



# VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8  
TELEPHONE 604-937-4100 FAX 604-939-5034  
belcarra@belcarra.ca • www.belcarra.ca



## Bylaw Enforcement Complaint Form

Please PRINT information on hard copy form and answer all questions to the best of your ability.

*The following information was supplied and received in confidence.*

### COMPLAINANT INFORMATION

Name of Complainant: \_\_\_\_\_

Residential address: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number (day): \_\_\_\_\_ (evening): \_\_\_\_\_

### INCIDENT INFORMATION (Please be specific) Location of incident or alleged offense:

Street address: \_\_\_\_\_

Other description (if needed, or include a sketch overleaf): \_\_\_\_\_

Name of registered owner (if known): \_\_\_\_\_

Address of owner (if different from location of alleged offense or incident): \_\_\_\_\_

DETAILED DESCRIPTION OF ALLEGED BYLAW VIOLATION (Please be as detailed as possible providing names of witnesses if available and of any attending authorities):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE OF COMPLAINANT: \_\_\_\_\_

Forward to the [Village of Belcarra](#) when completed

4084 Bedwell Bay Road, Belcarra, BC V3H 4P8

FAX: 604-939-5034 OR EMAIL: [belcarra@belcarra.ca](mailto:belcarra@belcarra.ca)

### FOR OFFICE USE ONLY

COMPLAINT RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Name/Title

## BYLAW ENFORCEMENT PROCEDURES

1. The Village of Belcarra does not have the resources to formally review properties on a regular basis in order to determine whether or not its regulatory bylaws are being complied with at all times. Therefore, except for called inspections arising from permit applications, it is the general practice of the Village of Belcarra to rely on citizen complaints as a means of alerting bylaw enforcement of violations of its bylaws. The Village of Belcarra has established policies and procedures in order to encourage a balance of accountability and confidentiality among the various parties to this process. This does not preclude Village of Belcarra staff initiating investigations on their own initiative.
2. A bylaw enforcement investigation will be commenced on submission of written complaints. If the preliminary investigation determines there is basis for enforcement action pursuant to the criteria set out in section 4 below, the normal bylaw enforcement procedure will be followed. Certain bylaw enforcement investigations can take several months before reaching conclusion. If the investigation finds there is no basis for enforcement, the complainant will be informed their complaint does not meet the criteria. It is not the practice of the Village of Belcarra to necessarily seek a final legal remedy for all alleged infractions.
3. If a residence or individual is allegedly in violation of a Village bylaw/s and several neighbours deem the violation a nuisance which should be reported, each person is required to fill out individual and separate complaint forms. This assists in substantiating the alleged offenses.
4. Collection of personal information is authorized under section 26(c) of the Freedom of Information and Protection of Privacy Act. The information provided will only be used for the purposes of addressing concerns and bylaw enforcement related matters. The Village will not disclose a complainant's identity to the person who is the subject of a complaint, or any other person, except as authorized or required (e.g. where permission is granted by the person the information is about, OR where the matter results in court action and disclosure is required or necessary in a court of law, OR where there is a ruling by the Office of the Information and Privacy Commissioner ordering the release of the information). Questions about the collection, use and disclosure of this information can be directed to the Village's Privacy Officer at the Village of Belcarra, 4084 Bedwell Bay Road, Belcarra, BC V3H 4P8. Phone 604-937-4100 or email [foi@belcarra.ca](mailto:foi@belcarra.ca)