



Yard Maintenance Policy

01-2020

Purpose of policy:

The Town of Pilot Butte's Yard Maintenance Policy was created so that residents can enjoy a safe and attractive community while also creating a predictable enforcement process. The Town of Pilot Butte recognizes the importance of the appearance and amenity of the entire Town and has implemented this policy to encourage landowners to keep their lots tidy throughout the summer months. This policy will adhere to the Town of Pilot Butte Bylaw No. 14-2005.

Scope of policy:

This policy is effective throughout the entire Town on residential, commercial, industrial, institutional, and vacant lots.

Inspections:

- Grass and weeds will be monitored by the Bylaw Enforcement Officer or delegate.
- Untidy and Unsightly properties will be monitored by the Bylaw Enforcement Officer or delegate.
- If, upon inspection, the Bylaw Enforcement or delegate determines a lot requires maintenance, the Town will arrange to have the lot maintained after following the notification process stated in *Section 4: Notification*.
- Inspections of residential subdivisions will occur on the dates stated in *Schedule A: Inspection Dates*, which are subject to change annually.
- Inspections of other untidy and unsightly yards causing a nuisance will occur as complaints are received.

Notification:

- Landowners will be notified of maintenance and nuisance infractions by mail, unless an email is provided to the Town and is indicated as the preferred method of communication (recommended). The letter will contain a deadline for the landowner to have their lot maintained.
- Landowners will be responsible for checking their mail or email in a timely fashion. If a deadline is missed and the Town maintains the lot, the landowner will still be responsible for paying the invoice in full.
- Landowners are responsible for notifying the Town if they will arrange to have the lots maintained themselves. If the Town is not notified that arrangements have been made by the landowner before the deadline given in the letter, the Town will perform the necessary maintenance to the lot and invoice the landowner.
- Landowners that do not notify the Town and are invoiced for lot maintenance will be responsible for the full cost of the invoice.

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Enforcement:

- Bylaw Enforcement Officer or delegate will inspect the lot on the dates identified in *Schedule A*. If it is determined that a lot is untidy and unsightly and is causing a nuisance, the landowner will be notified of the infraction (*See Section 4: Notification*).
- If the landowner does not notify the Town that they have made arrangements to maintain the lots themselves, the Town will have the lot and the landowner will be invoiced.
- The amount of the invoice will be determined by Fees outlined in *Schedule B*. Fees will not exceed the *Offences* and Penalties outline with the Bylaw 14-2005. Fees are subject to change annually.
- Landowners are encouraged to notify the Town if there is any issue with them complying with the policy. If they fail to communicate with the Town in a timely manner, they will be responsible for paying for the invoice.
- Lots may be maintained multiple times throughout the season if subsequent inspections are failed. An invoice will be issued each time the lot is maintained by the Town.
- Unpaid invoices may be added to the taxes of any landowner.



MAYOR



ADMINISTRATOR

Resolution No.: 2020- 101

Bylaw No. Reference: Bylaw 14-2005

Legislative Reference: None

Policy Approval:



Schedule A: Inspection Dates

June 15, 2021

July 20, 2021

August 17, 2021

September 30, 2021

Schedule B – Fees

Fees as of 2020:

Vacant - \$500.00

Developed - \$750.00

*Per infraction

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