

BYLAW NO.: 776/08

A BYLAW OF THE TOWN OF MANNING, IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING, CONTROLLING AND ABATING NUISANCES AND REMEDYING DANGEROUS AND UNSIGHTLY PREMISES.

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time, provides the Council of the Town of Manning the authority to pass bylaws respecting Nuisances and Dangerous and Unsightly Premises;

AND WHEREAS the Council of the Town of Manning deems it expedient, desirable and in the public's interest to pass a Bylaw to promote and enforce standards relating to the state and condition of properties and to regulate, control and abate Nuisances and Dangerous and Unsightly Premises within the Town of Manning;

NOW THEREFORE the Council of the Town of Manning, in the Province of Alberta, duly assembled, enacts as follows:

Section 1 – Title

1. This bylaw may be cited as the Town of Manning “Nuisance Bylaw”.

Section 2 – Interpretation

2. The following words shall be defined terms for the purpose of this bylaw:
 - 2.1 “Abandoned Equipment” means equipment or machinery, which has been rendered inoperative by reason of its disassembly, damage, age or the deterioration of its mechanical condition, and includes, but is not limited to, any household appliances stored outside of a residence or any other structure, regardless of whether the household appliance is in an inoperative condition.
 - 2.2 “Abandoned Vehicle” means the entirety or any portion or any Motor Vehicle, where that vehicle:
 - 2.2.1 is in a rusted, wholly or partially wrecked, dismantled or inoperative condition, and is not located within a structure or located on Property such that it can be concealed from view; or
 - 2.2.2 has no current license plate attached to it and, in respect of which, no registration certificate has been issued for the current year; and
 - 2.2.3 is inoperative by reason of missing or disassembled parts or equipment, and is not located within a structure or located on Property such that it can be concealed from view.
 - 2.3 “Bylaw Enforcement Officer” means a Bylaw Enforcement Officer appointed by the Town pursuant to the *Municipal Government Act*, for the purpose of enforcing Town

Bylaws and includes a member of the Royal Canadian Mounted Police, and when authorized a Community Peace Officer.

- 2.4 “Council” means the Municipal Council of the Town of Manning.
- 2.5 “Designated Officer” means a Bylaw Enforcement Officer, the Manning Fire Chief or Deputy Fire Chief or any other Person who has been appointed by Council from time to time, for the purpose of inspections or enforcement pursuant to this Bylaw.
- 2.6 “Direction Notice” means an order issued by a Designated Officer in accordance with section 5.4 of this Bylaw and as described in Section 545 of the *Municipal Government Act*.
- 2.7 “Motor Vehicle” means a motor vehicle as defined in the *Traffic Safety Act*, R.S.A. 2000, c. T-6, as amended or repealed and replaced from time to time;
- 2.8 “Municipal Government Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended or repealed and replaced from time to time.
- 2.9 “Nuisance” means any condition or use or, or emission from, Property which, in the opinion of a Designated Officer, is unsightly, offensive, dangerous to public health or safety or which interferes with the use or enjoyment of other Property and includes, without limiting the foregoing, those conditions set out in section 3.5
- 2.10 “Occupant” means any Person other than the registered Owner who is in possession of the Property, including but not restricted to, a lessee, licensee, tenant or agent of the Property.
- 2.11 “Order” means any order issued by a Designated Officer in accordance with Section 5.4 of this Bylaw and as described in section 546 of the *Municipal Government Act*.
- 2.12 “Owner” means:
- 2.12.1 any Person registered as the Owner of the Property under the *Land Titles Act*, R.S.A. 2000 C. L-4, as amended or repealed and replaced from time to time;
 - 2.12.2 any Person who is recorded as the Owner of Property on the Assessment Role of the Town;
 - 2.12.3 a Person who has become the beneficial Owner of the Property, including by entering into a Purchase and Sale Agreement, whether they have purchased or otherwise acquired directly from the Owner or from another purchaser, and who has not yet become the registered Owner thereof;
 - 2.12.4 a Person holding himself out as the Person exercising the power or authority of Ownership or, who for the time being exercises the powers and authority of Ownership over the Property;
 - 2.12.5 a Person in control of the Property under construction; or

- 2.12.6 a Person who is the Occupant of the Property under a lease, license or Permit.
- 2.13 “Person” means a corporation, partnership, or individual, and the heirs, executors, administrators or other legal representative of an individual.
- 2.14 “Property” means any lands, structures or premises, or any personal property located thereupon, within the municipal boundaries of the Town.
- 2.15 “Provincial Offences Procedure Act” means the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time.
- 2.16 Refuse” means all solid and liquid waste including, but not limited to broken dishes, cans, glass, rags, cast-off clothing, waste paper, cardboard, containers, organic and inorganic yard and garden waste, garbage, fuels, chemicals, hazardous materials, Abandoned Equipment, Abandoned Vehicles, tires, manure and any other form of waste or litter.
- 2.17 “Reasonable State of Repair” means the condition of being:
- 2.17.1 structurally sound;
 - 2.17.2 free from damage, rot or other deterioration; and
 - 2.17.3 safe for its intended use.
- 2.18 “Town” means the Town of Manning, in the Province of Alberta.
- 2.19 “Unsightly Premises” means any Property, whether land, buildings, improvements to lands and buildings, personal Property or any other combination of the above, located within the Town that, in the opinion of a Designated Officer, is unsightly to such an extent as to detrimentally affect the repose, amenities, use, value or enjoyment of the surrounding Properties in reasonable proximity to the Unsightly Premises, or is otherwise detrimental to the surrounding area or in an Unsightly condition as defined by the *Municipal Government Act*.
- 2.20 “Violation Ticket” means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedure Act*.
- 2.21 The Owner of any Property, as noted on the Certificate of Title for the lands is ultimately responsible for all activities on the Property and for ensuring that the Property is not or does not become a nuisance or unsightly and for remedying any contravention of this Bylaw.

SECTION 3 - NUISANCES AND UNSIGHTLY PREMISES

- 3.1 An Owner or Occupant of Property shall not cause or allow that Property or his use of that Property to constitute a Nuisance.
- 3.2 An Owner or Occupant of Property shall not cause or allow that Property to become a danger to public safety or an Unsightly Premises.
- 3.3 No Person shall cause, permit or allow Refuse, Abandoned Equipment or Abandoned Vehicles to collect, accumulate or to be stored upon Property owned or occupied by him.
- 3.4 No Person shall cause, permit or allow Refuse, Abandoned Equipment or Abandoned Vehicles to accumulate in any building or structure within the Town, except in appropriate containers provided for the temporary storage of Refuse or other waste materials for pick-up and disposal at a sanitary land fill, recycling centre or other waste management facility, or except as otherwise permitted pursuant to a statute or this, or another bylaw.
- 3.5 Conditions constituting a Nuisance include, but are not limited to:
 - 3.5.1 the accumulation of Refuse or other waste products on Property;
 - 3.5.2 grass in excess of ten centimeters in length, or the presence of weeds, which in the opinion of a Bylaw Enforcement Officer, are excessive or which demonstrate neglect by the Owner of the Property which Property is to include the land at the front of the Property to the centre of the roadway and that land at the back of the property to the centre of the alley, if applicable;
 - 3.5.3 the accumulation of animal material, yard material, ashes or scrap building material;
 - 3.5.4 the accumulation of Abandoned Vehicles, Abandoned Equipment or household appliances;
 - 3.5.5 the presence or accumulation of animal carcasses, hazardous materials, noxious fumes, manure or sewage;
 - 3.5.6 the presence of shrubs, trees, weeds or other vegetation which, as a result of its location on the Property has caused or is causing damage to adjacent properties, or which is obstructing a sidewalk, highway or public place, including the obstruction of sight lines necessary for the safe operation of motor vehicles on a highway within the Town;
 - 3.5.7 the presence or failure to destroy restricted weeds, control noxious weeds or prevent the spread or scattering of nuisance weeds pursuant to the terms and conditions of the *Weed Control Act*, R.S.A. 2000, c. W-5, as amended or repealed and replaced from time to time;
 - 3.5.8 the failure to control and eliminate insect pests harmful to the growth and development of trees and shrubs or any vegetable or plant life;

- 3.5.9 dense or opaque smoke emitted into the atmosphere for more than SIX (6) minutes per hour or dense or opaque dust emitted into the atmosphere;
- 3.5.10 the failure to dispose of Refuse or other waste products accumulating in temporary storage containers upon the Property;
- 3.5.11 the failure to keep Property in a Reasonable State of Repair, including a lack of repair or maintenance of buildings, structures or Property, which includes but is not limited to:
 - 3.5.8.1 the significant deterioration of buildings, structures or improvements, or portions of buildings, structures or improvements;
 - 3.5.8.2 broken or missing windows, siding, shingles, shutters, eaves or other building material; or
 - 3.5.8.3 significant fading, chipping, peeling or absence of painted areas of buildings, structures or improvements on Property.

SECTION 4 - MAINTENANCE STANDARDS IN URBAN AREAS

- 4.1 All unoccupied Property, including but not limited to unoccupied residences, old sheds or garages and other buildings shall be maintained in a useable and safe condition by the Owner of the Property or the Owner shall:
 - 4.1.1 demolish and remove the unoccupied, not useable and unsafe buildings from the Property and restore the Property to the satisfaction of the Town in accordance with all applicable municipal, provincial and federal statutes and requirements; or
 - 4.1.2 Restore to a useable and safe condition al buildings located on the Property in accordance with all applicable municipal, provincial and federal statutes and requirements, including but not limited to the Safety Codes Act.

SECTION 5 – ENFORCEMENT

- 5.1 For the purpose of an inspection or enforcement under this Bylaw, a Bylaw Enforcement Officer is a Designated Officer of the Town.
- 5.2 A Designated Officer may, for the purpose of ensuring that the provisions of this Bylaw are being complied with, enter upon any Property or into any structure, in accordance with Section 542 of the *Municipal Government Act*, in order to carry out an inspection, enforcement or other action required or authorized by this Bylaw, the *Municipal Government Act*, or any other statute.

- 5.2 Before conducting an inspection pursuant to Section 5.2, a Designated Officer shall provide the Owner or Occupant of the Property with reasonable notice as required by the *Municipal Government Act*. For the purposes of this Bylaw, FORTY EIGHT (48) hours is deemed to be reasonable notice.
- 5.3 Where a contravention of this Bylaw has occurred or is occurring, a Designated Officer may issue a Direction Notice in the form attached as Schedule "A" or in such other similar form to the Owner, Occupant, or Person responsible for the contravention, or any or all of them, pursuant to Section 545 of the *Municipal Government Act*, in the case of a Nuisance, or an Order in the form attached as Schedule "B" or in such other similar form pursuant to Section 546 of the *Municipal Government Act*, in the case of a danger to public safety or Unsightly Premises.
- 5.4 A Direction Notice issued by a Designated Officer under Section 5.4 may, in the case of a Nuisance:
- 5.4.1 direct the Person to whom the Order is issued to stop doing something, or change the way in which the Person is doing that thing;
 - 5.4.2 direct the Person to take any action or measure necessary to remedy the contravention of this Bylaw, including but not limited to the cessation of an activity, the cutting or removal of trees, shrubs and foliage, and the removal or demolition of the structure or improvement that is in contravention of this Bylaw and, if necessary, to prevent the reoccurrence of the contravention;
 - 5.4.3 state a time period within which the Person responsible must comply with directions stated in the Order;
 - 5.4.4 state that if the Person does not comply with the directions provided within the Order within the time period specified, that the Town may take any action or measure reasonably necessary to remedy the contravention at the expense of the Person responsible, with such expenses being recoverable against the Person responsible, in accordance with the provisions of the *Municipal Government Act*; and
 - 5.4.5 notify the Person responsible of the right to apply by written notice in the form attached as Schedule "C" or such similar form, for a review of the Direction Notice by Town Council, and any fee required for such an application, as set out at Schedule "D".
- 5.5 An Order issued by a Designated Officer under Section 6.4 may, in the case of an Unsightly Premises or a dangerous condition:
- 5.5.1 require the Owner of the structure to eliminate the danger to public safety in a manner specified or to remove or demolish the structure and level the site;
 - 5.5.2 require the Owner Property that is an Unsightly Premises to:
 - 5.5.2.1 improve the appearance of the Property in the manner specified; or

- 5.5.2.2 in the case of a structure or improvement to lands, to improve the appearance of the structure or improvement, or to remove or to demolish the structure or improvement and level the site.
- 5.5.3 in the case of an excavation or hole, require the Owner of the Property upon which the excavation or hole is located to eliminate the danger to public safety in any manner specified, including filling in the excavation or hole and leveling the site;
- 5.5.4 state a time frame within which the Owner must comply with the directions provided in the Order;
- 5.5.5 state that if the Owner does not comply with the Order within the time frame specified, the Town may take any action or measure reasonably necessary to remedy the condition of the lands, structural or improvement, at the expense of the Owner with such expenses being recoverable in accordance with the provisions of this Bylaw and the *Municipal Government Act*; and
- 5.5.6 shall notify the Owner of the right to apply by written notice in the form attached as Schedule "C" or such other similar form, for a review of the Order by Council, and the required fee for such an application as set out at Schedule "D".
- 5.6 A Person to whom a Direction Notice or an Order is issued pursuant to Sections 5.4 may request a review of the Direction Notice or Order by written notice to Council within fourteen (14) days of the date on which the Direction Notice or Order is served on that Person. If an Appeal Notice is received by the Town after the fourteen (14) day deadline, no review will be scheduled and the Person who submitted the appeal notice will be informed in writing that no review will be scheduled. If an appeal notice is received within the time period provided for in this Bylaw, a review will be scheduled and the Person who submitted the appeal notice will be notified of the date the review of the Direction Notice or Order will occur.
- 5.7 Upon review of the Direction Notice or Order by Council, Council may confirm, vary, substitute or cancel the Direction Notice or Order.
- 5.8 Council shall provide written reasons for its decision to the recipient of the Direction Notice or Order and the Owner of the Property by serving the decision personally or by registered mail.
- 5.9 Any expenses or costs of any action or measure taken by the Town pursuant to this Bylaw are an amount owing to the Town by the Owner, Occupant or any other Person responsible for the contravention, or any or all of them.
- 5.10 If the Town sells all or a part of a structure or improvement, or the contents of a structure or improvement, that have been removed pursuant to this Bylaw, the proceeds of the sale must be used to pay the expenses and costs incurred by the Town in the enforcement of the Direction Notice or Order issued, and any excess proceeds must be paid to the Owner, Occupant or Person responsible for the contravention, if entitled to them.
- 5.11 The expenses and costs incurred by the Town in the enforcement of this Bylaw may be collected as a civil debt or added to the tax roll for the Property pursuant to the *Municipal Government Act* in the case of a Direction Notice or collected as a civil debt or added to the

tax roll for any Property in which the Owner is the assessed person pursuant to the *Municipal Government Act*.

- 5.12 The Town may register a caveat pursuant to the *Land Titles Act* and the *Municipal Government Act* in respect to any Direction Notice or Order issued under this Bylaw, against the Certificate of Title for the Property that is the subject of the Direction Notice or Order.
- 5.13 If a caveat is registered pursuant to Section 5.12 of this Bylaw, the Town must discharge the caveat when the Direction Notice or Order has been complied with, or when the Town has performed the actions or measures necessary to remedy the contravention as stated in the Direction Notice or Order.
- 5.14 A Direction Notice or Order issued pursuant to this Bylaw is deemed to have been served on the Person whom it is addressed when the Direction Notice or Order has been:
- 5.14.1 in the case of an individual, delivered Personally to the individual, or left for the individual at his or her residence with a Person on the Premises who appears to be at least eighteen (18) years of age, or
 - 5.14.2 upon confirmation of receipt of the Direction Notice or Order by the Person to whom it is addressed by registered mail;
 - 5.14.3 in the case of a partnership or corporation, by registered mail or Personal delivery to either the registered office or business address of the partnership or corporation;
 - 5.14.4 in the event that the Town is unsuccessful in its attempts to serve the Direction Notice or Order pursuant to subsections 5.14.1 or 5.14.2 or 5.14.3 above, a Designated Officer may post a copy of the Direction Notice or Order in a conspicuous place on the Property referred to in the Direction Notice or Order, when the Designated Officer has reason to believe that the Person to whom the Direction Notice or Order is addressed is evading service, and that there is no other reasonable means of service available.

SECTION 6 - OFFENCES AND PENALTIES

- 6.1 Regardless of whether a Direction Notice or an Order has been issued pursuant to this Bylaw, any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable, upon summary conviction, to a penalty as set out in Schedule "D" herein.
- 6.2 Notwithstanding section 6.1 of this Bylaw, any Person who commits a second, third or subsequent offence under this Bylaw within one (1) year of committing the first offence may be liable to a fine of not less nor more than the sum as set out in Schedule "D" of this Bylaw.
- 6.3 Under no circumstances shall any Person contravening any provision of this Bylaw be subject to a penalty of imprisonment.
- 6.4 A Bylaw Enforcement Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any Person to whom the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

- 6.5 A Violation Ticket issued with respect to a violation of this Bylaw may be served upon the Person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.
- 6.6 The Person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence as provided by this Bylaw.
- 6.7 Where a Clerk of the Court records in the court records the receipt of a voluntary payment pursuant to this Bylaw and the *Provincial Offences Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and imposition of a fine in the amount of the specified penalty.

SECTION 7 - SEVERABILITY AND COMING INTO FORCE

- 7.1 Should any provision of this Bylaw be invalid, then the invalid provision shall be severed and the remainder of the Bylaw shall be maintained.
- 7.2 This Bylaws shall come into force upon receipt of its third and final reading.


READ a first time this 13th day of August, 2008.

READ a second time this 13th day of August 2008

Given unanimous consent for third reading 13th day of August, 2008

READ a third and finally passed this 13th day of August, 2008.

TOWN OF MANNING

PER: 
MAYOR

TOWN OF MANNING

PER: 
CHIEF ADMINISTRATIVE OFFICER

“Schedule “A”

DIRECTION NOTICE

[insert date Notice delivered]

[owner/occupant/person responsible]

[insert address]

HAND DELIVERED

REGISTERED MAIL

Dear Sir:

Re: [legal description of land]

In my capacity as a Designated Officer of the Town of Manning, I am hereby issuing a Direction Notice pursuant to s.545 of the *Municipal Government Act* RSA 2000, c. M-26, as amended, and the Town of Manning Nuisance Bylaw No. _____ with respect to the following lands:

Plan
Block
Lot

(the "Lands")

Section 545 of the *Municipal Government Act* states that:

545(1) If a designated officer finds that a person is contravening this or any other enactment that the municipality is authorized to enforce or a bylaw, the designated officer may, by written order, require the person responsible for the contravention to remedy it if the circumstances so require.

(2) The order may

(a) direct a person to stop doing something, or to change the way in which the person is doing it;

(b) direct a person to take any action or measures necessary to remedy the contravention of the enactment or bylaw, including the removal or demolition of a structure that has been erected or placed in contravention of a bylaw, and, if necessary, to prevent a re-occurrence of the contravention;

(c) state a time within which the person must comply with the directions;

(d) state that if the person does not comply with the directions within a specified time, the municipality will take the action or measure at the expense of the person.

In my opinion, as a Designated Officer of the Town of Manning, I find that the Lands are in contravention of the Town of Manning Nuisance Bylaw as a result of:

[*describe specific conditions, items etc that have led to the conclusion that the lands are in contravention* .]

You are hereby ordered to remedy the contravention of the Nuisance Bylaw by:

[*insert requirements with as much detail as possible, finishing with a general requirement such as "and all other debris, junk, garbage, or other abandoned or discarded material present on the Lands* .]

When that has been completed, you are hereby ordered to fill in any holes and level the site. Refuse and debris cannot be buried on the site. *[if applicable]*

The above work must be completed on or before _____.

Pursuant to s.549(1) of the *Municipal Government Act*, you are hereby advised that the Town of Manning may take whatever actions or measures are necessary to remedy the contravention of the Nuisance Bylaw. If you do not comply with this Direction Notice within the specified time, the Town of Manning may take the action necessary to clean up the Lands at your expense, including proceeding before the Court for a Court Order in support of the enforcement of this Direction Notice. Please be advised that the expenses and costs of actions or measures taken by the Town of Manning under this section are an amount owing to the Town of Manning by you.

Pursuant to s.553 the said money owing to the Town may be added to the tax roll of **the property** on which the contravention has occurred.

An owner or occupier or other person to whom this Direction Notice is directed and who considers themselves aggrieved by the Direction Notice, may by written notice request that the Municipal Council review the Direction Notice within Fourteen (14) days of the date the Order is received. This appeal may be sent to the Town of Manning at:

Administration Office
413 Main Street, P.O. Box 125
Manning, Alberta
T0H 2M0

Yours truly,
Town of Manning

Per: [designated officer]

“Schedule “B”

STOP ORDER

[insert date Stop Order delivered]

[owner/occupant/person responsible]

[insert address]

HAND DELIVERED

REGISTERED MAIL

Dear Sir:

Re: [legal description of land]

In my capacity as a Designated Officer of the Town of Manning, I am hereby issuing a Stop Order pursuant to s.546 of the *Municipal Government Act* RSA 2000, c. M-26, as amended, and the Town of Manning Nuisance Bylaw No. _____ with respect to the following lands:

Plan
Block
Lot

(the "Lands")

Section 546 of the *Municipal Government Act* states that:

s. 546

- (1) If, in the opinion of a designated officer, a structure, excavation or hole is dangerous to public safety or property, because of its unsightly condition, is detrimental to the surrounding area, the designated officer may by written order
 - (a) require the owner of the structure to
 - (i) eliminate the danger to public safety in the manner specified, or
 - (ii) remove or demolish the structure and level the site;
 - (b) require the owner of the land that contains the excavation or hole to
 - (i) eliminate the danger to public safety in the manner specified, or
 - (ii) fill in the excavation or hole and level the site;
 - (c) require the owner of the property that is in an unsightly condition to
 - (i) improve the appearance of the property in the manner specified, or
 - (ii) if the property is a structure, remove or demolish the structure and level the site.
- (2) The Order may
 - (a) state a time within which the person must comply with the Order;
 - (b) state that if the person does not comply with the Order within a specified time, the municipality will take the action or measure at the expense of the person.

In my opinion, as a Designated Officer of the Town of Manning, I find that the Lands are [*example: "are in an unsightly condition, and/or are dangerous"*] as a result of:

[*describe specific conditions, items etc that have led to the conclusion that the lands are unsightly, or are dangerous* .]

You are hereby ordered to remedy [*the dangerous / unsightly condition*] by:

[*insert requirements with as much detail as possible, finishing with a general requirement such as "and all other debris, junk, garbage, or other abandoned or discarded material present on the Lands* .]

When that has been completed, you are hereby ordered to fill in any holes and level the site. Refuse and debris cannot be buried on the site. [*if applicable*]

The above work must be completed on or before _____.

Pursuant to s.550(1) of the *Municipal Government Act*, you are hereby advised that the Town of Manning may take whatever actions or measures are necessary to eliminate the danger to public safety caused by a structure, excavation or hole or to deal with the unsightly condition of the property. If you do not comply with this Stop Order within the specified time, the Town of Manning may take the action necessary to clean up the Lands at your expense, including proceeding before the Court for a Court Order in support of the enforcement of this Stop Order. Please be advised that the expenses and costs of actions or measures taken by the Town of Manning under this section are an amount owing to the Town of Manning by you.

Pursuant to s.553.1(1)(c) the said money owing to the Town may be added to the tax roll of **any property** for which you are the assessed person.

An owner or occupier or other person to whom this Stop Order is directed and who considers themselves aggrieved by the Stop Order, may by written notice request that the Municipal Council review the Order within Fourteen (14) days of the date the Order is received. This appeal may be sent to the Town of Manning at:

Administration Office
413 Main Street, P.O. Box 125
Manning, Alberta
T0H 2M0

Yours truly,
Town of Manning

Per: [designated officer]

Schedule "C"

Appeal Notice

[If you want to appeal the Direction Notice or Stop Order issued by the Town to you, you must serve this Appeal Notice together with any applicable fee or charge by mailing or delivering it to the Town Clerk within 14 days after the Direction Notice or Stop Order was served upon you.

Date:

To: Town of Manning
Administration Office
413 Main Street
P.O. Box 125
Manning, Alberta
T0H 2M0

I am appealing the Direction Notice or Order received on _____ in relation to lands described as _____ [insert municipal and legal address if available].

The Direction Notice or Order is being appealed for the following reasons:

[Use a Separate sheet if necessary]

Name: _____

Signature: _____

Contact Information including address and phone number:

[NOTE: ONLY THOSE APPEALS FILED WITHIN FOURTEEN (14) DAY OF SERVICE OF THE DIRECTION NOTICE OR ORDER WILL BE HEARD BY COUNCIL]

Schedule "D"

FEEES AND SPECIFIED PENALTIES

FEEES

Administrative Fee for filing Appeal Notice: \$50.00

SPECIFIED PENALTIES

OFFENCE: SPECIFIED PENALTY

Contravention of any provision of the Bylaw \$100.00

Second Offence within one year \$200.00

Third or subsequent offence within one year \$400.00