



# TOWN POLICY

## ADMINISTRATION POLICY:

### Graffiti Policy

**DEPARTMENT:** Municipal Enforcement

**POLICY NUMBER:** ME-016

**APPROVAL:**

APPROVED BY CAO  Jeff Shaw
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**EFFECTIVE DATE:** July 22, 2003

**SUPERSEDES:** Policy #G-15

**UP FOR REVIEW:** September 25, 2022

- 1) Any Graffiti complaint on Town of Cardston public property or observation of graffiti on Town of Cardston public property by Town staff must be forwarded to the appropriate department head in writing.
  - (a) The written notice must give location (street address), date of the written notice, and the time received by the location by the office or department head.
- 2) The department head must forward a work request to the appropriate clean up crew.
- 3) The clean up crew must remove the said graffiti within (3) working days of said report.



