



Come for a visit. Stay for a lifestyle.

P.O. Box 1030,
66 Front Street South,
Campbellford, ON K0L 1L0
t 705.653.1900 f 705.653.5203
www.trenthills.ca

BY-LAW ENFORCEMENT COMPLAINT FORM

Complaint Type: (please indicate with an X in the appropriate box)

- Property Standards Dog Complaint Signs Parking Other

Have you contacted the owner or agent regarding this complaint? Yes No

Has any attempt been made to rectify the deficiencies? Yes No

Last contact with owner or agent: Date: Time:

The owner or agent was contacted by: Phone In Writing

I, (print name) do hereby give notice of a complaint against the owner of the property situated at feeling that the said complaint does not conform to the By-laws set out by the Corporation of the Municipality of Trent Hills.

Description of Complaint: (please use the back of this form if further space is required)

Multiple horizontal lines for describing the complaint.

I hereby further declare that if required, I will provide or present evidence in support of this complaint at any hearings of Appeals Committee or Court of Law of Ontario.

SIGNED this day of , 20

SIGNATURE:

ADDRESS:

TELEPHONE NO: (Home) (Work)

Do you wish to be contacted at a later date and informed of the officer's findings? Yes No

The information on this form is being collected under the authority of section 4 of the Municipal Freedom of Information and Protection of Privacy Act. This information will be used for the purpose of processing an access request under the Act. Enquiries regarding the collection of this information should be directed to the Office of the Clerk / Freedom of Information Coordinator, Municipality of Trent Hills, 66 Front St. S., Campbellford, ON K0L 1L0, (705) 653-1900

## **By-law Enforcement Complaints**

The Municipality of Trent Hills has experienced significant growth in the last number of years. As a result; the number of property standards and by-law enforcement complaints received annually has steadily increased placing additional strain on our enforcement resources. In an attempt to better track the type of complaints and assist with prioritizing the volume of work the Municipality has determined that a modified written complaint filing system is warranted.

Now that the Municipality of Trent Hills has adopted a written complaint policy, this is how each complaint will be categorized.

For Instance;

Class 1 – Complaints that are a public health, safety or property damage implication or where the risk to humans or dogs exists. These examples would include but not limited too unfenced swimming pools, Property Standards Health & Safety Concerns, unsafe or faulty stairs/floors, Dog Attacks. Class 1 violations are considered paramount and receive first priority for enforcement.

Class 2 or Class 3 violations are less serious infractions that do not pose an immediate hazard to person(s) or property. These include things like zoning infractions, long grass and weeds, garbage or rubbish on properties, abandoned or inoperative vehicles and other yard and maintenance issues. Complaints regarding Class 2 or 3 violations are required to be received by the Municipality of Trent Hills in writing. They can either be completed on the complaint form available at the Municipal Office, on the Trent Hills website or by a separate letter sent or directly delivered to the Municipal Office.

Should you have any questions regarding property standards or by-law enforcement please contact the Municipal Office at (705) 653-1900, extension 251.