

Section: <b>Building &amp; Zoning</b>	Policy Number: <b>2.6</b>
Policy: <b>Property Standards Complaints</b>	Effective Date: <b>01/05/2005</b>
Date Last Revised:	Current Revision Date: <b>06/18/2019</b>



## Property Standards Complaints

### . POLICY STATEMENT:

The Town inspects buildings and/or properties when there is a written complaint concerning conditions. These inspections ensure compliance with the Town of Minto's Property Standards By-law regulating property standards. These standards are intended to remedy issues of public or occupant safety in or around existing buildings or on vacant land.

### APPLICATION:

All Town of Minto by-law and property standards complaints.

### PURPOSE:

This policy will ensure that there is a process that provides for a written submission for all by-law and property standard complaints. This process allows for a written history of the complaint to be on file in the property file for future reference and it will initiate the By-law Enforcement Officer to act upon it.

### DESCRIPTION:

It is the policy of the Town of Minto By-law Enforcement Officers to respond to all complaints when submitted, in writing and provided to the Town by mail, fax, e-mail or in person regarding by-laws and property standards complaints, anonymous complaints will not be accepted. This policy will allow the By-law Enforcement Officer to have a record on file of by-law and property standard complaints.

The By-law Enforcement Officer may act on an issue without a complaint.



Corporation of the Town of Minto

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Schedule A to the Policy for By-law and Property Standards Complaint

Complaint From: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Regarding Property Located at
\_\_\_\_\_

Reason for Complaint:

Please provide details:

Multiple horizontal lines for providing details of the complaint.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* This form must be completed in full for follow up