



**THE CORPORATION OF THE
TOWN OF COBALT**

BY-LAW NO. 2023-36

**Being a By-Law to Adopt Amendment No. 2 to By-Law 2009-003 for the
Maintenance and Occupancy of Property within the Municipality**


WHEREAS under Section 15.1 (3) of the Municipal Act S.O. 2001, c.25, as amended, a By-Law may be passed by 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;

NOW THEREFORE be it resolved that the Council of the Corporation of Town of Cobalt enacts as follows:

1. That Amendment No. 2 to the Maintenance and Occupancy of Property (Property Standards) By-Law attached hereto and forming part of this By-Law; and
2. That this By-Law shall come into effect on the date of its final passing.

TAKEN AS READ a first, second and third time and passed this 19th day of December 2023;

AND FURTHER THAT the said By-Law be signed and sealed by the Mayor and Clerk.



Mayor



Clerk



**THE CORPORATION OF THE
TOWN OF COBALT**

Schedule "A" to By-Law 2023-36

**Amendment No. 2 to By-Law 2009-003
The Maintenance and Occupancy of Property**

Amendment No. 1

Section 6 – COMPLIANCE be amended to add Section 6.11.1

Where any owner fails to comply with an order issued, the municipality may cause the required work to be done at the cost of the owner. The cost of such work may be recovered by action and by adding the cost to the tax roll and collecting in the same manner as property taxes. The Municipality may charge an administrative fee in the amount of \$150.00, which may then be recovered from the Owner.

Amendment No. 2

Section 6.15 – 6.18 – FORMS be amended to include the highlighted section to the already existing passage:

6.15 The form for use as an “Informal Notice” shall be on Form PS-A-01 as laid out in Appendix “1” to this Schedule. A fifty dollar (**\$50.00**) administrative fee shall accompany the issuance of an “Informal Notice”.

6.16 Where an “Informal Notice has been provided, “AN ORDER TO REMEDY VIOLATION OF STANDARDS OF MAINTENANCE AND OCCUPANCY” issued pursuant to Section 15.2-(2) of the Building Code Act shall be on Form PS-A-02 as laid out in Appendix “2” to this Schedule. A one hundred dollar (**\$100.00**) administrative fee shall accompany the issuance of an “AN ORDER TO REMEDY VIOLATION OF STANDARDS OF MAINTENANCE AND OCCUPANCY”.

6.17 Where no “Informal Notice” has been provided, “AN ORDER TO REMEDY VIOLATION OF STANDARDS OF MAINTENANCE AND OCCUPANCY” issued pursuant to Section 15.2-(2) of the Building Code Act shall be on Form PS-A-03 as laid out in Appendix “3” to this Schedule. A one hundred dollar (**\$100.00**) administrative fee shall accompany the issuance of an “AN ORDER TO REMEDY VIOLATION OF STANDARDS OF MAINTENANCE AND OCCUPANCY”.

6.18 A “NOTICE OF APPEAL TO THE PROPERTY STANDARDS COMMITTEE” issued pursuant to Section 15.3-(1) of the Building Code Act shall be on Form PS-A-04 as laid out in Appendix “4” this Schedule. A fifty dollar (**\$50.00**) administrative fee shall accompany the issuance of an “NOTICE OF APPEAL TO THE PROPERTY STANDARDS COMMITTEE”.

Amendment No. 3

To add Section 7 FEES FOR SERVICE/ACTIVITY

Fees associated with this By-Law shall be set out in Appendix “5”.

Amendment No. 4
To add Appendix “5”



**THE CORPORATION OF THE TOWN OF COBALT
APPENDIX “5” OF SCHEDULE “A” TO
PROPERTY STANDARDS BY-LAW NO. 2009-003**

SERVICE OR ACTIVITY	FEE
<p>Appeal of Order The fee for a Notice of Appeal shall be:</p>	Fifty Dollars (\$50.00)
<p>Informal Notice Upon receipt of an Informal Notice, the owner who has been served with the Informal Notice, shall pay an administration fee of:</p>	Fifty Dollars (\$50.00)
<p>Order to Remedy Violations Upon receipt of an Order, the owner who has been served with the Order, shall pay an administration fee of:</p>	One Hundred Dollars (\$100.00)
<p>Inspections Where Owner Fails to Comply with an Order Owners, who fail to comply with a confirmed Order, shall pay an inspection fee of:</p> <p>For each additional inspection conducted to determined if contraventions observed on an initial inspection have been corrected:</p>	<p>Fifty Dollars per Inspection (\$50.00 / inspection)</p> <p>Fifty Dollars per Inspection (\$50.00 / inspection)</p>
<p>Certificate of Compliance The fee for issuance of a Certificate for Compliance with the standards established in this By-Law by an Officer shall be:</p>	One Hundred & Fifty Dollars (\$150.00)

Amendment No. 5

Appendix "1" – INFORMAL NOTICE FORM be amended to include the highlighted section to the already existing notice:

Town of Cobalt By-Law Enforcement
18 Silver Street PO. Box 70,
Cobalt, ON P0J 1C0
(705) 679-8877

Roll No.: - _____

**CORPORATION OF THE TOWN OF COBALT
INFORMAL NOTICE**

Date: _____

Owner's Name and Address

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. As per Section 6.15 of Schedule "A" a fifty dollar (\$50.00) administrative fee shall accompany the issuance of an **INFORMAL NOTICE**.

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*. As per Section 6.16 of Schedule "A" a one hundred dollar (\$100.00) administrative fee shall accompany the issuance of an **ORDER TO REMEDY VIOLATION**.

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

A follow-up 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

Amendment No. 6

Appendix "2" – ORDER TO REMEDY NOTICE be amended to include the highlighted section to the already existing notice:

Town of Cobalt By-Law Enforcement
18 Silver Street, P.O. Box 70
Cobalt, ON P0J 1C0
(705) 679-8877

Roll No.: _____

CORPORATION OF THE TOWN OF COBALT

**ORDER TO REMEDY VIOLATION
OF STANDARDS OF MAINTENANCE AND OCCUPANCY**
Pursuant to Section 15.2 of the Ontario Building Code Act, S.O. 1992, c.23

Date: _____

Owner's Name and Address

Dear Sir/ Madam:

RE: *Description and Location of Property in Violation*

WHEREAS on (Date) you were served with an Informal **NOTICE** that required you to remedy certain violations of standards of maintenance and occupancy at your property, described above.

AND WHEREAS you have failed to remedy the noted violation(s) as set out in **Schedule "A"**, attached hereto and which forms part of this **ORDER**. As per Section 6.16 of Schedule "A" a one hundred dollar (\$100.00) administrative fee shall accompany the issuance of an **ORDER TO REMEDY VIOLATION**.

THEREFORE, IT IS HEREBY CHARGED THAT the violation(s) as set out in **Schedule "A"** be remedied and the property brought into a condition of compliance with the prescribed standards as set out in the Property Standards By-Law No. _____ on or before (Date)

TAKE NOTICE that if such violations are not remedied within the time specified in this order, the municipality may correct such violations at the expense of the owner.

APPEAL TO PROPERTY STANDARDS COMMITTEE

If an owner or occupant upon whom an order has been served is not satisfied with the terms or conditions of the order, the owner may appeal to the committee by sending a NOTICE OF APPEAL by registered mail to the Secretary of the committee within fourteen (14) days after service of the order, and, in the event that no appeal is taken, the order shall be deemed to have been confirmed. All Notices of Appeal accompanied by a non-refundable payment of fifty dollars (\$50.00)

FINAL DATE FOR APPEAL:

Property Standards Officer

Amendment No. 7

Appendix "3" – ORDER TO REMEDY NOTICE be amended to include the highlighted section to the already existing notice:

Town of Cobalt
18 Silver Street, P.O. Box 70
Cobalt, ON P0J 1C0
(705) 679-8877

Roll No.: _____

CORPORATION OF THE TOWN OF COBALT

**ORDER TO REMEDY VIOLATION
OF STANDARDS OF MAINTENANCE AND OCCUPANCY**
Pursuant to Section 15.2 of the Ontario Building Code Act, S.O. 1992, c.23

Date: _____

Owner's Name and Address

Dear Sir/ Madam:

RE: *Description and Location of Property in Violation*

BE ADVISED that on(Date of Inspection) an inspection of your property, as noted above, revealed certain violations of the Municipality's Property Standards By-Law No. _____.

Schedule "A", attached hereto, sets out the work required to remedy such violation and to bring the property into compliance with the By-Law. As per Section 6.17 of Schedule "A" a one hundred dollar (\$100.00) administrative fee shall accompany the issuance of an **ORDER TO REMEDY VIOLATION**.

IT IS HEREBY CHARGED THAT the violation(s) as set out in **Schedule "A"** be remedied and the property brought into a condition of compliance with the prescribed standards as set out in the Property Standards By-Law No. _____ on or before *Date*

TAKE NOTICE that if such violation(s) are not remedied within the time specified in this order, the municipality may correct such violations at the expense of the owner.

APPEAL TO PROPERTY STANDARDS COMMITTEE

If an owner or occupant upon whom an order has been served is not satisfied with the terms or conditions of the order, the owner or occupant may appeal to the committee by sending a NOTICE OF APPEAL by registered mail to the Secretary of the committee within fourteen (14) days after service of the order, and, in the event that no appeal is taken, the order shall be deemed to have been confirmed. All Notices of Appeal accompanied by a non-refundable payment of fifty dollars (\$50.00)

FINAL DATE FOR APPEAL:

Property Standards Officer

Amendment No. 8

Appendix "3" – NOTICE OF APPEAL FORM be amended to include the highlighted section to the already existing notice:

Town of Cobalt By Law Enforcement
18 Silver Street, Cobalt, Ontario
P.O. Box 70, Cobalt ON P0J 1C0

Roll No.: _____

CORPORATION OF THE TOWN OF COBALT
NOTICE OF APPEAL
TO PROPERTY STANDARDS COMMITTEE
Pursuant to Section 15.3-(1) of the Ontario Building Code Act

Date: _____

To the Secretary
Property Standards Appeal Committee
Corporation of the Town of Cobalt
P.O. Box
Cobalt, ON
P0J 1C0

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

Description and Location of Property in Violation

TAKE NOTICE of the appeal of the undersigned to the Property Standards Appeal Committee because of dissatisfaction with the above referenced order to remedy violation of standards of maintenance and occupancy served upon the undersigned on

Name (Owner or Agent)

Address:

Telephone Number:

APPEAL TO PROPERTY STANDARDS COMMITTEE

An owner or occupant who has been served with an order made under *The Building Code Act*, S.O. 1992, Chapter 23, Section 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 fourteen days after service of the order, and, in the event that no appeal is taken, the order shall be deemed to have been confirmed. **All Notices of Appeal shall be accompanied by a non-refundable payment of fifty dollars (\$50.00).**

Signature of Owner or Authorized Agent

Amendment No. 9

Appendix "6" – CERTIFICATE OF COMPLIANCE be added:



Town of Cobalt
By-Law Enforcement
18 Silver Street P.O. Box 70,
Cobalt, ON P0J 1C0
(705) 679-8877

Certificate of Compliance

Civic Address: _____ Roll No. _____

On _____ an inspection was conducted at the above noted property. At the time of the inspection, the property was in compliance with the standards established in the Town of Cobalt Property Standards By-Law 2009-003.

Dated: _____

Property Standards Officer