

# THE CORPORATION OF THE CITY OF ELLIOT LAKE

## BY-LAW NO. 23-XX

Being a by-law to regulate vacant buildings within the City of Elliot Lake.

The Council of the Corporation of the City of Elliot Lake **ENACTS AS FOLLOWS:**

**WHEREAS** the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, s. 8, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, s. 9, provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority;

**AND WHEREAS** the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, s. 10, gives the municipality broad authority to pass by-laws respecting the health, safety, and well-being of persons;

**AND WHEREAS** the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, s. 128, provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

**AND WHEREAS** the Municipal Council of The Corporation of the City of Elliot Lake is of the opinion that vacant buildings that are not secured against unauthorized entry constitute public nuisances by attracting vandals and creating various safety hazards;

**NOW THEREFORE** the Municipal Council of The Corporation of the City of Elliot Lake enacts as follows:

### PART 1 - INTERPRETATION

#### 1. DEFINITIONS

In this By-law:

“building damaged by fire” shall include a building partially or completely damaged by fire to the extent that it requires repairs to permit use or occupancy;

“*Building Code Act, 1992*” shall mean the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, and any successor legislation;

“Building Code” shall mean Ontario Regulation 350/06, as amended, and any successor regulation;

“By-law Officer” shall mean a person appointed by Council to enforce the provisions of this by-law and who may be referred to as an officer, inspector or municipal law enforcement officer;

“catastrophic event” shall mean a natural or human-made incident that results in substantial damage or loss requiring major financial resources to repair or recover, including but not limited to fire, tornado, earthquake, flood, or other disaster, to the satisfaction of the Director;

“Chief Building Official” shall mean the Chief Building Official of the City and shall include a delegate or delegates thereof;

“City” shall mean The Corporation of the City of Elliot Lake and, where the context allows, shall include its agents and employees;

“Director” means the Director of Clerks and Planning Services of the City of Elliot Lake, or its delegate;

“Fire Chief” shall mean the Chief of the City of Elliot Lake Fire Department and shall include a delegate or delegates thereof;

“*Fire Protection and Prevention Act, 1997*”, shall mean the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, and any successor legislation;

“Fire Code” shall mean Ontario Regulation 213/07, as amended, and any successor regulation;

“Inspection Registry” shall mean a City-maintained registry of vacant buildings that have been vacant for at least 60 consecutive days and an officer reasonably believes that the vacant building poses a risk to safety or is a public nuisance or could become a public nuisance;

“Elliot Lake Fire Department” shall mean the fire department of the City, known as Fire Services;

“officer” shall mean the Chief Building Official, the Fire Chief, a fire prevention inspector, or a municipal law enforcement officer of the City;

“owner” shall include:

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

“permit” shall mean a permit for a vacant property under this by-law;

“Planning Act” shall mean the Planning Act, R.S.O. 1990, c. P.13, as amended;

"proof of insurance" shall mean a certified copy of a policy of insurance or a Certificate of Insurance that shows the proof of liability coverage as required by this by-law and issued by a company authorized to carry on the business of insurance in the Province of Ontario in accordance with the Insurance Act;

“property manager” shall mean any person who serves as an agent to an owner for the purposes of managing property maintenance or other services related to a vacant property;

“vacant building” shall mean a building or part of a building that is not used by an owner or is not occupied by an owner.

## **PART 2 - GENERAL**

This By-law shall apply to all buildings in the municipality. No owner of a vacant property shall fail to obtain a permit under this by-law:

1. once the property becomes vacant; or
2. when ordered to obtain a permit by an officer.
3. No owner of a vacant property shall fail to hold a permit under this by-law for the period of vacancy.
4. For the purposes of subsection (1), the period of vacancy shall commence on the day the property becomes vacant and shall end:
  - a. on the date of issuance of an occupancy permit issued under the Ontario Building Code; or
  - b. on the date determined by the officer, based on evidence that the building or the land is in use for a purpose consistent with the Zoning By-law.
5. The permit holder shall notify the officer in writing when the property has been re-occupied and provide evidence satisfactory to the officer that the conditions of subsection (2) have been met.
6. The permit holder shall notify the officer in writing if the property is sold.
7. The provisions of the by-law are severable. If any provision, part or word is held to be invalid or illegal, such invalidity or illegality shall not affect or impair any of the remaining provisions, part or words.
8. Where notice is sent by registered mail pursuant to this by-law, the date of service is deemed to be two (2) business days following the date of mailing to any address within the City of Elliot Lake and five (5) business days for addresses in any other jurisdiction, unless the by-law states otherwise.
9. Any email sent in accordance with this by-law shall be deemed to have been received by the addressee on the day that it is sent.
10. Where a vacant building or building damaged by fire is boarded or required to be boarded:
  - a. boarding materials shall be installed and maintained in good repair;

- b. unless inherently resistant to deterioration, boarding materials shall be treated with a protective coating of paint of equivalent weather-resistant material which is colour- coordinated to the exterior finish of the building; and
  - c. boarding materials shall be installed to exclude rain and wind from entering the building and to secure the building from unauthorized entry.
- 11. Where a vacant building remains vacant for more than sixty (60) consecutive days, the owner shall ensure that all utilities serving the building are properly disconnected or otherwise secured to prevent damage to the building or adjacent property, unless such utilities are necessary for the safety or security of the vacant building, or unless such utilities are otherwise required by law to remain connected.
- 12. Nothing in this bylaw shall be deemed to grant relief from the requirements of the Building Code Act, 1992, the Property Standards By-law, the Building Code, the Fire Protection and Prevention Act, 1997, or the Fire Code.
- 13. A permit issued under this by-law is valid only for the person and municipal address that is indicated on the permit.
- 14. Every holder of a permit shall comply with this by-law and with any conditions specified in the permit.
- 15. The headings are for reference only and shall not affect the meaning or interpretation of this by-law.

### **PART 3 - APPLICATION FOR PERMIT**

- 1. An applicant for a permit shall provide the Director or its designate with the following:
  - a. a completed application, in a form satisfactory to the Director or its designate, containing:
    - i. the full name of the owner together with proof of ownership of the vacant building or vacant land;
    - ii. the municipal address of the vacant building or vacant land;
    - iii. the address of a place in the Province of Ontario, which is not a post office box, to which the Director or its designate may send during business hours any notice or documentation or communication that may be required under this by-law and at which the applicant or the

applicant's agent will accept receipt of such notice, documentation or communication;

- iv. a telephone number of the applicant;
- v. an email address of the applicant, if available;
- vi. where applicable, the contact information of the property manager of the applicant, including:
  - 1. the name of the property manager
  - 2. the address of a place in the Province of Ontario, which is not a post office box, to which the Director or its designate may send during business hours any notice or documentation or communication that may be required under this by-law and at which the property manager or an agent will accept receipt of such notice, documentation or communication;
  - 3. a telephone number of the property manager; and,
  - 4. an email address of the property manager, if available.

vii. any other information required by the officer in respect of the issuance or renewal of a permit under this by-law;

- b. satisfactory proof that the owner and property manager, if any, are at least eighteen (18) years of age;
  - c. proof of insurance coverage that complies with Part 15;
  - d. a letter from the applicant's insurance provider or insurance broker indicating that the applicant has declared the building or land vacant;
  - e. a declaration signed by the applicant confirming that he or she is aware of and will comply with the requirements of this by-law; and,
  - f. payment in full of all applicable fees specified under Schedule A.
- 2. The applicant is responsible for obtaining and submitting the information required under subsection (1), at the applicant's costs.
  - 3. The Director or its designate is authorized to waive the requirements of clause (c) of subsection (1) and of Part 15 where the Director or its designate has been presented with satisfactory proof that insurance is not available.

4. The officer is authorized to receive and consider applications for permits, to conduct all investigations necessary to ensure that a permit is issued in accordance with this by-law, and to issue a permit in accordance with this by-law.
5. The officer shall refuse to issue a permit if the application requirements in Part 12 have not been met.
6. The officer shall refuse to issue a permit to any applicant who has a record of any unpaid user fees with the City of Elliot Lake or unpaid fines imposed under the Provincial Offences Act.

#### **PART 4 – CONDITIONS ON A PERMIT**

1. The officer is authorized at any time to impose conditions on a permit, including but not limited to conditions related to the health, safety and well-being of persons, the protection of persons or property, and the control of noise or other nuisances.
2. A condition imposed under subsection (1) shall be indicated in writing to the permit holder on the permit or by letter.

#### **PART 5 - EXEMPTIONS**

1. The following properties are exempt from this by-law:
  - a. a property that is the principal residence of the owner or a lawful occupant, to the satisfaction of the officer;
  - b. a property occupied by the owner, or a person authorized by the owner, on a seasonal basis.
  - c. a property with agricultural use;
  - d. greenspace;
  - e. property owned by the City of Elliot Lake.
2. Owners of vacant properties are exempt from paying the permit fee required under this by-law under the following conditions:
  - a. When a building or land is vacant due to a catastrophic event, the owner shall be exempt from the permit fee, as specified in Schedule “A”, for a maximum period of two (2) years following the commencement of vacancy,

- b. When the owner of a building is a community housing provider, the owner shall be exempt from the permit fee, as specified in Schedule “A”, for a maximum period of two (2) years following the commencement of vacancy,
- c. When a building has become vacant due to the owner being in care in a hospital, hospice, long-term care facility, assisted living residence, or home for special care, and such building was the principal residence of the owner immediately prior to being in care, the owner shall be exempt from the permit fee, as specified in Schedule “A”, for a maximum period of two (2) years following the commencement of vacancy.
- d. When a building or land has become vacant due to the death of the owner, the owner’s authorized representative shall be exempt from the permit fee, as specified in Schedule “A”, for a maximum period of two (2) years following the commencement of vacancy.

## **PART 6 – ISSUANCE OF A PERMIT**

1. A permit issued under this by-law shall specify:
  - a. the name of the permit holder;
  - b. the municipal address of the building or land to which the permit relates;
  - c. the permit serial number;
  - d. the date of issuance of the permit;
  - e. the date vacancy commenced;
  - f. the expiry date of the permit;
  - g. any conditions imposed on the permit under Part 12 of this by-law, and
  - h. any other information deemed necessary by the officer.
2. A permit issued under this by-law is valid for no more than 365 consecutive days.

## **PART 7 – RENEWAL AND REPLACEMENT**

1. A permit holder may renew a permit within thirty (30) days prior to the expiry date by applying in the same manner as if it was an original application made under this by-law.



2. A permit holder may receive a replacement copy of their permit by submitting a written request to the officer and paying the fee prescribed in Schedule A.

## **PART 8 - REFUNDS**

1. The Director or its designate shall issue to the permit holder a refund of fifty (50) percent of the permit fee if the vacancy of the property indicated on the permit has ended within three (3) months of the date of issuance of the original or renewed permit.

## **PART 9 – REFUSAL OF PERMIT**

1. An officer may refuse to issue or renew a permit if an investigation undertaken pursuant to Part 6 discloses any reason to believe that the issuance or renewal may result in a breach of this by-law or another by-law, or be adverse to the public interest or to public health or safety.
2. An officer shall inform the applicant either orally or in writing of the reasons for a refusal to issue or to renew a permit.

## **PART 10 – SUSPENSION OF PERMIT**

1. In addition to any other penalty that may be imposed under this by-law, an officer may at any time suspend without notice a permit under this by-law in the case of a violation of this by-law.
2. An officer shall inform the permit holder orally or in writing of the reasons for suspension under subsection (1).
3. An officer may reinstate the permit upon determining that the violation has been corrected.

## **PART 11 – REVOCATION OF PERMIT**

In addition to any other penalty under this by-law, an officer may at any time revoke without notice a permit under this by-law if:

1. the permit holder has not complied with the requirements of this by-law;
2. the permit was issued or renewed due to a technical or clerical error;

3. the permit holder provided incorrect, false, or misleading information to the officer;
4. In the case of a revocation pursuant to subsection (1), the officer shall immediately provide notice orally or in writing of the revocation with reasons to the permit holder at the address or at the coordinates provided in the permit application.

## **PART 12 – GENERAL REQUIREMENTS FOR PERMIT**

1. No person shall give false or incorrect information for the purposes of obtaining a permit under this by-law.
2. No person shall publish or cause to be published any representation that they are the holder of a valid permit if they do not hold a valid permit under the by-law.
3. No permit holder shall fail to notify the officer in writing of any change in any of the information provided with or contained in an application for a permit within seven (7) calendar days of the change.
4. No permit holder shall alter, erase, or modify the permit, or allow the alteration, erasing or modification of the permit.
5. Every permit holder shall be governed by this by-law and comply with all other municipal by-laws and provincial and federal statutes and regulations.

## **PART 13 – OWNER OBLIGATIONS**

1. No owner shall fail to attend a vacant property at least once every fourteen (14) days, or as otherwise directed by an officer or its designate, for the purpose of identifying and remediating any violations of municipal by-laws on the property.
2. No owner shall fail to maintain a log of activities required under subsection (1), including the date the property was visited and any remedial actions undertaken.
3. No person shall fail to produce the log required under subsections (1) and (2) to an officer upon request.
4. No owner shall fail to notify the officer or its designate of any existing conditions on the property which may pose a hazard to visitors, service or utility providers, first responders, or any other person on the vacant building or vacant land;
5. No owner shall fail to provide the notice required under subsection (1) to the officer within 24 hours after the owner becomes aware of the hazardous condition.

6. When directed by the officer, no owner shall fail to secure any vacant building, accessory building, or vacant land, or any portion thereof, against unauthorized entry, to the satisfaction of the officer.

#### **PART 14 – CONTACT NOTICE**

1. No owner of a vacant building shall fail to post a Contact Notice in the manner prescribed by this by-law.
2. Every owner shall ensure that the Contact Notice required under subsection (1) conforms to the specifications and placement prescribed in Schedule B of this by-law.
3. Every owner shall ensure that the phone number listed on the Contact Notice required under subsection (1) is in service, up to date, and actively monitored.

#### **PART 15 - INSURANCE**

1. No permit holder shall fail to maintain insurance as required under this by-law.
2. No permit holder shall fail to keep the insurance policy required under this by-law in force for the period for which the permit is in effect, inclusive of any renewal period.
3. Every permit holder shall have and maintain third party liability insurance that includes the following:
  - a. coverage for the vacant building or vacant land that is the subject matter of the permit, and any structures on the vacant land, and,
  - b. a limit of liability of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for personal injury, bodily injury, death, and damage to property, including loss of use thereof.
4. An insurance policy required under this by-law shall include a provision that the City will be notified with no less than thirty (30) days written notice of any cancellation, where available.
5. An insurance policy required under this by-law shall name the City of Elliot Lake as additional insured, where available.
6. Any lapse in maintaining the insurance coverage required in this by-law invalidates any permit issued under this by-law.

7. The insurance provided in accordance with subsection (1) shall be to the satisfaction of the Director or its designate.
8. The Director or its designate is authorized to approve alternative but equivalent insurance coverage to what is required in subsection (1).

## **PART 16 - INSPECTION AND ENFORCEMENT POWERS**

### **16.1 Officer – enforcement authority**

Every officer shall be authorized to enforce the provisions of this By-law.

### **16.2 Inspection – at any reasonable time**

Every officer may carry out an inspection to determine whether the provisions of this By-law are being complied with and in accordance.

### **16.3 Vacant Building – vacant at least 30 consecutive days**

1. Where a vacant building has been vacant for at least 30 consecutive days, an officer who reasonably believes that a vacant building poses a risk to safety or is a public nuisance or could become a public nuisance may in writing require the owner of a vacant building to do any one or more of the following:
  - a. notify the Elliot Lake Fire Department and the Chief Building Official in writing that the building is a vacant building;
  - b. provide one set of floor plans (showing the current floor configuration) to the Fire Chief and one set of floor plans (showing the current floor configuration) to the Chief Building Official;
  - c. provide the officer with a copy of the certificate of insurance required in Part 15 above;
  - d. ensure that all combustible materials within a vacant building are removed to reduce any potential fire load;
  - e. install security measures or devices to the satisfaction to the City, and such measures may include boarding of windows and doors, and may include inspections of a vacant building no less than on a weekly basis

and maintenance of a written record of any such inspections including the date and time of the inspection; and

- f. do any work or repairs which in the opinion of the officer is necessary to secure a vacant building from unauthorized entry or protect a vacant building against the risk of fire, accident or other danger.
  - g. provide the officer with the phone number for the owner or their agent, and any other contact information the officer reasonably requires.
2. Every owner of a vacant building shall comply with the written requirements of the officer in subsection 16.2 above.
3. Where a vacant building has been vacant for at least 30 consecutive days, an officer who reasonably believes that a vacant building poses a risk to safety or is a public nuisance or could become a public nuisance may add such building to an Inspection Registry. Where a building is added to an Inspection Registry, the City may conduct regular exterior inspections of the building for compliance with this by-law. The owner of the building shall be responsible for any inspection fees arising from such inspections.

#### **16.4 Work Order– issued – officer discretion**

An officer who believes that this By-law has been contravened may issue a work order requiring the owner to comply with this By-law.

#### **16.5 Work Order – set out method(s) of compliance**

A work order shall set out:

- (a) the municipal address of the vacant building;
- (b) the contraventions of this By-law;
- (c) the date of the inspection;
- (d) the work to be done to comply with the By-law; and
- (e) the date by which the work must be done, which date shall not be sooner than 48 hours after the work order is given.

### **16.6 Work Order – how given**

The work order may be given personally to the person to whom it is directed or it may be posted at the site of the vacant building.

1. A notice of violation is deemed to be received:
  - a. on the same day it is served personally;
  - b. on the same day that it is posted in a conspicuous place on the property where the contravention occurred; or
  - c. on the third business day following the acceptance of the notice of violation by Canada Post for delivery to the owner through registered mail.
2. Any person who fails to comply with a notice of violation issued under subsection (1) is guilty of an offence.

### **16.7 Owner – compliance**

Every owner shall comply with a work order.

### **16.8 Owner – non-compliance – done by City**

Where an owner:

- (a) expresses an intention not to comply with the work order; or
- (b) fails to comply with the work order to the satisfaction of the City by the deadline set out in the order;

The City may take any action the City deems necessary to secure or repair a vacant building in accordance with this By-law.

### **16.9 Safety risk – premises secured by City – without notice**

Where, in the reasonable opinion of the officer, allowing a vacant building to remain unsecured for even a short period of time presents an unacceptable safety risk, the City may cause the building to be secured against unauthorized entry and no prior notice or order to the owner shall be required. Notice of the action taken in these circumstances shall be posted at the subject property or hand delivered to the owner in a reasonable time thereafter.

### **16.10 Measures insufficient – additional requirements**

Where an officer in his or her sole discretion determines that measures taken pursuant to a work order are insufficient, subsequent work orders may be issued requiring additional measures to be taken by the owner.

#### **16.11 Boarding - after 365 days**

Despite sections 16.3. through 16.10 a vacant building shall not be boarded up for a period exceeding 365 days, and the requirements of section 6 (Exterior Doors, Windows and Exterior Trim) of the Property Standards By-law shall apply.

### **PART 17 - BUILDINGS DAMAGED BY FIRE**

#### **17.1 Owner to contact Fire Department – intention to comply**

Every owner of a building damaged by fire shall immediately contact the Fire Chief, or a representative of the Elliot Lake Fire Department at the scene of a fire, to inform them of the owner's intention to comply with the requirements of this By-law.

#### **17.2 Compliance by owner – within twenty-four hours**

Every owner shall ensure that a building damaged by fire is secured against unauthorized entry within twenty four hours after release of the property by the authority having jurisdiction or, if the Fire Chief has granted an extension, by the deadline given by the Fire Chief.

#### **17.3 Hazard – public safety – building secured immediately**

Notwithstanding Section 17.2, where, in the opinion of the Fire Chief or the Chief Building Official, a building damaged by fire is in a condition that presents an immediate hazard to public safety, the owner shall ensure that the building damaged by fire is secured against unauthorized entry forthwith after release of the relevant property by the authority having jurisdiction.

#### **17.4 Owner – non-compliance - done by City**

Where an owner has:

- (a) expressed an intention not to comply with the requirements of this By-law; or
- (b) failed to secure a building damaged by fire within the relevant time outlined in this By-law;

The City may cause the building damaged by fire to be secured against unauthorized entry.

## **PART 18 - COST RECOVERY**

### **18.1 Work done by City – owner's expense**

Where the City does or causes work to be done on a vacant building or a building damaged by fire to comply with this By-law, such work shall be done at the expense of the owner.

### **18.2 Non-payment by owner – collected as property taxes**

If the owner fails to pay the cost of work done by the City under this Bylaw within thirty days, the amount shall be added to the tax roll of the subject property and collected in the same manner as property taxes.

## **PART 23 – REQUEST FOR REVIEW**

1. Any person may request a review by the Property Standards Committee of a decision of the officer to refuse to issue or renew a permit, to impose a condition on a permit, or to suspend or revoke a permit under this by-law by filing a request for review in writing with the officer within fourteen (14) days of having received the officer's notice of refusal, suspension or revocation, as the case may be.
2. Any person may request a review by the Property Standards Committee of a decision of the officer to issue Work Order under this by-law by filing a request for review in writing with the officer within fourteen (14) days of the effective date established by subsection (4).
3. Upon receipt of a request for review pursuant to subsection (1) or subsection (2), the officer or its designate shall determine a date with the Committee Secretary of the



Property Standards Committee for the review hearing by the Property Standards Committee, which shall be at least fourteen (14) days from the receipt of the request.

4. Upon determination of the review hearing date, the officer or its designate shall give notice in writing to the applicant, which shall:
  - a. include a statement,
    - i. as to the time, date, place, and purpose of the review hearing, and
    - ii. that, if the applicant does not attend the review hearing, the Property Standards Committee may proceed in the absence of the applicant and the applicant will not be entitled to any further notice, and,
  - b. be served personally or by registered mail to the applicant at the address last on file with the officer.

#### **PART 24 - PENALTY**

1. Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act.
2. Any person who hinders or obstructs a person lawfully carrying out the enforcement of this by-law is guilty of an offence.
1. Every person who is convicted of an offence under this by-law is liable to a minimum fine not exceeding \$500 and to a maximum fine not exceeding \$100,000 for each day that the offence occurs or continues pursuant to subsection 429(3) of the Municipal Act, 2001, and all such offences are designated as continuing offences as provided for in subsection 429(2), paragraph (a), of the Municipal Act, 2001.
2. In addition to subsection (1), the total of all daily fines for a continuing offence is not limited to \$100,000 as provided for in subsection 429(3), paragraph 2, of the Municipal Act, 2001.
3. When a person has been convicted of an offence under this by-law, the Ontario Court of Justice or any court of competent jurisdiction may, in addition to any penalty imposed on the person convicted, issue an order prohibiting the continuation or repetition of the offence by the person convicted;

This By-law shall come into force the day that it is passed.

**PASSED** this     day of     , 2023.

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**ACTING MAYOR**

**A. WANNAN**

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**CITY CLERK**

**N. BRAY**

**DRAFT**

## SCHEDULE A – SCHEDULE OF FEES

Service	Fee	Expiry Date (from date of issuance)
Permit	\$TBD Administration Fee + \$TBD Permit Fee	1 Year
Replacement copy of permit	\$TBD	Not applicable

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## SCHEDULE B – CONTACT NOTICE

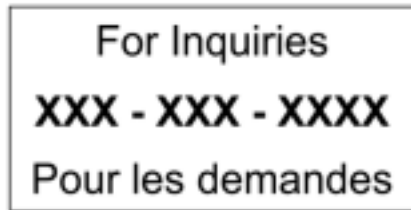


Figure 1 - Contact Notice

### Dimensions

- 610 mm wide by 305 mm high (24 inches x 12 inches)

### Content

- Must include only the information set out in Figure 1
- The text “For Inquiries” and “Pour les demandes” in Black 180-point Arial font
- The appropriate contact phone number in Black 180-point Arial Bold font

### Material

- Must have a white background with a matte finish to reduce glare
- Must be produced on a durable, weather-resistant material

### Placement of contact notice

- Must be non-illuminated
- Must be securely installed and maintained so that it does not become unsafe or unsightly.