



**DANGEROUS OR UNSIGHTLY PREMISES PROCEDURE
AS PER SECTION XV OF THE MGA**

1. The Administrator or assigned staff member shall investigate complaints alleging Dangerous or Unsightly premises which are made in writing and signed on a complaint form made available by the Administrator. The complainant shall identify the alleged property on the municipal mapping system.
2. The complainant's name shall not be released upon request.
3. The Administrator or staff shall not carry out investigations or issue orders without first receiving a signed complaint.
4. If upon investigation the Administrator is satisfied that a property is dangerous or unsightly according to the definitions of the Municipal Government Act ("MGA") he shall issue an order(s) to remediate the property detailing the conditions to be remedied and providing a certain period of time to carry out the necessary work identified in the order. ("Order"). A copy of the definitions as per the MGA shall accompany each "Order". The Order will further advise of the right of the Administrator on behalf of the Municipality to enter the subject property if the property does not comply with the terms of the Order. Copies of "Orders" to be cc to area Councilor and to the Dangerous and Unsightly Committee ("Committee") members.
5. If upon investigation the Administrator is not satisfied that a property is dangerous or unsightly according to the definitions of the MGA he shall advise the complainant in writing of his findings and that he exercises his discretion not to issue an order (Refusal).
6. All Orders and Refusals will outline the right to appeal the Administrator's decision to the Committee provided a notice of appeal is submitted in writing and delivered or post marked no later than seven days of the date of the Order or Refusal. If written notice of appeal is not given within that time frame the right of appeal to the Committee lapses.
7. Upon receipt of the notice of appeal the Administrator shall advise the Chair or Vice-Chair of the Committee that an appeal has been submitted. The appeal should, unless otherwise determined by the Committee, have a hearing date within 14 days of receipt of the notice of appeal. On appeal the Committee may affirm, reverse or vary the decision of the Administrator and issue a subsequent Order accordingly.

8. Upon receipt of an application for demolition, the Chair or Vice Chair of the Committee shall schedule a hearing within 14 days of the date of the application. The Committee shall approve or refuse an Order for demolition and shall determine the terms of the Order as it considers appropriate.
9. The Administrator shall carry out the remedial work necessary as per the Orders issued under the Dangerous or Unsightly Premises Policy as per Section XV of the MGA, for all noncompliance Orders.
10. All costs associated with such remediation shall form a lien against the subject property pursuant to Section 507 of the MGA.