



POLICY STATEMENT:

A policy to initiate the Town of Minto By-law Enforcement Officers to act upon by-law and property standard complaints in the Town of Minto; by written format only.

APPLICATION:

All Town of Minto by-law and property standards complaints.

PURPOSE:

This policy will ensure that there is a process that provides for a written submission for all by-law and property standard complaints. This process allows for a written history of the complaint to be on file in the property file for future reference and it will initiate the By-law Enforcement Officer to act upon it.

DESCRIPTION:

It is the policy of the Town of Minto By-law Enforcement Officers to only respond to written complaints with regard to by-laws and property standards complaints. This policy will allow the By-law Enforcement Officer to have a record on file of by-law and property standard complaints. Attached to this policy, as Schedule A, is the By-law and Property Standards Complaints Form. The By-law Enforcement Officer may act on an issue without a complaint.

Adopted by the Council of the Town of Minto
On January 5, 2005