



Regional District of Mount Waddington

BYLAW ENFORCEMENT COMPLAINT FORM

6450.01
File No.: _____

The Regional District of Mount Waddington (RDMW) will receive written complaints regarding any of its bylaws, provided the complaint identifies themselves, and the complainant's contact information is included. Anonymous Complaints will not be investigated.

Reports of bylaw infractions may be made to the RDMW by completing and submitting this form, or a letter or email with all the information required by this form. Written submissions may be mailed, facsimiled, emailed or hand-delivered to the RDMW using the following:

Regional District of Mount Waddington
PO Box 729, 2044 McNeill Road, Port McNeill, B.C. V0N 2R0
Telephone: 250-956-3301 Facsimile: 250-956-3232 Email: info@rdmw.bc.ca

The RDMW will not release the name of a complainant however, all complainants must identify themselves and the RDMW may be required to provide information to a court of law that reveals the name of a complainant, should the RDMW proceed with formal legal charges.

Process for Dealing with Complaints:

1. Speaking to your neighbour and making them aware of the issue can resolve most problems. This should be the first step.
2. If no resolve is achieved through step 1, present your written complaint to the RDMW.
3. The Bylaw Enforcement Officer (BEO) will investigate your complaint. If it is determined that there is a bylaw infraction, the BEO will contact the person(s) involved. Where the complaint is about a property issue, the BEO will contact the registered property owner and may also notify the occupier of the premises.
4. In extreme cases on non-compliance or repeated infractions, the RDMW may issue a fine and / or prosecute the matter through the courts.

Today's Date: _____ **Time:** _____

Name of Complainant(s): _____

Phone: _____ **Email:** _____

Mailing Address: _____

Street Address: _____

INFORMATION RELATED TO COMPLAINT

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

Name of Occupier of Property: _____ **Phone:** _____

And/or **Name of Property Owner:** _____ **Phone:** _____

Details of Complaint (Please include date(s), time(s) and any other detailed information in relation to the alleged infraction. Attach photographs and any other relevant information. Use reverse of page if necessary.):

Signature of Complainant(s): _____

Complaint Form Received by: _____

ACTION TAKEN: _____

RDMW BEO: _____

Date: _____