

**Town of Three Rivers, PEI**  
**A Bylaw to Enforce Municipal Offences, Ticketing and Enforcement**  
**Bylaw # TR2021-13**

**BE IT ENACTED** by the Council of the Town of Three Rivers as follows:

**PART I: INTERPRETATION AND APPLICATION**

**1. Title**

1.1 This bylaw shall be cited as the “Municipal Offence and Enforcement Bylaw”.

**2. Authority**

2.1 Sections 223 to 240 of the *Municipal Government Act*, R.S.P.E.I. 1988, Cap. M-12.1., authorizes the establishment of enforcement officers and the issuing of Municipal Offence Tickets for the contravention of municipal bylaws and other laws enforceable by the Municipality.

**3. Application**

3.1 This bylaw pertains to the appointment of Bylaw Enforcement Officers and the prosecution of municipal offences under the *Municipal Government Act*, R.S.P.E.I. 1988, c M-12.1, or any other enactment under which the Municipality is given powers of enforcement, unless a contrary intention appears herein.

3.2 This bylaw applies to all proceedings under bylaws as may be or have been enacted by the Municipality and all bylaws currently in operation from the municipalities now comprising the Municipality, including, without limitation, the Rural Municipality of Brudenell, the Town of Montague, the Town of Georgetown and the Rural Municipality of Lower Montague.

3.3 Pursuant to section 227 of the Act and any other Act or enactment, a ticket may be issued for a contravention of a bylaw, as set out in section 3.2, only if the bylaw relates to:

- (i) Animal control;
- (ii) Dangerous or unsightly premises;
- (iii) Noise or public nuisance control;
- (iv) The parking of vehicles;
- (v) The operation of off-highway vehicles;
- (vi) Planning and development control under the *Planning Act*;
- (vii) Smoking in or on municipal property;
- (viii) Signage;
- (ix) Mobile street vendors;

- (x) Pesticide control; and
- (xi) Any other matter specified in regulations adopted pursuant to the Act.

#### 4. Definitions

- 4.1 “Act” means the *Municipal Government Act*, R.S.P.E.I. 1988, c M-12.1, as amended from time to time.
- 4.2 “Bylaw Enforcement Officer” means an individual appointed under section 223 of the Act.
- 4.3 “Chief Administrative Officer” means the administrative head of the Municipality appointed by Council pursuant to section 86(2)(c) of the Act.
- 4.4 “Council” means the Town Council for the Municipality.
- 4.5 “Criminal Code” means the Criminal Code, R.S.C. 1985 Cap. C-46, as amended from time to time.
- 4.6 “Informant” means the individual who is in possession of the information required to issue a municipal enforcement ticket.
- 4.7 “Justice of the Peace” means a justice of the peace appointed in accordance with the *Provincial Court Act*, R.S.P.E.I. 1988, Cap. P-25.
- 4.8 “laying an information” is the process whereby a Municipal Offence Ticket is issued against a person in violation of the bylaws.
- 4.9 “Municipality” means the Corporation of the Town of Three Rivers.
- 4.10 “Municipal Offence Ticket” means a ticket that may be issued pursuant to this bylaw.
- 4.11 “Provincial Court Judge” means a Judge of the Provincial Court appointed in accordance with the *Provincial Court Act*, R.S.P.E.I. 1988, Cap. P-25.
- 4.12 “Summary Conviction” is an offence resolved without a jury or indictment.
- 4.13 “Third Party” means an individual or corporation hired by the Municipality to provide bylaw enforcement services and whose principals, contractors and/or employees serve as the Bylaw Enforcement Officers for the Municipality.

## **PART II: GENERAL**

### **5. Procedure**

- 5.1 Except where a contrary intention appears, this bylaw applies to all proceedings under bylaws as set out in sections 3.2 and 3.3 of this bylaw:
- (a) To determine if an offence has been committed under one of the Municipality's bylaws for which an accused or an offending party is liable to fine, penalty or other punishment; or
  - (b) To obtain from a Provincial Court Judge an order for the payment of money or other remedy authorized by the Municipality's bylaws.
- 5.2 Except as otherwise provided by any bylaw, where imprisonment, fine, penalty or other punishment prescribed by a bylaw may be enforced or recovered upon Summary Conviction or by summary proceedings, the bylaw shall be enforced or recovered before a Provincial Court Judge in the manner provided by this bylaw.
- 5.3 For the purpose of any bylaw, penalties, corrective actions or both, associated to that bylaw, may be imposed, upon a guilty plea, by a Justice of the Peace.
- 5.4 The provisions of the Criminal Code, including provisions relating to appeals, applicable to offenses punishable on Summary Conviction apply with the necessary changes to proceedings to which this bylaw applies.
- 5.5 In applying the provisions of the Criminal Code, the following expressions shall therein have the following meanings:
- (a) "Act of Parliament of Canada" means a Bylaw;
  - (b) "Attorney General" means the Attorney General of Prince Edward Island;
  - (c) "Prison" means any place other than a penitentiary in which persons charged with or convicted of offences are kept or detained in custody;
  - (d) "Prosecutor" means a person who lays an information or a legal representative acting on behalf of the Municipality.
- 5.6 All offences under any of the Municipality's bylaws shall be punishable on Summary Conviction.
- 5.7 Where no punishment is provided for an offence under any bylaw, the punishment for that offence shall be a fine of not less than \$200.00 or a fine of not more than \$10,000 or on default, imprisonment for a period of 3 days plus an additional day for each \$100 (or part thereof) that is in default to a maximum of 60 days.
- 5.8 In addition to the procedures set out in the Criminal Code for laying an information and for issuing a summons, an information may be laid and a summons may be

issued by means of a ticket in accordance with this section for an offence under any provisions of a bylaw passed by the Municipality:

- (a) A ticket shall be issued in the form hereto annexed as Schedule "A".
- (b) The words or expressions set out in the applicable section of the bylaws referred to in sections 3.2 and 3.3 may be used on a ticket to designate an offence under the applicable provision of the bylaw.
- (c) Notwithstanding subsection (b), any words or expressions used on a ticket which describe with sufficient clarity the offence committed shall be for all purposes a sufficient description of an offence.
- (d) Where the offence charged in the ticket is one for which the penalty may be paid out of court, the Bylaw Enforcement Officer issuing the summons may enter the amount of the penalty in the place provided on the ticket, and that entry constitutes the endorsement required by Section 5.9 herein.
- (e) The amount of penalty entered on a summons shall be equal to the sum of:
  - (i) The penalty prescribed for out of court settlement of the offence charged in the summons; and
  - (ii) The administrative charge.
- (f) Upon completing a ticket, the issuing Bylaw Enforcement Officer shall print his or her name on the summons portion and deliver the summons portion to the accused charged with an offence, and delivery of the ticket summons in accordance with this subsection shall be deemed to be personal service.
- (g) Delivery of a ticket summons may be made on a holiday.
- (h) The issuing Bylaw Enforcement Officer shall sign the information portion of the ticket and certify that he or she personally delivered the summons portion of the ticket to the accused charged therein and the certification shall be in the following words:

*"I certify that I did personally deliver the summons portion of this ticket on the accused on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.*

- (i) A certificate of delivery purporting to be signed by the issuing Bylaw Enforcement Officer shall be received in evidence as sufficient proof of personal service in the absence of evidence to the contrary.
- (j) Every information shall be:

- (i) Signed by the Informant and is deemed to have been made under oath or affirmation before a Provincial Court Judge or Justice of the Peace; and
  - (ii) In the event of a trial, and upon the entering of a not guilty plea, deposited, together with the ticket report of conviction, with the proper Provincial Court Judge.
- (k) The ticket information need not be sworn to before the summons portion of the ticket is delivered and the Informant need not be the same person as the person who issued the ticket summons.
- 5.9 There may be endorsed upon a ticket summons a notice that the person to whom the summons is directed may pay out of court a specified penalty.
- (a) Where a ticket summons is so endorsed, it shall provide for a plea of guilty in the following form:

**PLEA OF GUILTY**

*I am aware that I have the legal right to a hearing in respect of the offence with which I am charged, that by signing this plea of guilty I am waiving my right to a hearing and that my signature may result in a conviction against me without a hearing.*

***I hereby plead guilty to the offence as charged.***

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*Signature of the Accused*

- 5.10 A signature affixed to the form of plea of guilty purporting to be that of the accused to whom the summons is directed is prima facie proof that it is the signature of that accused.
- 5.11 The Bylaw Enforcement Officer or other person delivering a summons endorsed under this section shall not receive payment of the penalty payable out of court, or any part thereof.
- 5.12 Where an accused to whom a ticket summons has been delivered fails to appear as directed by the ticket summons and there has been no plea of guilty made on the ticket pursuant to Section 13.9, the Provincial Court Judge or Justice of the Peace shall:
- (a) Where the information portion of the offence ticket is sworn by the Informant and is complete and regular on its face, issue a warrant for the arrest of the accused to whom the offence ticket is directed for failure to attend.

- (b) Where the information portion of the offence ticket is not complete and regular on its face, quash the proceedings.

## **PART II: BYLAW ENFORCEMENT OFFICERS**

### **6. Appointment and Supervision**

- 6.1 Council hereby establishes the position of Bylaw Enforcement Officer and an individual appointed to that position will have the title “Bylaw Enforcement Officer”
- 6.2 The Chief Administrative Officer shall appoint all Bylaw Enforcement Officers for the Municipality and the Bylaw Enforcement Officers shall report to the Chief Administrative Officer.

### **7. Qualifications**

- 7.1 To be eligible for appointment as a Bylaw Enforcement Officer, individuals must provide the Chief Administrative Officer with the following:
  - (a) A recent criminal, and vulnerable sector, record check acceptable to the Chief Administrative Officer;
  - (b) Proof of adequate education and training necessary for performing the powers, duties and functions of a Bylaw Enforcement Officer; and
  - (c) Any other information that the Chief Administrative Officer determines is relevant or necessary in order to carry out the duties of a Bylaw Enforcement Officer.
- 7.2 Bylaw Enforcement Officers shall comply with all relevant policies, directives and procedures of the Town;
- 7.3 Prior to commencing his or her duties, a Bylaw Enforcement Officer shall swear or affirm the oath hereto annexed as Schedule “B”.

### **8. Powers and Duties of a Bylaw Enforcement Officer**

- 8.1 A Bylaw Enforcement Officer shall be responsible for:
  - (a) Enforcing the bylaws which the Bylaw Enforcement Officer is authorized to enforce within the boundaries of the Municipality;
  - (b) Following the directions of the Chief Administrative Officer or his or her delegate, performing all enforcement duties delegated by the Chief Administrative Officer or delegate and reporting to the Chief Administrative Officer or delegate as required;
  - (c) Responding to, investigating, and keeping a written record of complaints;

- (d) Conducting routine patrols as directed;
- (e) Issuing notices and municipal offense tickets;
- (f) Where required by the bylaw, laying an information;
- (g) Assisting in the prosecution of bylaw contraventions, including appearances in court to provide evidence;
- (h) Investigating properties to ensure compliance with bylaws enacted by the Municipality;
- (i) Carrying upon his or her person, at all such times as he or she is acting as a Bylaw Enforcement Officer, evidence in writing of his or her position as a Bylaw Enforcement Officer of the Municipality;
- (j) Perform public relations and liaison functions pertaining to bylaw awareness and enforcement;
- (k) Liaise with community groups and organizations concerning safety issues; and
- (l) Performing other duties as may be required or assigned by the Chief Administrative Officer or his/her or delegate.

## **9. Notice for Inspection and Enforcement**

9.1 Where this bylaw or another bylaw of the Municipality authorizes or requires a Bylaw Enforcement Officer to:

- (a) Inspect anything;
- (b) Remedy anything;
- (c) Enforce anything; or
- (d) Do anything required to be done by the Municipality,

the Bylaw Enforcement Officer may, after giving not less than 24 hours' notice to the owner or occupier of land or a building or other structure, take an action specified in section 9.2

9.2 A Bylaw Enforcement Officer may, on notice in accordance with subsection 9.1:

- (a) Enter the land, building or structure at any reasonable time and carry out the inspection, enforcement or action authorized or required by this bylaw or another bylaw of the Municipality;
- (b) Require that anything be produced to assist in the inspection, remedy, enforcement or action; and
- (c) Make copies of anything related to the inspection, remedy, enforcement or action.

- 9.3 A Bylaw Enforcement Officer acting under this section shall display or produce, on request, identification and documentation showing that the person is authorized to carry out the duties specified in subsection 9.2.
- 9.4 A Bylaw Enforcement Officer acting under this section shall not enter a dwelling without a warrant issued under the *Summary Proceedings Act*, R.S.P.E.I. 1988, Cap. S-9, unless the occupant consents to the entry.
- 9.5 Despite subsection 9.1, where, in the opinion of a Bylaw Enforcement Officer acting under this section, an emergency or extraordinary circumstances exist, the Bylaw Enforcement Officer is not required to give 24 hours' notice or enter at a reasonable hour to do the things referred to in section 9.2 herein.

## **10. Complaint Process**

- 10.1 Complaints of inappropriate conduct of a Bylaw Enforcement Officer shall be directed to the Chief Administrative Officer.
- 10.2 All complaints must be accepted and addressed according to this bylaw in writing.
- 10.3 The Chief Administrative Officer shall acknowledge receipt of the complaint, in writing, to the complainant.
- 10.4 Notwithstanding the formal complaint process as set out herein, the Chief Administrative Officer may resolve minor complaints informally.
- 10.5 The Chief Administrative Officer shall provide notice of the complaint to:
- (a) The Bylaw Enforcement Officer against whom the complaint is made;
  - (b) Council; and
  - (c) Where the Municipality has contracted with a Third Party for the services of the Bylaw Enforcement Officer, to the Third Party.
- 10.6 A contract between the Municipality and a Third Party, wherein the Third Party agrees to provide services of one or more individuals to act as Bylaw Enforcement Officers, shall, at a minimum, contain the following provisions with respect to the complaint process:
- (a) That upon receipt of a complaint, the Chief Administrative Officer may suspend that individual from acting as a Bylaw Enforcement Officer for the Municipality pending the completion of the complaint process.
  - (b) That upon receipt of a complaint of the individual, the Third Party shall hire an independent party that is acceptable to the Municipality to conduct an investigation and the costs associated with the investigation shall be the responsibility of the Third Party; and

- (c) That the results of the investigation referred to in section (b), together with any investigation report prepared, shall be forwarded to the Chief Administrative Officer, the complainant, the Third Party and the Bylaw Enforcement Officer of the Town
- 10.7 In the event there is no Third Party, the Municipality shall hire an independent party to investigate the complaint and the costs associated with the investigation shall be the responsibility of the Municipality.
- 10.8 Upon receipt of the results of the investigation and the investigation report, if any, the Chief Administrative Officer shall set a date and time for a hearing, to be conducted by the Chief Administrative Officer.
- 10.9 The complainant, the Bylaw Enforcement Officer and the Third Party, if any, shall have the opportunity to be heard at the hearing.

## **11. Disciplinary Action**

- 11.1 If the Chief Administrative Officer finds the Bylaw Enforcement Officer has committed a misconduct, the Chief Administrative Officer may take one of the following actions:
  - (a) Issue a verbal warning to the Bylaw Enforcement Officer;
  - (b) Issue a written reprimand to the Bylaw Enforcement Officer;
  - (c) Suspend the Bylaw Enforcement Officer from carrying out his or her duties in the Municipality for a period of time; or
  - (d) Revoke the appointment of the Bylaw Enforcement Officer.

## **12. Notification and Appeal**

- 12.1 The Chief Administrative Officer shall notify the complainant, the Bylaw Enforcement Officer and the Third Party, if applicable, of the results of the investigation and what, if any, disciplinary action has been taken, all of whom have the right to appeal the Chief Administrative Officer's decision.
- 12.2 The Chief Administrative Officer shall include the following details with the notification provided under subsection 12.1:
  - (a) Written reasons for his or her decision;
  - (b) Notice that Council is authorized to hear an appeal; and
  - (c) Notice that an appeal must be filed in writing, within 30 days of the decision.
- 12.3 The written appeal submission must contain the reasons why the decision of the Chief Administrative Officer should be overturned.

- 12.4 After reviewing the information contained in the written appeal submissions, Council may:
- (a) Dismiss the appeal; or
  - (b) Allow the appeal and vary the decision of the Chief Administrative Officer.
- 12.5 The Chief Administrative Officer shall notify the complainant, the Bylaw Enforcement Officer and the Third Party, where applicable, in writing, of the results of the appeal.
- 12.6 The decision of Council is final and binding.

**PART IV: MISCELLANEOUS**

**13. Schedules**

- 13.1 The schedules to this bylaw form part of the bylaw and may be changed by a resolution of Council.

**14. Repeal of Existing Bylaw**

- 14.1 On adoption, this bylaw replaces the Town of Georgetown – Municipal Offences, Penalties & Ticketing Bylaw (Bylaw #001-2007)

**15. Effective Date**

- 15.1 This bylaw is effective on the date of approval and adoption below.

**First Reading:**

This Municipal Offence and Enforcement Bylaw, Bylaw 2021-13, was read a first time at the Council meeting held on September 13, 2021.

This Municipal Offence and Enforcement Bylaw was approved by a majority of Council members present at the Council meeting held on September 13, 2021.

**Second Reading:**

This Municipal Offence and Enforcement Bylaw, Bylaw 2021-13, was read a second time at the Council meeting held on October 12, 2021.

This Municipal Offence and Enforcement Bylaw was approved by a majority of Council members present at the Council meeting held on October 12, 2021.

**Approval and Adoption by Council:**

This Municipal Offence and Enforcement Bylaw was adopted by a majority of Council members present at the Council meeting held on October 12, 2021.

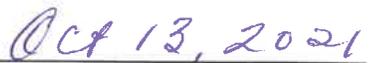
**Signatures:**

  
\_\_\_\_\_  
**Mayor** (signature sealed)

  
\_\_\_\_\_  
**Chief Administrative Officer** (signature sealed)

This Municipal Offence and Enforcement Bylaw adopted by the Council of the Town of Three Rivers on October 12, 2021, is a true and certified copy.

  
\_\_\_\_\_  
**Chief Administrative Officer Signature**

  
\_\_\_\_\_  
**Date**

**Town of Three Rivers, PEI  
A Bylaw to Enforce Municipal Offences, Ticketing and Enforcement  
Bylaw # TR2021-13**

**SCHEDULE A**

**THREE RIVERS MUNICIPAL OFFENCE TICKET**

CANADA PROVINCE OF PRINCE EDWARD ISLAND <b>TOWN OF THREE RIVERS</b>	<b>CASE NO.</b>	<b>TICKET NO.</b>
<b>SUMMARY OFFENCE INFORMATION</b>		
THIS INFORMANT SAYS THAT HE OR SHE HAS REASONABLE AND PROBABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON THE ____ DAY OF _____, 20__ TIME: ____ ( M)		
NAME: _____ (LAST) (FIRST) (OTHER)		
ADDRESS: _____ (STREET) (MUNICIPALITY) (PO) (PROVINCE) (POSTAL CODE)		
TELEPHONE: _____		
AT OR NEAR <b>TOWN OF THREE RIVERS, PRINCE EDWARD ISLAND</b> DID UNLAWFULLY COMMIT THE FOLLOWING OFFENCE UNDER SECTION _____ OF		
X INDICATES BYLAW UNDER WHICH OFFENCE CHARGED: <input type="checkbox"/> Companion Animal Control <input type="checkbox"/> Dog Control <input type="checkbox"/> Off-Highway Vehicle <input type="checkbox"/> Dangerous, Hazardous and Unsightly Premises <input type="checkbox"/> Licensing and Street Vendor <input type="checkbox"/> Parking and Traffic Control <input type="checkbox"/> Development Bylaw <input type="checkbox"/> Nuisance and Noise Control <input type="checkbox"/> Other:		
DESCRIPTION OF OFFENCE:          		
IN THE NAME OF HIS MAJESTY THE KING YOU ARE COMMANDED TO APPEAR BEFORE A JUSTICE OF THE PEACE AT THREE RIVERS TOWN HALL, 172 FRASER STREET, MONTAGUE, PROVINCE OF PRINCE EDWARD ISLAND, ON THE ____ DAY OF _____, 20__ TIME: ____ ( M) TO ANSWER THE ABOVE CHARGE AND BE FURTHER DEALT WITH ACCORDING TO LAW.		
<b>THE TOTAL AMOUNT PAYABLE FOR OUT OF COURT SETTLEMENT IS</b>		<b>PENALTY \$</b>
EXHIBITS SEIZED		
NAME OF OFFICER ISSUING SUMMONS		
<input type="checkbox"/> BYLAW ENFORCEMENT OFFICER _____		
<input type="checkbox"/> POLICE OFFICER _____		
(UNIT AND NO.) _____ (POLICE DEPT.) _____		
I CERTIFY THAT I DID PERSONALLY DELIVER THE SUMMONS PORTION OF THIS TICKET TO THE ACCUSED ON THE ____ DAY OF _____, 20__.		
SIGNATURE: _____		
<b>THREE RIVERS AND INFORMANT ONLY:</b> SIGNATURE OF INFORMANT: _____ (BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER)		
SWORN BEFORE ME THIS ____ DAY OF _____, 20__, AT _____, PRINCE EDWARD ISLAND.		
_____ (JUSTICE OF THE PEACE)		





Reverse Side of  
**- SUMMONS TO ACCUSED -**  
NOTICE RESPECTING VOLUNTARY PAYMENT WITHOUT COURT APPEARANCE

- READ CAREFULLY -

IF AN AMOUNT IS SHOWN IN THE BOX MARKED RED ON THE FACE OF THIS SUMMONS THIS CASE  
MAY BE SETTLED OUT OF COURT BY

- A. SIGNING THE FORMS OF PLEA OF GUILTY BELOW AND
- B. MAKING PAYMENTS BEFORE THE DATE FOR APPEARANCE SHOWN ON THE FACE OF THIS  
SUMMONS.

BY MAIL OR IN PERSON  
172 Fraser Street, PO Box 546  
Montague, PE  
C0A 1R0

- DO NOT SEND CASH BY MAIL -

IF NO AMOUNT SHOWN ON THE FACE OF THIS SUMMONS, YOU MUST APPEAR BEFORE THE JUSTICE  
OF THE PEACE AT THE DATE, TIME AND PLACE SPECIFIED TO ANSWER THE CHARGE.

PAYMENT BY MONEY ORDER OR CHEQUE PAYABLE TO THE **"TOWN OF THREE RIVERS"**

YOU MUST SIGN BELOW IF SETTLING OUT OF COURT.

- PLEA OF GUILTY -

I AM AWARE THAT I HAVE A RIGHT TO A HEARING IN RESPECT OF THE OFFENCE WITH WHICH I AM  
CHARGED, THAT BY SIGNING THIS PLEA OF GUILTY I AM WAIVING MY RIGHT TO A HEARING AND  
THAT MY SIGNATURE MAY RESULT IN A CONVICTION AGAINST ME WITHOUT A HEARING.  
I HEREBY PLEAD GUILTY TO THE OFFENCE AS CHARGED.

SIGNATURE OF DEFENDANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(STREET NO.) (MUNICIPALITY) (PROV.) (POSTAL CODE)

I ENCLOSE THE AMOUNT OF \$ \_\_\_\_\_ FOR OUT OF COURT SETTLEMENT.

WHERE THERE IS NO PLEA OF GUILTY MADE ON THE TICKET SUMMONS AND YOU FAIL TO APPEAR  
BEFORE THE JUSTICE OF THE PEACE AS DIRECTED BY THIS TICKET SUMMONS, THE JUSTICE OF  
THE PEACE SHALL, PURSUANT TO SECTION 5.12 OF BYLAW 2021-13 OF TOWN OF THREE RIVERS,  
ENTER A CONVICTION AND IMPOSE THE PENALTY PRESCRIBED BY LAW.

IF YOU HAVE QUESTIONS CONCERNING YOUR RIGHTS YOU SHOULD CONSULT A LAWYER.  
THIS FORM MUST ACCOMPANY THE VOLUNTARY PAYMENT.

**BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER RECORD**

CANADA PROVINCE OF PRINCE EDWARD ISLAND <b>TOWN OF THREE RIVERS</b>	<b>CASE NO.</b>	<b>TICKET NO.</b>
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THIS INFORMANT SAYS THAT HE OR SHE HAS REASONABLE AND PROBABLE GROUNDS TO BELIEVE AND DOES BELIEVE THAT ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ TIME: \_\_\_\_ ( M)

NAME: \_\_\_\_\_  
(LAST) (FIRST) (OTHER)

ADDRESS: \_\_\_\_\_  
(STREET) (MUNICIPALITY) (PO) (PROVINCE) (POSTAL CODE)

TELEPHONE: \_\_\_\_\_

AT OR NEAR **TOWN OF THREE RIVERS, PRINCE EDWARD ISLAND**  
DID UNLAWFULLY COMMIT THE FOLLOWING OFFENCE UNDER SECTION \_\_\_\_\_ OF

X INDICATES BYLAW UNDER WHICH OFFENCE CHARGED:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Companion Animal Control                   | <input type="checkbox"/> Dog Control                 | <input type="checkbox"/> Off-Highway Vehicle         |
| <input type="checkbox"/> Dangerous, Hazardous and Unightly Premises | <input type="checkbox"/> Licensing and Street Vendor | <input type="checkbox"/> Parking and Traffic Control |
| <input type="checkbox"/> Development Bylaw                          | <input type="checkbox"/> Nuisance and Noise Control  | <input type="checkbox"/> Other:                      |

DESCRIPTION OF OFFENCE:

**IN THE NAME OF HIS MAJESTY THE KING YOU ARE COMMANDED TO APPEAR BEFORE A JUSTICE OF THE PEACE AT THREE RIVERS TOWN HALL, 172 FRASER STREET, MONTAGUE, PROVINCE OF PRINCE EDWARD ISLAND, ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_ TIME: \_\_\_\_ ( M) TO ANSWER THE ABOVE CHARGE AND BE FURTHER DEALT WITH ACCORDING TO LAW.**

**THE TOTAL AMOUNT PAYABLE FOR OUT OF COURT SETTLEMENT IS \_\_\_\_\_ PENALTY \$**

EXHIBITS SEIZED

NAME OF OFFICER ISSUING SUMMONS

BYLAW ENFORCEMENT OFFICER \_\_\_\_\_

POLICE OFFICER \_\_\_\_\_

(UNIT AND NO.) \_\_\_\_\_ (POLICE DEPT.) \_\_\_\_\_

I CERTIFY THAT I DID PERSONALLY DELIVER THE SUMMONS PORTION OF THIS TICKET TO THE ACCUSED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

SIGNATURE: \_\_\_\_\_

**THREE RIVERS AND INFORMANT ONLY:**

SIGNATURE OF INFORMANT: \_\_\_\_\_  
(BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER)

SWORN BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, AT \_\_\_\_\_,  
PRINCE EDWARD ISLAND.

\_\_\_\_\_  
(JUSTICE OF THE PEACE)

REVERSE SIDE OF  
- RECORD OF -  
BYLAW ENFORCEMENT OFFICER OR POLICE OFFICER

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COURT DISPOSITION:

JUDGE OR JUSTICE OF THE PEACE

DATE: \_\_\_\_\_, 20\_\_\_\_ PLACE \_\_\_\_\_

FOR MUNICIPALITY \_\_\_\_\_ FOR DEFENDANT \_\_\_\_\_

PLEA       GUILTY       NOT GUILTY       DISMISSED       WITHDRAWN

\_\_\_\_\_  
SIGNATURE OF BYLAW ENFORCEMENT OFFICER  
OR POLICE OFFICER