

Policy No.:	Procedure: Dealing with By-law Enforcement Issues
Date Approved:	
Approving Resolution:	

Scope

This policy covers all by-law enforcement issues except for the Dog Licencing By-law. Council has been requested to put the By-law Enforcement procedure in writing for the information of the ratepayers of the Township of Conmee.

Policy

When ratepayers become aware of by-law infringements, the process shall be that they contact the municipal office at their earliest opportunity to make the complaint. Complainants must provide their name, address and telephone number. No anonymous complaints will be accepted.

The office shall contact the By-law Enforcement Officer, who shall make his investigation, including contacting the original complainant and any other persons he/she deems appropriate.

If, in the opinion of the By-law Enforcement Officer, charges are to be laid against the transgressor, the original complainant must agree to appear as a witness to the infraction if necessary, in a Provincial Court of law and/or submit a signed statement and any other documents the By-law Enforcement Officer feels is necessary. If the complainant does not agree to appear as a witness, or will not sign a statement, the issue may be abandoned.

Council considers the By-law Enforcement Officer to be a professional and will support the By-law Enforcement Officer's decisions to lay or not lay charges. Notwithstanding the above, if a complainant disagrees with the By-law Enforcement Officer's decision, the issue will be reviewed by Council upon written request from the complainant. Council will conduct such a review at the next regular Council meeting, and reserves the right to request further information from the complainant and the By-law Enforcement Officer.