

		POLICY AND PROCEDURE MANUAL	
Category: Bylaw Enforcement	Number: LEG.07(A)	BYLAW ENFORCEMENT PRIVATE PROPERTY CLEANUP PROCEDURE	
Type:	Authority:	Approved By:	
<input type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure	<input type="checkbox"/> Council <input checked="" type="checkbox"/> Administrative	<input type="checkbox"/> Council <input checked="" type="checkbox"/> Chief Administrative Officer <input type="checkbox"/> Department Head	
Office of Primary Responsibility: Bylaws and Licensing			
Date Adopted: June 19, 2023	Council Resolution No: N/A	Date to be Reviewed: As required	
Manner Issued: Email, Pipeline			

Background:

This procedure outlines the process that will be used in addressing bylaw enforcement private property cleanups. The procedure is designed to ensure bylaw resources and cleanup processes are managed effectively and that resources are prioritized to provide the best possible service to the community.

PURPOSE:

The purpose of this procedure is to provide guidance to bylaw staff to assist in cleaning up private properties in an efficient and resourceful manner.

PROCEDURE:

1. Private Property Cleanup

Once a Bylaw Officer has determined that sufficient time has been provided to a property owner(s) with written notice(s) to clean up a private property, the Bylaw Officer can then get a cleanup estimate done using a cleanup contractor(s). Once a property cleanup estimate is received by the bylaw officer, the bylaw officer can take the following steps:

- a. Consult with the Manager of Bylaws and Licensing regarding the file including the estimated amount for private property clean up, written notices provided to the property owner(s), and/or photographs of the property showing unsightly conditions.
- b. Based on the direction of the Manager of Bylaws and Licensing, the Bylaw Officer can get the property cleaned up by the contractor. The Bylaw Officer should meet up with the contractor's crew and show them what needs to be cleaned up at the private property and take photographs before and after cleanup for the file. Cleanup Invoice number, date and amount of the cleanup should be documented in the bylaw file.

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- c. Once the private property has been cleaned up, the Bylaw Officer can verify the final invoice of the cleanup and send it to the Finance Department for processing through the Manager of the Bylaws and Licensing.

2. Responsibilities

The Manager of Bylaws and Licensing will inform the Director of Development Services when a bylaw enforcement private property cleanup estimate exceeds \$15,000 before approving a property cleanup. The Director of Development Services may approve the cleanup after reviewing the bylaw file. The Director of Development Services will inform the Deputy Chief Administrative Officer or the Chief Administrative Officer if the bylaw enforcement private property cleanup estimate exceeds \$25,000 before approving a property cleanup. The Deputy Chief Administrative Officer or the Chief Administrative Officer may direct the Manager of Bylaws and Licensing to bring forward a council report for Council's consideration if the cleanup estimate exceeds \$25,001 before a property cleanup takes place or approve the cleanup after reviewing the bylaw file.

***** END OF PROCEDURE *****

RECORD OF AMENDMENTS/REVIEW

<u>Procedure #</u>	<u>Date Adopted</u>	<u>Date Reviewed</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority</u>
LEG.07(A)	June 19, 2023				CAO