

## **Town of Regina Beach**

### **Bylaw Enforcement Procedure Policy**

This Policy is designed to identify the process followed by Town staff and Bylaw Enforcement Officers for the enforcement of bylaw infractions.

#### **APPLICATION:**

- When a complaint is received in the Town office by phone or email it may take up to 1.5 weeks before the Bylaw Enforcement Officer can investigate the complaint.
- If an inspection is required which involves the Bylaw Enforcement Officer entering onto a property, reasonable effort to contact the property owner by either phone, email, posting notice at the property or letter posted by regular mail will be made by the Town office or the Bylaw Enforcement Officer prior to entry on the property.
- When a property is identified as being in contravention of a bylaw, either by complaint or the Bylaw Enforcement Officer, a Warning ticket will be issued by the Bylaw Enforcement Officer. The Warning ticket will be hand delivered or posted at the property by the Bylaw Enforcement Officer or sent by registered mail to the property owner by the Town office.
- If, after a one (1) week period from the date of mailing or posting, this Warning ticket is not acknowledged by the property owner by either:
  - remedying the infraction or;
  - providing to the Town office or Bylaw Enforcement Officer, in writing, a plan of action with completion date agreed to by both parties to remedy the infraction;an Order to Remedy will be issued. Under legislation, the Order to Remedy allows for 15 days to appeal the Order to Remedy or remedy the infraction/s. The Order to Remedy will be either hand delivered by the Bylaw Enforcement Officer with an Affidavit of Service signed after delivery, or sent by registered mail by the Town office, which is legislatively considered served when stamped at the Post Office for delivery. A \$70.00 administrative charge will be applied to the taxes if an Order to Remedy is issued.
- If, at the end of the 15-day period, the infraction is not remedied, an appeal has not been filed, or the Town office or Bylaw Enforcement Officer has not been notified, in writing, of a plan of action with completion date agreed to by both parties to remedy the infraction, the Town will:
  - Proceed to engage a contracted person to complete the items on the Order to Remedy (which can take 1-2 weeks to get into motion);
    - When this work is completed an invoice will be sent to the property owner and if the invoice is not paid within 30 days the amount will be added to the taxes.
  - And, may issue a Notice of Violation with the fine set out therein, which does not nullify the requirements of the Order to Remedy. The Notice of Violation will be either hand delivered by the Bylaw Enforcement Officer with an Affidavit of

Service signed after delivery, or sent by registered mail, which is legislatively considered served when stamped at the Post Office for delivery.

**NOTWITHSTANDING THE ABOVE:**

- Per Bylaw 1/2006 and subsequent Amendments, the area identified as SE 21-21-22-2, Plan 101410827, Ext 87, Parcel 111470183 is not subject to the above procedure.
- If there is an infraction at this location, including storage or overnight parking, there will be a notice posted on the offending item giving one week to remove, at which date the Town will tow the item.

**AUTHORITY**

<b>Resolution No:</b>	102/18	<b>Council Approval Date:</b>	May 22, 2018
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