

**PROPERTY STANDARDS
STANDARDS FOR THE
MAINTENANCE AND
OCCUPANCY OF PROPERTY**



By-Law Department – Property Standards

COMMUNICATION

Before contacting the Town, notify your landlord or property manager in writing with possible deficiencies within your rental unit.

In your letter give a reasonable time frame that you would expect the deficiencies to be corrected.

If your landlord or property manager requires an extension of time to complete repairs, try to accommodate them.

TENANT RESPONSIBILITY

If the repairs are not completed after a reasonable time, send a letter to our office along with a copy of the letter that was submitted to your landlord or agent, complete with your name, address, unit number and phone number.

To: Property Standards Officer
Corporation of the Town of Mattawa
160 Water St.

MATTAWA, ON P0H 1V0

Upon receipt of your letter a complaint will be filed.

ACTION

A Property Standards Inspector will contact your landlord or property manager to confirm that they received your request for repairs and to enquire what action will be taken to complete repairs.

The tenant will be contacted by a Property

Standards Inspector to arrange a suitable time for an inspection to confirm the deficiencies when there is no indication the problem is being corrected. This will be done within three weeks of receipt of your letter.

After the deficiencies are confirmed by the inspector, a letter or Order will be sent to the owner or property manager listing deficiencies to be repaired with a compliance date to have repairs completed.

The compliance date is set as required. An inspection will be made after the compliance date to confirm if the repairs have been done, if complete the file is closed.

When repairs have not been completed by the deadline, an Order may be issued if one has not been already issued. Where the owner fails to resolve the deficiencies in the Order and does not appeal the Order, the Order becomes final and binding. The Town may cause the property to be repaired or demolished accordingly as authorized by section 15.4(1) of the Building Code Act and the costs of such action may be registered as a lien on the land and shall be deemed to be real property taxes and added to the tax collectors roll and be collected in the same manner and with the same priorities as municipal real property taxes.

APPEALS

An owner may appeal the Order issued by the Property Standards Inspector to the Property Standards Committee, c/o the Town Clerk's Office within 14 days after being served with the Order. A fee of \$100.00 must be included with the appeal. The Property Standards Committee may rescind, amend or confirm the Order and may extend the time to do the work.

An owner may appeal the Committee's decision to a Judge of the Ontario Court

(General Division) by notifying the Municipal Clerk in writing, and by applying to the Court (General Division) for an appointment within 14 days after the sending of the decision. The Court may rescind, amend or confirm the Order. The Order of the Court becomes final and binding.

LEGAL ACTION

Once an Order is final and binding and where there is no attempt to correct the deficiencies, the Town may take legal action against a property owner. Charges may be laid under the Building Code Act. The fines under the Building Code Act are a maximum of \$25,000 for an individual for the first offence, and a maximum of \$50,000 for each subsequent offence. The fines for a corporation are a maximum of \$50,000 for the first offence and a maximum of \$100,000 on subsequent offences.

FEE FOR INSPECTION

In cases where the matter is not resolved after the second inspection, the Town will bill property owners for all administrative time, inspection time, and all related costs including title searches, mileage, etc., until all deficiencies are repaired for clearance by the Property Standards Inspector.

SUMMARY

In many cases tenants are able to resolve problems with the landlord without the Town's help. In cases where the problems are not resolved, the Town will intervene to have violations corrected.

CONTACTS:

By-law Enforcement Office 744-2000
Town Clerk's Office (appeals only)
744-5611

Visit our website at: www.mattawa.ca