


PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. **430**, Approved and Ordered **JUN 21 2007**



Lieutenant Governor
Administrator


Executive Council Chambers, Victoria

On the recommendation of the undersigned, the ~~Lieutenant Governor~~^{Administrator}, by and with the advice and consent of the Executive Council, orders that, effective August 1, 2007,

- 1 Sections 1 to 5, 32, 44 and 47 of the *Community Services Statutes Amendment Act, 2007, S.B.C. 2007, c. 6*, are brought into force,
- 2 The *Community Charter Bylaw Enforcement Ticket Regulation, B.C. Reg. 425/2003*, is amended as set out in the attached Schedule 1,
- 3 The *Vancouver Charter Bylaw Enforcement Ticket Regulation, B.C. Reg. 354/89*, is repealed, and
- 4 The *Vancouver Charter By-law Enforcement Ticket Regulation*, as set out in the attached Schedule 2, is made.



Minister of Community Services



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section:- Community Services Statutes Amendment Act, S.B.C. 2007, c. 6, s. 51
Other (specify):- Community Charter, S.B.C. 2003, c. 26, s. 273; Vancouver Charter, S.B.C. 1953, c. 55, s. 482.3 oic 1110/2003; oic 1588/89

May 16, 2007

R/419/2007/3

SCHEDULE 1

- 1 *Section 4 (2) of the Community Charter Bylaw Enforcement Ticket Regulation, B.C. Reg. 425/2003, is amended by striking out “and affidavit of no response”.*

- 2 *The forms are deleted and the following forms added:*

Form A

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<Community Name>

Community Charter

MUNICIPAL TICKET INFORMATION

ISSUED TO:

SURNAME OR CORPORATE NAME		<input type="checkbox"/> YOUNG PERSON
GIVEN NAMES (OR CORPORATE NAME CONTINUED)	GENDER M / F	BIRTHDATE (YY MM DD)
ADDRESS		
CITY	PROVINCE	POSTAL CODE

The bylaw enforcement officer says that he or she has reasonable and probable grounds to believe, and does believe, that the above named

on or about

DATE OF OFFENCE		
YY	MM	DD

 at the time of

(24 hr Clock)	

at or near _____, <Community Name>

Street Address

Province of British Columbia

Did commit the offence indicated, under the following bylaw:

<Bylaw Name>

DESCRIPTION OF OFFENCE	SECTION	FINE AMOUNT
		\$

If you wish to dispute the allegation contained in this ticket, you may appear at the following location to give notice of dispute:

<Community Corporate Name>
<Address>
<Address>

or deliver, have delivered, or mail a **Notice of Dispute** to the above address as described on the reverse.

The fine amount may be paid at the above address in accordance with the prescribed instructions (see reverse).

DISPOSITION NOT DISPUTED		For Court Use		DATE
<input type="checkbox"/> CONVICTED AND FINE SET BY BYLAW IMPOSED	<input type="checkbox"/> QUASHED	AT TRIAL	<input type="checkbox"/> CONVICTED	YY MM DD
			FINE AMOUNT IMPOSED \$ _____	
			<input type="checkbox"/> DISMISSED	

SIGNATURE OF JUSTICE

BYLAW ENFORCEMENT OFFICER'S NAME OR NUMBER

DATE OF SERVICE (YY MM DD)

AREAS OF THIS TICKET OUTLINED IN BOLD BLACK ARE NOT PART OF THE OFFENCE CHARGED

BYLAW ENFORCEMENT OFFICER'S SIGNATURE

If the fine is not paid or the allegation contained in this ticket is not disputed (see reverse) within 14 days, this ticket will be treated as not disputed, you may be convicted in your absence and without a hearing and, upon conviction, the fine amount will be imposed for the offence charged.

FORM A.2

<Community Name>

Community Charter

MUNICIPAL TICKET INFORMATION

HOW TO PAY THIS TICKET

WHAT IS THE EASIEST WAY TO PAY?

You may pay by mail, by sending your cheque or money order (payable to <Community Name>, in Canadian funds) to the address below.

Do not send cash in the mail. A receipt will NOT be sent back to you.

<Community Corporate Name>

<Address>

<Address>

Your payment must be accompanied by a copy of the other side of this ticket, or a note giving sufficient information to identify this ticket, including:

- the TICKET NUMBER (from the top right corner on the face of this ticket);
- your FULL NAME and MAILING ADDRESS;
- the DATE OF OFFENCE and the BYLAW NAME and SECTION of the offence.

NOTE: If you do not provide sufficient details, your payment might not be credited to you, and the fine may remain outstanding.

By paying the fine, you will be deemed to have pleaded guilty to the described offence.

CAN I PAY FOR THIS TICKET IN PERSON?

Yes. You may make payment at the address above during regular business hours. Present this copy of the ticket, along with your payment.

WHAT HAPPENS IF I DO NOT PAY?

If you do not pay or dispute this ticket within 14 days of the Date of Service shown on the face of this ticket, this ticket will be treated as not disputed, you may be convicted in your absence and without a hearing and, upon conviction, the fine amount will be imposed for the offence charged.

HOW TO DISPUTE THIS TICKET

CAN I DISPUTE THIS TICKET?

Yes. If you dispute the allegation contained in this ticket you or your agent will have to go to the Provincial Court of British Columbia for a hearing.

HOW CAN A NOTICE OF DISPUTE BE MAILED?

If you wish to send your notice of dispute by mail, write to the following address:

<Community Corporate Name>

<Address>

<Address>

Your notice of dispute should contain the following information:

- the TICKET NUMBER (from the top right corner on the face of this ticket);
- your FULL NAME and MAILING ADDRESS;
- the DATE OF OFFENCE and the BYLAW NAME and SECTION of the offence.

NOTE: If you do not provide these details, the notice of dispute may not provide sufficient information, and you may be deemed not to have disputed the described offence.

HOW MUCH TIME DO I HAVE TO DISPUTE?

If you wish to dispute, you have up to 14 days from the Date of Service shown on the face of this ticket to deliver, have delivered or mail your notice of dispute.

CAN I DELIVER A NOTICE OF DISPUTE IN PERSON?

Yes. You may deliver your notice of dispute to the above address. You should bring this copy of the ticket, and you may be asked to fill out a notice of dispute form.

WHAT HAPPENS AFTER MY NOTICE OF DISPUTE HAS BEEN RECEIVED?

You will receive notice in the mail from the Provincial Court Registry telling you the time and location for your hearing. If you do not attend the Court on the indicated date, the ticket will be treated as not disputed, you may be convicted in your absence and without a hearing and, upon conviction, the fine amount will be imposed for the offence charged.

Form B

<Community Name>

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Community Charter

MUNICIPAL TICKET INFORMATION

ISSUED TO:

SURNAME OR CORPORATE NAME		<input type="checkbox"/> YOUNG PERSON
GIVEN NAMES (OR CORPORATE NAME CONTINUED)	GENDER M / F	BIRTHDATE (YY MM DD)
ADDRESS		
CITY	PROVINCE	POSTAL CODE

The bylaw enforcement officer says that he or she has reasonable and probable grounds to believe, and does believe, that the above named as registered owner of:

COLOUR	MAKE
PROVINCE	LICENCE NUMBER

is liable by section 83 of the *Motor Vehicle Act* for the offence described below,

committed on or about

DATE OF OFFENCE		
YY	MM	DD

 at the time of

(24 hr Clock)	

at or near _____, <Community Name>,
Street Address

Province of British Columbia

Contrary to the following bylaw:

<Bylaw Name>

DESCRIPTION OF OFFENCE	USE FOR ONE OFFENCE ONLY	SECTION	FINE AMOUNT
<input type="checkbox"/>			\$
<input type="checkbox"/>			\$
<input type="checkbox"/>			\$

If you wish to dispute the allegation contained in this ticket, you may appear at the following location to give notice of dispute:

<Community Corporate Name>
<Address>
<Address>

or deliver, have delivered, or mail a **Notice of Dispute** to the above address as described on the reverse.

The fine amount may be paid at the above address in accordance with the prescribed instructions (see reverse).

DISPOSITION NOT DISPUTED <input type="checkbox"/> CONVICTED AND FINE SET BY BYLAW IMPOSED <input type="checkbox"/> QUASHED	For Court Use	<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td style="text-align: center;">DATE</td> </tr> <tr> <td style="text-align: center;">YY MM DD</td> </tr> </table> AT TRIAL <input type="checkbox"/> CONVICTED FINE AMOUNT IMPOSED \$ _____ <input type="checkbox"/> DISMISSED	DATE	YY MM DD
DATE				
YY MM DD				

SIGNATURE OF JUSTICE

BYLAW ENFORCEMENT OFFICER'S NAME OR NUMBER (PRINT)	DATE OF SERVICE (YY MM DD)
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**AREAS OF THIS TICKET OUTLINED IN BOLD BLACK
ARE NOT PART OF THE OFFENCE CHARGED**

BYLAW ENFORCEMENT OFFICER'S SIGNATURE

If the fine is not paid or the allegation contained in this ticket is not disputed (see reverse) within 14 days, this ticket will be treated as not disputed, you may be convicted in your absence and without a hearing and, upon conviction, the fine amount will be imposed for the offence charged.



Form B.2

<Community Name>

Community Charter

CERTIFICATE OF SERVICE

I, _____
Name Occupation

certify that on the date

YY	MM	DD
----	----	----

I served _____

with a copy of the Municipal Ticket Information on the reverse side of this form, in the manner indicated below:

- by delivering it to him / her personally;
- the defendant being a corporation by delivering it to a director, or to a manager, secretary or other executive officer of the corporation or of a branch of it or on the attorney of an extraprovincial company,

namely: _____

Dated:

YY	MM	DD
----	----	----

Enforcement Officer's Signature





Form B.2

<Community Name>

Community Charter

MUNICIPAL TICKET INFORMATION

HOW TO PAY THIS TICKET

WHAT IS THE EASIEST WAY TO PAY?

You may pay by mail, by sending your cheque or money order (payable to <Community Name>, in Canadian funds) to the address below.

Do not send cash in the mail. A receipt will NOT be sent back to you.

<Community Corporate Name>

<Address>

<Address>

Your payment must be accompanied by a copy of the other side of this ticket, or a note giving sufficient information to identify this ticket, including:

- the TICKET NUMBER (from the top right corner on the face of this ticket);
- your FULL NAME and MAILING ADDRESS;
- the DATE OF OFFENCE and the BYLAW NAME and SECTION of the offence.

NOTE: If you do not provide sufficient details, your payment might not be credited to you, and the fine may remain outstanding.

By paying the fine, you will be deemed to have pleaded guilty to the described offence.

CAN I PAY FOR THIS TICKET IN PERSON?

Yes. You may make payment at the address above during regular business hours. Present this copy of the ticket, along with your payment.

WHAT HAPPENS IF I DO NOT PAY?

If you do not pay or dispute this ticket within 14 days of the Date of Service shown on the face of this ticket, this ticket will be treated as not disputed, you may be convicted in your absence and without a hearing and, upon conviction, the fine amount will be imposed for the offence charged.

HOW TO DISPUTE THIS TICKET

CAN I DISPUTE THIS TICKET?

Yes. If you dispute the allegation contained in this ticket you or your agent will have to go to the Provincial Court of British Columbia for a hearing.

HOW CAN A NOTICE OF DISPUTE BE MAILED?

If you wish to send your notice of dispute by mail, write to the following address;

<Community Corporate Name>

<Address>

<Address>

Your notice of dispute should contain the following information:

- the TICKET NUMBER (from the top right corner on the face of this ticket);
- your FULL NAME and MAILING ADDRESS;
- the DATE OF OFFENCE and the BYLAW NAME and SECTION of the offence.

NOTE: If you do not provide these details, the notice of dispute may not provide sufficient information, and you may be deemed not to have disputed the described offence.

HOW MUCH TIME DO I HAVE TO DISPUTE?

If you wish to dispute, you have up to 14 days from the Date of Service shown on the face of this ticket to deliver, have delivered or mail your notice of dispute.

CAN I DELIVER A NOTICE OF DISPUTE IN PERSON?

Yes. You may deliver your notice of dispute to the above address. You should bring this copy of the ticket, and you may be asked to fill out a notice of dispute form.

WHAT HAPPENS AFTER MY NOTICE OF DISPUTE HAS BEEN RECEIVED?

You will receive notice in the mail from the Provincial Court Registry telling you the time and location for your hearing. If you do not attend the Court on the indicated date, the ticket will be treated as not disputed, you may be convicted in your absence and without a hearing and, upon conviction, the fine amount will be imposed for the offence charged.





FORM B.3

<Community Name>
Community Charter

NOTICE OF BYLAW INFRACTION

To the registered owner:

As the owner of

COLOUR	MAKE
PROVINCE	LICENCE NUMBER

You are liable for the commission of the offence described below,

committed on or about

DATE OF OFFENCE		
YY	MM	DD

at the time of

(24 hr Clock)	

at or near _____, <Community Name>



Street Address

Province of British Columbia

Contrary to the following bylaw:

<Bylaw Name>

DESCRIPTION OF OFFENCE	USE FOR ONE OFFENCE ONLY	SECTION	FINE AMOUNT
<input type="checkbox"/>			\$
<input type="checkbox"/>			\$
<input type="checkbox"/>			\$

**IF THE VOLUNTARY PENALTY
IS NOT PAID (SEE REVERSE)
WITHIN 14 DAYS OF
THE DATE OF THE OFFENCE
INDICATED ABOVE,
LEGAL PROCEEDINGS MAY
BE COMMENCED AGAINST YOU.**

Bylaw Enforcement Officer's Name or Number (Print)





Form A.1

<Community Name>

Community Charter

CERTIFICATE OF SERVICE

I, _____
Name Occupation

certify that on the date

YY	MM	DD
----	----	----

I served _____

with a copy of the Municipal Ticket Information on the reverse side of this form, in the manner indicated below:

- by delivering it to him / her personally;
- the defendant being a corporation by delivering it to a director, or to a manager, secretary or other executive officer of the corporation or of a branch of it or on the attorney of an extraprovincial company,

namely: _____

Dated:

YY	MM	DD
----	----	----

Enforcement Officer's Signature





Form B.4

<Community Name>

Community Charter

NOTICE OF BYLAW INFRACTION

HOW TO PAY THIS NOTICE

WHAT IS THE EASIEST WAY TO PAY?

You may pay by mail, by sending your cheque or money order (payable to <Community Name>, in Canadian funds) to the address below.

Do not send cash in the mail. A receipt will NOT be sent back to you.

<Community Corporate Name>

<Address>

<Address>

Your payment must be accompanied by a copy of the other side of this notice, or a note giving sufficient information to identify this notice, including:

- the NOTICE NUMBER (from the top right corner on the face of this notice);
- your FULL NAME and MAILING ADDRESS;
- the DATE OF OFFENCE and the BYLAW NAME and SECTION of the offence.

NOTE: If you do not provide sufficient details, your payment might not be credited to you, and legal proceedings may be commenced against you.

If you pay the voluntary penalty indicated on the other side of this notice within 14 days of the date of issue of this notice, legal proceedings will not be commenced against you.



CAN I PAY FOR THIS NOTICE IN PERSON?

Yes. You may make payment at the address above during regular business hours. Present this copy of the notice, along with your payment.

WHAT HAPPENS IF I DO NOT PAY?

If the voluntary penalty is not paid within 14 days of the date of issue of this notice, legal proceedings may be commenced against you.



Form C

AFFIDAVIT IN SUPPORT OF AN APPLICATION TO STRIKE OUT A CONVICTION 000000

- COMMUNITY CHARTER, SECTION 270, (FAILURE TO APPEAR)
- COMMUNITY CHARTER, SECTION 271, (FAILURE TO RESPOND)

MUNICIPAL TICKET INFORMATION NUMBER

I, _____

SURNAME OR CORPORATE NAME		
GIVEN NAMES (OR CORPORATE NAME CONTINUED)		
ADDRESS		
CITY	PROVINCE	POSTAL CODE

Make oath and swear that:

1. On

YY	MM	DD
----	----	----

 I was convicted in my absence in the Provincial Court of British Columbia at _____ B.C.,
Location

for the offence indicated, under the following bylaw:

<Bylaw Name>

DESCRIPTION OF OFFENCE	SECTION	FINE AMOUNT
		\$

FAILURE TO APPEAR

2. Not more than 30 days have elapsed since the date specified in the notice of the hearing, and through no fault of my own I did not have an opportunity to appear before a justice to dispute the allegation set out above for the following reason(s):

OR

2. Not more than 30 days have elapsed since the expiry of the time limited to dispute the allegation contained in the ticket, and through no fault of my own I did not have an opportunity to file a Notice of Dispute in connection with the allegation set out above for the following reason(s):

Signature

Sworn before me on

YY	MM	DD
----	----	----

 at _____ B.C.,
Location

A Commissioner for Taking Affidavits

CERTIFICATE OF STRIKING OUT OF CONVICTION

The conviction described above is struck out as of

YY	MM	DD
----	----	----

Signature of Justice

SCHEDULE 2

VANCOUVER CHARTER BY-LAW ENFORCEMENT TICKET REGULATION

Contents

- 1 By-laws excluded from ticketing authority
- 2 Maximum fine amount
- 3 By-law enforcement officers
- 4 Prescribed forms of tickets and their content
- 5 Prescribed form of affidavit

By-laws excluded from ticketing authority

- 1 By-laws in relation to the following matters are prescribed for the purposes of section 482.1 (1) (a) of the *Vancouver Charter*:
 - (a) firearms;
 - (b) motor vehicle speed limits.

Maximum fine amount

- 2 The maximum amount of a fine under section 482.2 of the *Vancouver Charter* is \$1 000.

By-law enforcement officers

- 3 Persons acting as any of the following are prescribed as classes of persons who may be designated as by-law enforcement officers under section 482.1 (1) (b) of the *Vancouver Charter*:
 - (a) special constables, officers or members and constables of the Provincial police force or a municipal police force or members of the Royal Canadian Mounted Police;
 - (b) local assistants to the fire commissioner under section 6 of the *Fire Services Act*;
 - (c) fire wardens appointed by the Fire Chief under the Fire By-law;
 - (d) persons who act on behalf of the Council or the Park Board under the *Vancouver Charter* in the administration of one or more land use, building construction and safety, licensing, traffic and parking enforcement, street use, nuisance, health, animal control or similar by-laws.

Prescribed forms of tickets and their content

- 4 (1) A ticket issued under section 482.1 of the *Vancouver Charter* must be in Form A or Form B.
 - (2) The certificate of service to be printed on the reverse side of the ticket must be
 - (a) in Form A.1 with respect to a ticket in Form A, and
 - (b) in Form B.1 with respect to a ticket in Form B.

- (3) The instructions to be printed on the reverse side of the copy of the ticket given to the person alleged to have contravened a by-law must be
 - (a) in Form A.2 with respect to a ticket in Form A, and
 - (b) in Form B.2 with respect to a ticket in Form B.
- (4) The notice of by-law infraction must be in Form B.3.
- (5) The instructions to be printed on the reverse side of the notice of by-law infraction must be in Form B.4.

Prescribed form of affidavit

- 5 An affidavit in support of an application to strike out a conviction and certificate of striking out of conviction must be in Form C.



Form A

City of Vancouver
Vancouver Charter

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MUNICIPAL TICKET INFORMATION

ISSUED TO:

SURNAME OR CORPORATE NAME		<input type="checkbox"/> YOUNG PERSON
GIVEN NAMES (OR CORPORATE NAME CONTINUED)	GENDER M / F	BIRTHDATE (YY MM DD)
ADDRESS		
CITY	PROVINCE	POSTAL CODE

The bylaw enforcement officer says that he or she has reasonable and probable grounds to believe, and does believe, that the above named

on or about

DATE OF OFFENCE		
YY	MM	DD

 at the time of

(24 hr Clock)	

at or near _____, <Community Name>,
Street Address

Province of British Columbia

Did commit the offence indicated, under the following bylaw:

<Bylaw Name>

DESCRIPTION OF OFFENCE	SECTION	FINE AMOUNT
		\$

If you wish to dispute the allegation contained in this ticket, you may appear at the following location to give notice of dispute:

<Community Corporate Name>
<Address>
<Address>

or deliver, have delivered, or mail a **Notice of Dispute** to the above address as described on the reverse.

The fine amount may be paid at the above address in accordance with the prescribed instructions (see reverse).

DISPOSITION NOT DISPUTED	For Court Use	DATE YY MM DD
<input type="checkbox"/> CONVICTED AND FINE SET BY BYLAW IMPOSED	AT TRIAL	
<input type="checkbox"/> QUASHED	<input type="checkbox"/> CONVICTED	
	FINE AMOUNT IMPOSED \$ _____	
	<input type="checkbox"/> DISMISSED	

SIGNATURE OF JUSTICE

BYLAW ENFORCEMENT OFFICER'S NAME OR NUMBER DATE OF SERVICE (YY MM DD)

**AREAS OF THIS TICKET OUTLINED IN BOLD BLACK
ARE NOT PART OF THE OFFENCE CHARGED**

BYLAW ENFORCEMENT OFFICER'S SIGNATURE

If the fine is not paid or the allegation contained in this ticket is not disputed (see reverse) within 14 days, this ticket will be treated as not disputed, you may be convicted in your absence and without a hearing and, upon conviction, the fine amount will be imposed for the offence charged.





Form A.1

City of Vancouver
Vancouver Charter

CERTIFICATE OF SERVICE

I, _____
Name Occupation

certify that on the date

YY	MM	DD
----	----	----

I served _____

with a copy of the Municipal Ticket Information on the reverse side of this form, in the manner indicated below:

- by delivering it to him / her personally;
- the defendant being a corporation by delivering it to a director, or to a manager, secretary or other executive officer of the corporation or of a branch of it or on the attorney of an extraprovincial company,

namely: _____

Dated:

YY	MM	DD
----	----	----

Enforcement Officer's Signature





Form A.2

City of Vancouver
Vancouver Charter

MUNICIPAL TICKET INFORMATION

HOW TO PAY THIS TICKET

WHAT IS THE EASIEST WAY TO PAY?

You may pay by mail, by sending your cheque or money order (payable to <Community Name>, in Canadian funds) to the address below.

Do not send cash in the mail. A receipt will NOT be sent back to you.

<Community Corporate Name>

<Address>

<Address>

Your payment must be accompanied by a copy of the other side of this ticket, or a note giving sufficient information to identify this ticket, including:

- the TICKET NUMBER (from the top right corner on the face of this ticket);
- your FULL NAME and MAILING ADDRESS;
- the DATE OF OFFENCE and the BYLAW NAME and SECTION of the offence.

NOTE: If you do not provide sufficient details, your payment might not be credited to you, and the fine may remain outstanding.

By paying the fine, you will be deemed to have pleaded guilty to the described offence.

CAN I PAY FOR THIS TICKET IN PERSON?

Yes. You may make payment at the address above during regular business hours. Present this copy of the ticket, along with your payment.

WHAT HAPPENS IF I DO NOT PAY?

If you do not pay or dispute this ticket within 14 days of the Date of Service shown on the face of this ticket, this ticket will be treated as not disputed, you may be convicted in your absence and without a hearing and, upon conviction, the fine amount will be imposed for the offence charged.

HOW TO DISPUTE THIS TICKET

CAN I DISPUTE THIS TICKET?

Yes. If you dispute the allegation contained in this ticket you or your agent will have to go to the Provincial Court of British Columbia for a hearing.

HOW CAN A NOTICE OF DISPUTE BE MAILED?

If you wish to send your notice of dispute by mail, write to the following address;

<Community Corporate Name>

<Address>

<Address>

Your notice of dispute should contain the following information:

- the TICKET NUMBER (from the top right corner on the face of this ticket);
- your FULL NAME and MAILING ADDRESS;
- the DATE OF OFFENCE and the BYLAW NAME and SECTION of the offence.

NOTE: If you do not provide these details, the notice of dispute may not provide sufficient information, and you may be deemed not to have disputed the described offence.

HOW MUCH TIME DO I HAVE TO DISPUTE?

If you wish to dispute, you have up to 14 days from the Date of Service shown on the face of this ticket to deliver, have delivered or mail your notice of dispute.

CAN I DELIVER A NOTICE OF DISPUTE IN PERSON?

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WHAT HAPPENS AFTER MY NOTICE OF DISPUTE HAS BEEN RECEIVED?

You will receive notice in the mail from the Provincial Court Registry telling you the time and location for your hearing. If you do not attend the Court on the indicated date, the ticket will be treated as not disputed, you may be convicted in your absence and without a hearing and, upon conviction, the fine amount will be imposed for the offence charged.





FORM B

City of Vancouver
Vancouver Charter

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MUNICIPAL TICKET INFORMATION

ISSUED TO:

SURNAME OR CORPORATE NAME		<input type="checkbox"/> YOUNG PERSON
GIVEN NAMES (OR CORPORATE NAME CONTINUED)	GENDER M / F	BIRTHDATE (YY MM DD)
ADDRESS		
CITY	PROVINCE	POSTAL CODE

The bylaw enforcement officer says that he or she has reasonable and probable grounds to believe, and does believe, that the above named as registered owner of:

COLOUR	MAKE
PROVINCE	LICENCE NUMBER

is liable by section 83 of the *Motor Vehicle Act* for the offence described below,

committed on or about

DATE OF OFFENCE
YY MM DD

 at the time of

(24 hr Clock)

at or near _____, <Community Name>

Street Address

Province of British Columbia

Contrary to the following bylaw:

<Bylaw Name>

DESCRIPTION OF OFFENCE	USE FOR ONE OFFENCE ONLY	SECTION	FINE AMOUNT
<input type="checkbox"/>			\$
<input type="checkbox"/>			\$
<input type="checkbox"/>			\$

If you wish to dispute the allegation contained in this ticket, you may appear at the following location to give notice of dispute:

<Community Corporate Name>

<Address>

<Address>

or deliver, have delivered, or mail a **Notice of Dispute** to the above address as described on the reverse.

The fine amount may be paid at the above address in accordance with the prescribed instructions (see reverse).

DISPOSITION NOT DISPUTED		For Court Use		DATE
<input type="checkbox"/> CONVICTED AND FINE SET BY BYLAW IMPOSED	<input type="checkbox"/> QUASHED	AT TRIAL	<input type="checkbox"/> CONVICTED	YY MM DD
			FINE AMOUNT IMPOSED \$ _____	
			<input type="checkbox"/> DISMISSED	
SIGNATURE OF JUSTICE				
BYLAW ENFORCEMENT OFFICER'S NAME OR NUMBER (PRINT)			DATE OF SERVICE (YY MM DD)	
AREAS OF THIS TICKET OUTLINED IN BOLD BLACK ARE NOT PART OF THE OFFENCE CHARGED				
BYLAW ENFORCEMENT OFFICER'S SIGNATURE				

If the fine is not paid or the allegation contained in this ticket is not disputed (see reverse) within 14 days, this ticket will be treated as not disputed, you may be convicted in your absence and without a hearing and, upon conviction, the fine amount will be imposed for the offence charged.





Form B.1

City of Vancouver
Vancouver Charter

CERTIFICATE OF SERVICE

I, _____
Name Occupation

certify that on the date

YY	MM	DD
----	----	----

I served _____

with a copy of the Municipal Ticket Information on the reverse side of this form, in the manner indicated below:

- by delivering it to him / her personally;
- the defendant being a corporation by delivering it to a director, or to a manager, secretary or other executive officer of the corporation or of a branch of it or on the attorney of an extraprovincial company,

namely: _____

Dated:

YY	MM	DD
----	----	----

Enforcement Officer's Signature



MUNICIPAL TICKET INFORMATION

HOW TO PAY THIS TICKET

WHAT IS THE EASIEST WAY TO PAY?

You may pay by mail, by sending your cheque or money order (payable to <Community Name>, in Canadian funds) to the address below.

Do not send cash in the mail. A receipt will NOT be sent back to you.

<Community Corporate Name>

<Address>

<Address>

Your payment must be accompanied by a copy of the other side of this ticket, or a note giving sufficient information to identify this ticket, including:

- the TICKET NUMBER (from the top right corner on the face of this ticket);
- your FULL NAME and MAILING ADDRESS;
- the DATE OF OFFENCE and the BYLAW NAME and SECTION of the offence.

NOTE: If you do not provide sufficient details, your payment might not be credited to you, and the fine may remain outstanding.

By paying the fine, you will be deemed to have pleaded guilty to the described offence.

CAN I PAY FOR THIS TICKET IN PERSON?

Yes. You may make payment at the address above during regular business hours. Present this copy of the ticket, along with your payment.

WHAT HAPPENS IF I DO NOT PAY?

If you do not pay or dispute this ticket within 14 days of the Date of Service shown on the face of this ticket, this ticket will be treated as not disputed, you may be convicted in your absence and without a hearing and, upon conviction, the fine amount will be imposed for the offence charged.

HOW TO DISPUTE THIS TICKET

CAN I DISPUTE THIS TICKET?

Yes. If you dispute the allegation contained in this ticket you or your agent will have to go to the Provincial Court of British Columbia for a hearing.

HOW CAN A NOTICE OF DISPUTE BE MAILED?

If you wish to send your notice of dispute by mail, write to the following address;

<Community Corporate Name>

<Address>

<Address>

Your notice of dispute should contain the following information:

- the TICKET NUMBER (from the top right corner on the face of this ticket);
- your FULL NAME and MAILING ADDRESS;
- the DATE OF OFFENCE and the BYLAW NAME and SECTION of the offence.

NOTE: If you do not provide these details, the notice of dispute may not provide sufficient information, and you may be deemed not to have disputed the described offence.

HOW MUCH TIME DO I HAVE TO DISPUTE?

If you wish to dispute, you have up to 14 days from the Date of Service shown on the face of this ticket to deliver, have delivered or mail your notice of dispute.

CAN I DELIVER A NOTICE OF DISPUTE IN PERSON?

Yes. You may deliver your notice of dispute to the above address. You should bring this copy of the ticket, and you may be asked to fill out a notice of dispute form.

WHAT HAPPENS AFTER MY NOTICE OF DISPUTE HAS BEEN RECEIVED?

You will receive notice in the mail from the Provincial Court Registry telling you the time and location for your hearing. If you do not attend the Court on the indicated date, the ticket will be treated as not disputed, you may be convicted in your absence and without a hearing and, upon conviction, the fine amount will be imposed for the offence charged.



Form B.3

City of Vancouver
Vancouver Charter

NOTICE OF BYLAW INFRACTION

To the registered owner:

As the owner of

COLOUR	MAKE
PROVINCE	LICENCE NUMBER

You are liable for the commission of the offence described below,

committed on or about

DATE OF OFFENCE		
YY	MM	DD

 at the time of

(24 hr Clock)	

at or near _____, <Community Name>

Street Address

Province of British Columbia

Contrary to the following bylaw:

<Bylaw Name>

DESCRIPTION OF OFFENCE	USE FOR ONE OFFENCE ONLY	SECTION	FINE AMOUNT
<input type="checkbox"/>			\$
<input type="checkbox"/>			\$
<input type="checkbox"/>			\$

**IF THE VOLUNTARY PENALTY
IS NOT PAID (SEE REVERSE)
WITHIN 14 DAYS OF
THE DATE OF THE OFFENCE
INDICATED ABOVE,
LEGAL PROCEEDINGS MAY
BE COMMENCED AGAINST YOU.**

Bylaw Enforcement Officer's Name or Number (Print)





FORM B.4

City of Vancouver
Vancouver Charter

NOTICE OF BYLAW INFRACTION

HOW TO PAY THIS NOTICE

WHAT IS THE EASIEST WAY TO PAY?

You may pay by mail, by sending your cheque or money order (payable to <Community Name>, in Canadian funds) to the address below.

Do not send cash in the mail. A receipt will NOT be sent back to you.

<Community Corporate Name>

<Address>

<Address>

Your payment must be accompanied by a copy of the other side of this notice, or a note giving sufficient information to identify this notice, including:

- the NOTICE NUMBER (from the top right corner on the face of this notice);
- your FULL NAME and MAILING ADDRESS;
- the DATE OF OFFENCE and the BYLAW NAME and SECTION of the offence.

NOTE: If you do not provide sufficient details, your payment might not be credited to you, and legal proceedings may be commenced against you.

If you pay the voluntary penalty indicated on the other side of this notice within 14 days of the date of issue of this notice, legal proceedings will not be commenced against you.



CAN I PAY FOR THIS NOTICE IN PERSON?

Yes. You may make payment at the address above during regular business hours. Present this copy of the notice, along with your payment.

WHAT HAPPENS IF I DO NOT PAY?

If the voluntary penalty is not paid within 14 days of the date of issue of this notice, legal proceedings may be commenced against you.



Form C

AFFIDAVIT IN SUPPORT OF AN APPLICATION TO STRIKE OUT A CONVICTION 000000

- VANCOUVER CHARTER, SECTION 482.7, (FAILURE TO APPEAR)
- VANCOUVER CHARTER, SECTION 482.8, (FAILURE TO RESPOND)

MUNICIPAL TICKET INFORMATION NUMBER

I, _____

SURNAME OR CORPORATE NAME		
GIVEN NAMES (OR CORPORATE NAME CONTINUED)		
ADDRESS		
CITY	PROVINCE	POSTAL CODE

Make oath and swear that:

1. On

YY	MM	DD
----	----	----

 I was convicted in my absence in the Provincial Court of British Columbia at _____ B.C.,
Location

for the offence indicated, under the following bylaw:
<Bylaw Name>

DESCRIPTION OF OFFENCE	SECTION	FINE AMOUNT
		\$

FAILURE TO APPEAR

2. Not more than 30 days have elapsed since the date specified in the notice of the hearing, and through no fault of my own I did not have an opportunity to appear before a justice to dispute the allegation set out above for the following reason(s):

FAILURE TO RESPOND

OR

2. Not more than 30 days have elapsed since the expiry of the time limited to dispute the allegation contained in the ticket, and through no fault of my own I did not have an opportunity to file a Notice of Dispute in connection with the allegation set out above for the following reason(s):

Signature

Sworn before me on

YY	MM	DD
----	----	----

 at _____ B.C.,
Location

A Commissioner for Taking Affidavits
CERTIFICATE OF STRIKING OUT OF CONVICTION

The conviction described above is struck out as of

YY	MM	DD
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