

**POLICY RE: INVESTIGATION OF DANGEROUS
AND UNSIGHTLY PREMISES**

1. Upon notification from the Municipal Office of the registration of a complaint of an alleged dangerous or unsightly premise the Building Inspector (By-law Enforcement Officer) shall carry out a preliminary investigation. The Building Inspector shall view the matter complained of and if the complaint appears to be justified then the property owner or occupier shall be contacted and made aware that a complaint has been filed. An attempt shall be made to reach an agreement as to what action should be taken to remedy the situation and a time frame for completion.
2. The Building Inspector shall immediately follow-up the matter by directing a letter to the owner and occupier, if not the owner, confirming the nature of the conversation and the understanding reached. A copy of that letter shall be filed with the Municipal Clerk.
3. If the matter complained of involves derelict vehicles in a salvage yard, then the matter shall be referred to the Salvage Yard Inspector for his investigation and action.
4. Upon expiration of the time period allowed, the Building Inspector shall carry out a follow-up investigation which should be done in the normal course of his travels wherever possible. If the matter complained of has been remedied then a letter of thanks shall be directed to the owner or occupier with a copy of the letter going to the Municipal Clerk.
5. If upon investigation the matter complained of has not been remedied, then a detailed investigation shall be carried out. This investigation shall consist of a written description of the condition accompanied by photographs and proof of ownership or occupancy of the property.
6. The detailed report shall be submitted to the Municipal Clerk for presentation to the Municipal Council for their consideration under the Dangerous and Unsightly Premises By-law.
7. If the Council authorizes an Order to be issued then a follow-up investigation shall be carried out at the end of that period and the results transmitted to the Municipal Clerk in writing. If the matter has not been remedied then additional photographs shall be taken and a detailed report prepared to support the fact that the Order of the Council has not been complied with.

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8. The instructions of the Municipal Council, as contained in the Order, shall then be carried out. If it is necessary for the Municipality to remedy the condition then the Municipal Council shall be informed of the cost of so doing in order that they may decide whether or not to apply for a judgement through the Small Claims Court.
9. If the matter complained of involves an auto salvage yard then it is the intent of the Municipal Council to work in cooperation with the Salvage Yard Inspector to have the condition remedied and that this may be accomplished by way of Council proceeding under the Dangerous and Unsightly Premises By-law.

Approved by Council May 23, 1990