



## TOWN OF LINCOLN POLICY

CN 2-1-01-02

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**Policy Title:** MARIJUANA GROW OPERATION INSPECTION POLICY  
**Policy Number:** PL-2007-01  
**Manual Section:** to be determined  
**Authored by Department:** Planning and Development Department  
**Date of Council Approval:** November 20, 2007 (P&D Cttee), December 3, 2007  
**Date of Revision(s):** October, 2008

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### **PURPOSE**

The purpose of this policy is to accomplish the following two objectives:

1. Clearly detail the requirements and responsibilities of Staff in carrying out the provisions of the Marijuana Grow Operation Policy; and
2. Ensure that clear guidelines are established so that Staff carries out its responsibilities properly, safely and in a timely manner.

### **APPLICATION OF THE POLICY**

This policy shall govern the actions of Staff in implementing Council's Marijuana Grow Operation Policy.

### **POLICY STATEMENT**

This policy shall be applied in a manner consistent with the provisions of the Law Enforcement and Forfeited Property Management Statute Law Amendment Act and any other applicable legislation. This policy is established under the authority of Section 447.2(1) of the Municipal Act.

### **DEFINITIONS**

**Building Code Act** means the Building Code Act, 1992, S.O. 1992, c. 23, as amended, or any successor thereto.

**Building Permit** means a permit issued by the Chief Building Official of the Corporation of the Town of Lincoln for the construction, reconstruction or alteration of any building or structure for which such permit is required pursuant to the provisions of the Building Code Act, 1992, S.O., 1992, c. 23, as amended, or any successor thereto and the Town's By-law No. 05-89, being a by-law to Implement and Enforce the Building Code Act as amended, or any successor thereto.

**Chief Building Official** means the Chief Building Official as appointed by by-law of the Council of the Corporation of the Town of Lincoln.



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**Council** means the Council of the Corporation of the Town of Lincoln.

**Director of Corporate Services/Clerk** means the Director of Corporate Services and Town Clerk of the Corporation of the Town of Lincoln.

**Director of Finance** means the Director of Finance of the Corporation of the Town of Lincoln.

**Electrical Safety Authority** means the authority responsible inspecting the electrical system in a building.

**Fire Prevention Officer** means the Fire Prevention Officer of the Corporation of the Town of Lincoln.

**Lands** means the lands upon which the Marijuana Grow Operation is located.

**Manager of Roads and Utilities** means the Manager of Roads and Utilities of the Corporation of the Town of Lincoln.

**Municipal Law Enforcement Officer** means the Municipal Law Enforcement Officer of the Corporation of the Town of Lincoln.

**Occupancy Permit** means a permit issued by the Chief Building Official permitting the building on the lands to be occupied.

**Owner** means the owner of land upon which the Marijuana Grow Operation is located.

**Pen-West Utilities Limited** means the local electrical utility authority in the Town of Lincoln.

**Personal Protective Equipment** means specialized equipment to ensure the safety of Staff including the use of a full face air purifying respirator, heavy duty rubber gloves and full body Tyvek coveralls with attached boots.

**Niagara Regional Police** means the police department of the Region of Niagara.



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**Technical Standards and Safety Authority** means the authority responsible for inspecting fuel fired appliances and gas distribution systems.

**Town** means the Corporation of the Town of Lincoln.

**Town Solicitor** means the Solicitor for the Corporation of the Town of Lincoln.

### **EFFECTIVE DATE OF POLICY**

This policy shall take effect on the date of approval by Council of the Town.

### **GENERAL POLICIES**

Where the Director of Corporate Services/Clerk is notified by the Niagara Regional Police that a Marijuana Grow Operation has been identified in the Town, the Marijuana Grow Operation Policy establishes the protocol to be followed by Town Staff.

### **DETAILED POLICIES**

This policy outlines the Town's response and remediation protocol for properties illegally housing a Marijuana Grow Operation.

This procedure shall be undertaken only after the Niagara Regional Police has conducted a raid on the property in question, identified and where possible eliminated any potential risks (such as electrical or mechanical tampering, booby trapping, etc.) that could endanger the health Staff when conducting an inspection of the premises.

For all inspections to be carried out by the Chief Building Official as required by this Policy, the Chief Building Official will be accompanied by a Building Inspector.

The agencies involved in the administration of this protocol are as follows:

- Chief Building Official
  - Electrical Safety Authority
  - Enbridge Consumer Gas
  - Municipal Law Enforcement Officer
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- Niagara Regional Police
- Pen-West Utilities Limited
- Technical Standards and Safety Authority
- Town of Lincoln Corporate Services Department
- Town of Lincoln Finance Department
- Town of Lincoln Fire Department
- Town of Lincoln Public Works Department.

When the Director of Corporate Services/Clerk is notified by the Niagara Regional Police that a Marijuana Grow Operation has been identified in the Town, the following steps shall be taken:

**ACTION 1** The Niagara Regional Police conduct a raid on the building in question and secure the premises inside and outside.

**ACTION 2** The Niagara Region Police notify the local utilities and have the services disconnected.

**ACTION 3** The Niagara Regional Police issue a Notice of Illicit Marijuana Grow Operation to the Director of Corporate Services/Clerk. The Niagara Regional Police forward photographic evidence to the Director of Corporate Services/Clerk.

**ACTION 4** The Director of Corporate Services/Clerk will upon receipt of the Notice of Illicit Marijuana Grow Operation, forward the notification to the following:

- Chief Building Official
  - Director of Finance
  - Electrical Safety Authority
  - Enbridge Consumer Gas
  - Fire Prevention Officer
  - Manager of Roads and Utilities
  - Municipal Law Enforcement Officer
  - Pen-West Utilities Limited
  - Technical Standards and Safety Authority
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- Town Solicitor.

**ACTION 5** The Chief Building Official will request that the Town Solicitor perform a title search of the property to obtain the current Owner of the property and any mortgagees registered on title.

- ACTION 6**
- (a) If the building or suite in question is not a dwelling unit, the Chief Building Official may enter upon the premises under Section 15.9 of the Building Code Act, to determine if the building should be deemed unsafe. In order to enter the building in question, Staff must wear proper Personal Protective Equipment.
  - (b) If the building or suite is a dwelling unit, the Chief Building Official will attempt to contact the Owner identified on the title search by both telephone and registered mail to inform them that he/she has five working days to contact the Town. If the Owner has not responded within that five day period, the Chief Building Official will gain legal entry into the building using one of the following methods:
    - (i) If the Chief Building Official is able to gain written permission from the Owner to enter the premises, after first informing the owner of his/her right to refuse entry without a warrant, the Chief Building Official may proceed to enter the building and/or suite to perform an inspection. In order to enter the building in question, Staff must wear proper Personal Protective Equipment.
    - (ii) If the Chief Building Official is unable to gain written permission to enter the premises, the Chief Building Official shall contact the Town's Solicitor to obtain a search warrant to inspect the property. In order to enter the building in question, Staff must wear proper Personal Protective Equipment.

**ACTION 7** Once lawful entry has been authorized, the Chief Building Official will obtain the following evidence by means of photographs:



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- (a) Alterations and tampering with electrical wiring;
- (b) Installation of additional electrical devices and panels;
- (c) Illegal hydro by-pass;
- (d) Alterations to any fuel fire appliances;
- (e) Alterations to HVAC system;
- (f) Mould growth;
- (g) Alteration to the smoke alarms;
- (h) Glaring structural alterations such as holes in flooring, interior walls and foundation;
- (i) Alterations to plumbing; and
- (j) Evidence of airborne pesticides usage.

**ACTION 8** If at anytime during the inspection the Chief Building Official observes evidence that the property may be in contravention of any other municipal by-law, the Chief Building Official shall request the Municipal Law Enforcement Officer to carry out an inspections of the Lands (excepting any structures being actively inspected by the Chief Building Official) and initiate enforcement proceedings in accordance with municipal by-laws.

**ACTION 9** If at anytime during the inspection the Chief Building Official observes equipment or evidence which would indicate that the building has been used as a clandestine laboratory for the manufacture of illicit drugs the Chief Building Official shall leave the building immediately and observe the Town's Policy for Clandestine Laboratories (to be prepared).

**ACTION 10** The Chief Building Official will review the evidence to determine the level



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of hazard created by the Marijuana Grow Operation. If conditions listed in **ACTION 7** are present proceed to **ACTION 12**. If conditions listed in **ACTION 7** are not present proceed to **ACTION 11**.

- ACTION 11** If none of the conditions listed in **ACTION 7** are present, the grow operation shall be considered minor, not in need of compensating construction and the process shall be terminated. The Chief Building Official will advise the Director of Corporate Services/Clerk that the process has been terminated. The Director of Corporate Services/Clerk will advise the agencies listed in **ACTION 4** that the process has been terminated.
- ACTION 12** The Chief Building Official will issue an Order to Remedy an Unsafe Building pursuant to Section 15.9(4) of the Building Code Act, using a standard Order to Remedy an Unsafe Building form referencing and attaching the standard Marijuana Grow-Operations Remediation form.
- ACTION 13** The Chief Building Official will issue an order to Prohibit Use and Occupancy, pursuant to Section 15.9(6) of the Building Code Act. In addition, the Chief Building Official will issue an Order to Remedy an Unsafe Building pursuant to Section 15.2(2) of the Building Code Act (Property Standards section).
- ACTION 14** The Chief Building Official will request the Town Solicitor to register the Order to Remedy an Unsafe Building on the title of the Lands.
- ACTION 15** The Chief Building Official will provide the Mortgagee of the Lands with a copy of the Order to Remedy an Unsafe Building.
- ACTION 16** If applicable, the Manager of Road and Utilities shall have the water service shut off. The water service shall remain disconnected until the actions outlined in the Order to Remedy Unsafe Building have been completed to the satisfaction of the Chief Building Official or the lands have been cleared by the Chief Building Official.
- ACTION 17** The Owner shall retain the services of an approved Environmental
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Consultant (listed in "Appendix "B") to assess the level of hazard within the building. The Consultant's report shall identify any existing hazards that pose an immediate threat to the health and safety of the occupants. The Consultant's report shall outline the required remediation of the buildings and list the specifications for all protective equipment required to ensure a safe environment for the workers involved in the remediation of the building. No person, other than the Environmental Consultant and any contractor hired to sanitize the building shall enter the building on the Lands during this time period.

**ACTION 18** The Owner shall obtain a Building Permit from the Town for the proposed remedial construction. A copy of the Environmental Consultant's report shall be provided to the Town with the Building Permit application. In addition to the fee required for the Building Permit application, the fees for the Town's initial inspection and the Town's review of the Environmental Consultant's report shall be paid to the Town prior to the issuance of the Building Permit by the Town.

**ACTION 19** Once the Environmental Consultant has confirmed in writing that the building can now be safely entered, notice of the Consultant's clearance shall be forwarded by the Chief Building Official to the Enbridge Consumer Gas, Electrical Safety Authority, the Manager of Roads and Utilities, the Fire Prevention Officer and the Technical Standards and Safety Authority, informing them that the building is safe for inspection. The Owner may now also have any tradesmen enter the building to make the necessary repairs outlined in the Order to Remedy Unsafe Building.

**ACTION 20** When all of the remedial construction has been completed to the satisfaction of the Chief Building Official, the Gas and Hydro have been reconnected, all building systems have been returned to a safe and operational condition and all required Engineer's and/or Architect's reports (including but not exclusive of the Environmental Consultant's report) have been submitted to the Town and the Town being notified by the Owner, the Chief Building Official shall perform an Occupancy Inspection. Upon successful completion of the Occupancy Inspection, the Owner shall be issued a permit for the occupancy of the building and the Chief Building



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Official will remove the Order to Prohibit Use and Occupancy.

**ACTION 21** If required, the Chief Building Official will request that the Manager of Roads and Utilities to reconnect the water service.

**ACTION 22** Should the Owner not comply with the Order to Remedy Unsafe Building issued in **ACTION 12**, the Town will proceed with the matters outlined in **ACTIONS 16 TO 21**, including the hiring of any consultants and/or contractors to complete the works outlined in the Order to Remedy an Unsafe Building, at the expense of the Owner and all costs associated with those actions will be calculated and collected in accordance with the Town's General Fees and Charges By-law. Should the Owner refuse to pay any invoice therein, the Director of Finance shall add the invoices to the tax roll of the Lands.

**ACTION 23** All costs incurred by the Town in the administration of this Policy including but not limited to legal fees, search fees, staff time, hiring of any consultants, etc. shall be borne by the Owner and all costs associated with the actions of this Policy will be calculated and collected in accordance with the Town's General Fees and Charges By-law. Should the Owner refuse to pay any invoice therein, the Director of Finance shall add the invoices to the tax roll of the Lands.




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### ORDER TO REMEDY UNSAFE BUILDING FORM

		<b>TOWN OF LINCOLN</b> <small>4800 South Service Road        Beaverville OH 43111</small>	
<b>Order to Remedy Unsafe Building</b> <small>Pursuant to Subsection 15.6(2) of the Building Code Act, 1992</small>			
<b>Order Number:</b> N/A		<b>Date Order issued:</b>	
<b>Address to which Order applies:</b>		<b>Application/Permit:</b>	
<b>Order issued to:</b>			
<p>The inspection on or about (date) at the above-referenced address found the following contravention of the Building Code or the Building Code Act, 1992.</p> <p>You are hereby ordered to correct the contraventions itemized below immediately, by the dates listed below, or by forthwith.</p>			
Item	Reference	Description and location	Required Action
1.	15.9(4) B.C.A.	Building was used for a Marijuana Grow Operation	See Appendix "A"
<b>Order issued by:</b>			
<b>Name:</b>		<b>BCIN:</b>	
<b>Signature:</b>		<b>Telephone No.: 905-553-8205</b>	
<b>Note:</b>			
<ul style="list-style-type: none"> <li>• It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an Inspector or Registered Code Agency. [Building Code Act, 1992 s. 20]</li> <li>• An Order may be appealed to the Superior Court of Justice. [Building Code Act, 1992 s. 35]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [Building Code Act, 1992 s. 34]</li> <li>• Failure to comply with this Order is an offence, which could result in a fine. [Building Code Act, 1992 s. 38]</li> <li>• No construction affected by this Order is to be covered until inspected and approved. [Building Code Act, 1992 s. 13]</li> </ul>			



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### APPENDIX "A" MARIJUANA GROW-OP REMEDIATION

The following tests and/or remedial construction shall be undertaken to comply with the Order to Remedy an Unsafe Building and render the building safe:

1. Secure the premises in a manner that would prevent all unauthorized persons from entering the building. It is recommended that the Owner rent a generator to run the sump pump while the electrical service is disconnected.
2. Do not clean, paint, wallpaper, renovate, alter any finishes/building systems or attempt to conceal any structural or mechanical alterations created by the operation of the Marijuana Grow Operation until such time that the Environmental Consultant has completed all necessary tests and a Building Permit has been issued for the remediation.
3. Obtain the services of one of the Approved Environmental Consultants listed on Appendix "B." Consultants are to complete surface and invasive testing on all building assemblies, in all rooms, crawl spaces and hidden cavities, for the presence of water damage and mould. The Consultant shall describe in a report the results of the tests performed, make recommendations for restoration and safe occupancy of the building and submit a copy of that report to the Chief Building Official.
4. Prior to conducting any inside work, obtain all necessary permits for repairs to the Building, Plumbing, HVAC, Electrical and solid fuel burning appliances.

Building Permit	Town of Lincoln	905-563-8205
Electrical Permit	Electrical Safety Authority	1-877-372-7233

5. If the Environmental Consultant's report requires the removal of toxic mould or any other immediate biological/chemical hazard, the Owner must retain the services of a qualified contractor experienced in the field of water damage, mould remediation and or relevant field to carry out the specialized construction required by the Environmental Consultant's report. The Owner shall notify in writing all contractor, consultants and/or visitors of all potential hazards within the building and submit a copy of that correspondence to the Town prior to any person entering the building.



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6. Have the premises inspected by the Environmental Consultant. Once all immediate hazards have been removed to the satisfaction of the Environmental Consultant, the Owner shall provide in writing written confirmation from the Environmental Consultant confirming the safe condition of the building.
7. If noted in Section "A" below, the Owner shall retain the services of a qualified contractor to make all structural repairs listed in Section "A".
8. If noted in Section "B" below, the Owner shall retain the services of a qualified mechanical (HVAC) contractor to make all mechanical repairs list in Section "B".
9. If noted in Section "C" below, the Owner shall retain the services of a qualified licensed electrician make all electrical repairs listed in Section "C". All work carried out by the electrician is subject to a permit issued by and inspected by the Electrical Safety Authority.
10. If noted in Section "D" below, the Owner shall retain the services of a Wett Certified Chimney Sweep to conduct a complete inspection and servicing of any chimneys located in the building.
11. The Owner shall retain the services of a qualified duct cleaning company that can ensure and provide certification that the furnace and ducts have been cleaned to NADCA's ACR 2005 standard.
12. Remove and dispose of all carpeting, drapes and upholstered fixtures.
13. Submit all reports and certificates to the Chief Building Official prior to the final occupancy inspection.



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### SECTION "A" STRUCTURAL

**Deficiency Noted:**

**Location:**

- |    |       |       |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |

### SECTION "B" MECHANICAL (HVAC)

**Deficiency Noted:**

**Location:**

- |    |       |       |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |

### SECTION "C" ELECTRICAL

**Deficiency Noted:**

**Location:**

- |    |       |       |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
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### SECTION "D" CHIMNEYS AND SOLID WOOD BURNING APPLIANCES

**Deficiency Noted:**

**Location:**

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____



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### APPENDIX "B" LIST OF APPROVED ENVIRONMENTAL CONSULTANTS

Environmental or Indoor Air Quality Consultants approved to fulfill the requirements of this order are Professional Geoscientists or Industrial/ Occupational Hygienists that carry \$1,000,000.00 in liability insurance in each of the three areas of Errors and Omissions, Environmental Pollution, and General Contractor's Liability. A consultant not on the approved list may be used if the Owner receives written permission from the Town following a complete review of the consultant's credentials.

#### Approved Consultants:

##### **Ontario Environmental & Safety Network Ltd.**

126 Lake St.,  
St. Catharines ON L2R 5Y1  
Telephone: 905-988-1554  
Web Site: [www.oesn.net](http://www.oesn.net)

##### **Pichin Environmental Ltd.**

2470 Milltower Court  
Mississauga ON L5N 7W5  
Telephone: 905-363-0678  
Web Site: [www.pichin.com](http://www.pichin.com)

##### **CERTI Environmental Consultants**

200 Hwy. 20 E  
Pelham ON L0S 1E3  
Telephone: 905-892-5527

##### **Golder Associates**

2390 Agentia Road  
Mississauga ON L5N 5Z7  
Telephone: 905-567-4444  
Web Site: [www.golder.com](http://www.golder.com)

##### **Fisher Environmental Ltd.**

400 Esna Park Dr  
Markham ON L3R 3K2  
Telephone: 905-475-7755  
Web Site: [www.fisherenvironmental.com](http://www.fisherenvironmental.com)

##### **Echelon Response & Training Inc.**

10 Kenmore Avenue Unit 4  
Stoney Creek ON L8E 5N1  
Telephone: 905-388-4444  
Web Site: [www.echelonresponse.com](http://www.echelonresponse.com)



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**Policy Title:** MARIJUANA GROW OPERATION INSPECTION POLICY  
**Policy Number:** PL-2007-01  
**Manual Section:** to be determined  
**Authored by Department:** Planning and Development Department  
**Date of Council Approval:** November 20, 2007 (P&D Cttee), December 3, 2007  
**Date of Revision(s):** October, 2008

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### APPENDIX "C" MARIJUANA GROW OPERATION PROTOCOL DUTIES AND RESPONSIBILITIES

#### Responsibilities Listed Chronologically

- ACTION 1** - Niagara Regional Police
- ACTION 2** - Niagara Regional Police
- ACTION 3** - Niagara Regional Police
- ACTION 4** - Director of Corporate Services/Clerk
- ACTION 5** - Chief Building Official, Town Solicitor
- ACTION 6** - Chief Building Official, Town Solicitor
- ACTION 7** - Chief Building Official
- ACTION 8** - Chief Building Official, Municipal Law Enforcement Officer
- ACTION 9** - Chief Building Official
- ACTION 10** - Chief Building Official
- ACTION 11** - Chief Building Official
- ACTION 12** - Chief Building Official
- ACTION 13** - Chief Building Official
- ACTION 14** - Chief Building Official, Town Solicitor
- ACTION 15** - Chief Building Official
- ACTION 16** - Manager of Roads and Utilities
- ACTION 17** - Owner
- ACTION 18** - Owner
- ACTION 19** - Owner
- ACTION 20** - Chief Building Official
- ACTION 21** - Chief Building Official, Manager of Roads and Utilities
- ACTION 22** - Director of Finance
- ACTION 23** - Director of Finance



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### Responsibilities Listed by Organization

#### Chief Building Official

1. Upon receiving the "Notice of Illicit Marijuana Grow Operation" from the Director of Corporate Services/Clerk and the title search from the Town Solicitor, the Chief Building Official will attempt to contact the Owner.
2. Obtain legal access to the building.
3. Conduct an inspection of the building noting and photographing any of the conditions listed in **ACTION 7**.
4. Issue the Order to Remedy an Unsafe Building.
5. Issue the Order to Prohibit Use and Occupancy.
6. Request that legal services register the Orders on title.
7. Provide copies of the Order to the Mortgagees.
8. Issue permit for works required by the Order to Remedy an Unsafe Building.
9. Upon clearance from the environmental consultant, notify Enbridge Consumers Gas, Electrical Safety Authority, the Manager of Roads and Utilities and the Technical Standards and Safety Authority that the building is safe for inspection.
10. Inspect the remedial construction.
11. Once construction is satisfactory, remove the Order and issue an Occupancy Permit to allow occupancy.
12. Notify the Manager of Roads and Utilities to have the water turned back on.

#### Director of Corporate Services/Clerk

1. Forward the notice of illicit Marijuana Grow Operation to the Chief Building Official, Director of Finance, Electrical Safety Association, Enbridge Consumer Gas, Fire Prevention Officer, Manager of Roads and Utilities, Pen-West Utilities Limited, Property Standards Officer, Technical Standards and Safety Authority.
2. Forward any photographic evidence to the Chief Building Official.
3. Forward notice of termination of the process outlined in **ACTION 11**.

#### Director of Finance

1. Send out invoices to the Owner when requested by the Chief Building Official.
2. Add unpaid invoices to the tax roll of the Lands.



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### **Electrical Safety Authority**

1. Upon receiving notification from the Chief Building Official that the building has been cleared by the environmental consultant, perform all necessary inspections.
2. Notify Enbridge Consumer Gas when the building is safe for occupancy.

### **Enbridge Consumer Gas**

1. Upon notification from the Niagara Regional Police, disconnect the gas service for the property.
2. Once the Technical Standards and Safety Authority has inspected and approved the building, reconnect the gas service.

### **Manager of Roads and Utilities**

1. Upon notification from the Director of Corporate Services, disconnect the water service for the Lands.
2. Upon approval of the Chief Building Official, reconnect the water service for the property.

### **Municipal Law Enforcement Officer (including Fire Prevention Officer)**

1. Upon notification from the Chief Building Official that the property may be in contravention of any other applicable law (including municipal by-laws), carry out an inspection of the Lands and initiate enforcement proceedings in accordance with Town policies.

### **Niagara Regional Police**

1. Conduct a raid, identify and clear, where possible, immediate dangers.
  2. Notify the local utilities and have the services disconnected.
  3. Provide to the Director of Corporate Services/Clerk a "Notice of Illicit Marijuana Grow Operation."
  4. Provide to the Town of Lincoln any photographic evidence.
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### **Pen-West Utilities Ltd.**

1. Upon notification from the Niagara Regional Police, disconnect the electrical service.
2. Once the Electrical Safety Authority has inspected and approved the building, reconnect the electrical service.

### **Technical Standards Safety Authority**

1. Upon receiving notification from the Chief Building Official that the building has been cleared by the environmental consultant, perform all necessary inspections.
2. Notify Enbridge Consumers Gas when the building is safe for occupancy.

### **Town Solicitor**

1. Conduct a title search on the property in question to obtain the name of the Owner and a list of any mortgagees registered on title when requested by the Chief Building Official.
2. If necessary, aid the Chief Building Official in obtaining a search warrant.
3. Register the Order to Remedy an Unsafe Building on title.



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### APPENDIX "D" AGENCY CONTACT INFORMATION

#### Town Contacts

Mr. Andrew Greenaway  
Chief Building Official  
Town of Lincoln  
4800 South Service Road  
Beamsville ON L0R 1B1  
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Zac Clark  
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Town of Lincoln  
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Town of Lincoln  
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Bob Spadoni  
Director of Finance  
Town of Lincoln  
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William Kolasa  
Director of Corporate Services/Clerk  
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Beamsville ON L0R 1B1  
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Bill Warren  
Fire Prevention Officer  
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### **Agency Contacts**

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copy to ESA CSC  
[esa.cambridge@electricalsafety.on.ca](mailto:esa.cambridge@electricalsafety.on.ca)

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Enbridge Consumers Gas  
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