



Bylaw Complaint Form

Please **PRINT** and fill in all available fields.

COMPLAINANT'S NAME: _____

COMPLAINANT'S MAILING ADDRESS: _____

City: _____ Postal Code: _____

Complainant's Daytime Phone Number(s): _____

Complainant's Email Address: _____

LOCATION OF YOUR COMPLAINT: _____

Please provide as much information as possible, include a sketch if necessary.

Street Address: _____

Legal Description: _____

Other Description: _____

DETAILED DESCRIPTION OF ALLEGED BYLAW VIOLATION: _____

DESCRIBE HOW YOU ARE DIRECTLY AFFECTED BY THIS CONCERN: _____

Signature of Complainant: _____ **Date:** _____

See reverse side of form for information on bylaw enforcement and confidentiality à

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PLEASE REPLY TO:

Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201

Email: bylaw.enforcement@prrd.bc.ca

BYLAW ENFORCEMENT AND CONFIDENTIALITY

The Peace River Regional District does not have the resources to formally review properties on a regular basis to determine whether or not its various bylaws are being complied with at all times.

Therefore, the Peace River Regional District will rely on citizen complaints as a means of enforcing these bylaws. In order to encourage only valid complaints and to reduce the opportunity for intimidation and neighborhood conflict, the PRRD established a policy with a balance of accountability and confidentiality.

1. To be considered valid by the PRRD, a complaint shall be in writing and shall contain the name, address, and phone number of the complainant and shall describe the nature and location of the alleged infraction. The complaint must include a statement describing how the complainant(s) are directly affected by the identified concern.
2. Upon receipt of a valid complaint, the PRRD will initiate an investigation. Should an infraction be identified, the Bylaw Enforcement Officer will notify the landowner and seek to establish voluntary compliance prior to considering other enforcement action.
3. The Bylaw Enforcement Officer will not disclose the name(s) of the complainant(s) or the landowner(s). However, this anonymity and confidentiality cannot be assured if an investigation results in court proceedings or if a request for information received under the *Freedom of information and Protection of Privacy Act (known as 'FOIPPA')*.
4. If the PRRD receives a Request for Access to Information about complainants, landowners, complaints, or responses to complaints under *FOIPPA*, the PRRD must comply with the requirements of *Freedom of information and Protection of Privacy Act*.

The entire *Freedom of Information and Protection of Privacy Act* may be found online at:

http://www.bclaws.ca/Recon/document/ID/freeside/96165_00 or by searching "FOIPPA" in an Internet search engine.