

*The City of Parksville is located on the traditional territory of the Coast Salish Nations, home to the Snaw-Naw-As First Nation and the Qualicum First Nation.*

## **Administration Department**

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# **UNSIGHTLY PROPERTIES**

The City's bylaw compliance department provides the citizens of Parksville with a variety of services related to regulatory issues. Bylaw officers work primarily on a complaint-driven basis, in accordance with Council Policy No. 3.33. The bylaw compliance department attempts, where possible, to gain compliance with the municipal bylaws before resorting to enforcement actions such as issuing tickets or seeking stronger legal solutions.

[Property Maintenance  
Bylaw No. 1383](#)

October 2024

## WHAT DOES “UNSIGHTLY” REALLY MEAN?

- Properties can only be considered unsightly based on guidelines set out in the bylaw.
- A property can be **deemed unsightly** if any of the following are present on the exterior of the property:
  - \* Refuse (including household garbage, automobile parts, yard waste, etc.)
  - \* Noxious weeds – **ONLY** as defined by the bylaw (e.g. Scotch broom, gorse, etc.). Common weeds like horsetail, dandelions, etc. are not considered noxious.
  - \* Tall grass and weeds over 30 cm high (one foot) on properties with a building or 60 cm (two feet) high on vacant properties.
  - \* Destructive insects.



## WHAT IS **NOT** CONSIDERED “UNSIGHTLY” ?

- Anything that is not specified under the bylaw
- Dilapidated buildings
- Interior of buildings
- Aesthetics (paint colour or landscaping choices)

## HOW DO I MAKE A COMPLAINT ?

If you believe a property is unsightly, you may file a complaint with bylaw compliance.

You must provide the following information:

- Address or location of the unsightly property
- Nature of complaint (e.g. weeds, refuse)
- Your name, address, phone number, and email address.
- As per City policy, your contact information will be kept confidential. Anonymous complaints are not accepted and will not be considered.

## WHAT HAPPENS AFTER A COMPLAINT IS FILED?

Once a complaint is filed, a bylaw compliance officer will attend the property and assess whether it meets the bylaw standard to be deemed unsightly.

If the property is deemed unsightly, bylaw officers begin a legislative process to have the property cleaned up.

### Step 1 - VOLUNTARY COMPLIANCE

- Bylaw officer contacts the property owner and/or occupant to advise of the bylaw contravention.
- Timeline (generally two to four weeks) is allotted to allow the owner or occupant to voluntarily clean up the property.
- Bylaw officer re-inspects property after compliance deadline.

If the owner/occupant does not clean up the property within the allotted time, the bylaw officer initiates **Step 2** of the legislative process.

### Step 2 - COUNCIL-AUTHORIZED CLEANUP

- Staff presents a report to City Council outlining the condition of the property and the attempts to gain compliance.
- Council may authorize staff under the Community Charter to undertake the cleanup at the expense of the property owner.
- Staff follow City purchasing policies to hire a contractor to undertake the cleanup.

**The legislative process may take up to six months to complete.**