



POLICY & PROCEDURES MANUAL

TITLE: Screening Officer Bylaw Notice Policy

DEPARTMENT: Engineering and Development Services - Bylaw Services Division

POLICY STATEMENT

The position of Screening Officer was established through the City's Bylaw Notice Enforcement Bylaw 4049, 2021. The Screening Officer will review all disputed Bylaw Notices before Dispute Adjudication may be scheduled. The Screening Officer has the power to cancel a Bylaw Notice when a cancellation is authorized pursuant to section 10(2)(a)(iii) of the *Local Government Bylaw Notice Enforcement Act*.

This policy describes the circumstances in which a Screening Officer is authorized to cancel a Bylaw Notice or enter into a Compliance Agreement.

This Policy, and any procedures, forms, and checklists implemented under this Policy, will be reviewed every (3) years.

POLICY APPROVAL

APPROVED BY COUNCIL

Resolution No. 371-21

Procedure Created December 6, 2021


MAYOR

Amendment Date	Section Amended or Description of Amendment	Resolution Number

RESCINDS Policy No. N/A

RESCINDED by Policy No. N/A