

Great News!

After months of updating several of our outdated by-laws to meet the enforcement requirements under The Municipal By-law Enforcement Act and passing the necessary by-laws to allow for enforcement, our by-law officer is now ready to hit the streets.

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.

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 stlaurentbylaw@gmail.com and request additional time to comply. If the request is reasonable, the officer may provide an extension of time to comply.

6) *I have received a Ticket. What now?*

Tickets are issued for contraventions of by-laws passed under the Provincial Offences Act. These penalties must be dealt with through the Provincial Court at 373 Broadway in Winnipeg or at the Provincial Court at B28 25 Tupper St N in Portage la Prairie. The options relating to the ticket are listed on the ticket. Further questions may be answered by the Provincial Court at (204) 945-3156.

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

In order to claim a towed vehicle, for Penalty Notices, you will need to contact the RM office and notify 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.

8) *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.

9) *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 WIPD at wipd@mymts.net), should be submitted electronically at stlaurentbylaw@gmail.com. We will not be providing the phone number of the officer. If you have general questions, you may call the RM office at (204) 646-2259.

10) *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.

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

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

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, please contact the Wildlife Conservation Office at (204) 762-5229.

12) 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.
