

Regional District Of Central Okanagan

Policy and Procedures Manual

Chapter:	6.	INSPECTION SERVICES	Policy No: Management Procedure (Revised June 2011)
Section:	6.01	Zoning Bylaw Violation Procedure	Page: 601

6.1 Zoning Bylaw Violation

1. Inspection:
 - (a) contact owner/occupier of property and provide notice if requested or required.
2. Evidence to be gathered:
 - (a) obtain elements of offence being committed
 - (b) evidence must prove each of the elements of the offence
 - (c) obtain names, addresses, phone number of witness
 - (d) determine what section of Bylaw is violated
 - (e) inspector to keep a record of inspection and findings
 - (f) give verbal notice, if possible, of violation.
3. Notice of Violation:
 - (a) in the written notice, state the penalty which may result should the violation continue
 - (b) allow 30 days for violation to be corrected, if the violation is obnoxious or flagrant, allow two (2) to 14 days.
4. Following the 30 day period and upon reinspection, the Regional District proceeds by either:
 - (a) summary conviction (Crown Counsel) which could result in a fine,
 - (b) injunction – restraining order through the Regional District’s solicitor and with approval from the Regional Board, or
 - (c) issue Municipal Information Ticket fine.
5. Do not give out the name of the person submitting the complaint.