



City of Duncan

Bylaw Offence Notice Enforcement Bylaw No. 3200, 2019 (With Amendments to May 4, 2020)

Consolidated for Convenience Only

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Bylaw No. 3200.01, 2020 – Adopted May 4, 2020

CITY OF DUNCAN

BYLAW NO. 3200, 2019

A BYLAW RESPECTING THE ENFORCEMENT OF BYLAW NOTICES

The Council of the City of Duncan ENACTS AS FOLLOWS:

1. Title

This Bylaw may be cited as “Bylaw Offence Notice Enforcement Bylaw No. 3200, 2019.”

2. Definitions

Act	means the <i>Local Government Bylaw Notice Enforcement Act</i> ;
City	means the City of Duncan;
Registry	means the City of Duncan Bylaw Notice Adjudication Registry established by this bylaw.

3. Terms

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

4. Bylaw Contraventions

4.1 The bylaws and bylaw contraventions designed in Schedule “A” attached hereto and forming part of this bylaw may be dealt with by bylaw notice.

5. Offence and Penalty

5.1 The penalty for a contravention referred to in Section 4.1 is as follows:

- 5.1.1 If received by the *City* 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 A2 of Schedule “A.”
- 5.1.2 If received by the *City* 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 A1 of Schedule “A.”
- 5.1.3 If received by the *City* 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 A3 of Schedule “A.”

6. Period for Paying Disputed Notice

- 6.1 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:
 - 6.1.1 pay the penalty; or
 - 6.1.2 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 *City*.
- 6.2 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 5.1.3, but no person may dispute the notice after 14 days of receiving the bylaw notice.
- 6.3 Where a person was not served personally with a bylaw notice and advises the *City*, 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 5 and Section 6.1 of this bylaw do not begin to run until a copy of the bylaw notice re-delivered to them in accordance with the *Act*.

7. Bylaw Notice Dispute Adjudication Registry

- 7.1 The *Registry* is established as a bylaw notice dispute adjudication system in accordance with the *Act* to resolve disputes in relation to bylaw notices.
- 7.2 The civic address of the *Registry* is the City of Nanaimo, 455 Wallace Street, Nanaimo, BC V9R 5J6.
- 7.3 Despite the repeal of Bylaw Offence Notice Enforcement Bylaw No. 3118, 2014, this bylaw continues the City of Duncan's authority to enter into and be party to, and the Mayor's and Director of Corporate Services' authority to execute, the Nanaimo Bylaw Adjudication Agreement, identified as Schedule "B" attached to and forming part of this Bylaw as though that authority was not repealed.
- 7.4 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 *City* an additional fee of \$25 for the purpose of the *City* recovering the costs of the adjudication system.

8. Screening Officers

- 8.1 The position of Screening Officers is hereby established.
- 8.2 The following are designated classes of persons that may be appointed as screening officers:
 - 8.2.1 Bylaw Enforcement Officer
 - 8.2.1 Director of Corporate Services
 - 8.2.2 Chief Administrative Officer

9. Powers, Duties, and Functions of Screening Officers

- 9.1 The powers, duties and functions of screening officers are as set out in the *Act*, and include the following powers:
- 9.1.1 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 relation to the bylaw notice enforcement process;
- 9.1.2 To communicate with any or all of the following for the purposes of performing their functions under this bylaw or the *Act*:
- (a) the person against whom a contravention is alleged or their representative;
 - (b) the officer issuing the notice;
 - (c) the complainant or their representative;
 - (d) the *City's* staff and records regarding the disputant's history of bylaw compliance;
- 9.1.3 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;
- 9.1.4 To provide for payment of a reduced penalty if a compliance agreement is entered into, as provided in column A4 of Schedule A; and
- 9.1.5 To cancel bylaw notices in accordance with the *Act* or *City* policies and guidelines.
- 9.2 The bylaw contraventions in relation to which a Screening Officer may enter into compliance agreement are indicated in column A4 of Schedule "A".
- 9.3 The maximum duration of a compliance agreement is one year.

10. Bylaw Enforcement Officers

- 10.1 Persons acting as any of the following are designated as Bylaw Enforcement Officers for the purposes of this bylaw and the *Act*:
- 10.1.1 Royal Canadian Mounted Police Officers;
- 10.1.2 Bylaw Enforcement Officer appointed pursuant to the *Police Act* and *Community Charter*;
- 10.1.4 Licensing inspectors, building inspectors, animal control officers, streets and parks patrollers, or other persons acting in another capacity on behalf of a *City* for the purpose of enforcement of one or more of its Bylaws.

11. Form of Bylaw Notice

- 11.1 The *City* may from time to time provide for the form or forms of the bylaw notice, provided the notice complies with section 4 of the *Act*.

12. Severability

- 12.1 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.

13. Repeal

- 13.1 "Bylaw Offence Notice Enforcement Bylaw No. 3118, 2014" and all amendments hereto are hereby repealed.

PASSED FIRST READING 19-AUGUST-2019.
PASSED SECOND READING 19-AUGUST-2019.
PASSED THIRD READING 19-AUGUST-2019.

ADOPTED 16-SEPTEMBER-2019

Michelle Staples,
Mayor

Paige MacWilliam,
Director of Corporate Services

SCHEDULE "A"

DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

The penalties may be reduced by up at maximum of 50% where a compliance agreement is shown as "yes" in column A4.

ANIMAL CARE AND CONTROL BYLAW NO. 3197, 2019

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
3.1.1	Keep more than 3 dogs	\$100.00	\$85.00	\$115.00	YES
3.1.1	Keep more than 5 cats	\$100.00	\$85.00	\$115.00	YES
3.1.1	Keep more than 6 companion animals	\$100.00	\$85.00	\$115.00	YES
3.1.2 (a)	Keep more than 6 rabbits	\$100.00	\$85.00	\$115.00	YES
3.1.2 (b)	Keep more than 4 guinea pigs	\$100.00	\$85.00	\$115.00	YES
3.1.2 (c)	Keep a rooster or any poultry (other than up to 6 hens)	\$100.00	\$85.00	\$115.00	YES
3.1.2 (d)	Keep a mammal with hooves	\$100.00	\$85.00	\$115.00	YES
3.1.2 (e)	Keep a mink or chinchilla	\$100.00	\$85.00	\$115.00	YES
3.1.3	Keep more than 90 racing pigeons	\$100.00	\$85.00	\$115.00	YES
3.2.1	Keep, breed, ship or release a prohibited animal	\$200.00	\$175.00	\$225.00	NO
3.2.1	Exhibit a prohibited animal for entertainment or display prohibited animal in public	\$500.00	\$475.00	\$500.00	NO
5.1.1 (a)	Abandon an animal	\$500.00	\$475.00	\$500.00	NO
5.1.1 (b)	Harm an animal	\$500.00	\$475.00	\$500.00	NO
5.1.1 (c)	Tease, torment, beat, kick, punch, choke or provoke an animal	\$500.00	\$475.00	\$500.00	NO
5.1.1 (d)	Cause or permit an animal to suffer	\$500.00	\$475.00	\$500.00	NO
5.1.1 (e)	Train or allow an animal to fight	\$500.00	\$475.00	\$500.00	NO
5.2.1	Fail to ensure proper care of animal	\$200.00	\$175.00	\$225.00	NO
5.3.1	Fail to provide to provide adequate shelter for an animal kept outside	\$150.00	\$125.00	\$175.00	YES
5.4.1	Fail to maintain sanitary conditions enclosure, shelter, pen, cage or run	\$100.00	\$85.00	\$115.00	YES
5.6.1; 5.6.2; 5.6.3; 5.6.4	Unlawful tethering of animal	\$100.00	\$85.00	\$115.00	YES
5.7.1	Unlawful transporting of animal in motor vehicle	\$150.00	\$125.00	\$175.00	NO
5.7.2	Animal confined in an enclosed space or vehicle without adequate ventilation	\$200.00	\$175.00	\$225.00	NO
5.8.1(a)	Unlawfully exercising a dog next to a motor vehicle	\$200.00	\$175.00	\$225.00	NO
5.8.1(b)	Unlawfully exercising a dog next to a bicycle	\$100.00	\$85.00	\$115.00	YES

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
6.1.1	Animal at-large (private property) 1 st offence 2 nd offence 3 rd offence	\$100.00 \$200.00 \$300.00	\$85.00 \$175.00 \$275.00	\$115.00 \$225.00 \$325.00	YES NO NO
6.2.1	Dog off leash (public place) 1 st offence 2 nd offence 3 rd offence	\$100.00 \$200.00 \$300.00	\$85.00 \$175.00 \$275.00	\$115.00 \$225.00 \$325.00	YES NO NO
6.2.2	Not ensuring a competent person controls a dog	\$100.00	\$85.00	\$115.00	YES
6.2.5	Permit dog to obstruct use of pathways or sidewalks	\$50.00	\$40.00	\$60.00	YES
6.3.1	Snake or reptile in public place not securely confined in cage or container	\$100.00	\$85.00	\$115.00	NO
6.3.3	Allow animal to damage public property	\$200.00	\$175.00	\$225.00	NO
6.4.1	Allow animal to attack, injury, or kill an animal or person	\$500.00	\$500.00	\$500.00	NO
6.5.1	Failure to confine dog in heat	\$100.00	\$85.00	\$115.00	YES
6.6.1	Cat at-large without identification	\$50.00	\$40.00	\$60.00	YES
6.6.3	Cat at-large not spayed or neutered	\$50.00	\$40.00	\$60.00	YES
6.7.1; 6.7.2	Improper keeping of bees	\$150.00	\$125.00	\$175.00	YES
6.8.1	Fail to keep rabbit a securely	\$100.00	\$85.00	\$115.00	YES
6.9.1	Keep more than 6 hens	\$100.00	\$85.00	\$115.00	YES
6.9.3	Keep hen in dwelling or cage	\$100.00	\$85.00	\$115.00	YES
6.9.4 (a)	Sell eggs or other products derived from hens	\$100.00	\$85.00	\$115.00	NO
6.9.4 (b)	Slaughter or attempt to euthanize hen on property	\$100.00	\$85.00	\$115.00	NO
6.9.4 (c)	Improper disposal of hen carcass	\$100.00	\$85.00	\$115.00	NO
6.9.5 (a)	Fail to construct or maintain backyard hen enclosure	\$200.00	\$175.00	\$225.00	YES
6.9.5 (b); 6.9.5 (c)	Fail to ensure proper care of hens	\$200.00	\$175.00	\$225.00	NO
6.9.6 (a); 6.9.6 (b)	Fail to properly secure hens	\$100.00	\$85.00	\$115.00	NO
6.9.6 (c)	Fail to prevent access to hen food by wildlife, including rodents	\$100.00	\$85.00	\$115.00	NO
6.9.7 (a); 6.9.7 (b)	Improper storage of manure	\$100.00	\$85.00	\$115.00	NO
6.9.7 (d)	Improper disposal of manure	\$100.00	\$85.00	\$115.00	NO
7.1.1	No dog licence	\$100.00	\$85.00	\$115.00	YES
7.2.2	No dog licence tag	\$50.00	\$40.00	\$60.00	YES
7.3.2	Fail to licence aggressive dog	\$400.00	\$375.00	\$425.00	NO
7.3.3	Fail to licence dangerous dog	\$500.00	\$475.00	\$500.00	NO
8.3.1	Aggressive dog in public without leash	\$300.00	\$275.00	\$325.00	NO

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
8.3.2	Fail to secure aggressive dog as required	\$300.00	\$275.00	\$325.00	NO
8.3.3	Aggressive dog unlawfully on school grounds or near playground	\$300.00	\$275.00	\$325.00	NO
8.3.4	Failure to provide information to Animal Control Officer	\$100.00	\$85.00	\$115.00	NO
8.4.1	Dangerous dog in public without leash and muzzle	\$400.00	\$375.00	\$425.00	NO
8.4.2	Fail to secure dangerous dog as required	\$400.00	\$375.00	\$425.00	NO
8.4.3	Dangerous dog unlawfully on school ground, near playground, in off-leash area, or in restricted City park	\$400.00	\$375.00	\$425.00	NO
8.4.4	Failure to provide information to Animal Control Officer	\$100.00	\$85.00	\$115.00	NO
8.5.1	Fail to post dangerous dog warning signs	\$200.00	\$175.00	\$225.00	YES
9.1.1	Fail to remove animal waste	\$100.00	\$85.00	\$115.00	NO
9.2.1	Dog barking				
	1 st offence	\$50.00	\$40.00	\$60.00	YES
	2 nd offence	\$100.00	\$85.00	\$115.00	YES
	3 rd offence	\$150.00	\$140.00	\$160.00	NO
9.3.1	Unlawfully feed wildlife	\$100.00	\$85.00	\$115.00	YES
9.4.1; 9.4.2	Unlawfully feed ownerless cats	\$50.00	\$40.00	\$60.00	YES
11.2.1	Failure to provide information to Animal Control Officer	\$200.00	\$175.00	\$225.00	NO
11.5.1	Obstruct an Animal Control Officer	\$500.00	\$475.00	\$500.00	NO

BOULEVARD MAINTENANCE BYLAW NO. 3055, 2013

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
2.1.a)	Grass more than 15cm tall	\$100.00	\$75.00	\$125.00	YES
2.1.b)	Untidy condition	\$100.00	\$75.00	\$125.00	YES
2.1.c)	Shrubs too wide or high	\$100.00	\$75.00	\$125.00	YES
2.1.d)	Fire hydrant obstructed	\$100.00	\$75.00	\$125.00	NO
2.1.e)	Intersection sightlines interference	\$100.00	\$75.00	\$125.00	NO
2.1.f)	Hard surfaces on boulevard	\$100.00	\$75.00	\$125.00	NO
2.1.g)	Failure to water	\$100.00	\$75.00	\$125.00	YES
2.1.h)	Failure to prune	\$100.00	\$75.00	\$125.00	YES
2.1.i)	Grade or elevation changed	\$100.00	\$75.00	\$125.00	YES
2.1.j)	Failure to apply for permit	\$100.00	\$75.00	\$125.00	YES
2.1.k)	Failure to remove or mitigate	\$100.00	\$75.00	\$125.00	YES
2.7.1.b)	Failure to locate property lines	\$100.00	\$75.00	\$125.00	NO
2.7.1.d)	Failure to use drought tolerant plants	\$100.00	\$75.00	\$125.00	YES
2.7.1.e)	Use of noxious weeds/invasive plants	\$100.00	\$75.00	\$125.00	NO
2.7.1.f)	Plant interference with parked vehicles	\$100.00	\$75.00	\$125.00	NO
2.7.1.g)	Placement adjacent to a roadway	\$100.00	\$75.00	\$125.00	NO
2.7.1.h)	Landscaping interference	\$100.00	\$75.00	\$125.00	NO
2.7.1.i)	Placement of permanent structures	\$100.00	\$75.00	\$125.00	YES
2.8.1	Failure to hold valid permit	\$100.00	\$75.00	\$125.00	YES
2.8.4	Failure to adhere to permit	\$100.00	\$75.00	\$125.00	YES
2.8.5	Failure to comply	\$100.00	\$75.00	\$125.00	YES
3.2	Obstructing a Bylaw Enforcement Officer	\$400.00	\$400.00	\$475.00	NO

BUILDING BYLAW NO. 1848, 1998

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
3. (2)	Use building contrary to permit	\$200.00	\$150.00	\$250.00	YES
3. (5)	Variance from plan	\$200.00	\$150.00	\$250.00	YES
3.7	Obstructing an Official	\$400.00	\$400.00	\$475.00	NO
6. (11)	Occupancy without Permit	\$200.00	\$150.00	\$250.00	NO
8. (3)	Unlawful building move	\$200.00	\$150.00	\$250.00	NO
8. (4)(a)	Failure to post bond for building move	\$200.00	\$150.00	\$250.00	NO
9. (1)	Failure to obtain permit	\$200.00	\$150.00	\$250.00	YES
9. (5)	Failure to obtain inspection	\$200.00	\$150.00	\$250.00	YES
10. (1)	Failure to post permit	\$100.00	\$75.00	\$125.00	YES
10. (2)	Failure to produce plans	\$100.00	\$75.00	\$125.00	YES
13.	Unlawful Canopy	\$200.00	\$150.00	\$250.00	YES
13. (3)	Unlawful occupancy of public space	\$200.00	\$150.00	\$250.00	YES
14.	Unlawful woodstove	\$200.00	\$150.00	\$250.00	YES

BUSINESS LICENCE REGULATION BYLAW NO. 3117, 2014

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
3.1	No business licence	\$100.00	\$75.00	\$125.00	YES
3.2	Failure to obtain additional licence	\$100.00	\$75.00	\$125.00	YES
4.1	Operation prior to application	\$100.00	\$75.00	\$125.00	YES
4.4	Providing incorrect or misleading information	\$400.00	\$400.00	\$475.00	NO
7.3	Failure to obtain transfer	\$100.00	\$75.00	\$125.00	NO
7.4	Failure to notify of changes	\$100.00	\$75.00	\$125.00	YES
7.5	Failure to post licence	\$50.00	\$37.50	\$62.50	YES
7.6	Failure to comply with local, provincial, or federal laws	\$400.00	\$400.00	\$475.00	YES
9.2	Failure to renew licence	\$100.00	\$75.00	\$125.00	YES
11.1	Obstructing a Bylaw Enforcement Officer	\$400.00	\$400.00	\$475.00	NO

FIREWORKS REGULATION BYLAW NO. 3116, 2014

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
3.1	Unlawful Sale or disposal of fireworks	\$100.00	\$75.00	\$125.00	NO
3.2	Unlawful Discharge of fireworks in City	\$100.00	\$75.00	\$125.00	NO

GARBAGE RECYCLABLES & ORGANICS COLLECTION BYLAW NO. 3094, 2013

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
4.1	Failure to participate	\$100.00	\$75.00	\$125.00	YES
6.2.2	No group alternate service	\$100.00	\$75.00	\$125.00	YES
7.4	No commercial alternate service	\$100.00	\$75.00	\$125.00	YES
8.2 (a)	No required alternate service	\$100.00	\$75.00	\$125.00	YES
8.2(b)	No regular collection	\$100.00	\$75.00	\$125.00	YES
8.3	Failure to obtain permission	\$100.00	\$75.00	\$125.00	YES
8.5	Failure to notify	\$100.00	\$75.00	\$125.00	NO
9.1 (a)	Unlawful private container	\$100.00	\$75.00	\$125.00	YES
9.1 (b)	Noxious private container	\$100.00	\$75.00	\$125.00	NO
9.2 (a)	Unlawful container	\$100.00	\$75.00	\$125.00	YES
9.2 (b)	Unlawful collection vehicle	\$100.00	\$75.00	\$125.00	YES
9.2 (c)	Unlawful operating hours	\$100.00	\$75.00	\$125.00	YES
9.2 (d)	Objectionable operation	\$100.00	\$75.00	\$125.00	YES
9.2 (e)	Untimely removal	\$100.00	\$75.00	\$125.00	YES
9.2 (f)	Unlawful container location	\$100.00	\$75.00	\$125.00	YES
9.2 (g)	Insufficient containers	\$100.00	\$75.00	\$125.00	YES
10.1	Failure to use extended service	\$100.00	\$75.00	\$125.00	YES
10.5	Excessive garbage tags	\$100.00	\$75.00	\$125.00	YES
10.6	Failure to attach garbage tag	\$100.00	\$75.00	\$125.00	YES
10.8	Unauthorized garbage tag	\$100.00	\$75.00	\$125.00	NO
14.1(a)	Deposit hazardous waste	\$100.00	\$75.00	\$125.00	NO
14.1(b)	Deposit biomedical waste	\$100.00	\$75.00	\$125.00	NO
14.1(c)	Deposit pathological waste	\$100.00	\$75.00	\$125.00	NO
14.1(d)	Deposit trade or industrial waste	\$100.00	\$75.00	\$125.00	NO
14.1(e)	Deposit raw sewage or sludge	\$100.00	\$75.00	\$125.00	NO
14.1(f)	Deposit dead animals	\$100.00	\$75.00	\$125.00	YES
14.1(g)	Deposit animal feces, waste	\$100.00	\$75.00	\$125.00	NO
14.1(h)	Deposit oversized items	\$100.00	\$75.00	\$125.00	YES
14.1(i)	Deposit demolition/construction waste	\$100.00	\$75.00	\$125.00	YES
14.1(j)	Deposit wood or wood refuse	\$100.00	\$75.00	\$125.00	YES
14.1(k)	Deposit garden waste	\$100.00	\$75.00	\$125.00	YES
14.1(l)	Deposit rocks	\$100.00	\$75.00	\$125.00	YES
14.1(m)	Deposit ashes	\$100.00	\$75.00	\$125.00	YES
14.1(n)	Deposit engine oil	\$100.00	\$75.00	\$125.00	NO
14.1(o)	Deposit oil filters	\$100.00	\$75.00	\$125.00	NO
14.1(p)	Deposit automotive/marine batteries	\$100.00	\$75.00	\$125.00	NO
15.1 (a)	Failure to place garbage in container	\$100.00	\$75.00	\$125.00	YES
15.1 (b)	Failure to tie recyclables	\$100.00	\$75.00	\$125.00	YES
15.1 (c)	Overweight container	\$100.00	\$75.00	\$125.00	YES
15.1 (d)	Failure to flatten cardboard	\$100.00	\$75.00	\$125.00	YES
15.1 (f)	Improper container placement	\$100.00	\$75.00	\$125.00	YES

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
15.1 (g)	Failure to remove from street	\$100.00	\$75.00	\$125.00	YES
15.1 (h)	Unusable container	\$100.00	\$75.00	\$125.00	NO
15.1 (i)	Failure to seal container	\$100.00	\$75.00	\$125.00	NO
15.1 (j)	Failure to drain excess moisture	\$100.00	\$75.00	\$125.00	NO
15.1 (k)	Deposit liquid	\$100.00	\$75.00	\$125.00	NO
15.1 (l)	Allow liquid to accumulate	\$100.00	\$75.00	\$125.00	NO
15.1 (m)	Deposit grease	\$100.00	\$75.00	\$125.00	YES
15.1 (n)	Improper container cover	\$100.00	\$75.00	\$125.00	YES
15.1 (o)	Insufficient access	\$100.00	\$75.00	\$125.00	YES
15.1 (p)	Obstructed access	\$100.00	\$75.00	\$125.00	YES
15.2	Depositing waste from a dwelling unit or commercial premises into a City garbage receptacle located in a public area	\$100.00	\$75.00	\$125.00	YES
16.1	recycling container Misuse	\$100.00	\$75.00	\$125.00	YES
16.2	Recycling bin on public property	\$100.00	\$75.00	\$125.00	YES
16.3	Damage recycling bin	\$100.00	\$75.00	\$125.00	YES
16.4	improper materials in recycling container	\$100.00	\$75.00	\$125.00	YES
17.1	Illegal use of organics container	\$100.00	\$75.00	\$125.00	NO
18.1	residential scavenging	\$100.00	\$75.00	\$125.00	YES
18.2	Illegal scavenging	\$100.00	\$75.00	\$125.00	YES
19.2	Failure to allow inspection	\$100.00	\$75.00	\$125.00	NO
19.4	Failure to remove container	\$100.00	\$75.00	\$125.00	NO
19.5	Failure to replace container	\$100.00	\$75.00	\$125.00	NO
20.2	Obstruct Director of Public Works or Bylaw Enforcement Officer	\$400.00	\$400.00	\$475.00	NO
21.1	Unauthorized collection	\$100.00	\$75.00	\$125.00	YES
25.1	Littering	\$100.00	\$75.00	\$125.00	NO
25.2	Allow littering	\$100.00	\$75.00	\$125.00	NO

GOOD NEIGHBOUR BYLAW NO. 3156, 2017

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
3.1	Place graffiti on a structure, surface, public place or property	\$100.00	\$75.00	\$125.00	YES
3.2	Failure to remove graffiti	\$100.00	\$75.00	\$125.00	YES
4.1	Littering on a highway, property, or public place	\$200.00	\$150.00	\$250.00	YES
4.2	Littering from a vehicle	\$200.00	\$150.00	\$250.00	NO
5.1.1 (a)	Making noise that disturbs the public	\$100.00	\$75.00	\$125.00	YES
5.1.1 (b)	Making noise that exceeds the sound level	\$100.00	\$75.00	\$125.00	YES
5.1.2 (a)	Allowing the property to be used so that noise disturbs the public	\$100.00	\$75.00	\$125.00	YES
5.1.2 (b)	Allowing the property to be used so that noise exceeds the sound level	\$100.00	\$75.00	\$125.00	YES
5.2.1	Prohibited animal noise	\$100.00	\$75.00	\$125.00	YES
5.2.2	Prohibited construction noise	\$150.00	\$112.50	\$187.50	YES
5.2.3	Prohibited leaf blower noise	\$100.00	\$75.00	\$125.00	YES
5.2.4	Prohibited noise from loading or unloading goods	\$100.00	\$75.00	\$125.00	YES
5.2.5	Prohibited misc. noise	\$100.00	\$75.00	\$125.00	YES
5.2.6	Prohibited motor vehicle noise	\$100.00	\$75.00	\$125.00	YES
5.2.7	Prohibited power equipment noise	\$100.00	\$75.00	\$125.00	YES
5.2.8	Prohibited noise from a public address system	\$100.00	\$75.00	\$125.00	YES
5.2.9	Prohibited continuous sound noise exceeding sound level	\$150.00	\$112.50	\$187.50	YES
5.2.10	Prohibited non-continuous sound noise exceeding sound level	\$150.00	\$112.50	\$187.50	YES
8.1.1	Failure to keep sidewalk clear of filth, discarded materials or rubbish	\$100.00	\$75.00	\$125.00	YES
8.1.2	Illegally placing snow, dirt, rubbish on sidewalk or highway	\$100.00	\$75.00	\$125.00	YES
8.1.3	Failure to remove snow or ice by 10:00 am	\$100.00	\$75.00	\$125.00	YES
8.1.4	Damaging sidewalk or highway	\$300.00	\$225.00	\$375.00	YES
9.1.1	Allow property to become unsightly	\$100.00	\$75.00	\$125.00	YES
9.1.2	Accumulation of hazardous materials	\$200.00	\$150.00	\$250.00	YES
9.1.3	Illegal dumping of rubbish	\$475.00	\$475.00	\$475.00	NO
9.2.1	Failure to keep property clear of dilapidated structures	\$100.00	\$75.00	\$125.00	YES
9.2.2	Failure to store construction materials in a tidy manner	\$100.00	\$75.00	\$125.00	YES
9.3.3	Park or store wrecked vehicle or equipment	\$100.00	\$75.00	\$125.00	YES
9.2.4	Failure to keep ground cover under 20 centimeters	\$100.00	\$75.00	\$125.00	YES
9.2.5	Overgrown trees or hedges	\$100.00	\$75.00	\$125.00	YES
9.3.1	Failure to remove noxious weeds	\$100.00	\$75.00	\$125.00	NO
9.3.2 (a)	Landscaping spreading to another property	\$100.00	\$75.00	\$125.00	YES
9.3.2 (b)	Unsightly landscaping	\$100.00	\$75.00	\$125.00	YES
11.2	Obstructing a Bylaw Enforcement Officer	\$475.00	\$475.00	\$475.00	NO

MAINTENANCE OF PROPERTY BYLAW NO. 3058, 2012

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
10.(2)	Failure to comply with order	\$150.00	\$112.50	\$187.50	NO
11.	Refuse inspection	\$150.00	\$112.50	\$187.50	NO
19.	Obstruct Inspector	\$400.00	\$400.00	\$475.00	NO
21.(1)	Illegal rental	\$150.00	\$112.50	\$187.50	YES
21.(2)	Failure to maintain accommodation	\$150.00	\$112.50	\$187.50	YES
23.	Non-conformance to Building Code	\$150.00	\$112.50	\$187.50	NO
24.	Failure to provide exit	\$150.00	\$112.50	\$187.50	NO
25.	Failure to provide natural light	\$150.00	\$112.50	\$187.50	YES
26.	Failure to rid pests	\$150.00	\$112.50	\$187.50	YES
27.	Insufficient structural integrity	\$150.00	\$112.50	\$187.50	NO
28.(1)	Failure to prevent moisture	\$150.00	\$112.50	\$187.50	NO
29.(1)(a)	Failure to keep good repair	\$150.00	\$112.50	\$187.50	YES
29.(1)(b)	Failure to weather tight	\$150.00	\$112.50	\$187.50	YES
29.(1)(c)	Allow loose objects	\$150.00	\$112.50	\$187.50	YES
29.(1)(d)	Failure to prohibit deterioration	\$150.00	\$112.50	\$187.50	YES
29.(3)	Failure to prevent deterioration	\$150.00	\$112.50	\$187.50	YES
29.(4)	Failure to properly anchor	\$150.00	\$112.50	\$187.50	YES
29.(5)	Allow condensation drainage	\$150.00	\$112.50	\$187.50	YES
29.(6)	Allow unsafe mechanical condition	\$150.00	\$112.50	\$187.50	NO
29.(7)	Allow damaged sign	\$150.00	\$112.50	\$187.50	YES
30.(1)	Failure to maintain exterior doors/windows	\$150.00	\$112.50	\$187.50	YES
30.(3)	Failure to seal openings	\$150.00	\$112.50	\$187.50	YES
30.(4)	Failure to maintain locking devices	\$150.00	\$112.50	\$187.50	YES
30.(5)(a)	Failure to maintain garage doors	\$150.00	\$112.50	\$187.50	YES
30.(5)(b)	Failure to maintain lock	\$150.00	\$112.50	\$187.50	YES
31.(1)	Failure to maintain roof	\$150.00	\$112.50	\$187.50	YES
31.(2)	Allow loose material	\$150.00	\$112.50	\$187.50	YES
31.(3)	Failure to control rainwater	\$150.00	\$112.50	\$187.50	YES
31.(4)(a)	Failure to repair eaves troughs	\$150.00	\$112.50	\$187.50	YES
31.(4)(b)	Failure to maintain eaves troughs	\$150.00	\$112.50	\$187.50	YES
31.(4)(c)	Allow leaky eaves troughs	\$150.00	\$112.50	\$187.50	YES
31.(5)	Allow soil erosion	\$150.00	\$112.50	\$187.50	YES
32.(1)(a)	Allow unsafe stairs	\$150.00	\$112.50	\$187.50	YES
32.(1)(b)	Failure to repair stairs	\$150.00	\$112.50	\$187.50	YES
32.(1)(c)(i)	Failure to repair holes	\$150.00	\$112.50	\$187.50	YES
32.(1)(c)(ii)	Failure to remove rust	\$150.00	\$112.50	\$187.50	YES
32.(1)(c)(iii)	Failure to repair cracks	\$150.00	\$112.50	\$187.50	YES
32.(1)(c)(iv)	Failure to repair excessive wear	\$150.00	\$112.50	\$187.50	YES
32.(1)(c)(v)	Allow hazardous obstructions	\$150.00	\$112.50	\$187.50	NO
32. (3)	Failure to maintain handrails	\$150.00	\$112.50	\$187.50	NO
33.	Failure to maintain elevator	\$150.00	\$112.50	\$187.50	NO
34. (1)	Failure to maintain basement floor drains	\$150.00	\$112.50	\$187.50	NO
34. (2)	Failure to maintain basement cracks	\$150.00	\$112.50	\$187.50	YES

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
34. (3)	Failure to insulate basement walls	\$150.00	\$112.50	\$187.50	YES
35. (1)	Failure to maintain clean floors	\$150.00	\$112.50	\$187.50	YES
35. (2)	Failure to safe floors	\$150.00	\$112.50	\$187.50	NO
35.(3)	Failure to keep moisture resistant	\$150.00	\$112.50	\$187.50	YES
35. (4)	Failure to level floor	\$150.00	\$112.50	\$187.50	YES
36. (1)	Illegal fire resistance rating	\$150.00	\$112.50	\$187.50	NO
36. (2)	Unmaintained interior walls and ceilings	\$150.00	\$112.50	\$187.50	YES
36. (3)	Failure to retain water resistance	\$150.00	\$112.50	\$187.50	YES
36. (4)	Failure to maintain sanitary condition	\$150.00	\$112.50	\$187.50	YES
37.(1)	Failure to maintain plumbing fixtures	\$150.00	\$112.50	\$187.50	YES
37.(2)	Failure to supply proper water	\$150.00	\$112.50	\$187.50	YES
37.(3)	Failure to provide hand basin	\$150.00	\$112.50	\$187.50	YES
37.(4)	Failure to enclose bathing unit	\$150.00	\$112.50	\$187.50	YES
38.(1)	Failure to maintain gas system	\$150.00	\$112.50	\$187.50	NO
38.(3)	Failure to maintain appliance venting	\$150.00	\$112.50	\$187.50	YES
39.(1)	Failure to maintain heating equipment	\$150.00	\$112.50	\$187.50	YES
39.(2)	Failure to provide heating equipment	\$150.00	\$112.50	\$187.50	YES
39.(3)	Failure to provide safe receptacle	\$150.00	\$112.50	\$187.50	YES
40.(1)	Failure to maintain wiring	\$150.00	\$112.50	\$187.50	NO
40.(2)(a)(i)	Use extension cord through doorway	\$150.00	\$112.50	\$187.50	YES
40.(2)(a)(ii)	Attach extension cord to frame	\$150.00	\$112.50	\$187.50	YES
40.(3)	Hazardous use of extension cord	\$150.00	\$112.50	\$187.50	YES
40.(4)	Lack of adequate artificial lighting	\$150.00	\$112.50	\$187.50	YES
40.(5)	Failure to provide ventilation	\$150.00	\$112.50	\$187.50	YES
41.(1)	Failure to keep clean yard	\$150.00	\$112.50	\$187.50	YES
41.(2)	Failure to drain storm water	\$150.00	\$112.50	\$187.50	YES
41.(3)	Failure to maintain parking areas	\$150.00	\$112.50	\$187.50	YES
41.(4)	Failure to provide safe passage	\$150.00	\$112.50	\$187.50	NO
41.(5)	Failure to provide unobstructed walkways	\$150.00	\$112.50	\$187.50	NO
41.(6)	Failure to maintain lighting equipment	\$150.00	\$112.50	\$187.50	YES
41.(7)	Failure to maintain fences	\$150.00	\$112.50	\$187.50	YES
41.(8)	Failure to maintain accessory building(s)	\$150.00	\$112.50	\$187.50	YES
41.(9)	Allow infestation of pests	\$150.00	\$112.50	\$187.50	YES
41.(10)	Failure to eliminate infestation	\$150.00	\$112.50	\$187.50	YES
42.	Allow health safety hazards	\$150.00	\$112.50	\$187.50	YES

OFFICIAL COMMUNITY PLAN BYLAW NO. 2030, 2007

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
12.1.6 (a) 2	Failure to Comply with an order, direction or notice under a Development Permit Area	\$100.00	\$75.00	\$125.00	NO
12.1.6 (a) 4	Development in Violation of Development Permit Area requirements	\$100.00	\$75.00	\$125.00	NO
12.1.6 (a) 6	Obstructs Entry by Authorized Personnel	\$375.00	\$281.25	\$468.75	NO
12.1.6 (a) 2	Failure to Comply with an order, direction or notice under a Development Permit Area	\$100.00	\$75.00	\$125.00	NO

PANHANDLING BYLAW NO. 2098, 2010

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
3. (a)	panhandle by bank	\$100.00	\$75.00	\$125.00	YES
3. (b)	panhandle by ATM	\$100.00	\$75.00	\$125.00	YES
3. (c)	panhandle by depository	\$100.00	\$75.00	\$125.00	YES
3. (d)	panhandle by bus stop	\$100.00	\$75.00	\$125.00	YES
3. (e)	panhandle by train station	\$100.00	\$75.00	\$125.00	YES
3. (f)	panhandle by pay telephone	\$100.00	\$75.00	\$125.00	YES
3. (g)	panhandle by public toilet	\$100.00	\$75.00	\$125.00	YES
3. (h)	panhandle by liquor store	\$100.00	\$75.00	\$125.00	YES
3. (i)	panhandle by movie theatre	\$100.00	\$75.00	\$125.00	YES
3. (j)	panhandle by passenger pick up	\$100.00	\$75.00	\$125.00	YES
4. (a)	panhandle person in commercial vehicle	\$100.00	\$75.00	\$125.00	YES
4. (b)	panhandle person in vehicle	\$100.00	\$75.00	\$125.00	YES
5. (a)	panhandle parked vehicle	\$100.00	\$75.00	\$125.00	YES
5. (b)	panhandle at traffic signal	\$100.00	\$75.00	\$125.00	YES
5. (c)	panhandle at loading vehicle	\$100.00	\$75.00	\$125.00	YES
6.	panhandle causing concern	\$100.00	\$75.00	\$125.00	YES
7. (a)	panhandle person at ATM	\$100.00	\$75.00	\$125.00	YES
7. (b)	panhandle person at phone	\$100.00	\$75.00	\$125.00	YES
7. (c)	panhandle person at toilet	\$100.00	\$75.00	\$125.00	YES
7. (d)	panhandle person at theatre	\$100.00	\$75.00	\$125.00	YES
7. (e)	panhandle person at transit	\$100.00	\$75.00	\$125.00	YES
8.	panhandle after sunset	\$100.00	\$75.00	\$125.00	YES
9.	panhandle sitting or lying	\$100.00	\$75.00	\$125.00	YES
10.	continue to panhandle	\$100.00	\$75.00	\$125.00	YES
11.	obstruct person while panhandling	\$100.00	\$75.00	\$125.00	NO
12.	panhandle following person	\$100.00	\$75.00	\$125.00	NO
13.	panhandle in group	\$100.00	\$75.00	\$125.00	NO
14	prohibited panhandling	\$100.00	\$75.00	\$125.00	NO
15	Obstruct Bylaw Enforcement Officer	\$400.00	\$400.00	\$475.00	NO

PARKS AND PUBLIC OPEN SPACES BYLAW NO. 3165, 2017

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
3.1 (a)	Destroy, damage, climb, break, remove or injure any tree, sampling, shrub, plant, turf or flower	\$200.00	\$150.00	\$250.00	YES
3.1 (b)	Unauthorized planting	\$100.00	\$75.00	\$125.00	YES
3.1 (c)	Unauthorized tent or structure	\$150.00	\$112.50	\$187.50	YES
3.1 (d)	Foul or pollute a body of water or beach	\$200.00	\$150.00	\$250.00	NO
3.1 (e)	Obstruct free use and enjoy enjoyment by another user	\$100.00	\$75.00	\$125.00	NO
3.1 (f)	Unlawfully discharge fireworks or other explosive material	\$200.00	\$150.00	\$250.00	NO
3.1 (g)	Unlawfully make a fire or discard a burning substance	\$395.00	\$296.25	\$493.75	NO
3.1 (h)	Parking a vehicle outside of approved hours in a park	\$100.00	\$75.00	\$125.00	YES
3.1 (i)	Parking unlawfully	\$100.00	\$75.00	\$125.00	YES
3.1 (j)	Obstructing an employee	\$395.00	\$296.25	\$493.75	NO
3.1 (k)	Unlawfully using a device to disturb the enjoyment by another user	\$100.00	\$75.00	\$125.00	NO
3.1 (l)	Unlawful liquor in the park	\$100.00	\$75.00	\$125.00	NO
3.1 (m)	Unlawfully discarding litter or debris	\$100.00	\$75.00	\$125.00	YES
3.1 (n)	Parking a food concession trailer unlawfully	\$100.00	\$75.00	\$125.00	YES
3.1 (o)	Unlawfully amplifying music	\$100.00	\$75.00	\$125.00	YES
3.1 (p)	Deface wall, fence, or other structure	\$200.00	\$150.00	\$250.00	NO
3.2	Loitering	\$100.00	\$75.00	\$125.00	YES
4.1 (a)	Erecting a shelter within 40 meters of an unauthorized space	\$100.00	\$75.00	\$125.00	NO
4.1 (b)	Erecting a shelter within 10 metres of a trail or sidewalk	\$100.00	\$75.00	\$125.00	NO
4.1 (c)	Erecting a shelter within 10 metres of private property	\$100.00	\$75.00	\$125.00	NO
4.1 (d)	Erecting a shelter within a sensitive area	\$100.00	\$75.00	\$125.00	NO
4.1 (e)	Erecting a shelter within 40 meters of an area designated for an event	\$100.00	\$75.00	\$125.00	NO
4.1 (f)	Damage or alter City property	\$300.00	\$225.00	\$375.00	NO
4.1 (g)	Leaving personal possessions, litter or debris behind	\$100.00	\$75.00	\$125.00	NO
4.1 (h)	Obstructing a highway	\$200.00	\$150.00	\$250.00	NO
4.1 (i)	Obstructing an employee	\$395.00	\$296.25	\$493.75	NO
5.0	Unlawfully conducting business or selling things in a park	\$100.00	\$75.00	\$125.00	YES

SECURITY FALSE ALARM BYLAW NO. 2091, 2010

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
4.	Failure to ensure the prevention of false alarms	\$150.00	\$112.50	\$187.50	YES
5.	Failure to inform the Police of Monitoring Service information or changes to same	\$150.00	\$112.50	\$187.50	YES
6.	Failure to telephone the premises prior to reporting an alarm to the Police	\$150.00	\$112.50	\$187.50	YES
15(b)	Obstruct Bylaw Enforcement Officer	\$400.00	\$400.00	\$475.00	NO

SIGN BYLAW NO. 3095, 2013

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
5.3	Failure to apply for sign permit	\$100.00	\$75.00	\$125.00	YES
5.3	Erect sign before approval	\$100.00	\$75.00	\$125.00	YES
5.5	Erecting a sign on any public property structure	\$100.00	\$75.00	\$125.00	YES
5.6	Erecting a sign that obstructs a motorist's view	\$100.00	\$75.00	\$125.00	NO
5.7	Erecting a sign that interferes with any underground facilities	\$100.00	\$75.00	\$125.00	NO
5.8	Erecting a sign that obstructs a window, door opening, passageway, fire escape, walkway, road, lane, sidewalk or similar feature	\$100.00	\$75.00	\$125.00	NO
5.9	Erecting a sign which projects over any street	\$100.00	\$75.00	\$125.00	YES
5.10	Failure to remove a sign after 30 days from the day the parcel is vacated	\$100.00	\$75.00	\$125.00	YES
6.1	Failure to remove prohibited sign	\$100.00	\$75.00	\$125.00	YES
6.2	Parking a vehicle or trailer on public or private property which displays any sign for the purpose of advertising products or directing people to a business or activity located on the same or any other property	\$100.00	\$75.00	\$125.00	YES
9.3	Failure to remove a temporary sign	\$100.00	\$75.00	\$125.00	YES
16.2	Obstruct Bylaw Enforcement Officer	\$400.00	\$400.00	\$475.00	NO
16.3	Failure to repair sign	\$100.00	\$75.00	\$125.00	YES
16.6	Failure to remove dangerous sign	\$100.00	\$75.00	\$125.00	NO

SMOKE-FREE BYLAW NO. 3179, 2018

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
3.1 (a)	Smoking in any park	\$100.00	\$75.00	\$125.00	YES
3.1 (b)	Smoking in a public facility	\$100.00	\$75.00	\$125.00	YES
3.1 (c)	Smoking in any school yard	\$100.00	\$75.00	\$125.00	YES
3.1 (d)	Smoking within 6 metres of a doorway, window or air intake	\$100.00	\$75.00	\$125.00	YES
3.1 (e)	Smoking within 6 metres of a bus stop sign	\$100.00	\$75.00	\$125.00	YES
5.1	Obstruct Bylaw Enforcement Officer	\$400.00	\$400.00	\$475.00	NO

STREETS AND PARKING REGULATIONS BYLAW NO. 3101, 2014

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
6.1	Unsafe backward movement of vehicle	\$100.00	\$75.00	\$125.00	YES
9.1. (a)	Cycle ridden on crosswalk	\$100.00	\$75.00	\$125.00	YES
9.1. (b)	Cycle ridden on sidewalk or walkway	\$100.00	\$75.00	\$125.00	YES
9.1. (c)	Cycle obstructing traffic or pedestrians	\$100.00	\$75.00	\$125.00	NO
9.1. (d)	Failure of cycle to yield	\$100.00	\$75.00	\$125.00	YES
10.1	Failure to clean accident scene	\$100.00	\$75.00	\$125.00	YES
11.1.	Alter or stop flow of water	\$100.00	\$75.00	\$125.00	YES
12.1.	Unlawful driveway	\$200.00	\$150.00	\$250.00	YES
14.1.	Unlawful discharge of firearms	\$200.00	\$150.00	\$250.00	NO
15.1.	Failure to secure load	\$200.00	\$150.00	\$250.00	YES
16.1. (a)	Occupy a median	\$100.00	\$75.00	\$125.00	YES
16.1. (b)	Stand or walk on median	\$100.00	\$75.00	\$125.00	YES
16.1. (c)	Place structure, tent, object on median	\$100.00	\$75.00	\$125.00	YES
17.1. (b)	Unlawful use of motorized wheelchairs	\$100.00	\$75.00	\$125.00	YES
18.1. (a)	Unlawful construction on highway or boulevard	\$100.00	\$75.00	\$125.00	YES
18.1. (b)	Interfere with any sidewalk, curb or highway surface without permit	\$100.00	\$75.00	\$125.00	YES
18.1. (c)	Construction of boulevard crossing without permit	\$100.00	\$75.00	\$125.00	YES
18.1. (d)	Change of highway level without permit	\$100.00	\$75.00	\$125.00	YES
18.1. (e)	Obstruct traffic without permit	\$100.00	\$75.00	\$125.00	NO
18.1. (f)	Material on highway without permit	\$100.00	\$75.00	\$125.00	YES
18.1. (g)	Unlawful placement of container	\$100.00	\$75.00	\$125.00	YES
19.1.	Interfere with traffic control device	\$100.00	\$75.00	\$125.00	YES
19.2.	Engage in unsafe manner	\$100.00	\$75.00	\$125.00	YES
19.3.	Deposit items on highway	\$100.00	\$75.00	\$125.00	YES
19.4.	Excavation on highway without barricades	\$100.00	\$75.00	\$125.00	YES
19.5.	Proceed through closed highway or sidewalk	\$100.00	\$75.00	\$125.00	NO
19.6.	Failure to move after 24 hours	\$100.00	\$75.00	\$125.00	YES
20.1	Unlawful removal of notice	40.00		\$125.00	YES
22.1.	Notice, advertisement on structure	\$100.00	\$75.00	\$125.00	YES
24.1.	Walk against traffic control device	\$100.00	\$75.00	\$125.00	YES
24.2.	Run, race or cause disturbance on highway or sidewalk	\$100.00	\$75.00	\$125.00	YES
24.3.	Unlawful assembly on highway or sidewalk	\$200.00	\$150.00	\$250.00	YES
24.4.	Expectorate on sidewalk	\$100.00	\$75.00	\$125.00	YES
24.5.	Jaywalk	\$100.00	\$75.00	\$125.00	YES
25.1.	Failure to maintain private street or lane	\$200.00	\$150.00	\$250.00	YES
26.1	Unlawful reverse turn	\$100.00	\$75.00	\$125.00	YES
27.2	Failure to stop for School Traffic Patrol	\$100.00	\$75.00	\$125.00	YES
28.1 (a)	Ride animal on sidewalk	\$100.00	\$75.00	\$125.00	YES
28.1 (b)	Drive vehicle on sidewalk	\$200.00	\$150.00	\$250.00	YES
29.1. (b)	Sidewalk cafe without associated business license	\$100.00	\$75.00	\$125.00	YES
29.1. (c)	Sidewalk cafe with less than 1.2 metres width of clear sidewalk	\$100.00	\$75.00	\$125.00	YES
29.1. (d)	Sidewalk cafe on sidewalk after hours	\$100.00	\$75.00	\$125.00	YES
29.1. (e)	Sidewalk cafe exceeding 3.7m ² (40 sq. ft.)	\$100.00	\$75.00	\$125.00	YES
29.1. (f)	Failure to indemnify and hold harmless for sidewalk cafe	\$100.00	\$75.00	\$125.00	YES

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
29.1. (g)	Failure to obtain appropriate insurance for sidewalk cafe	\$100.00	\$75.00	\$125.00	YES
29.1. (h)	Unlawful apparatus used for sidewalk cafe	\$100.00	\$75.00	\$125.00	YES
29.1. (i)	Failure to secure permit for sidewalk cafe	\$100.00	\$75.00	\$125.00	YES
30.1. (b)	Merchandise tables without associated business license	\$100.00	\$75.00	\$125.00	YES
30.1 (c)	Merchandise exceeding allowable area	\$100.00	\$75.00	\$125.00	YES
30.1. (d)	Merchandise tables with less than 1.2 metres width of clear sidewalk	\$100.00	\$75.00	\$125.00	YES
30.1. (e)	Merchandise tables on sidewalk after hours	\$100.00	\$75.00	\$125.00	YES
30.1. (f)	Failure to indemnify and hold harmless for merchandise tables	\$100.00	\$75.00	\$125.00	YES
30.1. (g)	Failure to obtain appropriate insurance for merchandise tables	\$100.00	\$75.00	\$125.00	YES
30.1. (h)	Failure to secure permit for merchandise table	\$100.00	\$75.00	\$125.00	YES
31.1.	Unlawful use of skateboards, roller skates	\$100.00	\$75.00	\$125.00	YES
34.1.	Failure to obtain Street Occupancy Permit	\$200.00	\$150.00	\$250.00	YES
34.2.	Failure to erect and maintain fence or barrier	\$100.00	\$75.00	\$125.00	YES
35.1	Unlawful tires	\$100.00	\$75.00	\$125.00	YES
37.1.	Failure to give right of way to pedestrian on trail	\$100.00	\$75.00	\$125.00	YES
37.2.	Cycle near or on sensitive riparian areas	\$200.00	\$150.00	\$250.00	YES
37.3.	Operate vehicle, motorcycle on trails or in parks	\$100.00	\$75.00	\$125.00	YES
38.1.	Planting less than 61 cm from street line	\$100.00	\$75.00	\$125.00	YES
38.2. (a)	Allow planting to encroach into sidewalk, highway or public place	\$100.00	\$75.00	\$125.00	YES
38.2. (b)	Allow planting to impede safe public passage	\$100.00	\$75.00	\$125.00	YES
38.2. (d)	Allow planting to visually impair sightline	\$200.00	\$150.00	\$250.00	YES
39.	Injure or remove tree, shrub in boulevard, highway, public place	\$100.00	\$75.00	\$125.00	YES
47.1 (a)	Unlawful parking on a sidewalk or boulevard	\$40.00	\$30.00	\$50.00	YES
47.1 (b)	Permit to stand or park against any traffic control device regulating parking time limits 1 st offence 2 nd offence 3 rd offence	 \$25.00 \$50.00 \$75.00	 \$20.00 \$37.50 \$56.25	 \$31.25 \$62.50 \$93.75	 NO NO NO
47.1 (c)	Permit to stand or park against any traffic control device regulating Micro Car parking spaces	\$25.00	\$20.00	\$31.25	YES
47.1 (d) i	Failure to display a lawful Disabled Person's Parking Permit	\$100.00	\$75.00	\$125.00	YES
47.1 (d) ii	Unlawful use of a Disabled Person's Parking Permit	\$100.00	\$75.00	\$125.00	YES
47.1 (e)	Permit to stand or park over 30 centimetres from any curb	\$40.00	\$30.00	\$50.00	YES
47.1 (f)	Permit to stand or park outside of the painted lines indicating a parallel parking space	\$40.00	\$30.00	\$50.00	YES
47.1 (g)	Permit to stand or park outside of the painted lines indicating an angle parking space	\$40.00	\$30.00	\$50.00	YES
47.1 (h)	Permit to stand or park on any curb painted yellow	\$40.00	\$30.00	\$50.00	YES

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
47.1 (i)	Permit to stand or park in a commercial vehicle loading zone, as designated by a traffic control device, without a valid commercial decal or plate and is engaged in the loading or unloading of goods, merchandise or other things	\$25.00	\$20.00	\$31.25	YES
47.1 (j)	Permit to stand or park in any commercial vehicle loading zone by a commercial vehicle for longer than the posted time limit	\$25.00	\$20.00	\$31.25	YES
47.1 (k)	Permit to stand or park in front of any Fire Hall so as to block the street access of fire trucks and equipment	\$100.00	\$75.00	\$125.00	YES
47.1 (l)	Permit to stand or park at any place in contravention of a traffic control device prohibiting stopping or parking	\$100.00	\$75.00	\$125.00	YES
47.1 (m)	Permit to stand or park on a designated cycle path on any highway	\$25.00	\$20.00	\$31.25	YES
47.1 (n)	Permit to stand or park in any City block controlled by a parking time limit regulation, cause that vehicle to be returned to the same block within a 7-hour time period after the expiration of the original permitted time limit	\$25.00	\$20.00	\$31.25	YES
47.1 (o)	Permit to stand or park on any highway between the hours of 9:00 p.m. (21:00 hours) and 6:00 a.m. (06:00 hours) if the vehicle, trailer, camper or combination thereof, weighs in excess of 4,500 kg GVW or in excess of 8 metres (approximately 26.3 feet) in length	\$25.00	\$20.00	\$31.25	YES
47.1 (p)	Permit to stand or park facing oncoming traffic	\$40.00	\$30.00	\$50.00	YES
47.1 (q)	Permit to stand or park in front of a public or private driveway so as to block the driveway	\$40.00	\$30.00	\$50.00	YES
47.1 (r)	Permit to stand or park in a lane	\$25.00	20.00	\$31.25	YES
47.1 (s)	Permit to stand or park within 5.0 metres of a fire hydrant measured from a point on the curb or edge of the highway that is closest to the fire hydrant	\$40.00	\$30.00	\$50.00	YES
47.1(s)	Parking a vehicle too close to a fire hydrant	\$40.00	\$30.00	\$50.00	YES
47.1 (u)	Permit to stand or park on any highway for a continuous period exceeding 24 hours	\$25.00	\$20.00	\$31.25	YES
47.1 (v)	Permit to stand or park on either side of a vehicle already stopped or parked at the edge or curb of a highway	\$40.00	\$30.00	\$50.00	YES
47.1 (w)	Permit to stand or park alongside or opposite a highway excavation or obstruction when stopping, standing, or parking obstructs traffic	\$40.00	\$30.00	\$50.00	YES
47.1 (x)	Permit to stand or park in a designated taxi zone, as designated by a traffic control device, unless the vehicle is legally operating as a taxi	\$40.00	\$30.00	\$50.00	YES

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
47.1 (y)	Permit to stand or park an unattended taxi in a taxi zone for longer than 10 minutes	\$40.00	\$30.00	\$50.00	YES
47.1 (z)	Permit to stand or park in a bus stop zone unless the vehicle is a bus as defined in the bylaw	\$40.00	\$30.00	\$50.00	YES
47.1 (aa)	Permit to stand or park in any City operated parking lot or parking space operated where traffic control devices indicate that a paid parking permit or spitter ticket is required, without displaying a valid paid parking permit or spitter ticket for the said parking lot or parking space	\$25.00	\$20.00	\$31.25	YES
47.1 (bb)	Permit to stand or park on any highway without displaying proper or valid number plates, including a valid decal	\$40.00	\$30.00	\$50.00	YES
47.1 (cc)	Permit to stand or park on a highway in a residential area contrary to a traffic control device unless such person has acquired an authorized Residential Parking Permit, and such permit being visible through the vehicle front windshield, and the vehicle being is parked in accordance with the conditions of the permit	\$40.00	\$30.00	\$50.00	YES
47.1 (dd)	Permit to stand or park on any highway or public place having a gross vehicle weight exceeding 4,500 kg or a length in excess of 7.5 metres for a consecutive period longer than 5 hours	\$40.00	\$30.00	\$50.00	YES
47.1 (ee)	Permit to stand or park on a highway in such a manner as to obstruct or impede the normal flow of traffic	\$40.00	\$30.00	\$50.00	YES
47.1 (ff)	Permit to idle in excess of one minute	\$100.00	\$75.00	\$125.00	YES
47.1 (gg) i	Permit to stand or park on any highway for the purpose of displaying a vehicle for sale	\$40.00	\$30.00	\$50.00	YES
47.1 (gg) ii	Permit to stand or park on any highway for the purpose of advertising, greasing, painting wrecking, storing, or repairing any vehicle	\$40.00	\$30.00	\$50.00	YES
47.1 (gg) iii	Permit to stand or park on any highway for the purpose of displaying signs	\$40.00	\$30.00	\$50.00	YES
47.1 (gg) iv	Permit to stand or park on any highway for the purpose of selling flowers, fruit, vegetables, sea foods or other commodities or articles	\$40.00	\$30.00	\$50.00	YES
48.1.	Leave trailer or recreational trailer on highway	\$40.00	\$30.00	\$50.00	YES
50.3	Obstruct Bylaw Enforcement Officer	\$400.00	\$400.00	\$475.00	NO

TREE PROTECTION BYLAW NO. 3135, 2014

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
5.1.1	Cut, remove or move a Protected Tree without a valid permit	\$375.00	\$281.25	468.75	NO
5.1.3(a)	Cut or damage the roots of a Protected tree within the drip line	\$375.00	\$281.25	468.75	YES
5.1.3.(b)	Operate heavy equipment over the roots of a Protected Tree growing inside the drip line.	\$200.00	\$150.00	\$250.00	YES
5.1.3(c)	Place fill, building materials, asphalt or a building or structure inside the drip line of a Protected Tree	\$200.00	\$150.00	\$250.00	YES
5.1.3(d)	Dent, gouge or penetrate the trunk of a Protected Tree	\$250.00	\$187.50	\$312.50	YES
5.1.3(e)	Remove or penetrate the bark of a Protected Tree	\$250.00	\$187.50	\$312.50	YES
5.1.3(f)	Attach a sign or poster to a Protected Tree	\$150.00	\$112.50	\$187.50	YES
5.1.3(g)	Deposit harmful substances inside the drip line of a Protected Tree	\$150.00	\$112.50	\$187.50	YES
5.1.3(h)	Remove soil from inside the drip line of a Protected Tree	\$150.00	\$112.50	\$187.50	YES
5.1.3(i)	Blast inside the drip line of a Protected Tree.	\$375.00	\$281.25	468.75	YES
5.1.3(j)	Top a Protected Tree (to significantly alter is normal canopy)	\$375.00	\$281.25	468.75	NO
5.1.3(k)	Alter the ground water or surface water level within the drip line of a Protected Tree.	\$150.00	\$112.50	\$187.50	YES
5.1.3(l)	Cut or remove more than twenty-five (25) percent of the live crown of a Protected Tree within any twelve (12) month period	\$375.00	\$281.25	468.75	YES
5.2	Plant a tree or hedge on City lands without authorization from the City	\$200.00	\$150.00	\$250.00	YES
6.1.3	Illegal transfer of a permit	\$100.00	\$75.00	\$125.00	NO
6.1.4	Failure to display a permit	\$100.00	\$75.00	\$125.00	YES
6.2.3(a)	Failure to flag or mark trees to be cut or removed	\$150.00	\$112.50	\$187.50	YES
6.2.3(b)	Failure to mark protected root zones	\$150.00	\$112.50	\$187.50	YES
6.2.3(c)	Failure to place a tree protection barrier, or removal of a tree protection barrier during construction or demolition	\$250.00	\$187.50	\$312.50	YES
7.1.1(a)	Failure to dispose of tree parts and wood waste	\$100.00	\$75.00	\$125.00	YES
7.1.1(c)	Tree cutting or removal between the hours of 6:00 p.m. and 8:00 a.m.	\$150.00	\$112.50	\$187.50	YES
7.1.1(e)	Cause wood waste to enter watercourses, waterworks, ditches, drains, sewers or other established drainage facilities	\$250.00	\$187.50	\$312.50	YES
7.1.1(f)	Failure to fence or otherwise barricade tree cutting or removal operations so as to endanger the public	\$150.00	\$112.50	\$187.50	YES
7.1.1(g)	Cause tree cutting or removal operations to encroach upon, undermine, damage or endanger any adjacent parcel or setback area	\$150.00	\$112.50	\$187.50	YES
7.2.1	Failure to plant a replacement tree (single family dwelling)	\$100.00	\$75.00	\$125.00	YES
7.2.2	Failure to plant two replacement trees (all other parcels)	\$100.00	\$75.00	\$125.00	YES
7.2.4	Failure to plant a replacement tree on City property	\$100.00	\$75.00	\$125.00	YES
8.5.1(b)	Submission of false or misleading information	\$250.00	\$187.50	\$312.50	NO
9.4	Obstruct Bylaw Enforcement Officer	\$400.00	\$400.00	\$475.00	NO

WATERWORKS REGULATION BYLAW NO. 3204, 2019

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
8.1	Connect causing cross contamination	\$500.00	\$500.00	\$500.00	NO
8.3	Failure to install approved backflow prevention device	\$500.00	\$500.00	\$500.00	NO
8.5	Failure to repair or replace backflow prevention device	\$500.00	\$500.00	\$500.00	NO
8.6	Failure to display tag on the backflow prevention device	\$100.00	\$75.00	\$125.00	YES
12.1	Sell, bottle, or dispose of bulk water	\$100.00	\$75.00	\$125.00	NO
13.1	Using water contrary to an order during emergency conditions	\$300.00	\$275.00	\$325.00	NO
14.1 (b)	Cause a waste of water due to faulty fixtures	\$100.00	\$75.00	\$125.00	
17.1	Unauthorized use of fire hydrant	\$100.00	\$75.00	\$125.00	NO
21.1	Interfering with a fire hydrant or service connections	\$200.00	\$175.00	\$225.00	NO
22.4	Failure to test, inspect or service a private fire hydrant	\$100.00	\$75.00	\$125.00	NO
23.1	Unauthorized connection to public or private water main	\$400.00	\$400.00	\$475.00	NO
26.1	Obstructing access to fire hydrant or service connection	\$100.00	\$75.00	\$125.00	NO
27.2	Unauthorized connection of a restricted apparatus	\$100.00	\$75.00	\$125.00	YES
35.1	Tampering with a water meter or pipe leading to or from water meter	\$200.00	\$175.00	\$225.00	NO
46.2 (a); 46.2 (b)	Watering on day not permitted (stage 1)	\$100.00	\$75.00	\$125.00	YES
46.2 (a); 46.2 (b)	Watering outside of permitted hours (stage 1)	\$100.00	\$75.00	\$125.00	YES
46.2 (c)	Watering more than two hours per scheduled day (stage 1)	\$100.00	\$75.00	\$125.00	YES
46.2 (e)	Watering lawns or landscaping daily without a Garden Irrigation Permit (stage 1)	\$100.00	\$75.00	\$125.00	YES
46.2 (g)	Watering more than four hours per day with micro irrigation or drip irrigation (stage 1)	\$100.00	\$75.00	\$125.00	YES
46.3 (a); 46.3 (b)	Watering on day not permitted (stage 2)	\$200.00	\$175.00	\$225.00	YES
46.3 (b)	Watering outside of permitted hours (stage 2)	\$200.00	\$175.00	\$225.00	YES
46.3 (c)	Watering more than two hours per scheduled day (stage 2)	\$200.00	\$175.00	\$225.00	YES
46.3 (h)	Watering more than four hours per day with micro irrigation or drip irrigation (stage 2)	\$200.00	\$175.00	\$225.00	YES
46.3 (i)	Washing driveways, houses, sidewalks, or parking lots (stage 2)	\$200.00	\$175.00	\$225.00	YES
46.4 (a)	Watering lawn (stage 3)	\$300.00	\$275.00	\$325.00	YES
46.4 (b)	Washing car or boat (stage 3)	\$300.00	\$275.00	\$325.00	YES
46.4 (c)	Washing driveways, houses, sidewalks or parking lots (stage 3)	\$300.00	\$275.00	\$325.00	YES
46.4 (e)	Filling of a swimming pool or hot tub (stage 3)	\$300.00	\$275.00	\$325.00	NO

46.4 (f)	Watering more than four hours per day with micro irrigation or drip irrigation (stage 3)	\$300.00	\$275.00	\$325.00	YES
46.4 (h)	Operating fountains or pools unless using re-circulated water (stage 3)	\$300.00	\$275.00	\$325.00	YES
49.2; 49.6	Unauthorized water service installation	\$500.00	\$500.00	\$500.00	NO
52.4	Failure to comply with an order	\$400.00	\$400.00	\$425.00	NO
52.6	Obstruct Bylaw Enforcement Officer	\$400.00	\$400.00	\$425.00	NO

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FIRE DEPARTMENT BYLAW 1561, 1989

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
26	Outside burning (open or contained fires) 1 st offence 2 nd offence	\$150.00 \$500.00	\$125.00 \$500.00	\$175.00 \$500.00	YES NO

WOOD BURNING APPLIANCES AND AIR QUALITY BYLAW NO. 3089, 2013

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
3.1	Burning prohibited burning materials	\$100.00	\$75.00	\$125.00	NO
4.1	Installing none certified wood burning appliance	\$200.00	\$150.00	\$250.00	YES
4.2	Installing an outdoor solid-fuel combustion appliance in or about any premises	\$100.00	\$75.00	\$125.00	NO
4.5	Installing without a permit	\$100.00	\$75.00	\$125.00	YES
5.1	Using a wood burning appliance or pellet stove appliance at a time when an Air Quality Advisory is in effect	\$100.00	\$75.00	\$125.00	YES
5.2	Discharging air contaminants	\$100.00	\$75.00	\$125.00	YES
9.3	Obstruct Bylaw Enforcement Officer	\$400.00	\$400.00	\$475.00	NO

ZONING BYLAW NO. 3166

Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
1.2.1	Use, occupy or permit a person to use or occupy a building or structure in contravention of bylaw	\$100.00	\$75.00	\$125.00	NO
1.2.8	Obstruct authorized entry	\$200.00	\$175.00	\$225.00	NO
3.2	Carry on prohibited use in any zone	\$100.00	\$75.00	\$125.00	YES
3.3	Unlawful accessory use	\$100.00	\$75.00	\$125.00	YES
3.4	Unlawful siting of a shipping container	\$100.00	\$75.00	\$100.00	YES
3.5.1	Unlawful secondary suite	\$200.00	\$175.00	\$225.00	NO
3.5.2; 3.5.3	Oversized secondary suite	\$200.00	\$175.00	\$225.00	NO
3.6.1	Unlawful accommodation in a recreational vehicle	\$200.00	\$175.00	\$225.00	YES
3.6	Unlawful temporary building or structure	\$200.00	\$175.00	\$225.00	YES
3.7.1	Oversized urban food garden	\$100.00	\$75.00	\$125.00	YES
3.8	Insufficient fencing of swimming pool	\$200.00	\$175.00	\$225.00	NO
3.9	Unlawful fence	\$100.00	\$75.00	\$125.00	YES
3.12	Insufficient building separations	\$100.00	\$75.00	\$125.00	NO
3.14	Unlawful siting of mechanical equipment	\$100.00	\$75.00	\$125.00	YES
3.16	Obstruction of visibility at intersections	\$100.00	\$75.00	\$125.00	YES
3.17	Unlawful setback from riparian area	\$100.00	\$75.00	\$125.00	NO
3.18.2	Unlawful siting of backyard hen enclosure	\$100.00	\$75.00	\$125.00	YES
3.19.2	Oversized home-based business	\$100.00	\$75.00	\$125.00	YES
3.19.2	Unauthorized number of non-resident employees	\$100.00	\$75.00	\$125.00	YES
3.19.2	Unauthorized number of motor vehicles associated with home-based business	\$100.00	\$75.00	\$125.00	YES
3.19.1; 3.19.3; 3.19.4	Unlawful home-based business	\$100.00	\$75.00	\$125.00	YES
3.20	Unlawful bed and breakfast	\$100.00	\$75.00	\$125.00	YES
3.21	Unlawful residential daycare	\$100.00	\$75.00	\$125.00	YES
3.22.1	Insufficient landscaping	\$100.00	\$75.00	\$125.00	YES
3.23	Insufficient screening	\$100.00	\$75.00	\$125.00	YES
3.26	Recycling and garbage storage facilities not sited or screened as required	\$100.00	\$75.00	\$125.00	YES
3.31	Insufficient off street parking	\$100.00	\$75.00	\$125.00	NO
3.34	Insufficient off street loading facilities	\$100.00	\$75.00	\$125.00	NO
3.35	Unlawful storage of commercial vehicles, recreational vehicles, motor vehicles or watercraft	\$100.00	\$75.00	\$125.00	YES
3.38	Insufficient parking for persons with disability requirements	\$100.00	\$75.00	\$125.00	NO
4.2.1; 4.6.1; 4.10.1	Non-permitted use in Residential Zones	\$100.00	\$75.00	\$125.00	YES
5.2.1;5.7.1; 5.12.1	Non-permitted use in Commercial Zones	\$100.00	\$75.00	\$125.00	YES
6.2.1; 6.6.1	Non-permitted use in Community Use Zones	\$100.00	\$75.00	\$125.00	YES
4.3.1; 4.7.1; 4.11.1; 5.3.1; 5.8.1; 5.13.1; 6.3.1; 6.7.1	Insufficient setback from property lines of principal building or accessory building or structure	\$200.00	\$175.00	\$225.00	NO
4.3.1; 4.7.1; 4.11.1; 5.3.1; 5.8.1; 5.13.1; 6.3.1; 6.7.1	Exceeds maximum parcel coverage	\$200.00	\$175.00	\$225.00	NO
4.3.1; 4.7.1; 4.11.1; 5.3.1; 5.8.1; 5.13.1; 6.3.1; 6.7.1	Over height buildings or structures	\$200.00	\$175.00	\$225.00	NO

SCHEDULE "B"

NANAIMO BYLAW NOTICE DISPUTE ADJUDICATION

REGISTRY AGREEMENT

This Agreement dated _____ day of _____, 2014.

BETWEEN:

CITY OF NANAIMO, 455 Wallace Street, Nanaimo, BC V9R 5J6

("Nanaimo")

AND:

CITY OF DUNCAN, 200 Craig Street, Duncan, BC V9L 1W3

("Duncan")

AND:

CITY OF PARKSVILLE, Box 1390, 100 Jensen Avenue East, Parksville, BC V9P 2H3

("Parksville")

AND:

DISTRICT OF TOFINO, PO Box 9, 121 – 3rd Street, Tofino, BC V0R 2Z0

("Tofino")

WHEREAS:

1. The *Local Government Bylaw Notice Enforcement Act* provides that a local government may, by bylaw, deal with a bylaw contravention by Bylaw Notice in accordance with the *Act*;
2. The *Act* also provides that anything a local government is authorized to do under the *Act*, may be done jointly by two or more local governments entering into an agreement adopted, by bylaw, by each local government that is party to it;
3. Nanaimo, Duncan, Parksville and Tofino wish to:
 - (a) share the costs of a bylaw notice Dispute Adjudication System; and
 - (b) enter an agreement to establish such a system, to be called the Nanaimo Bylaw Notice Dispute Adjudication Registry, and to provide for the sharing of costs.

NOW THEREFORE in consideration of the mutual promises contained herein, the Parties agree as follows:

INTRODUCTORY PROVISIONS

1. Definitions

1.1 In this Agreement, the following definitions apply:

“Act”	Means the <i>Local Government Bylaw Notice Enforcement Act</i> .
“Adjudication Fee”	Means the sum of \$25.00 payable to the applicable Party should the disputant be unsuccessful in the dispute adjudication.
“Agreement”	Means this Agreement.
“Authorizing Bylaw”	Means a bylaw adopted by each Party for the purposes of section 2 of the <i>Act</i> (application of the <i>Act</i>)
“Bylaw Notice”	Has the same meaning as in the <i>Act</i> .
“Disputant”	Has the same meaning as in the Regulation.
“Dispute Adjudication System”	Means a system established in accordance with the <i>Act</i> that provides for the hearing and determination of disputes in respect of whether: a) a contravention in a Bylaw Notice occurred as alleged or b) the terms and conditions of a compliance agreement were observed or performed.
“Parties”	Means all of Nanaimo, Duncan, Parksville and Tofino.
“Party”	Means any one of Nanaimo, Duncan Parksville or Tofino.
“Registry”	Means the Nanaimo Bylaw Notice Dispute Adjudication Registry established by this Agreement.
“Regulation”	Means the Bylaw Notice Enforcement Regulation.
“Roster Organization”	Has the same meaning as in the Regulation.
“Screening Officer”	Has the same meaning as in the <i>Act</i> .
“Terms”	Means the term of this Agreement as set out herein.

2. Establishment of the Registry

2.1 Subject to the *Act* and to the adoption of the Authorizing Bylaws, the Parties agree that the Registry is hereby established.

ADJUDICATION

3. Screening Officer

3.1 The Parties agree that where a Screening Officer position has been established by a Party in accordance with the *Act*, a Bylaw Notice must be reviewed by the Screening Officer before a dispute adjudication may be scheduled.

4. Bylaw Notice Dispute Adjudication System

- 4.1 The Parties agree that a Dispute Adjudication System will be established as a function of the Registry, and that disputes will be heard by an adjudicator selected by a Roster Organization in accordance with the Regulation.
- 4.2 The Parties agree that Nanaimo will enter into a contract with a designated Roster Organization for the purpose of providing dispute adjudication services to the Registry.

REGISTRY OPERATIONS

5. Location

- 5.1 The Registry will be located in the Service and Resource Centre, City of Nanaimo, 411 Dunsmuir Street, Nanaimo, BC V9R 5J6

6. Services Provided

- 6.1 Nanaimo will provide all administrative services required by the Registry in respect of the Dispute Adjudication System, including:
- (a) providing the venue and facilities to hear dispute adjudications in accordance with the *Act*;
 - (b) submitting requests to the Roster Organization for the assignment of an adjudicator;
 - (c) providing a Bylaw Adjudication Clerk to facilitate and support the hearing and determination of disputes;
 - (d) providing venue security;
 - (e) providing for the collection of Adjudication Fees and any penalties payable to a Party for a bylaw contravention;
 - (f) issuing cheques to the applicable Party in accordance with section 7 for any amounts collected under section 6.1 (e), with the cheque to include the Bylaw Notice number (s); and
 - (g) issuing invoices to the applicable Party in accordance with section 7 for dispute adjudication services.
- 6.2 Despite section 6.1 (e), the collection of Adjudication Fees and bylaw contravention penalties will be the responsibility of the applicable Party if not collected by the Registry immediately following the adjudication.

7. Payments and Disbursements

- 7.1 Duncan, Parksville and Tofino agree to pay the City of Nanaimo proportionate costs of the fees charged by the Roster Organization. Amounts owing are to be calculated based on the number of Bylaw Notices each Party submits to the Registry for dispute adjudication.
- 7.2 Nanaimo will issue an invoice to the applicable Party for dispute adjudication services within 30 days of the service being rendered. Amounts owing are due and payable within 30 days of receipt of the invoice.
- 7.3 Nanaimo will issue a cheque payable to the applicable Party for any amounts collected under section 6.1 (e) within 30 days of collection, with the cheque to include the Bylaw Notice number (s).

7.4 For certainty, the Parties agree that costs relating to legal counsel, witnesses, screening officers and bylaw enforcement officers will be borne by the Party that issued the Bylaw Notice and not by the Registry or by Nanaimo on behalf of the Registry.

GENERAL PROVISIONS

8. Amendments

8.1 The Parties will, in good faith, negotiate a proposed amendment to this Agreement upon request of any Party. All amendments to be in writing and executed by the Parties.

9. Dispute Resolution

9.1 If a dispute arises under this Agreement and is not resolved by the Parties within 60 days, it will be settled by final and binding arbitration conducted under the *Commercial Arbitration Act of British Columbia*.

10. Term

10.1 This Agreement comes into effect upon adoption of the authorizing bylaws and continues in effect until December 31, 2020. Any party may withdraw from this Agreement upon 30 days written notice to the other Parties.

11. Execution of Agreement

11.1 This Agreement may be executed in counterparts through original copies, facsimile copies, or by email PDF copies. Each counterpart will be deemed to be an original that, together with the other counterparts, constitutes one agreement having the same effect as if the Parties had signed the same document.

IN WITNESS WHEREOF all Parties have executed this Agreement on the date first above written.

THE CITY OF Nanaimo

Mayor

Corporate Officer

THE CITY OF Parksville

Mayor

Corporate Officer

THE CITY OF Duncan

Mayor

Corporate Officer

THE DISTRICT OF Tofino

Mayor

Corporate Officer