

<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.