

TOWN OF GODERICH

PROPERTY MAINTENANCE

AND

OCCUPANCY STANDARDS

BY-LAW # 63 OF 1999

**THE CORPORATION OF THE TOWN OF GODERICH
BY-LAW # 63 OF 1999**

A By-Law to prescribe minimum standards for the maintenance and occupancy of property and to repeal By-Law #57 of 1982.

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 Town of Goderich includes provisions relating to property conditions;

AND WHEREAS the Council of the Town of Goderich 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;

AND WHEREAS By-Law #57 of 1982 being a by-law to prescribe minimum standards for maintenance and occupancy of property was passed on the 13th day of September 1982;

AND WHEREAS the Council of the Town of Goderich now wishes to repeal By-Law #57 of 1982;

**NOW THEREFORE THE COUNCIL OF THE TOWN OF GODERICH
HEREBY ENACTS THE FOLLOWING:**

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PROPERTY STANDARDS BY-LAW

PART I

DEFINITIONS

In this by-law:

- 1.01 **“Accessory Building”** means a detached building or structure, not used for human habitation that is subordinate to the primary use of the same property.
- 1.02 **“Apartment Building”** means a building containing more than four dwelling units with individual access from an internal corridor system.
- 1.03 **“Approved”** means acceptance by the Property Standards Officer.
- 1.04 **“Basement”** means that space of a building that is partly below grade, which has half or more of its height, measured from floor to ceiling above the average exterior finished grade.
- 1.05 **“Cellar”** means that space of a building that is partly or entirely below grade, which has more than half of its height, measured from floor to ceiling below the average exterior finished grade.
- 1.06 **“Dwelling”** means a building or structure, or part of a building or structure, occupied or capable of being occupied, in whole or in part for the purpose of human habitation.
- 1.07 **“Dwelling Unit”** means a room or a suite of rooms operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and supporting general living conditions usually including cooking, eating, sleeping, and sanitary facilities.
- 1.08 **“First Storey”** means that part of a building having a floor area closest to grade with a ceiling height of more than 1.8 metres (6ft.) above grade.
- 1.09 **“Guard”** means a protective barrier installed around openings in floor areas or on the open sides of a stairway, a landing, a balcony, a mezzanine, a gallery, a raised walkway, and other locations as required to prevent accidental falls from one level to another. Such barriers may or may not have openings through them
- 1.10 **“Habitable Room”** means any room in a dwelling unit used for or capable of being used for living, cooking, sleeping or eating purposes.
- 1.11 **“Means of Egress”** means a continuous, unobstructed path of travel provided by a doorway, hallway, corridor, exterior passage way, balcony, lobby, stair, ramp, or other exit facility used for the escape of persons from any point within a building, a floor area, a room, or a contained open space to a public thoroughfare or an approved area of refuge usually located outside the building.
- 1.12 **“Multiple Dwelling”** means a building containing three or more dwelling units.
- 1.13 **“Non-Habitable Room”** means any room in a dwelling or dwelling unit other than a habitable room and includes a bathroom, a toilet room, laundry, pantry, lobby, corridor, stairway, closet, boiler room, or other space for service and maintenance of the dwelling for public use, and for access to and vertical travel between storeys, and basement or part thereof which does not comply with the standards of fitness for occupancy set out in this by-law.
- 1.14 **“Non-Residential Property”** means a building or structure, or part of a building or structure not occupied in whole or in part for the purpose of human habitation, and includes the lands and premises appurtenant and all of the outbuildings, fences or erections thereon or therein.

- 1.15 **“Person”** means an individual, firm, corporation, association or partnership
- 1.16 **Residential Property”** means any property that is used or designed for use as a domestic establishment in which one or more persons usually sleep and prepare and serve meals and includes any lands or buildings that are appurtenant to such establishment and all stairways, walkways, driveways, parking spaces, and fences associated with the dwelling or its yard.
- 1.17 **“Standards”** means the standards of the physical condition and of occupancy prescribed for property by this by-law.
- 1.18 **“Toilet Room”** means a room containing a water closet and a wash basin.
- 1.19 **“Yard”** means the land other than publicly owned land around or appurtenant to the whole or any part of a residential or non-residential property and used or capable of being used in connection with the property.

PART II

GENERAL STANDARDS FOR ALL PROPERTY

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

YARDS

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

SURFACE CONDITIONS

- 2.03 Surface conditions of yards shall be maintained so as to:
- a) prevent ponding of storm water;
 - b) prevent instability or erosion of soil;
 - c) prevent surface water run-off from entering basements;
 - d) not exhibit an unsightly appearance;

- e) be kept free of garbage and refuse;
- f) be kept free of deep ruts and holes;
- g) provide for safe passage under normal use and weather conditions, day or night; and
- h) not to create a nuisance to other property.

SEWAGE AND DRAINAGE

- 2.04** Sanitary sewage shall be discharged into the sewage system.
- 2.05** Sanitary sewage shall not be discharged onto the surface of the ground, whether into a natural or artificial surface drainage system or otherwise.
- 2.06** Roof drainage shall not be discharged onto sidewalks, stairs, or adjacent property.

PARKING AREAS, WALKS AND DRIVEWAYS

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

ACCESSORY BUILDINGS, FENCES, AND OTHER STRUCTURES

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

GARBAGE DISPOSAL

- 2.11** Every building, dwelling and dwelling unit shall be provided with a sufficient number of suitable receptacles to contain all garbage, refuse and ashes that may accumulate of 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.
- 2.12** All garbage, refuse, and ashes shall be promptly placed in a suitable container and made available for removal in accordance with the municipal garbage collection by-law where applicable.
- 2.13** Garbage storage areas shall be screened from public view.

COMPOST HEAPS

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

building with a concrete floor, or a commercial plastic enclosed container designed for composting.

PART III

RESIDENTIAL STANDARDS

GENERAL CONDITIONS

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

PEST PREVENTION

- 3.04 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.
- 3.05 Openings, including windows, that might permit the entry of rodents, insects, vermin or other pests shall be appropriately screened or sealed.

STRUCTURAL SOUNDNESS

- 3.06 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.
- 3.07 Walls, roofs, and other exterior parts of a building shall be free from loose or improperly secured objects or materials.

FOUNDATIONS

- 3.08 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.

EXTERIOR WALLS

- 3.09 Exterior walls of a dwelling and their components, including soffit, 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.

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

WINDOWS AND DOORS

- 3.11 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 re-glazing where necessary. Where screening is provided on windows and doors it shall also be maintained in good repair.
- 3.12 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.
- 3.13 Solid core doors shall be provided for all entrances to dwellings and dwelling units.
- 3.14 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 are, the said system shall be maintained in good working order at all times.
- 3.15 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.

ROOFS

- 3.16 Roofs of dwellings and their components shall be maintained in a weather tight condition, free from loose or unsecured objects or materials.
- 3.17 The roofs of dwellings and accessory buildings shall be kept clear of accumulations of ice or snow or both where it presents a danger.
- 3.18 Where eaves troughs, roof gutters, are provided they shall be kept in good repair, free from obstructions and properly secured to the building.

WALLS, CEILINGS AND FLOORS

- 3.19 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.
- 3.20 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.
- 3.21 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.

STAIRS, PORCHES AND BALCONIES

- 3.22** Inside and outside 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.

GUARDRAILS

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

KITCHENS

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

TOILET AND BATHROOM FACILITIES

- 3.25** Every dwelling unit shall contain a bathroom consisting of at least one fully operational water closet, washbasin, and a bathtub or suitable shower unit. Every washbasin and bathtub or shower shall have an adequate supply of hot and cold running water. Every water closet shall have a suitable supply of running water.
- 3.26** Every required bathroom or toilet room shall be accessible from within the dwelling unit and shall be fully enclosed and provided with a door capable of being locked so as to allow privacy for the persons using said room.
- 3.27** Where toilet or bathroom facilities are shared by occupants of residential accommodation, other than self-contained dwelling units, an appropriate entrance shall be provided from a common passageway, hallway, corridor or other common space to the room or rooms containing the said facilities.

PLUMBING

- 3.28** Each washbasin, a bathtub or shower, and one kitchen sink shall be equipped with an adequate supply of hot and cold running water. Hot water shall be supplied at a temperature of not less than 43 degrees Celsius (110 F).
- 3.29** Every dwelling unit shall be provided with an adequate supply of potable running water from a source approved by the Medical Officer of Health.
- 3.30** 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.

- 3.31 All plumbing fixtures shall be connected to a sewage system through water seal traps.
- 3.32 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 defect that may harbour germs or impede thorough cleansing.

ELECTRICAL SERVICE

- 3.33 Every dwelling and dwelling unit shall be wired for electricity and shall be connected to an approved electrical supply system.
- 3.34 The electrical wiring, fixtures, switches, receptacles, and appliances located or used in dwellings, dwelling units and accessory buildings shall be installed and maintained in good working order so as not to cause fire or electrical shock hazards. All electrical services shall conform to the regulations established by the Power Corporations Act, as amended.
- 3.35 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.
- 3.36 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.
- 3.37 Lighting fixtures and appliances installed throughout a dwelling unit, including hallways, stairways, corridors, passageways, garages and basements, shall provide sufficient illumination so as to avoid health or accident hazards in normal use.

HEATING, HEATING SYSTEMS, CHIMNEYS AND VENTS

- 3.38 Every dwelling and building containing a residential dwelling unit or units shall be provided with suitable heating facilities capable of maintaining an indoor ambient temperature of 21 degrees Celsius (70F) in the occupied dwelling units. 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.
- 3.39 All fuel burning appliances, equipment, and accessories in a dwelling shall be installed and maintained to the standards provided by the Energy Act, as amended or other applicable legislation.
- 3.40 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.
- 3.41 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.
- 3.42 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.

- 3.43 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.
- 3.44 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.

FIRE ESCAPES ALARMS AND DETECTORS

- 3.45 A listed fire alarm and a fire detection system. Approved by the Canadian Standards Association or Underwriters Laboratories of Canada, shall be provided by the owners of buildings of residential occupancies where sleeping accommodations are provided for more than ten (10) persons, except that such systems need not be provided where a public corridor or exit serves not more than four (4) dwelling units or individual leased sleeping rooms.
- 3.46 In addition to the provisions of Article 3.45 hereof, in every dwelling unit in a building, a listed smoke alarm, approved by the Canadian Standards Association or Underwriters Laboratories of Canada, or detectors of the single station alarm type, audible within bedrooms when intervening doors are closed, shall be installed by the occupant between bedrooms or the sleeping area and the remainder of the dwelling unit, such as in a hallway or corridor serving such bedrooms or sleeping area. The products of combustion detector referred shall be:
- (a) equipped with visual or audio indication that they are in operating condition;
 - (b) mounted on the ceiling or on a wall between 152.4 and 304.8 mm (6 to 12 inches) below the ceiling.
- 3.47 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 open able window or door.

EGRESS

- 3.48 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.
- 3.49 Each dwelling containing more than one dwelling unit shall have at least two (2) exits, both of which may be common or the one of which may be common and the other may be an exterior stair or fire escape. Access to the stairs or fire escape shall be from corridors through doors at floor level, except access from a dwelling unit may be through a vertically mounted casement window having an unobstructed opening of not less than 1067 by 559 mm (42 X 22 inches), with a sill height of not more than 914 mm (36 inches), above the inside floor. A single exit is permitted from a dwelling unit where the path of egress is through an exterior door located at or near ground level and access to such exit is not through a room not under the immediate control of the occupants of the dwelling unit.

NATURAL LIGHT

- 3.50 Every habitable room except a kitchen, bathroom or toilet room shall have a window or windows, skylights or translucent panels facing directly or indirectly

to an outside space and admits as much natural light equal to not less than ten percent of the floor area for living and dining rooms and five percent of the floor area for bedrooms and other finished rooms.

VENTILATION

- 3.51 Every habitable room in a dwelling unit, including kitchens, bathroom or toilet rooms, shall have openings for ventilation providing an unobstructed free flow of air of at least 0.28 square metres (3 sq ft) or an approved system of mechanical ventilation such that provide hourly air exchanges.
- 3.52 All systems of mechanical ventilation shall be maintained in good working order.
- 3.53 All enclosed areas including basements, cellars, crawl spaces and attics or roof spaces shall be adequately ventilated.

ELEVATING DEVICES

- 3.54 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.

DISCONNECTED UTILITIES

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

OCCUPANCY STANDARDS

- 3.56 The number of occupants residing on a permanent basis in an individual dwelling unit, shall not exceed one person for every nine square metres (97 sq. ft.), of habitable floor area. For the purpose of computing habitable floor area, any area with the minimum ceiling height less than 2.1 metres (7 ft.) shall not be considered.
- 3.57 No room shall be used for sleeping purposes unless it has a minimum width of two metres (6.6 ft.) and a floor area of at least seven square metres (75 sq ft). A room used for sleeping purposes by two or more persons shall have a floor area of at least four square metres (43 sq ft) per person.
- 3.58 Any basement, or portion thereof, used as a dwelling unit shall conform to the following requirements:
 - (a) each habitable room shall comply with all the requirements set out in this by-law;
 - (b) floors and walls shall be constructed so as to be damp proof and impervious to water leakage;
 - (c) each habitable room shall be separated from service rooms by a suitable fire separation and approved under the Ontario Building Code;
 - (d) access to each habitable room shall be gained without passage through a service room.

PART IV

VACANT LANDS AND BUILDINGS

- 4.01** 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. All vacant lands and buildings shall comply with this part as well as other applicable parts of this by-law.

VACANT LANDS

- 4.02** Vacant land shall be maintained to the standards as described in Part II, Article 2.02, of this by-law.
- 4.03** Vacant land shall be graded, filled or otherwise drained so as to prevent recurrent ponding of water.

VACANT BUILDINGS

- 4.04** 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.
- 4.05** The owner or agent of a vacant building shall board up the building to the satisfaction of the Property Standards Officer by covering all openings through which entry may be obtained with at least 12.7 mm (0.5 inch) weatherproof sheet plywood securely fastened to the building and painted a colour compatible with the surrounding walls.

PART V

NON-RESIDENTIAL PROPERTY STANDARDS

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

YARDS

- 5.02** The yards of non-residential property shall be maintained to the standards as described in Part II, Article 2.02 of this by-law.
- 5.03** The warehousing or storage of material or operative equipment that is required for the continuing operation of the industrial or commercial aspect of the property shall be maintained in a neat and orderly fashion so as not to create a fire or accident hazard or any unsightly condition and shall provide non-obstructive 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 suitable enclosed by a solid wall or a painted board or metal fence not less than 1.8 metres (6 ft) in height and maintained in good repair.

STRUCTURAL SOUNDNESS

- 5.04** Every part of a building structure shall be maintained in a sound condition so as to be capable of safely sustaining its own weight load and any additional load to

which it may be subjected through normal use, having a level of safety required by the Ontario Building Code. Structural members or materials that have been damaged or indicate evidence of deterioration shall be repaired or replaced.

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

EXTERIOR WALLS

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

GUARDRAILS

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

LIGHTING

- 5.09 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 & 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.

PART VI

ADMINISTRATION AND ENFORCEMENT

- 6.01 This by-law shall apply to all property within the limits of the municipality.
- 6.02 The imperial measurements contained in this by-law are given for reference only.

OFFICERS

- 6.03 The council of the municipality shall appoint a property Standards Officer(s) to be responsible for the administration and enforcement of this by-law.

PROPERTY STANDARDS COMMITTEE

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

COMPLIANCE

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

VALIDITY

6.06 If an article of this by-law, if for any reason, held to be invalid, the remaining articles shall remain in effect until repealed.

6.07 Where a provision of this by-law conflicts with the provision of another by-law in force within the municipality, the provisions that establish the higher standards to protect the health, safety and welfare of the general public shall prevail.

TRANSITIONAL RULES

6.08 After the date of the passing this by-law, By-Law No. 57 of 1987, as amended shall apply only to those properties in which an Order to Comply has been issued prior to the date of passing of this by-law, and then only to such properties until such time as the work required by such Order has been completed or any enforcement proceedings with respect to such order, including any demolition, clearance, or repair carried out by the municipality shall have been concluded.

TITLE

6.09 This by-law may be referred to as "The Property Standards By-Law".

REPEAL OF EXISTING BY-LAW

6.10 That By-Law No. 57 of 1987 be and is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS TWENTIETH DAY OF SEPTEMBER, 1999.

MAYOR

CLERK

APPENDIX "A"

FORMS

This appendix is not part of the Property Standards By-Law

**CORPORATION OF THE MUNICIPALITY OF
THE TOWN OF GODERICH
INFORMAL NOTICE**

Date: _____

Owners Name

Dear Sir/Madam:

RE: (description and location of property)

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

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

Be advised that By-Law No. _____ gives the municipality the authority to issue an **ORDER TO COMPLY** pursuant to Section 15.2-(2), Ontario Building Code Act, S.O. 1992, c.23.

It is desired that you will comply with this informal notice that the aforementioned procedural step will not be necessary. A re-inspection of this property will take place on or about (**DATE**) to ascertain compliance.

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

Property Standards Officer
519-524-7308

ORDER TO REMEDY NON-CONFORMITY WITH STANDARDS FOR MAINTENANCE AND OCCUPANCY

Reference No.

Name of Municipality Phone

Date of Inspection	Time : a.m./p.m.	By-law No.
Municipal address or legal description of property		
Name of owner / occupant (attach separate list if required)	Occupied <input type="checkbox"/>	Unoccupied <input type="checkbox"/>

DESCRIPTION OF NON-CONFORMITY	LOCATION	BY-LAW REFERENCE

REQUIRED ACTION

There must be compliance with the terms and conditions of this order before _____ (Date)

Repairs to be carried out - reasonable particulars:

Site to be cleared of all buildings, structures, debris or refuse and left in a graded and levelled condition.

Emergency Order - above work to be carried out immediately to terminate danger. Subsection 15.7 (1).

TAKE NOTICE THAT if such repair or clearance is not done within the time specified in this order, the municipality may carry out the repair or clearance at the expense of the owner. Clause 15.2 (c).

APPEAL TO PROPERTY STANDARDS COMMITTEE - An owner or occupant upon whom this order has been served, if not satisfied with the terms or conditions of the order, may appeal to the property standards committee by sending notice of appeal by registered mail to the secretary of the committee on or before _____ and, in the event that the order is not appealed, it shall be deemed to be confirmed. Subsection 15.3 (1).

..... Date order served Signature of Property Standards Officer

DISTRIBUTION OF ORDER TO REMEDY* - The order shall be served on the owner of the property and such other persons affected by it as the officer determines and a copy of the order may be posted on the property. Subsection 15.2 (3).

REGISTRATION OF ORDER - Where a copy of this order is registered in the proper land registry office, any person acquiring any interest in the land, subsequent to the registration of the order, shall be deemed to have been served with the order on the day on which the order was served. Subsection 15.2 (4).

OFFENCE - A person is guilty of an offence if the person fails to comply with an order, direction or other requirement made under the *Building Code Act, 1992*. A person who is convicted of an offence is liable to a fine of not more than \$25,000 for a first offence and to a fine of not more than \$50,000 for a subsequent offence. Subsections 36 (1) (b) and 36 (3).

Personal information contained on this form, collected pursuant to a by-law passed under the *Building Code Act, 1992* will be used for the purposes of that by-law. Questions should be directed to the Municipal Freedom of Information and Privacy Coordinator at the Institution responsible for the procedures under that Act.

STATEMENT OF EMERGENCY MEASURES TAKEN RE PROPERTY STANDARDS

Reference No. _____

Name of municipality _____ Phone _____

To: Name of owner / occupant	
Occupied <input type="checkbox"/>	Unoccupied <input type="checkbox"/>
Mailing address or legal description of property	Phone

WHEREAS there is non-conformity to such extent as to pose an immediate danger to the health or safety of any person;

AND WHEREAS immediate measures were necessary to terminate the danger;

THEREFORE the following measures were taken by the municipality _____

The following amount was expended in taking these measures \$ _____

_____ Date

_____ Signature of Property Standards Officer

SERVICE OF ORDER - If the order was not served before measures were taken to terminate the danger, the officer shall serve copies of the order in accordance with subsection 15.7 (2) as soon as practicable after the measures have been taken, and each copy of the order shall have attached to it a statement by the officer describing the measures taken by the municipality and providing details of the amount expended in taking the measures. Subsection 15.7 (5).

Personal information contained on this form, collected pursuant to a by-law passed under the *Building Code Act, 1992* will be used for the purposes of that by-law. Questions should be directed to the Municipal Freedom of Information and Privacy Coordinator at the institution responsible for the procedures under that Act.

NOTICE OF APPEAL TO PROPERTY STANDARDS COMMITTEE

Reference No.

To:	Secretary of Property Standards Committee of the _____ Name of municipality
Address	

From: Name of appellant	Owner <input type="checkbox"/>	Occupant <input type="checkbox"/>
Mailing address	Phone	
Municipal address or legal description of property		

TAKE NOTICE THAT WHEREAS an Order to Remedy Non-Conformity with Standards for Maintenance and Occupancy was issued on _____ pursuant to an inspection conducted on _____;

AND WHEREAS I am not satisfied with the terms or conditions of this order;

THEREFORE I HEREBY appeal to the Property Standards Committee.

Where corporation
affix
corporate seal

Date

Signature of appellant (or authorized officer of a corporation)

APPEAL TO COMMITTEE — An owner or occupant who has been served with an order made under subsection 15.2. (2) and who 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 14 days after being served with the order. Subsection 15.3. (1).

Personal information contained on this form, collected pursuant to a by-law passed under the *Building Code Act, 1992* will be used for the purposes of that by-law. Questions should be directed to the Municipal Freedom of Information and Privacy Coordinator at the Institution responsible for the procedures under that Act.

CERTIFICATE OF COMPLIANCE WITH STANDARDS FOR MAINTENANCE AND OCCUPANCY

Reference No. _____

Name of Municipality _____ Phone _____

Name and Address of Owner

Owner's Lawyer - Name and Address (if applicable)

Property - municipal address or legal description

Date of inspection _____ By-law No. _____
Time _____ A.M./P.M.

Fee payable for certificate requested by owner (ss. 15.5 (2), (3)) \$ _____

I HEREBY CERTIFY that, upon an inspection of the above property on the date stated, and from a description of the use or proposed use, supplied by or on behalf of the owner, it would appear that the property is in compliance with the standards for maintenance and occupancy established by by-law in the municipality.

In making this certification, the undersigned has relied upon the available records and the description of the use or proposed use supplied by or on behalf of the owner, but makes no representation as to the accuracy of such information. The by-laws of the municipality and any amendments thereto, should be reviewed to ensure that the lands are used only in accordance with such by-laws.

.....
Date certificate issued _____ Signature of Property Standards Officer _____

CERTIFICATE OF COMPLIANCE – An officer who, after inspecting a property, is of the opinion that the property is in compliance with the standards established in a by-law passed under section 15.1 may issue a certificate of compliance to the owner. Subsection 15.5 (1).

REQUEST FOR CERTIFICATE – An officer shall issue a certificate to an owner who requests one and who pays the fee set by the council of the municipality in which the property is located. A council of a municipality may set a fee for the issuance of a certificate. Subsections 15.5 (2), (3).

Personal information contained on this form, collected pursuant to a by-law passed under the *Building Code Act, 1992* will be used for the purposes of that by-law. Questions should be directed to the Municipal Freedom of Information and Privacy Coordinator at the institution responsible for the conducting the procedures under that Act.

DISCHARGE OF ORDER TO REMEDY NON-CONFORMITY WITH STANDARDS FOR MAINTENANCE AND OCCUPANCY

Reference No. _____

Name of Municipality Phone

Date of Inspection	Time : a.m./p.m.	By-law No.
Municipal address or legal description of property		
Name of owner / occupant (attach separate list if required)		Occupied <input type="checkbox"/> Unoccupied <input type="checkbox"/>

TAKE NOTICE that whereas an Order to Remedy Non-conformity with Standards for Maintenance and Occupancy was registered against the above-stated property on _____
as _____; (date of registration)
(registration reference)

AND WHEREAS the non-conformity with the standards referred to therein have been remedied, and all conditions of the said order have been complied with;

THEREFORE I hereby certify that all non-conformity with standards referred to has been remedied, and all other requirements of the said order have now been satisfied and that the said order is hereby discharged.

Date of discharge of order

Signature of Clerk

REGISTRATION OF ORDER — The order may be registered in the proper land registry office and, upon such registration, any person acquiring any interest in the land subsequent to the registration of the order shall be deemed to have been served with the order on the day on which the order was served under subsection 15.2 (3) and, when the requirements of the order have been satisfied, the clerk of the municipality shall forthwith register in the proper land registry office a certificate that such requirements have been satisfied, which shall operate as a discharge of the order. Subsection 15.2 (4).

Personal information contained on this form, collected pursuant to a by-law passed under the *Building Code Act, 1992* will be used for the purposes of that by-law. Questions should be directed to the Municipal Freedom of Information and Privacy Coordinator of the institution responsible for the procedures under that Act.