

	<p><b>POLICY TYPE: COMMUNITY STANDARDS</b></p> <p><b>POLICY TITLE: BYLAW INFRACTIONS</b></p>	<p><b>Date Approved:</b> <b>July 21, 2010</b></p> <p><b>Policy No: CS - 1</b></p>
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The Building Superintendent, together with the Community Manager, shall not allow any infraction of The Peaks Bylaw(s) to go unaddressed.

1. Once an infraction is identified, the owner and/or occupant shall be provided a written notice within three days; except for safety related infractions where the notice shall be provided to the owner and/or occupant within 24 hours of the infraction being identified.
  - i. For a first offence, the owner may be contacted verbally or in writing to be given an opportunity to correct the infraction. They are to be informed of the consequence of non-compliance and the time to remedy the infraction.
  - ii. For additional offences, or where the offence was not corrected under (i), a fine shall be issued in a timely manner.
  - iii. Where the offence was not corrected under (ii) and a fine has been issued but not paid within the time stated in the notice, the fine shall be levied to the unit along with any costs associated with the levy. Interest shall be applied.
2. Each notice shall indicate that unpaid fines will be applied as a levy against their property and must be paid prior to the property being released for sale.
3. Where the owner is not the occupant, a copy of the letter shall be given to the occupant where the occupant is responsible for the infraction.
4. A record of any contact for any infraction shall be maintained in the Peaks Office.
5. Infractions and related action shall be reported to the Board by the Building Superintendent or Community Manager at the next regular monthly meeting of the Board.
6. An appeal may be made to the Board in regard to any notice of infraction.