

Bylaw Enforcement Witness Report

Bylaw Contravention Considerations

What is the act or omission you are reporting?

How does the act or omission contravene the bylaw?

Evidence Consideration

How can you prove that the contravention occurred as alleged?

When taking a photo of a bylaw contravention, ensure your photo captures the following:

- The contravention taking place (i.e. the sprinkler turned on)
- Date stamp (if available)
- Property, house, physical marker identifying location
- Person or company responsible

Do's / Don'ts

1. If you are unsure of any information, leave the field blank and don't guess.
2. Email Photos to the SLRD at: bylawenforcement@slrd.bc.ca
3. Write your statement as soon as possible after the events you have witnessed while the facts are clear in your mind.
4. Please attach an addendum if more space is required.
5. See the [SLRD online mapping](#) for more information.
6. Your statement is likely to be attached to a Bylaw Enforcement Officer's report. Include only what information is necessary. Take care to use appropriate and objective language.
7. Limit your account to the specific incident or incidents.
8. Specify any other persons who were present and might have witnessed the incident(s).
9. Begin with the facts of what you witnessed. If you are reporting speech (i.e. a conversation), you should try to recall and report as far as possible the actual words used.
10. If your report is regarding noise, use multiple copies of the Witness Report form for each occurrence, or create a noise evidence log to record each date, start and stop time, noise description (eg: shrill, repetitive, thumping, penetrating, whooping, singing, amplified music, heard indoors, etc.) and how it affected you (eg: woke you up, gave you a headache, kids couldn't get to sleep, etc.)
11. Do not discuss your report with anyone else or ask others for their comments on it. Your statement should reflect what you witnessed and not what others think about the situation.
12. Treat the incident and your knowledge of it confidentially, as you would any personal and sensitive information under the provisions of the *Freedom of Information and Protection of Privacy Act*.