



Regional Board Policy

Unsightly Premise Procedures for Bylaw Enforcement

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| Category: | Policy Number: | Replaces: |
| Type: <input type="checkbox"/> Policy <input type="checkbox"/> Procedure | Authority: <input type="checkbox"/> Board <input type="checkbox"/> Administrative | Approved By: <input type="checkbox"/> Board <input type="checkbox"/> CAO <input type="checkbox"/> Department Head |
| Office of Primary Responsibility: | | |
| Date Adopted: | Board Resolution Number: | Date to be Reviewed: |
| Manner Issued: | | |

PURPOSE:

Sometime in 2015, the Bylaw Enforcement Procedure for unsightly premises was removed from the Bylaw Enforcement Procedures Manual. The only option, as per Cariboo Regional District Untidy and Unsightly Premises Regulatory Bylaw No. 4628, 2011, was to issue a letter requesting that the property be brought into compliance with a 30-day notice or further action would be taken by the CRD. This policy establishes procedures for the CRD Bylaw Officer to follow when responding to unsightly complaints.

POLICY:

General Procedures

Once a formal complaint has been submitted to the CRD Bylaw Enforcement department, the Bylaw Officer will attend the property in question to confirm whether the property is in contravention of the Untidy and Unsightly Premises Bylaw. The property will be photographed, and a file started if the complaint is valid.

The Bylaw Officer will attempt to contact the owner/occupier of the property and advise that there is a formal complaint and advise what steps are needed to bring the property

into compliance. The Bylaw Officer will issue the first untidy and unsightly premises letter (Form 1) as attached.

The Bylaw Officer will attend the property a second time, approximately 30 days after contact has been made, to assess the progress that has taken place towards compliance. If the Officer is convinced that progress is being made, a third visit will be arranged with the property owner/occupant again in approximately two weeks to reassess the progress and determine when the final date for compliance can be agreed to.

To prevent repeated delays and visits, when the Bylaw Officer attends on the agreed final inspection date, the file will either be closed, or further action will be taken.

If the property requires further enforcement, the final untidy and unsightly premises letter (Form 2) as attached will be mailed or hand delivered to the owner and occupier (both). The action taken or lack of compliance by the owner or occupier to rectify the infraction will determine if the file must be advanced to the Board to assess if remedial action will be taken.

***** END OF POLICY *****

| <u>Amended (Y/N)</u> | <u>Date Reissued</u> | <u>Authority (Resolution #)</u> |
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