

**THE CORPORATION OF THE MUNICIPALITY OF EAST FERRIS**  
**BY-LAW 2023-20**  
**BEING A BY-LAW TO PROVIDE REGULATIONS FOR MAINTAINING LAND IN A CLEAN**  
**AND CLEAR CONDITION (CLEAN YARDS BY-LAW).**

**SCHEDULE “A”**  
**POLICIES AND PROCEDURES FOR ENFORCEMENT OF THE CLEAN YARDS BY-LAW**

Upon receipt of a signed written complaint:

Within five (5) working days, allegations will be reviewed by By-Law Enforcement staff to validate the complaint. Steps will involve research, site visit, interviews, photographs, and documentation. If it is determined that the complaint has merit, under the guidance of the Department Head, and/or the Municipality's Chief Administrative Officer (CAO), a formal letter will be sent by registered mail, or by personal delivery, to the Owner of the property outlining the validated infractions and giving twenty-one (21) calendar days to correct the violation(s).

Twenty-one (21) calendar days after formal notice sent:

If no corrective action has been taken or completed, the By-Law Enforcement Officer, with due authorization of the Department Head, and/or the Municipality's CAO, may issue fines or may enter on the said lands (property) to bring it into compliance with the scope of the Clean Yards By- Law. Any articles removed from the property may be stored in a secure compound or disposed of by the By-Law Enforcement Officer or his/her designate.

If a property owner disputes a Municipal Law Enforcement Officer's decision, or that of any other agent of the Municipality, upon making a formal request to the Municipal Clerk, the property owner may address the Municipal Council at any point during the process.