

# THE CORPORATION OF THE VILLAGE OF SOUTH RIVER

## By-law 45-2025

A by-law to Regulate Vacant Buildings.

WHEREAS sections 8 and 10 of the Municipal Act, 2001 authorize the Village of South River to pass By-laws necessary or desirable for municipal purposes, and in particular paragraphs 5, 6, 8 and 10 of subsection 10(2) authorize By-laws respecting the economic, social and environmental well-being of the municipality; the health, safety and well-being of persons, the protection of persons and property; and structures;

WHEREAS this By-law is one of several Village of South River By-laws that ensure buildings and properties are maintained to certain standards;

WHEREAS section 425 of the Municipal Act, 2001 authorizes the Village of South River to pass By-laws providing that a person who contravenes a By-law of the Village of South River passed under that Act is guilty of an offence; and

WHEREAS the Municipal Act, 2001 further authorizes the Village of South River, amongst other things, to prohibit and regulate with respect to matters that, in the opinion of its Council, are or could become public nuisances, to delegate its authority, to impose fees or charges on persons for services or activities provided or done by or on behalf of it, to provide for inspections and inspection orders, and to make orders to discontinue activity or to do work.

**NOW THEREFORE** the COUNCIL OF THE CORPORATION OF THE VILLAGE OF SOUTH RIVER enacts as follows:

### **SHORT TITLE**

1. This By-law may be referred to as the "Vacant Building Registry By-law" or the "South River Vacant Building Registry By-law".

### **DEFINITIONS**

2. In this By-law:

**"building"** means all or part of:

(a) a structure occupying an area greater than 10 m<sup>2</sup> consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto; or

(b) a structure occupying an area of 10 m<sup>2</sup> or less that contains plumbing, including the plumbing appurtenant thereto;

**"business day"** means any day from 8:30 a.m. to 4:30 p.m. on which the Village of South River's administration buildings are open for business;

**"Clerk-Administrator"** means the Village's Clerk-Administrator responsible for building maintenance standards and his or her designate or successor;

**"farm"** means an agricultural, aquacultural, horticultural or silvicultural operation.;

**"officer"** means an individual appointed by the Village of South River or assigned by the Clerk-Administrator to enforce this By-law;

**"owner"** includes, but is not limited to:

- (a) the registered owner of the property on which a building is situated;
- (b) the owner of a building;
- (c) the person managing or receiving the rent of a building or the property on which a building is situated; or who would receive the rent if the property or building were let, whether on the person's own account; or as agent or trustee or receiver of any other person;
- (d) a vendor of a building under an agreement for sale who has paid any municipal taxes on the building after the effective date of the agreement;
- (e) the person for the time being receiving installments of the purchase price if a building were sold under an agreement for sale;
- (f) a lessee or occupant of the property on which a building is situated who, under the terms of a lease, is required to repair and maintain the building; or
- (g) an owner as defined by the *Condominium Act*, 1998, S.O. 1998, c. 19;

**"person"** includes, but is not limited to, an individual, sole proprietorship, partnership, association or corporation;

**"property"** means the land on which a building is situated and includes the building;

**"Village"** means the corporate municipality of the Village of South River or the geographic area of the Village of South River as the context requires; and

3.(1) In this By-law **"vacant building"**, subject to subsections 3(2) and 3(3), means a building that does not appear to be in use and, without limiting this definition and in the opinion of the Clerk-Administrator, is deemed to be a building:

- (a) that is not protected from the entry of unauthorized persons;
- (b) that is not protected from the entry of rain, snow, vermin or birds into the interior of the building;
- (c) where the supply of any one or more of the electricity, gas or water utilities serving the building is discontinued or disconnected;
- (d) where one or more of the electricity, gas or water utilities serving the building is not being used;
- (e) if the building contains 1, 2 or 3 dwellings, where one or more dwellings are not fit for an individual or individuals to live in in accordance with the Building Code Act, 1992, S.O. 1992, c. 23 and its regulations (the "Building Code Act"), the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4. and its regulations (the "Fire Protection and Prevention Act"), the Village Property Standards By-law, or any other applicable statute, regulation or by-law;
- (f) where 25% or more of the door and window openings to the building are partially or completely boarded up (for example, if there are 8 door and window openings to a building and 2 or more of the door and window openings are partially or completely boarded up, no matter what the size of each door or window opening); or
- (g) where an Application for Rebate of Property Taxes for the entire building has been submitted to the Village's Tax Section.

3.(2) A vacant building does not include a building where the owner satisfies the Clerk-Administrator that:

- (a) a use permitted under the Village's Zoning By-law is occurring;

- (b) a permit has been issued by the Village for construction or demolition of the building and construction or demolition work has been actively undertaken for at least 40 hours during each 90 day period following the issuance of the permit;
- (c) the building is not a dwelling and is on property used as a farm; or
- (d) the building is occupied by the owner, or a person authorized by the owner, on a seasonal basis.

3.(3) A vacant building does not include a building that is owned or controlled by the federal, provincial, regional or Village government.

## **REGISTRATION**

4. Every owner of a vacant building shall register the vacant building with the Clerk-Administrator within 30 days of the date the vacant building commences to be vacant.
5. Every registration expires:
  - (a) on the one-year anniversary date of the date on which it is issued if the registration is not renewed before its expiry;
  - (b) when the registration is revoked under this By-law;
  - (c) when the vacant building is sold or otherwise transferred to a new owner;
  - (d) when the Clerk-Administrator is satisfied, as set out in a written notice from the Clerk-Administrator to the owner of the vacant building, that the building is no longer vacant.
6. To register or to renew a registration, the owner of a vacant building shall:
  - (a) complete and submit to the Clerk-Administrator an application containing such information as the Clerk-Administrator may require, and
  - (b) submit the registration fee.
7. Every owner of a vacant building shall notify the Clerk-Administrator of any change in circumstances in connection with information given to the Clerk-Administrator under section 6 within 10 business days after the change occurs.

8. The Clerk-Administrator shall refuse an application under section 7 when the application is, in the opinion of the Clerk-Administrator, incomplete or contains false or misleading information.

## REGULATIONS

9. Every owner of a vacant building shall:
- (a) ensure that the vacant building is registered in accordance with this By-law;
  - (b) ensure that the property complies with all applicable statutes, regulations and By-laws, including but not limited to the Building Code Act, the Fire Protection and Prevention Act, and any Village By-law which regulate property or building maintenance standards;
  - (c) post at least one sign on the vacant building, except a vacant building containing three or less dwelling units, that:
    - (a) bears the words "for information or inquiries" and the information of the owner, including a name and telephone number, in black letters on a white retro-reflective background as illustrated in the following figure:

<p><b>FOR INFORMATION OR INQUIRIES</b></p>
CONTACT:
NAME:
TELEPHONE NUMBER:

- (b) is readable from each adjacent street;
- (d) satisfy the Clerk-Administrator that an individual retained by the owner attends at the property to monitor the building condition a minimum of once every 2 weeks or more frequently as required in writing by the ClerkAdministrator; and
- (e) provide a report from a qualified individual as to the condition of the building as required in writing by the Clerk-Administrator.

## ADMINISTRATION AND ENFORCEMENT

10. The Clerk-Administrator is authorized to administer and enforce this By-law including but not limited to prescribing the format and content of any forms or other documents required under this By-law.
11. Registration and other fees under this By-law shall be as approved by Council from time to time and then included in the Village Rates and Fees by-law.
12. Any cost incurred by the Village in exercising its authority to inspect a property or building, vacant or otherwise, including but not limited to the cost of any examination, test, sample or photograph necessary for the purposes of the inspection, shall be paid by the owner of the property where the inspection takes place.
13. If an officer is satisfied that a contravention of this By-law has occurred, he or she may make an order requiring the person who committed the contravention, or who caused or permitted the contravention or the owner of the property on which the contravention occurred to discontinue the contravening activity.
14. An order under Section 13 shall set out:
  - (a) reasonable particulars of the contravention adequate to identify the contravention and the location of the property on which the contravention occurred; and
  - (b) the date or dates by which there must be compliance with the order.
15. If an officer is satisfied that a contravention of this By-law has occurred, he or she may make an order requiring the person who committed the contravention or who caused or permitted the contravention or the owner of the property on which the contravention occurred to do work to correct the contravention.
16. An order under section 15 shall set out:
  - (a) reasonable particulars of the contravention adequate to identify the contravention and the location of the property on which the contravention occurred;
  - (b) the work to be completed; and
  - (c) the date or dates by which the work must be completed.

17. An order to discontinue contravening activity made under Section 13 or an order to do work made under Section 15 may be served personally or by registered mail to the last known address of:
  - (a) the owner of the property where the contravention occurred; and
  - (b) such other persons affected by it as the officer making the order determines.

Service by registered mail shall be deemed to have taken place 5 business days after the date of mailing.

18. In addition to service given in accordance with section 17, an order to discontinue contravening activity made under section 13 or an order to do work made under section 15 may be served by an officer placing a placard containing the order in a conspicuous place on the property where the contravention occurred.
19. Where service cannot be given in accordance with section 17, sufficient service is deemed to have taken place when given in accordance with section 18.
20. Where a person does not comply with a direction, an order or a requirement under this By-law to do a matter or thing, the Clerk-Administrator, with such assistance by others as may be required, may carry out such direction, order or requirement at the person's expense.
21. The Village may recover the costs of doing a matter or thing under section 20 by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes and such costs shall include an interest rate of 15 per cent per year commencing on the day the Village incurs the costs and ending on the day the costs, including the interest, are paid in full.
22. The Clerk-Administrator is authorized to give immediate effect to any direction, order or requirement where the costs of carrying out the direction, order or requirement do not exceed \$10,000, and where the costs do exceed \$10,000, as the Village's Council may authorize.

23. Every Person who contravenes any provision of this by-law is, upon conviction, guilty of an offence and is liable to a fine, and such other penalties, as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33 and the *Municipal Act, 2001*, S.O. 2001, c.
- 25.
24. An Officer who finds that a person has contravened any provision of this By-law may issue a penalty notice pursuant to the Village's AMPS By-law.
25. Continuing offence. A contravention of the requirements set out in this By-law is deemed to be a continuing offence on each day or part of a day that the contravention continues as per the fine amounts in Schedule A.
26. A director or officer of a corporation who knowingly concurs in the contravention of this by-law by the corporation is guilty of an offence and, upon conviction, is subject to the fines as set out in this by-law.
27. Where a person has been convicted of an offence, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty imposed by this By-law, make an order prohibiting the continuation or repetition of the offence by the person convicted.

#### **GENERAL PROVISIONS**

28. All measurements in this By-law are given in the metric short form.
29. If a court of competent jurisdiction declares any provision or provisions of this By-law invalid, it is the intention of Council that the remainder of the By-law shall continue to be in force.
30. In this By-law, unless the contrary intention is indicated, words used in singular shall include the plural and words used in the male gender shall include the female gender and vice versa.
31. The word "and" is an inclusive conjunction, the use of which indicates that all items or phrases in that subsection, article, or list in which it appears are permitted or required as the

case may be. The word "or" is an alternate conjunction, the use of which indicates that alternate or optional items or phrases in the subsection, article or list in which it appears are permitted or required, as the case may be; however, notwithstanding the foregoing, where the context permits, the word "or" may also be an inclusive conjunction having the same meaning as the word "and".

32. This by-law shall not be construed to reduce or mitigate any restrictions or regulations lawfully imposed by the Village or by any governmental authority having jurisdiction to make such restrictions or regulations. If there is a conflict between a provision of this by-law and a provision of any other Village by-law, the provision that establishes the higher standard shall apply.

33. Any reference to any legislation including, statutes, regulations, and by-laws, in this By-law includes the legislation referred to and its amendments as well as any subsequent legislation which may replace the legislation referred to, and its amendments thereto.

**ENACTMENT**

34. This By-law comes into force on the date of its passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 25th DAY OF NOVEMBER, 2025.

---

Jim Coleman, Mayor

---

Don McArthur, Clerk Administrator

## Schedule A to By-law 45-2025 Vacant Building Registry

Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.

Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in column 1.

Column 3 (“Administrative Penalty Tier 1”) sets out the Administrative Monetary Penalty amounts that are payable for the first (1st) contravention of the designated provision listed in Columns 1.

Column 4 (“Administrative Penalty Tier 2”) sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column.

Column 5 (“Administrative Penalty Tier 3”) sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2<sup>nd</sup>) or greater, contravention of the of the designated provision in Column 3.

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty Tier 1	COLUMN 4 Administrative Penalty Tier 2	COLUMN 5 Administrative Penalty Tier 3
1.	9(a)	Fail to register a Vacant Building	\$1,250	\$2,000	\$2,500
2.	9(b)	Fail to ensure property complies with all applicable Village By-laws and all applicable Provincial Statues and Regulations.	\$250	\$500	\$750
3.	9(c)	Fail to post required signage	\$250	\$500	\$750
4.	9(d)	Fail to provide sufficient monitoring documentation	\$250	\$500	\$750
5.	9(e)	Fail to provide a sufficient report as required	\$250	\$500	\$750