



AGENDA

Policy Review Committee Meeting

Village of Clinton Council Chambers, 1423 Cariboo Highway
February 26, 2026 at 2:30 PM

Call to Order

Adoption of Agenda

Adoption of the Minutes

	Minutes of the Policy Committee Meeting dated November 28, 2025.	
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Administrative Reports

	None	
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Correspondence

	None	
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Discussion

Old Business

	Travel Policy: Outstanding	
	Sidewalk Inspection and Maintenance Policy Draft	
	Winter Snow and Ice Control Policy Draft	
	LED Sign Policy Draft	
	Staff Volunteering Policy Draft	

New Business

	Bylaw Enforcement Policy Discussion (Incl. Attachment)	
	Suggestions for policies to be discussed at next meeting: Work Alone Policy Arena Advertising Policy	

Adjournment



Minutes

Policy Committee Meeting

Village of Clinton Council Chambers, 1423 Cariboo Highway
November 28, 2025, 10:30 AM

Attendance:

Members

Mayor Stanke
Councillor Schapansky
CAO Doddridge

Non-Members

CFO McKague
Public Works Foreman Hansen

Call to Order

CAO Doddridge called the meeting to order at 10:28 AM

Adoption of Agenda

THAT the agenda be adopted with the amendment that the Acceptable Use of AI Practice Guidelines be added at the end of the new business section.

Carried

Approval of the Minutes

THAT The Policy Committee approves the minutes of the April 16, 2025 Policy Committee.

Carried

Administrative Reports

None

Correspondence

None

Discussion

Old Business

LED Sign Policy Updates

The CAO mentioned that no progress has been made on the updates to this policy as of yet.

Staff Volunteering Policy Draft

The CAO mentioned that no progress has been made on drafting this policy as of yet.

New Business

Travel Policy

Discussed issues with the policy including:

- Inaccurate meal amounts
- Arbitrary distinction between TNRD and Non-TNRD rates
- No need for there to be per diem and meal rates for staff, but this makes sense for Council
- The Fire Department is not included in the policy

The Policy Review Committee recommended to Staff to update the Travel Policy before budget season.

Sidewalk Inspection and Maintenance Policy

CAO Doddridge proposed some changes to this policy:

- Policy needs a "Scope" section
- Recommended to be complaint-based
- New timelines for responding to complaints
- Removal of redundant snow clearing measures
- Housekeeping changes

The committee decided a 6 month limit to correct Level 1 issues is appropriate.

The Policy Review Committee recommended to Staff to update the policy. The policy will be reviewed by MIABC before returning to the committee.

Winter Snow and Ice Control Policy

CAO Doddridge proposed some changes to this policy, suggested by a MIABC review:

- Scope and Purpose instead of preamble
- Clearer definitions
- Clearer limits to snow clearing times
- More definite trigger conditions for clearing activities
- More flexibility in the clearing priority
- Adding wording around parking lanes and stalls
- The Policy Review Committee recommended to Staff to update the policy. The policy will be reviewed by MIABC before returning to the committee.

The Policy Review Committee recommended to Staff to update the policy. The policy will be reviewed by MIABC before returning to the committee.

Acceptable Use of AI Practice Guidelines

The Committee discussed the benefit of making these practices into a policy. The committee agreed that as AI use is still relatively new, the best option is to wait and see if other municipalities adopt AI use policies.

Suggestions for policies to be discussed at next meeting

The committee suggested the committee review the above policies and the Bylaw Enforcement Policy

Adjournment

The meeting was adjourned at 12:19 PM



The Village of Clinton Corporate Policy Manual

Adopted By:	Council	POLICY NO. O-XX-2026
APPROVAL Date:		Effective date:
Amendment Dates:		Next Review Date:
SUBJECT:	Sidewalk Inspection and Maintenance	Policy Type: Operations
Associated Forms:	Sidewalk Annual Inspection Report Sidewalk record of repairs	
Responsible Officer:	Public Works Foreman	

1) Scope

A. This policy applies to all Sidewalks in the Village of Clinton.

2) Purpose

A. The purpose of this policy is to establish a system of inspections and maintenance for sidewalks located within the Village of Clinton that is reasonable and balances protection from the risks associated with defects in sidewalks with the other priorities of the Village of Clinton

3) Policy

A. Sidewalk Inspection and Maintenance Policy O-01-2014 is hereby repealed.

B. The following definitions apply for the purpose of this policy:

- i) **Sidewalk** means any area intended as a thoroughfare for pedestrian traffic in the road right of way or otherwise on Village-owned property which is paved with concrete or similar surfacing and which does not include unpaved road shoulders or other customary walkways with unprepared surfacing.
- ii) **Village** means the Village of Clinton.
- iii) **Level 1 Sidewalk Fault** means a differential of less than 1.25 cm (1/2 inch) between adjacent sidewalk sections.
- iv) **Level 2 Sidewalk Fault** means a differential of between 1.25 cm (1/2 inch) and 2.5 cm (1 inch) between adjacent sidewalk sections.
- v) **Level 3 Sidewalk Fault** means a differential greater than 2.5 cm (1 inch) between adjacent sidewalk sections.

C. The Council of the Village of Clinton believes that the system of inspections and maintenance established by this policy is reasonable in all circumstances, given allocation of budgetary resources and the availability of the Village of Clinton personnel and equipment.

D. The Public Works Foreman shall keep and maintain an official copy of the Sidewalk Fault Report for each calendar year, to be in the format of the Sidewalk Fault Report attached to this policy as Schedule A.

- E. Village Staff and Members of the public may report any observed defects in sidewalks located in the Village of Clinton to the Village Office.
- F. Reports received shall be recorded on the current year's official Sidewalk Fault Report.
- G. Within 72 hours of receiving any report of observed defects, the Public Works Foreman and/or his designate(s) must attend the site of the reported defect or hazard and:
 - i) Inspect the sidewalk to determine the repairs necessary to be undertaken in accordance with this policy;
 - ii) If the fault is a Level 2 Sidewalk Fault or Level 3 Sidewalk Fault, the Public Works Foreman or Designate shall marked the fault with bright paint or otherwise highlight the area; And
 - iii) Complete the entry in the current year's official Sidewalk Fault Report.
- H. The following repair guidelines apply in respect to defects or hazards in sidewalks observed by the Public Works Foreman and/or his designate(s) under section vii) above:
 - i) No action is required for Level 1 Sidewalk Faults.
 - ii) Level 2 sidewalk faults may be repaired if:
 - (1) There are no level 3 Sidewalk Faults needing repair; And
 - (2) Sufficient funds remain in the Village's Sidewalk Maintenance Budget, or another budget named in an equivalent manner.
 - iii) In the event the conditions under section 3.H.ii) are met, the Village shall repair the Level 2 Sidewalk Fault within 6 months.
 - iv) Level 3 Sidewalk Faults must be repaired within 6 months of the initial report.
- I. To be considered repaired, a sidewalk fault must be reduced to a differential of less than 1.25 cm (1/2 inch) between adjacent sidewalk sections.
- J. In the event a sidewalk fault differential has decreased over time, the Public Works Foreman or designate may re-categorize the fault by replacing the entry in the current year's official Sidewalk Fault Report, and the new category's repair timeline under section 3.H shall apply.
- K. The Public Works Foreman and/or his designate(s) shall keep and maintain a written Record of Repairs, to be in the format of the Record of Repairs attached to this policy as Schedule B.
- L. the Public Works Foreman and/or his designate(s) shall keep before and after photographs of all Level 3 Sidewalk Fault repairs.

Mayor

Corporate Officer



The Village of Clinton

Corporate Policy Manual

Adopted By:	Council	POLICY NO. O-XX-2026
APPROVAL Date:		Effective date:
Amendment Dates:		Next Review Date:
SUBJECT:	Winter Snow and Ice Control	Policy Type: Operational
Associated Forms:	None	
Responsible Officer:	Public Works Foreman	

A. Policy Statement

The efficient establishment of snow and Ice control standards is essential for the Village of Clinton to function in winter conditions and plans for the effective use of municipal resources.

B. Purpose

This policy defines the maintenance standards and priorities of the Village of Clinton’s Snow and Ice Control program, and sets a reasonable budgetary, resource, and personnel allocation for the service while considering social and budgetary priorities.

C. Definitions

1. **Compacted Snow Surface** means snow that has accumulated on the roadway surface and is packed by traffic or leveled by snowplows.
2. **Condition Assessment** means the consideration of the weather and existing road and sidewalk conditions with the intent of determining the need to perform Road Clearing.
3. **Emergency Conditions** means conditions reasonably expected to exceed the Village of Clinton’s capacity to provide prompt and effective *Road Clearing* activities or conditions under which sheer ice surfaces are on roads.
4. **Normal Working Hours** means the period of time during which at least one public works employee is working at straight time hours and not overtime hours. Though typically 7 days per week, 7:00PM-3:30PM excluding statutory holidays, this may change according to staffing.
5. **Passible Road Condition** means the condition of a roadway in which it is passable for vehicles with proper winter tires and driving according to the conditions (driving cautiously – defensively and at a speed appropriate for slippery roads, which is not necessarily the speed limit and could

be significantly less than the posted speed limit) and which does not mean bare pavement, and some accumulations of snow or ice may be present.

6. **Passable Sidewalk Condition** means the condition of a sidewalk in which it is passable for pedestrians and which either snow and Ice have been removed or loose snow has been removed and either sand or salt has been deposited.
7. **Road Clearing** means activities for the purpose of clearing snow and ice from roadways, and may include the deposition of salt and/or sand.
8. **Sidewalk** means the paved walkways which run parallel and adjacent to roadways within the road right of way and within boundaries of the Village of Clinton, but do not include unpaved shoulders or other areas which customarily serve as pedestrian walkways or corridors.
9. **Sidewalk Clearing** means activities for the purpose of clearing snow and ice from sidewalks, and may include the deposition of salt and/or sand.

D. Scope/Applicability

1. The following applies to all snow and Ice control operations performed by the Village of Clinton within municipal boundaries and only applies to municipal roads and sidewalks.
2. The Village shall not perform *Road Clearing* or *Sidewalk Clearing*:
 - a. In the Chasm Mill Boundary Expansion Area
 - b. On crown land except where an agreement governs municipal responsibility thereof; nor
 - c. On private property or sidewalks abutting private property.
3. Sidewalk clearing responsibilities for private property owners are set by Village of Clinton Traffic Control Bylaw No. 209, 1985, as amended.

E. Policy

1. Service Level for Road Clearing
 - a. The Village of Clinton will not conduct *Road Clearing* between the hours of 8:00 PM and 5:00 AM
 - b. Except under emergency conditions, the Village of Clinton shall perform all *Road Clearing* during *Normal Working Hours*.
 - c. When *Road Clearing* is required to be completed on a weekend, except in *Emergency Conditions*, *Road Clearing* shall be limited to 4 hours for employees working outside *Normal Working Hours*.
 - d. *Road Clearing* shall be done in a manner to achieve a minimum five metres width for driving and:
 - i. *Passable Road Condition* on Priority i, ii, and iii areas as indicated by Appendix A: Priority Route Map; and

- ii. *Compacted Snow Surface* on Priority iv areas as indicated by Appendix A: Priority Route Map.
 - e. in the event that available resources are not adequate to meet the Snow Clearing demand, unsafe or impassable roads may be temporarily closed by the Public Works Foreman or designate until the Village of Clinton has the resources available to perform the *Road Clearing*;
- 2. Road Clearing Trigger
 - a. The Public Works Foreman or designate shall perform a *Condition Assessment*:
 - i. Twice each weekday while winter conditions persist.
 - ii. Once on each Saturday and Sunday.
 - b. The Public Works Foreman or Designate will direct *Road Clearing* and *Sidewalk Clearing* if a *Condition Assessment* shows snow accumulation or ice accretion.
- 3. Road Clearing Route Priority
 - a. *Road Clearing* will be performed according to the following priorities, from “i.” first to “iv.” last, and as outlined in Appendix A:
 - i. School and Bus Route Zones
 - ii. Hills
 - iii. Local residential streets and cul-de-sacs
 - iv. Lanes, alleys and parking lots
 - b. Once all routes in a priority-level have been cleared to passable condition, the crew shall move on to the next priority level.
 - c. Because the Village of Clinton has limited equipment capable of efficiently clearing all the above priorities, the Village of Clinton may assign less capable equipment to lower priorities before higher priorities are completed, on the condition that at least one piece of equipment is performing *Road Clearing* on the highest incomplete priority.
 - d. In the event of a continued snowfall, the Village of Clinton may reassign resources to priority i. before completing priorities iii. and iv.
- 4. Parking Lanes and Stalls
 - a. Snow in parking lanes and stalls will be cleared within 2 weeks of the accumulation of the snow, during regular hours.
 - b. Windrows may be created between parking areas and areas used by pedestrians, and access thereto may be impeded as a result.
- 5. Driveways
 - a. Windrows across driveways may be made during the process of the Village of Clinton’s snow clearing activities.
 - b. The Village of Clinton shall not clear windrows across driveways or other accesses to private property.
 - c.
- 6. Sanding and Salting

- a. Sanding and Salting of streets is restricted to hills, intersections and corners.

7. Sidewalk Snow and Ice Control

- a. The Village of Clinton shall only perform *Sidewalk Clearing* during normal working hours.
- b. If a *Condition Assessment* shows snow or ice has accumulated on *Sidewalks*, the Village of Clinton will assign at least one staff member to *Sidewalk Clearing* under the following conditions:
 - i. At least one employee is performing *Road Clearing*; And
 - ii. It is the *Normal Working Hours* of two or more Public Works Employees.OR
 - iii. It is the *Normal Working Hours* of one Public Works Employee and all *Road Clearing* Priorities are complete.
- c. *Sidewalk Clearing* shall result in *Sidewalks* being in *Passable Sidewalk Condition*.

8. Complaints

- a. In the event the Village receives a complaint or report indicating unsafe road or sidewalk conditions relating the accumulation of snow or ice, within 72 hours of receiving the report, the Director of Public Works and/or designate shall attend the site of the reported icy conditions and determine if *Road Clearing* is necessary to be undertaken to result in the surface being either in *Passable Road Condition*, *Passable Sidewalk Condition*, or *Compacted Snow Surface*, as applicable under section E.1.d or section E.7.c of this policy.

9. Record Keeping

- a. The Public Works Foreman or Designate shall prepare and maintain records of the following:
 - i. When each *Condition Assessment* is completed, including whether *Road Clearing* and/or *Sidewalk Clearing* is undertaken and the conditions present which triggered the activity.
 - ii. Records that identify the time, equipment, and the operator for Snow Plowing, Snow Removal, Ice Control, and Sanding operations;

Date Adopted

Mayor

Corporate Officer



The Village of Clinton Corporate Policy Manual

Adopted By:	Council	POLICY NO. A-01-2026
APPROVAL Date:		Effective date:
Amendment Dates:		Next Review Date:
SUBJECT:	LED Sign Usage Policy	Policy Type: Administrative
Associated Forms:	LED Request Form	
Responsible Officer:	Chief Financial Officer	

A. Policy Statement

The Village of Clinton shall govern the use of the Village of Clinton’s Light Emitting Diode (LED) sign located at 1423 Cariboo Highway, Clinton, BC.

B. Purpose

The purpose of this sign is to provide government and community information to the residents, ratepayers, and visitors of the Village of Clinton by displaying events, functions and celebrations that serve to inform and enrich the Village of Clinton as a whole.

- 2.1 Requests for message display shall be submitted to the Municipal Office for the approval of the Chief Administrative Officer or the Deputy Corporate Officer.
- 2.2 Paid advertising shall not be accepted.
- 2.3 Promoting a Business sponsored community event shall be accepted as long as it’s community focused (not sales/promotions focused)
- 2.4 Information to be displayed may include but not limited to:
 - a) **Government Messages (Municipal, Provincial, Federal)**
(ie: Fire Bans, Tax Notices, Council, Committee, First Nations and Community Forest meeting schedules).
 - b) **Community Events, Functions, Celebrations and Appreciation**
(ie: Sponsored by Spirit of Clinton, Not for Profit Clubs/Societies/Groups, Minor Sports Club, School, Youth/Senior Events etc.)
- 2.5 Political and partisan messages shall not be accepted.
- 2.6 The Village of Clinton reserves the right to determine message priority, display time, display order and wording. (ie: word order, appropriate short forms)

- 2.7 The Village of Clinton reserves the right to remove messages for events held on a regular basis (ie: regular weekly/monthly events) if the message board becomes overcrowded.
- 2.8 The Village of Clinton reserves the right to limit the LED sign to no more than ten (10) scrolling announcements at any time that will scroll at six (6) to eight (8) second intervals.
- 2.9 The Village of Clinton is not responsible for verifying the accuracy of information except for municipal information.

Resolution date: _____

Mayor

Corporate Officer

DRAFT



The Village of Clinton Corporate Policy Manual

Adopted By:	Council	POLICY NO. P-2026-
APPROVAL Date:	2026	Effective date: 2026
Amendment Dates:		
SUBJECT:	Employee Volunteering	Policy Type: Personnel
Responsible Officer:	Chief Administrative Officer	

PERSONNEL EMPLOYEE VOLUNTEERING POLICY POLICY NUMBER P-2026-

A. Purpose

To encourage and create opportunities for employees to volunteer in the community in order to:

1. Boost employee morale and engagement
2. Build employee skills and leadership
3. Strengthen team culture
4. To attract and retain talent
5. Continually improve the Village’s reputation and brand as a valuable community partner

B. Principle

The Village of Clinton supports quality of life for employees which includes work-life balance activities. Attendance and participation in community volunteer programs benefit the employee, the community, and the Village.

C. Policy

1. General

- a. Each employee employed on a full-time, permanent basis is allotted eight hours per year in which he/she may participate in a community program in a capacity as a volunteer.
- b. Volunteer time does not carry over into a new year, and is not eligible for payout.
- c. The time in which the employee acts as a volunteer shall be paid and the employee shall receive all regular entitlements as if the employee were working.
- d. The employee is not permitted to receive recompense for time spent volunteering, either in the form of gifts or cash.
- e. The organization for which the employee volunteers must not be a political or advocacy group, and must be either:
 - i. a registered charity;
 - ii. a not-for-profit entity; or
 - iii. an affiliation of individuals acting for the benefit of others or the community who do not receive compensation for doing so.

- f. The volunteer work performed by the employee may not be:
 - i. Advocacy;
 - ii. political; or
 - iii. Sectarian;
- g. If deemed to be against the interests or strategic direction of the Village, or if the volunteer work has the possibility of damaging the public image of the Village, the CAO may deny the request.
- h. Volunteering to assist with events run by the Village do not constitute volunteer hours, and are considered regular work if:
 - i. The employee is in charge of the event; or
 - ii. The employee has been given authorization to assist with the event from an immediate supervisor.

2. **Approval**

- a. All requests for volunteer time for employees other than the CAO must be approved in advance and in writing by the CAO.
- b. Any request for Volunteer time from the CAO must be approved in writing and in advance by the Mayor.

DATE: _____

Mayor

Corporate Officer



Staff Report Policy Committee Meeting

Date: February 26, 2026

From: CAO

Subject: Bylaw Enforcement Policy

Attachments:

Bylaw Enforcement Policy A-03-2014

Background

Changes to the Bylaw Enforcement policies are needed. The existing policy was developed when the Village had less bylaw enforcement capacity and does not match the Village's current bylaw enforcement mechanisms, such as the ability to issue tickets under the Bylaw Notice Enforcement System. Administration proposes preparing a new policy which:

1. Gives staff authorization to pursue most bylaw complaints without the need to go to Council each time.
2. Sets new standards whereby Council's direction would need to be sought.
3. Maintains a complaint-based model but allows the Village to pursue non-compliance in Administrative and special interest issues.
4. Creates a framework for Council resolutions to guide the priorities of Bylaw Enforcement.
5. Sets a standard for "warning" communications with non-compliant individuals and businesses before escalating to fines.

The complaint-based model for bylaw enforcement is encouraged for small communities with limited staffing capacity, as it provides a standard by which the Village can enforce issues based on actual negative effects rather than the "letter of the law" as non-compliance is not an issue until someone has been impacted enough to issue a complaint. However, this does not mean that a policy cannot pick particular issues to pursue outside of the complaint process as long as they are enforced universally.

Considerations such as nuisance properties account for a large percentage of complaints. If the Committee wishes to pass a new policy that allows these issues to be pursued outside of the complaint process, it will require establishing a standard that Staff can follow and apply universally.

Financial Impacts:

None.

A handwritten signature in black ink, appearing to read "Brian Doddridge". The signature is written in a cursive, flowing style.

Brian Doddridge
CAO



THE VILLAGE OF CLINTON
POLICIES
&
PROCEDURES



ADMINISTRATIVE

BYLAW ENFORCEMENT POLICY

POLICY NUMBER A-2014-03

1. **Purpose**

The purpose of this policy is to establish the procedure and officers who will be carrying out the duties of the Bylaw Enforcement Officer as per the Village of Clinton Bylaws and Policies.

2. **Repeal of Old Policies**

This Policy replaces all previous Village of Clinton policies related to Bylaw Enforcement and the old policies are hereby repealed.

3. **Policy**

The ability to investigate complaints and prosecute infractions of the Village Bylaws will be provided by the Building Inspector, Chief Administrative Officer (CAO), RCMP, other designated employees and/or contracted employees.

Council's direction is to be responsive to complaints concerning bylaw infractions, to ensure uniform compliance with the related Village Bylaws. Council's direction to staff is to aim for voluntary compliance wherever possible.

All official requests (in writing with signature) will be reviewed by the CAO and or designates who will determine if the request can be dealt with immediately or will have to be reviewed by Council.

Other requests verbally and anonymously will be dealt with at the discretion of the Chief Administrative Officer and or designates with the possibility of no follow up.

If at any time during the procedures outlined below, the infraction is resolved, the file can be closed. The complainant and the affected alleged owner shall be notified by letter once the infraction has been resolved.

Anonymity will be maintained at all times between the complainant and alleged violator, except where necessary in a Court of Law.

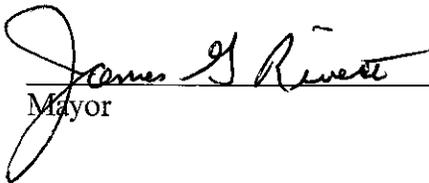
The procedure below may be expedited by Council should safety to the public, failure to heed a stop work order, noise bylaw infraction persists, or some other violation which requires immediate attention.

4. Action Procedure

- a. Bylaw enforcement action will be initiated in response to the receipt of a formal complaint, direction from Council or observation and/or where reasonable cause justifies action.
- b. Prior to any action being taken, the name, address and telephone number of the complainant is to be recorded in a log book designated for the retention of such information only.
- c. If the complaint proves valid, a site inspection, (if possible) by the designated officers will be done to determine if the complaint warrants further action. Details of the site visit, meetings and conversations are to be recorded. Appropriate pictures should be taken and retained in the file. A **first** letter is to be sent clearly indicating the bylaw infraction and any steps required to correct the infraction or to resolve the matter and the time frame (15 days) in which remedial action will be taken.
- d. If the validity of the complaint cannot be confirmed, a letter will be sent advising the person of the substance of the complaint. The letter will clearly state the alleged infraction has not been confirmed but will include a copy of the pertinent bylaw for information.
- e. At the end of the time frame allotted (15 days), if the bylaw infraction and no extenuating circumstances exist, a **second letter** will be sent after Council consideration of the issue at a scheduled In-Camera meeting. This letter stipulating a similar allowable time frame (15 days) for compliance and will inform the alleged violator of the Village's intent to take whatever legal action may be necessary to achieve compliance. If the alleged violator has not contacted the Village by the expiry date of the time frame stipulated (15 days) in the second letter, an infraction document sheet is to be prepared.
- f. If a resolution to the bylaw violation has not been achieved, or does not appear possible, a report will be prepared for consideration by the Council with a recommendation respecting appropriate action to be taken. (legal prosecution or otherwise).
 - i. Upon direction from Council an invitation may be sent to the violator asking for their presence at a meeting, where they are given an opportunity to be heard as to the reasons why non-compliance should or should not continue.
 - ii. Where the owner is invited to a meeting, **a third and final letter** is to be sent advising the owner on the decision of Council. The letter will deal with the matter, bylaw infraction, and what penalties, assessments or costs will be levied for non-compliance. The letter will contain the date by which compliance is required to forestall any action as per the Community Charter or Local Government Act.

- g. Upon authorization by a Council resolution the following actions will be taken if the violation has not been corrected within the timelines outlined in the final letter to the owner.
- i. Take action as per the limitations in the pertaining bylaws.
 - ii. Initiate clean-up, the designated employee will contact a contractor or staff to do the clean up with the necessary precautions (RCMP back up) will attend the premises to do the work necessary to achieve compliance.
 - iii. Take the necessary steps to recover full costs of the infraction.

The policy was approved by Council at a Regular Meeting held on SEPTEMBER 10, 2014



Mayor



Corporate Officer

VILLAGE OF CLINTON

BYLAW INFRACTION INFORMATION WORKSHEET

Date: _____

File No. _____ *(Year/No)*

Property Owner: _____

Date of Infraction Notice: _____

Legal Description of Property: _____

Street Address: _____

Type of Infraction: _____

Bylaw No. and Section: _____

Description of Complaint:

Name of Complainant: _____

Street Address of Complainant: _____

Date of Complaint: _____

Site Inspection Completed: _____

First Letter or Contact with Owner: _____

Second Notice: _____

Additional Comments and notes: _____

Responses by Property Owner/Occupier: _____
