



## DISTRICT OF 100 MILE HOUSE

### AGENDA FOR THE REGULAR MEETING OF THE MUNICIPAL COUNCIL TO BE HELD IN MUNICIPAL COUNCIL CHAMBERS Tuesday, January 27<sup>th</sup>, 2026 at 5:30 PM

<b>A.</b>	<b><u>CALL TO ORDER</u></b>
	Mayor to call the regular meeting to order at 5:30 PM and acknowledged that this meeting is being held on Tsqescencúłecw.
<b>B.</b>	<b><u>APPROVAL OF AGENDA:</u></b>
	<b>B1</b>  <b>BE IT RESOLVED THAT</b> the January 27 <sup>th</sup> , 2026 Regular Council agenda <u>be approved</u> .
<b>C.</b>	<b><u>INTRODUCTION OF LATE ITEMS AND FROM COMMITTEE OF THE WHOLE:</u></b>
<b>D.</b>	<b><u>DELEGATIONS / PUBLIC HEARING:</u></b>
<b>Community Living BC – Inclusive Housing</b>	<b>D1</b>  Taru Tamminen, Regional Housing Lead for the North & Thompson Cariboo Region Community Living BC will present information to Council on Inclusive Housing.
<b>Community Futures – PASS Program</b>	<b>D2</b>  Laurie Walters, Succession Planning Coach for Community Futures Cariboo Chilcotin will present information to Council on the PASS Program, a program available to businesses to Plan, Prepare, Market for the sale of their business.
<b>E.</b>	<b><u>MINUTES:</u></b>

<b>Regular – January 13<sup>th</sup>, 2026</b>	<b>E1</b>  <b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of January 13 <sup>th</sup> , 2026, <u>be adopted</u> .
<b>F.</b>	<b><u>UNFINISHED BUSINESS:</u></b>
<b>G.</b>	<b><u>MAYOR'S REPORT:</u></b>
<b>H.</b>	<b><u>CORRESPONDENCE:</u></b>
<b>FYI Correspondence</b>	<b>H1</b>  <b>BE IT RESOLVED THAT</b> the January 27 <sup>th</sup> , 2026 For Information Correspondence <u>be received</u> .
<b>I.</b>	<b><u>STAFF REPORTS:</u></b>
<b>Bylaw Notice Enforcement Bylaw</b>	<b>I1</b>  <b>BE IT RESOLVED THAT</b> District of 100 Mile House Council authorize Administration to request the Tribunal & Agency Support Division, Ministry of Attorney General to add the District of 100 Mile House to the Bylaw Notice Enforcement Regulation; and further  <b>BE IT RESOLVED THAT</b> Council directs Administration to bring forward a Bylaw Notice Enforcement Bylaw pursuant to the Local Government Act for consideration.
<b>Declassify Resolutions</b>	<b>I2</b>  <b>BE IT RESOLVED THAT</b> In-Camera Resolutions #71/25 and #90/25 be declassified.
<b>J.</b>	<b><u>BYLAWS:</u></b>
<b>K.</b>	<b><u>VOUCHERS</u></b>
<b>Paid Vouchers (January 6<sup>th</sup> – January 22<sup>nd</sup>, 2026 – January 5<sup>th</sup>, 2026) #31005 - 31029 &amp; EFTs</b>	<b>K1</b>  <b>BE IT RESOLVED THAT</b> the paid manual vouchers #31005 to 31029 and EFT's totaling <b>\$913,539.94</b> <u>be received</u> .

L.	<b><u>OTHER BUSINESS:</u></b>
M.	<b><u>QUESTION PERIOD:</u></b>  Call for questions from the public for items relevant to the agenda.
	<b><u>IN CAMERA SESSION:</u></b>
In Camera Session	<b>BE IT RESOLVED THAT</b> , pursuant to Section 92 of the Community Charter, this meeting of the Council be closed to the public under Section 90 (1)(c) and (2)(b)(i) of the Community Charter.
N.	<b><u>ADJOURNMENT :</u></b>  <b>BE IT RESOLVED THAT</b> this January 27 <sup>th</sup> , 2026, meeting of Council be adjourned: Time:



E1

## **DISTRICT OF 100 MILE HOUSE**

## **MEETING HELD IN DISTRICT COUNCIL CHAMBERS**

**Tuesday, January 13<sup>th</sup>, 2026, AT 5:30 PM**

PRESENT: Mayor Maureen Pinkney  
Councillor Donna Barnett  
Councillor Jenni Guimond  
Councillor Marty Norgren

STAFF: CAO, T. Boulanger  
Dir. of Community Services, T. Conway  
Dir. of Ec. Dev & Planning, J. Doddridge  
Dir. Of Finance, S. Elias

Other: (4) Media: (1)

<b>A</b>	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the regular meeting to order at 5:30 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Tsqescencúlcw.</p>
<b>B</b>	<p><b><u>APPROVAL OF AGENDA</u></b></p>
	<p><b>B1</b></p> <p><b>Res: 01/26</b></p> <p>Moved By: Councillor Barnett</p> <p>Seconded By: Councillor Norgren</p> <p><b>BE IT RESOLVED THAT</b> the January 13<sup>th</sup>, 2026 Regular Council agenda <u>be approved as amended.</u></p> <p style="text-align: center;"><b>CARRIED</b></p> <p>Item #J3 was moved to immediately post-delegation and soccer field gate was added under “Other Business”.</p>

<b>C</b>	<b><u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE:</u></b>
<b>D</b>	<b><u>DELEGATIONS / PUBLIC HEARINGS:</u></b>
<b>Targeted Sheep Grazing</b>	<p><b>D1</b></p> <p>Mr. Bern Hedtfeld presented to Council information on targeted sheep grazing in the 100 Mile House area.</p> <p>Council thanked Mr. Hedtfeld for attending and providing information on the sheep grazing concept. Comments included:</p> <ul style="list-style-type: none"> <li>➤ Sheep can provide the best of both worlds</li> <li>➤ Have seen successful sheep programs in the past</li> <li>➤ Large corporations have utilized these types of solutions</li> </ul> <p><b>Res: 02/26</b></p> <p>Moved By: Councillor Guimond      Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> targeted sheep grazing shall be permitted as a contractor within municipal boundaries for business licencing purposes.</p> <p style="text-align: center;"><b>CARRIED</b></p>
<b>OCP Bylaw No. 1465 &amp; Zoning Bylaw No. 1466</b>	<p><b>J3</b></p> <p><b>Res: 03/26</b></p> <p>Moved By: Councillor Norgren      Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> Official Community Plan Amendment Bylaw No. 1465, 2026 be read a first and second time this 13<sup>th</sup> day of January, 2026; and further</p> <p><b>BE IT RESOLVED THAT</b> Zoning Amendment Bylaw No. 1466, 2026 be read a first and second time this 13<sup>th</sup> day of January 2026.</p> <p style="text-align: center;"><b>CARRIED</b></p>
<b>E</b>	<b><u>MINUTES</u></b>

Regular – December 9 <sup>th</sup> , 2025	<p><b>E1</b></p> <p><b>Res: 04/26</b> Moved By: Councillor Barnett Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of December 9<sup>th</sup>, 2025 <u>be adopted.</u></p> <p style="text-align: center;"><b>CARRIED</b></p>
<b>F</b>	<b><u>UNFINISHED BUSINESS:</u></b>
<b>G</b>	<b><u>MAYORS REPORT:</u></b>
	<p>Mayor Pinkney noted the following:</p> <ul style="list-style-type: none"> <li>➤ Multiple interviews completed over the holidays advocating for the community</li> <li>➤ Attending regular meetings with working group on saving the rail line</li> <li>➤ Many events occurring within the community, thank you to organizers and volunteers</li> <li>➤ Winding down the wrangler season and trades being completed prior to playoffs</li> </ul> <p>Councillor Barnett noted the following:</p> <ul style="list-style-type: none"> <li>➤ Tourism Task Force – “Stronger together” will be hosting the first of a mini tourism forum series on January 26<sup>th</sup> (Topic: Strengthening Operations &amp; Team) from 10-12 at the 108 Cultural Center. Hope to see any tourism related businesses in attendance.</li> </ul>
<b>H</b>	<b><u>CORRESPONDENCE:</u></b>
<b>FYI Correspondence</b>	<p><b>H1</b></p> <p><b>Res: 05/26</b> Moved By: Councillor Barnett Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the January 13<sup>th</sup>, 2026 For Information Correspondence be received; and further</p> <p><b>BE IT RESOLVED THAT</b> Council direct staff to send a letter to the Parkside</p>

	<p>Gallery thanking them for their hard work and dedication to the arts.</p> <p style="text-align: center;"><b>CARRIED</b></p>
<b>Skate Park location environmental considerations</b>	<p><b>H2</b></p> <p><b>Res: 06/26</b></p> <p>Moved By: Councillor Barnett Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the report from Western Water Associates Ltd. Regarding the environmental considerations for Skate Park construction in 100 Mile <u>be received</u></p> <p style="text-align: center;"><b>CARRIED</b></p> <p>Council was satisfied with the report and upholds the approval of the location for the skate park. Council directed staff to invite the Skate Park society to provide an update.</p>
<b>I</b>	<p><b><u>STAFF REPORTS:</u></b></p>
<b>Appointments for the 2026 Elections</b>	<p><b>I1</b></p> <p><b>Res: 07/26</b></p> <p>Moved By: Councillor Guimond Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> pursuant to Section 58 (1) and (2) of the Local Government Act, Sheena Elias be appointed Chief Election Officer, effective immediately, for conducting the 2026 general local elections, with power to appoint other election officials as required for the administration and conduct of the 2026 local general elections; and further</p> <p><b>BE IT RESOLVED THAT</b> Chrissy Kruse be appointed Deputy Chief Election Officer for the 2026 general local elections.</p> <p style="text-align: center;"><b>CARRIED</b></p>

<b>Bylaw report November and December 2025</b>	<b>I2</b> <b>Res: 08/26</b> Moved By: Councillor Barnett Seconded By: Councillor Norgren  <b>BE IT RESOLVED THAT</b> the Bylaw reports for the period of November 1 <sup>st</sup> to 30 <sup>th</sup> and December 1 <sup>st</sup> to 31 <sup>st</sup> , 2025  <b>CARRIED</b>
<b>Grants for Assistance – Out of Cycle</b>	<b>I3</b> <b>Res: 09/26</b> Moved By: Councillor Barnett Seconded By: Councillor Norgren  <b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House receive the memo from Finance regarding a out of cycle Grants for Assistance request; and further  <b>BE IT RESOLVED THAT</b> the funding request be denied at this time and referred to the South Cariboo Joint Committee for consideration  <b>CARRIED</b>
<b>Martin Exeter Hall - Air Conditioning Project</b>	<b>I4</b> <b>Res: 10/26</b> Moved By: Councillor Barnett Seconded By: Councillor Guimond  <b>BE IT RESOLVED THAT</b> the memo from Finance regarding Martin Exeter Hall Air Conditioning Capital Project be received; and further  <b>BE IT RESOLVED THAT</b> the Martin Exeter Hall Air Conditioning project be removed from the proposed Capital Plan; and further  <b>BE IT RESOLVED THAT</b> Council direct staff to formally request the NDIT and CRD funding be re-allocated towards completing interior upgrades  <b>CARRIED</b>

<b>J</b>	<b><u>BYLAWS:</u></b>
<b>Fees &amp; Charges Bylaw Amendment No. 1462, 2025</b>	<p><b>J1</b></p> <p><b>Res: 11/26</b> Moved By: Councillor Norgren Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the Fees and Charges Amendment Bylaw No. 1462, 2025 be adopted this 13<sup>th</sup> day of January 2026.</p> <p style="text-align: center;"><b>CARRIED</b></p>
<b>Sign Bylaw No. 1464, 2025</b>	<p><b>J2</b></p> <p><b>Res: 12/26</b> Moved By: Councillor Norgren Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the Sign Bylaw No. 1464, 2025 be adopted this 13<sup>th</sup> day of January, 2026.</p> <p style="text-align: center;"><b>CARRIED</b></p> <hr/> <p>➤ Clarification from Council was provided whereas active business signs that are currently illegal/non-conforming will not be enforced to comply to new Bylaw, other than deteriorated signs. ➤ Any new signs must comply to the new Bylaw.</p>
<b>K</b>	<b><u>GENERAL VOUCHERS:</u></b>
<b>Paid Vouchers (December 5<sup>th</sup> – January 5<sup>th</sup>) #30968 - 31004 &amp; EFTs</b>	<p><b>K1</b></p> <p><b>Res: 13/26</b> Moved By: Councillor Guimond Seconded By: Councillor Norgren</p> <p><b>BE IT RESOLVED THAT</b> the paid manual vouchers #30968 to #31004 and EFT's totalling <u>\$646,129.94</u> be received.</p> <p style="text-align: center;"><b>CARRIED</b></p>
<b>L</b>	<b><u>OTHER BUSINESS:</u></b>

<b>100 Mile House Soccer Fields Entryway</b>	<p><b>L1 – Late Item</b></p> <ul style="list-style-type: none"> <li>➤ Entryway log arch to the 100 Mile House Soccer fields came down unexpectedly during snow plowing operations.</li> <li>➤ For comparison purposes, Council requested information regarding the total cost associated with the recently constructed entryway for Centennial Park.</li> <li>➤ Item to be referred to South Cariboo Joint Committee for discussion.</li> <li>➤ District will install plain access gates for the time being.</li> </ul>
<b>M</b>	<p><b><u>QUESTION PERIOD:</u></b></p> <p>Call for questions from the public for items relevant to the agenda.</p>
	<p><b><u>IN CAMERA SESSION:</u></b></p>
<b>N</b>	<p><b><u>ADJOURNMENT:</u></b></p> <p><b>Res: 14/26</b>        Moved By: Councillor Guimond        Seconded By: Councillor Norgren</p> <p><b>BE IT RESOLVED THAT</b> this January 13<sup>th</sup>, 2026, Regular meeting of Council be adjourned: 7:15 PM</p> <p style="text-align: center;"><b>CARRIED</b></p>
	<p>I hereby certify these minutes to be correct.</p> <p>_____ Mayor</p> <p>_____ Corporate Officer</p>

H1



**DISTRICT OF 100 MILE HOUSE**

**FOR INFORMATION CORRESPONDENCE – January 27<sup>th</sup>, 2026**

- South Cariboo Joint Committee – Minutes November 10<sup>th</sup>, 2025
- Correspondence from Cariboo Brain Injury Association
  - RE: Request for letter of support
- Correspondence from BC Dental Hygienists Association
  - RE: Put your purple on campaign to support national dental hygienists week.
- NCLGA Connections Newsletter – January 2026
- Communities in Bloom Newsletter & Registration
- Correspondence from Village of Valemount, District of Highlands
  - RE: Bill M216- 2025 Professional Reliance Act

# FOR INFORMATION CORRESPONDENCE



## CARIBOO REGIONAL DISTRICT

### SOUTH CARIBOO JOINT COMMITTEE MINUTES

November 10, 2025

12:00 p.m.

**District of 100 Mile House Council Chambers**

**385 Birch Avenue**

**100 Mile House, BC**

**PRESENT:** Co-Chair M. Wagner, Director A. Richmond, Director E. de Vries, Councillor D. Barnett, Councillor J. Guimond, Councillor D. Mingo, Councillor M. Norgren

**ABSENT:** Co-Chair M. Pinkney

**STAFF:** D. Campbell, Manager of Community Services, K. Vilkas, Regional Economic Development Officer, T. Boulanger, CAO, District of 100 Mile House

#### **1. CALL TO ORDER - By Co-Chair M. Wagner**

##### **1.1 Adoption of Agenda**

**SCJ.2025-11-01**

That the agenda be adopted as presented.

**By Consensus**

#### **2. ADOPTION OF MINUTES**

##### **2.1 Minutes of the South Cariboo Joint Committee Meeting - October 20, 2025**

**SCJ.2025-11-02**

That the minutes of the South Cariboo Joint Committee meeting, held October 20 2025, be adopted.

# FOR INFORMATION CORRESPONDENCE

By Consensus

## 3. ACTION ITEMS

### 3.1 2026 South Cariboo Joint Committee Schedule

**SCJ.2025-11-03**

That the following 2026 meeting schedule for the South Cariboo Joint Committee be endorsed as amended:

Monday, January 12, 2026

Monday, February 9, 2026

Monday, March 9, 2026

Monday, April 13, 2026

Monday, May 11, 2026

Monday, June 15, 2026

Monday, September 21, 2026

Monday, November 23, 2026

Meeting times to be 12:00 p.m.

By Consensus

### 3.2 Grants for Assistance Applications

**SCJ.2025-11-04**

That funds be allocated in the 2026 Grants for Assistance budget as noted below:

1. 100 Mile & District Arts Council - \$250 from Electoral Area G, \$250 from Electoral Area H, \$250 from Electoral Area L and \$250 from the District 100 Mile, for a total of \$1,000
2. 100 Mile House Flying Club - \$300 from Electoral Area G, \$200 from Electoral Area H, \$500 from Electoral Area L and \$500 from the District 100 Mile, for a total of \$1,500

## FOR INFORMATION CORRESPONDENCE

3. 100 Mile House Hospice Society - \$500 from Electoral Area G, \$250 from Electoral Area H, \$500 from Electoral Area L and \$500 from the District 100 Mile, for a total of \$1,750
4. 100 Mile House Hot July Nights Car & Bike Show Society - \$600 from Electoral Area G, \$600 from Electoral Area L, for a total of \$1,200
5. 100 Mile Pride Society - \$250 from Electoral Area G, \$100 from Electoral Area H, \$200 from Electoral Area L, for a total of \$550
6. 100 Mile Rotary Club - \$700 from Electoral Area L
7. 100 Mile Snowmobile Club - \$1,000 from Electoral Area G, \$500 from Electoral Area H, \$1,000 from Electoral Area L and \$2,000 from the District 100 Mile, for a total of \$4,500
8. Bighorn Archery Club - \$250 from Electoral Area G, \$250 from Electoral Area H, \$250 from Electoral Area L and \$250 from the District 100 Mile, for a total of \$1,000
9. Deka Lake & District Ratepayers Association - \$1,000 from Electoral Area L
10. Eclectica Community Choir - \$250 from Electoral Area G, \$250 from Electoral Area H, \$250 from Electoral Area L and \$250 from the District 100 Mile, for a total of \$1,000
11. Forest Grove & District Rod and Gun Club - \$3,000 from Electoral Area H
12. Gateways Services for Families with Special Needs Society - \$250 from Electoral Area G, \$125 from Electoral Area H, \$500 and \$250 from the District 100 Mile, for a total of \$1,125
13. Lac La Hache Community Club - \$10,000 from Electoral Area G
14. Log Cabin Quilters - \$250 from Electoral Area G, \$1,500 from Electoral Area L and \$250 from the District 100 Mile for a total of \$2,000
15. Lone Butte Horse Lake Community Association - \$3,000 from Electoral Area L
16. PSO Parent Dry Grad Committee - \$500 from Electoral Area G, \$250 from Electoral Area H, \$800 from Electoral Area L, for a total of \$1,550

## **FOR INFORMATION CORRESPONDENCE**

17. What's Hoppening Easter Event - \$500 from Electoral Area G, \$150 from Electoral Area H, \$500 from Electoral Area L and \$500 from the District 100 Mile, for a total of \$1,650

**By Consensus**

**5. ADJOURNMENT**

**SCJ.2025-11-05**

That the meeting of the South Cariboo Joint Committee be adjourned at 12:40 p.m., November 10, 2025.

**By Consensus**

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Co-Chair

**From:** Mike <Mike@caribobraininjury.com>  
**Sent:** Tuesday, January 13, 2026 5:32 PM  
**To:** Tammy Boulanger  
**Subject:** CBIA - Letter of Support

Hi Tammy - as we discussed today is it possible to get a letter of support from the District to essentially say that you guys are supporting our initiative to get a facility in 100 Mile.

Some details:

The Cariboo Brain Injury Association (CBIA) is currently in a pivotal growth phase. As of early 2026, the organization is actively working to establish a **permanent, centralized facility in 100 Mile House** to move beyond ad-hoc support into a professional, sustainable service hub.

Based on current regional needs and best practices for brain injury facilities, here is how such a facility can improve the lives of survivors and caregivers in the Cariboo:

## **1. Creating a "Low-Barrier" Entry Point**

Currently, many services in the Interior Health region require a formal referral from Mental Health or Substance Use departments. A CBIA facility serves as a **direct-access hub** where families can walk in without a referral to get immediate information.

- **For Survivors:** Provides a safe place to ask, "Why am I acting this way?" and receive answers from people who understand the cognitive and emotional shifts of an Acquired Brain Injury (ABI).
- **For Caregivers:** Offers a centralized starting point to navigate the complex "catch-22" of seeking grants and provincial support.

## **2. Specialized On-Site Amenities**

The CBIA's vision for its new facility includes dedicated spaces that address the specific physical and cognitive needs of the community:

- **Exercise & Training Rooms:** Tailored physical rehabilitation to help survivors regain motor functions and independence.
- **The "Coffee Room" Concept:** A low-stimulation social area that fosters peer-led support and mentorship. This reduces the isolation that often leads to depression in both survivors and caregivers.
- **Administrative Hub:** A home base for case management, helping families organize routines, medical appointments, and financial management.

## **3. Bridging Rural Service Gaps**

In the Cariboo, the "unmet need" is often geographical. A dedicated facility can provide:

- **Consistent Programming:** Moving away from occasional meetings to regular, dependable schedules (e.g., memory compensation workshops, anger management, and nutrition).

- **Cultural Connection:** The CBIA is actively seeking to better integrate First Nations perspectives, ensuring that the facility is a culturally safe space for Indigenous survivors who may face additional barriers to care.
- **Equipment Access:** A central location can house assistive technologies or a "lending library" of tools (like memory aids or mobility devices) that are expensive for individual families to purchase.

#### 4. Direct Caregiver Support & Respite

Caregiver burnout is a high risk in brain injury recovery. A physical facility can improve their quality of life by:

- **Peer Support Groups:** Dedicated times for caregivers to share strategies for "compassion fatigue" and navigating the "new" personality of their loved one.
- **Skills Development:** Training for families on how to manage behavioral changes and cognitive deficits at home.
- **Advocacy Power:** A permanent office gives the association a stronger voice when "stirring things up" with provincial MLAs to secure more permanent funding for the region.

--  
**Sincerely,**

*Mike*

[\*\*Cariboo Brain Injury Association\*\*](#)

## FOR INFORMATION CORRESPONDENCE

Tammy Boulanger

**From:** Gary McKenna <gmckenna@bcdha.com>  
**Sent:** Wednesday, January 21, 2026 8:43 PM  
**To:** District of 100 Mile  
**Subject:** Lighting Up Landmarks Purple for National Dental Hygienists Week (April 4-10)

Hello,

The British Columbia Dental Hygienists' Association (BCDHA) is reaching out in recognition of National Dental Hygienists Week (April 4-10), a national awareness initiative led by the Canadian Dental Hygienists Association.

As part of the "Put Your Purple On!" campaign, BCDHA is inviting communities across British Columbia to light landmarks and buildings purple, the official colour of dental hygiene.

Lighting a landmark or building purple for one evening during the week helps raise awareness and show visible support for oral health professionals, in support of the 2025 theme, "Oral Health for Total Health."

If you're able to participate or would like more information, please contact Gary McKenna at [gmckenna@bcdha.com](mailto:gmckenna@bcdha.com).

Thank you for your consideration.

-Gary McKenna

### **British Columbia Dental Hygienists Association**

900-1021 W Hastings St

Vancouver, BC

V6E 0C3

604-415-4559

[gmckenna@bcdha.com](mailto:gmckenna@bcdha.com)



## In This Issue

- A Message from the President.....1-2
- NCLGA Advocacy & Activities.....3-4
  - 2025 Mental Health and Addictions Symposium and Accord
  - 2025/26 NCLGA Resolutions
  - Directors Corner
- Upcoming Meetings & Events.....5

## NCLGA

Representing over 240 elected officials in over 42 local and First Nation governments.

Established in 1955, the NCLGA is a non-profit, non-partisan association comprised of local government elected officials in North Central BC.

## FOR INFORMATION CORRESPONDENCE

# Connections Newsletter

Issue 06  
January 2026



## A Message from the President

**Gladys Atrill, NCLGA President**

### Happy New Year to all!

On behalf of the Board of Directors of NCLGA, we wish you and your communities the very best in this coming year. As we launch into 2026 there are a couple of items I would like to share. First, the Board meeting in November was very positive. Your representatives were thoughtful and engaged. In our roundtable the issues shared reflect the reality of what you face in your community or rural area: challenges in health care with emergency room closures and doctor shortages, community safety and homelessness, mental health and addictions, labour shortages, drought and wildfire, budget shortfalls, infrastructure gaps, need for economic development and diversification, and legislative reform. As we all know, some of the issues plaguing our communities are not the responsibility of local governments; however, our residents call on us and look to us to make things better. I extend a heartfelt thank you to you all for the important work you do, even when it seems overwhelming.

Planning for the Annual General Meeting (AGM) in May in Prince George is well underway. Please mark May 20-22, 2026, on your calendars if you have not done so. At the same time, we are focussed on advocacy. Board members who are attending the BC Natural Resources Forum in January are holding a strategy session just before the forum begins to ensure NCLGA issues are delivered to Provincial Ministers and senior staff.

An excellent webinar on the resolution process was held in November. Thanks to Lara Beckett, Chair of the Regional District of Fraser-Fort George, and Gord Klassen, Councillor for the City of Fort St. John, for the superb content. As a follow up, I urge you to ensure your local government is talking about important issues and resolutions now and that resolutions are submitted early for the NCLGA AGM. Please take a look at the [Resolutions](#) section of our website. The deadline for submission is Friday, March 13, 2026. There are just a handful of Council or Regional District meetings in which to discuss and agree on resolutions.

Our next webinar on January 14, 2026, is titled, *"Addressing the Development of Substance Use and Mental Health Services in a Psychiatric Hospital for Northern BC"*. Check our website for webinars as they are confirmed. It is an easy and economical way to stay informed and hear from experts on issues important to us.

...continued on page 2



ABOVE: NCLGA Board of Directors and staff, Front row (L-R): Sandra Moore (Board Support), Leonard Hiebert, Terry Robert (Executive Director), Melanie Woods, Judy Greenaway, Julie Maitland, Gladys Atrill, Julia Nelson. Back row (L-R): Jerrilyn Kirk, Jesse Wright, Eric de Vries, Barry Cunningham, Kyle MacDonald. Missing: Sarrah Storey, Brenda Enax.

BELOW: November 29, 2025, Board Meeting. Photo by Jesse Wright.



The NCLGA Board of Directors met for their regular Board Meeting on November 28 and 29, 2025, in Prince George, BC. A Presidents report and Director roundtable updates were provided, alongside Committee updates and discussions on Advocacy activities.

Please refer to the [Board Meeting Highlights](#) posted on the website. For a list of Board meetings, check out our [Calendar](#).

Finally, thank you to the Executive members of your Board – Tony, Kyle, and Judy – for your extra time and care, and to all members for your passion for your communities and our region. And thank you to our staff team – Terry, Sandra, and Bettina – for your good work, good humour, and patience in answering questions (maybe more than once).

#### **Gladys Atrill, NCLGA President**

Gladys Atrill has served on the NCLGA Board for the past three years. Gladys has been the Mayor of the Town of Smithers since 2020 and was first elected to Council in 2014. Read more about Gladys here: [Board of Director Bios](#)



Councillor Ron Polillo (City of Prince George), Chair Lara Beckett (Regional District of Fraser-Fort George), Chief Dolleen Logan (Lheidli Tenneh First Nation).



Breakout group discussions at the 2025 Mental Health and Addictions Symposium.

# NCLGA Advocacy

## 2025 Mental Health and Addictions Symposium and Accord

The 2025 Mental Health and Addictions Symposium was held in Prince George on October 15, 2025, and was a focused space for Accord Signatories, with discussions dedicated to collaboration and progress sharing on advocacy activities.

Signatories gathered to strengthen relationships, learn from each other, and share progress on advocacy activities related to the Mental Health and Addictions Accord. A range of plenary sessions were held, allowing opportunity for participants to share roundtable updates on successful mental health and addictions initiatives, as well as barriers and challenges that remain in their communities and regions.

Participants engaged in facilitated group discussions on topics including:

- *Trauma-Informed Systems of Care*
- *Cultural Safety and Humility in Services*
- *Supporting Local Action Plans*
- *Strengthening Interagency and Government Partnerships*
- *Wellness in the Workplace – Caring for the Caregivers.*

The Accord was revisited as a living document, and reflections were shared on advocacy priorities. Priority actions and commitments were identified related to advancing next steps, tracking collective progress, and fostering shared accountability.

We are pleased to announce that nine new Signatories have signed on to the Mental Health and Addictions Accord:

- Village of Granisle
- Village of Burns Lake
- District of Hudson's Hope
- Village of Fraser Lake
- Tahltan Band
- Association Advocating for Women and Community
- Prince George Sexual Assault Centre
- Northern Peer Guardians
- Youth Wellness Society of Mackenzie.

To learn more about the Symposium, [click here](#)

To learn more on the Accord purpose and vision, visit [nclga.ca/accord](http://nclga.ca/accord).

The next Signatory meeting is scheduled for January 15, 2026, 12:00 – 1:00pm PST.

## 2025/26 NCLGA Advocacy and Resolutions

The NCLGA continues to advocate on behalf of its members, to bring forward multiple resolutions passed by NCLGA membership during our May 2025 AGM and Convention in Prince Rupert.

Advocacy letters are sent to relevant Ministers on numerous topics, including increased funding for public libraries, improved transportation infrastructure and services, advancing recovery-informed workplace practices, enhanced wrap-around supports for people in recovery, development of blood plasma donor centre, conservation officer advocacy, and balanced emissions policies.

All of the advocacy letters have been or are in process of being uploaded to the NCLGA website.

Please visit [2025 Resolutions](#) at [nclga.ca](http://nclga.ca) for more information.

### ► Searching for Advocacy Updates on specific NCLGA Resolutions?

Please visit [2025 Resolutions](#) at [nclga.ca](http://nclga.ca) and click on the Resolution - if letters were sent to Ministers, the letters will be posted under the Action heading.

## Advocacy and Follow-Up Processes on NCLGA and UBCM-Endorsed Resolutions

Once a resolution is passed by the NCLGA membership at its AGM, and is subsequently endorsed at the Union of BC Municipalities (UBCM) Annual Convention, the responsibility for advancing that resolution transitions to UBCM. UBCM leads the advocacy efforts with the Provincial Government and is the primary point of contact for updates on the status of endorsed resolutions.

To track the progress and government responses to endorsed resolutions, members are encouraged to consult the [Provincial Government Response to Resolutions Report](#), which is published by UBCM annually in February. This report outlines the actions taken or commitments made by the Province in response to each resolution endorsed by UBCM.

## 2026/27 Resolutions

Members are encouraged to review the [2026 NCLGA Resolution Writing and Submission Guidelines](#).

Please note, for resolutions to be included in the Annual Report and Resolutions Book, they must be submitted to NCLGA Staff no later than 5:00 PM on Friday, March 13, 2026.

## Directors Corner *(new to the Member Newsletter!)*

Director at Large Jesse Wright has worked this past quarter to build the relationship between the District of Mackenzie and Powder King Mountain Resort. The partnership has grown to Powder King having Mackenzie Tourism guides working in their day lodge, while Powder King also tested and certified the District of Mackenzie's rental ski/snowboard fleet for use at Mackenzie's municipally owned ski hill Little Mac.

Jesse has also been planning for a "Mental Health Summit" in Mackenzie, drawing from the experience of the NCLGA co-hosted Mental Health and Addiction Symposiums of 2024 and 2025.



Heidi Salisbury, owner of Powder King, beside the new Tourism Mackenzie stand in the day lodge.

## Please join us at our Next Webinar:

### "Addressing the Development of Substance Use and Mental Health Services in a Psychiatric Hospital for Northern BC"

January 14, 2026 at 12:00 - 1:00 pm. PST

This webinar will include information on the critical need for both secure substance use services and long-term secure psychiatric care. Dr. Kane will speak to what led to the current situation and the wide-ranging effects on other parts of healthcare and societal systems. The focus will be on opportunities that exist to address this critical gap in mental health and addictions care for communities in Central and Northern BC.

**Speaker:** Dr. Barbara Kane, Consulting Psychiatrist, UHNBC

**Who should attend:** NCLGA membership

[Register here](#)

## CONTACT US

### NCLGA - North Central Local Government Association

Suite 507 - 1488 4th Avenue,  
Prince George, BC, V2L 4Y2

[admin@nclga.ca](mailto:admin@nclga.ca)

[www.nclga.ca](http://www.nclga.ca)

## Member Webinars

*January 14, 2026, 12:00 – 1:00 p.m.*

### ***"Addressing the Development of Substance Use and Mental Health Services in a Psychiatric Hospital for Northern BC"***

Presenter: Dr. Barbara Kane, Head of Psychiatry, UHNBC

[Register here](#)

*April 15, 2026, 12:00 – 1:00 p.m.*

### ***"Update on the Findings of the Northern Energy Dialogues"***

Presenters: Sinead Earley and Sarah Korn, UNBC

## Other Webinars

### **Community Action Initiative**

*Jan 23, 2026, 12:00 – 1:30 p.m.*

### ***"What Local Governments Can Do to Support Youth in the Toxic Drug Crisis"***

Exclusive for Local Government Elected Officials and Staff

Presenter: Dr. Jennifer Charlesworth, B.C.'s Representative for Children and Youth. [Register here](#)



## Meetings & Events

### **Minerals North Conference and Tradeshow**

*May 6-8, 2026 – Smithers, BC*

For information on registration, tradeshow and general conference details, please visit: [Minerals North](#).



Minerals North

### **NCLGA Annual General Meeting and Convention 2026**

*May 20-22, 2026*

Prince George, BC

Please check back for [more information here](#).

## Board Meetings

### **NCLGA Board Meeting**

*February 27 and 28, 2026*

Virtual via [zoom](#)

*Remaining Board Meeting Dates to be confirmed.*

## Board Strategy Sessions

### **Natural Resources Forum Strategy Session**

*January 19, 2026*

### **NCLGA AGM Strategy Session**

*May 19, 2026 (all Directors)*

### **Minerals North Forum Strategy Session**

*May 5, 2026 (TBC)*

### **Award Nominations for 2026 AGM**

Please submit nominations for:

- *Lifetime Achievement Award*
- *Community Leadership Awards*

Deadline: April 26, 2026

More info at [2026 AGM & Convention](#)

## NCLGA Newsletter Contributions

We encourage our members to contribute content for the newsletter to [bjohnson@nclga.ca](mailto:bjohnson@nclga.ca). We welcome your submission ideas, including:

- Member Spotlight and Success Stories: highlighting achievements and activities of our member communities
- Upcoming Events, Resources.

# Growing Together

GREAT PLACES

B.C. COMMUNITIES IN BLOOM NEWSLETTER

**IN THIS ISSUE:**

- Early Registration Discount Promotion!
- Provincial CiB Volunteer Opportunities
- RBC Grant for New Participants
- Looking Good Maple Ridge
- Therapeutic Garden Theme
- 2026 Registration Form & Info

**GOLD SPONSORS:****BRONZE SPONSOR**

Specimen Trees Wholesale Nurseries

**GREEN BUD SPONSOR**

Equinox Environmental Products

**NATIONAL CiB MAJOR SPONSOR**

Scotts Canada

**MEMBER OF**

Gardens BC

BC Council of Garden Clubs

British Columbia  
Communities in Bloom**Mailing Address:**4451 212-Street, Langley, V3A 7Z8  
(604) 576-6506[www.bccib.ca](http://www.bccib.ca)[Facebook](#) BC CiB [Privacy Policy](#)Coordinator Catherine Kennedy  
[catherine.bccib@gmail.com](mailto:catherine.bccib@gmail.com)**RETURNING PARTICIPANTS** **Register before January 31 for a discount!****WANT TO KNOW MORE ABOUT CiB?**

Info Sessions can be arranged by zoom or in person – contact Catherine.

**JOIN OUR PROVINCIAL TEAM**

We are recruiting for 2026 Judge and Board Member positions.

**GRANT OPPORTUNITY for NEW PARTICIPANTS**

Communities in Bloom National received a Grant for two years from RBC to help with Nature Based Solutions and Climate Change Mitigation Solutions through the Communities in Bloom programs.

In British Columbia, five grants\* of up to \$1000 per community will be offered in 2026. This grant will subsidize costs associated with an in-person consultation/evaluation of the community. The community would have hosting responsibilities for a pair of judges to view it over a couple of days. \*One grant is designated for a First Nations community.

**Community Consultations** This is geared towards small and medium sized communities (under 50K population) as well as indigenous communities that often lack the tools, expertise, funding, or staff to implement necessary changes. By offering a Consultation program, we help these communities understand efficient and affordable ways to build their environmental initiatives and enhance resilience against climate challenges. This evaluation process fosters a sense of inclusion and encourages awareness for local environmental improvements, increased tourism and investments. This one-time grant is available to first time participants, or communities who participated prior to 2020. (exceptions may apply)

**Over 30 Years of Community Excellence** Communities in Bloom is a volunteer partnership-driven organization that uses a multi-tiered evaluation process to foster community strength, involvement and continuous improvement. This is accomplished by nurturing environmental sustainability, enhancements of green spaces, and heritage conservation encompassing built cultural and natural environments within municipal, residential, commercial, and institutional spaces.



CiB supports RBC's ambition to help improve management and/or restoration of natural ecosystems; advance Indigenous-led conservation efforts; and enhance urban green infrastructure, helping to foster environmentally sustainable and equitable outcomes for people and communities.

**Under 50K new communities** [catherine.bccib@gmail.com](mailto:catherine.bccib@gmail.com)

**Over 50K and Capital Cities – Healthy Liveable Cities Program**  
[sonia@cib-cef.com](mailto:sonia@cib-cef.com)

# LOOKING GOOD!

## Maple Ridge

New Entrance Sign –

Submitted by City of Maple Ridge's  
Paula Christianson

In 2023, the City of Maple Ridge underwent a comprehensive rebranding initiative, introducing a refreshed logo, updated colour palette, and a brand narrative that highlights

the city's connection to nature, its strong sense of community, and its vision for future growth. The new visual identity is being implemented in phases across municipal platforms and has received multiple international marketing awards. The rebranding process included extensive public engagement to ensure it authentically reflects the vibrancy and modern character of the community. As part of this initiative, the entrance sign landscaping was completely reimaged in the fall of 2023—more than doubling in size and incorporating a diverse selection of trees, shrubs, perennials, annuals, and bulbs. This enhancement was completed in time to welcome visitors to the 2024 BC Summer Games.



British Columbia  
Communities In Bloom

**BC Communities in Bloom Ambassador's are proud of our communities. The purpose is to photograph a special space or a community enhancing project that is worthy of some recognition in our newsletter.**

Think your community might have a worthy 'Looking Good' entry?  
Please contact [Catherine.BCCiB@gmail.com](mailto:Catherine.BCCiB@gmail.com) to obtain more information.



This year, CiB is recognizing the restorative power of greenspaces - gardens that nurture the mind, body, and spirit. Whether through community food gardens, volunteer-maintained landscapes, or the simple act of tending plants so that others can enjoy them, therapeutic gardening fosters connection, resilience, and well-being.

We sincerely hope you will join us in 2026; to explore why greenspaces can enrich communities, promote well-being, and inspire civic pride across Canada. Your participation is vital to the ongoing success of Communities in Bloom and to celebrate your 'Therapeutic Gardening' achievements.

British Columbia Communities in Bloom offers several participation options for individuals, groups or municipalities. Please go to [www.bccib.ca](http://www.bccib.ca) or email [catherine.bccib@gmail.com](mailto:catherine.bccib@gmail.com) for more information.



## BC Communities in Bloom

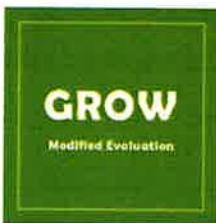
### 2026 PROVINCIAL EDITION

### REGISTRATION FORM

Early Registration Discount  
before January 31, 2026

Final Deadline March 31, 2026

MUNICIPALITY (PLEASE PRINT)	TOTAL POPULATION	MAYOR										
NAME OF MUNICIPAL CONTACT	POSITION / TITLE											
ADDRESS	CITY	POSTAL CODE										
( )												
PHONE	MUNICIPAL CONTACT EMAIL											
NAME OF COMMUNITY CONTACT OR LOCAL CiB CHAIR	WEBSITE ADDRESS FOR COMMUNITY											
( )												
PHONE	COMMUNITY CONTACT/CHAIR E-MAIL											
<b>PROGRAM OPTIONS</b> (indicate your level of participation) <span style="float: right;">REGISTRATION FEE Based on Population Size:</span>												
<input type="checkbox" value="GROW"/> <b>GROW - MODIFIED EVALUATION 3-Criteria</b> <p>Results are based on an in-person evaluation. Community is awarded a Certificate and Report. <a href="#">See page 4 for more details.</a></p> <table border="1" style="float: right; margin-top: 10px;"> <tr> <td><input type="checkbox"/> Up to 1000 - \$ 375</td> <td><input type="checkbox"/> 10,001 to 20,000 - \$ 700</td> </tr> <tr> <td><input type="checkbox"/> 1001 to 2000 - \$ 450</td> <td><input type="checkbox"/> 20,001 to 50,000 - \$ 800</td> </tr> <tr> <td><input type="checkbox"/> 2001 to 5000 - \$ 500</td> <td><input type="checkbox"/> 50,001 to 100,000 - \$ 925</td> </tr> <tr> <td><input type="checkbox"/> 5001 to 10,000 - \$ 600</td> <td><input type="checkbox"/> 100,000+ - \$1150</td> </tr> <tr> <td colspan="2">(Plus 5% GST)</td> </tr> </table>			<input type="checkbox"/> Up to 1000 - \$ 375	<input type="checkbox"/> 10,001 to 20,000 - \$ 700	<input type="checkbox"/> 1001 to 2000 - \$ 450	<input type="checkbox"/> 20,001 to 50,000 - \$ 800	<input type="checkbox"/> 2001 to 5000 - \$ 500	<input type="checkbox"/> 50,001 to 100,000 - \$ 925	<input type="checkbox"/> 5001 to 10,000 - \$ 600	<input type="checkbox"/> 100,000+ - \$1150	(Plus 5% GST)	
<input type="checkbox"/> Up to 1000 - \$ 375	<input type="checkbox"/> 10,001 to 20,000 - \$ 700											
<input type="checkbox"/> 1001 to 2000 - \$ 450	<input type="checkbox"/> 20,001 to 50,000 - \$ 800											
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<input type="checkbox"/> 5001 to 10,000 - \$ 600	<input type="checkbox"/> 100,000+ - \$1150											
(Plus 5% GST)												
<input type="checkbox" value="BLOOM"/> <b>BLOOM - FULL EVALUATION 6-Criteria</b> <p>Results are based on an in-person evaluation. Community is awarded a BLOOM RATING and 18-page Report. <a href="#">See page 4 for Awards and more details.</a></p> <table border="1" style="float: right; margin-top: 10px;"> <tr> <td><input type="checkbox"/> Up to 1000 - \$ 500</td> <td><input type="checkbox"/> 10,001 to 20,000 - \$ 925</td> </tr> <tr> <td><input type="checkbox"/> 1001 to 2000 - \$ 600</td> <td><input type="checkbox"/> 20,001 to 50,000 - \$1025</td> </tr> <tr> <td><input type="checkbox"/> 2001 to 5000 - \$ 675</td> <td><input type="checkbox"/> 50,001 to 100,000 - \$1225</td> </tr> <tr> <td><input type="checkbox"/> 5001 to 10,000 - \$ 800</td> <td><input type="checkbox"/> 100,000+ - \$1525</td> </tr> <tr> <td colspan="2">(Plus 5% GST)</td> </tr> </table>			<input type="checkbox"/> Up to 1000 - \$ 500	<input type="checkbox"/> 10,001 to 20,000 - \$ 925	<input type="checkbox"/> 1001 to 2000 - \$ 600	<input type="checkbox"/> 20,001 to 50,000 - \$1025	<input type="checkbox"/> 2001 to 5000 - \$ 675	<input type="checkbox"/> 50,001 to 100,000 - \$1225	<input type="checkbox"/> 5001 to 10,000 - \$ 800	<input type="checkbox"/> 100,000+ - \$1525	(Plus 5% GST)	
<input type="checkbox"/> Up to 1000 - \$ 500	<input type="checkbox"/> 10,001 to 20,000 - \$ 925											
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<input type="checkbox"/> 5001 to 10,000 - \$ 800	<input type="checkbox"/> 100,000+ - \$1525											
(Plus 5% GST)												
<input type="checkbox" value="DISCOUNT"/> <b>EARLY REGISTRATION DISCOUNT - BLOOM less \$100 and GROW less \$50 on above Fees.</b> <p>Completed Form must be received by January 31/26. (Request invoice or send cheque, <a href="#">online credit card payment</a> cannot be discounted.)</p>												
AMOUNT ENCLOSED	Population Fee _____ less Early Reg Discount _____ + 5% GST _____ = \$ _____											
GST # 8446 03670 RT0001												
PLEASE INVOICE US AT	<input type="radio"/> Above Address or <input type="radio"/> _____											
MAIL FORM & FEE TO	BC Communities in Bloom c/o 4451 212 Street, Langley, BC V3A 7Z8 <span style="float: right;">← Please note updated mailing info</span>											
CANCELLATION POLICY	Before May 30th a \$50.00 fee may be charged, after that, all registration fees are non-refundable.											
CONTACT	Catherine Kennedy, Executive Director <a href="mailto:catherine.bccib@gmail.com">(604) 576-6506</a>   <a href="http://www.bccib.ca">www.bccib.ca</a>											
<p><b>The BC Communities in Bloom program provides a proven process to help municipalities inspire their residents and businesses around a positive message of 'Growing Great Places Together'.</b></p>												

EVALUATED OPTIONS - (links to separate form)		AWARDS
 <p><b>GROW</b> Modified Evaluation</p>	<p><b>GROW MODIFIED EVALUATION – 3 Criteria Only</b></p> <ul style="list-style-type: none"> <li>For first time, smaller or returning municipalities who want a simpler CiB option.</li> <li>Participants may choose any 3 criteria to be evaluated OR choose a theme.</li> <li>Host a pair of judges. (shortened tour day) – see additional details for more info.</li> </ul> <p>ENHANCEMENT: Community Appearance   Landscape Areas   Plant &amp; Floral Displays</p> <p>CONSERVATION: Environmental Action   Heritage Conservation   Tree Management</p>	<p><b>Awarding Certificate and Report with no Bloom Rating</b></p> <p><b>Eligible to Win a Criteria Award*</b></p>
 <p><b>BLOOM</b> Evaluated + 4 Criteria</p>	<p><b>BLOOM FULL EVALUATION – all 6 Criteria.</b></p> <ul style="list-style-type: none"> <li>Open to all Municipalities wanting the full program experience and its many benefits.</li> <li>Gain social value from the community involvement elements of the program.</li> <li>5-Bloom Winners receive special recognition.</li> <li>Future entry point for National and International Communities in Bloom competition.</li> <li>Host a pair of judges. (2-hr first day, 7-hr tour day)</li> </ul> <p><b>EVALUATION CRITERIA:</b> Community Appearance   Environmental Action   Heritage Conservation   Tree Management   Landscape Areas   Plant &amp; Floral Displays</p>	<p><b>Awarding Blooms</b> </p> <p><b>Eligible to Win a Criteria Award*</b></p> <p><b>Or</b></p> <p><b>Outstanding Community Involvement Trophy</b></p>
<p>*SPONSORED CRITERIA AWARDS recognize outstanding achievement in specific evaluation criteria or to encourage communities working towards 5-Blooms. British Columbia Communities in Bloom values its relationship with our sponsors; we thank them for their support.</p>		
<p><b>COMMUNITY RECEIVES:</b></p> <ul style="list-style-type: none"> <li>Getting Started Package of Information.</li> <li>Evaluation by a pair of trained BC CiB Judges.</li> <li>Evaluation Report with Comments &amp; Suggestions.</li> <li>Rating Certificate (Blooms only for full evaluated program).</li> <li>5-Bloom Winners receive special recognition.</li> <li>Profile on newsletter, press releases, <a href="http://www.bccib.ca">www.bccib.ca</a> website and Gardens BC tourism website.</li> </ul>	<p><b>PROGRAM BENEFITS:</b></p> <ul style="list-style-type: none"> <li>Strengthens community pride for residents and businesses</li> <li>Collaborative, creates opportunities to celebrate volunteers</li> <li>Enhances enjoyment and value of green spaces</li> <li>Highlights climate action initiatives</li> <li>Contributes to a healthy social &amp; economic lifestyle</li> <li>Profile for best features of the Community</li> <li>Measurable results with year over year benefits</li> </ul>	
<p><b>ADDITIONAL DETAILS:</b></p> <ul style="list-style-type: none"> <li>Grow a local 'in Bloom' committee to build collaboration with residents, businesses, service clubs and a municipal rep. (Councillor, Public Works, Administration or Parks &amp; Recreation staff).</li> <li>Plan to meet online mid-season with Provincial CiB Judges with a Virtual Check Up on how to support your CiB efforts.</li> <li>Develop a basic budget to cover registration fee and to create community wide CiB awareness projects, i.e.: parades, tidy up days. Consider planning some fundraising events too. Document volunteer contributions.</li> <li>Create a Community Profile Document to capture components judges may not see in person. Plan a judge's tour to view community in the 3 or 6 evaluation criteria. (Once registered, additional information is provided in the Getting Started Package).</li> <li>Host 2-judges in 2<sup>nd</sup> week of July (TBC), in separate rooms (Hotel, B&amp;B or Billeting if certain conditions can be met), with meals during evaluation day. Expect to host two nights minimum, some factors will necessitate +/- night and will be determined asap.</li> <li>Communities will be presented a Certificate and a Report at the Provincial Awards in the fall. (Event details to be confirmed)</li> <li>Evaluating three or six criteria, the report creates a benchmark score to celebrate successes and for future improvements.</li> </ul>		
NON-EVALUATED OPTIONS - (links to separate form)		
 <p><b>FRIENDS</b> Non-Evaluated</p>	<p><b>FRIENDS</b></p> <p>For communities that want recognition for ongoing CiB initiatives but want to take time off from evaluation. (see form front) Bonus: this category is encouraged to provide a Showcase.</p>	<p><b>MEMBERSHIP</b> (requires separate form) – The BC CiB organization represents all areas of the province, if you would like more information go to our website's Volunteer page.</p>
		 <p><b>SHOWCASE</b></p> <p>(links to separate form)</p>

## FOR INFORMATION CORRESPONDENCE



January 5, 2026

Select Standing Committee on Private Bills and Private Members' Bills  
c/o Legislative Assembly of British Columbia  
Room 224, Parliament Buildings  
Victoria, BC V8V 1X4  
Email: PMBCommittee@leg.bc.ca

Dear Chair and Members of the Committee,

**Re: Concerns Regarding Bill M216 – Professional Reliance Act**

On behalf of local government elected officials, I am writing to express serious concerns regarding Private Member's Bill M216, the proposed *Professional Reliance Act*. While we support efforts to streamline development approvals and increase housing supply, the Bill raises significant governance, public safety, liability, and operational concerns for local governments.

Under the existing framework of the *Community Charter* and *Local Government Act*, local governments may require professional certifications and, where appropriate, peer review to support development approvals. This discretion is essential in areas subject to flooding, steep slopes, wildfire interface conditions, and other hazards. The current professional reliance model allows local governments to exercise due diligence while balancing efficiency with public safety and environmental protection.

Bill M216 would prohibit local governments from requiring peer review of professional submissions, except with authorization from the Office of the Superintendent of Professional Governance (OSPG). This restriction applies broadly to rezonings, OCP amendments, development permits, variances, heritage permits, and building permit-related assessments. The result is a one-size-fits-all approach that removes a critical oversight tool and undermines local government autonomy.

Eliminating independent review increases risks to public safety and the environment. Local government staff routinely identify deficiencies in applications already certified by registered professionals. Without the ability to require peer review, the likelihood of failures increase.

Although the Bill suggests that liability rests with certifying professionals, local governments will continue to face legal exposure, public scrutiny, and emergency response costs when failures occur—particularly where professionals are underinsured or unavailable.



The Bill may also delay, rather than accelerate, development. Disputes would be referred to the OSPG, which is not currently mandated or resourced to adjudicate technical disagreements within development approval timelines.

Finally, Bill M216 was introduced without meaningful consultation with local governments or UBCM and departs from the findings of the 2018 Professional Reliance Review, which recommended strengthening oversight and accountability—not eliminating peer review. Concerns also remain regarding enabling provisions for mandatory processing timelines, which may lead to unsafe or sub-optimal outcomes.

For these reasons, we respectfully urge the province to suspend further consideration of Bill M216 and to engage in comprehensive consultation with local governments and relevant stakeholders to develop balanced, evidence-based reforms.

Sincerely,



Owen Torgerson  
Mayor  
Village of Valemount

Cc: The Honourable Christine Boyle, Minister of Housing and Municipal Affairs  
Premier David Eby  
Cori Ramsay, President, UBCM  
BC Municipalities & Regional Districts

# FOR INFORMATION CORRESPONDENCE



File: 0400

January 13, 2026

The Honourable David Eby, Premier  
The Honourable Brenda Bailey, Minister of Finance  
The Honourable Christine Boyle, Minister of Housing and Municipal Affairs  
Parliament Buildings  
Victoria BC V8V 1X4

Via email:

[premier@gov.bc.ca](mailto:premier@gov.bc.ca)  
[FIN.Minister@gov.bc.ca](mailto:FIN.Minister@gov.bc.ca)  
[hma.minister@gov.bc.ca](mailto:hma.minister@gov.bc.ca)

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**RE: Bill M216 – Professional Reliance Act**

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On behalf of the Council of the District of Highlands, I am writing to express our strong concerns and opposition to Bill M216, the Professional Reliance Act.

While we understand and respect the Province's intention to improve efficiency in housing delivery and streamline development approvals, we are deeply concerned that Bill M216 significantly erodes municipal authority, compromises public accountability, and creates new risks and liabilities for local governments.

As written, the legislation would require local governments to accept submissions certified by registered professionals as meeting permit or bylaw requirements. This shifts decision-making power away from democratically accountable local governments and places it in the hands of private professionals whose primary obligations are to their clients rather than to the broader community. This change would diminish essential oversight by municipal planners, engineers, and building officials, whose deep knowledge of local context is vital to responsible land use and environmental stewardship.

Further, Bill M216 appears to bypass established municipal processes and may create regulatory deadlock, over-reliance on provincial dispute-resolution mechanisms, and heightened liability exposure for municipalities. These risks run counter to the principles of good governance and community-centered decision-making.



1980 Millstream Road Victoria BC V9B 6H1

Tel: 250 474 1773 Fax: 250 474 3677 Web: [www.highlands.ca](http://www.highlands.ca)

We also share the serious concerns raised by many local governments regarding the lack of meaningful consultation. Bill M216 was introduced without substantive dialogue with municipalities or the Union of BC Municipalities (UBCM). Systemic legislative changes of this scale should be developed collaboratively to ensure feasibility, avoid unintended consequences, and respect the roles and responsibilities outlined in the *Local Government Act*, *Community Charter*, and *Land Title Act*.

Municipal capacity is already strained as local governments work to implement significant recent provincial initiatives, including the *Housing Supply Act*, Bills 44 and 47 relating to small-scale multi-unit housing and transit-oriented development, and the *Infrastructure Projects Act*. Adding a transformative shift to professional-reliance approval processes—without consultation, technical engagement, or clear implementation pathways—will further challenge municipal operations and potentially delay critical housing and infrastructure projects.

The District of Highlands supports UBCM's call for the Province to pause consideration of Bill M216 and engage in thorough, good-faith consultation with local governments to explore more balanced and practical approaches. Any future changes to local approval processes must be transparent, evidence-based, and developed in collaboration with those who will be responsible for implementing them.

We respectfully urge the Province to listen to the collective voices of local governments across British Columbia and work together to strengthen—not diminish—the democratic, accountable, community-driven nature of local governance.

Thank you for your consideration. We look forward to continued partnership with the Province on legislation and initiatives that support both housing goals and effective local governance.

Sincerely,



Ken Williams  
Mayor, District of Highlands

cc:

- Union of BC Municipalities (UBCM)
- Select Standing Committee on Private Bills and Private Members' Bills  
[P.MBCommittee@leg.bc.ca](mailto:P.MBCommittee@leg.bc.ca)



**District of  
100 MILE HOUSE**

**COUNCIL REPORT  
File No. 570-01**

**Regular Council – January 27<sup>th</sup>, 2026**

**REPORT DATE:** January 18<sup>th</sup>, 2026

**TITLE:** Bylaw Notice Enforcement Bylaw

**PREPARED BY:** Administration

**PURPOSE:** To provide Council with information relating to the transition to a Bylaw Notice Enforcement Bylaw vs a Municipal Ticketing Bylaw.

**RECOMMENDATION:**

**BE IT RESOLVED THAT** District of 100 Mile House Council authorize Administration to request the Tribunal & Agency Support Division, Ministry of Attorney General to add the District of 100 Mile House to the Bylaw Notice Enforcement Regulation; and further

**BE IT RESOLVED THAT** Council directs Administration to bring forward a Bylaw Notice Enforcement Bylaw pursuant to the Local Government Act for consideration.

**BACKGROUND INFORMATION / DISCUSSION:**

Draft Bylaw Notice Enforcement Bylaw No. 1429, 2026 has been prepared for Council's consideration, and staff are recommending a transition from the current Municipal Ticket bylaw No. 1345, 2019 to the Bylaw Notice Enforcement framework. This proposed bylaw is intended to modernize the municipality's bylaw enforcement approach and improve administrative efficiency.

Transitioning from a traditional municipal ticket bylaw to a Bylaw Notice Enforcement Bylaw under the *Local Government Bylaw Notice Enforcement Act* offers significant administrative and financial benefits. The Bylaw Notice Enforcement system provides a modern, streamlined approach to bylaw enforcement by replacing court-based prosecution with an independent, adjudicative dispute resolution process. This reduces reliance on the Provincial Court system, lowers legal and staff costs, and shortens



resolution timelines. The Bylaw Notice model also improves compliance by offering flexible payment options and proportionate penalties, while maintaining procedural fairness through a transparent and accessible adjudication process.

In addition, adopting a Bylaw Notice Enforcement Bylaw enhances local autonomy and efficiency by allowing the municipality to manage enforcement outcomes internally, supported by provincially established adjudicators. The system is designed to be less adversarial, easier for the public to navigate, and more consistent in decision-making, thereby improving public confidence in bylaw enforcement.

Attached to this briefing report is *The Local Government Toolkit*, a comprehensive guide to the Bylaw dispute adjudication system, which provides detailed information on implementation, administration, and best practices under the Bylaw Notice Enforcement framework.

#### LEGISLATIVE CONSIDERATIONS:

- Tribunal and Agency support division will prepare an Order in Council to be submitted to cabinet for approval. Once approved they will follow up with the District.
- New Bylaw Notice Enforcement Bylaw No. 1429, 2026 must be adopted and Municipal Ticketing Information Bylaw No. 1340, 2019 and all amendments thereto be repealed.

#### ATTACHMENTS:

- ***Bylaw Dispute Adjudication System – Local Government Toolkit***
- DRAFT – Bylaw Notice Enforcement Bylaw No. 1429, 2026
- District of 100 Mile House Municipal Ticketing Bylaw No. 1340, 2019
- Local Government Bylaw Notice Enforcement Act & Regulations
- Policy 8.1 – Bylaw Enforcement & Compliance

Prepared By: 

T. Boulanger, CAO

Reviewed By: 

S. Elias, Director of Finance

Date: Jan. 22, 2026

Date: Jan 22/26



**BRITISH  
COLUMBIA**

Ministry of Attorney General

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Association of British Columbia

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**BRITISH  
COLUMBIA**

Ministry of Community Services

**Local  
Government**

**TOOLKIT:**

**Bylaw Dispute  
Adjudication  
System**

## Acknowledgements

This *Local Government Bylaw Dispute Adjudication System Toolkit* is the result of collaboration between the participating communities of the North Shore Adjudication Model Pilot Project (District of West Vancouver, District of North Vancouver, and City of North Vancouver), the Local Government Advisory Services Branch of the Ministry of Community Services, the Local Government Management Association of British Columbia (LGMA), and the Court Services Branch of the Ministry of Attorney General.

Court Services Branch would like to recognize Barbara Hamilton, Bylaw Supervisor for the City of North Vancouver, for her assistance in providing the "sample" documents that are included in this toolkit. Thanks also to CivicInfo BC for hosting this Toolkit, and other Bylaw Dispute Adjudication System resources, on its website ([www.civicinfo.bc.ca](http://www.civicinfo.bc.ca)).

## Disclaimer

The purpose of this Toolkit is to assist local governments that are implementing the *Local Government Bylaw Notice Enforcement Act*, which allows for locally-based administration and adjudication of bylaw violation disputes. It is intended to be an "evergreen" document, and may be updated periodically, as appropriate.

This Toolkit includes information on how the adjudication model differs from other existing methods of municipal bylaw ticketing and administration. It also includes background information, policies and processes, forms and communication materials that were used as part of the North Shore Adjudication Model pilot project. These materials should be considered guiding documents **only** and should be modified, as appropriate, to fit the requirements of each local government.

This Toolkit is not a legal document and should not be considered as a substitute for the governing legislation and regulations. If in doubt on any information provided in this toolkit, users are encouraged to seek a legal opinion to ensure conformity with the legislation.

Victoria, September 2005

## TABLE OF CONTENTS

<b>1. Introduction</b>	4	<b>6. Overview – Budget and Cost Information</b>	34
<b>2. Overview of the Bylaw Dispute Adjudication Model</b>	6	<b>6.1. Pilot Costing Model – Adjudicator Services: North Shore</b>	35
<b>2.1. Flowchart: Bylaw Notice Enforcement and Adjudication Process</b>	9	<b>6.2. Summary of North Shore Pilot Project Bylaw Registry Costs</b>	36
<b>2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions</b>	10	<b>7. Information Technology Overview</b>	37
<b>3. Implementing a Bylaw Notice Enforcement and Adjudication System</b>	16	<b>7.1. Information Technology Impacts – Case Study: City of North Vancouver</b>	38
<b>3.1. "Getting Started" – A Checklist for Local Governments</b>	19	<b>8. Communications Plan and Materials</b>	40
<b>3.2. Bylaws and Bylaw Notices</b>	21	<b>8.1. Communications Plan – Sample</b>	40
<b>3.3. Bylaw Notice and Enforcement Letter – Samples</b>	23	<b>8.2. Information Sheet and Backgrounder – Sample</b>	41
<b>4. Overview of Screening Officer Role</b>	25	<b>APPENDICES</b>	43
<b>4.1. Screening Officer Checklist – Sample</b>	26	<b>A. Screening Policies</b>	
<b>4.2. Screening Officer Submission for Adjudication – Sample</b>	28	District of West Vancouver	44
<b>5. Overview of Adjudication Process</b>	29	District of North Vancouver	46
<b>5.1. Adjudicator</b>	30	City of North Vancouver	47
<b>5.2. Notice of Adjudication – Sample</b>	31	<b>B. North Shore Bylaw Dispute Registry – Operations Policy</b>	48
<b>5.3. Adjudicator File Notes – Sample</b>	32	<b>C. Project Stakeholders – Contact Information</b>	50
<b>5.4. Notice of Adjudication Outcome – Sample</b>	33		

## 1. INTRODUCTION

In October 2003, the Province of British Columbia enacted legislation providing an alternative approach for processing and resolving minor bylaw infractions, the *Local Government Bylaw Notice Enforcement Act*.

Bylaw infractions are a common occurrence in any local government that enacts regulatory bylaws. Prior to the *Local Government Bylaw Notice Enforcement Act* (the Act), there were three main strategies used by local governments to deal with a problem:

1. seek voluntary compliance;
2. issue a traffic “offence notice” for parking infractions seeking voluntary payment of a prescribed fine; or
3. initiate formal court proceedings by issuing a Municipal Ticket Information (MTI) or swearing an Information and issuing a Summons.

Initiating formal court proceedings can be costly, and some local governments choose to avoid these enforcement costs by abandoning enforcement if voluntary compliance is not forthcoming.

Over the past fifteen years, there have been various calls for bylaw reform with respect to enforcement and prosecution. Calls for reform have come from the Union of British Columbia Municipalities (UBCM), the Hughes Commission on Access to Justice and the Chief Judges’ Task Group on Sitting Justices of the Peace. In response to these calls, the Province enacted the *Local Government Bylaw Notice Enforcement Act*.

### New Adjudication Model

The goal of the new adjudication model is to create simple, fair, and cost-effective systems for dealing with minor bylaw infractions. To meet this goal, the adjudication model:

- eliminates the requirement for personal service;
- establishes a dedicated forum for resolving local bylaw enforcement disputes;
- uses a dispute resolution-based approach to obtaining independently adjudicated decisions;
- avoids the unnecessary attendance of witnesses;
- avoids the need to hire legal counsel; and
- promotes the timely resolution of bylaw enforcement disputes.

### Legislation

Under the Act, local governments may establish a local government bylaw dispute adjudication system, more simply known as an adjudication system, which replaces the Provincial Court as the venue for resolving disputes of minor municipal bylaw breaches.

The Act, and the authority it provides to establish an adjudication system, applies to both municipalities and regional districts by regulation. In order to proceed, these local governments may make a request to the Ministry of Attorney General to have a regulation enacted, in order to make the Act applicable to them.

## 1. INTRODUCTION

The legislation is designed to enable the creation of simple, cost-effective administrative systems for enforcing minor bylaw infractions, ranging from parking tickets to dog licensing and minor zoning infractions.

The two main features of an adjudication system are a simple “front-end” ticket process for initiating enforcement, and a locally managed “back-end” venue for a non-judicial adjudicator to hear ticket disputes.

### Pilot Project Results

Beginning in May 2004, the adjudication model was piloted in three North Shore municipalities (City of North Vancouver, the District of North Vancouver and the District of West Vancouver). These municipalities maintained independent ticketing processes to enforce their individual regulatory bylaws, but shared administrative processes around the adjudication of disputes.

An evaluation of the first eight months of the pilot showed reductions in the time from ticket issuance to ticket disposition and the rate of disputed tickets and an improvement in fine payments.

The impact of the reduced dispute rate and ability to attend hearings in writing significantly reduced the time bylaw enforcement officers spent attending court. Further potential to reduce the costs associated with personal service of enforcement documents was also demonstrated.

As a result of this successful pilot, the Attorney General is now expanding the authority for use of the adjudication system to interested local governments across the province.

## 2. OVERVIEW OF THE BYLAW DISPUTE ADJUDICATION MODEL

Under the new model, formal bylaw enforcement action begins with the completion of a Bylaw Notice by a local government bylaw enforcement officer.

The Bylaw Notice informs the recipient of:

1. the alleged bylaw contravention that is being made;
2. the penalty for the contravention; and
3. how to pay the fine or dispute the allegation.

The Bylaw Notice may be delivered in a variety of fashions, including leaving it on a car or mailing it, to the person responsible for the contravention. Unless the Bylaw Notice is delivered in person, it is presumed to have been received, and allowances are made in the event that the person claims not to have received it.

If a Bylaw Notice is mailed, the municipality or regional district may presume that it was received on the 7th day after mailing. If a Bylaw Notice is left on a vehicle or at a residence, business or worksite, the local government may presume that it was received that day. Allowances are made in the event that the intended recipient later claims that the Bylaw Notice was not actually received.

### Serving the Bylaw Notice

Once the Bylaw Notice is received, or presumed received, it becomes legally effective and the recipient has a fixed period of time in which to take action on it. The precise duration of this period is set in the local government bylaw, but must be at least 14 days after receipt of the Bylaw Notice.

Within that period, the person named on the Notice, or the registered owner of the car if it was left on a vehicle, must either pay the fine amount noted on the Notice or notify the local government that he or she wishes to dispute the allegation.

In the event the person does neither, the amount of the Notice, plus an additional late payment penalty, if one has been established in the local government bylaw, will be due and owing to the local government.

### Screening Officer

In order to reduce the number of disputed Notices forwarded to adjudication, a local government has the option of establishing a screening officer to review disputed Notices.

The screening officer has the authority to cancel a Bylaw Notice if he or she believes that the allegation did not occur, or that the required information is missing from the Notice. The local government may also permit the screening officer to cancel a Bylaw Notice in other circumstances set out by the local government.

## 2. OVERVIEW OF THE BYLAW DISPUTE ADJUDICATION MODEL

A screening officer may conduct the review based on discussion or correspondence with the disputant, and will typically explain the process and potential consequences of dispute adjudication.

### Compliance Agreements

For infractions where compliance is a goal, the local government may also authorize a screening officer to enter into a compliance agreement with a person who has received a Bylaw Notice. A compliance agreement will include acknowledgement of the contravention of the bylaw and will typically set out remedies or conditions on future behaviour to be performed within a designated period of time, and reduce or waive the fine at the conclusion of that period.

### Disputes

If the screening officer determines that cancellation or a compliance agreement is not possible and the person still wishes to dispute the allegation, the disputant must confirm this and indicate whether he or she plans to appear at the adjudication hearing in person, in writing or by telephone. A disputant may also choose to appear by other electronic means, such as video conferencing, although the local government may require the disputant to cover any extraordinary costs associated with appearing in a less conventional manner.

The screening officer or a clerk will then schedule a day and time for the adjudication, notify the disputant of these details, and request the presence of an adjudicator. The person named in the Bylaw Notice may choose to pay the applicable fine at any time, although payment after the deadline may result in a higher fine amount.

### Adjudication of the Dispute

At the adjudication hearing, an adjudicator will hear from both the disputant and the local government and decide whether he or she is satisfied that the contravention occurred as alleged. When considering a matter, the adjudicator can review documents submitted by either party, or hear from the parties or witnesses over the telephone. All adjudications are open to the public.

The appointment, training and management of the adjudicator roster occur at arms-length from the local government. Adjudicators are appointed by the Deputy Attorney General.

### Disposition of the Infraction

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. The adjudicator also has no jurisdiction to deal with challenges to the bylaw or claims of infringements of rights under the Charter of Rights and Freedoms. The adjudicator must proceed on the basis that the bylaw is legally valid.

## 2. OVERVIEW OF THE BYLAW DISPUTE ADJUDICATION MODEL

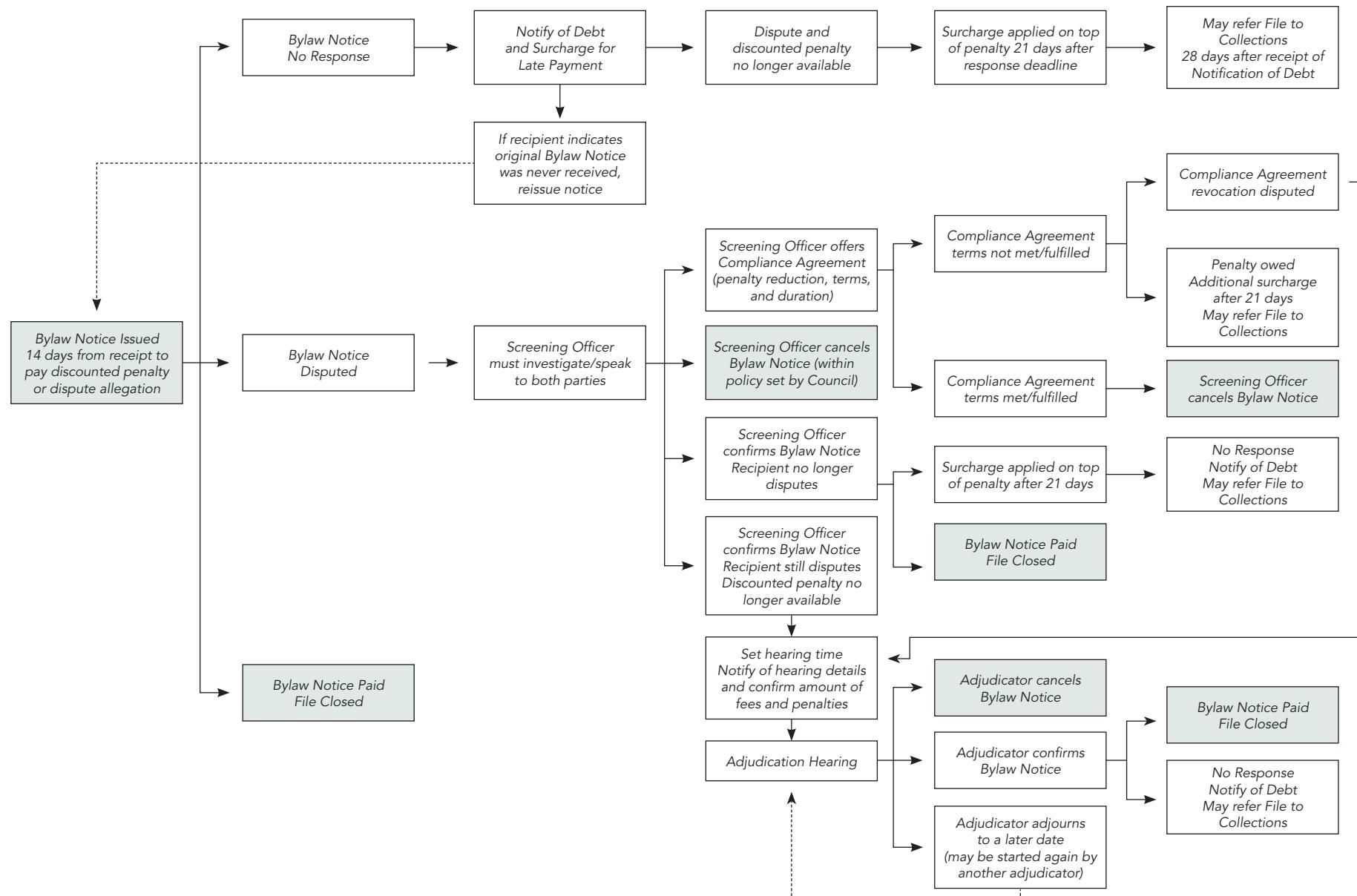
If the Bylaw Notice is confirmed, the fine amount noted on the face of the Bylaw Notice is payable to the local government. In addition, a locally established fee to recover a portion of the cost of the dispute may be imposed. This fee may not exceed \$25.

### **Appeals**

The decision of the adjudicator is final and the Act does not allow for appeals. If a failed disputant or the local government feel that the adjudicator exceeded his or her authority, or made an error at law, the person or local government may seek relief in the Supreme Court of British Columbia under the *Judicial Review Procedure Act*.

A challenge to the validity of the local government bylaw or a claim that enforcement of the bylaw infringed on the Charter rights of the disputant must be initiated as a separate matter in the Supreme Court of BC.

## 2.1. Flowchart: Bylaw Notice Enforcement and Adjudication Process



## 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

BYLAW NOTICE (BN)		MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Legal Authority	Local Government Bylaw Notice Enforcement Act	Community Charter or Vancouver Charter	Community Charter or Vancouver Charter; Offence Act
Demand notice used	No.	Typically used where personal service is not immediately feasible.	Possible, but unlikely, to be used until Summons can be obtained.
Legal initiation	Bylaw Notice (BN) certified by enforcement officer.	Municipal Ticket Information (MTI) sworn by enforcement officer.	Court-issued Summons based on sworn "Form 2" Information.
Service requirements	Reasonable delivery.	Personal service.	Personal service.
Notice requirements	BN must contain prescribed information, may include additional information as determined by local government.	MTI must be complete and in the prescribed form.	Summons must be complete and in the prescribed form.
Conviction?	No – contravention of bylaw, but not an offence.	Yes – conviction of a bylaw offence.	Yes – conviction of a bylaw offence.
Single occurrence penalties	Ticket fine amount as in the bylaw; bylaw limit \$500.	Ticket fine amount as in the bylaw; bylaw limit set at \$1000 by regulation.	Court may impose all or part of the applicable fine amount. Fine amount may be a range set in the bylaw, or if no amount is set, up to \$2,000 and 6 months imprisonment; bylaw limit for municipalities other than Vancouver is \$10,000 unless otherwise provided in authorizing statute (e.g. <i>Environmental Management Act</i> limit of \$200,000).
Variation of penalties	Adjudicator cannot modify the ticket fine amount.	The justice must consider the means and ability of the defendant to pay the fine. If the justice believes that the defendant is unable to pay the full amount of the fine, the justice may impose a fine in a lesser amount that the justice considers appropriate.	The justice must consider the means and ability of the defendant to pay the fine. If the justice believes that the defendant is unable to pay the full amount of the fine, the justice may impose a fine in a lesser amount that the justice considers appropriate.

## 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

BYLAW NOTICE (BN)		MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Continuing penalties	None – require separate BN.	Yes – Effective January 1, 2004 penalties for continuing offences (not exceeding the amount prescribed by regulation) can be established for each day that the offence continues.	Yes – Penalties for continuing offences (ranging from the minimum fine to a maximum of \$ 10,000) can be established for each day that the offence continues.
Early payment discounts?	Yes – bylaw may provide for a discount for payment on or before the last day of the period to pay or dispute, and a surcharge for payment of the penalty within a specified period following the deadline to pay or dispute.	Yes – different penalty amounts permitted before and after 30 days from ticket issuance if ticket is not disputed.	No.
Mandatory Court attendance?	No – payment or dispute in administrative adjudication.	No – payment or dispute in Provincial Court.	Yes – Summons has been issued and appearance in Provincial Court required.
Period to dispute or pay	As set in local government bylaw, but no less than 14 days.	Period to pay or dispute is 14 days.	No option to pay or dispute, appearance on date in Summons.
Dispute the allegation?	Yes – the allegation may be disputed by providing a notice of dispute to the local government in accordance with instructions on the BN.	Yes – the allegation may be disputed by providing notice of dispute to local government by mail or in person at the address set out on the MTI; must include address for the person disputing the allegation and sufficient information to identify the ticket and the alleged contravention being disputed.	No notice required; appearance occurs on date in Summons.
Dispute screening	Formal screening; designated "Screening Officer" may: cancel the BN in accordance with local government policy; confirm the BN; or enter into a compliance agreement with BN recipient.	No clear authority for formal dispute screening, although it is known that some local governments abandon MTI proceedings by failing to forward the file to the Court Registry, or withdrawing the file from the Court Registry.	No.

## 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

BYLAW NOTICE (BN)		MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Administration of the notice of dispute	Local government initiates and retains file. Local government schedules hearing and notifies disputant, enforcement officer and adjudicator organization.	Local government initiates and retains file. Local government transfers a copy of the file to local Court Registry. Court Registry schedules hearing and notifies disputant, enforcement officer, and local government.	Court Registry initiates and retains file. Court Registry schedules hearing and notifies disputant, enforcement officer and local government.
Hearing location	As determined by local government.	Courthouse	Courthouse
Adjudicator selection	Adjudicator selection for scheduled time managed by independent adjudicator organization in accordance with regulations.	Selection of presiding justice managed by the Office of the Chief Judge (Provincial Court)	Selection of presiding justice managed by the Office of the Chief Judge (Provincial Court)
Decision-maker	All BN matters determined by an independent adjudicator	All traffic matters determined by Judicial Justice of the Peace in Provincial Court, unless otherwise ordered by a Provincial Court Judge. All non-traffic matters determined by a Provincial Court Judge.  Exception: in Vancouver and those locations that participated in the Prince George/Kelowna municipal bylaw pilot project, all matters determined by a Judicial Justice of the Peace, unless otherwise ordered by a Provincial Court Judge.	All traffic matters determined by Judicial Justice of the Peace in Provincial Court, unless otherwise ordered by a Provincial Court Judge. All non-traffic matters determined by a Provincial Court Judge.  Exception: in Vancouver and those locations that participated in the Prince George/Kelowna municipal bylaw pilot project, all matters determined by a Judicial Justice of the Peace, unless otherwise ordered by a Provincial Court Judge.
Burden of proof	On a balance of probabilities (civil scale)	Beyond a reasonable doubt (criminal scale)	Beyond a reasonable doubt (criminal scale)

## 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Hearing procedures	<p>Hearings must be open to the public.</p> <p>An adjudicator may adjourn a hearing, and adopt procedures that are conducive to justly and expeditiously resolving a dispute.</p> <p>Before making a determination in a dispute, an adjudicator must provide the parties to the dispute with an opportunity to be heard.</p> <p>A party may be heard, at the election of the party, in person or by an agent, in writing, including by facsimile transmission or electronic mail, or by video conference, audio conference, telephone or other electronic means, if available.</p>	<p>Rules of Court apply.</p> <p>A justice may adopt procedures that are conducive to justly and expeditiously determining the matter.</p> <p>The prosecutor or defendant may examine and cross examine witnesses personally or by counsel or agent.</p> <p>A witness must be examined on oath or affirmation.</p> <p>The justice has full power and authority to administer to a witness the usual oath or affirmation.</p> <p>A justice may in his or her discretion, before or during a trial, adjourn the trial.</p>	<p>Rules of Court apply.</p> <p>The prosecutor or defendant may examine and cross examine witnesses personally or by counsel or agent.</p> <p>A witness must be examined on oath or affirmation.</p> <p>The justice has full power and authority to administer to a witness the usual oath or affirmation.</p> <p>A justice may in his or her discretion, before or during a trial, adjourn the trial.</p>
Rules of evidence	<p>An adjudicator may accept any evidence the adjudicator considers to be credible, trustworthy and relevant to the dispute, including the evidence of any person.</p> <p>An adjudicator may accept evidence in any manner the adjudicator considers appropriate including, without limitation, orally, in writing, or electronically.</p> <p>The technical and legal rules of evidence do not apply, except the rules relating to privileged communications.</p>	<p>A justice may admit as evidence any oral or written testimony or any record or item that the justice considers is relevant to an issue in the trial and is credible and trustworthy.</p> <p>A justice may not admit anything that is privileged under the laws of evidence.</p>	<p>A justice may admit as evidence any oral or written testimony or any record or item that the justice considers is relevant to an issue in the trial and is credible and trustworthy.</p> <p>A justice may not admit anything that is privileged under the laws of evidence.</p>

## 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

BYLAW NOTICE (BN)		MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Hearing outcome	<p>The adjudicator must, after considering the matter,</p> <ul style="list-style-type: none"> <li>(a) order that the penalty set out in the BN is immediately due and payable, or</li> <li>(b) order that the BN is cancelled.</li> </ul>	<p>The justice must, after considering the matter,</p> <ul style="list-style-type: none"> <li>(a) convict the defendant,</li> <li>(b) make an order against the defendant, or</li> <li>(c) dismiss the MTI.</li> </ul>	<p>The justice must, after considering the matter,</p> <ul style="list-style-type: none"> <li>(a) convict the defendant,</li> <li>(b) make an order against the defendant, or</li> <li>(c) dismiss the Information.</li> </ul>
Avenue of appeal	Decisions of adjudicators may not be appealed; however, if a disputant or local government feels an adjudicator went beyond his/her authority, they may make an application to the Supreme Court for judicial review.	A conviction, acquittal or sentence as a result of a court hearing or an order of a justice may be appealed to the Supreme Court.	A conviction, acquittal or sentence as a result of a court hearing or an order of a justice may be appealed to the Supreme Court.
Failure to respond	If a person fails to respond to a BN within the prescribed time limits, they are deemed to have plead guilty. The fine becomes due and payable immediately.	If a person fails to respond after 14 days, the municipality may file an <i>Affidavit of No Response</i> with the registry and a Justice can convict, or quash the ticket.	Deemed to have plead guilty; fine is due and payable immediately.
Failure to appear at requested hearing	<p>If a person who has requested or required dispute adjudication fails to appear, the adjudicator must order that the penalty set out in the BN is immediately due and payable to the local government indicated on the BN.</p> <p>If the local government subsequently files a certificate of amounts owing with the Provincial Court, the person may make application to the court within 30 days to have the certificate cancelled and a new adjudication date set by the local government.</p>	<p>If a person fails to attend at a court hearing to dispute an MTI, he or she may be found guilty for failure to attend the hearing.</p> <p>If the offender comes before a Court Services justice of the peace within 30 days of the missed hearing date, he or she may file an <i>Affidavit in Support of an Application to Strike Out a Conviction</i> under section 272(4) of the Community Charter or section 482.1(13) of the Vancouver Charter.</p>	<p>If a person fails to attend at a court hearing he or she may be deemed convicted for failure to attend the hearing. The alleged offender must follow certain procedures to bring the dispute hearing back before the court.</p> <p>If a person comes before a justice within 30 days of the missed hearing date, he or she may file an <i>Affidavit Under Section 15(10) of the Offence Act</i>.</p> <p>If a person comes before a justice more than 30 days after the missed hearing date, he or she may file an <i>Affidavit Under Section 16(2) of the Offence Act</i>.</p>

## 2.2. Comparative Chart: Enforcement Processes for Local Government Bylaw Infractions

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
Costs	A local government may require payment of a fee of not more than \$25 payable by a person who is unsuccessful in dispute adjudication. The purpose of the fee is to recover the costs of the adjudication system. The fee is payable for failed disputes arising from a BN or a compliance agreement.	None may be imposed	Court may impose costs of prosecution.  The justice may, in his or her discretion, award and order costs the justice considers reasonable to the local government by the defendant, if the justice convicts or makes an order against the defendant, or costs payable to the defendant by the local government if the justice dismisses an Information.  An order of costs must be set out in the conviction, order, or order of dismissal.  Costs awarded and ordered to be paid by a person under this section are deemed to be all or part, as the case may be, of a fine imposed against the person.
Suspended or reduced penalty possible?	Before hearing – screening officer, if authorized, may enter into a voluntary compliance agreement with the disputant. Under a compliance agreement, the person must accept liability for the contravention, and may pay a reduced penalty (as set by bylaw) in exchange for observing the terms and conditions the screening officer considers necessary or advisable.	At hearing – justice may suspend the passing of sentence and may specify, as a condition, that the defendant must make restitution and reparation to any person aggrieved or injured for the actual loss or damage caused by the commission of the offence. The duration of the suspension may not exceed 6 months.	At hearing – justice may suspend the passing of sentence and may specify, as a condition, that the defendant must make restitution and reparation to any person aggrieved or injured for the actual loss or damage caused by the commission of the offence. The duration of the suspension may not exceed 6 months.
Collection of amounts owing	The court may, by order, authorize all or part of the penalty and costs to be levied by distress and sale of the offender's goods and chattels.	The court may, by order, authorize all or part of the penalty and costs to be levied by distress and sale of the offender's goods and chattels.	The court may, by order, authorize all or part of the penalty and costs to be levied by distress and sale of the offender's goods and chattels.

### 3. IMPLEMENTING A BYLAW NOTICE ENFORCEMENT AND ADJUDICATION SYSTEM

Successful implementation of a bylaw adjudication system requires some forethought and collaboration. For the North Shore pilot project, planning began approximately six months before the system took effect, and required collaboration not only among the three municipalities, but also amongst staff from the corporate services, bylaw enforcement, information technology and finance departments of each of the three participating municipalities.

When establishing a bylaw adjudication system, here are some questions to consider:

#### WHAT

- **What bylaws and specific provisions will be dealt with by Bylaw Notice?**

This is an important question to consider, as the adjudication system is best suited to contraventions that are simple to confirm, as the adjudicator's authority is limited to *determining whether the contravention occurred as alleged*.

A hearing before an adjudicator is less formal than a hearing before a Judge or Judicial Justice of the Peace, and an adjudicator is not in a position to impose any conditions of future behaviour when confirming a Bylaw Notice.

- **What penalties will apply for different categories of contraventions?**
- **Will early-payment discounts and/or late-payment surcharges apply?**
- **Will dispute fees apply?**

The maximum penalty under the system is \$500, within which the legislation permits considerable flexibility to establish early and late payment penalties. Prior to January 1, 2004, when the need for the Chief Judge of the Provincial Court to approve Municipal Ticket Information (MTI) penalties was eliminated in the *Community Charter*, most ticket fines were set at less than \$300.

Bylaw infractions heard in court have the potential to result in more significant penalties, as the maximum penalty for an MTI is \$1000. The Bylaw Notice system is designed to work best where a smaller fine would be a sufficient deterrent to future violations, although it can be used as part of an escalating enforcement scheme with persistent bylaw violators.

In the District of West Vancouver, virtually all contraventions of the Street and Traffic Bylaw may be enforced with a Bylaw Notice. The District has "dovetailed" the schedules of its Bylaw Notice and MTI ticketing bylaws to provide escalating penalties for two of the more serious infractions. By policy, the District issues a Bylaw Notice in the first instance of a violation, and may issue a MTI, with double the penalty, for a subsequent violation.

### 3. IMPLEMENTING A BYLAW NOTICE ENFORCEMENT AND ADJUDICATION SYSTEM

- **What information is to appear on the face of the Bylaw Notice?**

Beyond the basic information required by the legislation, local governments have considerable flexibility to customize the ticket face, allowing tickets to be designed to suit local enforcement and information management practices.

For example, printed ticket books may be easier to use if all the possible contraventions are listed; this is unnecessary for hand-held electronic ticket printers that may provide a menu of programmed contraventions.

- **What types of contraventions, if any, may be resolved through a compliance agreement?**
- **Under what conditions, and will there be penalty relief? For how long?**

Compliance agreements are only possible if a screening officer has been authorized to enter into the agreement on behalf of the local government. Compliance agreements are best suited to situations of ongoing contravention, rather than a series of incidents of contravention where a reduced penalty is likely to result in sustained correction of the contravention.

#### WHEN

- **When will the period to pay or dispute the Bylaw Notice end?**

The North Shore municipalities chose to establish the minimum allowable 14-day period for payment or dispute of a ticket, which is consistent with the period to do so under the Municipal Ticket Information system.

In contrast, the equivalent period for paying or disputing a Provincial Violation Ticket is 30 days, if served on a person, or 45 days (from the date of issue) if mailed to the registered owner of a motor vehicle.

#### WHO

- **Who may issue a Bylaw Notice, and how?**

In the context of the Act, a bylaw enforcement officer means an individual who has been designated by class of employment to enforce one or more bylaws. The same classes of individuals who may be authorized to issue MTIs may be authorized to issue Bylaw Notices.

When implementing the MTI, some local governments elected to specify different classes of enforcement officers for different bylaws, which is consistent with the provincial approach to Violation

### 3. IMPLEMENTING A BYLAW NOTICE ENFORCEMENT AND ADJUDICATION SYSTEM

Ticket issuance. Other jurisdictions have authorized some or all of the individuals in these classes to issue MTIs.

- **Will screening officers be used?**
- **Who can be a screening officer?**
- **Under what circumstances can screening officers be authorized to cancel a Bylaw Notice?**

The creation of a screening officer role is an optional element of the system under the legislation, but is highly recommended.

A screening officer does not need to be a bylaw enforcement officer, but should have some familiarity with the bylaws to be enforced and be available to respond to Bylaw Notice recipients in a timely fashion. This might include bylaw or licensing clerks who are available during office hours, senior bylaw enforcement staff or department heads.

The screening officer cancellation policy protects the local government from accusations of preferential or unfair treatment, while still permitting the flexibility to cancel a Bylaw Notice where this is deemed reasonable. The three North Shore municipalities have adopted slightly different screening policies (as outlined in Appendix A of this Toolkit).

#### WHERE

- **Where will disputes be held? Where should formal correspondence regarding the adjudication of disputes be sent?**

The only stipulation with respect to the location for conducting adjudications is that hearings must be open to the public or be accessible by telephone. The address for correspondence regarding disputes may be the adjudication location or the office where staff responsible for scheduling disputes are located.

#### HOW

- **How will the new system be explained to the public and internal staff?**

The North Shore municipalities made internal and external communication a priority when establishing the adjudication system. A communication plan for system implementation, identifying the information needs of all potential stakeholders, was created. A news release and backgrounder were prepared for release to the media. See Section 7 for samples of these documents.

### 3.1. "GETTING STARTED" – A Checklist for Local Governments

#### Initial Preparations

- Determine if Bylaw Notice enforcement makes sense for the types of regulatory matters dealt with by your municipality or regional district.
- Determine if the dispute adjudication system will apply to more than one local government. If so, determine which local government will be responsible for the day to day administration of the shared process and where the adjudication hearings will be held.
- Provide a Staff Report to the Council or Board recommending implementation of Bylaw Dispute Adjudication System.
- Forward a copy of a Council or Board resolution indicating the intent to establish a Bylaw Dispute Adjudication System to Court Services Branch, Ministry of Attorney General.
- Confirm the the Bylaw Notice Enforcement Regulation (B.C. Reg. 175 (2004) has been or will be amended to apply the *Local Government Bylaw Notice Enforcement Act* to your local government.
- Negotiate an agreement between participating local governments, and enact necessary bylaws to enter into the agreement, if required.

#### Implementation (Policies and Procedures)

- Determine key system features, such as the time to pay or dispute, matters to be enforced by Bylaw Notice, use of screening officers, fine and fee amounts, etc.
- Prepare bylaw to adopt Bylaw Dispute Adjudication System.
- Prepare Screening Officer Policy, if required.
- Prepare Registry Operations Policy, if required, (refer to Appendix B).
- Prepare a communications plan (refer to Sample Communications Plan).
- Train enforcement officers, screening officers, registry and finance staff.
- Prepare implementation and operational budgets.
- Consult with Court Services Branch re: process for scheduling adjudicators.

### 3.1. “GETTING STARTED” – A Checklist for Local Governments

#### **Implementation (Forms and Systems)**

- Assess enforcement and collections software, make modifications as required.
- Prepare Bylaw Notice forms.
- Prepare notification letters (refer to sample mail-delivery letter and re-issue letter).
- Prepare Screening Officer forms.

## 3.2. Bylaws and Bylaw Notices

Section 2 of the *Local Government Bylaw Notice Enforcement Act* ("the Act") provides that a local government may deal with contraventions of its bylaws via Bylaw Notice.

If a local government wants to implement a bylaw dispute adjudication system, it must adopt an authorizing bylaw that:

- designates the bylaw contraventions that may be dealt with by Bylaw Notice;
- establishes the amount of the penalty for contravention of the specified local government bylaws;
- establishes the period for paying or disputing a Bylaw Notice;
- establishes the role of screening officer and their duties and authorities, including the ability to enter into compliance agreements; and
- designates bylaw enforcement officers.

While the Act permits two or more local governments to enter into arrangements for the joint provision of a bylaw dispute adjudication system, each participating local government must individually adopt an authorizing bylaw, as outlined above.

Local governments undertaking a bylaw dispute adjudication system will need to ensure that the Bylaw Notices (tickets) issued include all required information, as set out in section 4(4) of Act.

A Bylaw Notice must contain the following information:

- the particulars of the alleged contravention of the bylaw in sufficient detail that the alleged will be able to identify the bylaw and the contravention alleged;
- the amount of the penalty, the amount of a discount for early payment of the penalty, the amount of a surcharge for late payment and the consequences for failing to respond to the Bylaw Notice;
- acceptable methods of paying the penalty;
- how to dispute the allegation of the notice; and
- any other information required under the regulations.

Although the Act requires that the above information be included on a Bylaw Notice, local governments may organize or supplement this information as they see fit.

## 3.2. Bylaws and Bylaw Notices

### Delivery of Notices

Under section 7 of the Act, a Bylaw Notice may be delivered in person, left at the site of the contravention (e.g. placed on windshield of car or left with a person at a construction site) or mailed.

The recipient of a Bylaw Notice has a limited time period in which to pay the penalty or indicate that he or she wishes to dispute the allegation. In the case of all three North Shore municipalities, this period was set at 14 days from actual or presumed receipt of the Bylaw Notice.

If the Bylaw Notice recipient disputes the allegation, he or she must first discuss the allegation and basis for the dispute with a screening officer before proceeding to a hearing before an adjudicator.

### If the Bylaw Notice Recipient Does Not Respond

If the recipient takes no action – neither paying the penalty nor disputing the allegation – within the time period the local government must notify the person that the penalty set out in the Bylaw Notice is now due and advise of how and where payment can be made.

This may be done in a letter accompanied by a copy of the original Bylaw Notice.

In the case of the North Shore municipalities, the recipient of a Bylaw Notice has 14 days after receiving the original Bylaw Notice to pay the fine or dispute the allegation, after which the local government issues a letter outlining what has occurred and the consequences of late payment.

Once the period to dispute the allegation has ended, early discounts no longer apply and the full penalty is due. In addition, section 6 of the Act permits a local government to assess a surcharge on top of the penalty for the contravention, if payment is not made promptly.

If, within 21 days of receiving notification that penalty is immediately due, the person named in the Bylaw Notice informs the local government that he or she did not receive the original Bylaw Notice, then the local government must re-issue the original Bylaw Notice. In this case, the period to pay or dispute the allegation begins again, with opportunities to pay the discounted amount or dispute the allegation in the notice.

### 3.3. Bylaw Notice and Enforcement Letter – Samples

Front of Bylaw Notice is used for street and traffic offences

CITY OF NORTH VANCOUVER, PROVINCE OF BRITISH COLUMBIA  
BY-LAW NOTICE

THE ISSUING OFFICER SAYS YOU ARE IN BREACH OF  
THE CITY OF NORTH VANCOUVER STREET AND TRAFFIC BY-LAW 6284,  
AS AMENDED, AS FOLLOWS.

TICKET NO: **NV000001**

DATE \_\_\_\_\_

LOCATION \_\_\_\_\_ TIME \_\_\_\_\_

DECAL YR/MO/ \_\_\_\_\_ LIC. NO. \_\_\_\_\_ COLOR \_\_\_\_\_

MAKE \_\_\_\_\_ TYPE \_\_\_\_\_ PROV. \_\_\_\_\_

NAME \_\_\_\_\_ D.O.B. \_\_\_\_\_

ADDRESS \_\_\_\_\_

**GROUP 1801 OFFENCES ..... DISCOUNTED PENALTY WITHIN 14 DAYS \$20.00**

OVER PARKED PARKING 501.15  JAYWALKING 1103  EXPIRED METER 1304  
 PARKED LONGER THAN 72 HOURS 505  NO VALID PARKING TICKET 1304  
 OTHER OFFENCES IN THIS GROUP

**GROUP 1802 OFFENCES ..... DISCOUNTED PENALTY WITHIN 14 DAYS \$25.00**

**PARKED:**  
 FACING TRAFFIC FLOW/ MORE THAN 30cm FROM CURB 503  AGAINST YELLOW CURB 501.18  WITHIN 6m OF STOP SIGN 501.7  
 WITHIN 5m OF FIRE HYDRANT 501.4  CONTRARY TO SIGN 501.14  ON CROSSWALK 501.5  
 WITHIN 3m OF LANE 501.3  ON SIDEWALK BOULEVARD 501.1  OUTSIDE STALLS 503.3  
 WITHIN 3m OF DRIVEWAY 501.2  IN LANE 501.8  IN BUS ZONE / STOP 500  
 WITHIN 6m OF CROSSWALK / INTERSECTION 501.8  
 OTHER OFFENCES IN THIS GROUP

**GROUP 1803 OFFENCES ..... DISCOUNTED PENALTY WITHIN 14 DAYS \$30.00**

FAILING TO DISPLAY VALID MUNICIPAL DECAL 620.2  STUDDED TIRES 902.1  TIRES NOT IN GOOD ORDER 902.2  
 OVER LENGTH/WEIGHT RESIDENTIAL STREET (1800 TO 6000 KGS) 505  
 OTHER OFFENCES IN THIS GROUP

**GROUP 1804 OFFENCES ..... DISCOUNTED PENALTY WITHIN 14 DAYS \$100.00**

VEHICLE WEIGHT, LOADS, DIMENSIONS 901  SECUREMENT OF VEHICLE LOADS 903

**GROUP 1805 OFFENCES ..... DISCOUNTED PENALTY WITHIN 14 DAYS \$75.00**

FAILING TO REMOVE SNOW 814 OR RUBBISH FROM SIDEWALK 815  FAILING TO DISPLAY VALID LICENCE PLATE 620.1  
 VEHICLE HORN/ALARM 515  DISABLED ZONE 509.9  SKATEBOARDING 408  
 OTHER OFFENCES IN THIS GROUP  NO HELMET 408.8

**ISSUING OFFICER**

YOU MAY REMIT PAYMENT OF THE INDICATED PENALTY EITHER IN PERSON - 141 W. 14TH ST., OR BY MAIL - 147 E. 14TH ST., NORTH VANCOUVER, V7L 2N4, OR BY PHONE 604.990.4225, OR ONLINE [www.cnv.org/parkingticket](http://www.cnv.org/parkingticket). WITHIN 14 DAYS OF THE ABOVE DATE, THE ATTACHMENT CONSTITUTES AN INTEGRAL PART OF THE TICKET AND SHOWS PENALTY, LATE PENALTY AND DISPUTE INSTRUCTIONS.

TICKET NO: **NV000001**

OFFICE NOTICE

Front of "flysheet" that accompanies the Bylaw Notice

**INSTRUCTIONS**

**DETACH THIS SHEET BEFORE MAKING PAYMENT**

**PENALTIES**

PENALTIES LISTED BELOW MAY ONLY BE ACCEPTED IN THE MANNER NOTED:

	DISCOUNTED PENALTY WITHIN 14 DAYS	PENALTY AFTER 14 DAYS	LATE PENALTY AFTER 34 DAYS
GROUP 1801 OFFENCES	\$20.00	\$30.00	\$45.00
GROUP 1802 OFFENCES	\$25.00	\$35.00	\$50.00
GROUP 1803 OFFENCES	\$30.00	\$40.00	\$55.00
GROUP 1804 OFFENCES	\$100.00	\$150.00	\$200.00
GROUP 1805 OFFENCES	\$75.00	\$85.00	\$100.00

**PAYMENT OPTIONS**

CASH, CHEQUE, MONEY ORDER, DEBIT OR CREDIT CARD  
IN PERSON - 141 W. 14th ST., NORTH VANCOUVER  
BY MAIL - 147 E. 14th ST., NORTH VANCOUVER V7L 2N4  
BY PHONE - 604.990.4225  
ONLINE - [www.cnv.org/parkingticket](http://www.cnv.org/parkingticket)

**MAILING INSTRUCTIONS**

BY-LAW VIOLATION MUST ACCOMPANY CHEQUE.  
**DO NOT MAIL CASH.** MAKE CHEQUE OR MONEY ORDER PAYABLE TO "CITY OF NORTH VANCOUVER".

FAILURE TO PAY OR DISPUTE WITHIN 14 DAYS WILL RESULT IN THE CORRESPONDING PENALTY BECOMING DUE AND PAYABLE.  
A CHARGE WILL BE ADDED FOR DISHONoured CHEQUES.  
DISHONoured CHEQUES INVALIDATE ANY RECEIPT.  
UNPAID FINES MAY BE REFERRED TO OUR COLLECTION AGENT.

RECEIPTS MAILED ONLY ON REQUEST.

IF YOU WISH TO DISPUTE THE ALLEGED CONTRAVENTION PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS.

### 3.3. Bylaw Notice and Enforcement Letter – Samples

Back of "flysheet" that accompanies the Bylaw Notice

ENQUIRIES MAY BE DIRECTED TO THE BYLAW OFFICE, 147 EAST 14TH STREET BETWEEN 0830 AND 1830 HOURS, MONDAY TO FRIDAY, 604.904.7378. parking@cnv.org

**ADJUDICATION REQUEST**

IF YOU WISH TO DISPUTE, COMPLETE THE FOLLOWING FORM AND RETURN IT WITHIN 14 DAYS TO THE CITY OF NORTH VANCOUVER. A SCREENING OFFICER WILL TELEPHONE TO ASSIST YOU.

PLEASE PRINT

BYLAW NOTICE NO. \_\_\_\_\_

DATE OF ISSUE \_\_\_\_\_

LICENCE PLATE NO. \_\_\_\_\_

REGISTERED OWNER OF THE VEHICLE:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

POSTAL CODE \_\_\_\_\_

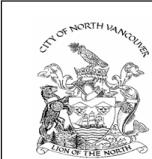
DAYTIME PHONE NUMBER \_\_\_\_\_

\_\_\_\_\_ SIGNATURE

A \$25 FEE IS ADDED TO THE PENALTY IF AN ADJUDICATOR FINDS THAT THE CONTRAVENTION DID OCCUR.

PAYMENT OPTIONS:

IN PERSON - 141 W. 14th ST., NORTH VANCOUVER  
BY MAIL - 147 E. 14th ST., NORTH VANCOUVER V7L 2N4  
BY PHONE - 604.990.4225  
ONLINE - [www.cnv.org/parkingticket](http://www.cnv.org/parkingticket)



The Corporation of **THE CITY OF NORTH VANCOUVER**  
**BYLAW ENFORCEMENT**

March 9, 2004

Ms. Jane Doe  
1231 Any Street  
Burnaby, BC  
V3N 1Y6

Dear Ms. Doe:

**Re: Parking Violation Ticket FP88997788**

On March 5, 2004 BC licence #ABC1234 was observed in violation of the City of North Vancouver Street and Traffic Bylaw #6234. As a result, the enclosed violation ticket number FP88997788 was issued.

Enquiries with the Insurance Corporation of BC indicate that you are the last registered owner of the vehicle.

Yours truly,

City of North Vancouver Parking Enforcement

/ck

Enclosure

147 East 14<sup>th</sup> Street • North Vancouver BC V7L 2N4 • Phone (604) 904-7378 • Fax (604) 983-7448 • Website: [www.cnv.org](http://www.cnv.org) • E-mail: bhamilton@cnv.org

## 4. OVERVIEW OF SCREENING OFFICER ROLE

The position of screening officer, described in section 10 of the Act, is optional – but is recommended based on the experience of the North Shore pilot. If a local government elects to implement this position, the screening officer must review each disputed allegation before it can be referred to an adjudicator.

To ensure consistency and assist with the screening process, local governments may wish to develop a screening officer policy in order to provide guidelines for screening officers during the Bylaw Notice screening process.

The screening officer, after reviewing a Bylaw Notice, may:

1. cancel the notice, if
  - a) the contravention did not occur as alleged;
  - b) the bylaw notice does not meet the requirements set out in the Act; or,
  - c) the grounds for cancellation authorized by the local government are satisfied;
2. confirm the bylaw notice and refer it to an adjudicator unless the request for dispute adjudication is withdrawn; or
3. enter into a compliance agreement with the person, if this is authorized in the bylaw.

Screening officers act as “gatekeepers” to the adjudication system by reviewing all disputed Bylaw Notices prior to going to adjudication. This review, between the screening officer and disputant, creates a number of efficiencies for the system.

The screening process results in a number of disputed Bylaw Notices avoiding adjudication, resulting in cost and time savings. In addition, the process is often educational as screening officers explain the bylaw in question, allowing citizens to better understand bylaws and, in some cases, realize the error(s) they committed. This causes some citizens to withdraw their notice to dispute following their discussion with a screening officer.

Statistics from the North Shore Evaluation Report demonstrate the effectiveness and efficiencies that result, in large part, from the screening process. Following the 14-day period to pay or dispute the Bylaw Notice, only 1.8% of recipients triggered a formal review of the case by a screening officer during the pilot project. This figure does not reflect cases where screening officers merely explained the bylaw or the dispute process.

Although one jurisdiction reported that as many as 20% of individuals whose Bylaw Notices were confirmed by the Screening Officer claimed they would dispute the matter before an adjudicator, only 9% of screening officer reviews led to adjudications. In all, 0.2% of the tickets issued during the evaluated period resulted in adjudication hearings, and in 85% of these cases the Bylaw Notice was confirmed by the adjudicator.

Appendix A in this Toolkit contains copies of screening policies for the three North Shore municipalities.

## 4.1. Screening Officer Checklist – Sample: City of North Vancouver

Screening officers are required to provide disputants with as much information as they can, answer all questions openly, and take detailed notes of the conversation including date and time. The following are screening guidelines:

1. Identify your name and position as a Screening Officer with CNV.
2. State your authority to make a determination based upon authority granted by CNV.
3. Discuss the notice, listen carefully to the Disputant's information, and record this information.
4. Advise the Disputant that he/she may pay the fine before the early discount deadline and receive that discount. However, once the notice goes forward to Adjudication, the early discount is lost and an adjudication fee is added to the full penalty. At the Adjudication, if the notice is quashed, no fees or penalties need to be paid.
5. Determine how the Disputant wishes to proceed with the hearing (in person, by phone, or in writing).
6. Provide the address of the Adjudication Hearing room (141 W. 14<sup>th</sup> Avenue, North Vancouver) and advise of any necessary contact information such as fax number, email address and mailing address if the Disputant needs these to send documents.

7. Advise the Disputant that if the Adjudicator upholds the notice, it is due and payable immediately. Also, advise the Disputant that the fine increase 21 days after adjudication and then proceeds to collection.
8. Explain that once a date and time are set for adjudication, the additional adjudication fee must be paid even if the Disputant decides not to go ahead with the Adjudication.
9. Verify you have the correct address and daytime phone number of the Disputant.
10. Explain that the Dispute Coordinator will call to set up a hearing date and time along with instructions about phone, fax, or written submission to the Hearing. The Dispute Coordinator will also send written confirmation of the hearing. State clearly that the Disputant cannot discuss the notice with the Dispute Coordinator.
11. Ask if the Disputant has any more questions or needs any more information.
12. Ask if the Disputant wishes to say anything else at all and note the response.
13. Make a decision to cancel or uphold the notice; explain this to Disputant and make notes.
14. If cancelling, do so immediately; if upholding, continue to the Dispute Coordinator.

## 4.1. Screening Officer Checklist – Sample: City of North Vancouver

### **Following the conversation with the Disputant:**

1. Notify the Dispute Coordinator to request Adjudication Hearing.
2. In the file, note the date and time the Dispute Coordinator was notified.
3. Prepare reports needed for Adjudication

## 4.2. Screening Officer Submission for Adjudication – Sample

The adjudicator is provided with a record of the screening officer's review of the disputed allegation. This may include evidence collected that supports the allegation.

A sample of the written submission use by the City of North Vancouver is shown on the right.

The Corporation of **THE CITY OF NORTH VANCOUVER BYLAW ENFORCEMENT**

**SCREENING OFFICER SUBMISSION FOR ADJUDICATION**

**TICKET INFORMATION:**

Ticket Number:	Violation:
Date of Issue:	Time of Issue:
Location:	Officer:
Section:	Fine Amount:

**SCREENING OFFICER EVIDENCE:**

*Screening Officer Signature*

**PAYMENT INFORMATION:**

<b>Total fine due and payable immediately if ticket upheld:</b>	
Violation Amount:	\$
Adjudication fee:	\$
Total owing:	\$

147 East 14<sup>th</sup> Street • North Vancouver BC V7L 2N4 • Phone (604) 904-7378 • Fax (604) 983-7448 • Website: [www.cnv.org](http://www.cnv.org) • E-mail: bhamilton@cnv.org

## 5. OVERVIEW OF ADJUDICATION PROCESS

Upon receipt of confirmation that the recipient of a Bylaw Notice wishes to proceed to adjudication on the disputed allegation, the local government typically selects a date and time for the hearing in consultation with the person.

Disputants have the right to be heard, and this right may be exercised in one of the following manners:

- in person, or by an agent;
- in writing; or
- by video conference, audio conference, telephone or other electronic means, if available.

The local government then contacts the organization responsible for managing the pool of adjudicators with the date, time, nature of the Bylaw Notice and the name of the recipient.

The adjudicator is selected on a rotational basis, although the rotation may be varied if the next adjudicator on the list is unavailable on the chosen day, or is unable to hear the matter due to a personal connection to the recipient of the Bylaw Notice.

All dispute adjudications are open to the public and each dispute typically requires twenty minutes or less. The adjudicator's decision is made on a balance of probabilities, as in civil claim proceedings, and may be based on any evidence that the adjudicator considers relevant and credible.

The adjudicator may accept evidence in writing, orally (in person or by telephone) or other electronic means from the disputant, the enforcement officer or any other witness to the alleged bylaw contravention.

The decision before the adjudicator is **strictly** whether a violation of a local government bylaw occurred, or did not occur. The process is not designed, nor intended, to deal with challenges to the fairness of the bylaw, validity or other legal questions. Adjudicators may only confirm the Bylaw Notice or cancel it outright. Fine reduction is not an option under the legislation.

The legislation does not permit the local government or the disputant, as the parties to the dispute, to appeal the decision of the adjudicator. Either party may, however, seek relief in the Supreme Court under the *Judicial Review Procedures* if they believe that the adjudicator exceeded his or her authority, or made an error at law.

## 5.1. Adjudicator

Under section 15 of the *Local Government Bylaw Notice Enforcement Act*, it is the responsibility of the Deputy Attorney General to appoint adjudicators to determine the disputes.

Adjudicators must meet prescribed qualifications and must not be an employee of, or hold an elected office in, a local government. These criteria provide the basis for an objective adjudication system separate from the local government.

One or more rosters of adjudicators must be established for the purpose of selecting adjudicators to hear disputes in respect of Bylaw Notices. Rosters may be established for the province generally, or for one or more local governments.

Qualifications, responsibilities and requirements for rosters, remuneration and expenses are established in the Bylaw Notice Enforcement Regulation (B.C. Reg. 175/2004). The selection process for adjudicators, as well as instructions to adjudicators when hearing disputes, is also prescribed by regulation in order to maintain consistency, neutrality and fairness.

Qualification and coordination of adjudicators is handled by the Court Services Branch of the Ministry of Attorney General.

## 5.2. Notice of Adjudication – Sample

Once the screening officer has confirmed that the recipient of a Bylaw Notice wishes to proceed to adjudication, the local government must schedule an adjudication hearing and ensure that all parties are notified.

In the case of the North Short pilot, because the registry serves three local governments, the process for giving notice to the local government that issued the Bylaw Notice is slightly more formal.

On the right is a sample of the Notice of Adjudication issued by the North Shore Bylaw Dispute Registry.

NORTH SHORE BYLAW ADJUDICATOR 141 14 <sup>TH</sup> ST. WEST NORTH VANCOUVER, BC V7M 1H9		NOTICE OF ADJUDICATION <small>Form #P1 2004</small>
		Phone #: 604 904 7378 Fax #: 604 983 7448
TO: TESTER, COREY, A 3 ANY STREET ANYTOWN, BC POS COD		OFFENCE NO: FP1111111 OFFENCE DATE: 22 May 2002 OFFICER 111 ENFORCEMENT AGENCY: City Of North Vancouver BC LICENCE TEST03
As the registered owner of this BC Licence plate you have been charged with the following offence:  On the: 22 day of MAY, 2002 at: 11:11 AM at or near: 3 BROWN STREET  the driver did stop stand or park the vehicle Within 1m Of Driveway contrary to City of North Vancouver Bylaw #6234 Section 501.33		
Set Fine \$50 Adjudication Fee \$25		Total: \$75.00
<p>Take notice that on the: 08 day of JULY, 2002 at 09:00 AM your adjudication will be held at:  ADJUDICATION ROOM 141 14<sup>th</sup> St. West North Vancouver, BC V7M 1H9</p>		
<p>This will confirm that you have requested dispute adjudication in respect to the Bylaw Notice #FP1111111. Your adjudication will be held on the date and time and location noted above. You are required to attend at that time. If you do not appear, the adjudicator may order that the penalty in the bylaw notice and the adjudication fee are immediately due and payable, by you, to the City of North Vancouver.</p>		
<p>Issued at North Vancouver, British Columbia this 27 day of JUNE, 2002</p>		
<p>For General Inquiries about the Violation Notice, please contact 604 904 7378 City of North Vancouver Bylaw Office 147 14<sup>TH</sup> ST. EAST, North Vancouver, BC V7L 2N4</p>		
<p>Office Use Only</p>		
<p>I certify that a copy of this Notice was:</p>		
<p><input type="checkbox"/> Sent by mail to registered owner      <input type="checkbox"/> Given to adjudicator or Agent <input type="checkbox"/> Given personally to registered owner      <input type="checkbox"/> Sent by mail to adjudicator</p>		
<p>Adjudication Coordinator _____ Date _____</p>		
<p>I certify that I have given notice to the (Agency – City of North Vancouver) of the registered owner's intention to challenge the officer's evidence.</p>		
<p>Adjudication Coordinator _____ Date _____</p>		

## 5.3. Adjudicator File Notes – Sample

### **LOCAL GOVERNMENT BYLAW DISPUTE ADJUDICATION SYSTEM**

#### **Adjudicator's File Note**

Re: Corporation of the City of North Vancouver  
Notice # NV1234567 (not actual file #)

Notice Issued May 31, 2004  
Alleged Infraction of Bylaw 6234, Section 820.1

The evidence of the Bylaw Enforcement Officer was that a valid decal was not displayed. The disputant said that he could not recall if the decal was on the plate. He noted that there was valid insurance on the vehicle. I advised him that the issue was not whether there was valid insurance, but whether the decal was displayed.

I upheld the Notice as I found it more likely than not based on the evidence before me that the current year decal was not displayed. Disputant did not think that the City of North Vancouver should be concerned about decals. Explained to Disputant the wording of the bylaw and that if he believed the bylaw was improperly enacted he would have to pursue the issue through the Supreme Court of B.C.

Signed by Adjudicator.

## 5.4. Notice of Adjudication Outcome – Sample

September 9, 2004

Mr. John Doe  
22-1104 Any Street  
Vancouver, BC  
V6E 1C9

**Re: Bylaw Notice NV1234567**

The Bylaw Adjudicator has notified the City of North Vancouver that at a hearing on September 9, 2004 the above noted bylaw notice was upheld. The total penalty and fee now outstanding on this notice is \$60.00.

On September 30, 2004 a further surcharge of \$15.00 will be added if this amount remains unpaid.

You may remit payment to the City of North Vancouver

IN PERSON 141 West 14<sup>th</sup> Street, North Vancouver, BC  
By Mail 147 East 14<sup>th</sup> Street, North Vancouver, BC V7L 2N4  
By Phone 604.990.4225  
Internet <http://www.cnv.org/parkingticket>

All unpaid penalties and fees may be referred to our collection agent. Inquiries may be made to the City of North Vancouver Bylaw office by telephone at 604.904.7378 or by email at [parking@cnv.org](mailto:parking@cnv.org) .

Yours truly,

City of North Vancouver

/ck

## 6. OVERVIEW – BUDGET AND COST INFORMATION

The actual cost of a local government bylaw dispute adjudication system will vary depending on the volume of bylaw infraction activity, screening and registry operations policies, the cost-recovery fees imposed on confirmed Bylaw Notices, and opportunities to achieve efficiencies through inter-local partnerships.

Information technology costs may also vary widely, depending on whether a manual or electronic system is used, and may affect the start-up and ongoing operations differently.

In the case of the North Shore communities, the Districts of West and North Vancouver and the City of North Vancouver entered into an Inter-Municipal Agreement to create a single administrative structure for handling cases referred for adjudication by the screening officers in the separate municipalities.

This agreement set out the cost-sharing arrangement for each of the municipalities, based on the use of services of adjudicators.

In addition to the one time capital (computer software) start-up costs of setting up a bylaw dispute adjudication system, it is estimated that annual administration costs for the North Shore municipalities will be under \$20,000. These costs will be shared equally.

It should be noted however, that costs may vary for other local governments.

## 6.1. Pilot Costing Model – Adjudicator Services: North Shore

<b>ADJUDICATOR COSTS</b>	<b>DAILY COSTS</b>	<b>PER DISPUTE<sup>1</sup></b>
Attended - Full Day	\$350.00	\$19.44
Attended - Half Day	\$175.00	\$19.44
Telephone Dispute		\$16.66
Written Dispute		\$12.50
<b>ADMINISTRATIVE COSTS</b>	<b>DAILY COSTS</b>	
Attended - Full	\$262.50	\$14.58
Attended - Half	\$131.25	\$14.58
Telephone Disputes		\$12.50
Written Disputes		\$12.50
<b>TRAINING &amp; START UP COSTS</b>	<b>DAILY COSTS</b>	<b>PER DISPUTE<sup>2</sup></b>
Training (per student, 5 students)	\$1,750.00	\$5.83
Start Up-Systems	\$1,000.00	\$3.33
Start Up –Other	\$500.00	\$1.67
<b>SUMMARY OF TOTAL COSTS PER DISPUTE</b>		<b>PER DISPUTE</b>
Full Day		\$44.86
Half Day		\$44.86
Telephone Dispute		\$39.99
Written Dispute		\$35.83

Source: *Court Services Branch, Ministry of Attorney General*

<sup>1</sup> Based on an average of 20 minutes scheduled per dispute.

<sup>2</sup> Based on 300 disputes.

## 6.2. Summary of North Shore Pilot Project Bylaw Registry Costs

### Estimated Ongoing Costs for a Bylaw Notice Enforcement System

(Based on 30,000 Bylaw Notices issued annually)

ITEM	COST	NOTES
Pre-Hearing: Ticket Screening	\$13,770	Dispute rate 1.8%; 45 minutes per screening; Average hourly cost \$34 (salary and benefits)
Pre-Hearing: Dispute Scheduling	\$680	20 minutes per adjudication scheduled; Average hourly cost \$34 (salary and benefits)
Adjudicator	\$1,498	\$374.50 per hearing day; 4 hearing days per year
Administrative Costs	\$1,165	\$291.31 per hearing day; City of North Vancouver not certain if costs will continue
Administrative Costs (Hearing days only)	\$400	\$100 per hearing day for record keeping and cheque issuance
Security Officer	\$256	\$16 per hour for 4 hours each hearing day (4 per year)
Council Chamber Cost	\$1,600	\$400 per hearing day
<b>Annual Estimated Administration Costs</b>	<b>\$19,369</b>	

Source: Evaluation Report – North Shore Bylaw Notice Adjudication Registry

## 7. INFORMATION TECHNOLOGY OVERVIEW

Local governments should plan conservatively when anticipating the length of time needed to develop the information technology that may be required to implement a bylaw dispute adjudication system. This may be particularly true if the local government uses an outside software provider.

The local government should take into account that it will likely be necessary to upgrade the ticket processing system business rules, database, screens and reports. Hardware upgrades and operating systems/database upgrades will also need to be reviewed. Ticket stock changes – both handheld and written – will need to be considered.

Local governments should consider whether it would be efficient or necessary to integrate any current ticketing system with the new local government bylaw dispute adjudication system. Alternatively, run two systems concurrently until all tickets are dealt with under the old system. Costs of integrating the two systems will likely be a deciding factor in how the local government proceeds.

If a new system or an upgrade is considered, the following information from the authorizing bylaw will need to be known in order to configure the IT systems.

Specifically:

- the time period to pay or dispute the Bylaw Notice;
- whether screening officers will be used;
- whether early-payment discounts, late-payment surcharges and/or dispute fees will apply; and
- who may issue a Bylaw Notice and how.

The North Shore participants in the pilot project worked with different companies to provide bylaw enforcement software. The Districts of North Vancouver and West Vancouver contracted with Tempest Development Corporation. The City of North Vancouver's software is provided by ETEC, marketed by Parksmart. Both companies developed software to accommodate the requirements of the bylaw dispute adjudication system.

Any local government considering implementing a bylaw dispute adjudication system should ensure that a prospective budget is prepared for software upgrade requirements. Depending if the software system is in-house or contracted, the financial impact may be significant.

## 7.1. Information Technology Impacts – Case Study: City of North Vancouver

As a result of the decision to implement a bylaw dispute adjudication system in partnership with the other North Shore municipalities, the City needed to review the impact on its existing IT systems and business processes.

After a review, three options were identified:

1. accommodate changes within the existing system;
2. upgrade IT systems and businesses processes; or
3. search for another solution.

The City chose the second option and implemented changes to its IT system and business processes.

The City opted to use a packaged solution for the issuance and management of parking tickets. This software system was developed by Enforcement Technology (ETEC) of California and is distributed in Canada by Parksmart.

Implementation of the new software necessitated a number of business rule changes:

### Changes to the ticket process

Tickets have a fixed fine amount and customers get a discount for early payment; late payment penalties still apply. This required changes to the ticket capture and printing process. The City retained the same fee structure, including a first and second late fee.

The ticket printout indicates the price including the 'first late' fee, but also an early payment price that excludes the 'first late' fee. The ticket record gets stored with the discounted price, allowing the use of the first and second late fee processes as before. This minimized the amount of change to the fee logic.

### Court venue replaced by adjudication hearing

The arena to handle ticket disputes moved from a court to an adjudication process. A screening officer role was created to screen all disputed tickets prior to adjudication hearings.

This required the system to record screening officer notes and the outcome of the screening officer review. If the disputant wished to pursue adjudication, they could request a dispute hearing. To operationalize this component, the City purchased the "court module" that was available with the software package.

The City hosts adjudication sessions on behalf of the three North Shore jurisdictions, adding the task of co-ordination and the requirement of the "court module".

## 7.1. Information Technology Impacts – Case Study: City of North Vancouver

### Miscellaneous Changes

Other necessary but minor changes were also needed, including:

- changes to reports to handle the new logic flows;
- changes to the selection process for sending tickets to collections to handle the new business rules (i.e. not sending tickets that are pending adjudication to collections);
- changes to business rules regarding "resetting" the ticket start date when a customer claims they did not receive the original ticket.

The City of North Vancouver found that one advantage of implementing new software is that it allowed for old tickets to proceed through the old system.

This transition period avoids the process of converting older tickets into the new system, minimizing additional changes to the new software. Conversely, it does require ticket administration in two different systems during the transition period. These "pros" and "cons" need to be weighed and assessed by each individual municipality.

## 8. COMMUNICATIONS PLAN AND MATERIALS

### 8.1. Communications Plan – Sample

#### Bylaw Notice Dispute Adjudication System

Targeted Communications Plan for  
North Vancouver District, North Vancouver City  
and District of West Vancouver

*Revised: February 29, 2004*

#### Communications Goal

To bring awareness to the newly formed Bylaw Dispute Adjudication System (BDAS).

#### Introduction

On May 3, 2004, the North Shore municipalities will introduce a new Bylaw Dispute Adjudication System. The BDAS will allow local municipalities to deal with bylaw disputes (i.e. parking tickets) at the local level, rather than through the Provincial Court system.

In addition to communications already initiated by the Provincial Government, the three North Shore Municipalities (District of North Vancouver, City of North Vancouver and District of West Vancouver) will carry out a targeted communications campaign, aimed at North Shore residents, as well as other Lower Mainland citizens who may be affected by the BDAS.

#### Targeted Audience

Residents of the three North Shore Municipalities, as well as other Lower Mainland citizens who may be affected by the BDAS.

#### Communications Strategies

##### 1. Media Release with Backgrounder/Fact Sheet:

A tri-municipal media release and backgrounder/fact sheet will be prepared and distributed to all Lower Mainland media (newspaper, television, radio).

Target date for distribution: April 6, 2004.

##### 2. Web Sites:

The media release/backgrounder will also be prominently posted on the three municipal web sites.

Target date for posting: April 6, 2004.

#### 3. Advertising Notices:

All three municipalities have regular advertising space booked in the two local newspapers. We will utilize this space to communicate the new system throughout the months of April and May. In order to reach the widest possible audience, the notices will be consistent and will carry the three municipal identifiers and contact information.

Advertising schedule is as follows:

- **District of North Vancouver**

*District Dialogue* News Page – Outlook Newspaper.

- Notices to run: **April 15\***, 29  
May 13

- **City of North Vancouver**

*City Views* News Page – North Shore News

- Notices to run: **April 25\***  
May 2

- **District of West Vancouver**

*Tidings* News Page – North Shore News

- Notices to run: **April 18\***  
May 30

**Note (\*):** The notices running on April 15, 18 and 25 will introduce the new BDAS, and will be more comprehensive than the follow-up notices.

#### 4. On-Hold Recordings

The District of North Vancouver has an On-hold Messaging System, where callers to the District hear recorded messages while on hold. This system will be utilized throughout April and May (and continued on a periodic basis) to communicate the new Bylaw Dispute Adjudication System.

#### Conclusion

The commitment of this Communications Plan is to support the DBAS through effective and efficient communications to ensure that the widest possible audience is reached.

## 8.2. Information Sheet and Backgrounder – Sample



District of North Vancouver \* City of North Vancouver \* District of West Vancouver

### infosheet

April 16, 2004

#### North Shore's new Bylaw Enforcement System

Effective May 3, the three North Shore Municipalities (District of North Vancouver, City of North Vancouver and District of West Vancouver) will become the first in B.C. to implement a new *Bylaw Enforcement System*. The new system will allow these municipalities to deal with bylaw disputes, such as parking tickets, at the local level rather than through the Provincial Court system.

Previously, anyone wishing to dispute a parking ticket had to appear in a B.C. Provincial Court, an expensive and time-consuming process for the disputant, the Province and Municipalities. In 2003, 43,000 tickets were issued across the North Shore, approximately 1,000 of which were disputed.

Under the new system, a provincially appointed adjudicator, centrally located at North Vancouver City Hall (141 W. 14<sup>th</sup> Street), will hear all disputes. The system will work as follows:

- If the ticket is paid within 14 days, a discount will apply. After a fixed number of days, a surcharge is added (Note: fine, discount and surcharge amounts vary in each North Shore municipality).
- Those electing to dispute their parking ticket may do so by first contacting the municipality in which the ticket was issued (by phone, fax, e-mail or in person) within 14 days of issuance.
- The disputant will be contacted by a Screening Officer who will review the case and, if appropriate, cancel the ticket. If this officer does not cancel the ticket, it will be forwarded to the adjudicator, or paid, whichever the client chooses.
- If proceeding to adjudication, the disputant will apply in writing for an adjudicator to hear the case. A date will be scheduled, and the

adjudication will be conducted at North Vancouver City Hall. It should be noted that the disputant would not be required to personally appear at the adjudication. Representation may alternatively be made in writing, or over the phone. If the ticket is upheld, the full ticket charge, surcharge and a \$25 adjudication fee (to offset the cost of the process) may be applicable and payable.

If the Bylaw Enforcement System is successful, it will be implemented in other B.C. municipalities and may soon encompass other bylaw contraventions.

For more information on the new Bylaw Enforcement System, contact:

- City of North Vancouver: Bruce Hawkshaw – 604-990-4234
- District of North Vancouver: Dennis Back – 604-990-2205
- District of West Vancouver: Rick Beauchamp – 604-925-7003

**Attachment:** Bylaw Enforcement System Backgrounder.

## 8.2. Information Sheet and Backgrounder – Sample

### Bylaw Enforcement System Backgrounder

The City of North Vancouver, District of North Vancouver and District of West Vancouver are introducing a new Bylaw Enforcement System, which will allow the three municipalities to deal with bylaw disputes such as parking tickets at the local level, rather than through the Provincial Court system.

**When:**

Effective May 3, 2004.

**What:**

B.C. drivers on the North Shore will have the opportunity to dispute their parking violations out of court as private adjudicators will hear all disputes. The adjudicators are appointed by the Provincial Attorney General's Office and funded by municipalities.

**Why:**

The system is set out in the Provincial Government's new Local Government Bylaw Notice Enforcement Act. It is intended to resolve disputes in a simple, cost-effective manner. The new Bylaw Enforcement System will improve efficiency in the areas of paying and collecting fines as well as deliver a streamlined process to the public. The system will also see efficiencies by:

- Reducing the costly, time-consuming process associated with disputing parking tickets through the court system;
- Reducing the high cost of locating and serving defendants;
- Reducing the need for witnesses to attend minor disputes;
- Reducing the costs associated with using a Provincial Court judge to hear a parking ticket dispute in court;
- Reducing the need to employ lawyers or enforcement officers to take minor cases to court;
- Reducing the time bylaw officers spend in court, allowing them to concentrate on serving the public in other capacities.

**How the new system works:**

- The new system is intended to streamline the court procedures associated with hearing bylaw ticket disputes and assigning the appropriate fine. Adjudicators will determine whether a bylaw infraction did or did not occur. If a contravention has occurred, a full penalty will be applied as well as an adjudication fee of \$25 to offset the cost of the process. If no bylaw violation has occurred, no fine will be applied.
- Those wishing to dispute their parking ticket may do so by first contacting the municipality in which the ticket was issued within 14 days of issuance. At that point, the adjudication is a three step process:

1. The individual disputing their ticket (disputant) will have the opportunity to speak with a Screening Officer. The Screening Officer will review the ticket and cancel it if appropriate. If this officer does not cancel the ticket, it will be forwarded to the adjudicator, or paid, which ever the client chooses.

2. If going forward to adjudication, the disputant will advise the Screening Officer which method of service they prefer - mail, fax, phone, email or in person. At that time, the adjudication office will notify the disputant of what to do, what date and time. The municipalities will always present their case in writing to the adjudicator.

3. The disputant applies in writing for an adjudicator to hear the case. A date for adjudication will be provided, and will be conducted at North Vancouver City Hall. Options include providing a representation in writing, by phone or in person. The adjudication fee is collected only if the ticket is upheld.

**Benefits:**

- Municipalities have more power over bylaw fine collection;
- Provincial Court time is minimized;
- Disputes will be resolved locally with a minimum of process, benefiting both the community and person disputing the parking infraction;
- Those who are challenging tickets no longer wait all day for court hearing;
- Those who are challenging tickets do not have to leave work or home in order to have a hearing.

**Background:**

In 2003, Bylaw Officers issued an estimated 43,000 tickets across the North Shore, approximately 1,000 of which were disputed, requiring Bylaw Officers to appear in court.

Formal court proceedings are very costly. A typical prosecution can cost as much as \$3,000 for a matter resulting in a \$50 fine. Minor bylaw cases also tend to be given the lowest priority, which results in prolonged delay, adjournments and added costs.

**Summary:**

By implementing a system comprised of dedicated arbitrators and mediators, the City of North Vancouver, District of North Vancouver and District of West Vancouver as well as the Province of British Columbia ensures that all minor bylaw matters are resolved through a streamlined process. This not only saves further taxpayer dollars, but also allows provincial and municipal time and resources to be used more efficiently and effectively. As well, those challenging tickets will receive enhanced, quicker service through a streamlined and efficient system.

## APPENDICES

### **A. Screening Policies**

- District of West Vancouver
- District of North Vancouver
- City of North Vancouver

### **B. North Shore Bylaw Dispute Registry – Operations Policy**

### **C. Project Stakeholders – Contact Information**

# APPENDIX A – DISTRICT OF WEST VANCOUVER – SCREENING POLICY

## District of West Vancouver CORPORATE POLICY

Administration Division  
Policy #02-10-211

CIS File: 0282-02-10-211

Page 1 of 3

### Screening Officer Bylaw Notice Policy

#### 1.0 Purpose

WHEREAS the District of West Vancouver has passed a Bylaw designating certain Bylaw contraventions that may be dealt with by Bylaw Notice;

AND WHEREAS the District of West Vancouver has established a position of Screening Officer who must review all disputed Bylaw Notices before dispute adjudication in respect of the Bylaw Notice may be scheduled; and

AND WHEREAS the Screening Officer has the power to cancel a Bylaw Notice on a ground of cancellation authorized by the District pursuant to section 10(2)(a)(iii) of the *Local Government Bylaw Notice Enforcement Act*; and

WHEREAS the District of West Vancouver finds it expedient to provide for grounds of cancellation of a Bylaw Notice in certain circumstances;

NOW THEREFORE the District of West Vancouver resolves to authorize the Screening Officer to cancel Bylaw Notices in the described circumstances set out in this policy.

#### 2.0 Policy

2.1 The Screening Officer is authorized to cancel a Bylaw Notice where he or she is satisfied that one or more of the following reasons exist and a compliance agreement is not appropriate or available:

(a) Identity cannot be proven, for example:

- (i) The Bylaw Notice was issued to the wrong person; or
- (ii) The vehicle involved in the contravention had been stolen.

Document #: 161177

## DISTRICT OF WEST VANCOUVER Corporate Policy

Policy #02-10-211

Screening Officer Bylaw Notice Policy

Page 2 of 3

- (b) An exception specified in the Bylaw or a related enactment is made out:
  - (i) Handicap vehicle in time zone or pay lot.
- (c) There is a poor likelihood of success at adjudication for the District, for example:
  - (i) The evidence is inadequate to show a contravention;
  - (ii) The Officer relied on incorrect information in issuing the Notice;
  - (iii) The Notice was not completed properly;
  - (iv) The Bylaw provision is unenforceable or poorly worded.
- (d) The contravention was necessary for the preservation of health and safety, for example:
  - (i) The contravention was the result of a medical emergency.
- (e) The Notice is one of a number of Notices arising out of the same incident, in which case the Screening Officer may cancel all but the most appropriate Notice.
- (f) It is not in the public interest to proceed to adjudication for one of the following reasons:
  - (i) The person who received the Notice was permitted or entitled to take the action, but the issuing officer was not aware of this entitlement or permit;
  - (ii) The person receiving the Notice was undergoing a personal tragedy at the time of the contravention such that it is not in the public interest to proceed;
  - (iii) The Bylaw has changed since the Notice was issued, and now authorizes the contravention.

## APPENDIX A – DISTRICT OF WEST VANCOUVER – SCREENING POLICY

### DISTRICT OF WEST VANCOUVER

#### Corporate Policy

Policy #02-10-211

Screening Officer Bylaw Notice Policy

Page 3 of 3

(g) The person exercised due diligence in their efforts to comply with the Bylaw, for example:

- (i) As a result of mechanical problems the person could not comply with the Bylaw; or
- (ii) The sign indicating the Bylaw requirement was not visible.

Approval Date	Approved by:	David Stuart, Municipal Manager
Council April 5, 2004-04-13		
Item 5.5		
Amendment Date:	Approved by:	
Amendment Date:	Approved by:	

# APPENDIX A – DISTRICT OF NORTH VANCOUVER – SCREENING POLICY



The Corporation of the District of North Vancouver  
**CORPORATE POLICY MANUAL**

Section:	Legislative & Regulatory Affairs	9
Sub-Section:	Bylaw Enforcement – General	4000
Title:	SCREENING OFFICER BYLAW NOTICE	2

## POLICY

The District of North Vancouver authorizes the Screening Officer to cancel Bylaw Notices in the described circumstances.

The Screening Officer is authorized to cancel a Bylaw Notice where he or she is satisfied that one or more of the following reasons exist and a compliance agreement is not appropriate or available:

- (a) Identity cannot be proven. For example:
  - (i) The Bylaw Notice was issued to the wrong person; or
  - (ii) The vehicle involved in the contravention had been stolen.
- (b) An exception specified in the Bylaw or a related enactment is made out;
- (c) There is a poor likelihood of success at adjudication for the District. For example:
  - (i) The evidence is inadequate to show a contravention;
  - (ii) The Officer relied on incorrect information in issuing the Notice;
  - (iii) The Notice was not completed properly; or
  - (iv) The Bylaw provision is unenforceable or poorly worded.
- (d) The contravention was necessary for the preservation of health and safety. For example:
  - (i) The contravention was the result of a medical emergency.
- (e) It is not in the public interest to proceed to adjudication for one of the following reasons:
  - (i) The person who received the Notice was permitted or entitled to take the action, but the issuing officer was not aware of this entitlement or permit; or
  - (ii) The Bylaw has changed since the Notice was issued, and now authorizes the contravention.
- (f) The person exercised due diligence in their efforts to comply with the Bylaw. For example:
  - (i) As a result of mechanical problems the person could not comply with the Bylaw.

## REASON FOR POLICY

Whereas

1. the District of North Vancouver has passed a Bylaw designating certain Bylaw contraventions that may be dealt with by Bylaw Notice; and
2. the District of North Vancouver has established a position of Screening Officer who must review all disputed Bylaw Notices before dispute adjudication in respect of the Bylaw Notice may be scheduled; and
3. the Screening Officer has the power to cancel a Bylaw Notice on a ground of cancellation authorized by the District pursuant to s. 10(2)(a)(iii) of the *Local Government Bylaw Notice Enforcement Act*.

the District of North Vancouver finds it expedient to provide for grounds of cancellation of a Bylaw Notice in certain circumstances.

## AUTHORITY TO ACT

Delegated to Staff.

Approval Date:	April 5, 2004	Approved by:	Regular Council
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	

# APPENDIX A – CITY OF NORTH VANCOUVER – SCREENING POLICY

## SCREENING OFFICER BYLAW NOTICE POLICY

WHEREAS the City of North Vancouver has passed a Bylaw designating certain Bylaw contraventions that may be dealt with by Bylaw Notice; and

WHEREAS the City of North Vancouver has established a position of Screening Officer who must review all disputed Bylaw Notices before dispute adjudication in respect of the Bylaw Notice may be scheduled; and

WHEREAS the Screening Officer has the power to cancel a Bylaw Notice on a ground of cancellation authorized by the City pursuant to s. 10(2)(a)(iii) of the *Local Government Bylaw Notice Enforcement Act*; and

WHEREAS the City of North Vancouver finds it expedient to provide for grounds of cancellation of a Bylaw Notice in certain circumstances,

NOW THEREFORE the City of North Vancouver resolves to authorize the Screening Officer to cancel Bylaw Notices in the described circumstances.

1. The Screening Officer is authorized to cancel and may cancel a Bylaw Notice where he or she is satisfied that one or more of the following reasons exist and the person is not willing to enter a compliance agreement or a compliance agreement is not available for the offence:
  - (a) Identity cannot be proven. For example:
    - (i) The Bylaw Notice was issued to the wrong person; or
    - (ii) The vehicle involved in the contravention had been stolen.
  - (b) An exception specified in the Bylaw or a related enactment is made out;
  - (c) There is a poor likelihood of success at adjudication for the City. For example:
    - (i) The evidence is inadequate to show a contravention;
    - (ii) The Officer relied on incorrect information in issuing the Notice;
    - (iii) The Notice was not completed properly;
  - (d) The contravention was necessary for the preservation of health and safety. For example:
    - (i) The contravention was the result of a medical emergency.

2

(e) The Notice may be cancelled if it is not in the public interest to proceed to adjudication for one of the following reasons:

- (i) The person who received the Notice was permitted or entitled to take the action, but the issuing officer was not aware of this entitlement or permit;
- (ii) The person receiving the Notice does not live in the vicinity, or the vehicle is not registered in the vicinity, and the screening officer is satisfied the person is a tourist or visitor to the City and the person is not a repeat offender.
- (iii) The person receiving the Notice was undergoing a personal tragedy at the time of the contravention such that it is not in the public interest to proceed;
- (iv) The Bylaw has changed since the Notice was issued, and now authorizes the contravention.
- (v) The offence occurred as a result of a mechanical problem and the person could not reasonably comply with the bylaw.

### Encouragement to Purchase Skateboard Helmets - File: 3030-01

PURSUANT to the report of the City Clerk dated July 15, 2004, entitled "Encouragement to Purchase Skateboard Helmets":

THAT City of North Vancouver Screening Officers be authorized to cancel tickets issued under section 408.8 of the "Street and Traffic Bylaw, 1991, No. 6234, which is:

**"No person shall propel, coast ride or in any other way use roller skates or a skateboard on any street, including the roadway, lane and sidewalk, public open space, plaza, other City properties or skateboard park unless that person is properly wearing a helmet on his or her head, except if that person is a person for whom the wearing of a helmet would interfere with an essential religious practice";**

ON THE PROVISO THAT a proof of purchase of a helmet is provided within 14 days of the issuance of the ticket.

**CARRIED UNANIMOUSLY**

# APPENDIX B – NORTH SHORE BYLAW DISPUTE REGISTRY – OPERATIONS POLICY

## North Shore Bylaw Dispute Adjudication Registry Operations Policy

### Purpose

The North Shore Bylaw Dispute Adjudication Registry (hereafter called the *Adjudication Registry*) provides a transparent and impartial process whereby disputants may challenge a Bylaw Notice issued by CNV, the District of North Vancouver, or the Municipality of West Vancouver. The Adjudication Registry is managed by the CNV in accordance with City Bylaw No. 7600.

### Parties Involved

The process of disputing a notice involves five parties:

1. The Bylaw Officer (the CNV employee authorized to issue the notice)
2. The Disputant (the party disputing the notice).
3. The Screening Officer (the CNV employee designated under Bylaw No. 7600 to act as the Screening Officer).
4. The Dispute Coordinator (the CNV employee who coordinates the activities of the Adjudication Registry).
5. The Adjudicator (the independent adjudicator with authority to determine if the notice is dismissed or upheld).

### Dispute Process

When a notice is disputed, the Disputant enters into a two step adjudication process:

#### Adjudication Step 1: Screening Officer

The disputant contacts the Screening Officer; this communication may be by phone, in person, or in writing. The Screening Officer acts as follows:

1. Reviews the notice with the Disputant (see Appendix C: *Screening Checklist*) and undertakes the appropriate investigation including communication with the Bylaw Officer issuing the notice to determine the validity of the notice. Data is entered into the AutoPROCESS system. The Screening Officer has the authority to either uphold or dismiss the notice in accordance with the cancellation policy set by Mayor and Council (See Appendix D: *Screening Officer Bylaw Notice Policy*).
2. If the notice is dismissed, the Screening Officer cancels the notice and no further action is required by the Disputant.
3. If the Screening Officer upholds the notice, three options are available:
  - i. The Disputant may pay the discounted fine.
  - ii. The Disputant may go forward with adjudication.
  - iii. Where permitted, the Disputant may enter into a compliance agreement in accordance with CNV Bylaw No. 7600.

For all options, the Disputant is advised of applicable fines, fees, and surcharges.

4. If the Disputant chooses to go forward with adjudication, the Screening Officer prepares a file for the Dispute Coordinator that includes two copies of each of the following documents:
  - i. A report prepared by the Screening Officer based upon communication with the Disputant and quote the bylaw section.
  - ii. A report prepared by the Bylaw Officer issuing the notice including rationale for issuing the notice.

#### Adjudication Step 2: Dispute Adjudication

The Dispute Coordinator receives the file from a CNV Screening Officer or other Municipal Screening Officer participating in the Adjudication Registry. Adjudication cannot proceed until the notice has been screened by a Screening Officer; the Dispute Coordinator only receives files from a Screening Officer, not from the Disputant. The Dispute Coordinator:

1. Confirms that the file is complete and requests additional information if necessary.
2. Liaises with the Adjudicator to set dates for the Adjudication Registry and then enters these dates into the calendar of the autoPROCESS ticket system.
3. Informs the Disputant of the available dates and agrees on the date and time.
4. Prepares a Notice of Adjudication to be sent to the Disputant and to the municipality concerned which confirms the date and time of the Adjudication Hearing along with the Disputant's preferred method of participation: in person, by phone, or through submission of documentation prior to the date of adjudication.
5. Coordinates with CNV departments, as necessary, to prepare for the Adjudication Registry. This includes preparing an agenda for the scheduled date of the Adjudication Registry. The agenda includes time, notice number, name of Disputant, method of participation by Disputant, and municipal authority issuing the notice.

The following CNV departments must be notified of the forthcoming adjudication dates:

- i. Finance-Cashier and Accounting (notices issued by other municipalities may be paid at the CNV only on the day of the Adjudication Registry).
- ii. Building Services (to set up the room for the Adjudication Registry).
- iii. Information Technology (to set up computers for the Adjudication Registry).
- iv. Security.
- v. Bylaw Supervisor.
- vi. The municipal authority issuing the notice, if other than the CNV.
- vii. Bylaw Manager.
- viii. Adjudication room (booking).
- ix. City Hall Receptionist
- x. City Clerk
- xi. Director Corporate Services

## APPENDIX B – NORTH SHORE BYLAW DISPUTE REGISTRY – OPERATIONS POLICY

6. Maintains an updated file and has this file available, as requested, for the Adjudicator. This file, which must be obtained from the municipality involved, includes the following documents:
  - i. The report prepared by the Screening Officer.
  - ii. The report prepared by the Bylaw Officer.
  - iii. Any additional information detailing the rationale for not dismissing the notice.
  - iv. A copy of the Notice of Adjudication.
  - v. A copy of the Bylaw Notice.
  - vi. A printed quote of the bylaw section under which the notice was issued.
7. Following the Adjudication Hearing, returns the file to the CNV or other Municipal Authority with outcome of the Hearing noted.
8. If a CNV notice is dismissed at the Adjudication Registry, no further action is required.
9. If a CNV notice is upheld at the Adjudication Registry, the CNV prepares a letter to the Disputant which states the bylaw notice number, confirms the adjudication decision, states the total fine and fees outstanding along with the date on which a surcharge will be applied along with the amount of the surcharge, provides alternative methods of payment, and states that the notice will be referred to a collection agent if left unpaid.

## APPENDIX C – Project Stakeholders – Contact Information

### Project Stakeholders Contact Information

(Last Updated: September 2005)

INDIVIDUAL	ORGANIZATION	CONTACT INFORMATION
Wayne Willows <i>A/ Director</i>	Court Services Branch, Ministry of Attorney General	(250) 356-1529 Wayne.Willows@gov.bc.ca
Kate Kimberley <i>Senior Policy and Planning Analyst</i>	Court Services Branch, Ministry of Attorney General	(250) 356-6680 Kate.Kimberley@gov.bc.ca
Marijke Edmondson <i>Manager, Local Government Liaison</i>	Local Government Advisory Services Branch, Ministry of Community Services	(250) 387-4032 Marijke.Edmondson@gov.bc.ca
Tom MacDonald <i>Executive Director</i>	Local Government Management Association (LGMA)	(250) 383-7032 tmacdonald@lgma.ca
Ken Vance <i>Senior Policy Analyst</i>	Union of British Columbia Municipalities (UBCM)	(604) 270-8226 kvance@civicnet.bc.ca
Rick Beauchamp <i>Director of Administrative Services</i>	District of West Vancouver	(604) 925-7003 rbeauchamp@westvancouver.ca
Dennis Back <i>Director of Corporate Services</i>	District of North Vancouver	(604) 990-2205 dennis_back@dnv.org
Barbara Hamilton <i>Supervisor, Bylaw Enforcement</i>	City of North Vancouver	(604) 904-7378 bhamilton@cnv.org

# DISTRICT OF 100 MILE HOUSE

## Bylaw Notice Enforcement Bylaw No. 1429, 2026

A bylaw to regulate the enforcement of Bylaw Notices.

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The Council of the District of 100 Mile House ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as "**Bylaw Notice Enforcement Bylaw No. 1429, 2026.**"

2. Purpose

The purpose of this bylaw is to create a simple, fair and cost effective system to deal with minor Bylaw infractions.

3. Definitions

Act means the *Local Government Bylaw Notice Enforcement Act*;

District means the District of 100 Mile House

Registry means the District of 100 Mile House Bylaw Notice Adjudication Registry established by this bylaw.

4. Terms

The terms in this bylaw have the same meaning as the terms defined in the Act.

5. Bylaw Contraventions

The bylaw contraventions designated in Schedule "A" attached hereto and forming part of this bylaw may be dealt with by Bylaw Notice.

6. Offence and Penalty

The penalty for a contravention referred to in Section 5 is as follows:

- a) If received by the District within 14 days of the person receiving or being presumed to have received the bylaw notice, the applicable penalty is the Early Payment Penalty set out in Column 1 of Schedule "A".
- b) If received by the District between 15 and 28 days of the person receiving or being presumed to have received the bylaw notice, the applicable penalty is the Penalty set out in Column 2 of Schedule "A".

- c) If received by the District more than 28 days after the person received or is presumed to have received the bylaw notice, is subject to a late payment surcharge in addition to the penalty under Subsection 5.1.2, and is the Late Payment Penalty set out in Column 3 of Schedule "A".

7. Period for Paying Disputed Notice

A person who receives a Bylaw Notice must, within 14 days of the date on which the person received or is presumed to have received the Bylaw Notice:

- a) pay the penalty; or
- b) request the dispute adjudication by filling in the appropriate portion of the Bylaw Notice indicating either a payment or a dispute and delivering it, either in person during regular office hours, or by mail to the District.
- c) A person may pay the indicated penalty after 14 days of receiving the notice, subject to the applicable surcharge for late payment in accordance with Section 6(c) but no person may dispute the notice after 14 days of receiving the Bylaw Notice.
- d) Where a person was not served personally with a Bylaw Notice and advises the District, in accordance with the requirements of Section 25 of the Act, that they did not receive a copy of the original notice, the time limits for responding to a Bylaw Notice under Section 6 and Section 8 of this bylaw, do not begin to run until a copy of the Bylaw Notice is redelivered to them in accordance with the Act.

8. Bylaw Notice Dispute Adjudication Registry

- a) The *Registry* is established as a Bylaw Notice dispute adjudication system in accordance with the Act to resolve disputes in relation to Bylaw Notices.
- b) The civic address of the Registry is the District of 100 Mile House, 385 Birch Avenue, 100 Mile House, BC V0K 2E0.
- c) Every person who is unsuccessful in a dispute adjudication in relation to a Bylaw Notice under the dispute adjudication system established under this section must pay the District an additional fee of \$25 for the purpose of the District recovering costs of the adjudication system.

9. Screening Officers

- a) The position of Screening Officers is hereby established.
- b) The following are designated classes of persons that may be appointed as screening officers:
  - i. Bylaw Enforcement Officer
  - ii. Chief Administrative Officer

- iii. Building Inspector
- iv. Director of Community Services
- v. Fire Chief/Deputy Fire Chief
- vi. Any person appointed to the position of Screening Officer by the District of 100 Mile House.

## 10. Powers, Duties and Functions of Screening Officers

The powers, duties and functions of screening officers are as set out in the Act, and include the following powers:

- a) Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement, the opportunity to proceed to the bylaw notice dispute adjudication system and the fee or fees payable in relations to the Bylaw Notice enforcement process
- b) To communicate with any or all of the following for the purposes for performing their functions under this bylaw or the Act:
  - i. the person against whom a contravention is alleged or their representative;
  - ii. the officer issuing the notice;
  - iii. the complainant or their representative;
  - iv. the District's staff and records regarding the disputant's history of bylaw compliance.
- c) To prepare and enter into compliance agreements under the Act with persons who dispute Bylaw Notices, including to establish terms and conditions for compliance that the Screening Officer considers necessary or advisable, including time periods for payment of penalties and compliance with the Bylaw.
- c) To cancel Bylaw Notices in accordance with the Act or District policies and guidelines.
- d) The maximum duration of a compliance agreement is one year.

## 11. Bylaw Enforcement Officers

Persons acting as any of the following are designated as Bylaw Enforcement Officers for the purposes of this Bylaw and the Act:

- a) Special constables, officers, members or constables of:
  - i. The provincial police force as defined in Section 1 of the *Police Act*, or
  - ii. A municipal police force;
- b) Bylaw Enforcement Officers appointed pursuant to the *Police Act* and *Community Charter*;

- c) Local Assistants to the Fire Commissioner under Section 6 of the *Fire Services Act*;
- d) Bylaw Enforcement Officers, licensing inspectors, building inspectors, animal control officer or other persons acting in another capacity on behalf of the District for the purpose of enforcement of one or more of its Bylaws.

12. Form of Bylaw Notice

The District may from time to time provide for the form or forms of the Bylaw Notice, provided the Bylaw Notice complies with Section 4 of the Act.

13. Severability

If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

14. Repeal

The District of 100 Mile House Municipal Ticket Information Bylaw No. 1340, 2019, and all amendments thereto, are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2026.

ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Mayor

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Corporate Officer

SCHEDULE "B" – BYLAW NO. 1429, 2026  
'COMPLIANCE AGREEMENT'

I \_\_\_\_\_ of \_\_\_\_\_,

acknowledge receipt of Bylaw Offence Notice # \_\_\_\_\_, and wish to enter into this Compliance Agreement whereby I agree to fulfill the conditions below, in exchange for a reduced penalty which shall be one half of the penalty identified on the face of the Bylaw Offence Notice.

Specifically, I agree to pay the reduced penalty of \$ \_\_\_\_\_ on or before \_\_\_\_\_.

I further agree to comply with the following terms and conditions of this agreement:

1. On or before \_\_\_\_\_ I will

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2. On or before \_\_\_\_\_ I will

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I understand that this agreement is binding upon me for one year from the date of this agreement.

I also understand that if I breach a term of this agreement, or fail to observe or perform the above terms and conditions, the District of 100 Mile House Screening Officer may rescind this agreement. I understand that if this agreement is rescinded, I will have 14 days to dispute the Screening Officer's decision to rescind the agreement. And that, If I do not dispute this decision in that time, the full penalty stated in the Bylaw Notice(s) of \$ \_\_\_\_\_ will be immediately due and payable and subject to all fees and penalties as if the Bylaw Notice was not disputed.

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Signature of Bylaw Notice Recipient

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Signature of Screening Officer

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Date

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Date

Schedule "A"

DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES  
Animal Control and Pound Operation Bylaw No. 1131, 2008

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
2.7	Untagged Dog	\$ 50.00	\$ 50.00 100.00	\$ 110.00
3.1	Keeping more than 3 dogs	50.00	100.00	110.00
4.1	Dog at large	60.00	75.00 125.00	150.00
4.4	Dog on public property without leash	60.00	50.00 125.00	150.00
5.5	Failure to remove dog excrement	50.00	50.00 100.00	110.00
5.7	Dog Barking Excessively	60.00	125.00	150.00
5.9	Feeding Wildlife or Feral Cats	150.00	300.00	325.00
7.6	Taking animal from pound without consent of Pound Keeper	235.00	150.00 475.00	500.00
7.7	Hindrance of Bylaw Enforcement Officer	235.00	150.00 475.00	500.00
10.1 (a)(c)	Failure to properly secure vicious dog	150.00	150.00 300.00	325.00
10.1 (b)	Inadequate shelter to contain vicious dog	200.00	150.00 400.00	425.00
10.1 (c)	Failure to muzzle vicious dog when off property	150.00	150.00 300.00	325.00
11.1	Keeping of an exotic animal	100.00	200.00	225.00
12.1	Keeping more than 3 cats	50.00	100.00	110.00

**Schedule "A"**  
**DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES**  
**Building Bylaw No. 695, 1996**

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
2.2	Construction without permit		Double the Permit Fees	
2.5 (a)	Tampering with notice or certificate	100.00	100.00 200.00	225.00
2.5 (b)	Construction at variance with Permit	75.00	100.00 150.00	175.00
2.5 (c)	Interference with Building Inspector	150.00	150.00 300.00	325.00
2.5 (d)	Alteration of drawings or specifications	125.00	100.00 250.00	275.00
2.5 (e)	Submission of false information	50.00	100.00	110.00
2.5 (f)	Unauthorized repair of building damaged greater than 75%	50.00	100.00	110.00
2.5 (g)	Occupancy without approval of Inspector	175.00	100.00 350.00	375.00
2.5 (h)	Construction without display of civic address	100.00	50.00 200.00	225.00
3.5	<b>Fail to obey Stop Work Order</b>	150.00	300.00	325.00

Schedule "A"  
DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES  
Business License Bylaw No. 1252, 2013-**1407, 2023**

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
8.1	Carrying on business without a license	\$ 125.00	\$ 100.00 250.00	\$ 275.00
8.13,8.14,8.15	Fail to notify any changes to the business	75.00	150.00	175.00
9.1,9.2	Obstruction of Bylaw Enforcement Officer	235.00	475.00	500.00

**DRAFT**

**Schedule "A"**  
**DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES**  
**Cross Connection Control Bylaw No. 1419, 2024**

Bylaw Section	Description	Early Payment Penalty	Penalty (Daily Fine)	Late Payment Penalty
8.1	Allow Entry of Non-potable Water or other Substances into the Waterworks System		\$200.00 (plus cost of restoration)	
9.2	Fail of duty to notify			
9.3.2	Fail to install approved backflow preventer	235.00	475.00	500.00
9.4.8	Fail to provide a backflow assembly test report	100.00	200.00	225.00
9.4.1	Fail to test an approved backflow preventer	100.00	200.00	225.00
9.3.5	Remove backflow preventer without consent	100.00	200.00	225.00
9.3.4	Tampering with a backflow preventer	100.00	200.00	225.00
9.4.2./3	Fail to repair non-functioning backflow preventer	100.00	200.00	225.00
11	Install temporary water connection without permit	100.00	200.00	225.00
9.3.3	Fail to provide premises isolation with backflow preventer	235.00	475.00	500.00
13.3	Connect non-potable and potable water systems without approval	235.00	475.00	500.00
13.3	Fail to permanently mark apparatus for non-potable water system	235.00	475.00	500.00

Schedule "A"  
DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES  
Fire Services Bylaw No. 959, 2005

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
3.14, 3.15	Unauthorized entry into restricted area	\$ 85.00 175.00	\$ 100.00 175.00	\$ 200.00
5.01 (g) 5.01 (h)	Obstruct Fire Department member	125.00	200.00 250.00	275.00
5.01 (j)	Damage to fire apparatus and or equipment	100.00	200.00	225.00
5.01 (l)	Obstruct fire access/hydrant/water supply	75.00	100.00 150.00	175.00

DRAFT

Schedule "A"  
DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES  
Fireworks Bylaw No. 576, 1992 **1410, 2023**

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
3	Selling fireworks to person under 18 years of age	50.00	75.00 100.00	110.00
8	Discharge outside of permitted period	50.00	100.00	110.00
10	Exploding Explode, light or activate display fireworks or pyrotechnic special effects without permit	60.00	75.00 125.00	150.00
11	Selling of low or high hazard Sell, give or dispose of display fireworks or pyrotechnic special effects to a person who does not hold a permit	\$ 75.00	\$ 75.00 150.00	\$ 175.00

Schedule "A"  
DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES  
Mobile Home Parks Bylaw No. 260, 1978-**1379, 2024**

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
1.07 (2) <b>1.06</b>	Obstruction of Municipal Official	\$ 125.00 <b>250.00</b>	\$ 150.00 <b>250.00</b>	\$ 275.00
3.03 <b>1.07</b>	Failure to comply with Municipal Bylaws	<b>125.00</b>	<b>100.00 250.00</b>	<b>275.00</b>
<b>2.02 (1) 12(b)</b>	Failure to obtain a permit	<b>50.00</b>	100.00	<b>110.00</b>

**DRAFT**

Schedule "A"  
DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES  
Noise Bylaw No. 953, 2005

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
2.1	Noise disturbance	\$ 110.00 200.00 220.00	\$ 200.00 220.00	\$ 245.00
2.1	Noise from property	100.00	200.00	225.00
2.2	Noise from stereo/phonic equipment	110.00 200.00 220.00	200.00 220.00	245.00
2.3, 2.4	Noise from animal/bird	100.00	200.00	225.00
2.5	Noise from vehicle/engine	100.00	200.00	225.00
2.7	Construction noise	150.00 200.00 300.00	200.00 300.00	325.00

Schedule "A"  
DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES  
Noxious Weed Control Bylaw No. 533, 1991

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
3 (a)	Failure to control noxious weeds	\$ 50.00	\$ 100.00	\$ 110.00
3 (b)	failure to control grass height	50.00	100.00	110.00

DRAFT

**Schedule "A"**  
**DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES**  
**Parking and Traffic Bylaw No. 1193, 2010**

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
13 (b) (i)	Concealing traffic control device	\$ 50.00	\$ 100.00	\$ 110.00
13 (b)(ii)	Interfering with traffic control device	50.00	100.00	110.00
13 (b)(iii)	Imitation of traffic control device	50.00	100.00	110.00
17	Driving on sidewalk/walkway/boulevard	50.00	100.00	110.00
23	Unauthorized use of or parking of heavy trucks on highways	100.00	200.00	225.00
25 (b)(i)	Operating a cycle on a sidewalk	50.00	100.00	110.00
25 (b)(viii)	Undue care and attention riding a cycle on a highway	50.00	100.00	110.00
31(e)(ii)	Unnecessarily delaying passage of vehicles	35.00	50.00 75.00	85.00
32 (b)	Parking beyond time limit	50.00	100.00	110.00
32 (c)	Parked in excess of 24 hours	100.00	200.00	225.00
33 (a) (i)or(ii)	Unauthorized parking on two-way highways on right side of one-way highways	25.00	50.00	60.00
33 (b) (i)or (ii)	Unauthorized parking on left side of one-way highways	25.00	50.00	60.00
33 (c)(i)	Unauthorized angled parking	25.00	50.00	60.00
33 (c)(iii)	Angle parking of over length vehicle	25.00	50.00	60.00
34 (b)	Unauthorized parking where "No Parking" signs have been erected	25.00	50.00	60.00
35 (b)	Unauthorized stopping where "No Stopping" signs have been erected	25.00	50.00	60.00
36 (a)	Stopping on sidewalk or footpath	25.00	50.00	60.00
36 (b)	Stopping on boulevard	25.00	50.00	60.00
36 (c)	Stopping in front of or within 1.5 metres of a driveway	30.00	50.00 60.00	70.00
36 (d)	Parking in an intersection	25.00	50.00	60.00
36 (e)	Stopping within 5 metres of fire hydrant	50.00	100.00	110.00
36 (f)	Parking on a crosswalk	35.00	50.00 70.00	80.00
36 (g)	Parking within 6 metres of a crosswalk	30.00	50.00 60.00	70.00

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
36 (h)	Parking within 6 metres of a traffic control device	30.00	50.00 60.00	70.00
36 (j)	Parking within 15 metres of railway crossing	50.00	100.00	110.00
36 (k)(i)	Parking on highway to display vehicle for sale	25.00	50.00	60.00
36 (k)(ii)	Parking on a highway for the purpose of: advertising, greasing, painting, wrecking, storing or repairing a vehicle, except where repairs are necessitated by an emergency	35.00	50.00 75.00	85.00
36 (k)(iii)	Parking to display sign	50.00	100.00	110.00
36 (k)(iv)	Parking to sell goods	50.00	100.00	110.00
36 (l)	Obstructing traffic adjacent to excavation	25.00	50.00	60.00
36 (m)	Double Parking	25.00	50.00	60.00
36 (n)	Stopping on bridge, elevated structure, or within any underpass	50.00	100.00	110.00
36 (o)	Obstructing visibility of standard traffic sign	25.00	50.00	60.00
36 (p)	Stopping next to yellow curb	30.00	50.00 60.00	70.00
36 (q)	Parking within 3m of the entrance or exit of a lane	25.00	50.00	60.00
36 (r)	Obstructing parked vehicles	25.00	50.00	60.00
36 (s)	Parking on a highway less than 6m wide	25.00	50.00	60.00
36 (t)	Stopping in Lane	25.00	50.00	60.00
36 (u)	Obstructing access to garbage container	25.00	50.00	60.00
38 (a)	Unauthorized stop, stand and park of overlength vehicle on highway	100.00	200.00	225.00
38 (b)	Unauthorized parking of overweight vehicle on highway	100.00	200.00	225.00
39 (a)	Unauthorized parking in residential zone	35.00	50.00 75.00	85.00
39 (a)(iii)	Parking o vehicle over 10 metres total length	100.00	200.00	225.00
40	Stopping in fire lane	60.00	100.00 125.00	150.00
41 (b)	Parking in loading zone	25.00	50.00	60.00
44 (b)	Stopping in school bus loading zone	25.00	50.00	60.00
50 (c)	Failure to display physically disabled placard	50.00	100.00	110.00
54 (b)	Unauthorized parking of tow truck	100.00	200.00	225.00

**Schedule "A"**  
**DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES**  
**Parks & Community Facilities Bylaw No. 1313, 2017**

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
4.1(a)	Damage park feature	150.00	\$ 100.00 300.00	325.00
4.1(b)	Damaging park or community facility	175.00	100.00 350.00	375.00
4.1(e)	Pollute water	125.00	100.00 250.00	275.00
4.1(f)	Depositing waste material in park	150.00	100.00 300.00	325.00
4.2(f)	Obstructing Municipal Official	235.00	150.00 475.00	500.00
4.2(l)	Ride, drive or park any vehicle, bicycle, roller skates, skate boards or other means of travel	75.00	150.00	175.00
4.4.1(a)	Carry or discharge any firearms or fireworks without permit	235.00	100.00 475.00	500.00
4.4.1(k)	Lighting fire without a permit	85.00	100.00 175.00	200.00
4.5.1(a)	Injuring animal in park	60.00	100.00 125.00	150.00
4.5.1(b)	Abandoning animal in park	50.00	100.00	110.00
4.5.3(a)(b)	Dog in restricted area	50.00	50.00 100.00	110.00
4.6.1(a-e)	Prohibited activity in park	50.00	50.00 100.00	110.00

**Schedule "A"**  
**DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES**  
**Road Right-Of-Way Usage Bylaw No. 804, 1999**

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
401	Construct, excavate, place objects, erect signage, impede or divert traffic or damage any highway without written approval	60.00	100.00 125.00	150.00
402	Gain access, plant or disturb materials on highway without written approval	60.00	100.00 125.00	150.00
403	Allow accumulation of snow, ice or materials on sidewalks or footpaths or on roofs or other structures adjacent to property	60.00	100.00 125.00	150.00
404	Alter or amend any approved plans	60.00	100.00 125.00	150.00

**Schedule "A"**  
**DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES**  
**Sewer Rates and Regulations Bylaw No. 1204, 2011**

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
3(5)	Obstruction of an employee	125.00	150.00 250.00	275.00
4(3)	Improper connection of sewer line	60.00	100.00 125.00	150.00
4(6)	Prohibited materials in sewer system	60.00	100.00 125.00	150.00
5(2)	Failure to comply with sewer connection	60.00	100.00 125.00	150.00
6(1)	False information on application	60.00	100.00 125.00	150.00

Schedule "A"  
DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES  
Sign Bylaw No. 1121, 2008-1464, 2025

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
1.5	Sign on public property	60.00	100.00 125.00	150.00
6.8	Special Event Sign	75.00	100.00 150.00	175.00
7.1	Prohibited sign	75.00	100.00 150.00	175.00
4.9(l)(6)	Failure to comply with off-site sign regulations		100.00	
8.1.2	Failure to obtain permit	125.00	100.00 250.00	275.00

**Schedule "A"**  
**DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES**  
**Storm Sewer Bylaw No. 693, 1996**

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
5.3	Prohibited connection to public sewer	<b>100.00</b> <b>200.00</b>	<b>100.00</b> <b>200.00</b>	<b>225.00</b>
9.1(a-d)	Discharge prohibited substance into storm sewer	<b>250.00</b>	<b>150.00</b> <b>500.00</b>	<b>525.00</b>
11.2	Refusal of entry to Community Service Official	<b>125.00</b>	<b>150.00</b> <b>250.00</b>	<b>275.00</b>

**DRAFT**

**Schedule "A"**  
**DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES**  
**Unsightly Premises Bylaw No. 1017, 2006**

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
3	Allow property to become unsightly	60.00	100.00 125.00	150.00
4	Allow rubbish to accumulate/noxious weeds	75.00	100.00 150.00	175.00
5	Failure to clear offensive growth	50.00	100.00	110.00
6	Obstructing Bylaw Enforcement Officer	125.00	- 250.00	275.00

**Schedule "A"**  
**DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES**  
**Water Rates and Regulations Bylaw No. 1347, 2019**

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
3(5)	Obstruction of an employee	125.00	150.00 250.00	275.00
4(2)	Injure/tamper with the works	50.00	50.00 100.00	110.00
4(3)	Sell/dispose of water	50.00	50.00 100.00	110.00
4(4)	Connection/cross connection to other source	50.00	50.00 100.00	110.00
4(5)	Connection of unauthorized equipment	50.00	50.00 100.00	110.00
4(6)	Unmetered irrigation	50.00	50.00 100.00	110.00
4(7)	Obstruct access to works	50.00	50.00 100.00	110.00
15.1(a-e)	Watering contrary to restrictions	50.00	50.00 100.00	110.00

**Schedule "A"**  
**DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES**  
**Zoning Bylaw No. 1290, 2016-1466, 2026**

Bylaw Section	Description	Early Payment Penalty	Penalty	Late Payment Penalty
2.1.1	Obstructing Bylaw Enforcement Officer	125.00	150.00 250.00	275.00
5.24(1-10)	Unlawful Construction in a Flood Plain	125.00	100.00 250.00	275.00
6.1.1(a-d)	Parking Prohibited Vehicle/Trailer/Camper/Motor-home/Boat in Residential Zone	100.00	50.00 200.00	225.00
6.2.4(a-h)	Inadequate Off-Street Parking	100.00	100.00 200.00	225.00
4.11.1(a-c)	Unlawful Land Use	100.00	100.00 200.00	225.00
7.1.2,7.1.3				
7.2.2,7.2.3				
7.3.2,7.3.3				
8.1.2,8.1.3				
8.2.2,8.2.3				
8.3.2,8.3.3				
8.4.2,8.4.3				
8.5.2,8.5.3				
8.6.2,8.6.3				
9.1.2,9.1.3				
9.2.2,9.2.3				
9.3.2,9.3.3				
10.1.2,10.1.3				
10.2.2,10.2.3				
10.3.2,10.3.3				
10.4.2,10.4.3				
10.5.2,10.5.3				
10.6.2,10.6.3				
11.1.2,11.1.3				
11.2.2,11.2.3				

11.3.2,11.3.3				
12.1.2,12.1.3				
12.2.2,12.2.3				
12.3.2,12.3.3				
13.1.2,13.1.3				
13.2.2,13.2.3				

DRAFT

# **DISTRICT OF 100 MILE HOUSE**



**CONSOLIDATED VERSION OF DISTRICT OF 100 MILE HOUSE  
MUNICIPAL TICKET INFORMATION BYLAW NO. 1340, 2019**

**AND AMENDMENTS THERETO  
(Includes Amendment Bylaw No. 1433, 2024)**

**(For Convenience Only)**

**Please refer to original Bylaws.**

## **DISTRICT OF 100 MILE HOUSE**

### **BYLAW NO. 1340, 2019**

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#### **A bylaw to implement a Municipal Ticket Information System**

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WHEREAS Part 8, Division 3 of the Community Charter authorizes Council, by bylaw, to

- (a) designate a bylaw for the purpose of ticketing for bylaw offences, other than a bylaw in relation to a matter prescribed by regulation;
- (b) designate as a Bylaw Enforcement Officer a person who comes within a class of persons prescribed by regulation; and
- (c) authorize the use of any word or expression on a ticket to describe an offence against a bylaw;

NOW THEREFORE the Council of the District of 100 Mile House, in open meeting assembled, enacts as follows:

1. The bylaws listed in Column 1 of Schedule "A", attached to and forming part of this bylaw, may be enforced by means of a ticket in the form prescribed for the purpose of Part 8, Division 3 of the Community Charter "Ticketing for Bylaw Offences".
2. The persons appointed to the job positions or titles listed in Column 2 of said Schedule "A" to this bylaw are hereby designated as Bylaw Enforcement Officers pursuant to Part 8, Division 3 of the Community Charter for the purpose of enforcing the bylaws listed in Column 1 of Schedule "A" opposite the respective job positions.
3. The words or expressions set forth in Column 1 of Schedules "B" through "S", attached to and forming part of this bylaw, designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
4. The amounts appearing in Column 3 of Schedules "B" through "S", attached to and forming part of this bylaw, are the fines set pursuant to the Community Charter of the corresponding offences designated in Column 1.
5. This bylaw may be cited for all purposes as the "***Municipal Ticket Information Bylaw No. 1340, 2019.***"
6. The District of 100 Mile House Municipal Ticket Information Bylaw No. 1195, 2010 and all amendments thereto are hereby repealed.
7. This bylaw shall take effect upon the date of its adoption.

READ A FIRST, SECOND, AND THIRD TIME this 12th day of February, 2019.

ADOPTED this 12<sup>th</sup> day of March, 2019.

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Mayor

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Corporate Administrator

**SCHEDULE "A"**  
**TICKET INFORMATION**  
**(Page 1 of 2)**

MTI Amendment  
Bylaw No. 1433,  
2024  
Schedule A replaced

**COLUMN 1**  
**DESIGNATED BYLAWS**

Regulation of Untidy and Unsightly  
Premises Bylaw No. 1017, 2006

Residential Mobile Home Parks  
Bylaw No. 1379, 2024

Fire Services Bylaw No. 959, 2005

Water Rates and Regulations Bylaw  
No. 477, 1989

Sewer Rates and Regulation Bylaw  
No. 479, 1989

100 Mile House Clean Indoor Air  
Bylaw No. 495, 1990

Noise Control Bylaw No. 953, 2005

District of 100 Mile House Zoning  
Bylaw No. 801, 1999

District of 100 Mile House Noxious  
Weed Control Bylaw No. 533, 1991

District of 100 Mile House Garbage  
Regulation and Rates Bylaw No. 542, 1991

District of 100 Mile House Parks  
Bylaw No. 568, 1992

District of 100 Mile House Fireworks  
Bylaw No. 576, 1992

**COLUMN 2**  
**DESIGNATED BYLAW ENFORCEMENT**  
**OFFICER**

Bylaw Enforcement Officer  
Corporate Administrator

Bylaw Enforcement Officer  
Building Inspector

Fire Chief, Deputy Fire Chief  
Bylaw Enforcement Officer

Director of Community Services  
Bylaw Enforcement Officer

Director of Community Services  
Bylaw Enforcement Officer

Bylaw Enforcement Officer

Bylaw Enforcement Officer  
Royal Canadian Mounted Police

Bylaw Enforcement Officer  
Corporate Administrator

Bylaw Enforcement Officer

Bylaw Enforcement Officer

Director of Community Services  
Royal Canadian Mounted Police  
Bylaw Enforcement Officer

Fire Chief  
Bylaw Enforcement Officer  
Royal Canadian Mounted Police

**SCHEDULE "A"**

**TICKET INFORMATION**  
**(Page 2 of 2)**

**COLUMN 1**  
**DESIGNATED BYLAWS**

Sign Bylaw No. 1121, 2008

District of 100 Mile House Animal Control  
And Pound Operation Bylaw No. 1131, 2008

District of 100 Mile House Parking and  
Traffic Bylaw No. 979, 2005

District of 100 Mile House Business  
License Bylaw No. 850, 2000

District of 100 Mile House Storm Sewer Bylaw  
No. 693, 1996

District of 100 Mile House Building Bylaw  
No. 695, 1996

District of 100 Mile House Rental Premises  
Standards of Maintenance Bylaw No. 730, 1997

Highways Access Bylaw  
No. 583, 1995

**COLUMN 2**  
**DESIGNATED BYLAW ENFORCEMENT**  
**OFFICER**

Building Inspector  
Approving Officer

Animal Control Officer  
Bylaw Enforcement Officer  
Royal Canadian Mounted Police

Bylaw Enforcement Officer  
Director of Community Services  
Royal Canadian Mounted Police

Bylaw Enforcement Officer  
Municipal Collector

Bylaw Enforcement Officer  
Director of Community Services

Building Inspector

Building Inspector

Director of Engineering  
& Community Services

**SCHEDULE "B"****DISTRICT OF 100 MILE HOUSE ANIMAL CONTROL AND POUND OPERATION**  
**BYLAW NO. 1131, 2008**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Untagged dog	2.7	\$ 50.00
Keeping more than 3 dogs	3.1	\$100.00
Dog at large	4.1	\$ 75.00
Dog on public property without leash	4.4	\$ 50.00
Failure to remove dog excrement	5.5	\$ 50.00
Taking animal from pound without consent of Poundkeeper	7.6	\$150.00
Hindrance of Bylaw Enforcement Officer or Poundkeeper	7.7	\$150.00
Failure to properly secure vicious dog	10.1 (a) (c )	\$150.00
Inadequate shelter to contain vicious dog	10.1 (b)	\$150.00
Failure to muzzle vicious dog when off Property	10.1 (c)	\$150.00
Keeping of an exotic animal	11.1	\$200.00
Keeping more than 3 cats	12.1	\$100.00

**SCHEDULE "C"****DISTRICT OF 100 MILE HOUSE BUILDING**  
**BYLAW NO. 695, 1996**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Construction without permit	2.2	Double the Permit Fees
Tampering with notice or certificate	2.5 (a)	\$100.00
Construction at variance with Permit	2.5 (b)	\$100.00
Interference with Building Inspector	2.5 (c)	\$150.00
Alteration of drawings or specifications	2.5 (d)	\$100.00
Submission of false information	2.5 (e)	\$100.00
Unauthorized repair of building damaged greater than 75%	2.5 (f)	\$100.00
Occupancy without approval of Inspector	2.5 (g)	\$100.00
Construction without display of civic address	2.5 (h)	\$ 50.00

**SCHEDULE “D”****DISTRICT OF 100 MILE HOUSE BUSINESS LICENSE**  
**BYLAW NO. 1252, 2013**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Carrying on business without a license	3.1	\$100.00
Canvassing without separate license	5.33	\$100.00
Carrying on business without a Busking Business License	5.49	\$100.00
Carrying on a retail cannabis sales business without a license	3(1)	\$10,000.00

**SCHEDULE "E"**  
**FIRE SERVICES**  
**BYLAW NO.959, 2005**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Unauthorized entry into restricted area	3.14, 3.15	\$100.00
Obstruct Fire Department member	5.01 (h), 5.01 (g)	\$200.00
Damage to fire apparatus and or equipment	5.01 (j)	\$200.00
Obstruct fire access/hydrant/water supply	5.01 (l)	\$100.00

**SCHEDULE "F"****DISTRICT OF 100 MILE HOUSE FIREWORKS**  
**BYLAW NO. 576, 1992**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Sale of low or high hazard fireworks to a person who does not hold a Permit	2	\$ 75.00
Selling fireworks to person under 18 years of age	3	\$ 75.00
Exploding fireworks without Permit	7	\$ 75.00

**SCHEDULE "G"****VILLAGE OF 100 MILE HOUSE MOBILE HOME PARKS**  
**BYLAW NO. 1379, 2024**

MTI Amendment  
Bylaw No. 1433,  
2024  
Schedule G replaced.

**COLUMN 1****COLUMN 2****COLUMN 3****Offence****Bylaw Section****Fine**

Obstruction of Municipal Official	7.2	\$250.00
Failure to obtain a permit	4.29(b)	\$ 100.00
Failure to comply with Municipal Bylaws	7.7	\$250.00

**SCHEDULE "H"****DISTRICT OF 100 MILE HOUSE NOISE**  
**BYLAW NO. 953, 2005**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Noise disturbance	2.1	\$200.00
Noise from property	2.1	\$200.00
Noise from stereo/Phonic equipment	2.2	\$200.00
Noise from animal/bird	2.3, 2.4	\$200.00
Noise from vehicle/engine	2.5	\$200.00
Construction noise	2.7	\$200.00

**SCHEDULE "I"****DISTRICT OF 100 MILE HOUSE NOXIOUS WEED CONTROL**  
**BYLAW NO. 533, 1991****COLUMN 1****Offence**

Failure to control noxious weeds

**COLUMN 2****Bylaw Section**

3 (a)

**COLUMN 3****Fine**

\$100.00

Failure to control grass height

3 (b)

\$100.00

**SCHEDULE "J"****PARKING AND TRAFFIC  
BYLAW NO. 1193, 2010**  
**(Page 1 of 3)**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Concealing traffic control device	13 (b) (i)	\$100.00
Interfering with traffic control device	13 (b) (ii)	\$100.00
Imitation of traffic control device	13 (b) (iii)	\$100.00
Driving on sidewalk/walkway/boulevard	17	\$100.00
Unauthorized parking of heavy trucks on highways	23	\$200.00
Operating a cycle on a sidewalk	25 (b) (i)	\$100.00
Undue care and attention riding a cycle on a highway	25 (b) (viii)	\$100.00
Unnecessarily delaying passage of vehicles	31 (e) (ii)	\$ 50.00
Parking beyond time limit	32 (b)	\$100.00
Parked in excess of 24 hours	32 (c)	\$200.00
Unauthorized parking on two-way highways on right side of one-way highways	33 (a) (i) or (ii)	\$ 50.00
Unauthorized parking on left side of one-way highways	33 (b) (i) or (ii)	\$ 50.00
Unauthorized angled parking	33 (c) (i)	\$ 50.00
Angle parking of over length vehicle	33 (c) (iii)	\$ 50.00
Stopping on sidewalk or footpath	36 (a)	\$ 50.00
Stopping on boulevard	36 (b)	\$ 50.

**SCHEDULE "J"****PARKING AND TRAFFIC  
BYLAW NO. 1193, 2010**  
**(Page 2 of 3)**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Stopping in front of or within 1.5 metres of a driveway	36 (c)	\$ 50.00
Parking in an intersection	36 (d)	\$ 50.00
Stopping within 5 m of fire hydrant	36 (e)	\$100.00
Parking on a crosswalk	36 (f)	\$ 50.00
Parking within 6 metres of a crosswalk	36 (g)	\$ 50.00
Parking within 6 metres of a traffic control device	36 (h)	\$ 50.00
Parking within 15 m of railway crossing	36 (j)	\$100.00
Parking on highway to display vehicle for sale	36 (k) (i)	\$ 50.00
Parking on a highway for the purpose of: advertising, greasing, painting, wrecking, storing or repairing a vehicle, except where repairs are necessitated by an emergency	36 (k) (ii)	\$ 50.00
Parking to display sign	36 (k) (iii)	\$100.00
Park to sell goods	36 (k) (iv)	\$100.00
Obstructing traffic adjacent to excavation	36 (l)	\$ 50.00
Double Parking	36 (m)	\$ 50.00
Stopping on bridge, elevated structure, or within any underpass	36 (n)	\$100.00
Obstructing visibility of standard traffic sign	36 (o)	\$ 50.00
Stopping next to yellow curb	36 (p)	\$ 50.00

**SCHEDULE "J"****PARKING AND TRAFFIC  
BYLAW NO. 1193, 2010**  
**(Page 3 of 3)**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Parking within 3m of the entrance or exit of a lane	36 (q)	\$ 50.00
Obstructing parked vehicles	36 (r)	\$ 50.00
Parking on a highway less than 6m wide	36 (s)	\$ 50.00
Stopping in lane	36 (t)	\$ 50.00
Obstructing access to garbage container	36 (u)	\$ 50.00
Unauthorized stop, stand and park of overlength vehicle on highway	38(a)	\$200.00
Unauthorized parking of overweight vehicle on highway	38 (b)	\$200.00
Unauthorized parking in residential zone	39 (a)	\$ 50.00
Parking of vehicle over 10 metres total length	39 (a) (iii)	\$200.00
Stopping in fire lane	40	\$100.00
Parking in loading zone	41 (b)	\$ 50.00
Stopping in school bus loading zone	44 (b)	\$ 50.00
Failure to display physically disabled placard	50 (c)	\$100.00
Unauthorized parking of tow truck	54 (b)	\$200.00

**SCHEDULE "K"****DISTRICT OF 100 MILE HOUSE PARKS & COMMUNITY FACILITIES**  
**BYLAW NO. 1313, 2017**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Damage park feature	4.1(a)	\$100.00
Damaging park property	4.1(b)	\$100.00
Pollute water	4.1(e)	\$100.00
Depositing waste material in park	4.1(f)	\$100.00
Obstructing Municipal Official	4.2 (f)	\$150.00
Carry or discharge any firearms or fireworks without Permit	4.4.1(a)	\$100.00
Lighting fire without Permit	4.4.1(k)	\$100.00
Injuring animal in park	4.5.1(a)	\$100.00
Abandoning animal in park	4.5.1(b)	\$100.00
Dog in restricted area	4.5.3(a)(b)	\$ 50.00
Prohibited activity in a park	4.6.1 (a),(b), (c),(d),(e)	\$ 50.00

**SCHEDULE "L"****RENTAL PREMISES STANDARDS OF MAINTENANCE**  
**BYLAW NO. 730, 1997**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Refusing entry to Building Inspector	5	\$150.00
Failing to remedy non-compliance as notified by the Building Inspector	6	\$100.00

**SCHEDULE "M"****DISTRICT OF 100 MILE HOUSE ROAD RIGHT-OF-WAY USAGE**  
**BYLAW NO. 804, 1999**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Construct, excavate, place objects, erect signage, impede or divert traffic or damage any highway without written approval	401	\$100.00
Gain access, plant or disturb materials on highway without written approval	402	\$100.00
Allow accumulation of snow, ice or materials on sidewalks or footpaths or on roofs or other structures adjacent to property	403	\$100.00
Alter or amend any approved plans	404	\$100.00

**SCHEDULE “N”****SEWER RATES AND REGULATION**  
**BYLAW NO. 1204, 2011**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Obstruction of an employee	3(5)	\$150.00
Improper connection to sewer line	4(3)	\$100.00
Prohibited materials in sewer system	4(6)	\$100.00
Failure to comply with sewer connection provisions	5(2)	\$100.00
False information on Application	6(1)	\$100.00

**SCHEDULE “O”****SIGN BYLAW NO. 1121, 2008**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Sign on public property	2.11	\$100.00
Unauthorized temporary sign	2.12	\$100.00
Prohibited sign	3.1 (a)-(i)	\$100.00
Failure to comply with off-site Sign regulations	4.9 (l) – (6)	\$100.00
Failure to obtain Permit	6.1	\$100.00

**SCHEDULE "P"****DISTRICT OF 100 MILE HOUSE STORM SEWER**  
**BYLAW NO. 693, 1996**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Prohibited connection to public sewer	5.3	\$100.00
Discharge prohibited substance into storm sewer	9.1 (a) – (d)	\$150.00
Refusal of entry to Public Works Official	11.2	\$150.00

**SCHEDULE “Q”****DISTRICT OF 100 MILE HOUSE UNSIGHTLY PREMISES**  
**BYLAW NO. 1017, 2006**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Allow property to become unsightly	3	\$100.00
Allow rubbish to accumulate	4	\$100.00
Failure to clear offensive growth	5	\$100.00

**SCHEDULE "R"****WATER RATES AND REGULATIONS**  
**BYLAW NO. 1202, 2011**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Obstruction of an employee	3(5)	\$150.00
Injure/tamper with the works	4(2)	\$ 50.00
Sell/dispose of water	4(3)	\$ 50.00
Connection/cross-connection to other source	4(4)	\$ 50.00
Connection of unauthorized equipment	4(5)	\$ 50.00
Unmetered irrigation	4(6)	\$ 50.00
Obstruct access to works	4(7)	\$ 50.00
Watering contrary to restrictions	14.1(e)	\$ 50.00

**SCHEDULE "S"****DISTRICT OF 100 MILE HOUSE ZONING**  
**BYLAW NO. 1290, 2016**

<b><u>COLUMN 1</u></b>	<b><u>COLUMN 2</u></b>	<b><u>COLUMN 3</u></b>
<b><u>Offence</u></b>	<b><u>Bylaw Section</u></b>	<b><u>Fine</u></b>
Obstructing Municipal Official	2.2 (f)	\$150.00
Unlawful Construction in a Flood Plain	4.24 (1-5 inclusive)	\$100.00
Parking Prohibited Vehicle/Trailer/Camper/ Motor-home/Boat in Residential zone	5.1.1 (a,b,c,d)	\$ 50.00
Inadequate Off-Street Parking \$100.00	5.2.4 (a-h) 5.2.4 (a-h)	
Unlawful Land Use	4.11.1 (a-c) 7.1.2, 7.1.3, 7.2.2, 7.2.3, 7.3.2, 7.3.3 8.1.2, 8.1.3, 8.2.2, 8.2.3 8.3.2, 8.3.3, 8.4.2, 8.4.3, 8.5.2, 8.5.3, 8.6.2, 8.6.3, 9.1.2, 9.1.3, 9.2.2, 9.2.3, 9.3.2, 9.3.3, 10.1.2, 10.1.3, 10.2.2, 10.2.3, 10.3.2, 10.3.3, 10.4.2, 10.4.3, 10.5.2, 10.5.3, 10.6.2, 10.6.3, 11.1.2, 11.1.3, 11.2.2, 11.2.3, 11.3.2, 11.3.3, 12.1.2, 12.1.3, 12.2.2, 12.2.3, 12.3.2, 12.3.3, 13.1.2, 13.1.3, 13.2.2, 13.2.3,	\$100.00

## 8. LEGAL

### 8.1 BYLAW ENFORCEMENT AND COMPLIANCE

#### Policy Objective

The District of 100 Mile House will, from time to time and in accordance with this policy, take enforcement action with respect to contraventions of its bylaws. It is the goal of Council to achieve voluntary compliance through increased public education and awareness of District regulations and their rationale. To address complaints in a fair and consistent manner, a policy is required for the general enforcement of bylaws.

The purpose of this policy is to provide guidance to staff on the receipt of complaints and initiation of investigation and enforcement proceedings related to contraventions of bylaw. The District of 100 Mile House has no duty to take enforcement action with respect to every contravention of a bylaw that may occur within its jurisdiction. The District will use discretion on a case-by-case basis to evaluate contraventions, and take reasonable steps to investigate contraventions in accordance with this policy and operational guidelines of the District. Council may provide other policy guidance or direction on specific complaints or enforcement issues.

#### Definitions

**“Bylaw Enforcement Officer”** is a person prescribed under the *Community Charter* who is designated by a local government as a Bylaw Enforcement Officer

**“Valid Complaint”** means a complaint that describes the location and general nature of a potential bylaw contravention, which includes the complainant’s name, address and telephone number, and which is not a vexatious complaint.

**“Vexatious Complaint”** means a complaint that is made for retaliatory or bad faith purposes, or otherwise forms part of a pattern of conduct by the complainant that amounts to an abuse of the complaint process.

#### Priority of Investigations

Upon receipt of a bylaw complaint, infractions will first be ordered on the basis of the date the complaint was received, and will then be assigned a priority level of:

**Priority #1:** the alleged bylaw violation may adversely impact the environment or public safety. These violations will be investigated and enforced as soon as possible given the availability of staff or other resources. Prior warning notices or education may not be appropriate or practical.

**Priority #2:** the alleged bylaw contravention is significantly impacting adjacent properties in a negative manner, but it generally does not pose an immediate risk to the health or public safety of the community. The District’s investigation and enforcement

of Priority 2 matters will most often be initiated in response to valid complaints received by the District.

**Priority #3:** the alleged bylaw contravention may be a matter that is a general community concern. These contraventions are less serious in nature and generally do not affect the health or public safety of the community. The District's investigation and enforcement of Priority #3 matter is initiated in response to complaints. Staff receiving a complaint will use discretion to determine where there is sufficient geographic or other connection between the complainant and the location of the alleged violation to constitute a valid complaint. Investigating staff will focus on education and will provide opportunities to bring the property or situation into compliance that are appropriate in the circumstances. If a confirmed violation is minor in nature and/or if it appears the complaint may be a vexatious complaint or is part of a larger neighbourhood conflict, staff may conclude it is not in the District's or community's best interest to pursue the matter.

### **Complaints**

Bylaw complaints shall be in written form and signed by the complainant. The complaint may be made by letter, email or on a form provided by the District. The District will, upon request, email/mail a complaint form to the complainant.

The complainant is to provide the name, address, telephone number, and nature of the complaint.

Complaints that fall within the scope of Priority #1 and require immediate investigation to preserve life or to address immediate health or safety violations or risks to the environment may be made verbally.

The District's bylaw enforcement resources are prioritized to ensure the timely receipt and investigation of complaints. It is not the District's practice to proactively provide follow-up information to complainants. Staff will respond to specific requests for information (subject to confidentiality requirements) as time permits.

Upon receipt of a complaint, the District staff will:

- Provide acknowledgment of receipt of the complaint;
- Conduct a preliminary review of the complaint to ensure it is a valid complaint and directly related to an enforceable bylaw;
- Log and record the complaint and assign it to the Bylaw Enforcement Officer for follow-up and investigation; and
- Direct the complainant to the appropriate agency if the complaint is outside the District's jurisdiction.

**Anonymous Complaints:** will not be investigated unless potential safety, health, or liability issues are identified.

**Vexatious Complaints** will not be acted on.

### **Investigations**

A Bylaw officer, acting in the regular course of his or her duties, may initiate investigations and conduct inspections to determine compliance with all regulations, prohibitions and requirements of District bylaws.

As the District does not have the resources to proactively ensure compliance with all bylaws at all times, bylaw contravention investigations will primarily be initiated by public complaints.

Upon receipt of an assigned valid complaint, the Bylaw Enforcement Officer will begin an investigation in accordance with the priorities described in this policy and by operational procedures developed by staff.

If during an investigation, the Bylaw Officer determines that the issue is a civil matter, any persons involved will be notified and the investigation halted.

### **Enforcement**

Where investigation reveals a contravention, the primary goal of enforcement action is to achieve voluntary compliance with District bylaws through communication, education and non-penalty enforcement, including providing a reasonable timeframe to comply.

Occasionally, compliance based on education or warning notices may not be appropriate or effective. In some cases, a more direct enforcement approach is required and may include immediate ticketing. In determining whether to issue a bylaw fine, the Bylaw Enforcement Officer may consider one or more of the following criteria:

- If human health, safety or security is at risk;
- If environmental safety or security is at risk;
- If the infraction is occurring on public property
- If Council has prioritized direct enforcement to address a specific issue or type of issue; and/or
- If the offence is reoccurring.

Bylaw Enforcement Notices may be issued at the discretion of the Bylaw Officer and in accordance with this Policy, the *District of 100 Mile House Municipal Ticket Information Bylaw No. 1340, 2019* and the *Local Government Act*.

The Bylaw Enforcement Officer will maintain written records of inspections and investigations undertaken and record the disposition of all complaints received. All records are to be stored at the District municipal office.

Where the District seeks to recover the expense of direct or remedial enforcement measures from a person in contravention of a bylaw, reasonable efforts will be made to provide the person with an estimate of the cost of the expense prior to undertaking the direct or remedial action.

### **Confidentiality**

Confidentiality is necessary to ensure complainants are not exposed to retaliation or other adverse actions as a result of the complaint, and to maintain effective investigation techniques. The identity of the complainant and any identifying information will not be disclosed to the alleged offender or any member of the public, except as required by law. Likewise, the details of an investigation or enforcement steps will not be disclosed to the complainant.

Despite the foregoing, the District will not guarantee the anonymity and confidentiality of complainants and may disclose personal information in bylaw enforcement files in the following circumstances:

- If the complaint has been publicly disclosed by the complainant;
- If the investigation results in enforcement proceedings and disclosure is necessary to proceed with enforcement;
- If disclosure is required pursuant to the terms of the *Freedom of Information and Protection of Privacy Act* or pursuant to an order issued by the Information and Privacy Commission under the Act; and
- Where disclosure is otherwise required by law.

### **General**

The individual members of Council will not be involved in day-to-day bylaw enforcement matters. Council may, through a formal decision of Council, direct staff to investigate or enforce with respect to a specific complaint or enforcement issue.

An individual member of Council may refer a matter to the appropriate department for review by the Bylaw Enforcement Officer.

The safety of District staff is of utmost importance. If a Bylaw Enforcement Officer is verbally or physically threatened or assaulted while administering the bylaws of the District, no further action will be carried out until a written statement has been completed and forwarded to the District of 100 Mile House RCMP and appropriate security measures are taken to safeguard the Bylaw Enforcement Officer, which may include but is not limited to arranging for a police officer to accompany the Bylaw Enforcement Officer in carrying out his/her duties.

The Bylaw Enforcement Officer may enter on or into property without the consent of the owner or occupier for the purposes of bylaw enforcement in accordance with the applicable provisions of the *Community Charter*.

A decision made by a Bylaw Enforcement Officer in handling a complaint or enforcement matter is subject to review by the Officer's supervisor or management staff responsible for the Department that has conduct of the file.

### **8.2 DAMAGE TO MUNICIPAL PROPERTY**

Any person, or persons, caught damaging Municipal property will be charged and prosecuted to the full extent of the law.

Full financial restitution will be required from persons found guilty of destroying, defacing and/or otherwise damaging Municipal property.

### **8.3 LITIGATION**

In circumstances where the alleged infraction of a Municipal bylaw or regulations has reached the point where the next step is the initiation of legal action against the offending party, a complete written report detailing all aspects of the case is to be submitted to the CAO.

The CAO, after reviewing the matter, will submit the written report, together with his/her recommendation, to Council, which will make the final determination to proceed with litigation.

### **8.4 OBTAINING INFORMATION**

In matters which have been referred to the Municipal Solicitor, and is therefore considered "In Camera" material, the CAO will act as the contract person. Any member of Council or staff desiring information on such matters is to obtain the information desired in concert with the CAO or in the CAO's absence, the Deputy Administrator, and circulate to all members of Council as soon as practical.

### **8.5 REWARD FOR REPORTING VANDALISM**

Council established a policy whereby up to \$1,000 reward to be paid for information leading to the apprehension and conviction of persons doing damage to District properties.



## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** January 21<sup>st</sup>, 2025  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** Declassify In-Camera Resolutions

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#### **BACKGROUND:**

The following documents were reviewed and approved by Council with a provision to declassify those resolutions at a future Regular meeting of Council:

In Camera Meeting of Council – September 9<sup>th</sup>, 2025  
Connection Fee Waiver

In Camera Meeting of Council – October 28<sup>th</sup>, 2025  
IUOE Memorandum of Agreement – Collective Agreement

#### **RECOMMENDATION:**

**BE IT RESOLVED THAT** In-Camera Resolutions #71/25 and #90/25 be declassified.



Tammy Boulanger  
Chief Administrative Officer



Supplier : 079850 To ZZ9950  
 Pay Date : 06-Jan-2026 To 22-Jan-2026  
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. Status : All  
 Medium : M=Manual C=Computer E=E  
 Print Signature Block : No

K1

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
31005	13-Jan-2026	AMRI50	AMRIZE CANADA INC	Issued	9	C	11,376.16
31006	13-Jan-2026	MINI50	MINISTER OF FINANCE	Issued	9	C	41.33
31007	13-Jan-2026	PETT50	PETTY CASH	Issued	9	C	96.34
31008	13-Jan-2026	PYRC50	PYRISCIENCE CONSULTING	Issued	9	C	572.93
31009	13-Jan-2026	TASC50	TASCO SUPPLIES LTD	Issued	9	C	128.76
31010	13-Jan-2026	VALE50	VALLEY TRAFFIC SYSTEMS	Issued	9	C	339.96
31011	13-Jan-2026	WILLC50	WILLIAMS, CORINDA	Issued	9	C	65.00
31012	16-Jan-2026	100H50	100 MILE HOUSE HOSPICE SOCIETY	Issued	31	C	500.00
31013	16-Jan-2026	1MDA50	100 MILE & DISTRICT ARTS COUNCIL	Issued	31	C	250.00
31014	16-Jan-2026	1MHL50	100 MILE HOUSE FLYING CLUB	Issued	31	C	500.00
31015	16-Jan-2026	1MSN50	100 MILE SNOWMOBILE CLUB	Issued	31	C	2,000.00
31016	16-Jan-2026	AIGL50	AIG LIFE INSURNACE COMPANY OF CANADA	Issued	31	C	6,248.00
31017	16-Jan-2026	BIGH50	BIGHORN BOW HUNTER ARCHERY CLUB	Issued	31	C	250.00
31018	16-Jan-2026	CINT50	CINTAS CANADA LIMITED	Issued	31	C	574.40
31019	16-Jan-2026	ECLE50	ECLECTICA COMMUNITY CHOIR	Issued	31	C	250.00
31020	16-Jan-2026	GASE50	GATEWAYS SERVICES FOR FAMILIES WITH E	Issued	31	C	250.00
31021	16-Jan-2026	LGMA50	LOCAL GOVERNMENT MANAGEMENT ASSOC	Issued	31	C	349.45
31022	16-Jan-2026	LOCQ50	LOG CABIN QUILTERS	Issued	31	C	250.00
31023	16-Jan-2026	WCEL50	W.C. ELECTRIC LTD	Issued	31	C	89.25
31024	16-Jan-2026	FINN50	FINNING	Issued	32	C	810.29
31025	22-Jan-2026	ACTI50	ACTION CAR AND TRUCK ACCESSORIES	Issued	40	C	1,205.66
31026	22-Jan-2026	BREE50	BREE CONTRACTING LTD	Issued	40	C	6,838.40
31027	22-Jan-2026	COQR50	COQUITLAM RIDGE CONSTRUCTORS LTD	Issued	40	C	475,776.23
31028	22-Jan-2026	YOUJ50	YOUNG, JASON	Issued	40	C	800.00
31029	22-Jan-2026	NORS50	NORTHERN SECWEPEMC CULTURAL SOCIE	Issued	43	C	205.00
05002-0001	08-Jan-2026	FRC050	FOUR RIVERS CO-OPERATIVE	Cancelled	582	E	12,966.13
05003-0001	08-Jan-2026	BLAK50	BLACK PRESS GROUP LTD	Cancelled	583	E	259.88
05004-0001	08-Jan-2026	BLAK50	BLACK PRESS GROUP LTD	Cancelled	584	E	118.49
05005-0001	08-Jan-2026	BLAK50	BLACK PRESS GROUP LTD	Cancelled	585	E	270.74
05006-0001	08-Jan-2026	BCHY50	BC HYDRO & POWER AUTHORITY	Cancelled	586	E	134.61
05002-0001	12-Jan-2026	FRC050	FOUR RIVERS CO-OPERATIVE	Cancelled	587	E	-12,966.13
05007-0001	08-Jan-2026	FRC050	FOUR RIVERS CO-OPERATIVE	Issued	1	E	12,966.13
05003-0001	12-Jan-2026	BLAK50	BLACK PRESS GROUP LTD	Cancelled	588	E	-259.88
05008-0001	08-Jan-2026	BLAK50	BLACK PRESS GROUP LTD	Issued	2	E	259.88
05004-0001	12-Jan-2026	BLAK50	BLACK PRESS GROUP LTD	Cancelled	589	E	-118.49
05009-0001	08-Jan-2026	BLAK50	BLACK PRESS GROUP LTD	Issued	3	E	118.49
05005-0001	12-Jan-2026	BLAK50	BLACK PRESS GROUP LTD	Cancelled	590	E	-270.74
05010-0001	08-Jan-2026	BLAK50	BLACK PRESS GROUP LTD	Issued	4	E	270.74
05006-0001	12-Jan-2026	BCHY50	BC HYDRO & POWER AUTHORITY	Cancelled	591	E	-134.61
05012-0001	12-Jan-2026	MINI50	MINISTER OF FINANCE	Issued	6	E	152,618.20
05013-0001	13-Jan-2026	FORT50	FORTIS BC - NATURAL GAS	Issued	7	E	252.73
05014-0001	13-Jan-2026	ABCC50	ABC WEBlink	Issued	8	T	52.50
05014-0002	13-Jan-2026	ACEC50	ACE COURIER SERVICES	Issued	8	T	280.99
05014-0003	13-Jan-2026	BCTR50	BC TRANSIT	Issued	8	T	24,179.55
05014-0004	13-Jan-2026	BROG50	BROGAN FIRE AND SAFETY	Issued	8	T	184.03
05014-0005	13-Jan-2026	CARN50	CARO ANALYTICAL SERVICES	Issued	8	T	552.83
05014-0006	13-Jan-2026	E36050	ENVIRONMENTAL 360 SOLUTIONS CENTRAL	Issued	8	T	7,824.59
05014-0007	13-Jan-2026	EXEV50	EXETER VALLEY TRUCK & CAR WASH	Issued	8	T	16.54
05014-0008	13-Jan-2026	FIRT50	FIRST TRUCK CENTRE INC	Issued	8	T	105.27
05014-0009	13-Jan-2026	LONE50	FRASER VALLEY BUILDING SUPPLIES INC	Issued	8	T	35.80
05014-0010	13-Jan-2026	FULT50	FULTON & COMPANY	Issued	8	T	2,432.99
05014-0011	13-Jan-2026	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	8	T	283.50
05014-0012	13-Jan-2026	HERA50	HERITAGE SIGNWORKS	Issued	8	T	114.24
05014-0013	13-Jan-2026	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	8	T	617.64



Supplier : 079850 To ZZ9950

Pay Date : 06-Jan-2026 To 22-Jan-2026

Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. Status : All

Medium : M=Manual C=Computer E=EFT-PA

Print Signature Block : No

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 4 ROYAL BANK - CURRENT ACCOUNT</b>							
05014-0014	13-Jan-2026	MCEL50	MCELHANNEY LTD	Issued	8	T	3,168.90
05014-0015	13-Jan-2026	NAPA50	NAPA AUTO PARTS - 100 MILE HOUSE	Issued	8	T	1,654.98
05014-0016	13-Jan-2026	PATE50	PATERSON SEPTIC SERVICE	Issued	8	T	5,522.50
05014-0017	13-Jan-2026	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	8	T	409.50
05014-0018	13-Jan-2026	TRUE50	TRUE CONSULTING GROUP	Issued	8	T	37,150.10
05014-0019	13-Jan-2026	TSUN50	TSUNAMI SOLUTIONS LTD.	Issued	8	T	94.92
05014-0020	13-Jan-2026	LAWT50	TYRELL LAW FORESTRY CONSULTING	Issued	8	T	242.55
05014-0021	13-Jan-2026	WESR50	WESTERRA EQUIPMENT LP	Issued	8	T	952.81
05014-0022	13-Jan-2026	WILO50	WILLIAM LOVE	Issued	8	T	301.88
05015-0001	09-Jan-2026	ROYL50	ROYAL BANK VISA	Issued	10	E	1,713.08
05016-0001	09-Jan-2026	ROYL50	ROYAL BANK VISA	Issued	11	E	1,597.07
05017-0001	09-Jan-2026	ROYL50	ROYAL BANK VISA	Issued	12	E	2,892.01
05018-0001	09-Jan-2026	ROYL50	ROYAL BANK VISA	Issued	14	E	142.48
05019-0001	09-Jan-2026	ROYL50	ROYAL BANK VISA	Issued	15	E	432.86
05020-0001	07-Jan-2026	RECE50	RECEIVER GENERAL OF CANADA	Issued	16	E	19,001.81
05021-0001	07-Jan-2026	RECE50	RECEIVER GENERAL OF CANADA	Issued	17	E	2,965.84
05022-0001	16-Jan-2026	RECE50	RECEIVER GENERAL OF CANADA	Issued	18	E	19,241.55
05023-0001	16-Jan-2026	RECE50	RECEIVER GENERAL OF CANADA	Issued	19	E	2,882.15
05024-0001	07-Jan-2026	PENS50	PENSION CORPORATION	Issued	20	E	10,517.68
05025-0001	16-Jan-2026	PENS50	PENSION CORPORATION	Issued	21	E	10,554.29
05026-0001	09-Jan-2026	PITW50	PITNEYWORKS	Issued	22	E	861.00
05027-0001	15-Jan-2026	FRCO50	FOUR RIVERS CO-OPERATIVE	Issued	23	E	310.07
05028-0001	15-Jan-2026	TELM50	TELUS MOBILITY CELLULAR INC	Issued	24	E	605.78
05029-0001	15-Jan-2026	SHAW50	SHAW CABLE	Issued	25	E	218.40
05030-0001	15-Jan-2026	SHAW50	SHAW CABLE	Issued	26	E	286.67
05031-0001	15-Jan-2026	SHAW50	SHAW CABLE	Issued	27	E	323.46
05032-0001	15-Jan-2026	SHAW50	SHAW CABLE	Issued	28	E	125.39
05033-0001	15-Jan-2026	SHAW50	SHAW CABLE	Issued	29	E	162.40
05034-0001	16-Jan-2026	ACEC50	ACE COURIER SERVICES	Issued	33	T	42.70
05034-0002	16-Jan-2026	BCFU50	BRITISH COLUMBIA FUNERAL ASSOCIATION	Issued	33	T	147.00
05034-0003	16-Jan-2026	CARN50	CARO ANALYTICAL SERVICES	Issued	33	T	198.45
05034-0004	16-Jan-2026	CENU50	CENTURY HARDWARE LTD	Issued	33	T	23.04
05034-0005	16-Jan-2026	CLEA50	CLEARTECH INDUSTRIES INC	Issued	33	T	1,611.32
05034-0006	16-Jan-2026	CONW50	CONWAY, TODD M	Issued	33	T	122.15
05034-0007	16-Jan-2026	EDED50	EDGE, DAVE	Issued	33	T	800.00
05034-0008	16-Jan-2026	FIRT50	FIRST TRUCK CENTRE INC	Issued	33	T	1,847.98
05034-0009	16-Jan-2026	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	33	T	141.75
05034-0010	16-Jan-2026	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	33	T	597.97
05034-0011	16-Jan-2026	NORM50	NORTHERN COMPUTER	Issued	33	T	3,120.87
05034-0012	16-Jan-2026	PERS50	PERFECT SOLUTIONS LTD	Issued	33	T	1,486.96
05034-0013	16-Jan-2026	SHAS50	SHAWS ENTERPRISES LTD	Issued	33	T	407.68
05034-0014	16-Jan-2026	VINF50	VINCENZI, FLORI	Issued	33	T	211.45
05035-0001	21-Jan-2026	BCHY50	BC HYDRO & POWER AUTHORITY	Issued	34	E	78.26
05036-0001	21-Jan-2026	BCHY50	BC HYDRO & POWER AUTHORITY	Issued	35	E	15,085.83
05037-0001	21-Jan-2026	FORT50	FORTIS BC - NATURAL GAS	Issued	36	E	3,298.12
05038-0001	21-Jan-2026	SHAW50	SHAW CABLE	Issued	37	E	395.14
05039-0001	09-Jan-2026	ROYL50	ROYAL BANK VISA	Issued	38	E	362.61
05040-0001	09-Jan-2026	ROYL50	ROYAL BANK VISA	Issued	39	E	915.90
05041-0001	22-Jan-2026	BCTR50	BC TRANSIT	Issued	41	T	24,411.54
05041-0002	22-Jan-2026	CRCB50	CARWEN CUSTOM BUILDERS LTD	Issued	41	T	1,832.25
05041-0003	22-Jan-2026	INNO50	INNOV8 DIGITAL SOLUTIONS	Issued	41	T	480.82
05041-0004	22-Jan-2026	NORM50	NORTHERN COMPUTER	Issued	41	T	8,311.52
05041-0005	22-Jan-2026	TRUE50	TRUE CONSULTING GROUP	Issued	41	T	7,092.29



Supplier : 079850 To ZZ9950

Pay Date : 06-Jan-2026 To 22-Jan-2026

Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. Status : All

Medium : M=Manual C=Computer E=EFT-PA

Print Signature Block : No

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 4 ROYAL BANK - CURRENT ACCOUNT</b>							
05041-0006	22-Jan-2026	WESW50	WESTERN WATER ASSOCIATES LTD	Issued	41	T	2,430.57
05042-0001	22-Jan-2026	UNIT50	UNITED CONCRETE & GRAVEL LTD	Issued	42	T	819.84
<b>Total Computer Paid :</b> 509,767.16			<b>Total EFT PAP :</b> 261,456.02		<b>Total Paid :</b> 913,539.94		
<b>Total Manually Paid :</b> 0.00			<b>Total EFT File :</b> 142,316.76				

109 Total No. Of Cheque(s) ...

**CAPITAL:**
**\$526,857.02**