



Policies & Procedures Manual

Policy No. 4.4 (BP- Checklist for Filing Notice on Title)

Checklist for Filing Notice on Title

1. Building Inspector shall inspect the property. Take photos, date and sign, note details of contraventions of the Building By-law or other regulations relating to building or structures and how contravention renders the building unsafe (if applicable).
2. Building Inspector shall send letter by registered mail to owner/occupier detailing contraventions, citing contravened regulations, and directing remedial action within **fourteen (14) days**, or otherwise court action may be taken to enforce the regulation of Section 700 of the Municipal Act may be invoked. Send copy of Section 700.
3. After **fourteen (14) days**, inspect again. Note condition of property. Take photos if any change.
4. If no change, or further contraventions, Building Inspector prepares report and recommendation that resolution to file notice against title pursuant to Section 700 be considered by the Board and files it with the Regional Board Secretary.
5. Secretary sends to owner notice of meeting of Board where Building Inspector's report and recommendation will be considered, together with a copy of report and recommendation, by double-registered mail **twenty (20) days** prior to the Board Meeting.
6. On the day of the meeting, the item shall be announced, and Chair shall ask if owner of property is present and wishes to make representations. Board shall listen fairly to owner, as well as to the Building Inspector. If Board decides that a notice should be filed against the title, Board shall pass resolution.
7. Secretary shall prepare notice of resolution and send or deliver to Registrar of Land Titles together with payment of prescribed fee.
8. All costs and fees related to preparing, filing and removing of notification on title shall be recoverable from the property owner(s), prior to the removal of the notification on title.

Approving Authority: Board	Page 1 of 1
Policy Name: Checklist for Filing Notice on Title	Policy No: 4.4
Date of Approval: September 28, 1992	Dates of Amendment: March 24, 1997
Policies Superseded: N/A	Related Enactments: