

BY-LAW ENFORCEMENT IN THE RURAL MUNICIPALITY OF ST. LAURENT

Below is a procedural Q & A for your information:

1) *I believe that I am witnessing a by-law contravention. What can I do?*

If you believe that you are witnessing a by-law contravention, make note of the date, time and location of the contravention. If this pertains to an animal, please describe the animal and action to the best of your ability. If this relates to noise, please describe the kind of sound and the source location. If this relates to parking, RVs or unsightly properties, ensure you are able to provide the location and a description of the offence.

You may call the R.M. office at (204) 646-2259 or fill out the By-law Complaint Form, which is available on the R.M. website. Should you have any pictures, they may be included in the submission. The form will be submitted to the by-law enforcement officer for review. If the form is not properly completed, the officer may not investigate the complaint. **Complainant information will remain confidential.**

2) *I have submitted a Complaint Form. What now?*

The by-law enforcement officer will create a folder with the complaint. The officer will investigate the complaint and may require action to be taken or cease to be taken by the offender, or may close the complaint if it is deemed that no infraction has taken place.

If you have questions relating to the complaint, it will be up to you to follow-up with the R.M. office by calling (204) 646-2259 for an update. The Municipality will only comment on the status of the file (open or closed).

3) *I have received a By-law Infraction Notice, what does it mean?*

A By-law Infraction Notice serves as a warning. The notice will include information regarding the alleged offence and may include the stipulations required to conform to the by-law. Failure to meet the stipulations may result in a Penalty Notice (ticket).

4) *I have received a Penalty Notice and I do not agree with the charge. What now?*

The Notice will contain information to appeal the penalty. You will have the opportunity to request a review by the Screening Officer, as long as the request is made within 30 days of the date of offence.

You will need to provide to the Screening Officer your explanation and any documentation to support your position.

The Screening Officer will review the information and may:

- a) Reduce the penalty
- b) Quash the notice
- c) Impose the penalty as-is
- d) Impose a Compliance Order with the by-law

5) *I have received a notice, but I need more time to comply, what can I do?*

If you have received a notice with a compliance order; however, you are unable to fulfill the requirements, you may contact the officer at bylaw@rmstlaurent.com and request additional time to comply. If the request is reasonable, the officer may provide an extension of time to comply.

6) *My vehicle, RV or trailer has been towed. Where can I claim it?*

In order to claim a towed vehicle, related to by-law contraventions, you will need to contact the RM office.

If you were issued a Penalty Notice, you will need to notify the RM office of your intent to pay the charge or have the charge reviewed by the Screening Officer. Those charged with a Ticket may contact the R.M. office directly. The R.M. office will provide you with the location details of your vehicle, RV or trailer. You will be required to pay the towing fee and storage fee at the compound.

If your vehicle, RV or trailer has been towed through the RM remedying a contravention due to a Municipal Enforcement Order and under the General Enforcement By-Law 4/2022, the RM may notify you of the location of your vehicle, RV or trailer.

7) *I can't find my domestic animal. Where is it?*

If your domestic animal has been picked up by the by-law enforcement officer due to a by-law contravention, you will need to pay the penalty notice. Upon payment, the R.M. office will contact the kennel that is caring for your domestic animal to confirm release eligibility. You will be provided with a receipt to bring to the kennel to claim your domestic animal.

8) *I have a question for the by-law enforcement officer. How can I reach the officer?*

Any question relating to a by-law offence (other than the Zoning By-law or Building By-law, which should be addressed to the Western Interlake Planning District at wipd@mymts.net), should be submitted electronically at bylaw@rmstlaurent.com. If you have general questions, you may call the RM office at (204) 646-2259. You may reach the by-law enforcement officer at (204) 914-0556. The by-law enforcement officer will only answer calls when it is safe to do so. If the by-law enforcement officer does not answer a call, you may leave a voice message and a call will be returned as soon as possible.

9) *I am noticing a neighbor contravening a By-law, but it is always after hours. What will be done?* Our by-law enforcement officer will be working various hours throughout the week. If you are tracking a pattern, ensure you indicate it on the By-law Complaint form and the officer will investigate during the applicable time. Ensure that you send a By-Law Complaint form when the infraction is occurring to allow the by-law enforcement officer a better opportunity to observe the infraction.

10) What won't the by-law enforcement officer enforce?

If you have any concerns relating to any criminal activity, trespassing, any improper use of vehicles (including off-road vehicles) please contact the RCMP at 9-1-1 for emergencies or (204) 762-5088 for nonemergencies.

If you have any concerns regarding domestic animal or farm animal welfare, please contact the Animal Care Line at 1-888-945-8001.

If you have any concerns regarding wildlife; including fishing concerns, please contact the Wildlife Conservation Office at (204) 762-5229.

11) Where can I find the By-laws?

Most by-laws are made available on our website at [By-Laws | RM of St. Laurent \(rmstlaurent.com\)](#). If you are not finding a by-law on the website, you may call the R.M. office at (204) 646-2259 or you may request a copy at admin.rmstlaur@mymts.net .

If you have any additional questions, please call the RM office at (204) 646-2259.
