



By-law Services

5 Humphrey Drive
Seguin, ON. P2A 2W8

Noise Reporting Package

The Township of Seguin recognizes that noise impacts our quality of life and that is why the Township regulates noises which disturb, or are likely to disturb the inhabitants. As a result, By-law Services is committed to assist you in resolving your concerns.

The Township needs your involvement and cooperation to help bring closure to this matter. The first step in the noise reporting process is to complete and submit the attached Noise Report Witness Questionnaire and Noise Report Record Form. Once the completed documents have been received by By-law Services, they will review the evidence and contact you to advise if they will be proceeding with the issuance of a Notice of Violation to the offending property. The decision to proceed is determined if there is a reasonable prospect of conviction in court based upon a review of the evidence. Please provide photocopies of any documents you submit and retain the originals as you may be required to produce them as evidence in court.

If a Notice of Violation is issued to the offending property you will be required to monitor and document the noise on a second Noise Record document over a subsequent two-week period.

If the situation has not been satisfactorily resolved, and upon receipt of the second Noise Reporting Record Form, legal action will be requested and the property owner and/or person responsible for the noise will be required to attend court. On their first court appearance they will be able to plead guilty at which time the courts may impose a penalty, or they may choose to plead not guilty. If a plea of not guilty is entered the matter will be adjourned and a new court date will be set to hear the trial. You will be notified and must appear in court with your noise records on this date in order for the trial to proceed.

In addition to the above-referenced dispute resolution, you may wish to seek independent legal advice as there may be various civil remedies available to you.

Please be advised that your name, address and phone number is confidential when the Township of Seguin receives your complaint. However, should the matter proceed to Court your name and that of any witnesses becomes part of the public record.

Please find enclosed the following documents:

- (i) Noise Reporting Witness Questionnaire **(which must be completed in full and returned)**
- (ii) Noise Reporting Record Form **(which must be completed in full and returned)**

Please forward your completed Noise Reporting Witness Questionnaire and Noise Reporting Record to 5 Humphrey Drive, Seguin, Ontario P2A 2W8 by mail, in person, or fax to 705-732-6347.

We hope this information has been of assistance to you and has clarified the Township of Seguin's role in the noise issue which you are involved with. If you have any questions pertaining to the information provided to you, please contact the on-duty By-law Services Supervisor at 705-732-4300.



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NOISE REPORTING WITNESS QUESTIONNAIRE

Date: _____

Name: _____

Address: _____

Telephone No.: _____

Address of
Complaint: _____

The following questions must be answered in order to assist in the Prosecution of a Noise By-law violation. Corroborating witnesses must also complete this questionnaire:

a) Number of years occupying this residence? _____

b) Number of years offending party occupying residence? _____

c) Normal work hours and type of employment? _____

d) Proximity of residence to where noise is emanating from?

e) How long has the noise been a concern?



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f) What attempts, if any, have you taken to advise the person making the noise of your concerns and what was the result?

g) Describe how the noise affects your quality of life and what changes have you made to mitigate the effects?

h) How do you know where the noise is emanating from?

Should charges be laid for violations of the Township of Seguin Noise By-law, the undersigned is prepared to appear in Court as a witness and provide evidence as shown in the Noise Reporting Record Form.

Signature:

Date:

The personal information on this form is collected under the authority of the Municipal Act, SO 2001, c. 25 and Township of Seguin By-law 2002-45. The information will be used to investigate the noise complaint. Questions about the collection of personal information should be directed to Supervisor, By-Law Services, 5 Humphrey Drive, Seguin, Ontario, P2A 2W8, Telephone: 705-732-4300.

