



Bylaw Complaint Form

Personal information contained on this form is received by the City of Summerside in confidence. This confidentiality cannot be guaranteed if this complaint results in court proceedings. Complainants should be prepared to provide testimony if it is necessary to proceed with formal charges. Release of this information is subject to and governed by the provisions of the PEI Freedom of Information and Protection of Privacy Act. This form is able to be filled in online and emailed to bylaws@summerside.ca.

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| Complainant Information (Required-Anonymous Complaints Will Not Be Investigated) | |
| Name: | |
| Mailing Address: | |
| Phone: | Email: |

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| Complaint Against (Name or Address Alleged Violation is Occurring) |
| |
| Nature of Complaint/Incident: Provide Names of Witnesses if Available |
| |
| Date(s) and Time(s) of Alleged Bylaw Violation: |

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| Declaration (signature not required if filling out online and submitting electronically) I CONFIRM THAT I HAVE READ THE REVERSE OF THIS FORM AND UNDERSTAND THAT THE CITY OF SUMMERSIDE WILL BE UNABLE TO GUARANTEE CONFIDENTIALITY OF THE ABOVE INFORMATION IF THIS MATTER RESULTS IN COURT ACTION OR AN ORDER UNDER THE PEI FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. | |
| Signature: | Date: |
| Print Name: | |

| | |
|------------------------|-------------|
| OFFICE USE ONLY | |
| Date Received: | |
| Received by: | Department: |
| Bylaw No: | Owner: |
| PID: | Phone: |



BYLAW ENFORCEMENT PROCEDURES

1. Bylaw enforcement investigation will be commenced on submission of written complaints. If the preliminary investigation determines there is basis for enforcement action, the normal bylaw enforcement procedure will be followed. If the investigation finds there is no basis for enforcement, the complainant will be informed their complaint does not meet the criteria. Please keep in mind that certain bylaw enforcement investigations can take several months before reaching conclusion. It is not the practice of the City of Summerside to necessarily seek a final legal remedy for all alleged infractions.
2. If a residence or individual is allegedly in violation of a City bylaw/s and several neighbours deem the violation a nuisance which should be reported, each person is required to fill out individual and separate complaint forms. This assists in substantiating the alleged offenses.
3. As a matter of practice, the identity of the complainant and the written complaint itself shall not be disclosed to the alleged violator or any member of the public except as outlined in sections below. In addition, the response of the alleged violator shall not be made public or disclosed to the complainant except as outlined in sections below.

CONFIDENTIALITY ISSUES

4. The anonymity and confidentiality given to complainants and alleged violators cannot be assured if the investigation results in court proceedings.
5. If persons request the City of Summerside disclosure of personal information about them in complaints (and responses to the complaints) under the Freedom of Information and Protection of Privacy Act (FOIPP), it shall be the policy of the City of Summerside to refuse disclosure under:

Section 18. Disclosure harmful to law enforcement

- (1) The head of a public body may refuse to disclose information to an applicant if the disclosure could reasonably be expected to
 - (a) Interfere with or harm a law enforcement matter, including an ongoing or unsolved law enforcement matter;