

TOWN OF ALTONA
BY-LAW NO. 1823/2025

Being a by-law of the Town of Altona to establish a system to regulate the condition and maintenance of all properties, to establish a system to regulate vacant residential and commercial buildings and to establish a process to take title to vacant and derelict buildings, to be known as the "Property Standards By-law".

WHEREAS the Town of Altona is empowered by Part 7, Division 2, Section 232 of *The Municipal Act*, CCSM c. M225, to pass a by-law with respect to:

232(2) Without limiting the generality of subsection (1), a council may in a by-law passed under this Division:

(c) subject to section 233, activities or things in or on private property;

(c.1) subject to section 233.1, the condition and maintenance of vacant dwellings and non-residential buildings;

Content of by-laws under clause 232(1)(c)

233 A by-law under clause 232(1)(c) (activities or things in or on private property) may contain provisions only in respect of

(a) the requirement that land and improvements be kept and maintained in a safe and clean condition;

(b) the parking and storing of vehicles, including the number and type of vehicles that may be kept or stored and the manner of parking and storing;

(c) the removal of top soil; and

(d) activities or things that in the opinion of the council are or could become a nuisance, which may include noise, weeds, odours, unsightly property, fumes and vibrations.

Content of by-laws under clause 232(1)(c.1)

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233.1(1) A by-law under clause 232(1)(c.1) (vacant dwellings and non-residential buildings) may establish a system to regulate the condition and maintenance of vacant dwellings and non-residential buildings, and may include provisions respecting

(a) the manner in which the dwellings or buildings must be secured by owners or, on default, may be secured by the municipality;

(b) inspections by the municipality of the condition of the dwellings or buildings, including their interior condition; and

(c) the length of time that dwellings or buildings may remain boarded up.

AND WHEREAS the existence of unsightly vacant buildings may produce a harmful visual impact on a streetscape, may create the impression of decline, may lower property values and may raise the likelihood of arson, vandalism, drainage problems and vermin infestation;

AND WHEREAS the Town of Altona deems it expedient and in the public interest to establish a by-law to regulate the condition and maintenance of unsightly properties and vacant, unsafe and unsightly buildings;

AND WHEREAS Section 247.2 of *The Municipal Act* provides for a process by which a municipality may take title to vacant and derelict buildings;

By-law re derelict building orders, second notices and certificates

247.2(1) A council may by by-law establish a process for issuing preliminary derelict building orders, second notices and derelict building certificates in respect of derelict properties.

AND WHEREAS it is necessary to establish a process to govern the inspection, remedy, enforcement or action respecting unsightly and/or unsafe properties or structures which may cause a nuisance in the Town of Altona;

AND WHEREAS it is necessary to establish a process for issuing preliminary derelict building orders, second notices and derelict building certificates in respect of derelict properties pursuant to the provisions of *The Municipal Act*;

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NOW THEREFORE the Council of the Town of Altona, duly assembled, enacts as follows:

PART 1: DEFINITIONS

1(1) In this by-law:

BOARDED BUILDING means an unoccupied building in which any door, window or other opening has been covered for more than seven (7) days by affixing wood, metal or some other material over it to prevent entry.

BOARDED BUILDING PERMIT means a permit issued for a Boarded Building that is in compliance with the provisions of this by-law.

BUILDING means any structure used or intended for supporting or sheltering any use or any occupancy.

CERTIFICATE of OCCUPANCY/REOCCUPANCY means an occupancy certificate issued under Section 1 of Schedule "A", "Maintenance Standards for Commercial Buildings" or Section 1 and 2 of Schedule "B", "Maintenance Standards for Residential Buildings" of this by-law, as applicable.

CODE means The Manitoba Building Code as adopted by Manitoba Building Code Regulation 31/2011 to *The Buildings and Mobile Homes Act*, C.C.S.M. c. B93, or any subsequent Manitoba Building Code which may be enacted.

COMMERCIAL BUILDING means any building that is not a residential building but may contain a legally established dwelling unit(s).

COMMITTEE means the Building Standards Committee appointed by the Council of the Town of Altona and charged with the responsibility of hearing and making decisions on appeals to Orders issued pursuant to the provisions of this by-law.

DERELICT PROPERTY means property upon which is located an unoccupied residential or commercial building that is not in compliance with the provisions of this by-law.

DESIGNATED OFFICER means an employee of the Town to whom they have delegated authority or duty granted or imposed under this By-law and identified in Schedule "C", "Designated Officer Appointment".

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DESIGNER means a person skilled in the type of work concerned, who is licensed to practice in the Province of Manitoba and who is responsible for the design and/or code analysis of a building and may include an architect and/or an engineer depending on the requirements of the Manitoba Building Code in regards to the particular building's classification.

DWELLING includes any building, part of a building, mobile home, trailer or other covering or structure, the whole or any portion of which has been used, is used, or is capable of being used for the purposes of human habitation with the land and premises belonging thereto and all accessory buildings, fences, or erections thereon or therein, and every dwelling unit within the building.

FIRE PROTECTION SYSTEM includes, but not limited to, any fire alarm system, sprinkler system or standpipe system or one or more private hydrants.

INSPECTOR means Building Inspector or any other person or agency employed by or acting for the Town of Altona and partially or wholly responsible for the building safety and property standards within the Town of Altona.

INTERESTED PERSON means the owner, occupier or mortgagee of property which is the subject of an order made under the authority of this by-law.

MORTGAGEE means any person holding a registered real property mortgage against the property according to the records of the land titles office for the area within which the property is situated.

NON-CONFORMANCE means a condition which does not comply with the standards established by this by-law.

OCCUPIER means any person in actual or constructive possession of the property pursuant to a lease, tenancy license or other right to occupy.

OPEN BUILDING means a building that is unoccupied and without a valid Boarded Building Permit issued.

OWNER means the registered property owner of the land and premises and includes

- i) the person that for at all material times is managing or receiving the rent of the land or premises in connection with which the word "owner" is

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- used, whether on their own account or as agent or trustee of any other person; or
- ii) the person who would so receive the rent if such land and premises were let; or
 - iii) the vendor of such land under an offer to purchase or an agreement for sale who has paid any land taxes thereon after the effective date of the agreement; or
 - iv) the person that at all material times is receiving installments of the purchase price of the land or premises in connection with which the word "owner" is used, sold under an offer to purchase or an agreement for sale whether on their own account or as an agent or trustee of any other person; or
 - v) the person who would so receive the installments of the purchase price if such land or premises were sold under an offer to purchase or an agreement for sale.

PERSON means an individual, firm, partnership or corporation and where the context requires shall include the plural as well as the singular.

PROPERTY means any land as defined in *The Municipal Assessment Act* C.C.S.M. c. M226 within the Municipality whether or not there is situated thereon a dwelling house or any other building.

RESIDENTIAL BUILDING means a building primarily designed for or has been used for residential occupancy by way of a dwelling unit(s), but may also be designed for or used for a secondary occupancy.

RUBBISH means any garbage, trash, or junk including, but not limited to unwanted or discarded household items, waste from building construction, remodelling and repair; tree branches, grass and shrub clippings, leaves or other general yard and garden waste; motor vehicle parts or tires; newspapers, magazines, packaging materials, waste paper or cardboard, dead animal carcasses, and any other unsightly or discarded material which causes or is likely to cause a public hazard or nuisance, or is unacceptably offensive in light of community standards of cleanliness or generally accepted neighbourhood aesthetics.

SEWAGE means a combination of the water borne wastes from residences, business structures, and commercial, institutional, and industrial establishments together with such ground, surface and storm waters as may be present.

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SEWERAGE SYSTEM means the Town of Altona Sewerage System or a private sewage disposal system.

STANDARDS means the standards prescribed in this by-law for the maintenance and improvement of the physical condition and for the fitness for occupancy of any building or other structure or properties, or parts thereof, together with the surrounding lands.

UNSAFE STRUCTURE means any structure, whether a building, fence, excavation or hole, which in the opinion of the designated officer is at risk of collapse or otherwise dangerous to public safety or property or is in an unsafe condition in that it is unoccupied or open and unguarded to which entry can be gained.

UNSIGHTLY means premises that are in non-compliance with Sections 3, 6, 7, 9, 10 and 17 of Schedule "A", "Maintenance Standards for Commercial Buildings", to this by-law if it is a commercial building, Sections 4, 7, 8, 10, 12 and 19 of Schedule "B", "Maintenance Standards for Residential Buildings", to this by-law if it is a residential building, or as otherwise determined by the designated officer.

VACANT BUILDING means a previously occupied residential building or commercial building or unit thereof that is not presently being used or occupied for which a Vacant Building Certificate has been issued.

VACANT BUILDING CERTIFICATE means a certificate issued to a vacant residential or commercial building that is in compliance with the provisions of this by-law.

PART 2: PROPERTY STANDARDS

Standards

2(1) No Owner or Occupier of Property shall permit on such Property, and each Owner and Occupier of Property shall keep such Property free and clear of:

- (a) rubbish, garbage and other debris;
- (b) wrecked, dismantled, partially dismantled vehicles, trailers and other machinery or any parts thereof;

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- (c) unsafe structure(s);
- (d) objects and conditions, including holes and excavations, that are health, fire or accident hazards;
- (e) the storage of household appliances, whether or not the same are capable of operation;
- (f) the growth of weeds as defined in The Noxious Weeds Act C.C.S.M. c. N110 so that the same become a nuisance to adjoining properties; or
- (g) the growth of grass or other vegetation to a length which in the opinion of the designated officer is unsightly.

Complaint

2(2) Any Person may allege a violation of this by-law by filing a written complaint with the Designated Officer in such form and with such particulars as the Designated Officer may from time to time require.

Inspections

2(3) Upon notification of non-compliance, as aforesaid, or otherwise on their own direction, the Designated Officer shall inspect a Property alleged to be in violation of this by-law, in such manner as shall be reasonably necessary in order to determine whether or not there has been a violation of this by-law.

PART 3: UNSIGHTLY PROPERTY ORDERS

3(1) Where inspections reveal a violation of any provision of this by-law, the Designated Officer:

- (a) may in their discretion give a written Notice of Contravention to the owner and occupier of the property by regular mail substantially in the form attached as Schedule "D", "Notice of Contravention".
- (b) if the contravention continues following the Notice of Contravention provided under subsection 3(1)(a) above, or if in the discretion of the Designated Officer no such notice is warranted, the Designated Officer shall issue a written order which shall:
 - (i) specify the time within which compliance shall be required;

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- (ii) advise that should compliance not be effected within the specified time, the Town may undertake the remediation at the expense of the Owner of the Property and that such expense may be collected in the same manner that a tax may be collected or enforced under The Municipal Act;
- (iii) advise of the process of appeal;
- (iv) be substantially in the form attached as Schedule "E", "Compliance Order";

Right to Appeal

3(2) Any Interested Person may appeal an order made by the Designated Officer by filing with the Chief Administrative Officer of the Town at any time before the time for compliance with such order an objection substantially in the form attached as Schedule "F", "Notice of Objection".

Notice of Hearing

3(3) Upon receipt of an appeal in the required form, the Chief Administrative Officer of the Town shall cause a copy thereof to be forwarded to the Committee forthwith and the Committee shall entertain such appeal within forty (40) days of receipt of same by holding a hearing. A notice of hearing shall be issued by the Committee and shall be served upon the persons and in the manner specified in section 3(5) below no later than five (5) days prior to the hearing.

Determination of Appeal

3(4) The Committee shall determine an appeal within five (5) days of a hearing and shall serve a notice of disposition on the Interested Person forthwith. The Committee may:

- (a) confirm;
- (b) vary, in any respect; or
- (c) set aside

the order of the Designated Officer.

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Service of Notices or Orders

3(5) Any order issued by the Designated Officer under subsection 3(1)(b) and a notice of hearing issued under section 3(3) hereof of this by-law shall be served by personal service or by registered mail upon:

- (a) the Owner;
- (b) the Occupier, if any; and
- (c) in respect to any order alleging a violation of subsection 2(1)(c) (unsafe structures), the Mortgagee, if any;

of the Property effected by order.

3(6) Service made personally shall be deemed to have been made on the date of such service and service made by registered mail shall be deemed to have been made three (3) days after posting. In the case of service upon an Occupier, the address for mailing shall be the address of the Property. In the case of an Owner, the address for mailing shall be as shown on the current assessment records of the Town. In the case of a Mortgagee, the address for mailing shall be as shown according to the records of the Land Titles Office for the area within which the Property is situated.

Enforcement

3(7) The costs of actions or measures taken by the Town to carry out the terms of an order issued by the Designated Officer are an amount owing to the Town by the Owner of the Property. In addition to all other rights of collection which the Town may have at law, such amounts may be collected by the Town in the same manner as a tax may be collected or enforced under The Municipal Act.

3(8) Any Person who contravenes or disobeys, or refuses or neglects to obey or comply with any order made under this by-law is guilty of an offence and is liable, on summary conviction, to a fine as set out in the attached Schedule "G", "Fees and Penalties", which may be amended from time to time by resolution of Council.

3(9) Where a corporation commits an offence under this by-law, each director or officer of the corporation who authorized, consented to, connived at or knowingly permitted or acquiesced in the doing of the act or omission that constitutes the offence or offences, is likewise guilty of the offence and is liable

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on summary conviction, to the penalties for which provision is made in section 3(8) above.

3(10) Where the contravention, refusal, neglect, omission, or failure continues for more than one day, the Person is guilty of a separate offence for each day it continues.

PART 4: BUILDING STANDARDS

Inspection of Vacant or Boarded Buildings

4(1) In addition to any other inspections of a Vacant or Boarded Building to enforce or administer this by-law, Inspectors are authorized to conduct full inspections of the exterior and interior of a Vacant or Boarded Building to determine compliance with:

- (a) Schedule "A" "Maintenance Standards for Commercial Buildings";
- (b) Schedule "B", "Maintenance Standards for Residential Buildings"; or
- (c) Schedule "H", "Maintenance Standards for Boarded Buildings"

of this by-law. The Owner must pay any inspection fee established by Council for this inspection.

Requirements for All Vacant Buildings

4(2) The Owner of a Vacant Residential or Commercial Building must ensure that the premises is in compliance with the standards set out in Schedule "A", "Maintenance Standards for Commercial Buildings" or Schedule "B", "Maintenance Standards for Residential Buildings", as applicable.

Vacant Building Permit

4(3) A building may remain vacant in accordance with Section 4(2), "Requirements for All Vacant Buildings" above, provided that a Vacant Building Certificate is obtained, and upon payment of any required inspection fees.

4(4) A Vacant Building Certificate must be obtained within ninety (90) days of notification by the Designated Officer that a building has been identified as vacant.

4(5) Upon annual payment of any inspection fee as designated in the Town of Altona's Fees & Charges By-Law, the owner of a commercial or residential

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building may renew a Vacant Building Certificate, valid for a period of one (1) year after being issued.

4(6) Where a Vacant Building does not meet the standards and requirements referred to in section 4(2) "Requirements for All Vacant Buildings", an Inspector may issue an Order to the Owner of the building requiring the building be brought into compliance with the standards set out in Schedule "H", "Maintenance Standards for Boarded Buildings", whereby the owner shall obtain a Boarded Building Permit within twenty-one (21) days of issuance of this Order.

Requirements for All Boarded Buildings

4(7) Unoccupied or open and unguarded buildings to which entry can be gained shall be deemed unsafe. The Owner of an unoccupied and open building must ensure that the building is secure from unauthorized entry by complying with Schedule "H", "Maintenance Standards for Boarded Buildings".

Boarded Building Permit

4(8) A building may remain boarded up in accordance with Schedule "H", "Maintenance Standards for Boarded Buildings", provided that a Boarded Building Permit is obtained.

4(9) An Owner shall obtain a Boarded Building Permit within twenty-one (21) days of notification by the Designated Officer.

4(10) Upon payment of any application or permit fee as designated in the Town of Altona's Fees & Charges By-Law, the Owner of a commercial building may obtain an unlimited number of Boarded Building Permits for that building, each being valid for a period of one year after being issued.

4(11) A residential building owner will only be issued one (1) Boarded Building Permit, provided said building is in compliance with the standards as noted in section 4(6). Any additional residential buildings also owned by said Owner shall conform to the Maintenance Standards for Residential Buildings set out in Schedule "B", "Maintenance Standards for Residential Buildings".

4(12) Where an unoccupied building is boarded but lacks a Boarded Building permit, the Inspector may issue an Order requiring the Owner within twenty-one (21) days to either obtain a permit to meet the requirements of Schedule "H", "Maintenance Standards for Boarded Buildings", or bring the building into compliance with Schedule "A", "Maintenance Standards for Commercial

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Buildings”, or Schedule “B”, “Maintenance Standards for Residential Buildings”, as applicable.

PART 5: VACANT BUILDING ORDERS

Authority to enter premises

5(1) An Inspector may, at all reasonable times, without the consent of the Owner or Occupier and upon production of identification or documentation that they are the designated officer responsible for inspections, if demanded, enter upon any building or premises in the Town that is boarded or appears to be vacant for the purpose of determining:

- (a) whether the building is vacant; and
- (b) whether the building complies with this by-law.

Maintenance Order

5(2) If as a result of the inspection of any Vacant Residential Building, Vacant Commercial Building, or Boarded Building, an Inspector is satisfied that the Vacant Residential Building, Vacant Commercial Building, or Boarded Building does not comply to the standards set forth in Schedule “A”, “Maintenance Standards for Commercial Buildings”, Schedule “B”, “Maintenance Standards for Residential Buildings” or Schedule “H”, “Maintenance Standards for Boarded Buildings” to this by-law, the Inspector may make an Order to Maintain, in a form as set out in Schedule “I”, “Order to Maintain”, hereto and subject to an Order Issuance Fee as designated in the Town of Altona’s Fees & Charges By-Law.

Service

5(3) A copy of the Order shall be served on the Owner by personal service or by registered mail to the address as shown on the latest assessment roll of the Town of Altona and by posted a copy of the Order conspicuously on the Property that is the subject of the Order.

Deceased Owner

5(4) If, upon attempt to effect service of an Order to Maintain hereunder an Inspector learns the Owner of the Property is deceased, the Order shall be served upon the executor, administrator, successor or assignee of the deceased. If such party cannot be located, service shall be effected by posting the Order and/or placard on the Property subject to the Order.

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Order Contents

5(5) The Order to Maintain shall contain:

- (a) a description of the land, building or premises sufficient to identify the Property;
- (b) the particulars of each non-conformance and the date by which each non-conformance must be corrected;
- (c) except in the case of an immediately dangerous non-conformance, the final date for giving notice of objection from the Order;

and may also contain an outline of what action may be taken to make the residential property or the commercial property conform to the standards and any other information that the Inspector deems necessary.

5(6) Except in the case of an immediately dangerous non-conformance, the date by which the non-conformance shall be corrected shall be a minimum of twenty-one (21) days from the date of service of the Order to Maintain made pursuant to section 5(3). If the Order is served by mail, the Order shall be deemed to have been served and received by the Owner on the day of the date of receipt thereof shown on the "Acknowledgement of Receipt" form issued by the Canada Post Office or "Proof of Delivery" form signed by the Person acknowledging receipt thereof.

5(7) The Designated Officer may postpone the last day when a non-conformance must be corrected as specified in the Order to Maintain only upon the Owner showing that they are making reasonable efforts to correct the non-conformance, but that full correction cannot be completed within the time provided because of technical difficulties, inability to obtain necessary materials or labour, or inability to gain access to the building unit wherein the non-conformance occurs. Any postponement of the last day for compliance does not extend the initial fourteen (14) day period for appealing the Order however, the Owner has seven (7) days from the date the postponement was granted to appeal the duration of the postponement.

Right to Appeal

5(8) The Owner, or a Person authorized in writing to act on behalf of the Owner, may appeal any provision of an Order to Maintain issued under paragraph 5(2)

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by filing with the Chief Administrative Officer a Notice of Objection within fourteen (14) days upon receipt of the Order to Maintain.

5(9) Except in the case of an immediately dangerous non-conformance, the filing of a Notice of Objection to an Order to Maintain or any provision thereof as set forth in paragraph 5(8) shall operate as a stay of the Order pending consideration of the appeal by the Committee.

5(10) Any failure to comply with a decision or Order of the Committee is an offence subject to the penalty provisions set forth in Schedule "G", "Fees and Penalties", to this By-Law.

Non-Compliance

5(11) Where an Owner has failed to comply with an Order to Maintain of an Inspector or an Order made by the Committee, as the case may be, then the Designated Officer may cause the non-conformance to be corrected without any further notice to the Owner. The entire costs of correcting the non-conformance, which can and may include, but are not limited to legal fees, disbursements and administrative fees, are considered an amount owing to the Town pursuant to provisions of The Municipal Act.

5(12) In the case of an immediately dangerous non-conformance, the designated officer may take whatever actions or measures are necessary to eliminate the non-conformance pursuant to Section 247 of The Municipal Act.

Penalties and Enforcement

14.1

5(13) Any person guilty of a breach of this By-law shall pay the administrative penalty outlined in Schedule "G" of this by-law and as contained in Schedule "A" of the MBEA Enabling By-law No. 1765/2018 or request a review by a screening officer in accordance with Part II of said By-Law.

5(14) The amount of the administrative penalties set out in Schedule "G" of this by-law or Schedule "A" to the MBEA Enabling By-law 1765/2018 may be amended from time to time by Resolution of Council.

5(15) Every person who obstructs or interferes with an Inspector in the performance of his duties under this by-law is guilty of an offence and is liable on summary conviction to the same penalties as set out in subsection 5(13) above.

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Conflict with Other By-laws

5(16) Where a provision of this by-law conflicts with a provision of another by-law in force in the Town of Altona, the provision that establishes the higher standard to protect the health, safety and welfare of the general public shall prevail.

PART 6: DERELICT BUILDING ORDERS

Preliminary Derelict Building Order

6(1) A Designated Officer shall issue a Preliminary Derelict Building Order in respect of a property if they are satisfied that:

- (a) the property is a vacant residential or non-residential building;
- (b) the registered Owner of the Property has been found guilty of contravening the Property Standards By-law; and
- (c) the Property continues to be in contravention of the by-law.

Form of Order

6(2) A Preliminary Derelict Building Order must be issued in the form set out in Schedule "J", "Preliminary Derelict Building Order", to this by-law, and must include:

- (a) the legal description of the Property;
- (b) a statement that the Property is a Derelict Property; and
- (c) a statement that the Property may be transferred to the Town of Altona if it is not brought into compliance with the Property Standards By-law;
- (d) the minimum time period within which the registered owner must bring the property into compliance;
- (e) the right of a person served with an order to have the council review the Preliminary Derelict Building Order, including the time period set out in the Order for bringing the property into compliance;
- (f) the deadline for requesting a review by council.

Service

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6(3) The Designated Officer who issues a Preliminary Derelict Building Order must ensure that a copy of the Order is:

- (a) promptly registered against the Derelict Property in the Morden Land Titles Office; and
- (b) personally served on the registered Owner of the Derelict Property and on every other Person who, on the day the Order is registered at Morden Land Titles Office, appears from the records to have an interest in the Property.

Time Frame for Compliance

6(4) The registered Owner shall bring the Property into compliance with the Property Standards By-law within ninety (90) days after the Preliminary Derelict Building Order has been served on the registered Owner.

Right to Appeal

6(5) Any Person served with a Preliminary Derelict Building Order may appeal the Order to Town Council. The appeal must be made in writing and must be received by the Chief Administrative Officer within ninety (90) days after the Order has been served on the registered Owner.

Second Notice of Preliminary Order

6(6) A second notice of the Preliminary Derelict Building Order may be issued by the Designated Officer if a Property continues to remain a Derelict Property for more than thirty (30) days after the day on which the Preliminary Derelict Building Order was served on all persons required to be served under paragraph 6(3).

6(7) The second notice of the Preliminary Derelict Building Order must be issued in the form set out in Schedule "K", "Second Notice of a Preliminary Derelict Building Order", to this by-law, and must include:

- (a) the legal description of the Property;
- (b) a statement that the Property continues to be a Derelict Property;
- (c) a statement that if the Property is not brought into compliance with the Property Standards By-law within sixty (60) days, title to the above noted Property may be issued in the name of the Town of Altona and the Person(s) being served may be forever stopped and debarred from setting up any claim to or in respect of the Property; and

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- (d) a statement that the Person served with the notice has the right to have the Town Council review the Preliminary Building Order or the time period set out to bring the Property into compliance, whereby the request to have the Town Council review the Order must be made within sixty (60) days after the second notice is served.

6(8) The Designated Officer must ensure that a copy of the second notice is:

- (a) promptly registered against the Derelict Property in the Morden Land Titles Office; and
- (b) personally served on the registered Owner of the Derelict Property and on every other person who, on the day the Order is registered at Morden Land Titles Office, appears from the records to have an interest in the Property.

Application for Derelict Building Certificate

6(9) A Designated Officer may apply to the Committee for a Derelict Building Certificate if:

- (a) a Preliminary Derelict Building Order and a second notice have been issued, registered and served in accordance with the provisions contained herein;
- (b) the time period for bringing the Property into compliance with the Property Standards By-law provided in the second notice of the Preliminary Derelict Building Order has expired;
- (c) the appeal period has expired, or if the Committee has reviewed the Order and confirmed same, or varied the Order, but the Order as varied, has not been complied with; and
- (d) the Designated Officer is satisfied that the Property continues to be in contravention of the Property Standards By-law.

6(10) When applying for a Derelict Building Certificate, a Designated Officer must provide to the Committee, a completed and sworn or affirmed statutory declaration in the form set out in Schedule "L", "Statutory Declaration" to this by-law.

6(11) The Committee, upon receipt of an application for a Derelict Building Certificate, may, by resolution, issue the certificate if there is evidence that the

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Property continues to be a Derelict Property; and in the opinion of the Committee, there is a satisfactory plan for redeveloping the Property.

Application for Title

6(12) When a Derelict Building Certificate is issued, the Designated Officer may

- (a) register the certificate against the Derelict Property in the Morden Land Titles Office; and
- (b) apply to the District Registrar for title to the Derelict Property to be issued in the name of the Town of Altona.

6(13) Application for title must be made within one hundred and twenty (120) days after the Committee issued the Derelict Building Certificate.

PART 7: REPEAL AND ENACTMENT

Repeal

7(1) Unsightly Property By-law No. 1646/2006 is hereby repealed.

Enactment

7(2) This by-law shall come into full force and take effect on the 11th day of February, A.D. 2025.

DONE AND PASSED as a By-Law of the Town of Altona by the Council in open session duly assembled this 11th day of February, A.D. 2025.



Mayor



Chief Administrative Officer



Read a first time this 28th day of January, 2025.
Read a second time this 11th day of February, 2025.
Read a third time this 11th day of February, 2025.

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**SCHEDULE "A"
MAINTENANCE STANDARDS FOR COMMERCIAL BUILDINGS**

Re-Occupancy of Vacant Commercial Buildings

- 1(1) A Certificate of Occupancy is required for all Vacant Commercial Buildings for which a Vacant Building Certificate has been issued prior to re-occupancy; and

- 1(2) A Vacant Commercial Building may require upgrading to meet the following objectives of the Code prior to re-occupancy:
 - (a) Safety
 - (b) Health
 - (c) Accessibility for persons with disabilities
 - (d) Fire and structural protection of buildings

- 1(3) The designated officer may require that a Code analysis of the building be carried out by a professional designer licensed to practice in the Province of Manitoba prior to re-occupancy.

Heritage Buildings

- 2(1) Repairs, alterations and additions necessary for the preservation, restoration, rehabilitation or continued use of a building or structure may be made without conformance to all requirements of the Code when authorized by a designated officer, provided:
 - (a) the building or structure has been designated as a Heritage Building; and
 - (b) any unsafe conditions as described in the Code or this by-law are corrected; and
 - (c) the restored building or structure will be no more hazardous with respect to life safety, fire safety and sanitation than the existing building.

Exterior Aesthetic Condition

- 3(1) The designated officer, may require the repair or replacement of any exterior feature should the feature be in a condition that is deemed unsightly. Exterior features include, but are not limited to, the following:
 - (a) Exterior parging
 - (b) Exterior wall finish
 - (c) Roofs and eaves
 - (d) Doors and windows

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SCHEDULE "A"

MAINTENANCE STANDARDS FOR COMMERCIAL BUILDINGS (CONTINUED)

- (e) Porches, attached/detached garages, stairs, steps or any other feature appurtenant to the property
- (f) Decks and patios
- (g) Fences

Foundation Walls and Foundation Supports

- 4(1) Every foundation wall forming part of a building shall be maintained in good repair and structurally sound so as to prevent undue settlement of the building or the entrance of moisture, insects or rodents. Where necessary, the foundation walls shall be so maintained by shoring of the walls, installing of subsoil drains at the footing, grouting masonry cracks and by parging and waterproofing.
- 4(2) Where any building is on a surface foundation and the designated officer is of the opinion that there is settlement or rotting of the beams or joists to such a degree as to adversely affect the habitability of the building, the building may be required to be jacked up, floors be levelled, broken or rotted flooring be renewed, and a concrete surface foundation be constructed or concrete piers be installed in compliance with the provisions of the RPGA Planning District Building By-law.
- 4(3) Basement walls and floors shall be of material impervious to ground or other external moisture factors. The floor shall be so constructed as to effectively drain all water into a floor drain which is connected to a sewerage system or some other approved system.

Structurally Sound

- 5(1) Basement, cellar or crawl space floors shall be maintained in good repair and structurally sound and where necessary shall be so maintained by the installation of subsoil drains at the footing, grouting cracks, parging and damp-proofing.
- 5(2) Every part of a building shall be maintained in a structurally sound condition so as to be capable of sustaining safely its own weight and any load to which it may be subject.
- 5(3) Materials which have been damaged or show evidence of rot or other deterioration shall be repaired or replaced.

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**SCHEDULE "A"
MAINTENANCE STANDARDS FOR COMMERCIAL BUILDINGS (CONTINUED)**

- 5(4) The designed officer may require that a structural analysis of the building be carried out by a professional structural engineer licensed to practice in the Province of Manitoba.

Exterior Walls

- 6(1) Every exterior wall shall be free of holes, breaks, loose or rotting boards or timbers, and any other conditions which might admit the entry of rodents or other pests, rain or dampness to the interior portions of the walls or the interior spaces of the building. Such defective materials or objects shall be removed, repaired or replaced.
- 6(2) All exterior surfaces shall be made of materials which provide adequate protection from the weather.
- 6(3) The exterior walls and their components shall be maintained in a manner that prevents their deterioration due to weather. Maintenance of the exterior walls and their components may consist of wall restoration or repair, coping or flashing, waterproofing of the joints and walls, or coverage with a protective surface where this is necessary to resist deterioration of the structural surface.

Roof

- 7(1) A roof includes the fascia board, soffit, cornice and flashing, all of which shall be maintained in a watertight condition to prevent leakage into the building. Without limiting the generality of this section, the required maintenance may include the eavestroughing and rainwater piping repair or other means as deemed acceptable by the designated officer.
- 7(2) The protective surface of a roof shall be maintained in good repair otherwise replacement of the protective surface may be required if deemed necessary by the designated officer.
- 7(3) Dangerous accumulations of snow or ice or both shall be removed from the roof of any building or part thereof.

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**SCHEDULE "A"
MAINTENANCE STANDARDS FOR COMMERCIAL BUILDINGS (CONTINUED)**

Dampness

8(1) The interior floors, ceilings and walls shall be kept free from dampness that may result from the entrance of moisture through an exterior wall, roof or through a cellar, basement or crawl space floor.

Doors and Windows

9(1) Every exterior door to a commercial building and every door to a commercial unit within a building, when closed, shall fit reasonably well within its frame and shall have hardware so it is capable of being locked from both inside and outside.

9(2) All windows intended to be opened shall be equipped with hardware so they are capable of being locked or otherwise secured from the inside of the building. Every window shall be properly glazed and in good repair.

9(3) All windows doors, basement or cellar hatchways and their frames shall be constructed and maintained in regards to wall construction, to completely exclude rain and to substantially exclude wind from entering the structure.

9(4) The designated officer may require the repair/replacement of doors, door frames, window frames, sashes casings and door and window hardware or the refitting of doors and windows, installation of weather-stripping and window reglazing.

9(5) Every opening in an exterior wall used or required for ventilation or illumination, and not protected by a window or door, and may permit the entry of rodents or vermin shall be screened with wire mesh, metal grille, or another durable material, or otherwise protected to effectively prevent the entry of rodents or vermin.

Porches, Sheds, Stairs

10(1) Every porch, shed and stairway in, on or appurtenant to a property shall be maintained in good repair so that no component is broken, loose, rotted, warped, out-of-plumb, off-level or out of alignment to which it was designed or constructed, or is without a protective surface.

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**SCHEDULE "A"
MAINTENANCE STANDARDS FOR COMMERCIAL BUILDINGS (CONTINUED)**

Handrails and Guards

- 11(1) Every interior stair that has more than two risers shall have the sides of the stair and the landing or floor level around the stair well enclosed by walls or protected by guards on both sides compliant with the Code.
- 11(2) Handrails for stairs shall be not less than 800 mm and not more than 965 mm above a line drawn through the outside edges of the stair nosings and 1,070 mm above landings or as per Code requirements.
- 11(3) Every exterior stair with more than three risers and every exterior landing or porch exceeding 600 mm or more above grade, and every balcony, mezzanine, gallery, raised walkway, and roof, to which access is provided for other than maintenance purposes, shall be protected by guards on all open sides or per Code requirements.
- 11(4) Guards around stairs shall be at least 920 mm in height. All other guards shall be at least 1,070 mm in height or as per Code requirements.
- 11(5) Guards around exterior stairs and landings more than 10 m above the adjacent ground level shall be at least 1,500 mm in height.
- 11(6) Openings through a guard shall be sized as to prevent the passage of spherical objects having a diameter of 100 mm or as per Code requirements.
- 11(7) All handrails and guards shall be maintained in good repair and shall be firmly attached to provide adequate protection against accident and injury.

Exterior Fire Escapes

- 12(1) A fire escape may be considered a second and separate means of egress for a building, provided it is constructed in conformance with the Code:
 - (a) An existing fire escape will be acceptable as an exit provided it is in a safe condition as determined by the designated officer. If repairs are required, those repairs shall be made in conformance to the Code.
 - (b) If a new fire escape is required, it shall be constructed entirely in conformance with the Code. Prior to construction, drawings and

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MAINTENANCE STANDARDS FOR COMMERCIAL BUILDINGS (CONTINUED)**

material specifications shall be submitted to the designated officer for approval.

- (c) Where the construction of a new fire escape or the repair of an existing fire escape is required, the designated officer may require that a structural analysis be performed on said fire escape by a professional structural engineer licensed to practice in the Province of Manitoba and that all remedial action cited in the aforementioned structural analysis be completed to the satisfaction of the professional structural engineer.

Walls and Ceilings

- 13(1) Every wall and ceiling in a commercial building including door jams and stops, baseboards, and other components, shall be maintained in good condition and free from holes, large cracks, loose plaster and accident hazards. The designated officer, where they deem necessary, may require that any of the aforementioned components be renewed.

Floors

- 14(1) Every floor shall be free of loose, warped, protruding or rotting floor boards, shall be free of holes or cracks and other defects that could be fire or accident hazards, and shall be maintained in a clean and sanitary condition.
- 14(2) Floor coverings shall be in good repair, well fitted and capable of being easily kept clean.
- 14(3) Any vertical opening in a floor, including but not limited to, service spaces, chutes, air vents and elevator shafts, must be covered or barricaded in a manner that prevents accident or injury.

Sewage and Drainage

- 15(1) No roof drainage or surface drainage shall be discharged on stairs or neighbouring property, all such drainage shall be conveyed so that it does not cause dampness in the walls, ceilings, or floors of any portion of the building itself or any adjacent building.

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**SCHEDULE "A"
MAINTENANCE STANDARDS FOR COMMERCIAL BUILDINGS (CONTINUED)**

- 15(2) Sewage shall only be discharged into a sewerage system in accordance with the provisions of the Town of Altona's Sewage Control By-law.
- 15(3) Sewage shall not be discharged onto the surface of the ground whether it be a natural or artificial drainage system or otherwise.
- 15(4) Rainwater shall not be discharged into the Town of Altona's sewerage system by means of conduit. Such drainage shall be directly or indirectly channelled into the storm sewer system or into surface drainage channels. Drainage by way of weeping tiles into the Town of Altona sewerage system shall not be allowed.

Water Supply

- 16(1) Every commercial building shall be provided with an adequate supply of potable running water pursuant to the Town of Altona's Zoning By-law.

Maintenance of Yards

- 17(1) A yard shall be kept free and clean from:
- (a) rubbish, garbage, and other debris;
 - (b) wrecked, dismantled, partially dismantled vehicles, trailers and other machinery or any parts thereof; and
 - (c) objects and conditions, including holes and excavations, that are health, fire or accident hazards.
- 17(2) A yard shall be graded in such a manner as to prevent the excessive or recurrent ponding of storm water or the entrance of water into a basement or cellar and shall be cultivated or protected with a suitable ground cover to prevent erosion of the soil.
- 17(3) Vegetation in yards surrounding vacant commercial buildings must be kept trimmed or in a manner that is satisfactory to the designated officer.

Walks

- 18(1) A walk shall be provided from the principal entrance of every building to a public street or to a driveway affording access to a public street and such walk shall be kept reasonably clear of snow and ice.

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**SCHEDULE "A"
MAINTENANCE STANDARDS FOR COMMERCIAL BUILDINGS (CONTINUED)**

18(2) Every sidewalk, driveway and parking space and all exterior steps shall be kept in good repair and shall be maintained so as to afford safe passage under normal use and weather conditions.

Fences and Accessory Buildings

19(1) All fences and accessory buildings shall be kept weather resistant, in good repair, and free from health, fire and accident hazards.

Garbage Disposal

20(1) Garbage disposal shall be in accordance with the Town of Altona's Solid Waste Special Service By-law.

Unsafe Conditions and Dangerous Buildings

21(1) When a commercial building or structure or part thereof, or a well, excavation, or opening, is in an unsafe condition, the designated officer may proceed to take action pursuant to the provisions contained in the RPGA Planning District Building By-law as it relates to unsafe conditions.

Hazardous Conditions

22(1) No commercial building, or any part thereof, or the lot upon which it is situated shall be used as a place of storage, keeping or handling of any article dangerous or detrimental to life or health, nor of any combustible article, except under such conditions as may be prescribed by the designated officer of the Altona / Rhineland Emergency Services under authority of a written permit issued by them.

Hazardous Materials

23(1) The Owner must ensure that a copy of the records of the inventory and annual inspection of the hazardous materials contained in a property are available for reference by the designated officer as per the Manitoba Workplace Safety and Health Act & Regulations.

Heating Requirements

24(1) Vacant commercial buildings shall be heated so that the temperature therein does not fall below 10 degrees Celsius unless an assessment performed by a professional structural engineer licensed to practice in the Province of Manitoba has deemed it acceptable and safe for the building to remain without heat.

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SCHEDULE "A"
MAINTENANCE STANDARDS FOR COMMERCIAL BUILDINGS (CONTINUED)

Gas and Open Flame Appliances

25(1) All appliances within a commercial building using open flames such as gas stoves, gas water heaters or other gas appliances must be in good repair and shall be provided with suitable exhaust piping or flues or other adequate means for the removal of the products of combustion.

Ventilation

26(1) Every basement, cellar, crawl space or similar enclosed space within a building must be ventilated sufficiently to prevent the occurrence of mold, mildew and condensation and shall provide an exchange of fresh air.

26(2) All open or enclosed spaces within a commercial building shall be adequately ventilated, and access of sufficient size to permit entry shall be provided.

Plumbing

27(1) All plumbing in a commercial building including but not limited to plumbing fixtures, drains, water pipes and connecting lines to the water and sewer system shall be protected from freezing, shall be maintained in good working order. All plumbing shall be free from leaks and defects and meet the requirements of the RPGA Planning District Building By-Law.

Electrical Services

28(1) Commercial buildings shall be hardwired to an electrical supply system. A continuous supply of hardwired electric power must be available to all areas of the building which shall include, but will not be limited to, the minimum lighting requirements deemed necessary by the Code.

28(2) The capacity of the electrical service to the commercial building, and the system of circuits distributing the electrical service throughout the building, shall be adequate for the actual or intended use of the building. The designated officer may require that a Certificate of Approval from Manitoba Hydro be provided for the building.

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**SCHEDULE "A"
MAINTENANCE STANDARDS FOR COMMERCIAL BUILDINGS (CONTINUED)**

Fire Safety Plan

29(1) The owner of a commercial building to which Part 3 of the Manitoba Building Code applies, or a building to which Part 9 of the Manitoba Building Code applies and in which a fire alarm or sprinkler system has been installed, must submit a Fire Safety Plan with the Fire Chief within 90 days of the building being identified as vacant.

Fire Protection Systems

30(1) A fire protection system that includes sprinklers must remain operational and be connected to an approved fire signal receiving centre in compliance with CAN/ULC-S561-03, adopted and published by the Underwriter's Laboratories of Canada, so that Altona / Rhineland Emergency Services is notified of a fire alarm activation in the building.

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**SCHEDULE “B”
MAINTENANCE STANDARDS FOR RESIDENTIAL BUILDINGS**

Re-occupancy of Vacant Residential Buildings

- 1(1) Prior to re-occupancy, a Vacant Residential Building for which a Vacant Building Certificate has been issued must comply, or be made to comply with the Town of Altona Property Standards By-Law.

Certificate of Re-Occupancy

- 2(1) A Certificate of Re-Occupancy is required for all Vacant Residential Buildings for which a Vacant Building Certificate has been issued prior to re-occupancy; and
- 2(2) A Vacant Residential Building may require upgrading, including but not limited to, in order to meet the following objectives of the Code prior to re-occupancy:
- (a) Safety
 - (b) Health
 - (c) Accessibility for persons with disabilities
 - (d) Fire and structural protection of buildings

Heritage Buildings

- 3(1) Repairs, alterations and additions necessary for the preservation, restoration, rehabilitation or continued use of a building or structure may be made without conformance to all requirements of the Code when authorized by a designated officer, provided:
- (a) the building or structure has been designated as a Heritage Building; and
 - (b) any unsafe conditions as described in the Code or this by-law are corrected; and
 - (c) the restored building or structure will be no more hazardous based on life safety, fire safety and sanitation than the existing building.
- 3(2) The designated officer may require that a Code analysis of the building be carried out by a professional designer licensed to practice in the Province of Manitoba prior to re-occupancy.

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**SCHEDULE "B"
MAINTENANCE STANDARDS FOR RESIDENTIAL BUILDINGS (CONTINUED)**

Exterior Aesthetic Condition

- 4(1) The designated officer may require the repair or replacement of any exterior feature should the feature be in a condition that is deemed unsightly. Exterior features, include but are not limited to, the following:
- (a) Exterior parging
 - (b) Exterior wall finish
 - (c) Roofs and eaves
 - (d) Doors and windows
 - (e) Porches, attached/detached garages, stairs, steps or any other feature appurtenant to the property
 - (f) Decks and patios
 - (g) Fences

Foundation Walls and Foundation Supports

- 5(1) Every foundation wall forming part of a building shall be maintained in good repair and structurally sound so as to prevent undue settlement of the building or the entrance of moisture, insects or rodents. Where necessary the foundation walls shall be so maintained by shoring of the walls, installing of subsoil drains at the footing, grouting masonry cracks and by parging and waterproofing.
- 5(2) Where any building is on a surface foundation and the designated officer is of the opinion that there is settlement or rotting of the beams or joists to such a degree as to adversely affect the habitability of the building, the building may be required to be jacked up, floors be leveled, broken or rotted flooring be renewed, and a concrete surface foundation be constructed or concrete piers be installed in compliance with the provisions of the RPGA Planning District Building By-law.
- 5(3) Basement walls and floors shall be of material impervious to ground or other external moisture factors. The floor shall be so constructed as to effectively drain all water into a floor drain which is connected to a sewerage system or some other approved system.

Structurally Sound

- 6(1) Basement, cellar or crawl space floors shall be maintained in good repair and structurally sound and where necessary shall be so maintained by the

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MAINTENANCE STANDARDS FOR RESIDENTIAL BUILDINGS (CONTINUED)

installation of subsoil drains at the footing, grouting cracks, parging and damp-proofing.

- 6(2) Every part of a building shall be maintained in a structurally sound condition so as to be capable of sustaining safely its own weight and any load to which it may be subject.
- 6(3) Materials which have been damaged or show evidence of rot or other deterioration shall be repaired or replaced.
- 6(4) The designated officer may require that a structural analysis of the building, or a portion thereof, be carried out by a professional structural engineer licensed to practice in the Province of Manitoba.

Exterior Walls

- 7(1) Every exterior wall shall be free of holes, breaks, loose or rotting boards or timbers, and any other conditions which might admit the entry of rodents or other pests, rain or dampness to the interior portions of the walls or the interior spaces of the building. Such defective materials or objects shall be removed, repaired or replaced.
- 7(2) All exterior surfaces shall be of made materials which provide adequate protection from the weather.
- 7(3) The exterior walls and their components shall be maintained in a manner that prevents their deterioration due to weather. Maintenance of the exterior walls and their components may consist of wall restoration or repair, coping or flashing, waterproofing of the joints and walls, or coverage with an acceptable protective surface where this is necessary to resist deterioration of the structural surface.

Roof

- 8(1) A roof includes the fascia board, soffit, cornice and flashing, all of which shall be maintained in a watertight condition to prevent leakage into the building. Without limiting the generality of this section, the required maintenance may include the eavestroughing and rainwater piping repair or other means as deemed acceptable by the designated officer.

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MAINTENANCE STANDARDS FOR RESIDENTIAL BUILDINGS (CONTINUED)**

- 8(2) The protective surface of a roof shall be maintained in good repair deterioration otherwise replacement of the protective surface may be required if deemed necessary by the designated officer.
- 8(3) Dangerous accumulations of snow or ice or both shall be removed from the roof of any building or part thereof.

Dampness

- 9(1) The interior floors, ceilings and walls shall be kept free from dampness that may result from the entrance of moisture through an exterior wall, roof or through a cellar, basement or crawl space floor.

Doors and Windows

- 10(1) Every exterior door to a residential building and every door to a dwelling unit and every other door to rooms occupied by boarders or lodgers, when closed, shall fit reasonably well within its frame and shall have hardware so it is capable of being locked from both inside and outside.
- 10(2) All doors to dwelling units and/or boarding or lodging units must allow persons within the respective unit to exit without use of a key and must not be secured with a lock and hasp.
- 10(3) All windows intended to be opened shall be equipped with hardware so they are capable of being locked or otherwise secured from the inside of the building. Every window shall be properly glazed and in good repair.
- 10(4) All windows doors, basement or cellar hatchways and their frames shall be constructed and maintained in regards to wall construction, to completely exclude rain and to substantially exclude wind from entering the structure.
- 10(5) The designated officer may require the repair/replacement of doors, door frames, window frames, sashes casings and door and window hardware, or the refitting of doors and windows, installation of weather-stripping and window reglazing.
- 10(6) Every opening in an exterior wall used or required for ventilation or illumination, and is not protected by a window or door, and may permit the entry of rodents or vermin shall be screened with wire mesh, metal grille, or

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MAINTENANCE STANDARDS FOR RESIDENTIAL BUILDINGS (CONTINUED)

other durable material, or otherwise protected to effectively prevent the entry of rodents or vermin.

Screens and Storm Doors

- 11(1) Close-fitting screen doors when provided shall be maintained in good condition.
- 11(2) Storm sashes used in windows required for ventilating purposes shall be provided with sliding or hinged sub-sashes or with any other opening device satisfactory to the designated officer.
- 11(3) Where storm windows are installed in a residential building, such windows shall be kept in good repair and glazed.
- 11(4) Where considered necessary by the designated officer, properly fitting storm doors or storm windows shall be provided in a residential building.

Porches, Sheds, Stairs

- 12(1) Every porch, shed and stairway in, on or appurtenant to a property shall be maintained in good repair so that no component is broken, loose, rotted, warped, out-of-plumb, off-level or out of alignment to which it was designed or constructed, or is without a protective surface.

Handrails and Guards

- 13(1) Every interior stair that has more than two risers shall have the sides of the stair and the landing or floor level around the stair well enclosed by walls or protected by guards at least 900 mm in height on both sides.
- 13(2) Handrails for stairs shall be not less than 800 mm and not more than 965 mm above a line drawn through the outside edges of the stair nosings and 1,070 mm above landings.
- 13(3) Every exterior stair with more than three risers and every exterior landing or porch exceeding 600 mm or more above grade, and every balcony, mezzanine, gallery, raised walkway, and roof, to which access is provided for other than maintenance purposes, shall be protected by guards.
- 13(4) All guards shall be at least 1,070 mm high, except for guards within dwelling units, guards within houses with secondary suites and guards around interior

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MAINTENANCE STANDARDS FOR RESIDENTIAL BUILDINGS (CONTINUED)**

flights of stairs which shall be at least 900 mm in height above a line drawn through the outside edges of the stair nosings.

- 13(5) Guards around exterior stairs and landings not more than 1.8 m above the adjacent ground level shall be at least 900 mm in height. Guards around exterior stairs and landings more than 1.8 m above the adjacent ground level shall be at least 1,070 mm in height.
- 13(6) Openings through a guard shall be sized to prevent the passage of spherical objects having a diameter of 100 mm.
- 13(7) All handrails and guards shall be maintained in good repair and shall be firmly attached to provide adequate protection against accident and injury.

Exterior Fire Escapes

- 14(1) A fire escape may be considered a second and separate means of egress for a building, provided it is constructed in conformance with the Code.
 - (a) An existing fire escape will be acceptable as an exit provided it is in safe condition as determined by the designated officer. If repairs are required, those repairs shall be made in conformance to the Code.
 - (b) If a new fire escape is required, it is to be constructed entirely in conformance with the Code and prior to construction, drawings and material specifications are required to be submitted to the designated officer for approval.
 - (c) Where the construction of a new fire escape or the repair of an existing fire escape is required, the designated officer may require that a structural analysis be performed on said fire escape by a professional structural engineer licensed to practice in the Province of Manitoba and that all remedial action cited in the aforementioned structural analysis be completed to the satisfaction of the professional structural engineer.

Walls and Ceilings

- 15(1) Every wall and ceiling in a residential building including door jams and stops, baseboards, and other components, shall be maintained in good condition and free from holes, large cracks, loose plaster and accident

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MAINTENANCE STANDARDS FOR RESIDENTIAL BUILDINGS (CONTINUED)**

hazards. The designated officer, where he deems necessary, may require that any of the aforementioned components be renewed.

- 15(2) Waterproof wall finish shall be provided:
- (a) To a height of at least 1.8 m above the floor in shower stalls;
 - (b) To a height of at least 1.2 m above the rims of bathtubs equipped with showers; and
 - (c) To a height of at least 400 mm above the rims of bathtubs not equipped with showers.
- 15(3) Acceptable waterproof wall finishes include ceramic, plastic or metal tile, sheet vinyl, tempered hardboard, laminated thermosetting decorative sheets or linoleum.

Floors

- 16(1) Every floor shall be free of loose, warped, protruding or rotting floor boards, shall be free of holes or cracks and other defects that could be fire or accident hazards, and shall be maintained in a clean and sanitary condition.
- 16(2) Floor coverings shall be in good repair, well fitted and capable of being easily kept clean.

Sewage and Drainage

- 17(1) No roof drainage or surface drainage shall be discharged on stairs or neighbouring property and all such drainage shall be conveyed so that it does not cause dampness in the walls, ceilings, or floors of any portion of the building itself or any adjacent building.
- 17(2) Sewage shall only be discharged into a sewerage system in accordance with the provisions of the Town of Altona's Sewage Control By-law.
- 17(3) Sewage shall not be discharged onto the surface of the ground whether it be a natural or artificial drainage system or otherwise.
- 17(4) Rainwater shall not be discharged into the Town of Altona sewerage system by means of conduit. Such drainage shall be directly or indirectly

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channeled into the storm sewer system or into surface drainage channels. Drainage by way of weeping tiles into the Town of Altona sewerage system shall not be allowed.

Water Supply

- 18(1) Every dwelling shall be provided with an adequate supply of potable running water pursuant to the Town of Altona Zoning By-Law.
- 18(2) Every sink, wash basin, bathtub or shower that is used for sanitary purposes in a dwelling shall have an adequate supply of hot and cold running water and every water closet shall have an adequate supply of running water.
- 18(3) Hot water supplied to a dwelling shall be capable of meeting a minimum temperature of 43 degrees Celsius at each tap.

Maintenance of Yards

- 19(1) A yard shall be kept free and clean from:
- (a) rubbish, garbage, and other debris;
 - (b) wrecked, dismantled, partially dismantled vehicles, trailers and other machinery or any parts thereof; and
 - (c) objects and conditions, including holes and excavations, that are health, fire or accident hazards.
- 19(2) A yard shall be graded in such a manner as to prevent the excessive or recurrent ponding of storm water or the entrance of water into a basement or cellar and shall be cultivated or protected with a suitable ground cover to prevent erosion of the soil.
- 19(3) Vegetation in yards surrounding vacant dwellings must be kept trimmed or in a manner that is reasonably satisfactory to the designated officer.

Walks

- 20(1) A walk shall be provided from the principal entrance of every building to a public street or to a driveway affording access to a public street and such walk shall be kept reasonably clear of snow and ice.

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MAINTENANCE STANDARDS FOR RESIDENTIAL BUILDINGS (CONTINUED)**

20(2) Every sidewalk, driveway and parking space and all exterior steps shall be kept in good repair and shall be maintained so as to afford safe passage under normal use and weather conditions.

Fences and Accessory Buildings

21(1) All fences and accessory buildings shall be kept weather resistant, in good repair, and free from health, fire and accident hazards.

Garbage Disposal

22(1) Garbage disposal shall be in accordance with the Town of Altona's Solid Waste Special Service By-law.

Unsafe Conditions and Dangerous Buildings

23(1) When a residential building or structure or part thereof, or a well, excavation or opening, is in an unsafe condition, the designated officer may proceed to take action pursuant to the provisions contained in the RPGA Planning District Building By-Law as it relates to unsafe conditions.

Hazardous Conditions

24(1) No residential building, or any part thereof, or the lot upon which it is situated shall be used as a place of storage, keeping or handling of any article dangerous or detrimental to life or health, nor of any combustible article, except under such conditions as may be prescribed by a designated officer of the Altona / Rhineland Emergency Services under authority of a written permit issued by him.

Hazardous Materials

25(1) The owner must ensure that a copy of the records of the inventory and annual inspection of the hazardous materials contained in a property are available for reference by the designated officer as per the Manitoba Workplace Safety and Health Act & Regulations.

Heating Requirements

26(1) Residential vacant buildings shall be heated so that the temperature therein does not fall below 10 degrees Celsius.

26(2) Any space within a residential building containing fuel-burning equipment shall have a natural or mechanical means of supplying fresh air for

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

SCHEDULE "B"

MAINTENANCE STANDARDS FOR RESIDENTIAL BUILDINGS (CONTINUED)

combustion and shall be vented in compliance with the Manitoba Building Code.

- 26(3) All chimneys, smoke pipes and flues of a residential building shall not permit any gases, water or other liquid to leak into the dwelling, shall be clear of obstructions and shall have no defective masonry or metal components.
- 26(4) Where a heating system or part of a heating system in a residential building burns solid or liquid fuel, a receptacle approved by the Department of Labour for the storage of fuel must be provided and maintained in a location that is free from fire or other hazards.
- 26(5) A designated officer may require that a Certificate of Approval from Manitoba Hydro be provided for a fuel-burning appliance.
- 26(6) Every fireplace used or intended to be used in a residential building for burning fuels in open fires shall be maintained so that adjacent combustible material and structural members shall not be heated to unsafe temperatures.
- 26(7) Solid fuel burning appliances must comply with the latest standards referenced in the Code.

Gas and Open Flame Appliances

- 27(1) All appliances within a residential building using open flames such as gas stoves, gas water heaters or other gas appliances must be in good repair and shall be provided with suitable exhaust piping or flues or other adequate means for the removal of the products of combustion.

Ventilation

- 28(1) Every basement, cellar, crawl space or similar enclosed space within a building must be ventilated sufficiently to prevent the occurrence of mold, mildew and condensation and shall provide an exchange of fresh air.
- 28(2) All open or enclosed spaces within a residential building shall be adequately ventilated, and access of sufficient size to permit entry shall be provided.

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "B"
MAINTENANCE STANDARDS FOR RESIDENTIAL BUILDINGS (CONTINUED)**

Plumbing

29(1) All plumbing in a residential building including but not limited to plumbing fixtures, drains, water pipes and connecting lines to the water and sewer system shall be protected from freezing, shall be maintained in good working order. All plumbing shall be free from leaks and defects and meet the requirements of the RPGA Planning District Building By-law.

Electrical Services

30(1) Residential buildings shall be hardwired to an electrical supply system. A continuous supply of hardwired electric power must be available to all areas of the building which shall include, but will not be limited to, the minimum lighting requirements deemed necessary by the Code.

30(2) The capacity of the electrical service to the residential building and the system of circuits distributing the electrical service throughout the building shall be adequate for the actual or intended use of the building. A designated officer may require that a Certificate of Approval from Manitoba Hydro be provided.

Smoke Alarm and Carbon Monoxide Alarm Systems

31(1) All residential buildings used as revenue earning or rental dwelling units, shall contain at least one smoke alarm or carbon monoxide (CO) alarm certified by the Underwriters Laboratories of Canada (ULC) or Canadian Standards Association (CSA).

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "C"
DESIGNATED OFFICER APPOINTMENT**

The following employees of the Town are designated to have the authority to act in respect of this by-law:

- Police Chief or their designates
- Chief Administrative Officer or their designates
- RPGA Planning District Manager

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "D"
NOTICE OF CONTRAVENTION FORM**

Date

Property Owner Name and Address

Dear Property Owner Name,

RE: UNSIGHTLY PROPERTY NOTICE – Property address

The Town of Altona has rules to make sure properties are safe, clean, and comfortable for everyone. During a recent inspection, we found that your property doesn't meet these standards.

Here are the areas that need attention:

- <insert section number and heading>

Specifically, <describe the issue>. Please address this issue by <insert date> or contact us before then. If we don't hear from you or the issue isn't fixed, the Town may take action to resolve it. Any costs related to these actions will be added to your account and collected like property taxes under the Municipal Act.

For more details, you can review the full Property Standards By-law No. 1823/2025 on our website at www.altona.ca.

We appreciate your cooperation. If you have any questions or need to discuss this matter, please call me at 204-324-6468.

Sincerely,

Chief Administrative Officer

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "E"
COMPLIANCE ORDER FORM**

Date

Property Owner Name and Address

Dear Property Owner Name,

RE: UNSIGHTLY PROPERTY ORDER TO COMPLY – Property address

Following up on our letter from <insert date>, we inspected your property at <insert civic and legal address> on <insert inspection date>. Unfortunately, the property is still not meeting the Town of Altona’s Property Standards By-Law No. 1823/2025.

As required by Section 242(1) of The Municipal Act, you must resolve the issues outlined in the attached letter by <insert deadline (date and time)>. If the issues are not addressed by this time, the Town will take action to correct them. The costs for any actions taken by the Town will be charged to you and collected in the same way as property taxes, according to Section 3(7) of the By-law and The Municipal Act.

If you wish to appeal this order, you can submit a written objection to the Chief Administrative Officer of the Town of Altona before <insert same deadline>. A notice of objection form is included for your convenience.

Thank you for your cooperation.

Sincerely,

Chief Administrative Officer

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "F"
NOTICE OF OBJECTION FORM**

To: Town of Altona

PLEASE TAKE NOTICE that I hereby appeal to the Council of the Town of Altona from the Order to *<insert description of remedy>* made by *<insert name and title>* on the *<insert date of order>* respecting the premises at *<insert civic and legal address>*.

Date at *<insert place>*, Manitoba, this *<insert date>* day of *<insert month>*, 20____.

Signature of Appellant *<Print Name>*
<Insert contact information>

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "G"
FEES AND PENALTIES**

Unsightly Properties	
a) Order issuance fee	\$100.00
Vacant Buildings	
a) Certificate application fee, including initial inspection	\$200.00
b) Annual inspection fee	\$200.00
c) Annual certificate renewal fee	\$500.00
d) Order issuance fee	\$1,000.00
Boarded Buildings	
a) Certificate application fee	\$1,000.00
b) Annual inspection fee	\$200.00
c) Annual certificate renewal fee	\$1,000.00
d) Order issuance fee	\$1,000.00

Provision of By-Law No. 1823/2025	Contravention	Administrative Penalty (\$)	Discounted Amount (\$)
3(8)	Failure to comply with an Unsightly Property Order (in addition to actual costs to carry out the terms of the order)	\$1,000	\$500
4(4)	Failure to obtain a Vacant Building Certificate	\$200	\$100
4(9)	Failure to obtain a Boarded Building Permit	\$200	\$100
5(10)	Failure to comply with an Order to Maintain	\$2,000	\$1,000

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "H"
MAINTENANCE STANDARDS FOR BOARDED BUILDINGS**

Re-Occupancy of Boarded Commercial or Boarded Residential Buildings

- 1(1) Prior to re-occupancy of either a boarded commercial or boarded residential building, the building shall be in compliance with the re-occupancy standards of this By-law as outlined in Schedule A, "Maintenance Standards for Commercial Buildings" or Schedule B, "Maintenance Standards for Residential Buildings".

Heritage Buildings

- 2(1) Repairs, alterations and additions necessary for the preservation, restoration, rehabilitation or continued use of a building or structure may be made without conformance to all requirements of the Code when authorized by a designated officer, provided:
- (a) the building or structure has been designated as a Heritage Building; and
 - (b) any unsafe conditions as described in the Code or this by-law are corrected; and
 - (c) the restored building or structure will be no more hazardous with respect to life safety, fire safety and sanitation than the existing building.

Structurally Sound

- 3(1) Basement, cellar or crawl space floors shall be maintained in good repair and structurally sound and where necessary shall be so maintained by the installation of subsoil drains at the footing, grouting cracks, parging and damp-proofing.
- 3(2) Every part of a building shall be maintained in a structurally sound condition so as to be capable of sustaining safely its own weight and any load to which it may be subject.
- 3(3) Materials which have been damaged or show evidence of rot or other deterioration shall be repaired or replaced.
- 3(4) The designated officer may require that a structural analysis of the building, or a portion thereof, be carried out by a professional structural engineer licensed to practice in the Province of Manitoba and any remedial action deemed necessary by said structural analysis shall be completed forthwith and to the satisfaction of the professional structural engineer.

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "H"
MAINTENANCE STANDARDS FOR BOARDED BUILDINGS (CONTINUED)**

Exterior Walls

- 4(1) Every exterior wall shall be free of holes, breaks, loose or rotting boards or timbers, and any other conditions which might admit the entry of rodents or other pests, rain or dampness to the interior portions of the walls or the interior spaces of the building. Such defective materials or objects shall be removed, repaired or replaced.
- 4(2) All exterior surfaces shall be made of materials which provide adequate protection from the weather.
- 4(3) The exterior walls and their components shall be maintained in a manner that prevents their deterioration due to weather. Maintenance of the exterior walls and their components may consist of wall restoration or repair, coping or flashing, waterproofing of the joints and walls, or coverage with an acceptable protective surface where this is necessary to resist deterioration of the structural surface.

Roof

- 5(1) A roof includes the fascia board, soffit, cornice and flashing, all of which shall be maintained in a watertight condition to prevent leakage into the building. Without limiting the generality of this section, the required maintenance may include the eavestroughing and rainwater piping repair or other means as deemed acceptable by the designated officer.
- 5(2) The protective surface of a roof shall be maintained in good repair to resist its deterioration or replacement of the protective surface may be required if deemed necessary by the designated officer.
- 5(3) Dangerous accumulations of snow or ice or both shall be removed from the roof of any building or part thereof.

Dampness

- 6(1) The interior floors, ceilings and walls shall be kept free from dampness that may result from the entrance of moisture through an exterior wall, roof or through a cellar, basement or crawl space floor.

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "H"
MAINTENANCE STANDARDS FOR BOARDED BUILDINGS (CONTINUED)**

Porches, Sheds, Stairs, Attached/Detached Garages

7(1) Every porch, shed, stairway and attached/detached garage in, on or appurtenant to a building shall be maintained in good repair so that no component is broken, loose, rotted, warped, out-of-plumb, off-level or out of alignment to which it was designed or constructed, or is without a protective surface.

Sewage and Drainage

8(1) No roof drainage or surface drainage shall be discharged on stairs or neighbouring property and all such drainage shall be conveyed so that it does not cause dampness in the walls, ceilings or floors of any portion of the building itself or any adjacent building.

8(2) Sewage shall only be discharged into a sewerage system in accordance with the provisions of the Town of Altona's Sewage Control By-law.

8(3) Sewage shall not be discharged onto the surface of the ground whether it be a natural or artificial drainage system or otherwise.

8(4) Rainwater shall not be discharged into the Town of Altona's sewerage system by means of conduit. Such drainage shall be directly or indirectly channeled into the storm sewer system or into surface drainage channels. Drainage by way of weeping tiles into the Town of Altona's sewerage system shall not be allowed.

8(5) Disconnection of sewage systems shall be in compliance with the Town of Altona's by-laws and policies.

Maintenance of Yards

9(1) A yard shall be kept free and clean from:

- (a) rubbish, garbage, and other debris;
- (b) wrecked, dismantled, partially dismantled vehicles, trailers and other machinery or any parts thereof; and
- (c) objects and conditions, including holes and excavations, that are health, fire or accident hazards.

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "H"
MAINTENANCE STANDARDS FOR BOARDED BUILDINGS (CONTINUED)**

- 9(2) A yard shall be graded in such a manner as to prevent the excessive or recurrent ponding of storm water or the entrance of water into a basement or cellar and shall be cultivated or protected with a suitable ground cover to prevent erosion of the soil.
- 9(3) Vegetation in yards surrounding boarded buildings must be kept trimmed or in a manner that is reasonably satisfactory to the designated officer.

Fences

- 10(1) All fences shall be kept weather resistant, in good repair, and free from health, fire and accident hazards.

Garbage Disposal

- 11(1) Garbage disposal shall be in accordance with the Town of Altona's Solid Waste Special Service By-law.

Unsafe Conditions and Dangerous Buildings

- 12(1) When a building or structure or part thereof, or a well, excavation or opening, is in an unsafe condition, the designated officer may proceed to take action pursuant to the provisions contained in the RPGA Planning District Building By-law as it relates to unsafe conditions.

Hazardous Conditions

- 13(1) No building, or any part thereof, or the lot upon which it is situated shall be used as a place of storage, keeping or handling of any article dangerous or detrimental to life or health, nor of any combustible article, except under such conditions as may be prescribed by a designated officer of the Altona / Rhineland Emergency Services under authority of a written permit issued by them.

Hazardous Materials

- 14(1) The owner must ensure that a copy of the records of the inventory and annual inspection of the hazardous materials contained in a property are available for reference by the designated officer as per the Manitoba Workplace Safety and Health Act & Regulations.

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "H"
MAINTENANCE STANDARDS FOR BOARDED BUILDINGS (CONTINUED)**

Boarding Requirements For All Structures On Property

- 15(1) All doors, windows and other openings at the basement and first floor levels shall be covered with a solid piece of plywood, at least 11 mm thick and the plywood shall be secured with nails at least 50 mm long, spaced not more than 150 mm on centre;
- 15(2) Unless otherwise accepted by the designated officer, all doors, windows and other openings on the second and third floors shall be covered with a solid piece of plywood, at least 8 mm thick that shall be adequately nailed or otherwise secured;
- 15(3) The principal entrance for the building shall be covered with a solid piece of plywood at least 11 mm thick, secured with screws 50 mm in length, spaced not more than 150 mm on centre;
- 15(4) Plywood applied to openings shall be installed from the exterior for all openings on the first and second floor levels and may be installed from on either the interior or exterior for openings located on the third floor and higher. All plywood shall be fitted within the frames in a manner acceptable to the designated officer and shall be painted with two coats of white paint on the exterior side;
- 15(5) Openings that are not covered with plywood shall be cleared of broken glass and any other loose material;
- 15(6) Exterior access to floor areas above the first floor, such as fire escapes and ladders shall be:
 - (a) removed up to the second floor level or to a height of 4 metres above the ground, whichever is lesser; or
 - (b) guarded to the satisfaction of the designated officer;
- 15(7) Openings to passageways shall be adequately secured and protected. Openings in a street or sidewalk to any passageways shall be covered with an appropriate metal plate, having a thickness not less than 8 mm and the plate shall be anchored or secured to prevent it from shifting. Alternatively, the areaway may be filled with concrete or unshrinkable fill to the satisfaction of the authority having jurisdiction;

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "H"
MAINTENANCE STANDARDS FOR BOARDED BUILDINGS (CONTINUED)**

- 15(8) Facia signs, overhanging signs, roof signs and all other appurtenances, such as sun visors or awnings, shall be removed if they are in a dangerous condition or could create such a condition;
- (a) All loose material on the exterior of the building shall be removed and any condition which may become a hazard or danger to the public shall be corrected;
 - (b) Utilities, including but not limited to, hydro, gas and water, shall be cut off or shut off to the satisfaction of the utility concerned.

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "I"
ORDER TO MAINTAIN**

TO: _____, as registered owner

As per the Town of Altona Property Standards By-law No. 1823/2025, an inspector has inspected your property at:

Address: {CIVIC ADDRESS}

Legal Description: {LEGAL DESCRIPTION}

Roll Number: {ROLL NUMBER}

The registered owner is:

Owner Name: {NAME OF REGISTERED OWNER}

During the inspection, we found that your property does not meet the required standards. The issues are:

Non-compliance items: {LIST OF NON-COMPLIANCE ITEMS}

These are violations of:

By-law sections: {LIST SECTION NUMBERS OF BY-LAW CONTRAVENTIONS}

You are ordered to correct these issues within ____ days from the date you receive this letter to meet the by-law's standards.

Please note: You will need a building permit under the RPGA Planning District Building By-law to complete the required work.

Thank you for your prompt attention to this matter.

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "I"
ORDER TO MAINTAIN (CONTINUED)**

Right to Appeal and Consequences of Non-Compliance

According to Section 5(8) of the Town of Altona Property Standards By-law No. 1823/2025, you or someone authorized in writing to act on your behalf can appeal this order. To do so, you must submit a Notice of Objection to the Chief Administrative Officer within 14 days from the date you receive this order.

Please be aware that under Section 5(11) of the by-law:

If you do not comply with this order, the Town may correct the issues without further notice to you. All costs for this work will be added to your property taxes, as allowed under The Municipal Act.

SIGNED at the Town of Altona, in Manitoba, this ____ day of _____ A.D. 2020.

TOWN OF ALTONA

PER:

DESIGNATED OFFICER

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "J"
PRELIMINARY DERELICT BUILDING ORDER**

RE: PRELIMINARY DERELICT PROPERTY ORDER

Property Description: (Legal description of the property)

Civic Address: (Civic address in the Town of Altona)

Our records show that you were found guilty of violating the Property Standards By-law No. 1823/2025 on <insert date>. A recent inspection confirmed that your property is still not meeting the required standards.

Notice of Derelict Property

According to The Municipal Act of Manitoba, your property is now considered derelict property. If it is not brought into compliance with the Property Standards By-law within ninety (90) days from the date of this notice, ownership of the property may be transferred to the Town of Altona.

Right to Appeal

You have the right to appeal this order to the Town of Altona Council. Your appeal must be in writing and submitted within 90 days from the date of this notice. Please send it to:

Chief Administrative Officer
Town of Altona Civic Centre
P.O. Box 1630
111 Centre Ave East
Altona, Manitoba R0G 0B0

If you have any questions or need further information, please contact me at 204-324-6468.

Designated Officer

Date

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "K"
SECOND NOTICE OF A
PRELIMINARY DERELICT BUILDING ORDER**

RE: DERELICT PROPERTY ORDER – SECOND NOTICE

Property Description: (Legal description of the property)

Civic Address: (Civic address in the Town of Altona)

A Preliminary Derelict Property Order for your property was issued on <insert date> (see copy attached). More than 30 days have passed since all required parties were served with the order, and the property is still not in compliance with the Property Standards By-law No. 1823/2025.

Important Notice

If your property is not brought into compliance within 60 days from the date of this notice:

- Ownership of the property may be transferred to the Town of Altona.
- You may lose any right to claim or make legal claims regarding the property.

Right to Appeal

You have the right to appeal the Preliminary Order or request more time to comply. Appeals must be made in writing and submitted within 60 days from the date of this notice. Send your appeal to:

Chief Administrative Officer
Town of Altona Civic Centre
P.O. Box 1630
111 Centre Ave East
Altona, Manitoba R0G 0B0

If you have questions or need more information, please contact me at 204-324-6468.

Designated Officer

Date

**TOWN OF ALTONA
BY-LAW NO. 1823/2025**

**SCHEDULE "L"
STATUTORY DECLARATION**

RE: _____
(legal description of property)

commonly known as _____ **in the Town of Altona**
(civic address)

I, _____, a Designated Officer for the purposes of the Property Standards By-law No. 1823/2025,

MAKE OATH (OR AFFIRM) AND SAY THAT

A Preliminary Derelict Building Order in respect of the above-noted property was issued on _____ (Exhibit A) and a Second Notice of a Preliminary Derelict Building Order in respect of the above-noted property was issued on _____ (Exhibit B). Both the Preliminary Derelict Building Order and the Second Notice of a Preliminary Derelict Building Order have been registered at the land titles office and have been served in accordance with The Municipal Act of Manitoba.

The time period for bringing the above-noted property into compliance with the Property Standards By-law provided in the Preliminary Derelict Building Order and the Second Notice of a Preliminary Derelict Building Order has expired.

The time period within which an appeal against the Preliminary Derelict Building Order may be taken has expired or, if an appeal against the Order was taken, the appeal has been decided and the decision either (a) confirmed the Order or (b) varied the Order but the person has not complied with the Order as varied.

I am satisfied on the basis of inspections carried out by me or by other employees of the Town of Altona who are authorized to enforce the Property Standards By-law that the property continues to be in contravention of the By-law.

Sworn or affirmed before me this _____ day)
)
of _____ in the year 20____, in the)
Town of Altona in the Province of Manitoba.)
)
_____)

Signature of Designated Officer

A (Commissioner of Oaths/Notary Public)
in and for the Province of Manitoba.
My commission expires on _____.