

## Draft procedure for Untidy & Unsightly Premises, CRD Bylaw 4628, 2011

Once a formal complaint has been submitted to the Bylaw Office, the Bylaw Officer will attend the property in question, confirm if the property is in contravention of the Untidy & 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 there is a formal complaint and advise what steps are needed to bring the property into compliance. Bylaw Officer will issue the "First Untidy & Unsightly Letter (Form 1 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 toward compliance. If the officer is convinced progress is being made a third visit will be arranged with the property owner/occupant again in approximately 2 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 & Unsightly Premises letter (Form 2 attached) will be mailed or hand delivered to both the owner and occupier. 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.