

**The Corporation of the
Township of South-West Oxford
By-law No. 45-2023**

**Being a By-law to prescribe the standards for the maintenance
of property within the Township of South-West Oxford
and to Repeal By-law 35-2006**

Whereas the Council of the Corporation of the Township of South-West Oxford passed By-law 35-2006 on the 22nd day of August, 2006 for the purpose of prescribing the standards for the maintenance of property within its jurisdiction in the Township of South-West Oxford.

And 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 related to property conditions.

And Whereas the official plan for the County of Oxford includes provisions relating to property conditions.

And Whereas the Council of the Corporation of South-West Oxford deems it expedient to pass a by-law under Section 15.1(3) of the *Building Code Act*, S.O. 1992, c.23.

And Whereas section 15.6 of the *Building Code Act*, S.O. 1992, c.23 shall provide for the establishment of a property standards committee.

Now Therefore the Council of the Corporation of the Township of South-West Oxford Enacts as Follows:

**Part 1
Definitions**

1.1 For the purpose of this By-Law, the definitions of this Section apply:

"Accessory Building" shall mean a detached building or structure not used for human habitation that is subordinate to the primary use of the same property.

"Apartment Building" shall mean a building containing more than four (4) dwelling units with individual access from an internal corridor system.

"Approved" shall mean acceptance by the Property Standards Officer.

"Basement" shall mean 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.

"Building" shall mean a structure occupying an area greater than ten (10) square meters consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all the plumbing, works, fixtures and system serving the function thereof including all the plumbing, works, fixtures and service systems appurtenant thereto, and includes such other structures as are designated in the *Ontario Building Code*.

"Cellar" shall mean 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.

"Committee" shall mean a property standards committee established under Section 15.6 of the *Ontario Building Code*.

"Council" shall mean the Council of the Corporation of the Township of South-West Oxford.

"Corporation" shall mean the Corporation of the Township of South-West Oxford.

"Debris" shall mean and include refuse, or wrecked, decaying, dismantled, inoperative, discarded, dilapidated, unused, un-roadworthy or unlicensed vehicles, or machinery (including farm implements) or objects or parts thereof.

"Demolition" shall mean the dismantling, taking apart, levelling of any building or structure on any property pursuant to the order of an officer.

"Dwelling" shall mean 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.

"Dwelling Unit" shall mean a room or a suite of rooms operated as a housekeeping unit, used or intended to be used as a domicile by one (1) or more persons and supporting general living conditions usually including cooking, eating, sleeping and sanitary facilities.

"Exit" shall mean a part of a means of egress, including a doorway that leads from the floor area it serves, to a separate building, an open public thoroughfare or an exterior open space protected from fire exposure from the building and having access to an open public thoroughfare.

"Fence" shall mean a vertical structure including a railing, hedge, line of posts, shrubs, wire, gate boards or pickets of other similar substances used to enclose or divide in whole or in part a yard or other land or to establish a property boundary line.

"First Storey" shall mean the floor or level of a structure closest to grade and having its ceiling more than 1.8 meters (5 feet, 11 inches) above grade.

"Good Repair" shall mean a building, structure or appurtenances thereto, including mechanical equipment, is maintained to such a condition as to be free from accident or fire hazard, structurally sound and in good working order.

"Ground Cover" shall mean organic or non-organic material applied to prevent soil or sand erosion such as concrete, flagstone, gravel, asphalt, grass or other landscaping.

"Guard" shall mean a protective barrier around openings in floors or at the open sides of stairs, landings, balconies, mezzanines, galleries, raised walkways or other locations to prevent accidental falls from one (1) level to another. Such a barrier may or may not have openings through it.

"Habitable room" shall mean any room in a dwelling unit used or capable of being used for living, sleeping, cooking and eating purposes.

"Means of egress" shall mean a continuous path of travel provided for the escape of persons from any point in a building or contained open space to a separate building, an open public thoroughfare, or to an exterior open space from fire exposure from the building and having access to an open public thoroughfare and includes exists and access to exits.

"Medical Officer of Health" shall mean the Medical Officer of Health for the County of Oxford, duly appointed under the *Health Protection and Promotion Act, R.S.O. 1990, c.7* and includes any staff official acting on their behalf.

"Multiple Dwelling" shall mean a building or group of building containing two (2) or more dwelling units.

"Multiple Use Building" shall mean a building containing both a dwelling unit and a non-residential use.

"Non-Habitable Room" shall mean 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.

"Non-Residential Property" shall mean 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 thereto and all of the outbuildings, fences or erections thereon or therein.

"Occupant" shall mean any person or persons over the age of eighteen (18) years in possession of a property and/or dwelling or residing therein or thereon.

"Officer" shall mean a property standards officer who has been appointed under this By-law and who has been assigned the responsibility of administering and enforcing this By-law.

"Ontario Building Code" shall mean the regulation under the *Building Code Act, 1992*, which establishes detailed technical and administrative requirements, and minimum standards for building construction.

"Owner" shall mean the person for the time being, managing or receiving the rent of the land or premises, whether on their own account or as an agent or trustee of any other person or who would so receive the rent if such land and premises were lent, and shall also include a lessee or occupant of the property who, under the terms of a lease, is required to repair and maintain the property in accordance with the standards of the maintenance and occupancy of property, and shall include a mortgager in possession of the property.

"Person" shall mean an individual, firm, corporation, association or partnership.

"Property" shall mean a building or structure, or part of a building or structure and includes the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, outbuildings, fences and erections thereon whether heretofore or hereafter erected, and includes vacant property.

"Property Standards Officer" shall mean an officer appointed under this By-law.

"Reasonable" shall mean the amount of time that is fairly necessary to do what an agreement, contract, by-law or code requires to be done, as soon as circumstances permit.

"Refuse" shall mean waste matter of any kind including animal, commercial, industrial or domestic rubbish or garbage.

"Residential Property" shall mean any property that is used or designed for use as a domestic establishment in which one (1) or more persons usually sleep and prepare and serve meals, and includes any lands or buildings that are appurtenant to such an establishment and all stairways, walkways, driveways, parking spaces and fences associated with the dwelling or its yard.

"Residential Unit" shall mean a unit that consists of a self-contained set of rooms located in a building or structure, and is used or intended for use as a residential premises, containing kitchen and bathroom facilities that are intended for the use only of the unit, and has a means of egress to the outside of the building or structure in which it is located, which may be a means of egress through another residential unit.

"Sanitary Sewage" shall mean liquid or water borne waste of industrial or commercial origin; domestic origin, including human body waste, toilet or other bathroom waste, and shower, tub, culinary, sink and laundry waste.

"Sewage" shall mean sanitary sewage or storm sewage.

"Sewage system" shall mean the municipal sanitary sewer system or a private sewage disposal system approved in accordance with the *Ontario Building Code*.

"Sign" shall mean any surface upon which there is printed, projected, illuminant/electronic or attached any announcement, declaration, picture, or insignia used for direction, information, identification, advertisement, business promotion or promotion of products, activity services and events, and includes a structure, or device, whether in a fixed location or designed to be portable or capable of being relocated or part thereof specifically designed for the foregoing uses.

"Standard" shall mean the standards of physical condition and occupancy prescribed for property by this By-law.

"Storey" shall mean the portion of a building other than a basement or cellar located between the surface of any floor and the surface of the floor, roof deck, or right next above it, except an attic storey.

"Storm Sewage" shall mean water that is discharged from a surface as a result of rainfall, snow melt or snowfall.

"Structure" shall mean a combination of materials assembled so as to form a construction or fixed erection to or supported by the soil, other than a building which is not adapted to permanent or continuous occupancy and shall include a tent, receiving stand, platform, staging, wall, retaining wall, radio or television antenna, communication tower, supporting structure, shed, garbage bin, fence, sign, and every other construction or erection that is not a building.

"Toilet Room" shall mean any room containing a water closet and wash basin.

"Vacant Property" shall mean any property on which there are no buildings or structures of any kind, but shall not mean public lands identified as areas of environmental importance or lands utilized for agricultural production.

"Yard" shall mean the land, other than publicly owned land, within the boundary lines of the lot and not occupied by the principal building.

Part 2 General Standards for All Property

2.1 General

- 2.1.1 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 purposes. All new construction or repairs shall conform to the *Ontario Building Code*,

Ontario Fire Code and the *Fire Prevention and Protection Act* where applicable. All properties must conform to the Yard and Lot Maintenance By-law, as amended.

2.2 Accessory Buildings, Fences and Other Structures

2.2.1 All accessory buildings, fences and other structures shall be maintained in good repair, in a safe condition and structurally sound condition capable of sustaining any load to which it may be reasonably subjected.

2.2.2 All accessory buildings, fences and other structures shall be protected from deterioration by the application of paint or other suitable protective materials of uniform colour and shall be maintained in good condition or constructed of material that is inherently resistant to such deterioration.

2.3 Abandoned Wells, Cisterns and Other Fixtures or Excavations

2.3.1 All owners and occupants of properties containing an abandoned well, cistern, cesspool, privy vault, pit or excavation shall permanently seal or secure each of them by fence or cover unless the above or any of them are in active use, in which event they shall be secured by fencing with warning signs until they have ceased use, whereupon they shall be sealed or fenced or covered, as required above.

2.4 Damage and Prevention

2.4.1 A building or structure damaged by fire, storm or other causes shall be demolished or repaired within a reasonable time.

2.4.2 In the event the building or structure is beyond repair, the land shall be cleared of debris and remains and left in a graded, level and safe condition without unreasonable delay.

2.4.3 Where a building or structure is damaged by fire, storms or by other causes, immediate steps shall be taken to prevent or remove a condition which might endanger persons on or near the property, and the building or structure shall be properly supported and barricaded until the necessary demolition or repair can be carried out.

2.4.4 Defacement by smoke or by other causes on the exterior wall and surface of the building or structure or of the remaining parts of the building or structure shall be removed, and the defaced areas refinished in a workmanlike manner.

2.4.5 The owner or agent of a fire damaged building shall board up the building to the satisfaction of the Property Standards Officer by covering all openings with at least twelve point seven (12.7) millimeters (0.5 inches) weather proof sheet plywood securely fastened to the building and painted a colour compatible with the surrounding structure.

Part 3 Residential Standards

3.1 General Conditions

- 3.1.1 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
- 3.1.2 Every tenant, occupant or lessee shall dispose of garbage and debris on a regular basis, in accordance with the current Yard and Lot Maintenance By-law.
- 3.1.3 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.
- 3.1.4 Accumulations or storage of garbage, refuse, appliances or furniture in a means of egress shall not be permitted.

3.2 Pest Prevention

- 3.2.1 Every building shall be kept free of rodents, pests and noxious insects at all times. Methods used for exterminating such pests shall be in accordance with the provisions in the *Pesticides Act, R.S.O. 1990*, as amended.
- 3.2.2 Openings, including windows, that might permit the entry of rodents, insects, vermin or other pests shall be appropriately screened or sealed.

3.3 Structural Soundness

- 3.3.1 Every part of a dwelling shall be maintained in a structurally sound condition so as to be capable of safely sustaining its own weight load and any additional load which may be put on it through normal use, and having a level of safety as required by the *Ontario Building Code*. Any materials which show damage or evidence of rot or other deterioration shall be repaired or replaced.
- 3.3.2 Walls, roofs and other exterior parts of a building shall be free from loose, rotten, warped or improperly secured objects or materials.

3.4 Foundations

- 3.4.1 Foundation walls of a dwelling shall be maintained so as to prevent the entrance of insects, rodents, and excessive moisture. Maintenance includes the shoring of the walls to prevent settling, installing sub soil drains where necessary at the footings, grouting masonry cracks, damp proofing and waterproofing walls, joints and floors.

3.4.2 Every basement, cellar and crawl space in a building shall be adequately drained.

3.5 Exterior Walls

3.5.1 Exterior walls of a dwelling and their components, including soffits, fascia and rainwater pipes, 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.

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

3.6 Windows and Doors

3.6.1 All exterior 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.

3.6.2 In a dwelling unit, all windows that are intended to be opened and all exterior doors shall have suitable hardware so as to allow locking or otherwise securing from inside the dwelling unit.

3.6.3 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.

3.6.4 In multiple unit residential developments where a voice communication or sound activated system between each residential unit and the front lobby and security locking and release facilities for the entrance have been provided, and are controlled from each residential unit, such facilities shall be maintained in good working order at all times.

3.7 Roofs

3.7.1 Roofs and their components on all buildings shall be maintained in a weather tight condition, free from loose or unsecured objects or materials.

3.7.2 Roofs of all buildings shall be kept clear of accumulations of ice or snow, or both.

3.7.3 Where eaves troughing, roof gutters are provided they shall be kept in good repair, free from obstructions and properly secured to the building.

3.8 Stairs, Porches and Balconies

- 3.8.1 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.
- 3.8.2 A guardrail 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 600mm (24") between adjacent levels.
- 3.8.3 Guardrails, balustrades and handrails shall be constructed and maintained in accordance with the *Ontario Building Code*.
- 3.8.4 Guardrails shall be installed and maintained in good repair around all landings, porches and balconies.
- 3.8.5 A handrail shall be installed and maintained in good repair around all landings, porches and balconies.
- 3.8.6 Guardrails, balustrades and handrails shall be constructed and maintained rigid in nature.

3.9 Egress

- 3.9.1 Every dwelling and each dwelling unit 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.
- 3.9.2 A single exit is permitted from a dwelling unit provided the exit is an exterior doorway not more than one and one-half meters (1.5) above adjacent ground level and it is not necessary to travel up or down more than one (1) storey to reach the exit door or the uppermost floor level opens to a balcony not more than 6 meters above adjacent ground level.
- 3.9.3 Exterior stairs and fire escapes shall be maintained in a safe state of repair and kept free of ice and snow.
- 3.9.4 The passage required as egress from one dwelling unit shall not pass through any other dwelling unit.
- 3.9.5 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.
- 3.9.6 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.

3.10 Walls, Ceilings and Floors

3.10.1 Every wall, ceiling and floor in a dwelling unit shall be maintained so as to provide a continuous surface free of holes, cracks, loose coverings or other defects.

3.10.2 Walls surrounding showers and bathtubs shall be impervious to water.

3.10.3 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 may cause an accident or allow the entrance of rodents and other vermin and insects.

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

3.10.5 Every floor, wall, ceiling and fixture in a building shall be maintained in a clean and sanitary condition, and the building shall be kept free from rubbish, debris or conditions which constitute a fire, accident or health hazard.

3.11 Kitchens

3.11.1 Every dwelling unit 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 meters (8 cubic feet);
- c) a counter or work area at least 610mm (2 feet) in width by 1,220mm (4 feet) in length, exclusive of the sink, and covered with material that is impervious to moisture and grease and is easily cleanable; and,
- d) a space provided for cooking and refrigeration appliances including the suitable electrical or gas connections.

3.12 Toilet and Bathroom Facilities

3.12.1 Every dwelling unit shall contain a bathroom consisting of at least one fully operational water closet, washbasin and a bathtub or one suitable shower unit.

3.12.2 Every washbasin or bathtub or shower shall have an adequate supply of hot and cold running water.

3.12.3 Every water closet shall have a suitable supply of running water.

3.12.4 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.

3.12.5 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 or corridor or other common space to the room or rooms containing the said facilities.

3.13 Plumbing

3.13.1 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.

3.13.2 All drainage pipes shall be connected to the sewage system through water seal traps.

3.13.3 Every dwelling unit shall be provided with an adequate supply of potable running water from a source approved by the Chief Medical Officer of Health.

3.13.4 Every fixture shall be of such materials, construction and design, as will ensure that the exposed surfaces of all parts are hard, smooth, impervious to hot and cold water, readily accessible for cleansing and free from blemishes, cracks or other defects that may harbour germs, debris or impede through cleansing.

3.14 Electrical

3.14.1 Every dwelling and dwelling unit shall be wired for electricity and shall be connected to an approved electrical supply system.

3.14.2 The electrical wiring, fixtures, switches, receptacles and appliances located or used in dwellings, dwelling units and accessory buildings shall be installed and maintained in good working order so as not to cause fire or electrical shock hazards. All electrical services shall conform to the regulations established by the *Power Corporation Act, R.S.O. 1990, as amended*.

3.15 Lighting

3.15.1 All exterior and interior common areas including bathrooms, toilet rooms, kitchens, laundry rooms, furnace rooms, basements, cellars and non-habitable work or storage rooms shall have artificial lighting sufficient so that those work areas can be used or passed through safely, and this artificial lighting shall be maintained in a good state of repair.

3.15.2 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 (10%) of the floor area for living and dining rooms and five percent (5%) of the floor area for bedrooms and other finished rooms.

3.16 Heating, Heating Systems, Chimneys and Vents

3.16.1 Every dwelling and building containing a residential dwelling unit or units shall be provided with suitable heating facilities capable of maintaining an indoor ambient temperature of 21 degrees Celsius (70 degrees Fahrenheit) 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.

3.16.2 All fuel burning appliances, equipment and accessories in a dwelling shall be installed and maintained to the standards provided by the *Fire Protection and Prevention Act, 1997, Ontario Building Code* or other applicable legislation.

3.16.3 Where a heating system or part thereof that requires solid or liquid fuel to operate, a place or receptacle for such fuel shall be provided and maintained in a safe condition and in a convenient location so as to be free from fire or accidental hazard.

3.16.4 Every dwelling shall be so constructed or otherwise separated to prevent the passage of smoke, fumes and gasses 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*.

3.16.5 All fuel burning appliances, equipment and accessories in a dwelling shall be properly vented to the outside air by means of a smoke-pipe, vent pipe, chimney flue or other approved method.

3.16.6 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good repair so as to prevent the escape of smoke, fumes or gases from entering a dwelling unit. Maintenance includes the removal of all obstructions, sealing open joints and the repair of loose or broken masonry units.

3.16.7 Every chimney, smoke-pipe, flue and vent shall be installed and maintained in good condition so as to prevent the heating of adjacent combustible material or structural members to unsafe temperatures.

3.17 Ventilation

3.17.1 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 meters (3 square feet), or an approved system of mechanical ventilation such that provides hourly air exchange.

3.17.2 All systems of mechanical ventilation shall be maintained in good working order.

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

3.18 Elevators and Elevating Devices

3.18.1 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 except for such a reasonable period of time as may be required for the purpose of repairing and maintaining such devices.

3.19 Disconnected Utilities

3.19.1 Owners of residential buildings or any person or persons acting on behalf of such an 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 or repairing, replacing or otherwise altering said service or utility.

3.20 Occupancy Standards

3.20.1 No person shall use or permit the use of a non-inhabitable room in a building for habitable purpose.

3.20.2 The number of occupants residing on a permanent basis in an individual dwelling unit shall not exceed one (1) person for every nine (9) square meters (97 square feet) of habitable floor area. For the purpose of computing habitable floor area, any area with the minimum ceiling height of less than 2.1 meters (7 feet) shall not be considered.

3.20.3 No room shall be used for sleeping purposes unless it has a minimum width of two (2) meters (6.6 feet) and a floor area of at least seven (7) square meters (75 square feet). A room used for sleeping purposes by two or more persons shall have a floor area of at least four (4) square meters (43 square feet) per person.

3.20.4 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 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 4 Vacant Buildings

4.1 Vacant Buildings

- 4.1.1 Vacant buildings shall be kept clear of all garbage, rubbish and debris.
- 4.1.2 Vacant buildings 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.
- 4.1.3 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 12.7mm (0.5 inches) of weatherproof sheet plywood, securely fastened to the building.

Part 5 Non-Residential Property Standards

5.1 Yards

- 5.1.1 The yards of non-residential property shall be maintained to the standards of the current Yard and Lot Maintenance By-law.
- 5.1.2 The warehousing or storage of material or operative equipment that is required for the continuing operation of the agricultural, industrial or commercial aspect of the property, in accordance to Township Zoning By-law 25-98, as amended, shall be maintained in a neat and orderly fashion as not to create a fire or accident hazard or an unsightly condition and shall provide unobstructive access for emergency vehicles.

5.2 Structural Soundness

- 5.2.1 Every part of a building structure 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, and having a level of safety as required by the *Ontario Building Code*. Structural members of any materials that have been damaged or indicate evidence of rot or other deterioration shall be repaired or replaced.
- 5.2.2 Walls, roofs and other exterior parts of a building or structure shall be free from loose, rotten, warped or improperly secured objects or materials.

5.2.3 The foundations, walls, columns and beams of a building shall be maintained in good repair and in a safe and structurally sound condition.

5.3 Exterior Walls

5.3.1 Exterior walls of a building or a structure and their components, including soffits, fascia, eaves troughing, rainwater pipes, 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.

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

5.4 Stairs, Guardrails and Handrails

5.4.1 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.

5.4.2 A guardrail 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 600mm (24") between adjacent levels.

5.4.3 Guardrails shall be installed and maintained in good repair around all landings, porches and balconies.

5.4.4 A handrail shall be installed and maintained in good repair in all stairwells, rigid in nature.

5.5 Lighting

5.5.1 All non-residential establishments shall install and maintain sufficient windows, skylights and lighting fixtures necessary for the safety of all persons attending the premises or as may be required by the *Occupational Health and Safety Act, R.S.O. 1990* for industrial and commercial properties. Lighting shall not be positioned so as to cause any impairment of use or enjoyment of neighbouring properties.

Part 6 Administration and Enforcement

6.1 Application of the By-law

6.1.1 This By-law applies to all property in the Township of South-West Oxford.

6.2 Short Title

6.2.1 This By-law may be referred to as the “Property Standards By-law”.

6.3 General Duties and Obligations

6.3.1 No person shall use or occupy, or permit the use or occupancy of, any property that does not conform to the standards prescribed by this By-law.

6.3.2 No person who is the owner of property which does not conform with standards prescribed by this By-law shall fail to repair or to maintain the property to conform with the standards.

6.3.3 Notwithstanding subsection 6.3.2, where a person who is the owner of property which does not conform with standards prescribed by this By-law elects to not repair or to maintain the property to conform with the standards, then that person shall clear the property of all buildings, structures, debris or refuse which does not conform to standards, leaving the property in a graded and levelled condition.

6.3.4 No person shall remove, pull down or deface any sign, notice or placard after the officer has caused it to be placed in a prominent position on the exterior of any building which does not conform to the standards prescribed in this By-law, except with consent of the Property Standards Officer.

6.4 Property Standards Committee

6.4.1 There shall be and is hereby established a Property Standards Committee, established under 15.6 of the *Ontario Building Code*.

6.5 Property Standards Officer

6.5.1 Council may, from time to time, appoint officers to carry out the administrative functions of this By-law including the enforcement thereof.

6.5.2 For the purposes of this By-law, any person duly appointed and employed by the Township, including by agreement, as an official, Building Inspector, Plumbing/Septic Inspector, Fire Prevention Officer or a Municipal (By-law) Enforcement Officer for the Township shall hereby be appointed, authorized and directed to act when required as a Property Standards Officer for purposes of enforcing the standards so established herein.

6.6 Compliance

6.6.1 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, debris or refuse and left in a levelled and graded condition.

6.6.2 Where any person fails to comply with an order, the Township may cause the required work to be done at the cost of the property owner. The cost of such work may be recovered by action, or by adding the costs associated with the work to the tax roll and collecting them in the same manner as property taxes. **Any property owner that fails to comply with a confirmed Property Standards Order shall be required to pay a re-inspection fee for each subsequent inspection required to determine if the contravention of this By-law initially observed have been corrected. Where the contraventions have not been remedied by the time provided in the said Order, a fee of \$150 per inspection shall be applied to the property for each inspection within the same 12-month period from the date of the order.**

(Amended by By-laws 56-2023 and 60-2023)

6.6.3 Non-compliance may result in additional fees as per the Township's Rates and Fees By-law, as amended from time to time.

6.6.4 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 may appeal to the Property Standards Committee by sending a notice of appeal by registered mail to the Township Clerk, within fourteen (14) days after the service of the order, and, in the event that no appeal is taken, the order shall be deemed final and binding.

6.7 Appeal

6.7.1 Every person who initiates an appeal of an order made under section 15.2 of the *Ontario Building Code Act, S.O. 1992, c.23*, shall submit a Notice of Appeal in the time frame and the manner as prescribed in section 15.3(1) of the *Act*. All Notices of Appeal shall be accompanied by a non-refundable fee as established in the Township's Rates and Fees By-law, as amended from time to time, payable to the Corporation of the Township of South-West Oxford.

6.8 Penalty

6.8.1 Any owner who fails to comply with an order that is final and binding under this By-law is guilty of an offense 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*.

6.8.2 Any person who contravenes any of the provisions of this By-law is guilty to an offence and upon conviction, is liable to a fine as provided for under the *Provincial Offences Act, R.S.O 1990*.

Part 7 Repeal - Enactment

7.1 Township of South-West Oxford By-law 35-2006 is hereby repealed.

Effective Date

7.2 This By-law comes into force and take effect on the date of its passing and enactment.

Conflict and Severability

7.3 In the event of any conflict between any provision set forth in this By-law and any other Township ordinance, the competing provisions shall be harmonized to the fullest extent possible so as to facilitate the intent and proper effect of the separate areas of regulation.

7.4 If any section or portion thereof shall be declared by a court of competent jurisdictions to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections, or portions thereof of the Ordinance. The remainder of the Ordinance shall remain in full force and effect.

Transitional Rules

7.5 After the date of the passing of this By-law, 35-2006 shall apply only to those properties in which an Order to Comply has been issued prior to the date of the passing of this By-law, and then only to such properties until such a time as the work required by such Order has been completed or any enforcement proceedings with respect to such order, including demolition, clearance, or repair carried out by the municipality shall have been concluded.

Read a First and Second Time this 8th day of August, 2023.

Read a Third Time and Finally Passed this 8th day of August, 2023.

'Original signed by'

Mayor: David Mayberry

'Original signed by'

Clerk: Julie Middleton

Township of South-West Oxford

**Part I Provincial Offences Act
By-law 45-2023**

SHORT FORM WORDING

Short Title: BY-LAW NUMBER 45-2023, PROPERTY STANDARDS BY-LAW

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fine
1	Fail to maintain in good repair an accessory building, fence or other structure.	2.2.1	\$350
2	Fail to permanently seal or secure an abandoned well, cistern, cesspool, privy vault, pit or excavation.	2.3.1	\$350
3	Fail to repair or demolish a damaged building or structure.	2.4.1	\$350
4	Fail to clear the debris and remains of a building or structure beyond repair.	2.4.2	\$350
5	Fail to support or barricade a damaged building or structure.	2.4.3	\$350
6	Fail to refinish defaced buildings or structures.	2.4.4	\$350
7	Fail to board up a fire damaged building.	2.4.5	\$350
8	Fail to maintain a property in a clean, sanitary and safe condition.	3.1.1	\$350
9	Fail to maintain every floor, wall, ceiling and fixture in a clean, sanitary and safe condition.	3.1.3	\$350
10	Fail to clear accumulations or storage of garbage, refuse, appliances or furniture from means of egress.	3.1.4	\$350
11	Fail to keep every building free of rodents, pets and noxious insects at all times	3.2.1	\$350
12	Fail to appropriately screen or seal openings.	3.2.2	\$350
13	Fail to maintain every part of a dwelling in a structurally sound condition.	3.3.1	\$350
14	Fail to maintain walls, roofs and other exterior parts of a building.	3.3.2	\$350
15	Failure to maintain foundation walls of a dwelling.	3.4.1	\$350

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fine
16	Fail to provide adequate drainage for every basement, cellar and crawl space.	3.4.2	\$350
17	Fail to maintain all exterior walls of a dwelling and their components.	3.5.1	\$350
18	Fail to remove unauthorized signs, painted slogans, graffiti and similar defacements from exterior walls.	3.5.2	\$350
19	Fail to maintain all exterior windows, doors, skylights and basement or cellar hatchways.	3.6.1	\$350
20	Fail to provide suitable hardware to allow locking or securing from inside the dwelling unit.	3.6.2	\$350
21	Fail to provide suitable hardware for at least one door to permit locking or securing from either side of the dwelling unit.	3.6.3	\$350
22	Fail to maintain a voice communication or sound activated security locking and release facility for an entrance of a multiple unit residential development.	3.6.4	\$350
23	Fail to maintain a roof and their components.	3.7.1	\$350
24	Fail to clear accumulations of ice and snow from a roof.	3.7.2	\$350
25	Fail to maintain roof gutters and eaves troughing.	3.7.3	\$350
26	Fail to maintain inside and outside stairs, porches, balconies and landings.	3.8.1	\$350
27	Fail to install and maintain a guardrail.	3.8.2	\$350
28	Fail to install and maintain a handrail.	3.8.5	\$350
29	Fail to provide a safe, continuous and unobstructed means of egress.	3.9.1	\$350
30	Fail to maintain exterior stairs and/or fire escapes.	3.9.3	\$350
31	Fail to provide adequate means of egress.	3.9.4	\$350
32	Fail to provide secondary means of continuous and unobstructed egress.	3.9.5	\$350
33	Fail to maintain all means of egress within a non-residential property.	3.9.6	\$350
34	Fail to provide exit signs for every	3.9.6(a)	\$350

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fine
	required exit within a non-residential property.		
35	Fail to provide illumination for the means of egress within a non-residential property.	3.9.6(b)	\$350
36	Fail to maintain every wall, ceiling and floor in a dwelling unit.	3.10.1	\$350
37	Fail to ensure walls surrounding showers and bathtubs are impervious to water.	3.10.2	\$350
38	Fail to ensure every floor in a dwelling is reasonably smooth, level and maintained.	3.10.3	\$350
39	Fail to maintain, ensure impervious to water and regularly clean every floor in a bathroom, toilet room, kitchen, shower room and laundry room.	3.10.4	\$350
40	Fail to maintain in a clean, safe and sanitary condition every floor, wall, ceiling and fixture.	3.10.5	\$350
41	Fail to provide a kitchen area in a dwelling unit.	3.11.1	\$350
42	Fail to provide hot and cold running water and surfaces impervious to grease and water in a kitchen of a dwelling unit.	3.11.1(a)	\$350
43	Fail to provide suitable storage in a kitchen of a dwelling unit.	3.11.1(b)	\$350
44	Fail to provide an adequate counter or work area in a kitchen of a dwelling unit.	3.11.1(c)	\$350
45	Fail to provide a space for cooking and refrigeration appliances.	3.11.1(d)	\$350
46	Fail to provide a bathroom containing at least 1 operational water closet, wash basin and bathtub or one suitable shower unit in a dwelling unit.	3.12.1	\$350
47	Fail to provide a washbasin, bathtub or shower with an adequate supply of hot and cold running water in a dwelling unit.	3.12.2	\$350
48	Fail to provide a water closet with a suitable supply of running water in a dwelling unit.	3.12.3	\$350
49	Fail to provide a bathroom or toilet room accessible from within the	3.12.4	\$350

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fine
	dwelling unit and with a door capable of being locked to allow privacy.		
50	Fail to provide an appropriate entrance for shared toilet or bathroom facilities.	3.12.5	\$350
51	Fail to maintain and protect from freezing all plumbing and fixtures.	3.13.1	\$350
52	Fail to properly connect drainage pipe to the sewage system.	3.13.2	\$350
53	Fail to provide an adequate supply of potable, running water.	3.13.3	\$350
54	Fail to ensure all plumbing and fixture is composed of adequate materials, construction and design and maintained free of defects.	3.13.4	\$350
55	Fail to provide adequate wiring and electrical connection.	3.14.1	\$350
56	Fail to install and maintain all electrical wiring, fixtures, switches, receptacles and appliances.	3.14.2	\$350
57	Fail to provide and maintain sufficient artificial lighting.	3.15.1	\$350
58	Fail to provide a window, skylight or translucent panel admitting adequate natural light.	3.15.2	\$350
59	Fail to provide and maintain a suitable heating system.	3.16.1	\$350
60	Fail to install and maintain all fuel burning appliances, equipment and accessories in a dwelling.	3.16.2	\$350
61	Fail to provide a safe and convenient place or receptacle for solid or liquid fuel required for a heating system.	3.16.3	\$350
62	Fail to ensure each dwelling unit is constructed or otherwise separated to prevent the passage of smoke, fumes and gases.	3.16.4	\$350
63	Fail to ensure the proper ventilation of all fuel burning appliances, equipment and accessories in a dwelling.	3.16.5	\$350
64	Fail to install and maintain in good repair every chimney, smoke-pipe, flue and vent.	3.16.6	\$350
65	Fail to install and maintain every chimney, smoke-pipe, flue and vent.	3.16.7	\$350
66	Fail to provide adequate openings for	3.17.1	\$350

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fine
	ventilation or an approved system of mechanical ventilation.		
67	Fail to maintain all systems of mechanical ventilation.	3.17.2	\$350
68	Fail to adequately vent all enclosed areas of a dwelling.	3.17.3	\$350
69	Fail to maintain elevators and other elevating devices.	3.18.1	\$350
70	Disconnecting or cause the disconnection of any service or utility supplying heat, electricity, gas, refrigeration or water to any residential unit or building occupied by a tenant or lessee.	3.19.1	\$350
71	Permit the use of a non-inhabitable room in a building for habitable purpose.	3.20.1	\$350
72	Occupants residing in a dwelling exceed 1 person for every 97 square feet of habitable floor area.	3.20.2	\$350
73	Utilize an undersized room for sleeping purposes.	3.20.3	\$350
74	Fail to maintain each habitable room in a basement.	3.20.4(a)	\$350
75	Fail to construct and maintain floors and walls in damp proof condition and impervious to water leakage in a basement used as a dwelling unit.	3.20.4(b)	\$350
76	Fail to separate each habitable room from service rooms by suitable fire separation in a basement used as a dwelling unit.	3.20.4(c)	\$350
77	Fail to provide access to each habitable room without passage through a service room in a basement used as a dwelling unit.	3.20.4(d)	\$350
79	Fail to keep all vacant buildings clear of garbage, rubbish and debris.	4.1.1	\$350
80	Fail to turn off water, electrical and gas services for a vacant building.	4.1.2	\$350
81	Fail to board up a vacant building.	4.1.3	\$350
82	Fail to maintain the yard of non-residential property.	5.1.1	\$350
83	Fail to maintain the warehousing or storage of material or operative equipment in a neat, orderly and	5.1.2	\$350

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fine
	hazard-free fashion to provide unobstructive access for emergency vehicles.		
84	Fail to maintain every part of a building.	5.2.1	\$350
85	Fail to maintain all walls, roofs and other exterior parts of a structure.	5.2.2	\$350
86	Fail to maintain all foundations, walls, columns and beams of a building.	5.2.3	\$350
87	Fail to maintain all exterior walls of a building and their components.	5.3.1	\$350
88	Fail to remove unauthorized signs, painted slogans, graffiti and similar defacements from exterior walls.	5.3.2	\$350
89	Fail to maintain all inside and outside stairs, porches, balconies and landings.	5.4.1	\$350
90	Fail to install a guardrail.	5.4.2	\$350
91	Fail to maintain a guardrail.	5.4.3	\$350
92	Fail to install and maintain a handrail.	5.4.4	\$350
93	Fail to install and maintain sufficient windows, skylights and lighting fixtures in non-residential properties.	5.5.1	\$350

NOTE: the general penalty provision for the offences listed above is section 6.8.2 of Bylaw 45-2023, a certified copy of which has been filed.