

# THE PROPERTY STANDARD

2017 SUMMER EDITION

2017 Annual Training Session  
Algonquin College

May 28-June 2, 2017

**ALGONQUIN**  
COLLEGE



Striving to provide  
A **better**  
place TO **LIVE**



# PRESIDENTS REPORT

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Dear Members:

With the arrival of spring, property standards by-law enforcement undoubtedly shifts into a higher gear across the province. As we all know, inclement weather/snow/ice only mask temporarily the evils of what a very long winter can bring. Our members report service requests, collectively, spiking exponentially in the areas of yard maintenance, grass and weeds and general property standards, regardless of urban or rural settings. Good luck to all managing your workloads for what is traditionally our busier warm weather seasons.

In 2017, OAPSO continues to deliver its exclusive Certified Property Standards Officer Training Program, in both dedicated and Annual Training Seminar settings. Most recently, OAPSO delivered a Part 1 Course at/for the City of Toronto and a Part 3 Course at/for the City of Brampton. These two dedicated training sessions provided much needed training for 75+ Property Standards and By-law Officers already working in by-law enforcement field, as well as others seeking employment opportunities with various municipalities.

Our 2017 Annual Training Seminar being held in Ottawa is now only days away. Our Association has registered 150+ students for our 3 levels of the Certified Property Standards Officer Training Program - including our Part 4 Professional Development Series, and our classrooms and delegate accommodations are at virtual capacity. Our 2017 Part 4 Professional Development Program Agenda includes speakers on Weed Enforcement, MGO/Clandestine Reports and Remediation, Mental Health, Mediation Services, Tarion, Unsafe Buildings and Trees.

Lisa Finateri from the City of Ottawa and yours truly from the City of Toronto will be also co-facilitating a presentation and discussion on Rooming House Legislation/Investigation as part of the Part 4 Professional Development Series. The rental markets in many jurisdictions across the province have changed dramatically over the last few years with the advent of other short term rental models that includes websites like Airbnb, and the like. This is very relevant in major urban centers like Ottawa and Toronto which have significant/many educational institutions which directly fuel the rooming house and short term rental sectors. These short term rental concepts present some unique challenges for the by-law enforcement community and Lisa and I look forward addressing these challenges and facilitating what we hope will be, a lively session. Hence, this year's Annual Training Seminar/Part 4 Series promises to be insightful, informative, and another resounding expectation of success for our Association.

OAPSO recently launched its refreshed website. The new look is very user-friendly, includes links to our social media sites and navigation includes members only link that provides information exclusive to our members. Although the website remains under construction, the members can anticipate many more inter-active features - our website link remains: <http://www.oapso.ca/>

Finally, thank you to the many municipalities and the membership at large for your continued show of support for OAPSO - our Board of Directors always strive for excellence with all our initiatives, in the OAPSO tradition.

Respectfully,

Italo Joe Luzi, CPSO, CET, MLEO, CMM III

President, OAPSO





**ONTARIO ASSOCIATION OF  
PROPERTY STANDARDS OFFICERS  
CODE OF ETHICS**

**A PROPERTY STANDARDS OFFICER OWES CERTAIN DUTIES TO THE PUBLIC, TO THEIR EMPLOYERS, TO OTHER MEMBERS OF THEIR PROFESSION, AND TO THEMSELVES AND SHALL ACT AT ALL TIMES WITH:**

- a) fairness and loyalty to their associates, employers, and the public.
- b) fidelity to public needs.
- c) devotion to high ideals of personal honour and professional integrity.

**A PROPERTY STANDARDS OFFICER SHALL:**

- a) regard their duty to public welfare as paramount.
- b) endeavour at all times to enhance the public regard for their profession and their Municipality, by extending the public image thereof.
- c) not give opinions or make statements on matters relating to property maintenance unless they clearly disclose on whose behalf they are giving the opinion or making these statements.
- d) not express publicly or while they are serving as a witness before a court, commission or other tribunal, opinions on property maintenance matters that are not founded on adequate knowledge or honest conviction.
- e) make effective provisions for safety of life and health of a person who may be affected by work for which they have ordered and at all times shall act to correct or report any situation which they feel may endanger the safety or the welfare of the public.
- f) make effective provision for meeting lawful standards, rules or regulations relating to environmental control and protection, in connection with any work they have ordered.

**A PROPERTY STANDARDS OFFICER FOR HIS EMPLOYER SHALL:**

- a) act as a faithful agent or trustee and shall regard as confidential, any information obtained by them as to the business affairs, methods or processes of their employer and avoid or disclose any conflict of interest which might influence their actions or judgement.
- b) present clearly to their employers, the consequences to be expected from any deviation proposed in the administration of their duties and responsibilities as designated by statutes, where they are responsible for the technical adequacy of professional work.
- c) have no interest, direct or indirect, in any materials, supplies of equipment used by their employer or in any person or firm receiving contracts from their employer unless they inform their employer in advance of the nature of the interest.
- d) disclose immediately, any interest, direct or indirect which might in any way be construed as prejudicial to their professional judgement.
- e) carry out their work in accordance with applicable statutes, regulations, codes and by-laws.
- f) co-operate as necessary in working with other professionals as may be engaged on a project.

**A PROPERTY STANDARDS OFFICER SHALL:**

- a) maintain the honour and integrity of their profession and without fear or favour expose before the proper tribunals unprofessional or dishonest conduct by any other member of the profession.
- b) Undertake only such work as they are competent to perform by virtue of their training and experience, and where advisable, retain and co-operate with other professionals or dishonest conduct by any other member of the profession.
- b) Undertake only such work as they are competent to perform by virtue of their training and experience, and where advisable, retain and co-operate with other professionals or specialists.

# OAPSO 2017 ATS

## ALGONQUIN COLLEGE

COME AND CELEBRATE CANADA 150 IN THE NATION'S CAPITAL This year's Annual Training Seminar is sure to be one of OAPSO's best, being held in the heart of Canada during one of the most monumental times. Welcome to Ottawa, home of Canada's 150th as well as, Parliament, The ByWard Market and The River Queen.

In addition to your week of training, which will include the stimulating topics on Construction, Investigation and Legal Processes, as well a variety of Part 4 topics, OAPSO has



planned a spectacular boat tour for the Monday night social, which is sure to take your breath away. Ottawa River is breathtakingly beautiful and the view of the Parliament Buildings is absolutely stunning. Overall a fantastic OAPSO adventure!

As usual, OAPSO's Hospitality suite will be up and running as of Sunday afternoon. Here, you will enjoy your evenings relaxing, getting sound advice from instructors, taking in the surroundings and networking. Sunday night will include the "Welcome Back BBQ" for all members, hosted by non-other than your OAPSO Board of Directors.

We look forward to seeing you all again and meeting our newest members. Most importantly we will also be hosting our Annual Bill Smith Memorial Silent Auction for which we have

already started to receive some spectacular donations from businesses such as, Cox Creek Winery, Michael Hill, The City of Ottawa, The Township of Mapleton, The Township of Mapleton Fire, BytheLaw.ca, AM Roofing Solutions (Jays Martin Jersey) and Tourism Ottawa. In addition to these donations, OAPSO will also be auctioning off a variety of gift bags. Donations continue to pour in, and if you or your Municipality would like to donate an item, please contact Kristen Bickers at [ckbickers@hotmail.com](mailto:ckbickers@hotmail.com).



Wednesday night is our formal Presidents dinner, where you will engage in an elegant evening surrounded by friends of the Association and your Board of Directors. In addition, a member of the Ottawa Habitat for Humanity will be in attendance to accept the donation that was raised through our silent auction. Throughout the evening we will be enlightened with the talents of Illusionist, Ray Chance. If you haven't attended an OAPSO ATS in the past, we promise that you will come away with an amazing experience and surpass your expectations. If you are coming back to join us for another year, we look forward to seeing you again. OAPSO's professional instructors, and dedicated Board of Directors are anticipating an outstanding year. We look forward to assisting you with your goal of obtaining your Certification and/or enhancing your skills. See you in May 2017



## Important Information to Applicants

The Ontario Association of Property Standards Officers is the only organization within the Province of Ontario authorized by the Provincial Government to Certify Property Standards Officers.

This is achieved by successful completion of three components:

1. Completing successfully the three OAPSO certification training programs, (Parts 1, 2, & 3),
2. Presenting proof to the OAPSO Certification Chair of two years' experience in the enforcement and/or administration of a Property Standards By-law
3. Submitting the applicable Certification Fee

The certification program is offered yearly at our annual conference and training sessions. Each certification course consists of one week of classroom instruction along with practical exercises and a final examination. As we are a Provincial Association, the venue for the annual conference and training seminar changes every year.

Accommodation is predominately in a college/university residence setting. The accommodation usually consists of two or more private bedrooms, with a shared bathroom and kitchen area. Each delegate will therefore have their own private room.

As a result of being hosted at different locations each year, the Association, its delegates and guests are required to abide by the rules of the institution.

By signing this application the applicant agrees to observe the rules of the host institution and to conduct themselves in a professional manner at all times. Any reported or observed behaviour that could bring an employer or the Association into disrepute may result in a written report being forwarded to the employer of the applicant, or the applicant may be requested to return home, with no refund or opportunity to take the course examination.

<b>OAPSO PART IV AGENDA 2017 Algonquin College, Ottawa</b>			
TIMES	Monday May 29th	Tuesday May 30th	Wednesday May 31st
09:00-10:15 (75)	Aborist (35 Minutes) Demo Unsafe Buildings (Building Services)	Mental Health - Full Day	Pichin Engineering - MGO/Clandestine Reports are developed/drafted - interpretation and/or Municipal responsibilities - identification/collaboration/mediation of such sites
break			
10:30 - 12:00 (90)	Rooming House Legislation/Investigation	Mental Health - Full Day	Weed Enforcement Training (C Goddard)
lunch			
13:00-14:15 (75)	TARION	Mental Health - Full Day	<b>Annual General Meeting</b>
break			
14:30-1600 (90)	Mediation Services	Mental Health - Full Day	

### 2017 ATS INSTRUCTORS

Part 1 Construction John Lane

Part 2 Construction Ken Andrus

Part 3 Construction Shelly Kunkel

Part 1 Legal Garry Anderson

Part 2 Legal Joe Luzi

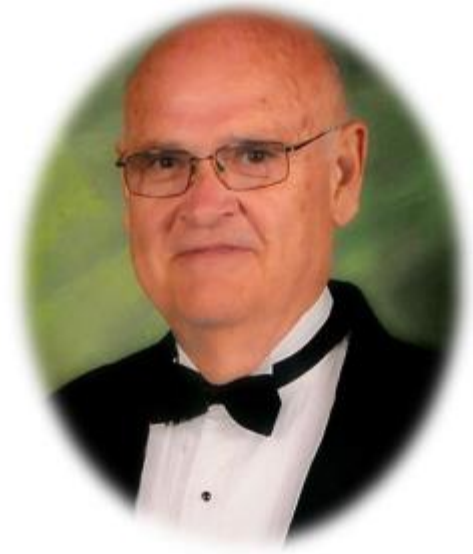
Part 3 Legal Shayne Turner

Part 1 Investigation Warwick Perrin

Part 2 Investigation Len Creamer

Part 3 Investigation Philip Cassata

# OAPSO'S WILLIAM (BILL) SMITH ANNUAL AUCTION

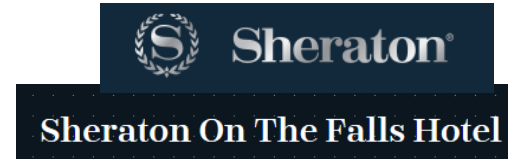


Greater Ottawa  
**Habitat for Humanity**

TO DONATE OR FOR MORE INFORMATION CONTACT: Kristen Bickers  
OAPSO Board of Director 519- 381-0047 (C) | ckbickers@hotmail.com All  
Proceeds donated to Greater Ottawa Habitat for Humanity



Municipal Law Enforcement  
Officers Association



Be Here For  
Canada's Big Year

Ottawa Tourism



**EDWARD RICCIARDI, MBA**  
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TEL. 416.245.9933  
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THANK YOU TO THOSE WHO  
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# OAPSO'S DEDICATED TRAINING

Vice President Catherine Goddard

From April 24-27<sup>th</sup> the City of Brampton hosted Part 3 Advanced Level Certification Training. The instructors for the week included Shayne Turner, Director of Enforcement from the City of Waterloo, Shelly Kunkel, Building Inspector from the City of Brantford and Philip Cassata, Prosecutor from the City of Guelph.



Students came from Hamilton, Niagara on the Lake, Whitchurch, Stouffville, East Gwillimbury, Toronto, Kitchener, Brant County, Windsor, Collingwood, Cambridge, Aurora and Chappleau.

If your municipality is interested in hosting a dedicated training session, please contact Philip Cassata at [philip.cassata@guelph.ca](mailto:philip.cassata@guelph.ca) for further details.



Please note that the host municipality would need to provide classroom space and have atleast 25 participants.

## Property Standards Appeal Committee Training

OAPSO continues to deliver its Property Standards Appeal Committee training program to committee members and Committee support staff. The Program is half-day in length and the cost is \$51/attendee.

Please be aware that we need a minimum of 10 registrants. For smaller municipalities, please contact neighbouring municipalities as well, to conduct the session, so that we can capture as many Committee members and staff as possible while holding the session in their particular area.

Registration can be arranged by contacting OAPSO Professional Development Chair, Catherine Goddard

The course content will include;

- Enforcement
- The Bylaw
- The Property Standards Order
- The Legislation (The Building Code Act)
- The Committee
- The Hearing itself
- Appeals
- Case Law

## INSTRUCTOR RECRUITMENT

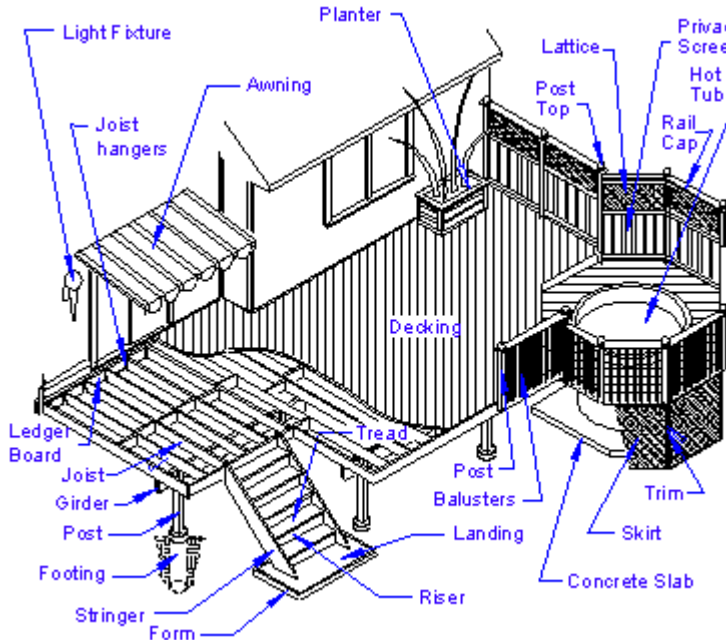
OAPSO INSTRUCTOR RECRUITMENT NOTICE REMAINS POSTED ON OUR WEBSITE - AT THE CERTIFICATION TRAINING TAB. THE NEED FOR CONSTRUCTION INSTRUCTORS IS ALWAYS TOP PRIORITY FOR OAPSO. THE SEARCH FOR CANDIDATES CONTINUES.





# ANATOMY OF A DECK

Summers coming, we will no doubt be inundated with complaints of unsafe decks or renters that have decks in disrepair. Using the wrong terms on an order could present some issues. Print this off and keep it handy when issuing Orders relative to Decks.



Above is a diagram of a deck with some of the many components that make up a deck project broken down into terms and descriptions

**Arbors:** A structure that can be used for hanging plants or vines.

**Awning:** An overhead covering to provide shade and protection from the weather.

**Balusters:** The vertical members of a railing in between the posts. An overhead covering to provide shade and protection from the weather.

**Bridging:** Blocking used between joists to prevent them from rocking and twisting.

**Decking:** The boards that make up the floor of the deck. The decking or deck boards attach directly to the top of the floor joist.

**Fascia:** A decorative board used to cover the front and side rim joists.

**Flashing:** A material used to prevent water from entering the home particularly where the ledger board bolts to the house.

**Footings:** The concrete support foundation the deck is built upon.

**Girder:** A lateral support beam the floor joist rests on.

**Joist:** Spans of lumber that make the substructure of the floor the decking is fastened to

**Joist Hangers:** Metal brackets used to secure the joist ends to the ledger board.

**Lattice:** An open cross pattern of inter-weaved strips generally used for privacy screens and skirts.

**Ledger Board:** The board bolted to the house and joist ends get fastened to.

**Deck Posts:** The vertical lumber that rests on the footings to support the girders and deck.

**Post base:** Metal brackets to securely fasten the bottom of the post to the footings.

**Post top:** A decorative top that can be added to a railing post.

**Rails:** Rails are the top or bottom horizontal members spindles attached to.

**Rise:** The vertical distance of one step.

**Risers:** The vertical boards behind or in back of stair treads.

**Skirt:** Covers the underneath of a deck.

**Spindles:** The vertical members of a railing in between the posts also referred to as balusters.

**Stringers:** The framing for stairs the risers and treads attached to.

**Tread:** The step or part of stairs that is stepped on.

**Trellis:** An overhead wood structure constructed for a decorative look and to shade sun.





# LEGISLATION REPORT

Provided by: Director David Chatwell

## Bill 7

### PRESCRIBED MAINTENANCE STANDARDS — ENFORCEMENT

Currently, subsection 224 (2) provides that the Minister shall receive complaints from tenants respecting the standard of maintenance that prevails with respect to a rental unit or a residential complex to which the prescribed maintenance standards apply and subsection 224 (3) provides that upon receiving a complaint, the Minister shall cause an inspector to make an inspection to determine whether the standards have been complied with. These subsections are repealed and replaced with new subsections 224.1 (1) and (2) to provide that if the prescribed maintenance standards apply to a residential complex located in a local municipality, the municipality shall receive the complaints and cause an inspector to make an inspection to determine whether the standards have been complied with.

Under new section 226.1, a local municipality may appoint inspectors for the purpose of investigating complaints and for the purpose of issuing work orders to a landlord who has not complied with a prescribed maintenance standard.

Under new section 189.1, a landlord who applies to the Landlord and Tenant Board under section 226 for the review of a work order issued by an inspector appointed by a local municipality is required to give the local municipality a copy of the application and of any notice of hearing issued by the Board and is required, in specified circumstances, to file with the Board a certificate of service on the local municipality.

Under new clause 226.2 (a), a local municipality is required to monitor compliance with the prescribed maintenance standards as they apply to residential complexes located in the municipality. Under new clause 226.2 (b), the municipality is required to investigate specified alleged offences, such as failure to comply with work orders issued by an inspector appointed by the municipality, and under new clause 226.2 (c), the municipality is required, if the circumstances warrant, to commence or cause to be commenced proceedings with respect to these offences.

Currently, under section 229, the Minister may appoint investigators for the purpose of investigating alleged offences and appoint inspectors for the purposes of investigating complaints and issuing work orders in cases of non-compliance with the prescribed maintenance standards. Section 229 is re-enacted to remove the Minister's power to appoint inspectors and to give the Minister the power to appoint investigators for the purpose of investigating alleged offences under the Act, other than those specified in new clause 226.2 (b).

New section 226.4 provides that specified provisions of the Act, as they read before the day new section 224.1 (Local municipality to receive complaints) comes into force, continue to apply for specified purposes with respect to complaints that were received by the Minister before that date. These purposes include investigating the complaints, issuing work orders with respect to the complaints and ensuring compliance with work orders issued with respect to the complaints before, on or after that date.

## R V ASKOV REPLACED BY R V JORDAN

In its decision in R. v. Jordan, the Supreme Court of Canada set time limits for the completion of criminal cases, where there are no exceptional circumstances: 18 months for cases in the Ontario Court of Justice and 30 months for cases in the Superior Court of Justice.

**NO EXCUSES**  
**NO HOT PETS**

## FAST FACTS

- If heat stroke is suspected (excessive panting and drooling, listlessness or unconsciousness) prompt veterinary medical attention is vital. In the meantime, wet the fur immediately with lukewarm to cool water, not cold water. Bring the pet into the shade and offer drinking water.

- SPCAs across Canada receive hundreds of reports of pets being left in cars every year.
- It's imperative that each of us as animal owners is responsible in providing the proper care for our pets. As such, leaving a pet unattended in a vehicle is one of the most irresponsible things a pet owner can do.



"I left the window down for him." "I wasn't going to be gone long." We've heard it all! The issue of owners leaving their pets in their vehicles during the hot summer months, putting animals' safety at risk and even causing death, is an ongoing problem. There is no excuse for leaving a pet unattended in a vehicle and this summer we need your help to share this important message.

#NoHotPets



- Dogs have a limited ability to sweat; even a short time in a hot environment can be life-threatening. A dog's normal body temperature is about 39°C, a temperature of 41°C can be withstood only for a very short time before irreparable brain damage or even death can occur.



- If you can't take your pet with you when you leave your car, leave them at home where they are safe. Owners who choose to leave pets unattended in vehicles, may face charges under the Ontario SPCA Act or the Criminal Code of Canada.
- Parked cars can quickly reach deadly temperatures, even on relatively mild days with the car parked in the shade and the windows slightly open.

**Thank you to everyone who took the 2016 No Hot Pets pledge.**

The campaign is now over and will launch again in May 2017.

Please feel free to continue spreading the word on social media using the hashtag #nohotpets.



# WATERLOO BYLAW OFFICERS GET NEW POWERS TO RESCUE PETS IN HOT CARS

Neighbours fed up with people who feed wildlife can now call by-law enforcement



Waterloo bylaw officers can now legally break into a locked vehicle in order to rescue pets trapped in sweltering cars.

"Unfortunately it is a situation that occurs in the spring and summer months," Shane Turner, the head of the city's bylaw enforcement department told CBC News Tuesday.

"We would hope to avoid the situation, but if we had to take immediate action, then certainly we would engage the police and if we had to immediately remove the pet from the car then certainly we would do that."

The new ability was among a number of new powers granted to city bylaw officials after a council vote on an amendment to Waterloo's animal control bylaw at city hall on Monday.

## Over feeding wildlife

Along with the ability to break into a sweltering car, Waterloo bylaw officers can also now also intervene in neighbourhood disputes over feeding wildlife.

"We're focusing on situations that have become unreasonable," Turner said. "We're not talking about leaving a few peanuts out for squirrels or a bird feeder."

Turner said if the situation adversely affects the neighbourhood, by attracting vermin or predators, neighbours can now call city hall and a bylaw officer will respond to complaints about unwanted wildlife.

Turner said bylaw officers can also issue fines if the situation can't easily be resolved by a frank conversation alone.

"It's typically our last resort. We're going to focus on getting the matter resolved first," he said.

Courtesy of CBC News



## FIND US ON THE WEB:

For more information contact Director James Lebefvre



# BASIC REQUIREMENTS TO LEGALIZE A BASEMENT APARTMENT

A basement apartment might be just what you need to provide the added income to make your dream purchase affordable, but beware of the pitfalls and remember that you as a purchaser assume all the liability of a home that doesn't comply, regardless of when you bought it. Smart real estate agents never list a house as having a legal basement apartment since they do not want to guarantee that the basement apartment complies fully with all the applicable fire codes, building codes, Electrical Safety Authority regulations and zoning and housing standards by-laws.

Illegal basement apartments are a risk to the occupants and others in the structure as well as a concern to the community in general. They are dangerous as they may pose a fire risk and other safety concerns such as:

- \* fire risks such as not enough building exits, fire separations between units, working smoke alarms, carbon monoxide detectors
- \* illegal and unsafe utility connections
- \* illegal and unsafe building renovations
- \* excess driveway and street parking
- \* excess garbage
- \* overload on existing utilities (electrical, plumbing, water and sewers)
- \* possible depreciation of neighbouring property values

When a suspected illegal basement apartment is reported, the Fire Department receives the complaint. A Fire Prevention Officer will then conduct an initial inspection to determine whether the basement apartment is permitted (as per Fire

Code regulations only) and to ensure that while the basement apartments are occupied that they are made safe. The fact that the basement apartment is inspected by the Fire Department and may be approved as safe or that they meet the Fire Code does not necessarily mean that the basement apartment is permitted under the legislation.

The Ontario Building Code which prescribes minimum requirements for the construction of buildings is a code that applies only when the house was built. The building code changes over the time but for the most part, it does not apply retroactively. Building a Second Unit in a house more than 5 years old. Part 11 of the Building Code applies.

When the house has been in existence five years or less, the accessory apartment is reviewed under Part 9, Division B of the Ontario Building Code, and the construction requirements of the Code are more restrictive.

Typical Building Code requirements for an accessory apartment that is five years old or less are as follows, but not limited to:

Minimum window areas for light are 10% of the floor area for living/dining rooms, and 5% of the floor area for bedrooms

Exit requirements, including possible window requirements used for emergency access - Unless a door at the same floor level provides access directly to the exterior, there must be a minimum of one window for egress that is openable from the inside without tools, provides an individual, unobstructed open portion having a minimum area of 0.35 sq.m (3.8sq.ft) and no dimension less than 380mm (15") and does not require additional support to keep it open. (Only openable portion of slider can be used for these dimensions)

- Fire separations - 45 minute horizontal and vertical (i.e. wall and ceiling) separation required between units including the supporting construction. Dampers and fire stopping required.
- Sound transmission requirements - Sound attenuation required between units.
- Separate heating systems
- Plumbing requirements
- Laundry facilities or shared laundry facilities in a room separated by fire separations
- Hard-wired, interconnected smoke alarms located within the dwelling unit, each bedroom and all shared areas
- Carbon monoxide detectors, within each dwelling unit adjacent to each sleeping area
- Special construction requirements for any basement walk down exterior access



- Design of areas, spaces and ceiling heights - 2.3 m (7'-7") over at least 75% of the required floor area with a clear height of 2.1 m (6'-11") at any point in Living Room, Dining Room & Kitchen
- Clear height of 2.1 m (6'-11") at any point in Bedrooms.

The fire code, which prescribes construction and safety issues as they relate to how the building, is required to perform should it catch fire, can apply retroactively.

It's important that landlord should have a proper home insurance coverage. According to the Insurance Bureau of Canada, if something were to happen such as a fire in the basement apartment – and the insurance provider is unaware that a tenant is living the basement apartment, the home insurance policy could be voided.

**Province of Ontario laws now require all the municipalities to allow basement apartments in homes.**



In 2009, the Ontario provincial government began developing a long-term affordable housing strategy. Public consultations were held across

Ontario. In 2010, the Ministry of Municipal Affairs and Housing released Building Foundations: Building Futures, Ontario's Long-Term Affordable Housing Strategy (LTAHS). As part of the strategy, Bill 140: Strong Communities through Affordable Housing Act, 2011 was introduced to Provincial Parliament on November 29, 2010 and received Royal Assent on May 4, 2011. To further expand affordable housing opportunities, Bill 140 amended various sections of the Planning Act by:

Requiring all the municipalities in Ontario to implement official plan policies and zoning by-law provisions that allow basement apartments in detached, semi-detached and townhouses.

Municipalities in Ontario will have the ability to determine appropriate locations and performance standards for these units. Removing the ability to appeal the establishment of these official plan policies

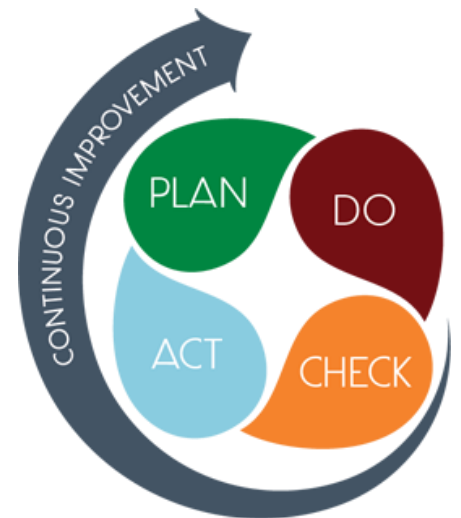
and zoning by-law provisions, with the exception of official plan policies that are included in five-year updates of municipal official plans.

The changes to the Planning Act for basement apartments came into effect on January 1, 2012. Municipalities in Ontario are required to bring their planning documents into conformity with the new Province of Ontario legislation as part of their five-year official plan review. Alternatively, the municipalities may choose to adopt basement apartment's policies in advance of the official plan review.

Municipalities will be responsible for determining what standards or zoning provisions should apply to legalize basement apartments with regards to matters such as minimum unit size or parking requirements. Basement apartments must comply with all other applicable laws and requirements, including Ontario Building Code, Fire Code, and municipal property standards. The proposed changes would not "grandfather" (or legalize) any existing basement apartment that does not meet these requirements.

Bill 140 amended the Planning Act to require all municipalities to implement official plan policies and zoning bylaw provisions that allow basement apartments.

Municipalities must now come up with guidelines on how to regulate them. Until rules and regulations are established by each municipality, it will be status quo which means basement apartments will still be illegal. The province did not give municipalities a deadline to make the change.





# ANIMAL RELATED BY LAWS

PROVIDED BY DIRECTOR

TREVOR DE CRISTOFARO

Understanding that it is the municipalities' job in any area to protect their community, animal related By Laws are put in place to help with this. It is important to give staff and enforcement agencies the tools to help keep the community safe. We live in a society where every 2nd to 3rd home has a pet. Without controls in place, these animals come from everywhere, breeders, pet stores, backyard breeders, newspaper ads, shelters and private rescues. The only ones that guarantee good temperament are animals from breeders that follow a code of ethics. These people strive for perfection in their breed or species of animal.



Dogs have been domesticated and their temperament and health is based on two factors, genetics and environment.

As mentioned; reputable breeders focus on making sure that their dogs, (no matter what the breed) have excellent temperament, then it is up to the owner or handler to create, as close to, a perfect environment as possible. The world of dogs has changed where they no longer spend an excessive amount of time outside on their own, but are more a part of the family. In some cases dogs and puppies fit into the family perfectly, in other cases they do not. There's no such thing as a perfect dog, there is no such thing as a perfect handler, and this is where professional dog trainers have come into play. The trainer's job is to educate the handler/owner and to help them work as a team with their dog.

The municipalities decisions on how to create their bylaws and what they put into it, not only impacts professional trainers and pet owners, but it impacts other things like professional dog sports, dog shows, security and enforcement work, detection

work, homeowners insurance and more. Each city/municipality deals with muzzle orders, orders to restrain or dangerous dog designations differently. What is important is that every avenue is carefully thought out, and as many situations are thought of as is possible when creating by laws. So what does this mean? To me it means going to the professionals in the industry and getting their opinions and advice on what needs to be in a by law.

Who are the professionals? Trainers, and not just one or two, those who are considered experts in the field, who have given



expert testimony in court on animal behavior, who understand different breeds, behavior issues and working

dogs, even those who have prosecuted animal related offenses. What is most important is reaching out to those who have done animal enforcement, they can provide their hands on experience of what works and what doesn't.

An OTR should have an appeal process, which allows time for the handler and the dog to be educated, trained and learn how to work as a team. Orders are effective if you set them out with an end goal in sight. Are muzzles required? Absolutely in some cases, but keep in mind, muzzles aren't the final solution. In a lot of cases this may become a bigger problem. If the behavior isn't addressed, all the muzzle will do is frustrate the dog and compound the issues. As well, owners will start avoiding taking the dog out at peak times to avoid environmental surroundings, which will also compound the issues.

The goal? Make sure people can enjoy their pets, and keep the community safe.

Trevor De Cristofaro

Bythelaw.ca



## CERTIFICATION REPORT MAY 2017



Shelly Kunkel, Director



As Canada celebrates a significant milestone this year, OAPSO is also celebrating the 25th anniversary of its Certified Property Standards Officer (CPSO) Designation. On June 25, 1992, the hard work of a few Property Standards Officers and all contributors to Bill Pr22 created the Certification we have today, and OAPSO has continually held it to the highest standards for participants with at least two years of experience in Property Standards enforcement. The performance of a CPSO is filled with many challenges that make most other occupations cringe, yet OAPSO has continually receive applicants eager to prepare for the demands of their position. Being a CPSO will always involves difficulty, yet we are confident that our certified members have made and will continue to make Ontario a greater, safer place.

As we laud the history of our country, we also want to reflect on the diligence and perseverance of 834 Officers who have completed our Multi-Stage Training Course and examinations to arrive at the other end with a Certification that verifies they have the knowledge and skill to handle the responsibilities of their field.

The following are individuals who had the honour of being the first

Certified Property Standards Officers given the prestigious CPSO Designation.

- |                   |                    |                   |                  |                     |                    |
|-------------------|--------------------|-------------------|------------------|---------------------|--------------------|
| Aho, Robert       | Charlebois, Ron    | Gahan, Murray     | Hunter, Ken      | Nelson, Christopher | Sherman, Gordon C. |
| Aldred, Micheal   | Chiarelli, Joseph  | Giglio, Dominic   | Jack, Douglas    | Norris, Bruce       | Smith, Robert      |
| Alexander, David  | Clark, Charles     | Gins, Roger       | Jacobs, Egbert   | Pellow, Fred        | Solomon, Clyde     |
| Allen, Edward     | Cottitto, Joseph   | Green, Brian      | Kraemer, Kevin   | Perrone, Joseph     | Somersett, Fred    |
| Allick, Brian     | Cox, Jack          | Green, Ronald     | Leuty, Robert    | Ramano, John        | Spencer, Mark      |
| Anderson, Douglas | Di Pasquale, Danny | Gundlach, Verner  | Loper, Robert    | Rhyndress, Ken      | Strike, Ted        |
| Andrus, Kenneth   | Dick, Robert       | Hamilton, Jack    | Mallory, Norman  | Ricci, John         | Sutcliffe, Herb    |
| Beaudry, Gaietan  | Domanski, John     | Harris, John      | Marsalla, Morris | Richmond, Keith     | Travis, Barbara    |
| Berg, Randy       | D'Onofrio, Dominic | Harrison, Bernard | McFadden, Wayne  | Rivet, Daniel       | Trinkaus, Guenter  |
| Blakely, Glenn    | Douglas, Steven    | Haxton, Robert    | McGrath, Joseph  | Roberts, David      | Tustin, Gordon     |
| Block, Richard    | Durofil, Ermis     | Haywood, Murray   | Monteith, Bruce  | Rock, Robert        | Watson, Robert     |
| Bowes, Morley     | Ewles, Barbara     | Hengeveld, Harry  | Morris, Douglas  | Sala, David S.      | Welten, Donald     |
| Brand, David      | Fasciano, Tony     | Hillis, Tom       | Moyer, David     | Sanster, R. Charles | Wilkinson, Kenneth |
| Brusco, Nicolino  | Felhaber, Paul     | Hughes, Robert    | Neilsen, Anton   | Scholten, Ted       | Wilson, Douglas    |
| Byers, Peggy      |                    |                   |                  |                     | Wojnicz, John      |





ONTARIO ASSOCIATION OF  
PROPERTY STANDARDS OFFICERS INC.



## Advisory Notice of Proposed Amendment to OAPSO By-law # 1-2012

and

## Advisory Notice of Proposed Records Classification and Retention By-law

January 30, 2017

### **Attn: Members of the Ontario Association of Property Standards Officers (OAPSO):**

Please be advised that the Board of Directors for the Association is proposing the following amendment to OAPSO By-law # 1- 2012. The proposed amendment will be formally presented to the membership at the 2017 OAPSO Annual General Meeting on May 31, 2017 at Algonquin College, Ottawa, ON.

That the definition of a Property Standards Officer in OAPSO By-law # 1-2012 be amended as follows: Current Definition:

**PROPERTY STANDARDS OFFICER (PSO):** Shall mean an individual who is employed by any level of government either through direct employment or through a contract for service and who is engaged in the administration or enforcement of legislation governing the maintenance, occupancy, repair, and improvement of property and the environment.

Proposed Definition:

**PROPERTY STANDARDS OFFICER (PSO):** Shall mean an individual who is employed by any level of government either through direct employment or through a contract for service and who is engaged in the administration or enforcement of legislation governing the maintenance, occupancy, repair, and improvement of property or the environment, and shall include an person who is directly responsible for the supervision of those individuals.

The purpose of this amendment is to clarify the definition to ensure that managers, supervisors, and others who direct, provide guidance, and instruct Property Standards Officers during the course of their day-to-day duties continue to qualify for certification as Certified Property Standards Officers.

Additionally, please be advised that the Board of Directors for the Association is proposing to bring forward a Records Classification and Retention By-law. The purpose of the by-law is to provide a mechanism for the Association to classify, retain, and in some cases destroy, records of the Association.

To view the proposed by-law, please visit the Association's website at [www.oapso.ca](http://www.oapso.ca). This by-law will be formally presented to the membership at the 2017 OAPSO Annual General Meeting on May 31, 2017 at Algonquin College, Ottawa, ON.



### OAPSO VOTING PROCEDURES

Schedule EE provides a clear understanding of the requirements for the membership regarding voting procedures. A copy of the relevant Schedule is attached below.

Please remember it is the responsibility of each member to ensure that they are listed as a member in good standing in order to fully participate in the business of the Association.

### SCHEDULE "EE"

**BALLOT VOTING PURSUANT TO ARTICE 6.03,** No municipality or other corporation having paid a corporate rate shall be entitled to carry more than the prescribed number of votes as indicated below:

POPULATION	VOTES
Less than 15,000	1
15,001 to 50,000	2
Over 50,000	2 plus 1 for every 50,000 in population, or portion thereof in excess of the first 50,000

### POPULATION VOTES

Less than 15,000 1 15,001 to 50,000 2 Over 50,000 2 plus 1 for every 50,000 in population, or portion thereof in excess of the first 50,000

1. A Full Individual Member shall be allotted a single vote.
2. Voting privileges for full members whose municipality or other corporation has paid a corporate rate for membership shall have their total number of votes apportioned according to the above schedule.
3. Municipal and non-Municipal corporations or unincorporated associations which have paid a rate as set out in this by-law shall designate, in writing, the names of the persons who will represent the corporation or association, at all meetings of the membership. Only those designated persons are eligible to participate in the business affairs of the Association.

4. Pursuant to section 2.01, Associate and Honourary members shall not have a vote in the affairs of the Association. It shall be the responsibility of each municipality or other corporation which has paid a corporate rate to designate those persons in their employ who are Full, Associate and Honourary members.

5. A Life Member shall be allotted a single vote.
6. A Venerable Member shall be allotted a single vote.

7. A Member of the Board of Directors shall be allotted a single vote. If the Director's membership was paid at a corporate rate, then the Director's vote shall be separate and distinct from the total votes allocated to that municipality.

8. A member must be present in order to vote on any matter. Absentee or proxy ballots are not permitted.

9. Corporate members in excess of the allotted number permitted, may participate in the business of the Association but have no vote.

### VOTING STATUS

10. The Membership Chair shall determine the eligibility of any member wishing to stand for election to the Board of Directors or nominate another member for election by no later than 24 hours prior to the commencement of the Annual General Meeting.

11. Only Members in Good Standing shall be eligible to nominate a member for election to the Board of Directors.

12. Only Members in Good Standing may be nominated for election to the Board of Directors.

13. Any Candidate or their nominators found to be Not In Good Standing shall be disqualified from consideration for election or nomination.

14. 24 hours prior to the commencement of the Annual General Meeting the Membership Register shall be deemed closed and no further changes shall be made to it until after the close of the Annual General Meeting

Mr. Italo Joe Luzi  
 President, OAPSO  
 c/o Municipal Licensing and Standards  
 City of Toronto  
 2nd Floor, 5100 Yonge Street, North York Civic Centre  
 North York, ON M2N 5V7

March 17, 2017

**Subject: OAPSO Enhancement Awards**

Dear Italo,

On behalf of the President & Board of Directors, I extend Congratulations! At the recent meeting of our CMM Accreditation Committee, March 17, 2017, in Oakville, five members of your Association were awarded their CMM designation with your Property Standards enhancement:

**Italo Joe Luzi, CMM III Property Standards Professional**  
*Supervisor, Municipal Licensing & Standards, Toronto*

**Mary Beth Mitchell, CMM II Property Standards Professional**  
*Coordinator, Licensing & Enforcement, Milton*

**Sean Elliott, CMM I Property Standards Professional**  
*Senior By-Law Enforcement Officer, Building & By-Law, Halldinard*

Additionally, 2 of your members added your Property Standards Enhancement to their CMM designation:

**Linda Mainprize, CMM III Property Standards Professional**  
*Manager of Municipal Law Enforcement, Whitchurch-Stouffville*

**Teresa Hector, CMM I Property Standards Professional**  
*MLE Officer, By-Law, Whitchurch-Stouffville*

I will bring the President's congratulatory letter for you to sign at your conference in Ottawa. I've included an updated list of all your awards for your retention. I am honoured to acknowledge you as your Association's 40<sup>th</sup> Enhancement award. OAPSO has now achieved 44 awards in 35 Municipalities, congratulations on your Association's achievement. Thank you, once again, for your support in our ongoing accreditation partnership. The next meeting of the CMM Accreditation Committee is scheduled June 16, 2017 with a submission deadline of June 2, 2017 to ensure an accurate evaluative.

If further presentations or information sessions would help your Board or Committees access the CMM accreditation, particularly the OAPSO enhancements, I would welcome the opportunity.

Cordially,

Bill McKim  
 Executive Director

Enclosure

c.c. *Kevin Narraway, CMM II Property Stds Professional, MLE Executive*  
*Catherine Goddard, CMM II Property Stds Professional*



**CMM Accreditation Committee**

**Peter Lennox**  
 CMM III Police Executive  
*Chair*  
 Unit Commander  
 Toronto Police College

**Norman Scarratt**  
 CMM III Court Executive  
*Vice Chair*  
 Municipal Court Managers' Association

**Normand Beauchamp,**  
 CMM III Fire Svc Exec/Emerg Mgt Pro,  
 Fire Supp Pro, Fire Prev Pro, Fire Trg Pro  
 Fire Chief,  
 Smiths Falls

**John Prno**  
 CMM III EMS Executive  
 Deputy Chief-Operations  
 Middlesex-London EMS

**Kelly Serson**  
 CMM III Fire Svc Exec., Fire Trg Pro  
 Director, Emergency Services/Fire Chief  
 Township of Hamilton

**Catherine Goddard**  
 CMM II Property Stds Professional  
 Supervisor, Property Stds  
 Brampton

**Kathy Branton**  
 CMM III Emergent Mgt Professional  
 Mgr, Office of Emerg Preparedness  
 York University

**Justin Harris**  
 CMM II MLE Professional  
 MLEO, Property Stds Officer  
 Kitchener

**Candace Goudy**  
 CMM III  
 Branch Manager  
 Employment & Income Support  
 Region of Waterloo

**Sharon Walker**  
 CMM III Emergent Mgt Professional  
 Manager, Emergency Planning  
 City of Vaughan

**Heather Crewe**  
 Manager, Professional Development  
 & Training  
 Ontario Good Roads Association

**Laura Fairley**  
 Education Coordinator  
 Institute of Housing Management

**Jane Albright**  
 CMM III HR Professional  
 Commissioner of HR & Citizen Service  
 Region of Waterloo

**Ben Trendle**  
 Captain of Fire Prevention  
 Niagara Falls

**Stephen MacInnis**  
 CMM II Fire Svc Pro, Fire Trg Pro  
 Training Director  
 Kitchener Fire Department

**Bill McKim**  
 Executive Director

618 Balmoral Drive  
 Oshawa, ON L1J 3A7  
 (905) 434-8885

[www.omm.on.ca](http://www.omm.on.ca) [omm@bellnet.ca](mailto:omm@bellnet.ca)



## Property Standards

### CMM Accreditation Enhancements



#### CMM III Property Standards Professional

	<u>Municipality</u>	<u>Date</u>
Len Creamer	Clarington	11/07
Ken Andrus	Port Hope	11/07
Randy Berg	Niagara on the Lake	05/09
Garry Anderson	Brantford	05/09
Stephen Kinsella	Tecumseth	05/09
Edward VanderWindt	Haldimand	10/09
John Popple	Wasaga Beach	05/08 & 05/09**
Aaron Sloan	Kawartha Lakes	02/10 & 06/15
<u>Italo Joe Luzi</u>	Toronto	03/17
<u>Linda Mainprize</u>	Whitchurch-Stouffville	03/17

#### CMM II Property Standards Professional

Al Peach	Windsor	05/08
Gerald Spencer	Innisfil	11/07
Christel Meyer	Niagara Falls	10/08
Randy Charlton	Haldimand	10/08
Walt Peacock	King	10/08
Catherine Goddard	Brampton	05/11
Jennifer Nichols	Tay	05/12
Todd Wilkinson	Markham	05/12
Daniel Vincent	Markham	05/12
Andre Gratton	Uxbridge	10/12
Kevin Narraway	Whitby	03/13
Mark Russell	Smiths Falls	10/13 & 03/14**
Rudy Puyo	Milton	06/14
Annette Lees-Baum	Kingston	02/15
Derek Hill	East Gwillimbury	03/16
Andrew Eldridge	Brantford	06/14, 06/16*
Philip Cassata	Guelph	11/16
Mary Beth Mitchell	Milton	03/17

#### CMM I Property Standards Professional

Noreen Knight	Caledon	05/08
Kimberly Thompson	Pickering	10/08
Robert Scuton	Innisfil	05/10
Cameron Castator	Wasaga Beach	02/11
Andrew Loch	Wellesley	02/12 & 10/12
Jesse Edsall	Durham	10/13
Mike Coe	New Tecumseth	03/14
Matt Richardson	Fort Erie	06/14
Brent Lee	Bradford West Gwillimbury	06/15
Matthew Gill	Newmarket	06/15
Patrick Briere	Fort Frances	06/16
Teresa Hector	Whitchurch-Stouffville	03/17
Sean Elliott	Haldimand	03/17

#### CMM Property Standards Professional

Deb McCulloch	East Gwillimbury	02/10
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#### CMM Property Standards Specialist

Ross Molinaro	St. Thomas	02/15
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# 2017 OAPSO MEMBERSHIP APPLICATION

## MEMBERSHIP TYPE:

**Individual-** Municipality: \_\_\_\_\_

Full Membership - \$72.00 Individual Member (1 vote)

**Associate-** Associate Membership - \$28.00 Individual Member (no vote)

**Venerable-** Venerable Membership- \$28.00 Individual Member (1 vote)

**Corporate-** Municipality: \_\_\_\_\_

• **Population** \_\_\_\_\_ Fees are listed in the chart below based on population

POPULATION	ANNUAL FEE	VOTING DELEGATES
Less than 15,000	\$72.00	1 vote
15,001 to 50,000	\$135.00	2 votes
Over 50,000 population	\$135.00 plus \$72.00 for every 50,000 in population (or portion thereof)	1 vote for every 50,000 population (or portion thereof)

**VERY IMPORTANT:** In order to ensure the accuracy of our records for Membership Cards, please provide an *updated* list of ALL individuals in your municipality who are involved in property standards enforcement and wish to be included in the corporate membership, as well as their positions within the municipality and their email address.

• **Number of Members for this Corporate Membership** \_\_\_\_\_

## MAIN CONTACT PERSON: (example - Manager of Property Standards and/or Bylaws)

\_\_\_\_\_ Last First Initial

EMAIL \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ FAX# \_\_\_\_\_

Please note that voting at the Annual General Meeting is restricted to paid members only.

**Please return this form and the staff list with your payment, made payable to –**

Ontario Association of Property Standards Officers Inc.  
c/o James Lefebvre C.P.S.O., Director - Membership Chair  
220 Algonquin Blvd E, Timmins, ON P4N 1B3  
Email james.lefebvre@timmins.ca



## APPLICATION FOR CERTIFIED PROPERTY STANDARDS OFFICER CPSO

Certification is available to any Full Member or Corporate Member in good standing with the Ontario Association of Property Standards Officers (OAPSO) who meets the qualifications. Full details of the qualification for the CPSO Certification please see the website [www.OAPSO.ca](http://www.OAPSO.ca)

NAME:		
EMAIL:		
TITLE:		
MUNICIPALITY/EMPLOYER:		
MAILING ADDRESS: (PLEASE PROVIDE A COURIER FRIENDLY ADDRESS)		
CITY:	PROVINCE:	POSTAL CODE:
TELEPHONE NUMBER:	FAX:	
EMAIL:		
Signature:	Date:	

### Application Check List

1. Start date in Property Standards \_\_\_\_\_ (must have 2 years' experience)
  - Letter from *your supervisor, HR department or Municipal Clerk* outlining your duties as a Property Standards Officer OR in the field of Property Standards either in enforcement, management or administration.
2. Completed the Training or Challenge Exam
  - Successfully completed the multi-stage O.A.P.S.O. training courses
  - Copies of all certificates or letters indicating successful completion are attached.  
Part 1: *(year completed)* \_\_\_\_\_ Part 2: *(year completed)* \_\_\_\_\_ Part 3: *(year completed)* \_\_\_\_\_
  - OR
  - Successfully completed a Challenge Exam administered by OAPSO  
Date of Exam: *(year completed)* \_\_\_\_\_ Name of Proctor: \_\_\_\_\_
  - Copy of the O.A.P.S.O. certificate indicating that you successfully passed the challenge exam.
3. Your OAPSO Corporate or Individual Membership is in good standing **Y / N** (please circle)
4. Mail completed application form, the one-time application fee of **\$120.00**

Made payable to

Ontario Association of Property Standards Officers (OAPSO)

[C/O Shelly Kunkel CBCO, C.P.S.O](mailto:C/O Shelly Kunkel CBCO, C.P.S.O)

Director - Membership and Certification Chair

City of Brantford, 100 Wellington Square, Brantford, ON N3T 2M2

**Full payment and all relevant documentation must accompany this application**

# OAPSO 2016-2017 BOARD OF DIRECTORS



Back row from left: Derek Petch, Kevin Narraway, Philip Cassata, David Chatwell, Warwick Perrin, Trevor DeCristofaro  
 Front Row from left: Kimberly Bimm, Kristen Bickers, Italo Joe Luzi, Shelly Kunkel, Catherine Goddard, Craig Calder and James Lefebvre

## CONGRATULATIONS

To Board Member James Lefebvre and his lovely partner Kristi Stonehouse, on the safe arrival of their beautiful daughter Audrey Loretta Lefebvre.



To Place an advertisement in our Newsletter, The Property Standard, please contact the Editor – Kristen Bickers with your request at, [ckbickers@hotmail.com](mailto:ckbickers@hotmail.com)

The Property Standard newsletter is electronically published and made available as a PDF directly to over 1800 members and non-members across Ontario and includes a variety of Provincial and Regional level government employees.

Full Colour	1 Issue	2+ Issues
Full Page	\$500.00	\$375.00
½ Page	\$300.00	\$225.00
¼ Page	\$175.00	\$130.00