



**BY- LAW NUMBER 2023-**

**A By-law of The Corporation of the City of Barrie to prohibit or regulate the injuring or destruction of trees on private property in the City of Barrie and to repeal By-law 2014-115, as amended.**

**WHEREAS**, Section 135 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, permits the enactment of a by-law by the Council of The Corporation of the City of Barrie for prohibiting or regulating the injuring or destruction of trees or any class of trees;

**AND WHEREAS**, Council may require that a permit be obtained for the injuring or destruction of trees or any class of trees specified in the by-law and prescribe the fees for the permit and the circumstances under which a permit may be issued;

**AND WHEREAS**, by motion 23-G-082, the Council of the Corporation of the City of Barrie has determined that it is desirable to enact such a by-law;

**AND WHEREAS** Council enacted By-law Number 2014-115 on the 15th day of September, 2014 to prohibit or regulate the injuring or destruction of trees on private property in the City of Barrie and the Council of The Corporation of the City of Barrie has determined that it is desirable to repeal By-law 2014-115 and enact a new by-law to prohibit or regulate the injuring or destruction of trees as authorized in accordance with the Municipal Act, 2001;

**NOW THEREFORE**, the Council of The Corporation of the City of Barrie enacts as follows:

**1. DEFINITIONS**

In this by-law:

- (a) "basal area" of a tree shall mean the area of a cross-section of the tree at "breast height" (1.37 metres or 4.5 feet) measured in square metres;
- (b) "basal area" of a woodlot shall mean the ratio of the sum of the basal areas of the trees within the woodlot in square metres to the area of the woodlot in hectares;
- (c) "breast height" refers to a point of measurement 1.37 metres above the highest point on the tree where the ground meets the stump;
- (d) "Building Permit" means a Building Permit issued under the *Building Code Act*, 1992, S.O. 1992, c23, as amended;
- (e) "Certified Arborist" means a person who is a specialist or expert in the area of the care and maintenance of Trees and includes a graduate of a post-secondary education in Arboriculture qualified by Skilled Trades Ontario or a certified Arborist qualified by the International Society of Arboriculture, a consulting Arborist registered with the American Society of Consulting Arborists, a registered professional forester or a person with other similar qualifications as approved by the Director;
- (f) "City" and "City of Barrie" means the municipality of The Corporation of the City of Barrie;
- (g) "Clerk" means the Clerk of The Corporation of the City of Barrie;
- (h) "Council" means the Council of The Corporation of the City of Barrie;
- (i) "construction" means any activity that would require the issuance of a Building Permit, Right-of-Way Activity Permit or other formal approval from the City;
- (j) "destroy" means the removal of trees or harm resulting in the death or ruin of trees by cutting, burning, uprooting, chemical application or other means including irreversible injury that may result from neglect, accident or design and the term "destruction" shall have a corresponding meaning;
- (k) "development" means any alteration of a site requiring future or present approval from the City in the form of a development agreement or site alteration permit;

- (l) "Diameter" means the diameter of the stem of a tree measured outside the bark at a specified point of measurement;
- (m) "Director" means a Director or Department Head for the Corporation of the City of Barrie or his or her designate, provided such designate is an Officer appointed under this by-law;
- (n) "DBH" means "diameter at breast height" and refers to the diameter of the stem of a tree measured at a point 1.37 metres (4.5 feet) above the highest point on the tree where the ground meets the stump;
- (o) "good forestry practices" means the proper implementation of harvest, renewal and maintenance activities known to be appropriate for the forest and environmental conditions under which they are being applied and that minimize detriments to forest values including significant ecosystems, important fish and wildlife habitats, soil and water quality and quantity, forest productivity and health and the aesthetics and recreational opportunities of the landscape;

And Good Forestry Practices permits the destruction or injuring of trees that:

- i) have been damaged by disease, insects, wind, ice, fire, lightning, or other natural causes to an extent that the health of such trees is likely to further deteriorate;
  - ii) should be cut or removed to prevent disease or insects from spreading to other trees;
  - iii) are cut in accordance with the Provincial Silvicultural Guidelines as referred to in the Forest Operations and Silviculture Manual and its revisions prepared under the authority of the *Crown Forest Sustainability Act*, S.O. 1994, c. 25. These Provincial Silvicultural Guidelines include, but are not limited, to: A Silvicultural Guide to Managing Southern Ontario Forests, Silvicultural Guide for the Tolerant Hardwood Forest in Ontario, A Tree Marking Guide for the Tolerant Hardwood Working Group in Ontario, A Silvicultural Guide for the Great Lakes – St. Lawrence Conifer Forest in Ontario;
  - iv) are marked and cut as part of a woodlands management plan approved by a Registered Professional Forester.
- (p) "Heritage Tree" means a tree that Council designates as being unique and of importance to the City in terms of distinctive form, size, age and/or historical significance;
- (q) "Injure" means to harm, damage or impair trees and includes, but is not limited to, harm, damage or impairment caused by changing grades around trees, compacting soil over root areas, severing roots, proper application of chemicals, improper pruning or the removal of branches and bark and the term "injury" shall have corresponding meaning;
- (r) "Landscape Architect" means a Landscape Architect who is a member, in good standing, of the Ontario Association of Landscape Architects or the Canadian Society of Landscape Architects;
- (s) "Major Damage" to a tree shall mean any one of:
  - (i) a wound greater than the square of the DBH of the tree (for example, a wound with an area of 100 square centimeters is major damage to a tree with a DBH of 10 cm.)
  - (ii) any wound greater than 1000 square centimeters
  - (iii) if the wound in paragraph 1(l)(i) or 1(l)(ii) contacts the ground then the wound shall be considered major damage if it is 60% of the size specified in paragraph 1(l)(i) or 1(l)(ii) respectively
  - (iv) broken branches destroying more than 33% of the Crown
  - (v) the exposure, severing or compaction of more than 25% of the root area
  - (vi) the breaking off of any tree
  - (vii) the noticeable tipping of any tree
- (t) "officer" means an individual designated in accordance with this bylaw for the administration and enforcement of this by-law;
- (u) "orchard" means a plantation of fruit or nut trees;
- (v) "owner" means the registered Owner(s) of the property;

- (w) “permit” means the authorization from the Director to injure or destroy trees pursuant to this by-law;
- (x) “person” means any individual, corporation, partnership, association, firm, trust, or other entity and includes anyone acting on behalf or under the authority of such entity;
- (y) “property maintenance” means the injury or destruction of trees that:
  - (i) have been damaged by disease, insects, wind, ice, fire, lightning, or other natural causes to an extent that the health or structure of such trees is likely to further deteriorate and pose a hazard;
  - (ii) should be cut or removed to prevent disease or insects from spreading to other trees;
  - (iii) should be pruned to improve the structure and/or health and vitality of the tree; or
  - (iv) that should be pruned to provide safe clearance from structures, fences, public walkways, driveways or highways.
- (z) “qualified forest technician” means someone who has graduated from a recognized College with a diploma in Forestry who is also certified as a tree marker by the Ontario Ministry of Natural Resources;
- (aa) “Registered Professional Forester” as defined in the *Professional Foresters Act, 2000*, S.O. 2000, c.18;
- (ab) “Silviculture” means the theory and practice of controlling forest establishment, composition, growth and quality of forests to achieve the objectives of management;
- (ac) “tree” means a plant of any species of woody perennial plant including its root system which has reached or can reach a height of at least 4.5 metres (15 feet) at physiological maturity;
- (ad) “Tree Protection Manual” means the manual maintained by the City of Barrie setting out standards for protection of trees in the City of Barrie as amended from time to time. Copies of which may be viewed and printed from the City of Barrie website at [www.barrie.ca](http://www.barrie.ca);
- (ae) “woodlot” means a land of at least 0.2 hectares (0.5 acres) in area covered with a density of trees that is not less than:
  - (1) 1000 trees of any size per hectare;
  - (2) 750 trees, measuring over 5 centimeters in DBH per hectare;
  - (3) 500 trees, measuring over 12 centimeters in DBH per hectare; OR
  - (4) 250 trees, measuring over 20 centimeters in DBH per hectare;

as illustrated by the City of Barrie’s Official Woodlot Map, as amended from time to time.

  - (i) For the purposes of this by-law, a boundary woodlot shall be defined by the ecological limit of the woodlot and not by private property boundaries.
  - (ii) Notwithstanding paragraph (ad) (i), where a woodlot is dissected by a road, path or natural feature such as a creek, the boundary of the woodlot shall be deemed to cross the road, path or natural feature but the area of the woodlot shall be calculated exclusive of the area of the municipal road or natural feature.
- (af) “Zoning By-law” means the by-law regulating land use as provided for under the Planning Act within the City of Barrie;

## 2. APPLICATION OF BY-LAW

Subject to Section 5, this by-law applies to all trees within the boundaries of the City of Barrie.

### 3. PROHIBITIONS

Subject to Section 5 of this by-law:

- (a) No owner, director or officer of a corporation for the owner shall cause or permit the injury or destruction of a tree that is on the owner's land without first obtaining a permit under this bylaw;
- (b) No person, whether or not the agent for the owner, shall injure or destroy a tree without first having obtained a permit under this by-law;
- (c) No person shall injure or destroy a tree other than in compliance with the terms and conditions of a permit issued under this by-law;
- (d) No person shall fail to comply with an Order issued under this By-law; and
- (e) No person shall pull down or deface any Order posted under this bylaw.

### 4. EXEMPTIONS FROM APPLICATION OF BY-LAW

Notwithstanding paragraph 3 and 4, this by-law does not apply to:

- (b) activities or matters undertaken by the City of Barrie;
- (c) activities or matters undertaken under a licence issued under the Crown Forest Sustainability Act, 1994;
- (d) the injuring or destruction of trees by a person licensed under the Surveyors Act to engage in the practice of cadastral surveying or his or her agent, while making a survey;
- (e) the injuring or destruction of trees imposed after December 31, 2002 as a condition to the approval of a site plan, a plan of subdivision or a consent under section 41, 51 or 53, respectively, of the Planning Act or as a requirement of a site plan agreement or subdivision agreement entered into under those sections subject to payment of Ecological Offsetting Fees as set out within the Fees By-law;
- (f) the injuring or destruction of trees imposed after December 31, 2002 as a condition to a development permit authorized by regulation made under section 70.2 of the Planning Act or as a requirement of an agreement entered into under the regulation subject to payment of Ecological Offsetting Fees as set out within the Fees By-law;
- (g) the injuring or destruction of trees by a transmitter or distributor, as those terms are defined in section 2 of the Electricity Act, 1998, for the purpose of constructing and maintaining a transmission system or a distribution system, as those terms are defined in that section;
- (h) the injuring or destruction of trees undertaken on land described in a licence for a pit or quarry or a permit for a wayside pit or wayside quarry issued under the Aggregate Resources Act subject to payment of Ecological Offsetting Fees as set out within the Fees By-law;
- (i) the injuring or destruction of trees undertaken on land in order to lawfully establish and operate or enlarge any pit or quarry on land,
  - (i) that has not been designated under the Aggregate Resources Act or a predecessor of that Act, and
  - (ii) on which a pit or quarry is a permitted land use under a by-law passed under section 34 of the Planning Act, 2001, c. 25, s. 135 (12); 2002, c. 17, Sched. A, s. 27 (3, 4) subject to payment of Ecological Offsetting Fees as set out within the Fees By-law.
- (j) The injuring or destruction of trees undertaken as part of normal maintenance and operation of an established orchard and does not include the expansion or establishment of an orchard; or
- (k) the injuring or destruction of trees undertaken for the purposes of property maintenance under the advice of a Certified Arborist, Landscape Architect, Registered Professional Forester or qualified Forest Technician that is exclusive of any activity related to construction, development or woodlot management subject to the owner retaining a copy of the advice for a period of no less than one (1) year.

## 5. APPLICATION FOR PERMIT TO INJURE OR DESTROY TREES

Where a permit is required under this by-law:

- (a) The owner shall submit an application to the City containing the information set out in the Tree Protection Manual, in such form as may be approved by the Director;
- (b) Each application shall be accompanied by the prescribed fee payable in accordance with the Fees By-law, as it may be amended from time to time;
- (c) Every application shall be accompanied by a report from either:
  - (i) a Landscape Architect, Registered Professional Forester or Certified Arborist providing such information with respect to the property as may be specified in the Tree Protection Manual and certifying that the injury or destruction of tree(s) is required to permit the establishment or extension of a use permitted by the Zoning By-law and there is no reasonable alternative to the injury or destruction of the tree(s); OR
  - (ii) a Registered Professional Forester providing such information with respect to the woodlot as may be specified in the Tree Protection Manual and, if applicable, certifying that the proposed injury to or destruction of the tree(s) is in accordance with good forestry practices.
- (d) No application shall be considered complete unless accompanied by the information and fees required in accordance with this by-law.

## 6. ISSUANCE OF PERMIT

- (a) Subject to paragraph 6(b) the Director may issue a permit to injure or destroy tree(s) where the Director is satisfied that:
  - (i) The injury or destruction of the tree(s) is in accordance with good forestry practices, OR
  - (ii) The injury or destruction of tree(s) is required to permit the establishment or extension of a use permitted by the Zoning By-law and the Director is satisfied that there is no reasonable alternative to the injury or destruction of the tree(s) and the application meets the minimum requirements as prescribed within the Tree Protection Manual.
- (b) A Permit shall not be issued where:
  - (i) an Application required under this By-law has not been submitted in full or the required fees have not been paid;
  - (ii) a report as required by paragraph 5(c) has not been submitted or does not meet the minimum specifications as outlined within the Tree Protection Manual;
  - (iii) the permit would result in the destruction of a tree that is an endangered species as defined in the Endangered Species Act, R.S.O. 1990, c. E.15, or successor legislation;
  - (iv) the permit would result in the destruction of a tree that is designated as a heritage tree by City Council;
  - (v) flood or erosion control, or the ecological integrity of a natural area, will be negatively affected;
  - (vi) the destruction of the tree would have the effect of reducing:
    - (1) the density of trees in the woodlot below the density of trees necessary to constitute a woodlot; or
    - (2) the basal area of the woodlot in which the tree stands below 20 square metres per hectare (85 square feet per acre), 15 square metres per hectare (65 square feet per acre) of which is contained in the size class, or classes 24 cm. (9.5 inches) DBH or greater, unless the reduction of the basal area of the woodlot below these standards is in accordance with good forestry practices.

## 7. CONDITIONS TO PERMIT

The following shall be deemed to be conditions to the issuance of every permit under this by-law:

### (a) Marking of Trees

At least 7 days prior to injuring or destroying any tree, but not prior to the issuance of the permit, the owner shall cause all trees which are to be removed or destroyed to be marked by a Registered Professional Forester, Certified Arborist, qualified forest technician or Landscape Architect with clearly visible marks of yellow paint at breast height and upon the stump to remain after cutting.

### (b) Notice of Intent

For at least 7 days prior to injuring or destroying any tree the owner shall post a sign, having dimensions of not less than 61 cm. (24 in.) x 91 cm. (36 in.) in a conspicuous place or places on the private land that is adjacent to all public roads abutting the property and at any other locations designated by the Director. The sign will remain in place in good, legible condition for a minimum of 60 days after the completion of tree removals and include the following information:

- (i) notice that the work will occur in accordance with this by-law;
- (ii) the name of the owner;
- (iii) the name of the person or company retained to work on the trees on the land; and
- (iv) the address and telephone number of a person acting on behalf of the owner from whom further information on the proposed tree work may be obtained.

### (c) Tree Preservation Measures

- (i) The owner shall cause the implementation of tree preservation measures consistent with the City of Barrie's Tree Protection Manual.
- (ii) The owner shall cause the installation of all tree preservation measures to be completed under the supervision of the Landscape Architect, Registered Professional Forester or Certified Arborist and approved by the City of Barrie. Such measures shall be inspected on a regular basis by the Landscape Architect, Registered Professional Forester or Certified Arborist and a bi-monthly report made to the Director for the duration of the active period of construction.

### (d) Limitation of Damage to Residual Trees

During the course of injuring or destroying trees within a woodlot pursuant to a permit issued in accordance with this by-law, no person shall:

- (i) cause Major Damage to trees forming more than 10% of the total residual basal area of the portion of the woodlot which is the subject of the permit;
- (ii) cause Major Damage to trees forming more than 15% of the residual basal area in the size class of 10 cm DBH or more in the portion of the woodlot which is the subject of the permit;
- (iii) cause major Damage to trees forming more than 15% of the residual basal area in the size class of 10 cm DBH or less in the portion of the woodlot which is the subject of the permit;
- (iv) create or permit skid trails covering more than 20% of the ground area in the portion of the woodlot that is the subject of the permit.

### (e) Conditions required by the Director

- (i) In addition to the above conditions, the Director may attach conditions to the Permit which in the opinion of the Director are reasonable and related to the purposes of this By-law or the safety and convenience of the public.

- (ii) Prior to the commencement of any work that would result in injury to or destruction of trees authorized pursuant to this bylaw, the person causing such work to be carried out shall ensure that the permit is posted in a conspicuous place within the woodlot or is available on site and can be produced upon request by an officer. The failure to post or produce a permit as required shall constitute an offence.

## **8. DURATION OF PERMIT**

- (a) Every permit shall be issued to the owner and shall expire twelve (12) months after issuance. For greater certainty, to the extent that the expiry date would occur during the restricted period between March 15 to April 15 in any year as provided in paragraph 9(b) below, the expiry date in the permit shall be deemed to have been extended to a date in the month next following the restricted period that would have the effect of granting the permit to an owner for a full twelve month period clear not including the restricted period.
- (b) All permits for the injury or destruction of trees within woodlots will be deemed not to be in effect during the period of March 15 to April 15. The Director may grant exemptions to this requirement in writing having regard to the potential for rutting of soil and subsequent damage to the ecology of the woodlot or designated area during the spring break up period.
- (c) The Director may extend the expiration date of a Permit if a written request for an extension is received by the Director a minimum of three (3) working days before the date the Permit expires. Any request which is received after this time may require the submission of a new application. Subject to paragraph 9(a), in no case shall the Director extend a Permit for a period of greater than one year.

## **9. DESIGNATION OF OFFICERS**

In addition to Barrie's Municipal Law Enforcement Officers, who are deemed to be designated as Officers for the purposes of enforcing this bylaw, the individuals employed by Barrie and filling the positions set out in Schedule "A" are hereby designated as Officers pursuant to the provisions of this by-law.

## **10. INSPECTIONS BY AN OFFICER OTHER THAN A MUNICIPAL LAW ENFORCEMENT OFFICER**

- (a) At a reasonable time and upon producing City of Barrie identification, an officer, other than a Municipal Law Enforcement Officer, may enter and inspect any land to which this by-law applies. A Municipal Law Enforcement Officer may enter and inspect any land to which this by-law applies at any time.
- (b) Any person who obstructs an officer in carrying out an inspection under this by-law is guilty of an offence.

## **11. ENFORCEMENT**

- (a) This by-law may be enforced by any person designated as an officer for the purposes of this by-law; and
- (b) An officer may, in carrying out an inspection be accompanied by an assisting person.

## **12. ORDERS**

- (a) Where an officer is satisfied that a person has contravened any provision of this by-law, the officer may make an order requiring the person to stop the injuring or destruction of trees and shall set out the particulars of the contravention. The order shall set out the information contained in Schedule "B".
- (b) Where the Director is satisfied that a person has contravened any provision of this by-law, the Director may make a repair order requiring the person to rehabilitate the land or to plant or replant trees in such a manner and within such period as the Director considers appropriate, including any silvicultural treatment necessary to re-establish the trees.

- (c) An Order issued under this section may be served personally or served by sending it by mail to the last known address of;
  - i) the owner of the property; and
  - ii) the person identified as injuring, destroying or harvesting a tree or trees.
- (d) Where service of an Order is made by mail, service shall be deemed to have been served on the fifth day after the order is mailed.
- (e) Where service cannot be carried under section 8, subsection (b), it is deemed sufficient if the Officer places a placard containing the terms of the Order in a conspicuous place on the affected lands and the placing of the placard shall be deemed to be sufficient service of the Order on the person to whom the Order is directed.
- (f) A person to whom an order under this section has been directed may appeal the order to Council by filing a written notice of appeal with the Clerk within 30 days after the date of the order. Council may confirm, alter or revoke the order.
- (g) As soon as practicable after a notice of appeal is filed, Council shall hear the appeal and may confirm, alter or revoke the order and the decision of Council shall be final.

### 13. OFFENCES

- (a) Every person who contravenes the provisions of any section of this by-law, or contravenes the terms or conditions of a permit or an Order issued under this By-law and every Director or Officer of a Corporation, who concurs in the contravention by the Corporation, is guilty of an offence is liable to a system of fines according to the *Municipal Act*.
  - (i) A minimum fine shall not exceed \$500 and a maximum fine shall not exceed \$100,000. However, a special fine may exceed \$100,000.
  - (ii) In the case of a continuing offence, for each day or part of a day that the offence continues, a minimum fine shall not exceed \$500 and a maximum fine shall not exceed \$10,000. However, despite paragraph (a), the total of all of the daily fines for the offence is not limited to \$100,000.
  - (iii) In the case of a multiple offence, for each offence included in the multiple offence, a minimum fine shall not exceed \$500 and a maximum fine shall not exceed \$10,000. However, despite paragraph (a), the total of all fines for each included offence is not limited to \$100,000.
  - (iv) A special fine may be imposed in accordance with Subsection 429(2)(d) of the *Municipal Act*. In addition to a fine under clause (a) to (c) above, a special fine may be imposed in circumstances where there is an economic advantage or gain from the contravention of this By-Law or an order under Section 10 of this By-Law, and the maximum amount of the special fine may exceed \$100,000 pursuant to Subsection 429(3)(1) of the *Municipal Act*.
- (b) The City of Barrie designates that the destruction of each Tree is one offence in a series of multiple offences.
- (c) If a person is convicted of an offence for contravening this By-law the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may order the person to rehabilitate the land or to plant or replant trees in such a manner and within such period as the court considers appropriate, including any silvicultural treatment necessary to re-establish the trees.

### 14. CONFLICT WITH OTHER BY-LAWS

- (a) If there is a conflict between this by-law and a by-law passed under the *Forestry Act* or *Municipal Act*, the provision that is most restrictive of the injuring or destruction of trees prevails;
- (b) Nothing in this by-law shall exempt any person from complying with the requirements of any by-law in force or from obtaining any license, permission, permit, authority or approval required under any by-law or legislation.



**15. ADMINISTRATION**

- (a) Schedules “A and B” shall form part of this By-law.
- (b) If any section or sections of this By-law or parts thereof are found by any Court to be illegal or beyond the power of the Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of this By-law shall be deemed to be separate and independent there from and continue in full force and effect unless and until similarly found illegal.
- (c) The short title of this By-law is the “Private Tree By-law”.
- (d) By-law 2014-115 of the Municipality of the City of Barrie shall be repealed effective on the coming into force and effect of this By-law.
- (e) Despite subsection (d) of this section, By-law 2014-115 of the Municipality of the City of Barrie shall continue to apply to proceedings in respect of offences that occurred before its repeal.

**THAT** this By-law shall come into force and effect upon the day of passing thereof.

**READ** a first and second time this 19<sup>th</sup> day of April, 2023.

**READ** a third time and finally passed this 19<sup>th</sup> day of April, 2023.

**THE CORPORATION OF THE CITY OF BARRIE**

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**MAYOR – ALEX NUTTALL**

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**CITY CLERK - WENDY COOKE**

**SCHEDULE “A”****APPOINTMENT OF OFFICERS**

In addition to Municipal Law Enforcement Officers, the following persons employed by the City of Barrie are designated as officers with authority to administer this by-law:

- A Director of the Corporation of the City of Barrie
- Manager of Infrastructure Planning Group
- Manager of Parks and Forestry Operations
- Manager of Parks Planning and Development
- Forestry Supervisor
- Landscape Architectural Planners
- Forestry Foreperson
- Parks and Forestry Program Coordinator
- Such other person(s) employed by the City of Barrie as may be appointed by a Director

**SCHEDULE “B”**

**STOP WORK ORDER**

**YOU ARE HEREBY DIRECTED AND ORDERED TO forthwith stop, halt, cease, and desist from any and all works associated with the destruction of trees or removal thereof from those lands comprising;**

**MUNICIPAL ADDRESS / LEGAL DESCRIPTION OF THE PROPERTY:**

\_\_\_\_\_

**LOT: \_\_\_\_\_ CONCESSION: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_**

**OWNER / INDIVIDUAL RESPONSIBLE FOR DESTRUCTION OR INJURY OF TREES:**

**DESCRIPTION OF INFRACTION:**

**Date of Inspection: \_\_\_\_\_**

**Effective Order Date: \_\_\_\_\_ TO \_\_\_\_\_**

**Signature of Officer: \_\_\_\_\_ Date: \_\_\_\_\_**

**Pursuant to By-law 2005-120 Section 13, subsection (f) Where the person to whom the Order is directed has been served in accordance with this By-law is not satisfied with the terms of the Order, the person may appeal to Council by filing Notice of Appeal by personal service or certified mail to the Clerk within 30 days after the date of the Order.**

**{Contact Information, Phone Number}**

**Copy to: By-law Enforcement, Director, Consultant, Planning, Engineering, Clerks**