



Rural Municipality of Torch River No. 488

BYLAW ENFORCEMENT COMPLAINT FORM

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

The following information was supplied and received in confidence

COMPLAINANT INFORMATION

Date of Complaint: _____
Name of Complainant: _____
Residential Address: _____
Mailing Address (if different): _____
Email Address: _____
Phone: _____ Cell: _____

INCIDENT INFORMATION

Location of Incident or Alleged Offence: _____
Address/Land Location: _____
Other Description (if needed, or include a sketch overleaf): _____
Name of Registered Owner (if known): _____
Address of owner (if different from location of alleged offense or incident): _____

DETAILED DESCRIPTION OF ALLEGED BYLAW VIOLATION (please be as detailed as possible providing names of witnesses if available and any attending authorities): _____

BYLAW ENFORCEMENT PROCEDURES

1. The RM of Torch River does not have the resources to formally review properties on a regular basis in order to determine whether or not its regulatory bylaws are being complied with at all times. Therefore, except for called inspections arising from permit applications, it is the general practice of the RM of Torch River to rely on rate payer's complaints as a means of alerting Bylaw Enforcement to violations of its bylaws. The RM of Torch River has established policies and procedures in order to encourage a balance of accountability and confidentiality among the various parties to this process. This does not preclude staff of the RM of Torch River initiating investigations on their own initiative.
2. Bylaw enforcement investigation will be commenced on submission of written complaints. If the preliminary investigation determines there is basis for enforcement, the normal bylaw enforcement procedure will be followed. If the investigation finds there is no basis for enforcement, the complainant will be informed their complaint does not meet the criteria. Please keep in mind that certain bylaw enforcement investigations can take several months before reaching conclusion. It is not the practice of the RM of Torch River to necessarily seek a final legal remedy for all alleged infractions.
3. If a residence or individual is allegedly in violation of a RM bylaw(s) and several neighbours 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 offenses.
4. As a matter of practice, the identity of the complainant and the written complaint itself 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 assured if the investigation results in court proceedings.

I CONFIRM THAT I HAVE READ THIS FORM AND UNDERSTAND THAT THE RM OF TORCH RIVER WILL BE UNABLE TO GUARANTEE CONFIDENTIALITY OF THE ABOVE INFORMATION IF THIS MATTER RESULTS IN COURT ACTION

DATE: _____ SIGNATURE OF COMPLAINANT: _____

TO BE COMPLETED BY RM OF TORCH RIVER STAFF

COMPLAINT RECEIVED BY: _____ DATE: _____