

**DATE:** September 15, 2021

**FILE:** 4020-01

**TO:** Chair and Directors  
Electoral Areas Services Committee

**FROM:** James Warren  
Deputy Chief Administrative Officer

Supported by James Warren  
Deputy Chief Administrative  
Officer

*J. Warren*

**RE: Update - Bylaw Dispute Adjudication System**

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### **Purpose**

To provide an update on the Comox Valley Regional District (CVRD) implementing a Bylaw Dispute Adjudication System and to introduce the required draft ticketing bylaw and communication plan.

### **Recommendation from the Deputy Chief Administrative Officer:**

THAT the Board give first and second reading to Bylaw No. 679 being “Comox Valley Regional District Bylaw Adjudication Ticketing Bylaw No. 679, 2021” attached as Appendix A to the staff report dated September 15, 2021

### **Executive Summary**

At the March 8, 2021 Electoral Areas Services Committee (EASC) meeting staff presented a report with the following recommendations:

THAT the Board endorse a Bylaw Dispute Adjudication System and direct the preparation of bylaws, policies and agreements for the implementation of the Bylaw Dispute Adjudication System provided for in the *Local Government Bylaw Notice Enforcement Act*;

AND THAT the Board direct staff to work with the Court Services Branch of the Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia to enact a regulation under Section 29 of the *Local Government Bylaw Notice Enforcement Act* (Act), to apply the Act to the Comox Valley Regional District.

- On July 14, 2021 the CVRD received approval from the Attorney General’s office to join the adjudication program.
- The required ticketing bylaw is attached for consideration.
- Draft communication plan attached for consideration.

Prepared by:

***A. Yasinski***

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Amanda Yasinski  
Manager of Bylaw  
Compliance

Concurrence:

***A. Mullaly***

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Alana Mullaly  
General Manager of  
Planning and Development  
Services

### **Background/Current Situation**

The Bylaw Dispute Adjudication System is an alternative to the Municipal Ticket Information (MTI) System for the ticketing of bylaw contraventions, currently used by the CVRD. Although the two systems can be used together by local governments, the Bylaw Dispute Adjudication System was created to provide local governments with the ability to make enforcement of bylaw matters more efficient and less expensive for both the members of the public and the local government. The current MTI system used by the CVRD does not support effective and cost efficient compliance or represent best practices in bylaw enforcement. Under the MTI system, tickets must be personally served and disputed tickets can only be resolved within Provincial Court. In the case of the CVRD, this means bylaw staff must apply for a hearing date in Provincial Court; liaise with the disputant, direct the collection of evidence from bylaw staff and witnesses, serve legal documents and argue the case in Provincial Court before a Judge or Judicial Justice of the Peace.

Local government bylaw matters are not a priority for the Provincial Court system and are regularly delayed for more serious matters resulting in added costs and inconvenience to witnesses and staff. Bylaw complainants are often reluctant to give evidence in court for reasons such as lost time from work or fear of retribution. Although ticketing for bylaw infractions is a tool that is proven to enhance compliance with local government regulations, the requirement for personal service of tickets, the high cost of court prosecutions and the difficulty in collecting fines owing are detriments to the use of the MTI system.

### **Bylaw Adjudication System**

In 2003, the Province adopted the *Local Government Bylaw Notice Enforcement Act* (Act), creating a framework for a streamlined non-judicial system for local governments to deal with bylaw ticket disputes. The Act was developed to create a simple, fair and cost-effective system for dealing with minor bylaw infractions through:

- The creation of a bylaw notice and an enforcement dispute forum dedicated to resolving local bylaw matters;
- Reduction to the cost and complexity of decision making in that forum;
- Avoidance of unnecessary attendance of witnesses and the involvement of legal counsel;
- Reduction in the length of time required to resolve bylaw ticket disputes; and
- The elimination of the requirement for personal service of tickets.

Each local government participating in an adjudication system must pay its own costs. At the same time, the adjudication system improves local government bylaw contravention enforcement by providing a more accessible venue for determining simple bylaw contraventions. It also reduces the demand on the court system, is less expensive to administer than the court process and is a better balance between the amount of the penalty imposed (at a maximum set by regulation, currently \$500) and the cost of pursuing the bylaw contravention in court.

However, the adjudication system would not replace the ability of the CVRD to pursue more serious matters through injunctive relief or higher fines from the courts where deemed appropriate by the Board.

### **Screening Officers**

In order to reduce the number of disputed notices forwarded to adjudication, a local government has the option of establishing one or more screening officers. A screening officer does not need to be a bylaw enforcement officer but should have some familiarity with the bylaws and be available to respond to bylaw notice recipients in a timely manner, such as supervisors and managers.

The screening officer has the authority to cancel a bylaw notice if they believe that the allegation did not occur or that required information is missing from the notice. A screening officer may also be permitted to cancel a bylaw notice based on discussion or correspondence with the disputant and will typically explain the process and potential consequences of dispute adjudication. Additionally, a local government may also authorize a screening officer to enter into a compliance agreement with a person who has received a bylaw notice based on set conditions.

If the screening officer determines that cancellation or a compliance agreement are not possible and the person still wishes to dispute the allegation, the disputant must confirm this and indicate whether they plan to appear at the adjudication hearing in person, in writing or by telephone. The disputant is then advised of the date and time of the adjudication.

### **Adjudication**

Adjudicators under this system are chosen on a rotating basis from a list established by the Ministry of Attorney General. At the adjudication hearing, the adjudicator hears from both the disputant and the local government to decide whether they are satisfied that the contravention occurred as alleged. When considering the matter, the adjudicator can review documents submitted by either party or hear from the parties or witnesses over the telephone. The function of the adjudicator is strictly to confirm or cancel the bylaw notice. The adjudicator has no discretion to reduce or waive the fine amount or jurisdiction to deal with challenges to the bylaw or other legal issues.

The standard of proof for the prosecution of MTIs in Provincial Court follows the criminal scale of beyond a reasonable doubt, whereas the standard of proof under the adjudication system is based on a balance of probabilities (civil scale). The attached flow chart details the bylaw offence notice process (Appendix B).

### **Policy Analysis**

Section 415 of the *Local Government Act*, RSBC 2015, c. 1, regional districts may enforce a bylaw by bylaw notice and establish a system for so doing in accordance with the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60.

### **Options**

1. Provide first and second readings;
2. Receive the Bylaw Dispute Adjudication System report and take no further action.

This report supports option 1.

### **Financial Factors**

The cost of prosecuting a disputed MTI in Provincial Court can reach several thousand dollars and is only done in those instances where it serves the public interest to do so and there are limited

options available to the CVRD to resolve an issue. There is no recourse for recovery of those legal costs in Provincial Court. The high cost of dealing with disputed tickets in court is a deterrent to using MTIs, which reduces the effectiveness of the enforcement of CVRD bylaws.

Under the Act, local governments are responsible for the costs of setting up and administering the Adjudication System within their jurisdiction. The Act also allows for a \$25 surcharge to be applied to all tickets upheld by the adjudicator to help offset the costs associated to the process.

### **Legal Factors**

The Act and the authority it provides to establish an adjudication system, applies to both municipalities and regional districts by regulation. Local governments and other bodies may make a request to the Ministry of Attorney General to be added, by regulation, to a list of bodies to which the Act applies.

### **Intergovernmental Factors**

Bylaw Compliance staff work closely with the RCMP and other local government bylaw staff. The introduction of an adjudication system supports the Board's focus on the delivery of efficient, effective and economically viable services as well as the opportunity to partner with other local governments in the delivery of services.

### **Interdepartmental Involvement**

Bylaw Compliance staff has been working closely with CVRD parks, fire, water, Comox Strathcona waste management and building staff on the implementation of the bylaw enforcement notices, and set fine amounts. Each department will benefit as enforcement will become more efficient and less expensive. Training and information sessions for each CVRD department that has the ability to ticket through the system. The training will be done in house by bylaw staff.

### **Citizen/Public Relations**

A communication plan has been implemented to assist staff in communicating the execution of the adjudication system. The communication plan will include a website page that depicts the changes, the process and the availability of the system to the public as a means of dispute, as well as the use of social media and a press release. An easy to follow step by step online brochure detailing the new system could be developed similar to ones currently used by other local governments.

Attachments: Appendix A – Draft Bylaw Dispute Adjudication System Ticketing Bylaw No. 679  
Appendix B – Bylaw Offence Notice Flow Chart  
Appendix C – Draft communication plan

**COMOX VALLEY REGIONAL DISTRICT**

**BYLAW NO. 679**

**A bylaw to allow ticketing through the Bylaw Adjudication Ticketing System**

**WHEREAS** by section 415 of the *Local Government Act*, RSBC 2015, c. 1, regional districts may enforce a bylaw by bylaw notice and establish a system for so doing in accordance with the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60;

**AND WHEREAS** by section 1 of the *Local Government Bylaw Notice Enforcement Act*, a regional district may designate as a “Bylaw Enforcement Officer” any person belonging to a class prescribed under section 273(c) of the *Community Charter*;

**NOW THEREFORE**, the Board of the Comox Valley Regional District in open meeting assembled enacts as follows:

**Title**

1. This Bylaw No. 679 may be cited as the “Comox Valley Regional District Bylaw Adjudication Ticketing Bylaw No. 679, 2021”.

**Interpretation**

2. In this bylaw unless the context otherwise requires:

“Act” means *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60.

“Adjudicator” means a person designated under section 14 of the Act and under this Bylaw.

“Bylaw Enforcement Officer” or “Bylaw Officer” means a person designated as such under this bylaw.

“Board” means the Board of the Comox Valley Regional District.

“Disputant” means a person against whom a bylaw notice has been issued, and who has filed a notice of dispute or otherwise requested an adjudication of that bylaw notice.

“Registry” means the Comox Valley Regional District Bylaw Notice Adjudication Registry established pursuant to this bylaw.

“Regional District” means the Comox Valley Regional District

“Screening Officer” means a person appointed to that position under this bylaw.

**Jurisdiction**

3. This bylaw applies to the Comox Valley Regional District.

**Relevant Bylaws**

4. The relevant ticketing bylaws that may be enforced by means of a bylaw notice are provided in Schedules 2 through 22 of this bylaw.

**Responsibility**

5. The designated bylaw compliance officers, for the purposes of the ticketing bylaw as outlined in Schedule 1 of this bylaw, are designated as “Bylaw Enforcement Officers” pursuant to section 1 of the Act for the purpose of enforcing the bylaws listed in Schedule 1 opposite the respective job positions.

**Relevant Offences**

6. The relevant bylaw offences and bylaw sections are provided in Columns A and B of Schedules 2 through 22 of this bylaw.

**Inspection and Entry**

7. A bylaw compliance officer is hereby authorized to enter, at all reasonable times, on any property subject to the regulations or direction of the Board, to ascertain whether the regulations or directions of this bylaw are being observed.

**Enforcement**

8. The enforcement of the provisions within this bylaw occurs in accordance with the Comox Valley Regional District enforcement policy. The bylaws that may be enforced by means of a bylaw notice are listed in Schedule 1 Column A of this bylaw.

**Penalty**

9. (a) The relevant bylaw fine amounts for the corresponding offences are provided in column C and D of Schedules 2 through 22 of this bylaw.
  - (b) Any fines recovered under this bylaw are to be paid to the account of the service in respect of which the offence was committed.
  - (c) Any penalty under Section 9(a) of this Bylaw:
    - i. will be discounted by 25 per cent if that discounted amount is paid in full within 14 calendar days of the bylaw notice being served in accordance with the Act; and
    - ii. will be increased by 25%, or to \$500.00 if the 25% increase would otherwise cause the penalty to exceed \$500.00, if the full amount of the penalty is not paid within the time specified by this bylaw.
  - (d) A person who receives a bylaw notice must, within 14 calendar days:
    - i. pay the penalty associated with the bylaw notice in accordance with that bylaw notice; or
    - ii. request an adjudication of that bylaw notice in accordance with the instructions on that bylaw notice.
  - (e) Where a person does not receive notice of a bylaw notice and notifies the Comox Valley Regional District in accordance with section 25 of the Act, the time periods imposed by sections 9(c) and (d) of this bylaw do not begin to run until a copy of the bylaw notice is re-delivered to the person in accordance with the Act.

**Registry**

- 10. (a) In accordance with the Act, the Comox Valley Regional District establishes an adjudication system and registry for the purpose of resolving disputes concerning bylaw notices.
- (b) The address of the Registry is 770 Harmston Avenue, Courtenay, British Columbia, or any other address which may be designated by schedule to this bylaw.
- (c) The Registry may set its own rules of procedure in respect of the receipt and processing of bylaw notice disputes, provided those rules do not conflict with the Act.
- (d) A person who disputes a bylaw notice and does not succeed in that dispute must pay the Comox Valley Regional District \$25.00 to recover part of the costs of administering the Registry.
- (e) The Comox Valley Regional District is authorized to enter into, and the Corporate Officer is authorized to execute, the CVRD Bylaw Dispute Adjudication Registry Agreement in accordance with the authority of section 2(4) of the Act.
- (f) Once the CVRD Bylaw Dispute Adjudication Registry Agreement, or any other Bylaw Dispute Adjudication Registry Agreement, is adopted by the Comox Valley Regional District and entered into with the provider of that Dispute Adjudication Registry, that Dispute Adjudication Registry becomes the Registry for the purposes of this Bylaw.

**Screening Officer**

- 11. (a) The position of Screening Officer is hereby established.
- (b) The following positions are designated as a Screening Officer:
  - i. General Manager, Corporate Services
  - ii. General Manager, Planning and Development Services
  - iii. Manager, Bylaw Services
  - iv. Manager, Planning Services
  - v. Manager, Building Services

**Powers, Duties, Functions of Screening Officers**

- 12. The powers, obligations, duties, and functions of Screening Officers include but are not limited to the powers, obligations, duties, and functions under the Act, and also include the following:
    - (a) No person may act as a Screening Officer in respect of a bylaw notice if that person:
      - i. has issued or signed the bylaw notice;
      - ii. is a complainant in respect of the bylaw notice;
      - iii. is or is reasonably likely to become a witness in respect of that bylaw notice;
      - iv. has provided evidence, including documentary evidence, in respect of that bylaw notice.
    - (b) When requested by the person against whom a contravention is alleged, the Screening Officer must communicate to that person, or that person's agent, sufficient information regarding:
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- i. the nature of the contravention;
- ii. the section of the bylaw contravened;
- iii. the facts underlying the allegation of the contravention;
- iv. the penalty for a contravention, including the fees payable, any potential increased or discounted fees based on early or late payment;
- v. the opportunity to enter into a compliance agreement;
- vi. the opportunity and process to dispute the bylaw notice and proceed to the bylaw notice dispute adjudication system.

(c) To perform the Screening Officer's powers, obligations, duties, and functions under this bylaw or the Act, a Screening Officer may communicate with:

- i. the Disputant, Disputant's representative, or a director or officer of the Disputant if the Disputant is a corporation or organization;
- ii. the person who issued the bylaw notice;
- iii. the complainant or complainant's representative;
- iv. any Comox Valley Regional District staff concerning the contravention alleged, or any other contravention associated with the Disputant.

(d) A Screening Officer may cancel a bylaw notice in accordance with the Act, or in accordance with the process established by the Comox Valley Regional District.

(e) A Screening Officer may prepare and enter into a compliance agreement under the Act with a Disputant, and the Screening Officer may, as part of that process, establish terms and conditions for compliance which the Screening Officer considers necessary or advisable, including time periods for payment of penalties, or to cease or remedy contraventions of any bylaw, including the contravention which gave rise to the Bylaw Notice.

(f) As part of any compliance agreement, a Screening Officer may authorize a reduction of the penalty amount by 50 per cent, which reduction takes effect by the Screening Officer requiring as a term of the compliance agreement a payment of 50 per cent of the penalty which would otherwise be payable had the compliance agreement not been made. If the compliance agreement is rescinded, any payment of this reduced amount will be allocated to the credit of the penalty otherwise owing.

(g) The maximum duration of any compliance agreement is one year.

### **Schedules**

13. For the purposes of this bylaw, Schedules 1 – 22 are attached to and form part of this bylaw.

### **Forms**

14. The Comox Valley Regional District may prescribe forms for the bylaw notice, forms to request an adjudication, or other forms in furtherance of this bylaw, provided the form complies with the Act.

### **Severability**

15. If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the bylaw and such invalidity shall not affect the validity of the remaining portions of this bylaw.

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## Appendix A

### Schedule 1

Schedule	Column A Bylaw No. / Name	Column B - Designated Bylaw Compliance Officers	Electoral Area
2	“Electoral Areas Animal Control Bylaw No. 100, 2010”	bylaw compliance officer, animal control officer, poundkeeper, peace officer	A, B, C
3	“Electoral Areas Unsightly Premises and Nuisances Regulation Bylaw No. 377, 2015”	bylaw compliance officer	A, B, C
4	“Electoral Areas Noise Control Regulation Bylaw No. 102, 2010”	bylaw compliance officer, peace officer, animal control officer	A, B, C
5	“Electoral Areas Parks Regulations Bylaw No. 103, 2010”	bylaw compliance officer, peace officer, fire chief or designate, animal control officer	A, B, C
6	Bylaw No. 1920 being “Denman Island Water Regulation and Rates Bylaw, 1997”	bylaw compliance officer	A
7	“Fanny Bay Fire Protection Service Regulations Bylaw No. 283, 2013”	bylaw compliance officer, peace officer, Fire Chief (FBVFD), Deputy Fire Chief (FBVFD)	A
8	“Hornby Island Fire Protection Service Regulations Bylaw No. 282, 2013”	bylaw compliance officer, peace officer, Fire Chief (HIVFD), Deputy Fire Chief (HIVFD)	A
9	“Regional District Fireworks Regulation Bylaw No. 1971, 1998”	bylaw compliance officer, peace officer	A, B, C
10	“Comox Valley Regional District Special Events Bylaw No. 395, 2016”	bylaw compliance officer, peace officer	A, B, C
11	“Regional District House Numbering Regulation Bylaw No. 2157, 1999”	bylaw compliance officer	A, B, C
12	Bylaw No. 2347 being “Regional District Weed Control Regulation Bylaw 2001”	bylaw compliance officer	A, B, C
13	“Black Creek – Oyster Bay Fire Protection Service Regulations Bylaw No. 357, 2014”	bylaw compliance officer, Fire Chief (ORVFD)	C
14	Tsolum Farnham Fire Protection Service Regulations Bylaw No. 261, 2013”	bylaw compliance officer, Fire Chief (Courtenay FD) Deputy Fire Chief (Courtenay FD)	C
15	“Comox Valley Regional District Building Bylaw No. 142, 2010”	bylaw compliance officer, manager of building services, building inspection officer	A, B, C
16	Bylaw No. 520 being “Rural Comox Valley Zoning Bylaw No. 520, 2019”	bylaw compliance officer	A, B, C

## Appendix A

17	Denman Island Fire Protection Service Regulations Bylaw No. 281, 2013”	bylaw compliance officer, peace officer, Fire Chief (DIVFD), Deputy Fire Chief (DIVFD)	A
18	Bylaw No. 2866 being “Comox Valley Water Systems Regulation, Fees, and Charges Bylaw 2006”	bylaw compliance officer	A, B, C
19	“Comox Valley Water Conservation Bylaw 2010”	bylaw compliance officer (Comox Valley Regional District, City of Courtenay, and Town of Comox)	A, B, C and the City of Courtenay and the Town of Comox
20	“Black Creek – Oyster Bay Water Conservation Bylaw No. 519, 2018”	bylaw compliance officer	C, D
21	“Rural Cumberland Fire Service Regulations Bylaw No. 258, 2013”	bylaw compliance officer, peace officer, Fire Chief (Cumberland FD), Deputy Fire Chief (Cumberland FD)	A, C
22	“Royston Water Conservation Bylaw No. 535, 2018”	bylaw compliance officer	A

### Schedule 2

#### Bylaw No. 100 – ‘Electoral Areas Animal Control Regulations Bylaw No. 100, 2010’

Column A Offence	Column B Bylaw section no.	Column C Reduced fine amount if paid within 14 days	Column D Amount of fine
Failing to licence a dog over 6 months old	4	\$75.00	\$100.00
Failing to affix valid licence tag	5 (2)	\$75.00	\$100.00
Removing of dog licence tag	5 (4)	\$75.00	\$100.00
Permitting/allowing animal to run at large	6	\$75.00	\$100.00
Failing to remove solid excrement	8	\$75.00	\$100.00
Permitting aggressive dog to be off leash in a public place	10(2)	\$375.00	\$500.00
Failing to confine aggressive dog	10(3)	\$375.00	\$500.00
Permitting dangerous dog, not muzzled, to be in a public place	11(2)	n/a	\$500.00
Failing to confine dangerous dog	11(3)	n/a	\$500.00
Failure to post dangerous dog sign	11(4)	\$375.00	\$500.00
Failure to licence dangerous dog	11(5)	\$375.00	\$500.00
Rescuing animal in custody of a poundkeeper	14	\$375.00	\$500.00

## Appendix A

### Schedule 3

#### Bylaw No. 377 – ‘Electoral Areas Unightly Premises and Nuisances Regulation Bylaw No. 377, 2015’

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Cause or permit a nuisance	3(1)	\$375.00	\$500.00
Permit graffiti	3(2)	\$150.00	\$200.00
Allow property to become or remain unsightly	4(1)	\$375.00	\$500.00
Fail to remove unsightly accumulation	4 (2)	\$375.00	\$500.00
Litter	5	\$375.00	\$500.00

### Schedule 4

#### Bylaw No. 102 – ‘Electoral Areas Noise Control Regulations Bylaw No. 102, 2010’

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Industrial Noise	Section 7	\$375.00	\$500.00
Operation of an electronic device if the level of noise disturbs	Schedule A Section 1	\$375.00	\$500.00
Operation of an auditory signaling device if the level of noise disturbs at prohibited time	Schedule A Section 2	\$375.00	\$500.00
Persistent barking, calling, whining by domestic animal if the level of noise disturbs	Schedule A Section 3	\$375.00	\$500.00
Persistent yelling, shouting or hooting	Schedule A Section 4	\$375.00	\$500.00
Operation of motor vehicle on other than a highway at prohibited time	Schedule A Section 5	\$375.00	\$500.00
Operation of a mechanical device at prohibited time	Schedule A Section 6	\$375.00	\$500.00
Operation of sawmill at prohibited time	Schedule A Section 7	\$375.00	\$500.00
Manufacturing, processing, assembling, fabricating, testing, servicing or repairing at prohibited time	Schedule A Section 8	\$375.00	\$500.00

**Schedule 5**  
**Bylaw No. 103 – 'Electoral Areas Parks Regulations Bylaw No. 103, 2010'**

<b>Column A Offence</b>	<b>Column B Bylaw Section No.</b>	<b>Column C Reduced Fine Amount if Paid Within 14 Days</b>	<b>Column D Amount of Fine</b>
Smoking when prohibited	Section 7	\$375.00	\$500.00
Riding/leading riding animal in park except on multi use trails	Section 8(1)	\$75.00	\$100.00
Allowing any animal to run at large in a park	Section 8(2)	\$75.00	\$100.00
Failing to keep a dog under control in a park	Section 8(4)(a)	\$75.00	\$100.00
Failing to restrain a dog on leash in a park	Section 8(4)(b)	\$75.00	\$100.00
Camping overnight in a park without permission	Section 9	\$75.00	\$100.00
Damaging natural material	Section 10	\$375.00	\$500.00
Fire other than in a fire ring or receptacle provided	Section 11(1)	\$375.00	\$500.00
Fire when prohibited in a park	Section 11(2)	\$375.00	\$500.00
Burning unsuitable materials in a park	Section 11(2)(b)	\$375.00	\$500.00
Hunting or discharging a firearm, bow or crossbow in a park	Section 12	\$375.00	\$500.00
Deposit, carry or transport any garbage, sewage or refuse into a park	Section 14	\$375.00	\$500.00
Conducting or carrying out special use without a permit	Section 16(1)	\$75.00	\$100.00
Drive, propel, park or otherwise operate a motor vehicle, motorcycle, dirt bike, all-terrain vehicle or other motorized vehicle:	Section 19		
- On a trail	Section 19(1)(a)	\$375.00	\$500.00
- In a closed park or closed parking area	Section 19(1)(b)	\$375.00	\$500.00
- Below the natural boundary or high tide mark	Section 19(1)(c)	\$375.00	\$500.00
- In such a manner that damages natural features, park facilities or improvements	Section 19(1)(d)	\$375.00	\$500.00

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- In such a manner as to impede intended use of the park	Section 19(1)(e)	\$75.00	\$100.00
Ride an ebike or cycle on a trail not designated for such use	Section 19(2)(a)	\$75.00	\$100.00
Ride an ebike or cycle in a closed park or closed parking area	Section 19(2)(b)	\$75.00	\$100.00
Ride an ebike or cycle below the natural boundary or high tide mark	Section 19(2)(c)	\$75.00	\$100.00
Ride an ebike or cycle in such a manner that damages natural features, park facilities or improvements	Section 19(2)(d)	\$75.00	\$100.00

### Schedule 6

#### Bylaw No. 1920 – ‘Denman Island Water Regulation and Rates Bylaw, 1997’

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Connecting or allowing to remain connected to system without a permit	10(a)	\$75.00	\$100.00
Using water contrary to restrictions	10(c)	\$75.00	\$100.00
Interfering with waterworks system	10(e)(ii)	\$75.00	\$100.00

### Schedule 7

#### Bylaw No. 283 – ‘Fanny Bay Fire Protection Service Regulations Bylaw No. 283, 2013’

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Burning during posted ban	2(4)	\$75.00	\$100.00
Burning toxic material	2(6)	\$75.00	\$100.00
Obstructing enforcement officer	2(8)	\$75.00	\$100.00
Lighting/maintaining an outdoor fire without permit	3(1)	\$75.00	\$100.00
Lighting/maintaining beach fire above natural boundary	4(2)	\$75.00	\$100.00
Lighting/maintaining a beach fire greater than 1 meter in diameter	4(3)	\$75.00	\$100.00
Not extinguishing a beach fire by 12:00 midnight	4(4)	\$75.00	\$100.00
Lighting/maintaining camp fire greater than 1 meter in diameter	5(3)	\$75.00	\$100.00
Lighting/maintaining camp fire in a place other than in fire pit	5(4)	\$75.00	\$100.00

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Not extinguishing a camp fire by 10:00 pm	5(7)	\$75.00	\$100.00
Failing to comply with a prohibition on high risk activities	6(1)	\$375.00	\$500.00

### Schedule 8

#### Bylaw No. 282 – ‘Hornby Island Fire Protection Service Regulations Bylaw No. 282, 2013’

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Burning during posted ban	2(4)	\$75.00	\$100.00
Burning toxic material	2(6)	\$75.00	\$100.00
Obstructing enforcement officer	2(8)	\$75.00	\$100.00
Lighting/maintaining an outdoor fire without permit	3(1)	\$75.00	\$100.00
Lighting/maintaining a beach fire above natural boundary	4(2)	\$75.00	\$100.00
Lighting/maintaining a beach fire greater than 1 meter in diameter	4(3)	\$75.00	\$100.00
Not extinguishing a beach fire by 2:00 am	4(4)	\$75.00	\$100.00
Lighting/maintaining a camp fire greater than 1 meter in diameter	5(3)	\$75.00	\$100.00
Lighting/maintaining a camp fire in a location other than in a fire pit	5(4)	\$75.00	\$100.00
Not extinguishing a camp fire by 11:00 pm	5(7)	\$75.00	\$100.00
Failing to comply with a prohibition on high risk activities	6(1)	\$375.00	\$500.00

### Schedule 9

#### Bylaw No. 1971 – ‘Regional District Fireworks Regulation Bylaw No. 1971, 1997’

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Illegally selling fireworks	4	\$375.00	\$500.00
Exploding or setting off fireworks without a permit	5(1)	\$375.00	\$500.00

## Schedule 10

## Bylaw No. 395 – 'Comox Valley Regional District Special Events Bylaw No. 395, 2016'

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Advertise or hold a special event without having a valid and subsisting permit for the special event	4(i)	\$375.00	\$500.00
Obstruct the entry of any person or persons charged with the administration or enforcement of the special events bylaw	4(ii)	\$375.00	\$500.00
Fail to comply with any term or condition of the special events bylaw, a special event permit or other written approval pursuant to the special events bylaw	4(iii)	\$375.00	\$500.00

## Schedule 11

## Bylaw No. 2157 – 'Regional District House Numbering Regulation Bylaw No. 2157, 1999'

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Failing to affix an official house number on a principal building/structure	2(a)	\$75.00	\$100.00
Failing to affix official number within 30 days	4(a)	\$75.00	\$100.00

## Schedule 12

## Bylaw No. 2347 – 'Regional District Weed Control Regulation Bylaw No. 2347, 2001'

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Failing to clear and remain free of noxious weeds	3	\$75.00	\$100.00

**Schedule 13**

**Bylaw No. 357 – ‘Black Creek - Oyster Bay Fire Protection Service Regulations Bylaw No. 357, 2014’**

<b>Column A Offence</b>	<b>Column B Bylaw Section No.</b>	<b>Column C Reduced Fine Amount if Paid Within 14 Days</b>	<b>Column D Amount of Fine</b>
Burning material which produces heavy black smoke or creates a noxious odour	2(6)	\$75.00	\$100.00
Failing to extinguish a beach fire by 11:00 pm	4(4)	\$75.00	\$100.00
Failing to extinguish a camp fire by 11:00 pm	5(5)	\$75.00	\$100.00
Burning during posted ban	2(4)(b)	\$75.00	\$100.00
Obstructing fire chief in making entry	2(8)	\$75.00	\$100.00
Failing to comply with a prohibition on high risk activities	6(1)	\$375.00	\$500.00

**Schedule 14**

**Bylaw No. 261 – ‘Tsolum Farnham Fire Protection Service Regulations Bylaw No. 261, 2013’**

<b>Column A Offence</b>	<b>Column B Bylaw Section No.</b>	<b>Column C Reduced Fine Amount if Paid Within 14 Days</b>	<b>Column D Amount of Fine</b>
Failing to comply with a prohibition on high risk activities	15(e)	\$375.00	\$500.00
Burning material which produces heavy black smoke or noxious odor	16(4)	\$75.00	\$100.00
Burning of debris resulting from cutting and felling of trees and land clearing activities without a permit	16(7)	\$75.00	\$100.00
Burning during posted ban	17(2)	\$75.00	\$100.00
Obstructing Fire Chief in making entry	20	\$75.00	\$100.00



**Schedule 15**  
**Bylaw No. 142 – 'Comox Valley Regional District Building Bylaw No. 142, 2010'**

<b>Column A Offence</b>	<b>Column B Bylaw Section No.</b>	<b>Column C Reduced Fine Amount if Paid Within 14 Days</b>	<b>Column D Amount of Fine</b>
No building permit issued	6.1	\$225.00	\$300.00
Occupy contrary to permit	6.2	\$375.00	\$500.00
Tamper with notice, permit or certificate	6.4	\$75.00	\$100.00
Work contrary to permit	6.5	\$150.00	\$200.00
Obstruct building official	6.6	\$225.00	\$300.00
Failing to comply with any regional district order or notice	28.3	\$75.00	\$100.00
Continuing work after a stop work order is posted	28.5	\$150.00	\$200.00
Occupying a building on which a do not occupy order is posted	28.7	\$150.00	\$200.00

**Schedule 16**  
**Bylaw No. 520 – "Rural Comox Valley Zoning Bylaw No. 520, 2019"**

<b>Column A Offence</b>	<b>Column B Bylaw Section No.</b>	<b>Column C Reduced Fine Amount if Paid Within 14 Days</b>	<b>Column D Amount of Fine</b>
Use contrary to zoning	102(1)	\$375.00	\$500.00
Construct, reconstruct, alter, move or extend a building or structure contrary to zoning	103(1)	\$375.00	\$500.00
Fail to comply with an order given under this bylaw or prevents or obstructs or attempts to obstruct an authorized person	106(5)	\$375.00	\$500.00
Prohibited use contrary to zoning	302(2)	\$375.00	\$500.00
Process or conduct retail sales associated with an agricultural use outside the home occupation and/or Domestic Industrial Use provision	303(1)(ii)	\$375.00	\$500.00
Operating farm retail sales contrary to regulations	303(2)(i)	\$375.00	\$500.00
Operating agri-tourism activities without farm classification	303(2)(iv)	\$375.00	\$500.00

## Appendix A

Operating agri-tourism accommodation contrary to regulations	303(3)(i)(ii)(iii)	\$375.00	\$500.00
Operating a temporary sawmill contrary to regulations	303(3)(iv)	\$375.00	\$500.00
Operating an animal kennel contrary to requirements	303(3)(v)	\$375.00	\$500.00
Domestic agriculture contrary to requirements	304	\$375.00	\$500.00
Operating a home occupation contrary to requirements	305	\$375.00	\$500.00
Operating a bed and breakfast contrary to requirements	306	\$375.00	\$500.00
Allowing activity contrary to domestic industrial use requirements	307	\$375.00	\$500.00
Operating mobile vending contrary to conditions	308	\$375.00	\$500.00
Permit/build or maintain a fence contrary to restrictions	310	\$375.00	\$500.00
Install new or change existing renewable energy devices contrary to regulations	311	\$375.00	\$500.00
Occupy a recreational vehicle contrary to condition and/or restriction	313(1)(2)(3)	\$375.00	\$500.00
Operate a portable sawmill contrary to conditions	316	\$375.00	\$500.00
Maintenance of a gravel pit contrary to regulations	317(1)(2)(3)	\$375.00	\$500.00
Off street parking contrary to requirements	319	\$375.00	\$500.00
Erect or maintain sign contrary to regulation and/or prohibition	322	\$375.00	\$500.00

### Schedule 17

#### Bylaw No. 281 – 'Denman Island Fire Protection Service Regulations Bylaw No. 281, 2013'

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Burning during posted ban	2(4)	\$75.00	\$100.00
Burning noxious material	2(6)	\$75.00	\$100.00
Lighting/maintaining outdoor fire without permit	3(1)	\$75.00	\$100.00
Lighting/maintaining beach fire greater than 1 meter in diameter	4(3)	\$75.00	\$100.00

## Appendix A

Not extinguishing beach fire by 12:00 midnight	4(4)	\$75.00	\$100.00
Lighting/maintaining camp fire greater than 1 meter in diameter	5(3)	\$75.00	\$100.00
Lighting/maintaining camp fire in a place other than in fire pit	5(4)	\$75.00	\$100.00
Not extinguishing camp fire by 10:00 pm	5(7)	\$75.00	\$100.00
Failing to comply with a prohibition on high risk activities	6(1)	\$375.00	\$500.00

### Schedule 18

#### Bylaw No. 2866 – ‘Comox Valley Water Systems Regulation, Fees, and Charges Bylaw 2006’

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Connecting or remaining connected to system without a permit	11 (1)	\$75.00	\$100.00
Interfering with waterworks system	11 (4)(b)	\$75.00	\$100.00

### Schedule 19

#### Bylaw No. 129 – ‘Comox Valley Water Conservation Bylaw 2010’

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Wasting water at stage 1	3 (3)	\$37.50	\$50.00
Wasting water at stage 2	3 (3)	\$56.25	\$75.00
Wasting water at stage 3	3 (3)	\$75.00	\$100.00
Wasting water at stage 4	3 (3)	\$150.00	\$200.00
Using water contrary to restrictions at stage 1	3 (5), Sch A St. 1	\$56.25	\$75.00
Using water contrary to restrictions at stage 2	3 (5), Sch A St. 2	\$112.50	\$150.00
Using water contrary to restrictions at stage 3	3 (5), Sch A St. 3	\$168.75	\$225.00
Using water contrary to restrictions at stage 4	3 (5), Sch A St. 4	\$375.00	\$500.00

## Schedule 20

## Bylaw No. 519 – 'Black Creek – Oyster Bay Water Conservation Bylaw No. 519, 2018'

Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Wasting water at stage 1	3 (3)	\$37.50	\$50.00
Wasting water at stage 2	3 (3)	\$56.25	\$75.00
Wasting water at stage 3	3 (3)	\$75.00	\$100.00
Using water contrary to restrictions at stage 1	3 (5)	\$56.25	\$75.00
Using water contrary to restrictions at stage 2	3 (5)	\$112.50	\$150.00
Using water contrary to restrictions at stage 3	3 (5)	\$168.75	\$225.00

## Schedule 21

## Bylaw No. 258 – 'Rural Cumberland Fire Service Regulations Bylaw No. 258, 2013'

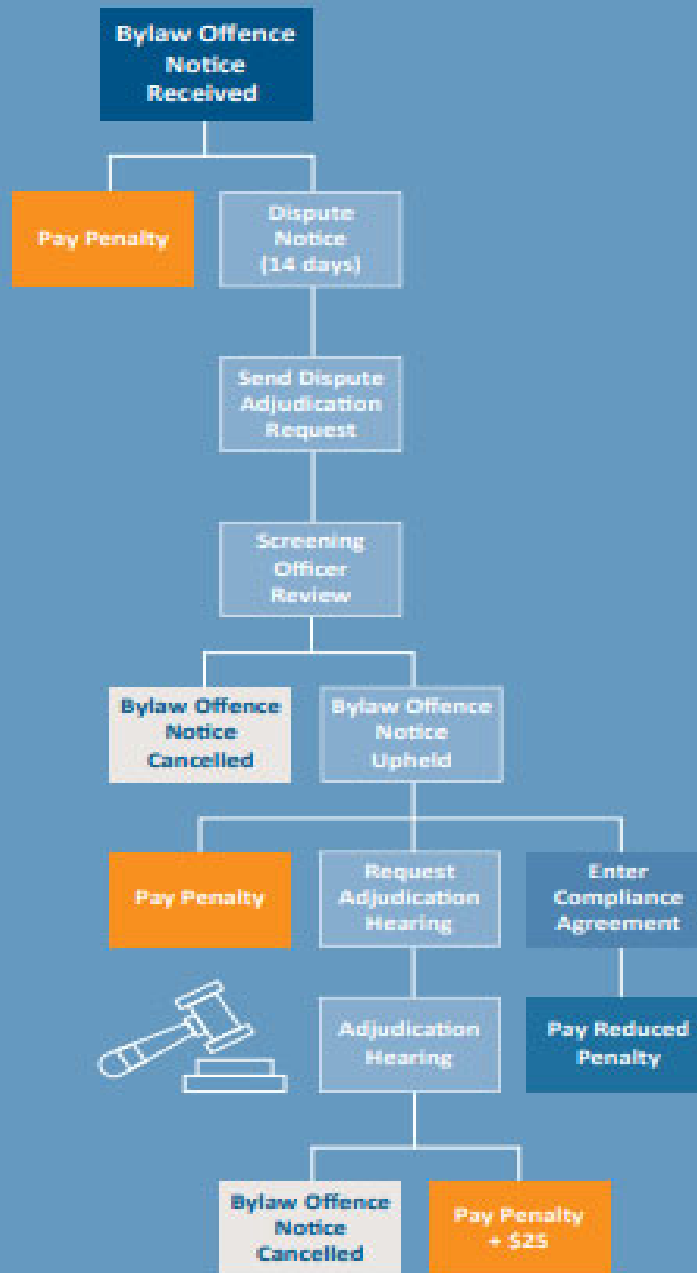
Column A Offence	Column B Bylaw Section No.	Column C Reduced Fine Amount if Paid Within 14 Days	Column D Amount of Fine
Lighting/maintaining camp fire greater than 1 meter in diameter	2	\$75.00	\$100.00
Obstructing Fire Chief, member or peace officer	13(6)	\$75.00	\$100.00
Failing to comply with an order to not ignite, start or maintain at campfire	15(1)(c)	\$75.00	\$100.00
Failing to comply with a prohibition on high risk activities	15(1)(e)	\$375.00	\$500.00
Burning material which produces heavy black smoke or creates a noxious odor	16(4)	\$75.00	\$100.00
Lighting/maintaining a campfire without permit	16(5)	\$75.00	\$100.00
Lighting/maintaining an outdoor fire without permit	16(6)	\$75.00	\$100.00
Burning of debris resulting from land clearing activities without a permit	16(7)	\$375.00	\$500.00
Open burning during posted ban	17(2)	\$75.00	\$100.00
Failure to comply with order to remove highly combustible material	19(2)	\$75.00	\$100.00

**Schedule 22**  
**Bylaw No. 535 – 'Royston Water Conservation Bylaw No. 535, 2018'**

<b>Column A Offence</b>	<b>Column B Bylaw Section No.</b>	<b>Column C Reduced Fine Amount if Paid Within 14 Days</b>	<b>Column D Amount of Fine</b>
Wasting water at stage 1	3 (3)	\$37.50	\$50.00
Wasting water at stage 2	3 (3)	\$56.25	\$75.00
Wasting water at stage 3	3 (3)	\$75.00	\$100.00
Wasting water at stage 4	3 (3)	\$150.00	\$200.00
Using water contrary to restrictions at stage 1	3 (5)	\$56.25	\$75.00
Using water contrary to restrictions at stage 2	3 (5)	\$112.50	\$150.00
Using water contrary to restrictions at stage 3	3 (5)	\$168.75	\$225.00
Using water contrary to restrictions at stage 4	3 (5)	\$375.00	\$500.00

## Appendix B

### ► Bylaw Offence Notice at a Glance:



<b>Subject: Bylaw Dispute Adjudication System Communication Plan</b>	<b>File: 21-000054</b>
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**Purpose**

To educate residents in the region regarding the changes in the bylaw complaints dispute process and to introduce a Bylaw Dispute Adjudication System (BDAS) as an alternative to the current Municipal Ticket Information (MTI) System for the ticketing of bylaw contraventions.

**Target audience(s):**

- All residents within the Comox Valley
- Local Governments – Comox Valley Regional District, City of Courtenay, Village of Cumberland, Town of Comox
- CVRD Directors
- KFN

**Project background:**

- The CVRD currently utilizes the MTI system for issuing tickets related to contraventions of regulatory bylaws, with fine amounts ranging from \$100 to \$1000. Under the MTI system, tickets must be personally served and disputed tickets can only be resolved within Provincial Court. In the case of the CVRD, this means bylaw staff must apply for a hearing date in Provincial Court; liaise with the disputant, direct the collection of evidence from bylaw staff and witnesses, serve legal documents and argue the case in Provincial Court before a Judge or Judicial Justice of the Peace.
- Local government bylaw matters are not a priority for the Provincial Court system and are regularly delayed for more serious matters resulting in added costs and inconvenience to witnesses and staff. Bylaw complainants are often reluctant to give evidence in court for reasons such as lost time from work or fear of retribution.
- Although ticketing for bylaw infractions is a tool that is proven to enhance compliance with local government regulations, the requirement for personal service of tickets, the high cost of court prosecutions and the difficulty in collecting fines owing are detriments to the use of the MTI system.

**Spokesperson:** Amanda Yasinski, Manager of Bylaw Compliance

**Key speaking points:**

- The Bylaw Dispute Adjudication System is an alternative to the Municipal Ticketing Authority System for the ticketing of bylaw contraventions.
- Although the two systems can be used together by local governments, the Bylaw Dispute Adjudication System was created to provide local governments with the ability to make enforcement of bylaw matters more efficient and less expensive for both the members of the public and the local government.
- The current Municipal Ticketing Authority system used by the CVRD does not support effective and cost efficient compliance or represent best practices in bylaw enforcement.
- Benefits of the Bylaw Dispute Adjudication System are it is a streamlined, cost effective, fair, simple system to deal with local bylaw disputes.
  - Reduction to the cost and complexity of decision making in that forum;

- Avoidance of unnecessary attendance of witnesses and the involvement of legal counsel;
  - Reduction in the length of time required to resolve bylaw ticket disputes; and
  - The elimination of the requirement for personal service of tickets.
- For more information on the new system visit [www.comoxvalleyrd.ca/bylawcomplaints](http://www.comoxvalleyrd.ca/bylawcomplaints)

**Guiding principles:**

- Project to have budget sufficient to cover communications strategies
- All materials and communication will follow the CVRD style guide and include partner logos.

**Budget: approximately \$950-\$1350**

**Communication Objectives: 3-5 objectives**

1. Educate residents on the new program and its value to the community.
2. To inform staff on the new process.
3. To increase awareness regarding the benefits of the new system.

**Communication Strategies:**

Elements	Description	Responsibility	Budget	Due Date
CVRD website page	Develop content for the CVRD website /bylaw complaints regarding the new process and include an infographic and online submission form	Content: For review below New Online Form: Upanup Content Updates: Sharepoint Request	\$400-\$600	Draft: September 2021  Published: November 1 2021
Process Infographic	Develop infographic on the process	Draft: Colleen  Review/Approval: Amanda/Jennifer	\$300-500	Draft: October 15, 2021  Published: November 1 2021
Rack Card	Develop rack card regarding the process and new system (Front New System, Back – infographic process and Ways to Submit)	Draft: Beverly  Review/Approval: Amanda/Jennifer  Quantity: 250 rack cards	\$150 for 250 cards	<ul style="list-style-type: none"> <li>● Draft: October 15</li> <li>● Review: October 15-22</li> <li>● Print: October 25<sup>th</sup> week</li> <li>● Delivered: November 1</li> </ul>
News Release	Develop news release regarding new systems and benefits	Content: Jennifer/Amanda  Approval: Amanda	NA	Draft: October 15, 2021  Published: November 1, 2021



Social Media Plan	Draft a social media plan with a few posts regarding the benefits of the new system, process and ways to submit.	Draft: Ingrid  Review/Approve : Amanda/Jennifer	\$100 (Boost Posts)	<ul style="list-style-type: none"> <li>• Draft: October 15</li> <li>• Review: October 15-22</li> <li>• Print: October 25<sup>th</sup> week</li> <li>• Delivered: November 1</li> </ul>
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**Next Steps:**

- Approval of communication plan
- Implementation of plan
- Evaluate campaign

**Approval History**

Created by:	Jennifer/Amanda September 13, 2021
Amended:	

**Draft Website Content:**

**Heading 1: Bylaw Enforcement**

Bylaw enforcement officers and other authorized persons investigate complaints received by the public regarding non-compliance and alleged bylaw violations. Complaints are responded to on a priority basis.

For questions about Comox Valley Regional District bylaws not answered on this website or concerns regarding anonymity or hesitancy to make a [formal complaint](#), contact the CVRD Manager of Bylaw Compliance at 250-334-6000 or [Contact Us](#).

### **HEADING: How to Submit a Bylaw Complaint**

A bylaw complaint is a formal written request to have an alleged bylaw infraction investigated by a bylaw enforcement officer. To ensure bylaw complaints and comments are responded to as quickly and comprehensively as possible, the Comox Valley Regional District (CVRD) has created a complaint package for complainants to fill out and return.

**Bylaw Complaint Form** - <https://www.comoxvalleyrd.ca/services/bylaws-bylaw-compliance/bylaw-complaints/bylaw-complaint-form>

If you submit a bylaw complaint, know that:

- Anonymity of the complainant will be maintained between the complainant and the alleged offender except where disclosure is required or necessary in a court of law.
- Completed bylaw complaint forms are treated as formal legal documents, even if sent electronically. See [BC's Electronic Transactions Act](#) for more details.

### **HEADING: New Bylaw Dispute Adjudication System**

The Comox Valley Regional District has launched a new process to help manage bylaw disputes locally rather than through the Provincial Court system. The new process follows three simple steps.

{Insert simplified infographic visual of the steps}

#### **HEADING 2: Step One: Pay or Dispute a Bylaw Offence Notice**

After receiving a Bylaw Offence Notice, you have the option to either pay the Notice or dispute it. You have 14 calendar days upon receipt of the Bylaw Offence Notice to dispute it. If a dispute is not filed with the Comox Valley Regional District within 14 calendar days, you will not be able to dispute it later.

To dispute a Bylaw Offence Notice, fill out the information on the rear of the Notice and deliver it in person, by email or fax within 14 calendar days to:

Comox Valley Regional District – Bylaw Services  
770 Harmston Avenue, Courtenay, BC  
V9N 0G8

Fax: 250-334-4358

Email: [bylawenforcement@comoxvalleyrd.ca](mailto:bylawenforcement@comoxvalleyrd.ca)

#### **HEADING 2: Step Two: Bylaw Offence Notice Dispute Process**

If disputed, the Notice will then be assigned to a Screening Officer who will contact you to review the details of your dispute. The Screening Officer will either confirm or cancel the Notice based on the Bylaw Offence Notice screening policy. If the Screening Officer determines that the Notice will be upheld, the disputant will be offered the choice of:

- Paying the full amount of the fine (not eligible for discounted amount).

- Entering into a compliance agreement, which establishes terms and conditions for compliance, including time periods for payment of penalties and plans to cease or remedy the bylaw contraventions that gave rise to the Bylaw Offence Notice. As a term of the compliance agreement, the Screening Officer may authorize a reduction of the prescribed penalty by 50%.
- Requesting a bylaw dispute adjudication hearing.

### **HEADING 2: Step Three: Adjudication Hearing**

If you request an adjudication hearing, you will be contacted by a dispute coordinator to set the date, time and location of the hearing. You can choose your preferred method of participation: in person, by phone/video, or in writing.

Prior to the hearing, an evidence package will be sent to you which will include the evidence being presented at the hearing.

At the hearing, an independent adjudicator will determine if the bylaw offence occurred or not. If the adjudicator determines the offence occurred, the Notice will be cancelled and you will be required to pay the full fine amount, plus a \$25 adjudication fee.

### **Heading 2: Bylaw offence notice payment options**

By mail (cheque or money order):

Comox Valley Regional District – Bylaw Services  
770 Harmston Avenue, Courtenay, BC  
V9N 0G8

In Person, Monday - Friday 8:00 a.m. to 4:30 p.m.:

Cash, money order, cheque, or debit card  
Comox Valley Regional District – Bylaw Services  
770 Harmston Avenue, Courtenay, BC  
V9N 0G8

### **Heading 3: Important Notes**

- Bylaw dispute adjudications are open to the public.
- If a disputant fails to appear or present their case, the adjudicator must order the penalty set out in the Notice is immediately due and payable to the Comox Valley Regional District.
- The decision of the adjudicator is final.
- The adjudicator cannot reduce the fine amount.
- A dispute can only be cancelled by paying the indicated fine amount.
- A paid Bylaw Offence Notice cannot be taken to adjudication.

### **Accordian: Frequently Asked Questions:**

{Accordian} What is bylaw dispute adjudication?

The Bylaw Dispute Adjudication system allows the Comox Valley Regional District to manage bylaw disputes locally rather than through the Provincial Court system. Bylaw Offence Notices can be disputed out of court with an adjudicator appointed by the Provincial Attorney General's Office.

{Accordian} Why is adjudication used?

- Simplifies the dispute process
- More convenient for disputants, because attendance at an adjudication hearing is not mandatory
- Removes bylaw violations from the Provincial court system
- Reduces ticket dispute time
- Reduces need to employ lawyers or enforcement officers to take a case to court
- More cost effective and efficient system; and
- Helps ensure bylaw compliance

{Accordian} How does bylaw dispute adjudication work?

View our Rack Card on the adjudication process

{Accordian} Important Policies & Resources

Bylaw Policy and Information Documents

- Bylaw Enforcement Policy -  
[https://www.comoxvalleyrd.ca/sites/default/files/docs/About/Legislative\\_Services/p30\\_bylaw\\_enforcement\\_policy.pdf](https://www.comoxvalleyrd.ca/sites/default/files/docs/About/Legislative_Services/p30_bylaw_enforcement_policy.pdf)
- Municipal Ticket Information -  
[https://www.comoxvalleyrd.ca/sites/default/files/uploads/bylaws/104\\_municipal\\_ticket\\_information\\_consolidated\\_1.pdf](https://www.comoxvalleyrd.ca/sites/default/files/uploads/bylaws/104_municipal_ticket_information_consolidated_1.pdf)
- Compliance Delegation of Authority  
[https://www.comoxvalleyrd.ca/sites/default/files/uploads/bylaws/bylaw\\_108\\_-\\_compliance\\_delegation\\_of\\_authority\\_bylaw.pdf](https://www.comoxvalleyrd.ca/sites/default/files/uploads/bylaws/bylaw_108_-_compliance_delegation_of_authority_bylaw.pdf)

{Accordian} Contact Us

For questions about CVRD bylaws not answered on this website, contact the CVRD Manager of Bylaw Compliance at 250-334-6000.