as township real *property* taxes.

The Corporation of the
 Township of South Glengarry

 Property Standards Officer



6 Oak Street
P.O. Box 220
Lancaster, Ontario
K0C 1N0
Phone: (613) 347-1166
Fax: (613) 347-3411
info@southglengarry.com
www.southglengarry.com

SCHEDULE 'A'

Date

To:

Re:

Subject property

Address:

Legal

Description:

Roll Number:

The item(s) listed herein are in violation of the Township's *Property Standards By-law 09-13*

ITEM	LOCATION	DEFECT	SECTION
1			
REQUIRED REPAIR			

FOR YOUR INFORMATION

All *repairs* and maintenance of *property* required by the standards prescribed by the By-law shall be carried out in a manner accepted as good workmanship in the trades concerned and with materials suitable and sufficient for the purpose. No *Person* shall use, occupy, permit the use or occupancy of, rent, or offer to rent, any *property* that does not conform with the standards prescribed in this chapter.

Where a permit is required to undertake any *repair* required to conform to the standards as prescribed in this Order, it is the responsibility of the *Owner* to obtain any such permit.

Date



6 Oak Street
P.O. Box 220
Lancaster, Ontario
K0C 1N0
Phone: (613) 347-1166
Fax: (613) 347-3411
info@southglengarry.com
www.southglengarry.com

**PROPERTY STANDARDS
ORDER
FOR EXPERT EXAMINATION**
**Issued pursuant to section 15.8(1) of
The *building Code Act*, S.O. 1992, chapter 23,
as amended.**

Date:

To:

Re:

Subject property

Address:

Legal

Description:

Roll Number:

The above described subject *property* has been inspected by a Property Standards Officer.

In the opinion of the *Officer* there is doubt as to the structural or conditional adequacy of the *building*, the systems within or attached to the *building*.

IT IS ORDERED that such *buildings*, systems within or attached to the *building* or parts thereof as specified in Schedule 'A' be examined and tested and a written report be prepared by a professional engineer licensed to practice in Ontario or such other *Person* as *Approved* by the *Officer*, and employed by the *Owner* of the *property*.

A written report, including drawings, signed and stamped by the engineer or certified by such other *Person Approved* by the *Officer*, giving details of the findings and proposed method of *repair*, and a schedule as to when the *repairs* will be completed, shall be submitted to the *Officer* for evaluation and approval by (_____).

All work specified by the professional engineer or such other *Person* as may be *Approved* by the *Officer* shall be completed in the manner and within the time as specified in the report and *Approved* by the *Officer*.

On completion of all work, a completion letter signed and stamped by the engineer or certified by such other approval *Person*, that all of the work has been completed to their satisfaction shall be filed with the *Officer*.

The Corporation of the
Township of South Glengarry

Property Standards Officer

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
of the Township of South Glengarry
6 Oak Street, Lancaster, Ontario K0C 1N0

Date

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

RE: Vacant building located at 5113 Any Street South Glengarry, Ontario
Legal Description: ON 1 PT LOT 24 RP 1864 PART ; 21

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:

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)

The notice of appeal shall be accompanied by a non-refundable payment of one hundred and twenty five dollars (\$125.00).

Signature of Owner or Authorized Agent