DISTRICT OF PORT HARDY

File No: 4020-20

BYLAW ENFORCEMENT COMPLAINT FORM

ANONYMOUS COMPLAINTS WILL NOT BE INVESTIGATED

The District of Port Hardy will receive complaints regarding violation of its bylaws provided the complaint is in writing using a fully completed Bylaw Enforcement Complaint Form which includes, among other things, the complainant's contact information and signature, which may be submitted by mail to PO Box 68, Port Hardy, BC, V0N 2P0, or by email to general@porthardy.ca, or in person / courier to the Municipal Hall located at 7360 Columbia Street in Port Hardy. The District does not release the name of complainants however, all complainants must identify themselves and be aware that they may be required to provide testimony in the event that it is necessary to proceed with formal charges and court proceedings.

Process

1. The first step is for the complainant to talk with the person(s) responsible for creating the bylaw violation to make them aware of the situation. This type of proactive approach can resolve many problems.
2. If resolution of the issue is not forthcoming, the complainant submits a written complaint to the District.
3. The District's Bylaw Enforcement Officer (BEO) will investigate the complaint. If it is determined that there is a bylaw violation, the BEO will proceed with an investigation and follow up accordingly.
4. In extreme cases of non-compliance or repeated infractions, issuance of fines and prosecution through the court system may occur.

Today's Date: _____ **Time:** _____

Name of Complainant: _____

Telephone: _____ **Email:** _____

Mailing Address: _____

Civic (Street) Address: _____

Property Address: (where alleged bylaw violation is taking place): _____

Name of Occupier of Property: _____ **Telephone:** _____

Name of Property Owner: _____ **Telephone:** _____

DETAILS OF COMPLAINT (include dates and times): _____

(continue on reverse if necessary)

Signature of Complainant: _____

Received by: _____

(District staff person)

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DETAILS OF COMPLAINT (continued): _____

ACTION TAKEN BY DISTRICT STAFF: _____

District Staff Person: _____

Date: _____