

BYLAW ENFORCMENT COMPLAINT FORM

ATTENTION: PRIOR TO COMPLETING THIS FORM; PLEASE SPEAK WITH THE PERSON/PROPERTY OWNER COMMITTING THE OFFENCE (good neighbor policy)

Please **PRINT** information below and answer all questions to the best of your ability.

The following Complaint Information was supplied and received in confidence.

We ask all complainants' to be aware that this form will be considered a bylaw enforcement document and that the statement provided may be used in a legal court of law and as part of this process the complainant shall be required to testify to the alleged complaint.

Complaint Information

Date of Complaint _____

Name of Complainant _____

Residential Address _____

Mailing Address _____

Email Address _____

Phone Number _____

INCIDENT INFORMATION

Location of Incident or Alleged Offence _____

Address or Land Location _____

Other Description (if required)

Name or Registered Owner

Address of Owner

DETAILS DESCRIPTION OF ALLEGED BYLAW VOILATION

BYLAW ENFORCEMENT PROCEDURES

1. The Rural Municipality of Shellbrook No. 493 does not have the resources to formally review properties on a regular basis to determine whether or not its regulatory bylaws are being complied with at all times. Therefore, except for called inspections arising from concerns, it is the general practice of the Rural Municipality to rely on ratepayer's complaints as a means of alerting the Municipal Office of violations of its bylaws. The Rural Municipality of Shellbrook No. 493 has established policies and procedures to encourage a balance of accountability and confidentiality among the various parties to this process. This does not preclude staff of the Rural Municipality of Shellbrook No. 493 initiating investigations on their own initiative.
2. Bylaw enforcement investigations will be commenced on submission of written complaints. If the preliminary investigation determines there is basis for enforcement, the normal enforcement procedure will be followed. If the investigation finds there is not basis for enforcement, the complainant will be informed that their complaint does not meet required criteria. Please keep in mind that certain bylaw enforcement investigations can take several months before reaching conclusion. It is not the practice of the Rural Municipality of Shellbrook No. 493 to necessarily seek a legal remedy for all alleged infractions.
3. If a residence or individual is allegedly in violation of a Rural Municipality Bylaw (s) and several neighbors deem the violation a nuisance which should be reported, each person is required to fill out individual and separate complaint forms. This assists in substantiating the alleged offences.
4. As a matter of practise, the identity of the complainant and the written complaint shall not be disclosed to the alleged violator or any member of the public except as outlined in Section 5 below. In addition, the response of the alleged violator shall not be made public or disclosed to the complainant except as outlined in Section 5 below.

CONFIDENTIALITY ISSUES

5. The anonymity and confidentiality given to complainants and alleged violators under Council policy cannot be assure if the investigation results in court proceedings.

PHOTOS OF ALLEGED OFFENCES ARE REQUIRED AS PART OF THE SUBMISSION