



Corporation of the Village of Casselman

751 St-Jean Street, P.O. Box 710

Casselton, ON KOA 1M0

Tel: 613-764-3139

Fax: 613-764-5709

www.casselton.ca

REGISTERING A BY-LAW COMPLAINT WITH THE MUNICIPALITY

The Municipality has regulatory By-Laws permitted to enforce under the Municipal Act:

- Property Standards
- Dog Control
- Noise
- Littering
- Fire Control
- Building and construction
- Signs
- Zoning
- Pools
- Smoking
- Parking on Public Streets

To register a complaint with the Municipality about a perceived infraction on any of the above By-Laws you must fill out the COMPLAINT FORM.

The information on the form must be completed in full, along with any information you wish to relate to the Enforcement Officer. The complaint must be signed and dated. The information on the form is kept confidential however if the case goes to trial the complaint will become part of the required disclosure evidence and will be made available to the courts upon request.

Once the complaint is submitted, an Officer will investigate the matter. If an infraction is committed the person responsible will be notified and given in most cases between 5 to 21 days to comply with the By-Law. The person making the complaint will also be notified in writing advising them that there is a By-Law infraction and that a letter has been sent to the person responsible.

If the person responsible for the infraction does not comply within the permitted time frame, the matter may be brought before the Provincial Offences Courts for legal action. Please be advised that due to back logs in the Court system the process may take several months before it is heard.

Should you have any questions on this process you may contact the undersigned.

Jacob Forget
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COMPLAINT FORM

Name of person registering complaint:	
Address: 	Date:
	Time:
	Tel#:
	Other:
Description of Complaint:	
Signature:	
Please indicate the location of the alleged problem:	
The problem occurred on: Please note that confidentiality is respected, however be advised that in the event the case proceeds through the court system you may be asked to appear as a witness for the Municipality.	
<i>OFFICE USE</i>	
Follow-up action taken:	File#
Complaint received by:	Date: