



DISTRICT OF PORT HARDY

BYLAW ENFORCEMENT COMPLAINT FORM

ANONYMOUS COMPLAINTS WILL NOT BE INVESTIGATED.

The District office will receive complaints regarding any of our bylaws, provided:

- 1. the complaint is in writing
2. the complainant identifies themselves, and
3. the complainants contact information is included.

Reports of bylaw infractions may be made at the District Office by completing our Bylaw Complaints Form, by letter or by email to general@porthardy.ca We do not release the name of the complainants. However, we do require that all complainants identify themselves and that they be prepared to provide testimony in the event that it is necessary to proceed with formal charges.

Process

- 1. Speaking to your neighbor and making them aware of your complaint can resolve most problems, this should be your first step.
2. Present your written complaint to the District Office.
3. The Bylaw Enforcement Officer will investigate your complaint. If he determines that there is a bylaw infraction, he will contact the person involved, usually by mail. Where the complaint is about a property issue, we will contact the registered property owner and we may notify the occupier of the premises.
4. In extreme cases on non-compliance or repeated infractions, we may issue a fine of prosecute through the courts.

Today's Date: _____ Time: _____

Name of Complainant: _____

Phone: _____ Street Address: _____

Mailing Address: _____

Email: _____

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

Name of Occupier of Property: _____ Phone: _____

and / or Name of Property Owner: _____ Phone: _____

Property Address: _____

DETAILS OF COMPLAINT

Date(s) and Time(s) _____

COMPLAINT: _____

Please continue on reverse if necessary

Signature of Complainant: _____

Received by: _____

