



TOWN OF HINTON

Town Project or Maintenance Work Effecting Particular Property Owners Policy

Policy No. 051

Planning and Technical Services
Approved By: Town Council

Approved On: 2000 02 01

POLICY STATEMENT

The Town shall notify all adjacent residents that will be affected by any non-routine*, planned municipal maintenance and project work occurring on abutting public land/streets at least five days in advance.

*routine activities cover regular work such as grass cutting, snow removal, street sweeping, garbage pickup etc.

1. GOALS

2. DEFINITIONS

3. METHODS AND PROCEDURES

Notification shall occur to occupied and vacant property owners, and shall include a description of the work planned, its affect on the abutting owners and contact information for follow-up inquiries. (NOTE: Communication to multifamily households may be done through the overall property owner, such as mobile home park operator or apartment manager.)

- For work affecting less than 50 households, notification shall be in some direct form, i.e. direct mailing, neighbourhood billboard, direct personal contact, e-mailing, etc.
- For projects affecting 50 or more households, notification may be by a form of mass communication i.e. radio/newspaper advertising, etc.

4. RESPONSIBILITIES

The department overseeing the work is responsible for doing the notification.

5. GUIDING PRINCIPLES TO STAFF