

BYLAWS

BYLAW ENFORCEMENT

BYL.3

PROCEDURE

Date Procedure Implemented: October 19, 1987

Date Procedure Amended: March 23, 1994

1. Complaints

- a) Complaints involving an alleged violation of the Zoning Bylaw, Untidy Premises Bylaw or the Noise Bylaw shall be in written form and signed by the complainant. The complaint may be made by letter or on a form provided by the District. The District will, upon request, mail a complaint form to the complainant.
 - b) Other complaints may be verbal, but are to be made out on the form provided for the purpose.
2. The complainant is to provide his/her name, address, telephone number and nature of the complaint.
 3. The complainant's name is to be kept confidential unless otherwise indicated by that person or where the person may be required as a witness in court.
 4. The complaint is then to be investigated by the Bylaw Enforcement Officer or Building Inspector to ascertain whether or not a bylaw has been violated.
 5. The person investigating a complaint is to notify the complainant when possible of the status of the complaint and the action that is intended to be taken.
 6. Whenever possible the person(s) responsible for a bylaw violation is to be personally informed and requested to comply within a reasonable time frame, normally up to 31 days depending on the severity of the infraction and the requirements contained in the pertinent bylaw. Unless the situation is rectified immediately written follow-up notice is to be forwarded.

If, in the judgement of the person conducting the investigation, a bylaw infraction is of a serious nature a double registered letter is to be forwarded to the individual(s) involved quoting the provisions of the relevant bylaw violated, the time frame given to rectify the

situation and the course of action that will or may be taken in case of non-compliance.

An inspection is to be conducted upon expiration of the time given to comply to ascertain compliance.

If the person conducting the investigation is satisfied that effort is being made to comply he/she is to use judgement in giving a time extension. If not, a report and the information required by the Crown Counsel to pursue charges are to be submitted to the Director of Inspection Services for approval.

The Director of Inspection Services shall inform the Administrator of legal action taken and of the outcome.