

# REGIONAL DISTRICT OF NANAIMO

## P O L I C Y

SUBJECT: <i>Property Maintenance Procedures</i> ( <i>Bylaw Enforcement</i> )	POLICY NO: B3.1
	CROSS REF.: <i>RDN Property Maintenance Bylaw No. 1073</i>
EFFECTIVE DATE: August 10, 1993	APPROVED BY: Board
REVISION DATE:	PAGE: 1 of 1

1. Complaint is received by staff and a complaint form is completed.
2. The property is inspected, photos are taken and details of the accumulation are noted.
3. A letter is forwarded to the owner/occupier of the property, detailing the condition of property and request that cleanup of the property be completed within 14 days.
4. On 15th day, the property is inspected. Photos are taken and details of the accumulation are documented.
5. If the property is not cleaned up a report to the Board is prepared by staff.
6. The owner/occupier is invited (certified mail) to attend the Board meeting, to show cause why the Board should not endorse a staff recommendation to require that the property be cleaned up.
7. At the time of the Board meeting, the Chairperson should announce the item after which the Secretary will present the staff report. Upon completion of the report, the Chairperson should ask if the owner/occupier of the property is in attendance and wishes to respond to the report. The person addressing the Board should give his/her name, address and interest in property prior to their presentation. The Board, after considering the evidence presented, staff report, photos, and information from the owner/occupier of the real property, may either endorse staff's recommendation to authorize the cleanup or defeat the recommendation.
8. A certified copy of the Resolution is sent by certified mail to the owner/occupier, with a copy to the mortgagee, giving 14 days to remove accumulation as per the Board's resolution.
9. On 15th day, inspect, note condition of property and take photographs. If not cleaned up, refer to clean procedures.