Schedule A1 First Warning Letter to Correct Violations Unsightly Property By-Law #05-16

File Number: Roll Number : Date of Letter: Date Response Required By: To: Owner/Occupier:
Mailing Address:
Dear Sir/Madam:
Subject: Rural Municipality of Armstrong Unsightly Premises By-Law #05-16 Correction of Violations Required
Acting upon a complaint , the By-Law Enforcement Officer or the Designated Officer had cause to inspect your property located in the Rural Municipality of Armstrong at:
Upon inspection, it is apparent that a violation(s) exists in accordance with the Rural Municipality of Armstrong By-Law #05-16 due to:
Therefore, the Rural Municipality of Armstrong requests you rectify the situation by:
In accordance with section 239 (1) of the Municipal Act, I will enter onto the property on to conduct a second inspection. If there is no compliance with this warning notice and the violations are not corrected, a Designated Officer Order may be issued by me, authorizing the Rural Municipality of Armstrong to bring the property into compliance with the By-Law number 05/16. The costs of any action or measure taken by the Municipality are an amount owing to the Rural Municipality of Armstrong by the owner of the property. In addition to the rights of collection, which the Municipality may have at law, such amounts may be collected by the Municipality in the same manner as a tax may be collected or enforced under the Municipal Act.
Your immediate attention to this matter and cooperation is appreciated.
If you have any questions please contact me immediately.
Yours Truly,
Insert Name Designated Officer

Enclosed: Inspection Sheet(s), digital photograph(s)

Schedule A2 First Warning Letter to Demolish Building or Structure Unsightly Property By-Law #05-16

File Number: Insert file# which street address			
Roll Number: Insert file roll#			
Date of Letter: Date to be mailed			
Date Response Required By: as per DO			
To: Owner/Occupier: Separate letter to each owner on C. of T.			
Mailing Address: Separate letter to each owner on C. of T.			
Dear Sir/Madam:			
Subject: Rural Municipality of Armstrong Unsightly Premises By-Law #05-16 Demolition of Unsightly Buildings and Structures			
Acting upon a complaint , the By-Law Enforcement Officer or the Designated Officer had cause to inspect your property located in the Rural Municipality of Armstrong at:			
Upon inspection, it is apparent that a violation(s) exists in accordance with the Rural Municipality of Armstrong By-Law #05/16 due to the building(s) on the property being dilapidated, unmaintained and in a state of disrepair.			
Therefore, the Rural Municipality of Armstrong requests you will determine the Rural Municipality of Armstrong requests your ways of the results of the resu			
Therefore, the Rural Municipality of Armstrong requests you rectify the situation by: 1. Demolishing the dwelling on the property as well as the accessory buildings listed below;			
2. Remove any foundation(s):			
Remove any debris to an approved landfill;			
4. Level the site and create positive drainage to an approved public drain on the road or lane;5. The building(s) to be demolished are: <i>Insert list by DO</i>			
(and are circled on the enclosed digital photograph)			
Date: The demolitions of the buildings and or structures listed above are to be completed by: Date by DO			
In accordance with Section 239 (1) of the Municipal Act, I will enter onto the property on			
Your immediate attention to this matter and cooperation is appreciated. If you have any question, please contact me immediately.			
Yours truly,			

Insert Name

Designated Officer

Enclosed: Inspection Sheet(s), digital photograph(s)

Schedule B1 Second Warning Letter Regarding Unsightly Premises or Property Requiring Cleanup Unsightly By-Law #05-16

File Number: insert street address Roll Number: insert roll# Date of Letter: date by DO			
Date Appeal or Objection Response Required By: Date is 19 days after mail date			
To: Owner/Occupier: separate letter to each owner on C. of T.			
Mailing Address: separate letter to each owner on C. of T.			
Dear Sir/Madam: Subject: Rural Municipality of Armstrong Unsightly Premises By-Law #05-16 Correction of Violations Required: Second Warning Letter And Attached Designated Officer Order Form B2			
You received notification by letter dated date of first warning letter of a complaint causing the Designated officer or By-Law Enforcement Officer to inspect your property at address of property			
Upon inspection, it was apparent that a violation existed in accordance with the Rural Municipality of Armstrong By-Law Number 0516 due to <i>List contraventions as in 1st warning and second in</i>			
You were requested to rectify the situation by: Date by DO			
A second inspection was completed at the property on <i>Insert date</i> and found it continues to be in violation of Unsightly Property By-Law Number 05/16.			
Specifically List contraventions			
The attached "Designated Officer Order" order on schedule B2 requests you correct the contravention(s). It authorizes the municipality through the Municipal Act to correct bylaw contraventions and charge the owner for cleanup, if necessary by collecting the amount owing as if they were taxes			
The order informs you there is an objection or appeal process and date by which the appeal must be made. Please read the order carefully and insure you know the dates.			
I trust you will govern yourself accordingly.			
Yours Truly,			
Insert Name Designated Officer			
Cell Phone Number:			

Schedule B2

Designated Officer Order to Improve the Appearance of Unsightly Premises in Manner Specified Below Section 243 (1)(c) of The Municipal Act Unsightly By-Law # 05-16

Order File Number:

address is file number

Roll Number:

insert roll number

Date of Order:

Date by DO

Date Review/Appeal to Municipal Council Required By:

Date by DO

Date Improvements Required to be Completed By:

Date by DO

To: Owner/Occupier:

list all owners and send letter to each

Mailing Address:

Mailed by Certified Mail/Registered Mail OR Served Personally

Dear Sir/Madam:

Subject:

Rural Municipality of Armstrong Unsightly Premises By-Law #05-16

Correction of Violations Required at:

insert street address

Legal Description

As Designated Officer for the Rural Municipality of Armstrong, I am informing that a second inspection of your property insert street address in Rural Municipality of Armstrong conducted on \mathcal{D} ate $\mathcal{B}y$ $\mathcal{D}\mathcal{C}$ found that is or continues to be in violation of the Rural Municipality of Armstrong Unsightly Property By-Law #05-16.

Specific Contraventions

A. Specifically removed.

list infractions or contraventions to be removed on your property has not been

OR

B. Specifically your property does not meet the requirements of Schedule E, F, or G for the maintenance of your property

list infractions or contraventions to be removed

Pursuant to Section 243(1)(c)(i) of the Municipal Act, as Designated Officer of the Rural Municipality of Armstrong, you are hereby ordered to:

1. Remove the following Debris or rubbish

2. Make the following list of improvements to the buildings specified

And further, pursuant to Section 243(2)(a) of the Municipal Act, my order is stating that you must complete these items by:

insert date by DO 19 days at 3 PM.

And further, pursuant to Section 243(2)(b) of the Municipal Act, you are informed that if you do not comply with this order by the date and time specified above, the Rural Municipality of Armstrong may and will take the action(s) or measure(s) necessary to bring the specified contraventions into compliance with the bylaw at your expense. The costs of an action or measure taken by the Rural Municipality of Armstrong are an amount owing to the Rural Municipality of Armstrong by the person who contravened the bylaw or the owner of the property.

You, as Owner or Occupant may request Council to review this order within 19 days of the date on this order. Your appeal and request for review must be made in writing to the Chief Administrative Officer of the Rural Municipality of Armstrong by:

insert date 19 days substantially in the form attached to this bylaw as Schedule C. (enclosed)

I trust you will govern yourself accordingly. Yours truly,

Insert Name

Designated Officer

Date:

Cell Phone Number:

Attachments"

1st inspection report

1st warning letter

Photocopy of digital photo showing specific contraventions and showing the building(s) for which compliance is required.

Schedule C Appeal and/or Objection to a Designated Officer Order Unsightly Property By-law Number 05-16 Rural Municipality of Armstrong

Dear Rural Municipality of Armstrong Chief Administrative Officer: C/O Box 69 Highway # 17 – BLDG # 55 Inwood, MB ROC 1P0

ROC 1P0		
Attention Council:		
File Number and Rural Municipality of Armstrong property address:		
Please take notice that I object to Designated grounds:	Officer Order and am appealing the order on the following	
•		
•		
Signed:	Date:	
Sign Name Registered Owner		
Print Name		
This form of notice outhonized by Saction (

This form of notice authorized by Section 6 of Unsightly By-law Number 05-16 of the Rural Municipality of Armstrong.

Registered Owner is the name of the owner listed in the current assessment record.

Schedule D1

Second Warning Letter Regarding Unsightly Premises or Property Requiring Demolition Unsightly By-law #05-16

File Number:

insert file # as street address

Roll number:

insert roll numbers

Date of this Letter:

date of letter mailed

Date Appeal or Objection Response Required By:

To: Owner/Occupier: separate letter to each owner

19 days after mail date

Mailing Address:

Dear Sir/Madam:

Subject:

Rural Municipality of Armstrong Unsightly Premises By-law #05-16 Correction of Violations and Demolition Required: Second Warning Letter

and Attached Designated Officer Order on Form D2

You received notification by letter dated Date of first warning letter of a complaint causing the designated officer or development officer to inspect your property at address of property

Upon inspection, it was apparent that a violation existed in accordance with the Rural Municipality of Armstrong By-law number 09-0008 due to List contraventions as in 1* warning and second

You were requested to rectify the situation by demolishing the main building and the accessory building(s) by date in first letter

A second inspection was completed at the property on Date of second inspection and found it continues to be in violation of Unsightly Property By-law Number 05-16 as the demolition has not been completed.

The attached "Designated Officer Order" order on Schedule D2 Requests you correct the contravention(s) and demolish the main building and accessory building(s) as noted. It authorizes the municipality through the Municipal Act to demolish the building(s) and correct by-law contraventions and charge the owner for cleanup, if necessary by collecting the amount owing as if were taxes.

The order informs you there is an objection or appeal process and date by which the appeal must be made. Please read the order carefully. An appeal letter is included as Schedule C

I trust you will govern yourself accordingly.

Yours truly,

Insert Name By-Law Enforcement Officer Cell Phone Number:

Schedule D2

Designated Officer Order to Demolish Unsightly Building or other Structure as per Section 243(1)(c)(ii) of the Municipal Act

This is an official Designated Officer Order issued by the Rural Municipality of Armstrong pursuant

Section 243(1) of the Municipal Act of the Province of Manitoba.

Order File Number:

street address

Roll Number: Date of order: insert roll date of mailing

Date Review/Appeal to Municipal Council Required by:

19 days

Date Demolition Required to be Completed by:

insert date

To:

separate letter to each owner on the ${\mathfrak C}$ of ${\mathfrak T}$

Mailing address:

Mailed by Certified Mail/Registered Mail OR Served personally

Dear Sir/Madam:

Subject:

Rural Municipality of Armstrong Unsightly Premises By-Law #05-16

Demolition of Unsightly Building or Structure at:

Legal Description:

As Designated Officer for the Rural Municipality of Armstrong I am informing that a second inspection of your property at insert address

in Rural Municipality of Armstrong was conducted on

insert date

and this inspection found that it is or continues to be in violation of the Municipality of Armstrong Unsightly Property By-Law #05-16.

Specifically, the building(s) and or structure(s) have not been demolished.

Pursuant to Section 243(1)(c)(ii) of the Municipal Act, as Designated Officer of the Rural Municipality of Armstrong, you are hereby ordered to:

- 1. Demolish the buildings listed here and circled on the enclosed digital photograph.
- 2. Remove all debris to an approved landfill site.
- Level the site and create positive drainage to an approved public drain on the road or lane allowance

List of buildings:

And further, pursuant to Section 243(2)(a) of the Municipal Act, my order is stating that you must complete demolition and leveling by:

Date by Do: at 3PM

And further, pursuant to Section 243(2)(b) of the Municipal Act, you are informed that if you do not comply with this order by the date and time specified above, the Rural Municipality of Armstrong may and will take the action(s) or measure(s) necessary to demolish the building(s) and bring the property into compliance with the by-law at your expanse. The costs of an action or measure taken by the Rural Municipality of Armstrong are an amount owing to the Rural Municipality of Armstrong by the person who contravened the bylaw or the owner of the property.

You as Owner and/or Occupant may request Council to review this order within 19 days of the date on this order. Your appeal and request for review must be made in writing to the Chief Administrative Officer of the Rural Municipality of Armstrong by INSERT DATE 19 DAYS AFTER MAIL DATE substantially in the form attached to this bylaw as Schedule C. (enclosed)

I trust you will govern yourself accordingly.

Yours truly,

Insert Name

Designated Officer

Rural Municipality of Armstrong

Dated this day of 2016

Cell Phone Number:

Attachments:

1st inspection report

1st warning letter

Photocopy of digital photo showing specific contraventions and showing the building(s) for which compliance is required.

Schedule "E" By-Law #05-16 Unsightly Premises

STANDARDS FOR BUILDINGS AND PREMISES

1. Exterior Walls

 $1.\ Exterior$ Walls of the buildings must be maintained in good repair and, in particular:

a. they must be protected against deterioration maintaining the walls, coping or

flashing, or by the application of a protective surface;

 wood surfaces must be adequately protected against deterioration through the periodic application of appropriate protective coatings, such as paint, varnish, stucco, brick or stone facing, wood or asphalt shingle or siding;

c. the paint on more than 25% percent of the area of any painted plane or wall must not be blistered, cracked, flaked, scaled, or chalked away;

d. the mortar of any masonry or stone wall must not be loose or have fallen

2. Roofs

1. Roofs must be kept in good repair.

Loose or unsecured objects, including dangerous accumulations of snow or ice or both, must be removed from the roof of a building.

3. Roof drainage or surface drainage must be controlled In order to eliminate or minimize any effects on:

 a. neighboring property so as not to cause dampness in the walls, ceilings or floors of any portion of any adjacent building; or

b. neighboring or public sidewalks or stairs so as not to create a hazardous condition; or

c. neighboring property thereby causing noticeable ponding or ground erosion.

4. Eavestroughing and downspouts must be watertight and maintained in good repair.

3. Foundations

 Every foundation wall forming part of a dwelling must be maintained in good repair and structurally sound so as to prevent undue settlement of the building.

4. Porches and Entrances

- Every porch and entrance to a building must be maintained in good repair so that no component thereof is broken, loose, rotted, warped, out-of-plumb, off-level or out of alignment.
- All exterior steps must be kept in good repair so as to afford safe passage under normal use and weather conditions and protected against deterioration by the application of appropriate protective coating if of wood construction.

Grounds

- 1. Premises must be kept free and clean from:
 - a. rubbish, garbage, junk and other debris;
 - b. wrecked, dismantled, partially dismantled, inoperative, discarded, abandoned, or unused vehicles, trailers and other machinery or any parts thereof;

c. excessive growth of weeds or grass: and

- d. objects and conditions, including holes and excavations that are health, fire or accident hazards.
- 2. Plants and vegetation must be kept trimmed so as not to become unsightly.
- 3. The yard must be graded in such a manner so as to prevent:

a. excessive or reoccurring ponding of water; or

- b. excessive dampness from occurring in buildings on or adjacent to the yard; or
- c. any hazardous condition from being created on any private or public walkway.

6. Walks, Driveways, and Parking Spaces

1. a walk must be provided from the principle entrance of every building to a public street or to a driveway affording access to a public street.

Every walk, driveway and parking space must be surfaced with stone, asphalt, concrete or other material capable of providing a hard surface and must be maintained so as to afford the safe passage under normal use and weather conditions.

7. Fences and Accessory Buildings

1. All fences must be kept:

a. weather resistant by the application of appropriate materials, including paint and preservatives; and

b. in good repair; and

c. free from health, fire and accident hazards.

SCHEDULE "F" BY-LAW #05/16 UNSIGHLTY PREMISES

REQUIREMENTS FOR VACANT DWELLINGS

The owner of a vacant dwelling must ensure that the dwelling meets the following requirements:

1. Exterior Walls

- The exterior of every dwelling must be constructed, repaired and maintained in order to
 - ensure the integrity of the building envelope to protect the dwelling from the weather and from infestation of pests, and
 - b. prevent a substantial depreciation in property values in the immediate neighborhood.
- 2. Without restricting the general obligation set out in subsection (1)
 - a. all exterior surfaces must consist of materials that provide adequate protection from the weather;
 - all exterior walls and their components, including coping and flashing be maintained in good repair;
 - c. all exterior walls must be free of holes, breaks, loose or rotting boards or timbers and any other condition which might admit insects, rodents or other pests to the interior of the wall or the interior of the dwelling;
 - d. exterior wood surfaces must be adequately protected against deterioration by the periodic application of paint, stain or other protective coating;
 - e. no more than 25% percent of any painted area of any exterior wall may be blistered, cracked, flaked, scaled, or chalked away;
 - f. the mortar of any masonry or stone exterior wall may not be loose or dislodged;
 - g. the exterior of every dwelling must be free of graffiti

2. Roofs

- 1. Roofs must be constructed and maintained so as to prevent
 - a. rainwater or melting snow falling on the roof from entering the dwelling;
 and
 - rainwater or melting snow falling on the roof from negatively affecting neighboring buildings or properties;
 - c. objects and materials from falling on the roof.
- 2. Without restricting the general obligation set out in subsection (1)
 - All roofs, including facia boards, soffits, cornices, flashing, eavestroughing and downspouts must be maintained in a watertight condition;
 - b. Roof drainage must be controlled in order to eliminate or minimize runoff to neighboring properties that
 - i. accumulates or causes ground erosion
 - ii. causes dampness in the walls, ceilings or floors of any portion of any neighboring building;
 - iii. accumulates on sidewalks or stairs in a manner so as to create a hazardous condition;
 - c. loose or unsecured objects and materials, including dangerous accumulations of snow or ice or both, must be removed from the roof of a dwelling or an accessory building.

3. Foundations

- Every foundation wall forming part of a dwelling must be structurally sound and maintained in a condition so as to prevent undue settlement of the building and prevent the entrance of moisture. Insects, rodents or pests.
- 2. Without restricting the general obligation set out in subsection (1)
 - a) Basement walls and floors must be constructed of masonry, concrete, preserved wood or other material impervious to external moisture;
 - b) Floors must be so constructed as to effectively drain all water into a catch basin which shall be connected to a sewerage system.
 - c) Every part of the dwelling shall be maintained in a structurally sound condition so as to be capable of sustaining safely its own weight and any normal load to which it may be subjected;
 - d) Materials that have been damaged, or show evidence of rot or other deterioration;

e)Dwellings on a surface foundation must maintain structural soundness and must not contain broken or rotten beams or joists.

4. Porches and Stairs

- Every porch and stairway within, on or attached to a dwelling must be maintained in good repair so as to afford safe passage under normal use and weather conditions.
- Without restricting the general obligation set out in subsection (1)

 a) component parts of a porch or stairway must not be broken, loose, rotted, warped, out of plumb, off level or out of alignment;
 b) exterior steps must be protected against deterioration by the application of appropriate protective coating.

Guards, Balustrades and handrails

- Every exterior or interior star that has more that two risers must have the sides of the stairs, the landing and the floor level around the stairwell enclosed by walls or protected by balustrades, except that a stair to an unfinished basement may have one unprotected side.
- Every exterior landing or porch more than 900 millimeters above the adjacent grade and every balcony, mezzanine, gallery, raised walkway and roof to which access is provided for other than maintenance purposes, shall be protected by balustrades or guards on all open sides.
- All guards, handrails and balustrades shall be maintained in good repair and firmly attached so as to provide reasonable protection against accident or injury.

Floors

- Every floor must be maintained:
 - a. free of loose, warped, protruding or rotting floor boards;
 - b. free of wide holes or cracks;
 - c. free of other defects that may be a fire, health or other hazard

7. Walls and Ceilings

 Every wall and ceiling in a dwelling shall be maintained in a safe condition and free from loose plaster and other hazards.

8. Fire Protection Systems

- All existing fire protection systems must be maintained in an operational condition to the satisfaction of an enforcement officer and must be connected to a central monitoring system.
- All existing sprinkler and standpipe systems in vacant apartment buildings must be maintained in an operational condition to the satisfaction of an enforcement officer.
- 3. Combustible materials may not be stored in vacant dwelling.

9. Yards

- 1. Yards surrounding a vacant dwelling must be maintained so as to prevent
 - a. the depreciation of property values in the immediate neighborhood as a result of the vacancy of the dwelling:
 - b. drainage of water that negatively affects neighboring properties or creates hazardous conditions.
- 2. Without restricting the general obligation under subsection (1), yards surrounding a vacant dwelling must be maintained so as to prevent the accumulation of:
 - a. rubbish, garbage, junk and other debris;
 - b. wrecked, dismantled, partially dismantled, inoperative, discarded, abandoned or unused vehicles, trailers and other machinery or any parts thereof;
 - $c.\,$ objects and conditions, including holes and excavations that pose health, fire or accident hazards.
- Plants and vegetation in yards surrounding vacant dwellings must be kept trimmed.
- Yards surrounding vacant dwellings must be:
 - a. covered with sufficient ground cover to prevent erosion; and
 - b. graded in such a manner so as to prevent;
 - i. excessive or reoccurring ponding of water; or
 - excessive dampness from occurring in buildings on or adjacent to the yard; or
 - iii. any hazardous condition from being created on any private or public walkway.

Walkways and Driveways

1. Access from a public street to the principle entrance of every vacant dwelling

must be afforded by way of a walk or driveway.

2. Every walk or driveway and parking space must be surfaced with stone, asphalt, concrete or other material capable of providing a hard surface and must be maintained and cleared of snow so as to afford safe passage under normal use and weather conditions.

Fences and Accessory Buildings 11.

1. All fences and all accessory buildings must be kept:

a. weather resistant by the application of appropriate materials, including paint

b. in good repair

SCHEDULE "G" BY-LAW #05-16 Unsightly Premises

REQUIREMENTS FOR BOARDED-UP BUILDINGS

In order to comply with Section 6, the owner of a boarded-up dwelling must ensure that the dwelling meets the following requirements"

- a. All doors, windows, and other openings at the basement and first floor levels must be covered with a solid piece of plywood at least three/eights inches (3/8) (11 millimeters) thick and secured with screws or coated nails at least 2 inches (50 millimeters) in length, spaced not more than 6 inches (150 millimeters) on centre.
- b. All doors, windows and other openings above the first floor must be covered with a solid piece of plywood, at least one quarter inch (5/16) (8 millimeters) thick adequately secured with nails or screws at least 2 inches (50 millimeters) in length, spaced not more than 6 inches (150 millimeters) on centre.
- c. Where plywood is applied to openings, it must first be installed from the exterior, fitted within the frames in a watertight manner, and protected from the elements with paint or preservatives in a manner that does not detract from the appearance of other properties in the immediate vicinity.
- d. Exterior access to floors above the first floor, including fire escapes and ladders, must be rendered inaccessible by removing them to a height of at least 13 feet (four meters) or guarded in some other manner acceptable to a designated officer.
- e. Openings to areaways must be adequately secured and protected by one of the following methods:
 - i. Covered by a metal plate of at least 5/16 (8 millimeters) thick and secured so as to prevent it from shifting;
 - ii. Filled with concrete or unshrinkable fill.
- f. Loose material on the exterior of a building must be removed and any condition which is or may become dangerous must be eliminated.
- g. Electricity, natural gas and water must not be cut off where they are necessary to maintain fire protection systems or fire alarms.
- h. Where they are not necessary to maintain fire protection systems or fire alarms, electricity, natural gas and water may be cut off in a manner satisfactory to an enforcement officer.
 - Any doors, windows or other openings that are not boarded-up must be kept in a watertight condition.