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## REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE MEETING OF WEDNESDAY, SEPTEMBER 17, 2025

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**SUBJECT**     **Bylaw Notice Enforcement and Adjudication System**

### **ISSUE SUMMARY**

Requesting approval to establish and implement a Bylaw Notice Enforcement Bylaw (BNE) and Screening Officer Policy for the CRD and the amendments to the Municipal Ticket Information Bylaw No.1871 to align with the new BNE system be approved.

### **BACKGROUND**

At the Capital Regional District (CRD) Board meeting on September 11, 2024, the following motion was carried:

1. *That a Bylaw Notice Enforcement and Adjudication System be endorsed;*
2. *That staff be directed to prepare bylaws, policies and agreements for the implementation of the Bylaw Notice Enforcement and Adjudication System provided for in the Local Government Bylaw Notice Enforcement Act, for the Board's approval; and*
3. *That staff be directed to work with Court Services Branch, Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia enact a Regulation under Section 29 of the Local Government Bylaw Notice Enforcement Act, applying the Act to the Capital Regional District.*
4. *That the proposed Bylaw Notice Enforcement and Adjudication System be referred to the Electoral Areas Committee for input before finalizing bylaws, policies, and agreements that will be submitted for CRD Board approval.*

A copy of the staff report dated July 17, 2024, which includes background information on the Bylaw Notice system and process, is attached as Appendix A.

Staff have received the Order in Council from the Ministry of the Attorney General, Justice Services Branch, that the CRD has been added to Schedule 1 of the *Act*, which took effect on April 9, 2025 (see Appendix B). This now allows the CRD to adopt a Bylaw Notice Enforcement and Adjudication system.

The proposed Bylaw is attached to this report as Appendix C. The Bylaw establishes the *Bylaw Notice Enforcement Bylaw*, the role of *Screening Officer* and outlines the types of offences that are subject to enforcement through issuance of a Bylaw Enforcement Notice. The Bylaw includes the current and proposed fine amounts that have been established in the CRD Ticket Information Authorization Bylaw, 1990 (MTI) that are under \$500, and offers an early payment discount and late payment penalty. The proposed Screening Officer policy is attached as Appendix D. Under the *Bylaw Notice Enforcement Act*, a Screening Officer may cancel a Bylaw Enforcement Notice if the violation did not occur as alleged or if the Bylaw Enforcement Notice does not contain the information required by the *Act*. The *Act* also provides that a local government may authorize additional grounds under which a Screening Officer may cancel a Bylaw Notice. The proposed policy establishes additional grounds for cancellation that have been used successfully in other jurisdictions that have implemented the system.

The additional grounds are meant to provide Screening Officers with the flexibility to reduce the number of tickets that proceed to adjudication in circumstances where there are fairness concerns or where a Bylaw Enforcement Notice would not likely be upheld at an adjudication. Examples from the policy include:

- the contravention was necessary for the preservation of health and safety
- the contravention did not occur as alleged
- it is not in the public interest to proceed to adjudication for one of the following reasons:
  - the disputant was permitted or entitled to take action, but the issuing bylaw officer was unaware of this permit or entitlement
  - the matter is of sufficient importance that the CRD wishes to pursue avenues of bylaw enforcement other than under the *Act* or the Bylaw

The Screening Officers listed in the policy are those positions that are bylaw enforcement trained staff or management that are commonly used in screening officer policies in the local governments listed in the *Act*.

Bylaw Services staff have worked to align the CRD Ticket Information Authorization Bylaw, 1990 (MTI), to ensure that it is consistent throughout (see Appendix E). This will assist staff when amending the BNE bylaw, as all amendments must be done in both the MTI and the BNE Bylaws. If the Board approves the BNE system and the bylaw is adopted, Bylaw Services staff will provide training on the new system, ongoing support and be responsible for amendments to the MTI and BNE bylaws. Their involvement is necessary to ensure the enforcement remains consistent and aligns with both bylaws. Both of these bylaws were presented to the Electoral Areas Committee for review on July 9, 2025 prior to submission to this committee and no concerns or changes were raised at that time.

*How does the BNE system work?*

The primary differences between the current MTI used by the CRD and the new BNE system are laid out in Table A below.

**Table A: Key Differences between Municipal Ticket Information and Bylaw Notice Enforcement**

	<b>Municipal Ticket Information</b>	<b>Bylaw Notice Enforcement</b>
<b>Max Penalty</b>	\$3,000	\$500
<b>Manner of Service</b>	Must be in person to the accused (or another adult at their address)	In person, by mail or affixed to a stationary object, i.e., front door of dwelling or a vehicle
<b>Disputed Ticket</b>	May be litigated through provincial courts to a standard 'Beyond Reasonable Doubt'	Step 1: Reviewed by Screening Officer: may result in education resulting in a reduction, entering into a Compliance Agreement, which is valid for one year or if an agreement cannot be reached  Step 2: Goes to adjudication to be decided on a standard of 'Balance of Probabilities'
<b>Consequence, If Ignored</b>	No penalty, fine immediately due	Penalty added to fine and immediately due

Functionally, the BNE is easier to administer and should lead to lower costs for the CRD by significantly reducing ticket disputes that are heard in provincial court, as the BNE are addressed with current staff and an adjudicator, which cost is covered by the \$25 fee charged to the disputant. Those appealing the system in good faith will have the opportunity to work with staff to better understand the bylaw and come to a mutually beneficial agreement. Staff will report back to the Committee on the effectiveness after a full year of use of the system to show costs saved, compliance rate and how many notices lead to adjudication including the result.

## **ALTERNATIVES**

### *Alternative 1*

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4683 be adopted.
3. That Bylaw No. 4703, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 87, 2025" be introduced and read a first, second, and third time; and
4. That Bylaw No. 4703 be adopted.
5. That the Screening Officer Bylaw Notice Policy, as attached hereto as Appendix D, be adopted.

### *Alternative 2*

That this report be referred back to staff for additional information based on Planning and Protective Services Committee direction.

## **IMPLICATIONS**

### *Alignment with Board & Corporate Priorities*

The introduction of a Bylaw Dispute Adjudication System supports the CRD Board's focus on the delivery of efficient, effective and economically viable services, as well as the opportunity to partner with other local governments in the delivery of services.

### *Alignment with Existing Plans & Strategies*

As an alternative to the MTI, the BNE enables a more efficient and cost-effective administrative process for addressing bylaw violations and has been identified by Bylaw and Animal Care Services staff as an effective additional tool to assist in improving the efficiency of enforcing and gaining compliance with bylaw violations.

### *Financial Implications*

The costs associated with introducing the system are estimated to be approximately \$5,000, which will go towards printing the initial stock of BNE books and training. The annual costs to support the system are estimated to be approximately \$2,500, which would be for maintaining stock of the BNE books, both of which can be accommodated within current departmental operating budgets and using existing staff and software. The costs associated with administering and maintaining the system will be borne by Bylaw and Animal Care Services, and those departments that wish to participate will be charged an administration fee to cover the cost of the system and support.

*Service Delivery*

While the BNE will be available for use immediately following the three readings and adoption by the Board, staff are planning to practically implement the system in a graduated manner throughout the remainder of 2025. During this time, the website will be updated to inform the public about the system and approach and to explain how it differs from alternate municipal ticketing tools. Staff will provide training to other departments on how the system can be used as one of several compliance tools and ticketing options available to enforcement staff, which will be utilized as required and in accordance with operational and enforcement objectives.

**CONCLUSION**

The proposed Bylaw and Policy were developed in response to CRD Board direction to establish the framework for introduction of the Bylaw Notice Enforcement and Adjudication System at the CRD. The draft Bylaws and Screening Officer Policy are provided to the Planning and Protective Services Committee for recommendation to the CRD Board for final approval.

**RECOMMENDATION**

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4683, “Bylaw Notice Enforcement Bylaw No. 1, 2025” be introduced and read a first, second, and third time; and
2. That Bylaw No. 4683 be adopted.
3. That Bylaw No. 4703, “Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 87, 2025” be introduced and read a first, second, and third time; and
4. That Bylaw No. 4703 be adopted.
5. That the Screening Officer Bylaw Notice Policy, as attached hereto as Appendix D, be adopted.

Submitted by:	Shawn Carby, C.D., BHSc., MAL, Senior Manager, Protective Services
Concurrence:	Don Elliott, Acting General Manager, Housing, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: Staff Report to Planning and Protective Services Committee – Bylaw Notice Enforcement and Adjudication System – July 17, 2024
- Appendix B: Order of the Lieutenant Governor in Council – April 7, 2025
- Appendix C: Bylaw No. 4683, “A Bylaw Respecting the Enforcement of Bylaw Notices”
- Appendix D: Screening Officer Bylaw Notice Policy
- Appendix E: Bylaw No. 4703, “A Bylaw to Amend Bylaw No. 1857 Capital Regional District Ticket Information Authorization Bylaw, 1990”



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**PLANNING AND PROTECTIVE SERVICES COMMITTEE  
MEETING OF WEDNESDAY, JULY 17, 2024**

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**SUBJECT     Bylaw Notice Enforcement and Adjudication System**

**ISSUE SUMMARY**

A Bylaw Notice Enforcement and Adjudication System (BNEAS) is an alternative to the Municipal Ticket Information (MTI) System for ticketing of bylaw contravention. The system enables a more efficient and cost-effective administrative process for dealing with bylaw infractions and has been identified by Capital Regional District (CRD) Bylaw and Animal Care Services as one of the tools to assist in improving the efficiency of enforcing and gaining compliance with bylaw contraventions.

**BACKGROUND**

The current process for dealing with minor bylaw offences was adopted by the CRD in 1990, by the creation of Bylaw No. 1857, Capital Regional District Ticket Information Authorization Bylaw, 1990.

CRD currently utilizes the MTI system for issuing tickets related to bylaw contraventions, with fine amounts ranging from \$50 to \$1000. Over the past three years, 5,579 violation warnings or MTIs have been issued, 3,811 of which were issued in relation to CRD bylaws only, the balance was issued for municipalities within the CRD for contracted services.

Ticketing is a proven tool for bylaw violations; however, the current MTI system does not support effective and cost-efficient enforcement and can become extremely onerous due to the requirement for personal service of tickets, the high cost of court prosecutions and the additional staff time required.

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

The Act, and the authority it provides to establish an adjudication system, applies to both municipalities and regional districts by regulation. Currently, 123 local governments in British Columbia have proceeded with a BNEAS.

Under the MTI system, tickets must be personally served and disputed tickets can only be adjudicated at the Provincial Court level. There are approximately 30 disputes annually. Some disputes are prosecuted by bylaw staff, and more complicated disputes require outside legal counsel. Both options have added costs. The hearings can span over more than one year due to scheduling, witness availability, evidence, etc. which also leads to additional legal expenses and staff time charged to the service choosing to enforce its bylaw. The standard of proof for the prosecution of MTIs in Provincial Court follows the criminal threshold of proving the offence ‘beyond a reasonable doubt’.

The use of the Bylaw Dispute Adjudication process continues to expand throughout the province and currently includes over 120 local governments using this system. The goal of the adjudication model is to create simple, fair, and cost-effective systems for dealing with minor bylaw infractions.

If the CRD implements the BNEAS we would join the City of Colwood and City of Langford who are actively using the system; the Town of View Royal, District of Central Saanich, North Saanich, Highlands and Metchosin may also join once their bylaws are approved.

## **ALTERNATIVES**

### *Alternative 1*

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

- 1) That a Bylaw Notice Enforcement and Adjudication System be endorsed;
- 2) That staff be directed to prepare bylaws, policies and agreements for the implementation of the Bylaw Notice Enforcement and Adjudication System provided for in the *Local Government Bylaw Notice Enforcement Act*, for the Board's approval; and
- 3) That staff be directed to work with Court Services Branch, Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia enact a Regulation under Section 29 of the *Local Government Bylaw Notice Enforcement Act*, applying the *Act* to the Capital Regional District.

### *Alternative 2*

That this report be referred back to staff for additional information based on Electoral Areas Committee direction.

## **IMPLICATIONS**

### *Alignment with Board & Corporate Priorities*

The introduction of a BNEAS supports the Board's focus on the delivery of efficient, effective and economically viable services as well as the opportunity to partner with other local governments in the delivery of services.

### *Operational Implications*

The BNEAS improves enforcement by providing a more accessible venue for determining simple bylaw contraventions. It also reduces the demands on the court system, is less expensive to administer, and better balances between the amount of the penalty imposed (currently set by legislation at a maximum of \$500) and the staff-time cost of pursuing the bylaw contravention in court. The burden of proof is also lessened – to balance of probabilities rather than beyond a reasonable doubt. However, the system would not replace the MTI system, the traditional long-form offence which permits larger penalties, or the ability of the CRD to pursue more serious matters through injunctive relief from the courts.

Of further benefit, Bylaw Notices issued under this system do not require personal service. The current Municipal Ticket (MTI) requires personal service, which can be difficult to achieve if the person cannot be located or lives outside of the region. The BNEAS offers the ability to mail violation notices which is a major improvement on the current ticketing system, as there are now many occasions when the infraction occurs after hours or is known to have been committed by an out-of-town contractor or property owner. This step is a considerable saving of time and effort and reduces delays in the enforcement of bylaw contraventions.

Once the Bylaw Notice is received or presumed to be received, it becomes legally binding, and the recipient has a fixed period of time to dispute the notice or be deemed convicted. If disputed, internal staff designated as Screening Officers review disputed tickets with authority to enter into compliance agreements. If no resolution can be achieved by Screening Officers, an independent bylaw adjudicator will take submissions and render a decision.

To participate in this system a local government is required to have the Ministry of the Attorney General enact a regulation to make the *Act* applicable to them. To do so, the Board must pass a resolution to pursue the development of the BNEAS. Once the Attorney General has registered the CRD under the *Act*, the CRD's bylaws may be amended to implement the BNEAS. A new Screening Officer Policy is also recommended to be prepared as an integral part of the system. This process is outlined in the Local Government Bylaw Dispute Adjudication System Tool Kit (Appendix A).

#### *Financial Implications*

The Bylaw Notice Registry can be established with minimal cost using existing software and trained staffing. The Screening Officer Policy and Bylaw are drafted by Bylaw staff and will be reviewed by the Legal and Risk Division before submitting, there may be an added cost only if outside legal is required to review.

The BNEAS creates efficiencies that will save time and money regardless of the number of tickets that are disputed.

#### *Intergovernmental Implications*

Under the *Act*, local governments are responsible for the costs of setting up and administering the system within their jurisdiction. The *Act* specifies that local governments may join together to administer the adjudication system jointly to cover a broader geographic area more cost-effectively. Those local authorities that do not transition to the BNEAS will remain status quo under the current contractual arrangements. Those jurisdictions that do move to the BNEAS will benefit from the system efficiencies and improved compliance. Any enforcement undertaken by CRD Bylaw for the CRD or contracted municipalities using the MTI ticketing process will continue to follow current processes.

#### *Service Delivery*

By implementing a system of bylaw infraction dispute review (screening) and independent adjudicators, the CRD is looking to ensure that the regulatory provisions of its bylaws are understood and complied with, and that bylaw contraventions are dealt with in a fair, equitable and cost-efficient manner for all concerned through a modern, timely, effective, and efficient bylaw enforcement service for the CRD and the contracted municipalities we serve that have adopted the system.

To meet this goal, the adjudication model will:

- Eliminate the requirement for personal service of tickets.
- Establish a dedicated forum for resolving local bylaw enforcement disputes.
- Use a dispute resolution-based approach to obtaining independently adjudicated decisions without the need for a court appearance.
- Avoid the unnecessary attendance of witnesses.
- Avoid the need to employ lawyers or enforcement officers to take minor cases to court.
- Promote the timely resolution of bylaw enforcement disputes of a minor nature where the expertise of a Provincial Court or Judicial Justice of the Peace is not needed.
- Provide citizens with an expedient and fair way to dispute tickets.
- Minimize the requirement for officers to engage hostile and non-compliant clients, making it safer for officers.

**CONCLUSION**

In summary, the BNEAS improves bylaw enforcement by providing a more accessible venue for adjudicating minor bylaw contraventions. It reduces demand on the Provincial Court system and creates a simple, fair, and cost-effective compliance system which represents best practices in bylaw enforcement.

**RECOMMENDATION**

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

- 1) That a Bylaw Notice Enforcement and Adjudication System be endorsed;
- 2) That staff be directed to prepare bylaws, policies and agreements for the implementation of the Bylaw Notice Enforcement and Adjudication System provided for in the *Local Government Bylaw Notice Enforcement Act*, for the Board’s approval; and
- 3) That staff be directed to work with Court Services Branch, Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia enact a Regulation under Section 29 of the *Local Government Bylaw Notice Enforcement Act*, applying the *Act* to the Capital Regional District.

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Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT**

Appendix A: Local Government Bylaw Dispute Adjudication System Tool Kit



BRITISH  
COLUMBIA

Ministry of Attorney General



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*

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# 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

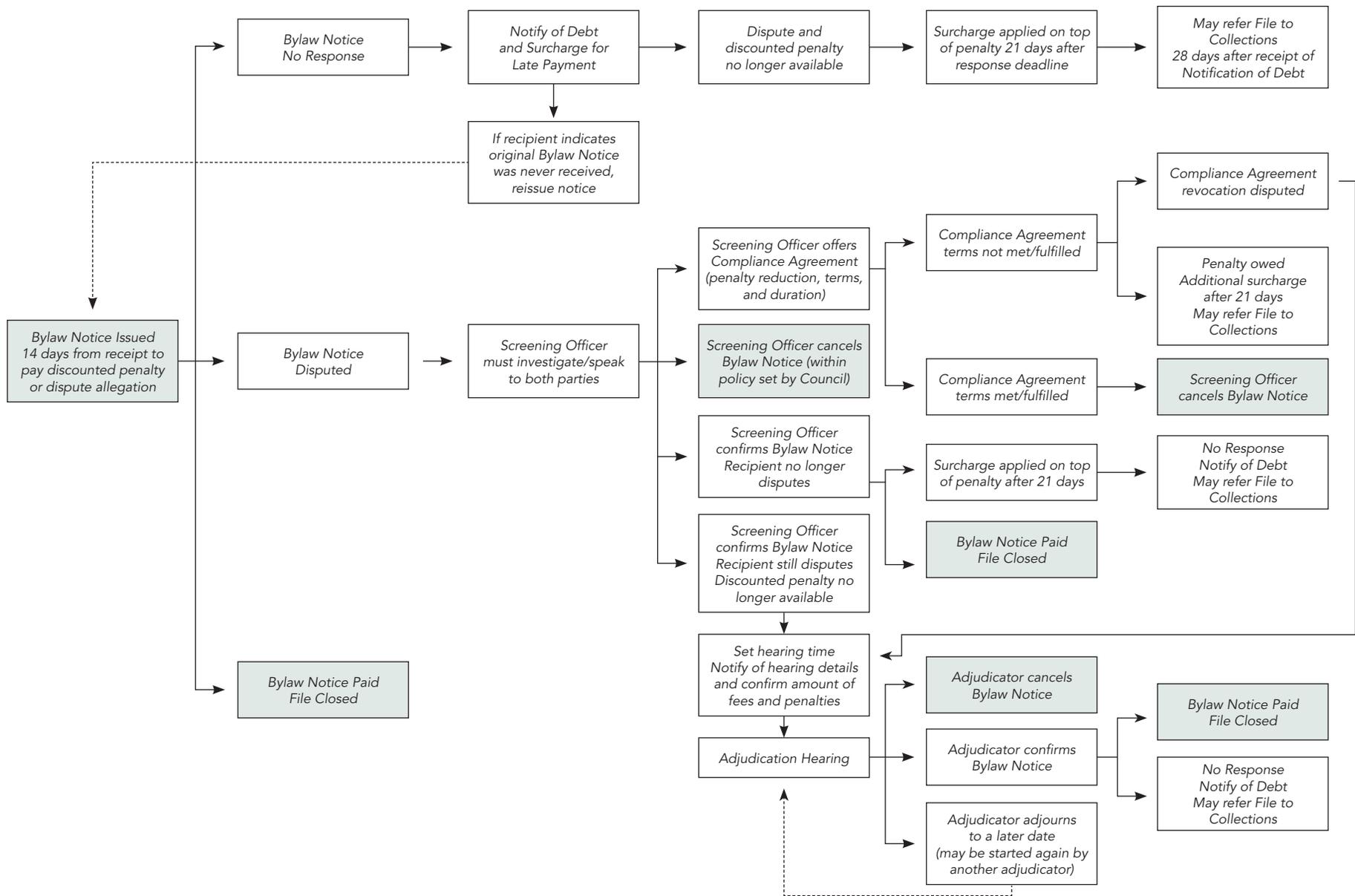
If the Bylaw Notice is confirmed, the fine amount noted on the face of the Bylaw Notice is payable to the local government. In addition, a locally established fee to recover a portion of the cost of the dispute may be imposed. This fee may not exceed \$25.

### 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	<i>Local Government Bylaw Notice Enforcement Act</i>	<i>Community Charter or Vancouver Charter</i>	<i>Community Charter or Vancouver Charter; Offence Act</i>
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	The adjudicator must, after considering the matter, (a) order that the penalty set out in the BN is immediately due and payable, or (b) order that the BN is cancelled.	The justice must, after considering the matter, (a) convict the defendant, (b) make an order against the defendant, or (c) dismiss the MTI.	The justice must, after considering the matter, (a) convict the defendant, (b) make an order against the defendant, or (c) dismiss the Information.
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	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.  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.	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.  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 <i>Community Charter</i> or section 482.1(13) of the <i>Vancouver Charter</i> .	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.  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> .  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> .

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

	BYLAW NOTICE (BN)	MUNICIPAL TICKET INFORMATION (MTI)	OFFENCE ACT PROSECUTION
<b>Costs</b>	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	<p>Court may impose costs of prosecution.</p> <p>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.</p> <p>An order of costs must be set out in the conviction, order, or order of dismissal.</p> <p>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.</p>
<b>Suspended or reduced penalty possible?</b>	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.
<b>Collection of amounts owing</b>	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 6234, 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 11.03  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:**  AGAINST YELLOW CURB 501.18  WITHIN 6m OF STOP SIGN 501.7  
 FACING TRAFFIC FLOW/MORE THAN 30m FROM CURB 503  CONTRARY TO SIGN 501.14  ON CROSSWALK 501.5  
 WITHIN 5m OF FIRE HYDRANT 501.4  ON SIDEWALK/BULEVARD 501.1  OUTSIDE STALLS 503.3  
 WITHIN 5m OF LANE 501.3  IN LANE 501.8  
 WITHIN 5m OF DRIVEWAY 501.2  IN BUS ZONE / STOP 500  
 WITHIN 6m OF CROSSWALK / INTERSECTION 501.5  
 OTHER OFFENCES IN THIS GROUP

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

FAILING TO DISPLAY VALID MUNICIPAL DECAL 803.2  STUDDED TIRES 902.1  TIRES NOT IN GOOD ORDER 902.2  
 OVERLENGTH/WEIGHT RESIDENTIAL STREET (1800 TO 0800 HRS) 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, ICE OR RUBBISH FROM SIDEWALK 515  FAILING TO DISPLAY VALID LICENCE PLATE 820.1  
 DISABLED ZONE 509.9  
 VEHICLE HORNS/ALARM 515  SKATEBOARDING 408  
 NO HELMET 408.8  
 OTHER OFFENCES IN THIS GROUP

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**

BYLAW 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 DISHONCURED CHEQUES.  
 DISHONCURED 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](mailto: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/parking/ticket](http://www.cnv.org/parking/ticket)



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](mailto: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 <b>THE CITY OF NORTH VANCOUVER</b> <b>BYLAW ENFORCEMENT</b>
<b>SCREENING OFFICER SUBMISSION FOR ADJUDICATION</b>	
<hr/>	
<b>TICKET INFORMATION:</b>	
<b>Ticket Number:</b>	<b>Violation:</b>
<b>Date of Issue:</b>	<b>Time of Issue:</b>
<b>Location:</b>	<b>Officer:</b>
<b>Section:</b>	<b>Fine Amount:</b>
<b>SCREENING OFFICER EVIDENCE:</b>	
<hr/> <b>Screening Officer Signature</b>	
<b>PAYMENT INFORMATION:</b>	
<b>Total fine due and payable immediately if ticket upheld:</b>	
Violation Amount:	\$
Adjudication fee:	\$
Total owing:	\$
<hr/>	
147 East 14 <sup>th</sup> Street • North Vancouver BC V7L 2N4 • Phone (604) 904-7378 • Fax (604) 983-7448 • Website: <a href="http://www.cnv.org">www.cnv.org</a> • E-mail: <a href="mailto:bhamilton@cnv.org">bhamilton@cnv.org</a>	

## 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		NOTICE OF ADJUDICATION <small>Form 01 2004</small>	
141 14 <sup>TH</sup> ST. WEST NORTH VANCOUVER, BC V7M 1H9		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	
Take notice that on the: 05 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			
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.			
Issued at North Vancouver, British Columbia this 27 day of JUNE, 2002			
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			
<b>Office Use Only</b>			
I certify that a copy of this Notice was:			
<input type="checkbox"/> Sent by mail to registered owner	<input type="checkbox"/>	<input type="checkbox"/> Given to adjudicator or Agent	<input type="checkbox"/>
<input type="checkbox"/> Given personally to registered owner	<input type="checkbox"/>	<input type="checkbox"/> Sent by mail to adjudicator	
Adjudication Coordinator _____		Date _____	
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.			
Adjudication Coordinator _____		Date _____	

## 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, whichever 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 Council April 5, 2004-04-13 Item 5.5	Approved by: David Stuart, Municipal Manager
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 PROVISIO THAT** a proof of purchase of a helmet is provided within 14 days of the issuance of the ticket.

**CARRIED UNANIMOUSLY**

## 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

**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL**

*Order in Council No.* 161 , *Approved and Ordered* April 7, 2025

*Wendy Coochia*  
 \_\_\_\_\_  
*Lieutenant Governor*

**Executive Council Chambers, Victoria**

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that, effective April 9, 2025, the Bylaw Notice Enforcement Regulation, B.C. Reg. 175/2004, is amended by adding the following to Schedule 1 as indicated:

Column 1 Date Act Applies	Column 2 Local Government
April 9, 2025	Capital Regional District
April 9, 2025	City of Courtenay
April 9, 2025	City of Merritt
April 9, 2025	City of Powell River
April 9, 2025	District of Fort St. James

**DEPOSITED**

April 7, 2025

B.C. REG. 45/2025

  
 \_\_\_\_\_  
*Attorney General and Deputy Premier*

  
 \_\_\_\_\_  
*Presiding Member of the Executive Council*

*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:

Act and section: *Local Government Bylaw Notice Enforcement Act, S.B.C. 2003, c. 60, s. 29*

Other: *OIC 392/2004*

R10885911

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4683

\*\*\*\*\*

A BYLAW RESPECTING THE ENFORCEMENT OF BYLAW NOTICES

\*\*\*\*\*

WHEREAS pursuant to the Local Government Bylaw Notice Enforcement Act, SBC 2003, c 60 and regulations thereto, a local government may, by bylaw;

- A. Designate bylaw contraventions that may be dealt with by Bylaw Notice;
B. Establish the amount of penalty for a contravention referred to in paragraph A;
C. Establish the period for paying or disputing a Bylaw Notice; and
D. Establish a Bylaw Notice dispute adjudication system to resolve disputes in relation to Bylaw Notices.

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. DEFINITIONS AND INTERPRETATION

In this Bylaw,

- a) "Act" means the Local Government Bylaw Notice Enforcement Act;
b) "CRD" means the Capital Regional District;
c) "Registry" means the Bylaw Notice Dispute Adjudication Registry;
d) a reference to a person designated as a screening officer or bylaw enforcement officer by virtue of their appointed position includes a person appointed to a similar position with substantially the same duties and functions.

2. TERMS

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

3. BYLAW CONTRAVENTIONS

The bylaws and bylaw contraventions designated in Schedule "A", Appendix 1, attached hereto and forming part of this bylaw, may be dealt with by Bylaw Notice.

4. PENALTY

The penalty for a contravention referred to in Section 3 is as follows:

- a) subject to paragraphs 4 (b) and (c), is the Penalty amount set out in the "Fine Amount" column of the Appendices of Schedule "A";

- b) if received by the CRD within 14 days after the person received or is presumed to have received the Bylaw Notice, is the Early Payment Penalty set out in the “Early Payment” column of the *Appendices* of Schedule “A”;
- c) if received by the CRD more than 28 days after the person received or is presumed to have received the Bylaw Notice, is subject to the late payment surcharge set out in the “Late Payment” column of the *Appendices* of Schedule “A”, in addition to the Penalty amount under paragraph 4 (a).

## **5. PERIOD FOR PAYING OR DISPUTING NOTICE**

- a) 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:
  - i. pay the penalty; or
  - ii. request dispute adjudication;

by filling in the appropriate portion of the Bylaw Notice indicating either a payment or a dispute and delivering it by the methods detailed on the Bylaw Notice.

- b) A person may pay the indicated penalty after 14 days of receiving or being presumed to have received the Bylaw Notice, subject to the applicable late payment surcharge for late payment in accordance with Section 4 (c) of this Bylaw, but no person may dispute the Bylaw Notice after fourteen (14) days of receiving or being presumed to have received the Bylaw Notice.
- c) Where a Bylaw Notice was delivered other than in person, and the person to whom a notice under section 24(1) of the *Act* is sent advises the CRD in accordance with the 21-day time limit in section 25 of the *Act* that they did not receive a copy of the Bylaw Notice.

## **6. 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 unit 212-2780 Veterans Memorial Parkway, Langford, BC V9B 3S6.
- c) Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this Bylaw, must pay the CRD an additional administration fee of twenty-five (25) dollars for the purpose of the CRD recovering the costs of the adjudication system.

## **7. SCREENING OFFICERS**

- a) The position of Screening Officer is established.
- b) The persons holding the following positions are designated classes of persons that are appointed as Screening Officers:
  - i. Senior Manager, Protective Services
  - ii. Manager, Bylaw Enforcement and Animal Care
  - iii. Senior Bylaw Enforcement Officer
  - iv. Senior Administrative Officer (Bylaw)

## **8. POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS**

- a) The powers, duties and functions of Screening Officers are as set out in the *Act*, and include the following:
- i. 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 adjudication system and the fee or fees payable in relation to the bylaw notice dispute adjudication process.
  - ii. To communicate with any or all the following for the purposes of performing their functions under the *Act*:
    - 1) the person against whom a contravention is alleged or their representative;
    - 2) the bylaw enforcement officer issuing the bylaw notice;
    - 3) the complainant or their representative;
    - 4) CRD staff and records regarding the disputant's history of bylaw compliance.
  - iii. To prepare and enter into compliance agreements under the *Act* with persons who dispute bylaw notices, including the establishment of terms and conditions for compliance that the Screening Officer considers necessary or advisable, including time periods for payment of penalties and compliance with this Bylaw.
  - iv. To provide for payment of a reduced penalty if a compliance agreement is entered into, as provided in each of the Schedules to this Bylaw; and
  - v. To cancel bylaw notices in accordance with the *Act* or CRD policies and guidelines.
- b) The maximum duration of a compliance agreement is one year.
- c) The bylaw contraventions in relation to which a Screening Officer may enter into a compliance agreement are listed in the "Compliance Agreement Available" column in Schedule "A".
- d) Where a compliance agreement is entered into, the penalty payable for the offence shall be reduced to one half of the "Fine Amount" for the offence as listed in each of the Schedules to this Bylaw.

## **9. BYLAW ENFORCEMENT OFFICERS**

Designated bylaw enforcement officers for the purposes of this Bylaw and the *Act* are those persons listed under "Designated Bylaw Enforcement Officer" in Schedule "A".

## **10. FORM OF BYLAW NOTICE**

The CRD 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*.

## **11. SCHEDULES**

- a) Schedule "A", Designated Bylaws and Bylaw Enforcement Officers; and Designated Bylaw Contraventions and Penalties;

are attached and form part of the bylaw.



**Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025  
Designated Bylaws and Bylaw Enforcement Officers**

**APPENDIX 1 TO BYLAW NO. 4683**

**DESIGNATED BYLAW**

**DESIGNATED BYLAW  
ENFORCEMENT OFFICER**

- |   |  |
|---|--|
| <b>2. Malahat Land Use Bylaw, 1981, Bylaw No. 980</b>   | Bylaw Enforcement Officer  |
| <b>3. Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040</b>                                   | Bylaw Enforcement Officer  |
| <b>4. Unsightly Premises By-law No. 1, 1991</b>   | Bylaw Enforcement Officer  |
| <b>5. Building Regulation Bylaw No. 5, 2010</b>   | Bylaw Enforcement Officer<br>Building Inspector  |
| <b>6. Amusement Machine and Games Room Regulation By-law, 1983</b>                            | Bylaw Enforcement Officer<br>Royal Canadian Mounted Police<br>Officer  |
| <b>7. Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025</b>                              | Bylaw Enforcement Officer  |
| <b>8. Water Distribution Local Service Conditions, Fees and Charges<br/>Bylaw No. 1, 2013</b> | Bylaw Enforcement Officer<br>Fire Chief<br>Police Officer<br>Cross-Connection Control Officer<br>Peace Officer     |
| <b>9. Animal Regulation and Impounding By-law No. 1, 1986</b>                                 | Bylaw Enforcement Officer<br>Animal Control Officer<br>Assistant Animal Control Officer                            |
| <b>10. Noise Suppression Bylaw (Southern Gulf Islands) No. 1, 2006</b>                        | Bylaw Enforcement Officer<br>Royal Canadian Mounted Police<br>Officer  |
| <b>11. Noise Suppression Bylaw (Juan de Fuca) No. 1, 2007</b>                                 | Bylaw Enforcement Officer<br>Royal Canadian Mounted Police<br>Officer  |
| <b>12. Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006</b>                           | Bylaw Enforcement Officer<br>Royal Canadian Mounted Police<br>Officer  |
| <b>13. Capital Regional District Idling Control Bylaw No. 1, 2008</b>                         | Bylaw Enforcement Officer<br>Environmental Health Officer  |
| <b>14. Water Regulations Bylaw No. 1, 1990</b>  | Bylaw Enforcement Officer<br>Fire Chief<br>Police Officer<br>Peace Officer   |
| <b>15. Langford Sign Bylaw 1987</b>   | Bylaw Enforcement Officer  |
| <b>16. Capital Regional District Clean Air Bylaw No. 1, 2014</b>                              | Environmental Health Officer<br>Public Health Educator<br>Tobacco Enforcement Officer<br>Bylaw Enforcement Officer |

## APPENDIX 1 TO BYLAW NO. 4683

### DESIGNATED BYLAW

### DESIGNATED BYLAW ENFORCEMENT OFFICER

- |  |  |
|--|--|
| 17. <b>Food Handler Bylaw No. 1, 1991</b>  | Director, Health Protection and Environmental Programs<br>Environmental Health Officer<br>Environmental Health Educator  |
| 18. <b>Capital Regional District Parks Regulation Bylaw No. 1, 2018</b>  | Park Officer<br>Members of Municipal Police Forces<br>Members of the RCMP<br>Animal Control Officer<br>Bylaw Enforcement Officer<br>Watershed Security Officer |
| 19. <b>Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013</b>                                      | Bylaw Enforcement Officer  |
| 20. <b>Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023</b>                      | Bylaw Enforcement Officer<br>Police Officer<br>Peace Officer   |
| 21. <b>Capital Regional District Sewer Use Bylaw No. 5, 2001</b>   | Bylaw Enforcement Officer<br>Municipal Sewage Control Officer<br>Sewage Control Manager  |
| 22. <b>Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000</b>   | Bylaw Enforcement Officer<br>Ports Manager<br>Wharfinger<br>RCMP Officer   |
| 23. <b>Community Parks Regulations (Juan de Fuca and Salt Spring Island Electoral Areas) Bylaw No. 1, 2012</b> | Park Officer<br>RCMP Officer<br>Bylaw Enforcement Officer<br>Animal Control Officer  |
| 24. <b>Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012</b>                | Bylaw Enforcement Officer  |
| 25. <b>Capital Regional District Septage Disposal Bylaw No. 2, 2000</b>  | Bylaw Enforcement Officer<br>Municipal Sewage Control Officer<br>Deputy Sewage Control Manager   |
| 26. <b>Capital Regional District Water Conservation Bylaw No. 1, 2016</b>                                      | Bylaw Enforcement Officer<br>Municipal Bylaw Enforcement Officer   |
| 27. <b>Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000</b>                           | Animal Control Officer<br>Bylaw Enforcement Officer<br>Conservation Officer<br>Parks Officer<br>Peace Officer<br>Watershed Security Officer                    |
| 28. <b>Civic Addressing Bylaw (Salt Spring Island Electoral Area) No. 1, 2016</b>                              | Bylaw Enforcement Officer  |

**APPENDIX 1 TO BYLAW NO. 4683**

**DESIGNATED BYLAW**

**DESIGNATED BYLAW  
ENFORCEMENT OFFICER**

- |   |   |
|---|---|
| <b>29. Civic Addressing Bylaw (Juan de Fuca Electoral Area) No. 1, 2016</b>             | Bylaw Enforcement Officer   |
| <b>30. Intentionally deleted – reserved for future use</b>                              |   |
| <b>31. Capital Regional District Composting Facilities Regulation Bylaw No. 1, 2004</b> | Bylaw Enforcement Officer   |
| <b>32. Salt Spring Island Transfer Station Regulation Bylaw No. 1, 2001</b>             | Bylaw Enforcement Officer   |
| <b>33. Fire Regulation Bylaw No. 2, 2022</b>  | Fire Chief<br>Bylaw Enforcement Officer<br>Royal Canadian Mounted Police<br>Officer<br>Peace Officer  |
| <b>34. Onsite Sewage System Maintenance Bylaw, 2007</b>                                 | Bylaw Enforcement Officer   |
| <b>35. Capital Regional District Tanning Facility Regulation Bylaw No. 1, 2010</b>      | Bylaw Enforcement Officer<br>Environmental Health Officer   |
| <b>36. Capital Regional District Cross Connection Control Bylaw No. 1, 2008</b>         | Bylaw Enforcement Officer<br>Cross Connection Control Officer<br>Cross Connection Control Inspector   |
| <b>37. Civic Addressing Bylaw (Southern Gulf Islands Electoral Area) No. 1, 2016</b>    | Bylaw Enforcement Officer   |
| <b>38. Community Parks Regulations (Pender Islands) Bylaw No. 1, 1987</b>               | Park Officer<br>Peace Officer<br>Members of the RCMP<br>Members of Municipal Police Forces<br>Animal Control Officer<br>Bylaw Enforcement Officer<br>Fire Chief |
| <b>39. Saanich Peninsula Stormwater Source Control Bylaw No. 1, 2017</b>                | Bylaw Enforcement Officer<br>Municipal Stormwater Control Officer<br>Stormwater Control Manager   |
| <b>40. Electric Vehicle Charging and Fees Bylaw No. 1, 2024</b>                         | Bylaw Enforcement Officer<br>Park Officer   |

**Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025  
Designated Bylaw Contraventions and Penalties**

**APPENDIX 2 TO BYLAW NO. 4683**

**MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Contrary land, building or structure use	1.3.01	\$200.00	\$160.00	\$240.00	No
Altering non-conforming building	1.3.02	\$200.00	\$160.00	\$240.00	No
Principal/accessory building within setbacks	2.1.02(1)	\$200.00	\$160.00	\$240.00	No
Swimming pool in front yard or contrary to setbacks	2.1.02(2)	\$200.00	\$160.00	\$240.00	No
Building within flood control setback	2.1.05(1)(a)(i)-(v)	\$200.00	\$160.00	\$240.00	No
Building within flood control setback	2.1.05(1)(b)(i)-(v)	\$200.00	\$160.00	\$240.00	No
Accessory building without principal building	2.1.06(1)(a)	\$200.00	\$160.00	\$240.00	No
Accessory building as dwelling	2.1.06(1)(c)	\$250.00	\$200.00	\$300.00	No
Accessory building contrary to front yard setback	2.1.06(1)(d)	\$200.00	\$160.00	\$240.00	No
Accessory building contrary setback to principal building	2.1.06(1)(e)	\$200.00	\$160.00	\$240.00	No
Satellite dish contrary to height	2.1.06(1)(f)	\$200.00	\$160.00	\$240.00	No
Accessory building exceed height	2.1.06(2)(a)	\$200.00	\$160.00	\$240.00	No
Accessory building exceeds floor area	2.1.06(2)(b)	\$200.00	\$160.00	\$240.00	No
Accessory building contrary side and rear setback	2.1.06(2)(c)	\$200.00	\$160.00	\$240.00	No
Accessory building contrary to corner lot side setback	2.1.06(2)(d)(i)	\$200.00	\$160.00	\$240.00	No
Accessory building contrary to corner lot rear setback	2.1.06(2)(d)(ii)	\$200.00	\$160.00	\$240.00	No
Accessory building flanking street setback	2.1.06(3)(a)	\$200.00	\$160.00	\$240.00	No

**Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025  
Designated Bylaw Contraventions and Penalties**

**APPENDIX 2 TO BYLAW NO. 4683**

**MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Accessory building setback rear lot line	2.1.06(3)(b)	\$200.00	\$160.00	\$240.00	No
Home based business alters appearance	2.1.07(1)	\$250.00	\$200.00	\$300.00	No
Home based business – Excess non-resident employee	2.1.07(2)	\$250.00	\$200.00	\$300.00	No
Home based business – Excess Area	2.1.07(3)	\$250.00	\$200.00	\$300.00	No
Home based business – non-conforming sign	2.1.07(4)	\$250.00	\$200.00	\$300.00	No
Home based business – Not contained	2.1.07(5)	\$250.00	\$200.00	\$300.00	No
Home based business creates nuisance	2.1.07(6)	\$250.00	\$200.00	\$300.00	No
Dog kennel accessory building setback	2.1.07(8)	\$250.00	\$200.00	\$300.00	No
Contrary to permitted uses	2.1.09(1)	\$250.00	\$200.00	\$300.00	No
Excess unenclosed unlicensed vehicle/RV	2.1.09(2)(a)	\$250.00	\$200.00	\$300.00	No
Unenclosed vehicle parts	2.1.09(2)(b)	\$250.00	\$200.00	\$300.00	No
Illegally sited vehicles	2.1.09(2)(c)	\$250.00	\$200.00	\$300.00	No
Unlicensed vehicle/parts on vacant lot	2.1.09(2)(d)	\$250.00	\$200.00	\$300.00	No
Obstruct visibility at intersections	2.1.12	\$250.00	\$200.00	\$300.00	No
Temporary building exceed duration	2.1.13	\$250.00	\$200.00	\$300.00	No
Secondary suite not permitted	2.1.16(1)	\$200.00	\$160.00	\$240.00	No
Secondary suite not permitted	2.1.16(2)	\$200.00	\$160.00	\$240.00	No

**Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025  
Designated Bylaw Contraventions and Penalties**

**APPENDIX 2 TO BYLAW NO. 4683**

**MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Secondary suite exceeds habitable area	2.1.16(3)	\$200.00	\$160.00	\$240.00	No
Secondary suite exceeds floor area	2.1.16(4)	\$200.00	\$160.00	\$240.00	No
Excess secondary suites	2.1.16(5)	\$200.00	\$160.00	\$240.00	No
Not owner occupied	2.1.16(6)	\$200.00	\$160.00	\$240.00	No
Boarders/lodgers not permitted	2.1.16(7)	\$200.00	\$160.00	\$240.00	No
No building permit secondary suite	2.1.16(8)	\$200.00	\$160.00	\$240.00	No
Secondary suite insufficient parking	2.1.16(9)	\$200.00	\$160.00	\$240.00	No
Secondary suite not permitted	2.1.16(11)	\$200.00	\$160.00	\$240.00	No
Detached suite not permitted	2.1.17(1)	\$200.00	\$160.00	\$240.00	No
Excess detached or secondary suite	2.1.17(2)	\$200.00	\$160.00	\$240.00	No
No building permit detached suite	2.1.17(4)	\$200.00	\$160.00	\$240.00	No
Detached suite non-conforming floor area	2.1.17(6)	\$200.00	\$160.00	\$240.00	No
Detached suite exceed maximum height	2.1.17(7)	\$200.00	\$160.00	\$240.00	No
Detached suite does not meet setbacks	2.1.17(8)	\$200.00	\$160.00	\$240.00	No
Detached suite insufficient parking	2.1.17(9)	\$200.00	\$160.00	\$240.00	No
Not owner occupied	2.1.17(12)	\$200.00	\$160.00	\$240.00	No
Boarders/lodgers not permitted	2.1.17(13)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast not permitted	2.1.17(14)	\$200.00	\$160.00	\$240.00	No
Secondary suite not permitted	2.1.17(15)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast alters appearance	2.1.18(1)	\$200.00	\$160.00	\$240.00	No

**Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025  
Designated Bylaw Contraventions and Penalties**

**APPENDIX 2 TO BYLAW NO. 4683**

**MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Bed and breakfast exceeds regulations	2.1.18(2)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast insufficient parking	2.1.18(3)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast units (3)/person (10) exceeded	2.1.18(6)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast units (4)/person (12) exceeded	2.1.18(7)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast only allows breakfast meals	2.1.18(8)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast exceeds vehicular traffic allowance	2.1.18(9)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast unenclosed storage	2.1.18(10)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast accessory setbacks not met	2.1.18(11)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast floor area exceeded	2.1.18(12)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast unpermitted cooking facilities	2.1.18(13)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast not permitted	2.1.18(14)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 3 TO BYLAW NO. 4683**

**JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Unlawful accessory building	Part 1, 4.01(1)(a)	\$200.00	\$160.00	\$240.00	No
Accessory building as dwelling	Part 1, 4.01(1)(c)	\$250.00	\$200.00	\$300.00	No
Accessory building occupied no permits	Part 1, 4.01(2)(b)(i)	\$200.00	\$160.00	\$240.00	No
Home based business alters appearance	Part 1, 4.06(1)(a)	\$250.00	\$200.00	\$300.00	No
Home based business creates nuisance	Part 1, 4.06(1)(d)	\$250.00	\$200.00	\$300.00	No
Home based business – insufficient parking	Part 1, 4.06(1)(f)	\$200.00	\$160.00	\$240.00	No
Home based business – unlawful traffic/parking	Part 1, 4.06(1)(h)	\$250.00	\$200.00	\$300.00	No
Home based business – not contained	Part 1, 4.06(2)(a)(ii)	\$250.00	\$200.00	\$300.00	No
Home based business – excessive area	Part 1, 4.06(2)(c)	\$200.00	\$160.00	\$240.00	No
Home based business – excess non-resident employee	Part 1, 4.06(2)(e)	\$200.00	\$160.00	\$240.00	No
Home based business – unlawful storage	Part 1, 4.06(2)(f)	\$250.00	\$200.00	\$300.00	No
Bed and breakfast – exceed 3 B&B units or 10 persons	Part 1, 4.06(3)(b)(i)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast – exceed 4 B&B units or 12 persons	Part 1, 4.06(3)(b)(ii)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast – excess meals served	Part 1, 4.06(3)(c)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast – unlawful traffic	Part 1, 4.06(3)(d)	\$200.00	\$160.00	\$240.00	No
Bed and breakfast – unlawful storage	Part 1, 4.06(3)(e)	\$250.00	\$200.00	\$300.00	No
Bed and breakfast – exceed setback requirements	Part 1, 4.06(3)(f)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 3 TO BYLAW NO. 4683**

**JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Bed and breakfast – exceed lawful floor area	Part 1, 4.06(3)(g)	\$200.00	\$160.00	\$240.00	No
Unlawful home industry	Part 1, 4.06(4)(a)	\$300.00	\$240.00	\$360.00	No
Home industry – excess non-resident employee	Part 1, 4.06(4)(b)	\$200.00	\$160.00	\$240.00	No
Home industry in setback/not screened	Part 1, 4.06(4)(c)	\$250.00	\$200.00	\$300.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)	\$200.00	\$160.00	\$240.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(a)	\$250.00	\$200.00	\$300.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(b)	\$250.00	\$200.00	\$300.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(ii)	\$250.00	\$200.00	\$300.00	No
Home industry – portable sawmill in setback	Part 1, 4.06(4)(d)(iii)	\$200.00	\$160.00	\$240.00	No
Home industry – material storage in setback	Part 1, 4.06(4)(d)(iv)	\$250.00	\$200.00	\$300.00	No
Home industry – unscreened material storage	Part 1, 4.06(4)(d)(iv)	\$250.00	\$200.00	\$300.00	No
Home industry – exceeds authorized area	Part 1, 4.06(4)(e)	\$200.00	\$160.00	\$240.00	No
Home industry – unscreened materials storage	Part 1, 4.06(4)(f)	\$250.00	\$200.00	\$300.00	No
Home industry – parking prohibited commercial vehicle	Part 1, 4.06(4)(g)	\$200.00	\$160.00	\$240.00	No
Garbage container in setback	Part 1, 4.07(3)	\$200.00	\$160.00	\$240.00	No
Contrary to permitted uses	Part 1, 4.09(1)	\$250.00	\$200.00	\$300.00	No
Excess unenclosed unlicensed vehicle/RV	Part 1, 4.09(2)(a)	\$250.00	\$200.00	\$300.00	No

**APPENDIX 3 TO BYLAW NO. 4683**

**JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Unenclosed vehicle parts	Part 1, 4.09(2)(b)	\$250.00	\$200.00	\$300.00	No
Illegally sited vehicles	Part 1, 4.09(2)(c)	\$250.00	\$200.00	\$300.00	No
Unlicensed vehicle/parts on vacant lot	Part 1, 4.09(2)(d)	\$250.00	\$200.00	\$300.00	No
Unenclosed unsightly material	Part 1, 4.09(2)(e)	\$250.00	\$200.00	\$300.00	No
Recycle depot – unenclosed storage	Part 1, 4.11	\$200.00	\$160.00	\$240.00	No
Obstructed visibility	Part 1, 4.16	\$200.00	\$160.00	\$240.00	No
Exceed allowed fence height	Part 1, 4.17(2)(a)	\$200.00	\$160.00	\$240.00	No
Exceed allowed fence height	Part 1, 4.17(2)(b)	\$200.00	\$160.00	\$240.00	No
Exceed allowed fence height	Part 1, 4.17(2)(c)	\$200.00	\$160.00	\$240.00	No
Exceed allowed fence height	Part 1, 4.17(3)(a)	\$200.00	\$160.00	\$240.00	No
Exceed allowed fence height	Part 1, 4.17(3)(b)	\$200.00	\$160.00	\$240.00	No
Prohibited animals	Part 1, 4.18(1)	\$200.00	\$160.00	\$240.00	No
Excess rabbits	Part 1, 4.18(2)	\$200.00	\$160.00	\$240.00	No
Secondary suite not permitted	Part 1, 4.19(1)(a)	\$200.00	\$160.00	\$240.00	No
Excess secondary or detached suite	Part 1, 4.19(1)(e)	\$200.00	\$160.00	\$240.00	No
Not owner occupied	Part 1, 4.19(1)(f)	\$200.00	\$160.00	\$240.00	No
Boarders/lodgers not permitted	Part 1, 4.19(1)(g)	\$200.00	\$160.00	\$240.00	No
No building permit secondary suite	Part 1, 4.19(2)	\$200.00	\$160.00	\$240.00	No
Secondary suite insufficient parking	Part 1, 4.19(3)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 3 TO BYLAW NO. 4683**

**JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Secondary suite not permitted	Part 1, 4.19(4)	\$200.00	\$160.00	\$240.00	No
Unpermitted detached suite	Part 1, 4.20(a)	\$200.00	\$160.00	\$240.00	No
Excess detached or secondary suite	Part 1, 4.20(b)	\$200.00	\$160.00	\$240.00	No
No building permit detached suite	Part 1, 4.20(d)	\$200.00	\$160.00	\$240.00	No
Detached suite no parking	Part 1, 4.20(i)	\$200.00	\$160.00	\$240.00	No
Not owner occupied	Part 1, 4.20(l)	\$200.00	\$160.00	\$240.00	No
Boarders/lodgers not permitted	Part 1, 4.20(m)	\$200.00	\$160.00	\$240.00	No
Illegal bed and breakfast	Part 1, 4.20(n)	\$200.00	\$160.00	\$240.00	No
Detached suite not permitted	Part 1, 4.20(o)	\$200.00	\$160.00	\$240.00	No
Zone A excess RVs	Part 2, 2.01(i)	\$200.00	\$160.00	\$240.00	No
Zone A-1 excess RVs	Part 2, 2A.02(i)	\$200.00	\$160.00	\$240.00	No
Zone AG excess RVs	Part 2, 4.01(g)	\$200.00	\$160.00	\$240.00	No
Zone AG-1 excess RVs	Part 2, 4C.02(f)	\$200.00	\$160.00	\$240.00	No
Zone RR-WI excess RVs	Part 2, 4D.02(d)	\$200.00	\$160.00	\$240.00	No
Zone RR-2 excess RVs	Part 2, 6.01(i)	\$200.00	\$160.00	\$240.00	No
Zone RR-2A excess RVs	Part 2, 6A.01(e)	\$200.00	\$160.00	\$240.00	No
Zone WT-1 excess RVs	Part 2, 6B.01(e)	\$200.00	\$160.00	\$240.00	No
Zone WT-2 excess RVs	Part 2, 6C.01(e)	\$200.00	\$160.00	\$240.00	No
Zone WT-3 excess RVs	Part 2, 6D.01(e)	\$200.00	\$160.00	\$240.00	No
Zone RR-6 excess RVs	Part 2, 10.01(i)	\$200.00	\$160.00	\$240.00	No
Parking not provided	Part 3, 1.0	\$200.00	\$160.00	\$240.00	No
Visitor parking requirement	Part 3, 9.0	\$200.00	\$160.00	\$240.00	No
Handicapped parking requirement	Part 3, 10.0(1)- (5)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 3 TO BYLAW NO. 4683**

**JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Non-permitted sign	Part 4, 1.01(1)	\$200.00	\$160.00	\$240.00	No
Prohibited sign	Part 4, 1.02(a)- (e)	\$200.00	\$160.00	\$240.00	No
No sign permit	Part 4, 1.05(1)	\$200.00	\$160.00	\$240.00	No
Poorly maintained sign	Part 4, 1.09	\$200.00	\$160.00	\$240.00	No
Sign affecting visibility	Part 4, 1.10	\$200.00	\$160.00	\$240.00	No

**APPENDIX 4 TO BYLAW NO. 4683**

**UNSIGHTLY PREMISES BYLAW NO. 1, 1991**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Accumulated debris	2(1)	\$200.00	\$160.00	\$240.00	Yes
Littering	2(2)	\$200.00	\$160.00	\$240.00	Yes
Unsightly property	2(3)	\$200.00	\$160.00	\$240.00	Yes
Graffiti	2(4)	\$200.00	\$160.00	\$240.00	Yes
Property not cleaned	3	\$200.00	\$160.00	\$240.00	Yes

**APPENDIX 5 TO BYLAW NO. 4683**

**BUILDING REGULATION BYLAW NO. 5, 2010**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obtain building permit	3.1.1	\$250.00	\$200.00	\$300.00	No
Fail to obtain demolition/deconstruction permit	3.1.2	\$250.00	\$200.00	\$300.00	No
Occupy without occupancy certificate	3.1.3	\$250.00	\$200.00	\$300.00	No
Tamper with posted notice/permit/certificate	3.1.4	\$250.00	\$200.00	\$300.00	No
Build contrary to approved plans	3.1.5	\$250.00	\$200.00	\$300.00	No
Obstruct entry of authorized building official	3.1.6	\$250.00	\$200.00	\$300.00	No
Continue work on structure after order	3.1.7	\$400.00	\$320.00	\$480.00	No
Construct contrary to building regulations	3.1.8	\$250.00	\$200.00	\$300.00	No

**APPENDIX 6 TO BYLAW NO. 4683**

**AMUSEMENT MACHINE AND GAMES ROOM REGULATION BYLAW, 1983**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Underage employee	3(a)	\$100.00	\$80.00	\$120.00	No
Violate hours of operation	4(b)	\$100.00	\$80.00	\$120.00	No
Excess amusement machines	5	\$100.00	\$80.00	\$120.00	No
Minor on premises	6(a)	\$100.00	\$80.00	\$120.00	No
Permit minor on premises	6(b)	\$100.00	\$80.00	\$120.00	No
Child under 15 on premises during prohibited hours	6(d)	\$100.00	\$80.00	\$120.00	No

**APPENDIX 7 TO BYLAW NO. 4683**

**JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 2, 2025**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Remove soil on a holiday	11 (a)(i)	\$500.00	\$400.00	\$600.00	No
Remove soil outside permitted hours	11 (a)(ii) or 11(b)(i)	\$500.00	\$400.00	\$600.00	No
Removal of soil without deposit permit	11 (f)	\$500.00	\$400.00	\$600.00	No
Removal of soil without Ministry of Transportation and Transit approval	11 (g)	\$250.00	\$200.00	\$300.00	No
Soil or other material on public highway right-of-way	11 (h)	\$250.00	\$200.00	\$300.00	No
Deposit soil on a holiday	12 (a)(i)	\$250.00	\$200.00	\$300.00	No
Deposit soil outside permitted hours	12 (a)(ii) or 12 (b)(i)	\$250.00	\$200.00	\$300.00	No
Deposit of soil without development permit	12 (c)	\$500.00	\$400.00	\$600.00	No
Deposit of soil not in compliance with development permit	12 (d)	\$500.00	\$400.00	\$600.00	No
Deposit of soil without sediment control	12 (e)	\$500.00	\$400.00	\$600.00	No
Deposit of soil on or to create an over-steepened fill slope	12 (g) or 12 (g)(i)	\$500.00	\$400.00	\$600.00	No
Insufficient drainage	12 (h)	\$500.00	\$400.00	\$600.00	No
Increased drainage over adjacent property	12 (i)	\$500.00	\$400.00	\$600.00	No
Deposit of soil without Ministry of Transportation and Transit approval	12 (k)	\$250.00	\$200.00	\$300.00	No
Soil or other material within public highway right-of-way	12 (l)	\$250.00	\$200.00	\$300.00	No
Soil deposited over statutory right-of-way	12 (m)	\$500.00	\$400.00	\$600.00	No
Deposit of Soil without Type 'A' Permit	21	\$500.00	\$400.00	\$600.00	No
Failure to keep soil deposit logbook	31 (a)	\$500.00	\$400.00	\$600.00	No

**APPENDIX 7 TO BYLAW NO. 4683**

**JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 2, 2025**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Failure to produce soil deposit logbook upon request	31 (b)	\$500.00	\$400.00	\$600.00	No
Incomplete soil deposit logbook	31 (c)	\$250.00	\$200.00	\$300.00	No
Failure to post soil deposit permit/sign	31 (d)	\$250.00	\$200.00	\$300.00	No
Failure to clean road	31 (e)	\$250.00	\$200.00	\$300.00	No
Failure to produce soil deposit records	39	\$250.00	\$200.00	\$300.00	No
Failure to identify and mark the soil deposit extents	39	\$250.00	\$200.00	\$300.00	No

**APPENDIX 8 TO BYLAW NO. 4683**

**WATER DISTRIBUTION LOCAL SERVICE CONDITIONS, FEES AND CHARGES BYLAW NO. 1, 2013**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Service connection without application/approval	6.4	\$200.00	\$160.00	\$240.00	No
Connect to waterworks without authorization	6.5	\$200.00	\$160.00	\$240.00	No
Install booster pump without approval	8.5	\$200.00	\$160.00	\$240.00	No
Unauthorized use of fire connection	14.2	\$500.00	\$400.00	\$600.00	No
Install shut off valve or outlet to service connection	29.2	\$200.00	\$160.00	\$240.00	No
Interfere with water meters	31.1	\$500.00	\$400.00	\$600.00	No
Failure to maintain access to water meter	32.1	\$200.00	\$160.00	\$240.00	No
Failure to act as directed	34.2	\$200.00	\$160.00	\$240.00	No
Use hydrant or standpipe without authorization	37.1	\$500.00	\$400.00	\$600.00	No
Connect to or use water with authorization	69.4	\$200.00	\$160.00	\$240.00	No
Connect multiple units without authorization	70.1	\$200.00	\$160.00	\$240.00	No
Operate, maintain, repair without authorization	79.2	\$200.00	\$160.00	\$240.00	No
Connect or alter without authorization	80.1	\$500.00	\$400.00	\$600.00	No
Operation of valve or curb stop without authorization	80.2	\$200.00	\$160.00	\$240.00	No
Connect apparatus, fitting or fixture causing damage or disturbance	90.1	\$200.00	\$160.00	\$240.00	No
Damage waterworks or service connection	102.1	\$500.00	\$400.00	\$600.00	No
Obstruction of an authorized agent	104.2	\$500.00	\$400.00	\$600.00	No

**APPENDIX 9 TO BYLAW NO. 4683**

**ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
No kennel licence	2(1)(a)	\$200.00	\$160.00	\$240.00	No
Harbouring dogs in excess of kennel licence	2(1)(b)	\$200.00	\$160.00	\$240.00	No
Operating kennel contrary to zoning	2(2)(a)	\$200.00	\$160.00	\$240.00	No
Failure of kennel to provide adequate fencing	2(2)(c)	\$200.00	\$160.00	\$240.00	No
No licence	3	\$200.00	\$160.00	\$240.00	No
No licence on dog	7	\$200.00	\$160.00	\$240.00	No
Unauthorized removal of licence tag	10	\$200.00	\$160.00	\$240.00	No
Failure to display dangerous dog sign	14(c)	\$200.00	\$160.00	\$240.00	No
Animal at large	24(1)	\$200.00	\$160.00	\$240.00	No
Uncontrolled dangerous dog	24(2)	\$500.00	\$400.00	\$600.00	No
Obstructing Animal Control Officer	24(3)	\$500.00	\$400.00	\$600.00	No
Bitch in heat unenclosed	25	\$200.00	\$160.00	\$240.00	No
Noisy dog	26(1)	\$200.00	\$160.00	\$240.00	No
Noisy animal	26(2)	\$200.00	\$160.00	\$240.00	No
Animal on beach	29	\$200.00	\$160.00	\$240.00	No
Fail to provide water or food	27(1)(a)	\$200.00	\$160.00	\$240.00	No
Fail to provide sanitary receptable	27(1)(b)	\$200.00	\$160.00	\$240.00	No
Fail to provide sufficient exercise	27(1)(c)	\$200.00	\$160.00	\$240.00	No
Fail to provide veterinarian care	27(1)(d)	\$200.00	\$160.00	\$240.00	No
Fail to provide adequate shelter	27(2)	\$200.00	\$160.00	\$240.00	No
Animal tied to fixed object by neck	27(3)	\$200.00	\$160.00	\$240.00	No
Animal tied to fixed object for extended period	27(4)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 9 TO BYLAW NO. 4683**

**ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Animal kept in confined space without ventilation	27(5)	\$200.00	\$160.00	\$240.00	No
Fail to adequately confine animal in vehicle	27(6)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 10 TO BYLAW NO. 4683**

**NOISE SUPPRESSION BYLAW (SOUTHERN GULF ISLANDS) NO. 1, 2006**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Noise which disturbs	2	\$200.00	\$160.00	\$240.00	No
Loading/unloading noise	3(1)	\$200.00	\$160.00	\$240.00	No
Construction noise	3(2)	\$200.00	\$160.00	\$240.00	No
Amplified music – outdoors	3(3)	\$200.00	\$160.00	\$240.00	No
Amplified music – indoors	3(4)	\$200.00	\$160.00	\$240.00	No
Vehicle noise	3(5)	\$200.00	\$160.00	\$240.00	No
Firearms noise	3(6)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 11 TO BYLAW NO. 4683**

**NOISE SUPPRESSION BYLAW (JUAN DE FUCA) NO. 1, 2007**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Noise which disturbs	2	\$200.00	\$160.00	\$240.00	No
Loading/unloading noise	3.1	\$200.00	\$160.00	\$240.00	No
Construction noise	3.2	\$200.00	\$160.00	\$240.00	No
Construction noise on Sundays or holidays	3.3	\$200.00	\$160.00	\$240.00	No
Leaf blower noise	3.4	\$200.00	\$160.00	\$240.00	No
Amplified music – outdoors	3.5	\$200.00	\$160.00	\$240.00	No
Amplified music – indoors	3.6	\$200.00	\$160.00	\$240.00	No
Noisy vehicle	3.7	\$200.00	\$160.00	\$240.00	No
Noise from firearms	3.8	\$200.00	\$160.00	\$240.00	No
Noise from electrical equipment	3.9	\$200.00	\$160.00	\$240.00	No

**APPENDIX 12 TO BYLAW NO. 4683**

**NOISE SUPPRESSION BYLAW (SALT SPRING ISLAND) NO. 1, 2006**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Noise which disturbs	2	\$200.00	\$160.00	\$240.00	No
Loading/unloading noise	3(1)	\$200.00	\$160.00	\$240.00	No
Construction noise	3(2)	\$200.00	\$160.00	\$240.00	No
Amplified music – outdoors	3(3)	\$200.00	\$160.00	\$240.00	No
Amplified music – indoors	3(4)	\$200.00	\$160.00	\$240.00	No
Vehicle noise	3(5)	\$200.00	\$160.00	\$240.00	No
Firearms noise	3(6)	\$200.00	\$160.00	\$240.00	No

APPENDIX 13 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT IDLING CONTROL BYLAW NO. 1, 2008

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Idle in excess of three minutes	2	\$200.00	\$160.00	\$240.00	No

**APPENDIX 14 TO BYLAW NO. 4683**

**WATER REGULATIONS BYLAW NO. 1, 1990**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Unauthorized connection to waterworks	4	\$200.00	\$160.00	\$240.00	No
Unauthorized use of water supplied by waterworks	5(a)	\$200.00	\$160.00	\$240.00	No
Failure to follow board direction pertaining to water use	5(b)	\$200.00	\$160.00	\$240.00	No
Tamper, operate, or remove Water connections or fixtures	6(a)	\$500.00	\$400.00	\$600.00	No
Damage or alter water connections or fixtures	6(b)	\$500.00	\$400.00	\$600.00	No
Unauthorized use of fire connections, hydrants or standpipes	7	\$500.00	\$400.00	\$600.00	No
Waste of water	8	\$200.00	\$160.00	\$240.00	No
Obstruction of fire connections, hydrants or standpipes	9(a)	\$500.00	\$400.00	\$600.00	No
Failure to pay fees associated with removal of obstruction	9(b)	\$500.00	\$400.00	\$600.00	No
Unauthorized connection of multiple units to a single service connection	16	\$200.00	\$160.00	\$240.00	No
Unauthorized installation of Service Connection	19	\$200.00	\$160.00	\$240.00	No
Failure to pay turn-on or turn-off fee	22(b)	\$250.00	\$200.00	\$300.00	No
Unauthorized turn-on or turn-off of water supply	22(c)	\$500.00	\$400.00	\$600.00	No
Connection of an independent water supply to CRD service connection	25	\$500.00	\$400.00	\$600.00	No
Failure to comply with section 27	27	\$500.00	\$400.00	\$600.00	No
Obstruct access	9	\$250.00	\$200.00	\$300.00	No

**APPENDIX 15 TO BYLAW NO. 4683**

**LANGFORD SIGN BYLAW, 1987**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Non-conforming sign	3(2)(a)	\$100.00	\$80.00	\$120.00	No
Abandoned sign	3(3)(a)	\$100.00	\$80.00	\$120.00	No
Billboard sign	3(3)(b)	\$100.00	\$80.00	\$120.00	No
Moving sign	3(3)(c)	\$100.00	\$80.00	\$120.00	No
Roof sign	3(3)(d)	\$100.00	\$80.00	\$120.00	No
No permit	3(6)(a)	\$100.00	\$80.00	\$120.00	No
Obstructs view	3(12)	\$100.00	\$80.00	\$120.00	No

**APPENDIX 16 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT CLEAN AIR BYLAW NO. 1, 2014**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Smoking in a park	2(1)(a)	\$200.00	\$160.00	\$240.00	No
Smoking in a designated public space	2(1)(b)	\$200.00	\$160.00	\$240.00	No
Smoking in a school yard	2(1)(c)	\$200.00	\$160.00	\$240.00	No
Smoking in a building	2(1)(d)	\$200.00	\$160.00	\$240.00	No
Smoking in a business place (food or beverage)	2(1)(e)	\$200.00	\$160.00	\$240.00	No
Smoking in a vehicle	2(1)(f)	\$200.00	\$160.00	\$240.00	No
Smoking in 7m buffer zone of doorway, window or intake	2(1)(g)	\$200.00	\$160.00	\$240.00	No
Smoking in 7m buffer zone of a bus stop	2(1)(h)	\$200.00	\$160.00	\$240.00	No
Permitting smoking in a building	2(2)(a)	\$500.00	\$400.00	\$600.00	No
Permitting smoking in a business place (food or beverage)	2(2)(b)	\$500.00	\$400.00	\$600.00	No
Permitting smoking in a vehicle	2(2)(c)	\$500.00	\$400.00	\$600.00	No
Failing to display sign in the prescribed form	3(1), 3(2), 4(1)	\$300.00	\$240.00	\$360.00	No
Removing or defacing a sign	4(3)	\$500.00	\$400.00	\$600.00	No

**APPENDIX 17 TO BYLAW NO. 4683**

**FOOD HANDLERS BYLAW NO. 1, 1991**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Uncertified supervisor	2	\$200.00	\$160.00	\$240.00	No
Certificate not posted	3	\$100.00	\$80.00	\$120.00	No

**APPENDIX 18 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Obstruction of Park or Peace Officer	4(1)	\$500.00	\$400.00	\$600.00	No
Failure to obey sign or posted notice	4(3)	\$100.00	\$80.00	\$120.00	No
Possession or consumption of liquor	4(4)	\$200.00	\$160.00	\$240.00	No
Urinate or defecate in public	4(5)	\$200.00	\$160.00	\$240.00	No
Breach of curfew	4(6)	\$200.00	\$160.00	\$240.00	No
Undue noise	4(8)	\$200.00	\$160.00	\$240.00	No
Disruptive use of machinery or cycle – peace	4(9)(a)	\$200.00	\$160.00	\$240.00	No
Disruptive use of machinery or cycle – wildlife	4(9)(b)	\$200.00	\$160.00	\$240.00	No
Disruptive use of machinery or cycle	4(9)(c)	\$200.00	\$160.00	\$240.00	No
Disturb the peace	4(11)	\$200.00	\$160.00	\$240.00	No
Enter park within eviction period	4(12)	\$300.00	\$240.00	\$360.00	No
Unauthorized use of aircraft	4(13)	\$200.00	\$160.00	\$240.00	No
Cause disturbance between 10 pm and 7 am	6(1)(b)	\$200.00	\$160.00	\$240.00	No
No camping	6(4)	\$200.00	\$160.00	\$240.00	No
Fail to register	6(5)	\$200.00	\$160.00	\$240.00	No
Damage or remove any natural park feature	7(1)(a)	\$300.00	\$240.00	\$360.00	No
Build or alter any trail	7(1)(b)	\$300.00	\$240.00	\$360.00	No
Destroy or damage park infrastructure	7(1)(c)	\$200.00	\$160.00	\$240.00	No
Build, place, or install structure or facility	7(1)(d)	\$300.00	\$240.00	\$360.00	No
Deposit plant or animal material	7(1)(e)	\$200.00	\$160.00	\$240.00	No
Hunt or molest wildlife	7(1)(f)	\$200.00	\$160.00	\$240.00	No
Feed wildlife or leave attractant	7(1)(g)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 18 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Contaminate park or waterway	7(1)(h)	\$300.00	\$240.00	\$360.00	No
Littering	7(3)	\$200.00	\$160.00	\$240.00	No
Illegal dumping	7(4)	\$300.00	\$240.00	\$360.00	No
Illegal fire	7(5)	\$300.00	\$240.00	\$360.00	No
Unattended fire	7(6)	\$200.00	\$160.00	\$240.00	No
Smoke in park	7(8)	\$200.00	\$160.00	\$240.00	No
Cut or remove tree	7(9)	\$500.00	\$400.00	\$600.00	No
No cycling	7(10)	\$200.00	\$160.00	\$240.00	No
Travel off designated trail	7(11)	\$200.00	\$160.00	\$240.00	No
In the drinking water protection zone	7(12)	\$200.00	\$160.00	\$240.00	No
Dog not under control	8(1)(a)	\$200.00	\$160.00	\$240.00	No
Dog off leash	8(1)(b)	\$200.00	\$160.00	\$240.00	No
Dog on beach or picnic area	8(1)(c)	\$200.00	\$160.00	\$240.00	No
Dog faeces not removed	8(1)(d)	\$200.00	\$160.00	\$240.00	No
Dog disturbing people or wildlife	8(1)(f)	\$300.00	\$240.00	\$360.00	No
Domestic animal not under control	8(5)	\$200.00	\$160.00	\$240.00	No
Horse in prohibited area	8(7)	\$200.00	\$160.00	\$240.00	No
Possess or discharge firearm or explosive	9(1)	\$200.00	\$160.00	\$240.00	No
Vehicle off road	10(1)	\$300.00	\$240.00	\$360.00	No
Illegal parking	10(3)	\$50.00	\$40.00	\$60.00	No
Off-road vehicle use in park	10(9)	\$300.00	\$240.00	\$360.00	No
Commercial activity without permit	11(1)(b)	\$400.00	\$320.00	\$480.00	No
Special use event without permit	12(1)(a)	\$200.00	\$160.00	\$240.00	No
Failure to produce permit	12(1)(b)	\$200.00	\$160.00	\$240.00	No

APPENDIX 18 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Breach of park use permit	12(9)	\$300.00	\$240.00	\$360.00	No

**APPENDIX 19 TO BYLAW NO. 4683**

**HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Disobey site regulations	2.1	\$200.00	\$160.00	\$240.00	No
Fail to follow site regulations	2.2	\$500.00	\$400.00	\$600.00	No
Non-district waste	2.3	\$500.00	\$375.00	\$600.00	No
Deposit prohibited waste	2.5	\$500.00	\$400.00	\$600.00	No
Deposit hazardous waste	2.8	\$500.00	\$400.00	\$600.00	No
Deposit controlled waste	2.12	\$500.00	\$400.00	\$600.00	No
Deposit recyclable material	2.14	\$500.00	\$375.00	\$600.00	No
Improper deposit mandatory recyclable	2.15	\$200.00	\$160.00	\$240.00	No
Improper deposit voluntary recyclable	2.16	\$200.00	\$160.00	\$240.00	No
Improper deposit weeds	2.18	\$200.00	\$160.00	\$240.00	No
Deposit EPR material	2.19	\$500.00	\$400.00	\$600.00	No
Improper deposit EPR material	2.20	\$200.00	\$160.00	\$240.00	No
Deposit HHW by commercial hauler	2.21	\$200.00	\$160.00	\$240.00	No
Deposit HHW	2.22	\$200.00	\$160.00	\$240.00	No
Improper deposit of HHW	2.23	\$200.00	\$160.00	\$240.00	No
Deposit contaminated demo waste	2.25	\$300.00	\$240.00	\$360.00	No
Improper deposit sorted demo waste	2.26	\$200.00	\$150.00	\$300.00	No
Improper deposit kitchen scraps	2.27	\$200.00	\$160.00	\$240.00	No
Fail to source separate waste	2.28(a)	\$500.00	\$375.00	\$600.00	No
Fail to pay fee	3.1	\$300.00	\$240.00	\$360.00	No
Deposit while charge unpaid	3.2(b)	\$200.00	\$160.00	\$240.00	No
Uncovered/unsecured load	Sch. B, Reg. 2.1	\$200.00	\$160.00	\$240.00	No
Load not ready for disposal	Sch. B, Reg. 2.3	\$200.00	\$160.00	\$240.00	No
Drive off designated roads	Sch. B, Reg. 3.1	\$200.00	\$160.00	\$240.00	No
Fail to obey signs	Sch. B, Reg. 3.2	\$200.00	\$160.00	\$240.00	No

**APPENDIX 19 TO BYLAW NO. 4683**

**HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to follow directions	Sch. B, Reg. 3.3	\$200.00	\$160.00	\$240.00	No
Scavenging	Sch. B, Reg. 3.5	\$200.00	\$160.00	\$240.00	No
Loitering on site	Sch. B, Reg. 3.6	\$200.00	\$160.00	\$240.00	No
Vehicle washing	Sch. B, Reg. 3.7	\$200.00	\$160.00	\$240.00	No
Disorderly conduct	Sch. B, Reg. 3.8	\$200.00	\$160.00	\$240.00	No
Overweight vehicle	Sch. B, Reg. 3.9	\$200.00	\$160.00	\$240.00	No
Children on site	Sch. B, Reg. 4.2	\$100.00	\$80.00	\$120.00	No
Pets at site	Sch. B, Reg. 4.3	\$100.00	\$80.00	\$120.00	No
Smoking at disposal site	Sch. B, Reg. 4.4	\$200.00	\$160.00	\$240.00	No
Use electronic device while driving	Sch. B, Reg. 4.7	\$200.00	\$160.00	\$240.00	No
No protective equipment	Sch. B, Reg. 4.8	\$200.00	\$160.00	\$240.00	No
Unauthorized videotaping or photography on site	Sch. B, Reg. 3.12	\$200.00	\$160.00	\$240.00	No

**APPENDIX 20 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Hinder/prevent inspection	3	\$500.00	\$400.00	\$600.00	No
Wasting water	7(3)	\$200.00	\$160.00	\$240.00	No
Wasting water during stage 2	7(3)	\$300.00	\$240.00	\$360.00	No
Wasting water during stage 3	7(3)	\$400.00	\$320.00	\$480.00	No
Use water contrary to bylaw	7(4)	\$200.00	\$160.00	\$240.00	No
Stage 1 – water lawn contrary to days/times	Sch. A1.(1)(a)	\$200.00	\$160.00	\$240.00	No
Stage 1 – water contrary to restrictions	Sch. A1.(1)(b)	\$200.00	\$160.00	\$240.00	No
Stage 1 – operate public spray park contrary to restrictions	Sch. A1.(1)(c)	\$200.00	\$160.00	\$240.00	No
Stage 1 – public authority watering contrary to days/times	Sch. A1.(2)(b)	\$200.00	\$160.00	\$240.00	No
Stage 1 – watering golf courses contrary to restrictions	Sch. A1.(2)(c)	\$200.00	\$160.00	\$240.00	No
Stage 2 – water lawn contrary to days/times	Sch. A2.(1)(a)	\$250.00	\$200.00	\$300.00	No
Stage 2 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A2.(1)(b)(i)	\$250.00	\$200.00	\$300.00	No
Stage 2 – use motion-activated sprinkler device	Sch. A2.(1)(b)(ii)	\$250.00	\$200.00	\$300.00	No
Stage 2 – water cemetery lawn	Sch. A2.(1)(b)(iii)	\$250.00	\$200.00	\$300.00	No
Stage 2 – operate public spray park contrary to restrictions	Sch. A2.(1)(c)	\$250.00	\$200.00	\$300.00	No
Stage 2 – fill ornamental fountain	Sch. A2.(1)(d)(i)	\$250.00	\$200.00	\$300.00	No
Stage 2 – operate ornamental fountain	Sch. A2.(1)(d)(ii)	\$250.00	\$200.00	\$300.00	No
Stage 2 – water contrary to restrictions	Sch. A2.(1)(e)	\$250.00	\$200.00	\$300.00	No
Stage 2 – public authority watering contrary to days/times	Sch. A2.(2)(b)	\$250.00	\$200.00	\$300.00	No

**APPENDIX 20 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Stage 2 – watering golf courses contrary to restrictions	Sch. A2.(2)(c)	\$250.00	\$200.00	\$300.00	No
Stage 3 – water lawn, turf, or boulevard	Sch. A3.(1)(a)(i)	\$400.00	\$320.00	\$480.00	No
Stage 3 – fill pool, hot tub, or garden pond	Sch. A3.(1)(a)(ii)	\$400.00	\$320.00	\$480.00	No
Stage 3 – operate a public spray park	Sch. A3.(1)(a)(iii)	\$400.00	\$320.00	\$480.00	No
Stage 3 – operate or fill ornamental fountain	Sch. A3.(1)(a)(iv)	\$400.00	\$320.00	\$480.00	No
Stage 3 –wash vehicle or boat with water	Sch. A3.(1)(a)(v)	\$400.00	\$320.00	\$480.00	No
Stage 3 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A3.(1)(a)(vi)	\$400.00	\$320.00	\$480.00	No
Stage 3 – use motion-activated sprinkler device	Sch. A3.(1)(a)(vii)	\$400.00	\$320.00	\$480.00	No
Stage 3 – leave water service turned on	Sch. A3.(1)(a)(viii)	\$400.00	\$320.00	\$480.00	No
Stage 3 – water contrary to restrictions	Sch. A3.(1)(b)	\$400.00	\$320.00	\$480.00	No
Stage 3 – watering golf courses contrary to days/times	Sch. A3.(2)(a)	\$400.00	\$320.00	\$480.00	No
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A3.(2)(b)	\$400.00	\$320.00	\$480.00	No
Stage 4 – outdoor use of water	Sch. A 4.(1)(a)	\$500.00	\$400.00	\$600.00	No
Stage 4 – Residential Property indoor use contrary to restrictions	Sch. A 4.(1)(b)	\$500.00	\$400.00	\$600.00	No

**APPENDIX 21 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Discharge restricted waste	2.1(b)	\$500.00	\$400.00	\$600.00	No
High volume discharge	2.1(c)	\$200.00	\$160.00	\$240.00	No
Discharge without a permit and contrary to code of practice	2.1(d)	\$200.00	\$160.00	\$240.00	No
Unauthorized discharge of excess uncontaminated water	2.1(e)	\$200.00	\$160.00	\$240.00	No
Unauthorized discharge of septage	2.3	\$500.00	\$400.00	\$600.00	No
Unauthorized discharge of trucked liquid waste	2.4	\$500.00	\$400.00	\$600.00	No
Discharge to dilute non-domestic waste	2.5	\$500.00	\$400.00	\$600.00	No
Fail to provide spill containment	2.8(a)	\$200.00	\$160.00	\$240.00	No
Fail to post name and phone number as required	2.8(b)	\$200.00	\$160.00	\$240.00	No
Unauthorized discharge of kitchen equipment cleaning waste	2.12	\$500.00	\$400.00	\$600.00	No
Fail to adjust Ph	2.13(a)	\$500.00	\$400.00	\$600.00	No
Fail to maintain complete records	2.13(b)	\$200.00	\$160.00	\$240.00	No
Fail to apply for permit	3.3	\$250.00	\$200.00	\$300.00	No
Fail to comply with authorization terms or conditions	3.7	\$500.00	\$400.00	\$600.00	No
Bypass waste control works	5.2	\$500.00	\$400.00	\$600.00	No
Fail to maintain complete records, monitoring	6.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, administration	6.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to report unlawful discharge to a manager or officer	7.1(a)	\$250.00	\$200.00	\$300.00	No
Fail to report unlawful discharge to owner	7.1(b)	\$250.00	\$200.00	\$300.00	No

**APPENDIX 21 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to provide information to manager on premises	7.2(a)	\$250.00	\$200.00	\$300.00	No
Fail to provide information to on location	7.2(b)	\$250.00	\$200.00	\$300.00	No
Fail to provide information to on contact person	7.2(c)	\$250.00	\$200.00	\$300.00	No
Fail to provide information to on time, date and duration	7.2(d)	\$250.00	\$200.00	\$300.00	No
Fail to provide information to on type	7.2(e)	\$250.00	\$200.00	\$300.00	No
Fail to provide information to on volume	7.2(f)	\$250.00	\$200.00	\$300.00	No
Fail to provide information to on corrective action	7.2(g)	\$250.00	\$200.00	\$300.00	No
Fail to confine unlawful discharge	7.3(a)	\$500.00	\$400.00	\$600.00	No
Fail to dispose of substance properly	7.3(b)	\$500.00	\$400.00	\$600.00	No
Fail to give 90 days notice of new activity	7.4(a)	\$250.00	\$200.00	\$300.00	No
Fail to give 90 days notice of activity change	7.4(b)	\$250.00	\$200.00	\$300.00	No
Inaccessible monitoring point	9.6	\$250.00	\$200.00	\$300.00	No
Hinder/prevent inspection	13.1	\$500.00	\$400.00	\$600.00	No
Discharge of restricted waste	Sch. I, 2.1(a)	\$200.00	\$160.00	\$240.00	No
Discharge of prohibited waste	Sch. I, 2.1(b)	\$200.00	\$160.00	\$240.00	No
Discharge of excess uncontaminated water	Sch. I, 2.1(c)	\$200.00	\$160.00	\$240.00	No
Discharge of stormwater to sewer	Sch. I, 2.1(d)	\$200.00	\$160.00	\$240.00	No
Fail to install grease interceptor	Sch. I, 2.2	\$500.00	\$400.00	\$600.00	No
Fail to maintain grease interceptor	Sch. I, 2.3	\$200.00	\$160.00	\$240.00	No
Installation of unapproved treatment works	Sch. I, 2.4	\$250.00	\$200.00	\$200.00	No

**APPENDIX 21 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Alternate treatment works non-compliant with permit or authorization	Sch. I, 2.5	\$200.00	\$160.00	\$240.00	No
Fail to clean out grease interceptor	Sch. I, 2.6	\$200.00	\$160.00	\$240.00	No
Accumulation of excess grease or solids	Sch. I, 2.7	\$200.00	\$160.00	\$240.00	No
Disposal of oil and grease to sewer	Sch. I, 2.8	\$200.00	\$160.00	\$240.00	No
Use of agents facilitating bypass of grease	Sch. I, 2.9	\$200.00	\$160.00	\$240.00	No
Fail to connect fixture to grease interceptor, sink	Sch. I, 2.10(a)	\$200.00	\$160.00	\$240.00	No
Fail to connect fixture to grease interceptor, exhaust hood	Sch. I, 2.10(b)	\$200.00	\$160.00	\$240.00	No
Fail to connect fixture to grease interceptor, drain	Sch. I, 2.10(c)	\$200.00	\$160.00	\$240.00	No
Fail to connect fixture to grease interceptor, compactor	Sch. I, 2.10(d)	\$200.00	\$160.00	\$240.00	No
Fail to connect fixture to grease interceptor, dishwasher	Sch. I, 2.10(e)	\$200.00	\$160.00	\$240.00	No
Fail to connect fixture to grease interceptor, grease bearing fixture	Sch. I, 2.10(f)	\$200.00	\$160.00	\$240.00	No
Fail to install works preventing discharge of rainwater to sewer	Sch. I, 2.11	\$200.00	\$160.00	\$240.00	No
Connection of a toilet or urinal	Sch. I, 2.12(a)	\$200.00	\$160.00	\$240.00	No
Connection of a hand sink	Sch. I, 2.12(b)	\$200.00	\$160.00	\$240.00	No
Connection of a mop sink	Sch. I, 2.12(c)	\$200.00	\$160.00	\$240.00	No
Connection of fixture discharging solids	Sch. I, 2.12(d)	\$200.00	\$160.00	\$240.00	No
Connection of drain receiving uncontaminated water	Sch. I, 2.12(e)	\$200.00	\$160.00	\$240.00	No
Unapproved grease interceptor rating greater than 100gpm	Sch. I, 2.13	\$200.00	\$160.00	\$240.00	No

**APPENDIX 21 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Unapproved grease interceptor rating less than 100gpm	Sch. I, 2.14	\$200.00	\$160.00	\$240.00	No
Unapproved grease interceptor design and installation	Sch. I, 2.15	\$200.00	\$160.00	\$240.00	No
Fail to install flow control device	Sch. I, 2.20	\$200.00	\$160.00	\$240.00	No
Fail to properly size or install flow control device	Sch. I, 2.21(a)	\$200.00	\$160.00	\$240.00	No
Flow control cannot be verified	Sch. I, 2.21(b)	\$200.00	\$160.00	\$240.00	No
Fail to install correct flow control device	Sch. I, 2.21(c)	\$200.00	\$160.00	\$240.00	No
Inaccessible grease interceptor	Sch. I, 2.22	\$200.00	\$160.00	\$240.00	No
Grease interceptor installed in confined space	Sch. I, 2.23	\$200.00	\$160.00	\$240.00	No
Fail to correctly install monitoring point, as required	Sch. I, 2.24(a)	\$200.00	\$160.00	\$240.00	No
Improper monitoring point	Sch. I, 2.24(b)	\$200.00	\$160.00	\$240.00	No
Inaccessible monitoring point	Sch. I, 2.24(c)	\$200.00	\$160.00	\$240.00	No
Fail to remove cover of grease interceptor	Sch. I, 2.26	\$200.00	\$160.00	\$240.00	No
Improper connection of food grinder	Sch. I, 2.27	\$200.00	\$160.00	\$240.00	No
Fail to install solids interceptor	Sch. I, 2.28	\$200.00	\$160.00	\$240.00	No
Fail to maintain solids separator	Sch. I, 2.29	\$200.00	\$160.00	\$240.00	No
Fail to keep operation manual	Sch. I, 3.1	\$200.00	\$160.00	\$240.00	No
Fail to keep records available for inspection	Sch. I, 3.2	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, date	Sch. I, 3.2(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, maintenance	Sch. I, 3.2(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, material removed	Sch. I, 3.2(c)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 21 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to maintain complete records, location of disposal	Sch. I, 3.2(d)	\$200.00	\$160.00	\$240.00	No
Fail to retain records, maintenance and disposal	Sch. I, 3.3	\$200.00	\$160.00	\$240.00	No
Fail to retain records, installed grease interceptor	Sch. I, 3.4	\$200.00	\$160.00	\$240.00	No
Fail to maintain records, electronic records	Sch. I, 3.5	\$200.00	\$160.00	\$240.00	No
Fail to maintain records, self-clean	Sch. I, 3.6	\$200.00	\$160.00	\$240.00	No
Discharge prohibited waste	Sch. J, 2.1(a)	\$200.00	\$160.00	\$240.00	No
Discharge restricted waste	Sch. J, 2.1(b)	\$200.00	\$160.00	\$240.00	No
Discharge excessive tetrachloroethylene	Sch. J, 2.1(c)	\$200.00	\$160.00	\$240.00	No
Discharge residue	Sch. J, 2.1(d)	\$200.00	\$160.00	\$240.00	No
Discharge of excess uncontaminated water	Sch. J, 2.1(e)	\$200.00	\$160.00	\$240.00	No
Unauthorized discharge of stormwater	Sch. J, 2.2	\$200.00	\$160.00	\$240.00	No
Fail to manage wastewater off-site	Sch. J, 2.3	\$250.00	\$200.00	\$300.00	No
Fail to install second separator	Sch. J, 2.4(a)	\$500.00	\$400.00	\$600.00	No
Fail to install filter	Sch. J, 2.4(b)	\$500.00	\$400.00	\$600.00	No
Fail to install alarm	Sch. J, 2.4(c)	\$500.00	\$400.00	\$600.00	No
Fail to install second filter	Sch. J, 2.4(d)	\$500.00	\$400.00	\$600.00	No
Fail to install works in correct order	Sch. J, 2.5	\$200.00	\$160.00	\$240.00	No
Treatment works not accessible	Sch. J, 2.6	\$200.00	\$160.00	\$240.00	No
Treatment works location, confined space	Sch. J, 2.7	\$200.00	\$160.00	\$240.00	No
Fail to maintain machines	Sch. J, 2.8	\$200.00	\$160.00	\$240.00	No
Fail to replace filter before expiry date	Sch. J, 2.9(a)	\$200.00	\$160.00	\$240.00	No
Fail to replace filter after alarm	Sch. J, 2.9(b)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 21 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to replace filter after elevated concentration	Sch. J, 2.9(c)	\$200.00	\$160.00	\$240.00	No
Fail to correctly install monitoring point	Sch. J, 2.10(a)	\$200.00	\$160.00	\$240.00	No
Inaccessible monitoring point	Sch. J, 2.10(b)	\$200.00	\$160.00	\$240.00	No
Fail to protect sewer against spills	Sch. J, 3.1	\$200.00	\$160.00	\$240.00	No
Fail to install spill containment system	Sch. J, 3.2	\$200.00	\$160.00	\$240.00	No
Undersized containment	Sch. J, 3.3	\$200.00	\$160.00	\$240.00	No
Open drains in containment	Sch. J, 3.4	\$200.00	\$160.00	\$240.00	No
Fail to block drains in contamination area	Sch. J, 3.5	\$200.00	\$160.00	\$240.00	No
Discharge untested stormwater from containment	Sch. J, 3.6	\$200.00	\$160.00	\$240.00	No
Fail to prepare spill response plan	Sch. J, 4.1	\$200.00	\$160.00	\$240.00	No
Fail to prepare spill response plan within 30 days	Sch. J, 4.2	\$200.00	\$160.00	\$240.00	No
Fail to post spill response plan	Sch. J, 4.3	\$200.00	\$160.00	\$240.00	No
Fail to stock spill response materials	Sch. J, 4.4	\$200.00	\$160.00	\$240.00	No
Fail to include plugs	Sch. J, 4.5	\$200.00	\$160.00	\$240.00	No
Fail to follow spill response plan	Sch. J, 4.6	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, date	Sch. J, 5.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, inspection	Sch. J, 5.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, carbon replaced	Sch. J, 5.1(c)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, material removed	Sch. J, 5.1(d)	\$200.00	\$160.00	\$240.00	No
Fail to maintain disposal records	Sch. J, 5.2	\$200.00	\$160.00	\$240.00	No
Fail to retain records	Sch. J, 5.3	\$200.00	\$160.00	\$240.00	No

**APPENDIX 21 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to retain operation manual	Sch. J, 5.4	\$200.00	\$160.00	\$240.00	No
Discharge excess contaminants, silver	Sch. K, 2.1(a)	\$200.00	\$160.00	\$240.00	No
Discharge of prohibited waste	Sch. K, 2.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to manage waste off-site	Sch. K, 2.2(a)	\$200.00	\$160.00	\$240.00	No
Fail to treat wastes	Sch. K, 2.2(b)	\$200.00	\$160.00	\$240.00	No
Fail to install and maintain equipment	Sch. K, 2.3	\$200.00	\$160.00	\$240.00	No
Fail to use metering pump	Sch. K, 2.4	\$200.00	\$160.00	\$240.00	No
Fail to calibrate metering pump	Sch. K, 2.5	\$200.00	\$160.00	\$240.00	No
Fail to properly locate recovery system as required	Sch. K, 2.6	\$200.00	\$160.00	\$240.00	No
Fail to install spill containment or cap drains	Sch. K, 2.7	\$200.00	\$160.00	\$240.00	No
Fail to test effluent	Sch. K, 2.8	\$200.00	\$160.00	\$240.00	No
Fail to install flow meter	Sch. K, 2.9(a)	\$200.00	\$160.00	\$240.00	No
Fail to test discharge	Sch. K, 2.9(b)	\$200.00	\$160.00	\$240.00	No
Fail to replace silver recovery cartridge as recommended	Sch. K, 2.10(a)	\$200.00	\$160.00	\$240.00	No
Fail to replace silver recovery cartridge at 80% capacity	Sch. K, 2.10(b)	\$200.00	\$160.00	\$240.00	No
Fail to replace silver recovery cartridge over 1000 mg/L	Sch. K, 2.10(c)	\$200.00	\$160.00	\$240.00	No
Fail to replace silver recovery cartridge for excess silver	Sch. K, 2.10(d)	\$200.00	\$160.00	\$240.00	No
Fail to replace both silver recovery cartridges	Sch. K, 2.11	\$200.00	\$160.00	\$240.00	No
Treatment works not accessible	Sch. K, 2.14	\$200.00	\$160.00	\$240.00	No
Treatment works location, confined space	Sch. K, 2.15	\$200.00	\$160.00	\$240.00	No
Improper outlet location	Sch. K, 2.16(a)	\$200.00	\$160.00	\$240.00	No

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<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Monitoring point not accessible	Sch. K, 2.16(b)	\$200.00	\$160.00	\$240.00	No
Fail to keep maintenance manual	Sch. K, 3.1	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, serial number	Sch. K, 3.2(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, date	Sch. K, 3.2(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, expiry date	Sch. K, 3.2(c)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, capacity	Sch. K, 3.2(d)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, calibrator	Sch. K, 3.2(e)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, tests	Sch. K, 3.2(f)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, repair/replacement	Sch. K, 3.2(g)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records on electrolytic unit	Sch. K, 3.3(a)	\$200.00	\$160.00	\$240.00	No
Fail to record date of silver removal	Sch. K, 3.3(b)	\$200.00	\$160.00	\$240.00	No
Fail to record maintenance/repair information	Sch. K, 3.3(c)	\$200.00	\$160.00	\$240.00	No
Fail to maintain disposal records, company name	Sch. K, 3.4(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain disposal records, material type	Sch. K, 3.4(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain disposal records, material quantity	Sch. K, 3.4(c)	\$200.00	\$160.00	\$240.00	No
Fail to maintain disposal records, transfer date	Sch. K, 3.4(d)	\$200.00	\$160.00	\$240.00	No
Fail to retain records	Sch. K, 3.5	\$200.00	\$160.00	\$240.00	No
Discharge prohibited waste	Sch. L, 2.1(a)	\$200.00	\$160.00	\$240.00	No
Discharge restricted waste	Sch. L, 2.1(b)	\$200.00	\$160.00	\$240.00	No

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<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Discharge of wastewater, elevated mercury concentration	Sch. L, 2.1(c)	\$200.00	\$160.00	\$240.00	No
Fail to manage wastewater off-site	Sch. L, 2.3(a)	\$250.00	\$200.00	\$300.00	No
Fail to treat wastewater prior to sewer discharge	Sch. L, 2.3(b)	\$250.00	\$200.00	\$300.00	No
Amalgam separator not certified	Sch. L, 2.4	\$200.00	\$160.00	\$240.00	No
Fail to correctly install and maintain amalgam separator	Sch. L, 2.5	\$200.00	\$160.00	\$240.00	No
Fail to install proper flow control	Sch. L, 2.6(a)	\$200.00	\$160.00	\$240.00	No
Fail to install flow control, water supply line	Sch. L, 2.6(b)	\$200.00	\$160.00	\$240.00	No
Fail to install flow control, specified flow rate	Sch. L, 2.7	\$200.00	\$160.00	\$240.00	No
Improper storage of collecting containers	Sch. L, 2.8	\$200.00	\$160.00	\$240.00	No
Fail to install spill containment	Sch. L, 2.9	\$200.00	\$160.00	\$240.00	No
Fail to replace collecting container, expiry date	Sch. L, 2.10(a)	\$200.00	\$160.00	\$240.00	No
Fail to replace collecting container, warning level	Sch. L, 2.10(b)	\$200.00	\$160.00	\$240.00	No
Fail to replace collecting container, elevated mercury	Sch. L, 2.10(c)	\$200.00	\$160.00	\$240.00	No
Improper disposal to sewer	Sch. L, 2.11	\$200.00	\$160.00	\$240.00	No
Inaccessible amalgam separator	Sch. L, 2.12	\$200.00	\$160.00	\$240.00	No
Amalgam separator installed in confined space	Sch. L, 2.13	\$200.00	\$160.00	\$240.00	No
Fail to correctly install monitoring point	Sch. L, 2.14(a)	\$200.00	\$160.00	\$240.00	No
Fail to include total flow	Sch. L, 2.14(b)	\$200.00	\$160.00	\$240.00	No
Inaccessible monitoring point	Sch. L, 2.14(c)	\$200.00	\$160.00	\$240.00	No
Fail to keep maintenance manual	Sch. L, 3.1	\$200.00	\$160.00	\$240.00	No

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Fail to post ISO standard test report	Sch. L, 3.2	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, date of install	Sch. L, 3.3(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, serial number	Sch. L, 3.3(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, maximum flow rate	Sch. L, 3.3(c)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, date of inspection	Sch. L, 3.3(d)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, description of problems	Sch. L, 3.3(e)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, service provider	Sch. L, 3.3(f)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, dates of waste pick-up	Sch. L, 3.3(g)	\$200.00	\$160.00	\$240.00	No
Fail to retain records, five years	Sch. L, 3.4	\$200.00	\$160.00	\$240.00	No
Discharge prohibited waste	Sch. M, 2.1(a)	\$200.00	\$160.00	\$240.00	No
Discharge restricted waste	Sch. M, 2.1(b)	\$200.00	\$160.00	\$240.00	No
Discharge excess oil and grease	Sch. M, 2.1(c)	\$200.00	\$160.00	\$240.00	No
Discharge excess uncontaminated water	Sch. M, 2.1(d)	\$200.00	\$160.00	\$240.00	No
Discharge fuel-water	Sch. M, 2.1(e)	\$200.00	\$160.00	\$240.00	No
Discharge from parts washer	Sch. M, 2.1(f)	\$200.00	\$160.00	\$240.00	No
Discharge from oily rag washing	Sch. M, 2.1(g)	\$200.00	\$160.00	\$240.00	No
Discharge from engine washing	Sch. M, 2.1(h)	\$200.00	\$160.00	\$240.00	No
Unauthorized discharge of stormwater	Sch. M, 2.2	\$200.00	\$160.00	\$240.00	No
Unauthorized discharge of groundwater	Sch. M, 2.3	\$200.00	\$160.00	\$240.00	No
Fail to install treatment works	Sch. M, 2.4	\$200.00	\$160.00	\$240.00	No
Fail to install properly sized separator	Sch. M, 2.6	\$200.00	\$160.00	\$240.00	No

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Fail to treat discharge	Sch. M, 2.7	\$200.00	\$160.00	\$240.00	No
Unauthorized discharge to treatment works	Sch. M, 2.8	\$200.00	\$160.00	\$240.00	No
Use of chemical agents	Sch. M, 2.9	\$200.00	\$160.00	\$240.00	No
Fail to correctly install monitoring point	Sch. M, 2.10(a)	\$200.00	\$160.00	\$240.00	No
Improper monitoring point	Sch. M, 2.10(b)	\$200.00	\$160.00	\$240.00	No
Inaccessible treatment works	Sch. M, 2.11	\$200.00	\$160.00	\$240.00	No
Accumulation of excessive oil and grease	Sch. M, 2.12	\$200.00	\$160.00	\$240.00	No
Accumulation of excessive solids	Sch. M, 2.13	\$200.00	\$160.00	\$240.00	No
Fail to inspect separator	Sch. M, 2.14	\$200.00	\$160.00	\$240.00	No
Fail to clean separator	Sch. M, 2.15	\$200.00	\$160.00	\$240.00	No
Fail to conduct annual cleaning	Sch. M, 2.16	\$200.00	\$160.00	\$240.00	No
Fail to provide spill containment, used batteries	Sch. M, 3.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to provide spill containment, used solvents	Sch. M, 3.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to provide spill containment, fuel tanks	Sch. M, 3.1(c)	\$200.00	\$160.00	\$240.00	No
Fail to provide spill containment, prohibited waste	Sch. M, 3.1(d)	\$200.00	\$160.00	\$240.00	No
Fail to supervise discharge	Sch. M, 3.2	\$200.00	\$160.00	\$240.00	No
Fail to prepare spill response plan	Sch. M, 4.1	\$200.00	\$160.00	\$240.00	No
Fail to prepare spill response plan within 30 days	Sch. M, 4.2	\$200.00	\$160.00	\$240.00	No
Fail to post spill response plan	Sch. M, 4.3	\$200.00	\$160.00	\$240.00	No
Fail to follow spill response plan	Sch. M, 4.4	\$200.00	\$160.00	\$240.00	No
Fail to inspect following spill	Sch. M, 4.5	\$200.00	\$160.00	\$240.00	No

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Fail to remove spilled materials	Sch. M, 4.6	\$200.00	\$160.00	\$240.00	No
Fail to stock spill response materials	Sch. M, 4.7	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, date of inspection	Sch. M, 5.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, maintenance	Sch. M, 5.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, material depth	Sch. M, 5.1(c)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, quantity removed	Sch. M, 5.1(d)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, service provider	Sch. M, 5.1(e)	\$200.00	\$160.00	\$240.00	No
Fail to maintain design information	Sch. M, 5.2	\$200.00	\$160.00	\$240.00	No
Fail to maintain record of waste disposal, name	Sch. M, 5.4(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain record of waste disposal, type of waste	Sch. M, 5.4(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain record of waste disposal, amount	Sch. M, 5.4(c)	\$200.00	\$160.00	\$240.00	No
Fail to maintain record of waste disposal, date of transfer	Sch. M, 5.4(d)	\$200.00	\$160.00	\$240.00	No
Fail to retain records	Sch. M, 5.5	\$200.00	\$160.00	\$240.00	No
Discharge prohibited waste	Sch. N, 2.1(a)	\$200.00	\$160.00	\$240.00	No
Discharge restricted waste	Sch. N, 2.1(b)	\$200.00	\$160.00	\$240.00	No
Discharge of excess uncontaminated water	Sch. N, 2.1(c)	\$200.00	\$160.00	\$240.00	No
Discharge from engine washing	Sch. N, 2.1(d)	\$200.00	\$160.00	\$240.00	No
Discharge of trucked liquid waste	Sch. N, 2.1(e)	\$200.00	\$160.00	\$240.00	No
Discharge of carpet cleaning waste	Sch. N, 2.1(f)	\$200.00	\$160.00	\$240.00	No
Discharge of recreational vehicle waste	Sch. N, 2.1(g)	\$200.00	\$160.00	\$240.00	No

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Discharge from oily rag washing	Sch. N, 2.1(h)	\$200.00	\$160.00	\$240.00	No
Unauthorized discharge of stormwater	Sch. N, 2.2	\$200.00	\$160.00	\$240.00	No
Unauthorized discharge of groundwater	Sch. N, 2.3	\$200.00	\$160.00	\$240.00	No
Discharge untreated waste into sewer	Sch. N, 2.4	\$500.00	\$400.00	\$600.00	No
Fail to install treatment works	Sch. N, 2.6	\$500.00	\$400.00	\$600.00	No
Fail to install properly designed and sized interceptor	Sch. N, 2.7(a)	\$200.00	\$160.00	\$240.00	No
Fail to install properly designed three chamber interceptor	Sch. N, 2.7(b)	\$200.00	\$160.00	\$240.00	No
Fail to treat discharge	Sch. N, 2.8	\$200.00	\$160.00	\$240.00	No
Unauthorized discharge to treatment works	Sch. N, 2.9	\$200.00	\$160.00	\$240.00	No
Use of chemical agents	Sch. N, 2.10	\$200.00	\$160.00	\$240.00	No
Fail to correctly install monitoring point	Sch. N, 2.11(a)	\$200.00	\$160.00	\$240.00	No
Improper monitoring point	Sch. N, 2.11(b)	\$200.00	\$160.00	\$240.00	No
Inaccessible treatment works	Sch. N, 2.12	\$200.00	\$160.00	\$240.00	No
Accumulation of excessive oil and grease in treatment works	Sch. N, 2.13	\$200.00	\$160.00	\$240.00	No
Accumulation of excessive solids in treatment works	Sch. N, 2.14	\$200.00	\$160.00	\$240.00	No
Fail to inspect treatment works	Sch. N, 2.15	\$200.00	\$160.00	\$240.00	No
Fail to clean treatment works	Sch. N, 2.16	\$200.00	\$160.00	\$240.00	No
Fail to conduct required cleaning of treatment works	Sch. N, 2.17	\$200.00	\$160.00	\$240.00	No
Fail to display signs	Sch. N, 2.18	\$200.00	\$160.00	\$240.00	No
Engine washing	Sch. N, 2.19	\$200.00	\$160.00	\$240.00	No
Fail to prepare spill response plan	Sch. N, 3.1	\$200.00	\$160.00	\$240.00	No

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Fail to prepare spill response plan within 30 days	Sch. N, 3.2	\$200.00	\$160.00	\$240.00	No
Fail to post spill response plan	Sch. N, 3.3	\$200.00	\$160.00	\$240.00	No
Fail to follow spill response plan	Sch. N, 3.4	\$200.00	\$160.00	\$240.00	No
Fail to inspect treatment works following spill	Sch. N, 3.5	\$200.00	\$160.00	\$240.00	No
Fail to remove spilled materials	Sch. N, 3.6	\$200.00	\$160.00	\$240.00	No
Fail to stock materials	Sch. N, 3.7	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, date of inspections	Sch. N, 4.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, maintenance	Sch. N, 4.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, material depth	Sch. N, 4.1(c)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, quantity removed	Sch. N, 4.1(d)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, service provider	Sch. N, 4.1(e)	\$200.00	\$160.00	\$240.00	No
Fail to maintain design information	Sch. N, 4.2	\$200.00	\$160.00	\$240.00	No
Fail to maintain record of waste disposal, name	Sch. N, 4.4(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain record of waste disposal, type of waste	Sch. N, 4.4(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain record of waste disposal, amount	Sch. N, 4.4(c)	\$200.00	\$160.00	\$240.00	No
Fail to maintain record of waste disposal, date of transfer	Sch. N, 4.4(d)	\$200.00	\$160.00	\$240.00	No
Fail to retain records	Sch. N, 4.5	\$200.00	\$160.00	\$240.00	No
Discharge prohibited waste	Sch. O, 2.1(a)	\$200.00	\$160.00	\$240.00	No
Discharge hazardous waste	Sch. O, 2.1(b)	\$200.00	\$160.00	\$240.00	No
Discharge restricted waste	Sch. O, 2.1(c)	\$200.00	\$160.00	\$240.00	No

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Discharge stormwater	Sch. O, 2.1(d)	\$200.00	\$160.00	\$240.00	No
Discharge of excess uncontaminated water	Sch. O, 2.1(e)	\$200.00	\$160.00	\$240.00	No
Discharge excess total suspended solids	Sch. O, 2.1(f)	\$200.00	\$160.00	\$240.00	No
Fail to treat waste	Sch. O, 2.2(b)	\$500.00	\$400.00	\$600.00	No
Fail to visually inspect	Sch. O, 2.3(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain screen	Sch. O, 2.3(b)	\$200.00	\$160.00	\$240.00	No
Discharge unscreened waste	Sch. O, 2.4	\$200.00	\$160.00	\$240.00	No
Fail to install spill containment	Sch. O, 2.5	\$200.00	\$160.00	\$240.00	No
Fail to inspect equipment for leaks, hoses	Sch. O, 2.7(a)	\$200.00	\$160.00	\$240.00	No
Fail to inspect filter gaskets	Sch. O, 2.7(b)	\$200.00	\$160.00	\$240.00	No
Fail to inspect pumps	Sch. O, 2.7(c)	\$200.00	\$160.00	\$240.00	No
Fail to inspect holding tanks	Sch. O, 2.7(d)	\$200.00	\$160.00	\$240.00	No
Fail to prevent discharge to sewer	Sch. O, 2.8(a)	\$200.00	\$160.00	\$240.00	No
Fail to repair leak within 72 hours	Sch. O, 2.8(b)	\$200.00	\$160.00	\$240.00	No
Fail to keep records, inspection	Sch. O, 3.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to keep records, leaks	Sch. O, 3.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to keep records, screen replacement	Sch. O, 3.1(c)	\$200.00	\$160.00	\$240.00	No
Fail to keep records, maintenance	Sch. O, 3.1(d)	\$200.00	\$160.00	\$240.00	No
Fail to retain records	Sch. O, 3.2	\$200.00	\$160.00	\$240.00	No
Discharge prohibited waste, excess contaminants, water	Sch. P, 2.1	\$200.00	\$160.00	\$240.00	No
Fail to neutralize pH waste	Sch. P, 2.2	\$200.00	\$160.00	\$240.00	No
Fail to remove solids	Sch. P, 2.3	\$500.00	\$400.00	\$600.00	No
Fail to filter waste	Sch. P, 2.4(b)	\$500.00	\$400.00	\$600.00	No

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Fail to correctly install sampling tee	Sch. P, 2.7(a)	\$200.00	\$160.00	\$240.00	No
Improper sampling tee	Sch. P, 2.7(b)	\$200.00	\$160.00	\$240.00	No
Inaccessible sampling tee	Sch. P, 2.9	\$200.00	\$160.00	\$240.00	No
Fail to keep records, mash tun	Sch. P, 3.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to keep records, kettle wash	Sch. P, 3.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to keep records, back flush	Sch. P, 3.1(c)	\$200.00	\$160.00	\$240.00	No
Fail to keep records, yeast residue	Sch. P, 3.1(d)	\$200.00	\$160.00	\$240.00	No
Fail to keep records, location of sampling tee	Sch. P, 3.1(e)	\$200.00	\$160.00	\$240.00	No
Fail to keep records, pH adjustment	Sch. P, 3.1(f)	\$200.00	\$160.00	\$240.00	No
Fail to keep records, date of testing	Sch. P, 3.1(g)	\$200.00	\$160.00	\$240.00	No
Fail to retain records	Sch. P, 3.2	\$200.00	\$160.00	\$240.00	No
Discharge prohibited waste	Sch. Q, 2.1(a)	\$200.00	\$160.00	\$240.00	No
Discharge hazardous waste	Sch. Q, 2.1(b)	\$200.00	\$160.00	\$240.00	No
Discharge restricted waste	Sch. Q, 2.1(c)	\$200.00	\$160.00	\$240.00	No
Discharge solvent rinse	Sch. Q, 2.1(d)	\$200.00	\$160.00	\$240.00	No
Discharge inks	Sch. Q, 2.1(e)	\$200.00	\$160.00	\$240.00	No
Discharge etching solution	Sch. Q, 2.1(f)	\$200.00	\$160.00	\$240.00	No
Discharge cleaning solvents	Sch. Q, 2.1(g)	\$200.00	\$160.00	\$240.00	No
Discharge of excess uncontaminated water	Sch. Q, 2.1(h)	\$200.00	\$160.00	\$240.00	No
Unauthorized discharge of stormwater	Sch. Q, 2.2	\$200.00	\$160.00	\$240.00	No
Fail to install trade waste interceptor	Sch. Q, 2.3	\$500.00	\$400.00	\$600.00	No
Fail to install works	Sch. Q, 2.4	\$500.00	\$400.00	\$600.00	No
Fail to install and calibrate metering pump	Sch. Q, 2.6	\$200.00	\$160.00	\$240.00	No

**APPENDIX 21 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to replace treatment works as recommended	Sch. Q, 2.8(a)	\$200.00	\$160.00	\$240.00	No
Fail to replace treatment works at 80% capacity	Sch. Q, 2.8(b)	\$200.00	\$160.00	\$240.00	No
Fail to replace treatment works total oil and grease at breakthrough	Sch. Q, 2.8(c)	\$200.00	\$160.00	\$240.00	No
Fail to replace treatment works at breakthrough of oil and grease	Sch. Q, 2.8(d)	\$200.00	\$160.00	\$240.00	No
Fail to properly size trade waste interceptor	Sch. Q, 2.11	\$200.00	\$160.00	\$240.00	No
Bypass of treatment equipment	Sch. Q, 2.12	\$200.00	\$160.00	\$240.00	No
Fail to divert domestic waste	Sch. Q, 2.13	\$200.00	\$160.00	\$240.00	No
Use of chemical agents	Sch. Q, 2.15	\$200.00	\$160.00	\$240.00	No
Fail to correctly install monitoring point	Sch. Q, 2.16(a)	\$200.00	\$160.00	\$240.00	No
Inaccessible monitoring point	Sch. Q, 2.16(b)	\$200.00	\$160.00	\$240.00	No
Inaccessible treatment works	Sch. Q, 2.17	\$200.00	\$160.00	\$240.00	No
Accumulation of floating material	Sch. Q, 2.18	\$200.00	\$160.00	\$240.00	No
Accumulation of excessive solids	Sch. Q, 2.19	\$200.00	\$160.00	\$240.00	No
Fail to inspect trade waste interceptor	Sch. Q, 2.20	\$200.00	\$160.00	\$240.00	No
Fail to maintain trade waste interceptor	Sch. Q, 2.21	\$200.00	\$160.00	\$240.00	No
Fail to clean trade waste interceptor	Sch. Q, 2.22	\$200.00	\$160.00	\$240.00	No
Fail to provide spill containment for solvents	Sch. Q, 3.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to provide spill containment for waste solvents	Sch. Q, 3.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to prepare spill response plan	Sch. Q, 4.1	\$200.00	\$160.00	\$240.00	No
Fail to prepare spill response plan within 60 days	Sch. Q, 4.2	\$200.00	\$160.00	\$240.00	No

**APPENDIX 21 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to follow spill response plan	Sch. Q, 4.3	\$200.00	\$160.00	\$240.00	No
Fail to inspect following spill	Sch. Q, 4.4	\$200.00	\$160.00	\$240.00	No
Fail to remove spilled materials	Sch. Q, 4.5	\$200.00	\$160.00	\$240.00	No
Fail to stock materials	Sch. Q, 4.6	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, inspections	Sch. Q, 5.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, maintenance	Sch. Q, 5.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, material removed	Sch. Q, 5.1(c)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, service provider	Sch. Q, 5.1(d)	\$200.00	\$160.00	\$240.00	No
Fail to keep equipment records, installation date	Sch. Q, 5.2(a)	\$200.00	\$160.00	\$240.00	No
Fail to keep equipment records, serial numbers	Sch. Q, 5.2(b)	\$200.00	\$160.00	\$240.00	No
Fail to keep equipment records, expiry date	Sch. Q, 5.2(c)	\$200.00	\$160.00	\$240.00	No
Fail to keep equipment records, capacity	Sch. Q, 5.2(d)	\$200.00	\$160.00	\$240.00	No
Fail to keep equipment records, calibration dates	Sch. Q, 5.2(e)	\$200.00	\$160.00	\$240.00	No
Fail to keep equipment records, problems	Sch. Q, 5.2(f)	\$200.00	\$160.00	\$240.00	No
Fail to maintain design information	Sch. Q, 5.3	\$200.00	\$160.00	\$240.00	No
Fail to maintain spill response plan	Sch. Q, 5.4	\$200.00	\$160.00	\$240.00	No
Fail to maintain record of waste disposal, name	Sch. Q, 5.5(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain record of waste disposal, type of waste	Sch. Q, 5.5(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain record of waste disposal, amount	Sch. Q, 5.5(c)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 21 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to maintain record of waste disposal, date of transfer	Sch. Q, 5.5(d)	\$200.00	\$160.00	\$240.00	No
Fail to retain records	Sch. Q, 5.6	\$200.00	\$160.00	\$240.00	No
Discharge prohibited waste	Sch. S, 2.1(a)	\$200.00	\$160.00	\$240.00	No
Discharge restricted waste	Sch. S, 2.1(b)	\$200.00	\$160.00	\$240.00	No
Discharge waste containing mercury	Sch. S, 2.1(c)	\$200.00	\$160.00	\$240.00	No
Discharge waste containing PCBs	Sch. S, 2.1(d)	\$200.00	\$160.00	\$240.00	No
Discharge waste containing dioxin TEQ	Sch. S, 2.1(e)	\$200.00	\$160.00	\$240.00	No
Discharge waste containing halogenated solvents	Sch. S, 2.1(f)	\$200.00	\$160.00	\$240.00	No
Discharge waste containing chlorinated phenols	Sch. S, 2.1(g)	\$200.00	\$160.00	\$240.00	No
Discharge waste containing pesticides	Sch. S, 2.1(h)	\$200.00	\$160.00	\$240.00	No
Discharge excess seawater	Sch. S, 2.1(i)	\$200.00	\$160.00	\$240.00	No
Discharge of excess uncontaminated water	Sch. S, 2.1(j)	\$200.00	\$160.00	\$240.00	No
Unauthorized discharge of stormwater	Sch. S, 2.2	\$200.00	\$160.00	\$240.00	No
Fail to correctly install monitoring point	Sch. S, 2.4	\$200.00	\$160.00	\$240.00	No
Fail to install monitoring point following improvement, lab	Sch. S, 2.5(a)	\$200.00	\$160.00	\$240.00	No
Fail to install monitoring point following improvement, plumbing	Sch. S, 2.5(b)	\$200.00	\$160.00	\$240.00	No
Fail to install monitoring point after exceeding criteria	Sch. S, 2.5(c)	\$200.00	\$160.00	\$240.00	No
Fail to use proper methods	Sch. S, 2.6	\$200.00	\$160.00	\$240.00	No
Fail to install spill containment	Sch. S, 3.1	\$200.00	\$160.00	\$240.00	No
Discharge unauthorized waste	Sch. S, 3.2	\$200.00	\$160.00	\$240.00	No

**APPENDIX 21 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to prepare spill response plan	Sch. S, 4.1	\$200.00	\$160.00	\$240.00	No
Fail to prepare spill response plan within 30 days	Sch. S, 4.2	\$200.00	\$160.00	\$240.00	No
Fail to post spill response plan	Sch. S, 4.3	\$50.00	\$40.00	\$60.00	No
Fail to maintain spill response equipment	Sch. S, 4.4	\$200.00	\$160.00	\$240.00	No
Fail to carry out spill response plan	Sch. S, 4.5	\$200.00	\$160.00	\$240.00	No
Fail to remove spilled materials	Sch. S, 4.6	\$200.00	\$160.00	\$240.00	No
Fail to keep records, name	Sch. S, 5.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to keep records, type of waste	Sch. S, 5.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to keep records, amount	Sch. S, 5.1(c)	\$200.00	\$160.00	\$240.00	No
Fail to keep records, date of transfer	Sch. S, 5.1(d)	\$200.00	\$160.00	\$240.00	No
Fail to list procedures	Sch. S, 5.2	\$200.00	\$160.00	\$240.00	No
Fail to maintain inventory	Sch. S, 5.3	\$200.00	\$160.00	\$240.00	No
Fail to maintain written procedures	Sch. S, 5.4	\$200.00	\$160.00	\$240.00	No
Fail to maintain test records	Sch. S, 5.5	\$200.00	\$160.00	\$240.00	No
Fail to retain records	Sch. S, 5.6	\$200.00	\$160.00	\$240.00	No

**APPENDIX 22 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION  
BYLAW NO. 1, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obey order to leave dock	3	\$200.00	\$160.00	\$240.00	No
Hinder authorized personnel	4	\$200.00	\$160.00	\$240.00	No
Interfere with lawful use of dock	7	\$200.00	\$160.00	\$240.00	No
Disorderly behaviour	8	\$200.00	\$160.00	\$240.00	No
Noise which disturbs	9	\$200.00	\$160.00	\$240.00	No
Possession of open liquor	10	\$200.00	\$160.00	\$240.00	No
Unlawful sign	11	\$200.00	\$160.00	\$240.00	No
Cause damage to dock	12	\$200.00	\$160.00	\$240.00	No
Damage CRD sign	13	\$200.00	\$160.00	\$240.00	No
Littering	14	\$200.00	\$160.00	\$240.00	No
Unlawful storage	15	\$200.00	\$160.00	\$240.00	No
Unattended vessel in loading zone	16	\$200.00	\$160.00	\$240.00	No
Vessel in loading zone more than 15 minutes	17	\$200.00	\$160.00	\$240.00	No
Unlawful mooring in airport zone	18	\$200.00	\$160.00	\$240.00	No
Failure to vacate airport zone	19	\$200.00	\$160.00	\$240.00	No
Unlawful driving on dock	20(1)	\$200.00	\$160.00	\$240.00	No
Unattended vehicle on dock	21	\$200.00	\$160.00	\$240.00	No
Unattended vehicle on dock	22	\$200.00	\$160.00	\$240.00	No
Unauthorized business on dock	24	\$200.00	\$160.00	\$240.00	No
Unauthorized structure on dock	25(4)	\$200.00	\$160.00	\$240.00	No
Fail to pay moorage fees	25(6)	\$200.00	\$160.00	\$240.00	No
Fail to obtain licence	26	\$200.00	\$160.00	\$240.00	No
Lingering while unloading dangerous goods	27	\$200.00	\$160.00	\$240.00	No
Fail to obey order to alter position	30	\$200.00	\$160.00	\$240.00	No

**APPENDIX 22 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION  
BYLAW NO. 1, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obey order not to moor	31	\$200.00	\$160.00	\$240.00	No
Abandon vessel at dock	33	\$200.00	\$160.00	\$240.00	No
Obstruct movement of other vessels	36	\$200.00	\$160.00	\$240.00	No
Crossing dock with moorage lines	37	\$200.00	\$160.00	\$240.00	No
Use dock for major repairs	38(1)	\$200.00	\$160.00	\$240.00	No
Impede use of dock	38(2)	\$200.00	\$160.00	\$240.00	No
Disobey order of Ports Manager/Wharfinger	49(2)(a)	\$200.00	\$160.00	\$240.00	No
Disobey posted sign	49(2)(b)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 23 TO BYLAW NO. 4683**

**COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS)**  
**BYLAW NO. 1, 2012**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Obstruction of Park or Peace Officer	4(1)	\$500.00	\$400.00	\$600.00	No
Failure to obey sign or posted notice	4(3), 12(1)	\$200.00	\$160.00	\$240.00	No
Possession or Consumption of alcohol	4(4)	\$200.00	\$160.00	\$240.00	No
Urinate or defecate in public	4(5)	\$200.00	\$160.00	\$240.00	No
In park when closed	4(6)	\$200.00	\$160.00	\$240.00	No
Undue noise	4(8)(9)	\$200.00	\$160.00	\$240.00	No
Disorderly or dangerous conduct	4(11)	\$200.00	\$160.00	\$240.00	No
Illegal camping	6(1)	\$200.00	\$160.00	\$240.00	No
Destroying or damaging park features or property	7(1)	\$300.00	\$240.00	\$360.00	No
Littering	7(3)	\$200.00	\$160.00	\$240.00	No
Illegal dumping	7(4)	\$300.00	\$240.00	\$360.00	No
Illegal fire	7(5)	\$200.00	\$160.00	\$240.00	No
Unattended fire or camp stove	7(6)	\$200.00	\$160.00	\$240.00	No
Illegal deposit of burning substance	7(7)	\$200.00	\$160.00	\$240.00	No
Illegal smoking	7(8)	\$200.00	\$160.00	\$240.00	No
Cut or remove tree	7(9)	\$500.00	\$400.00	\$600.00	No
Illegal cycling	7(10)	\$200.00	\$160.00	\$240.00	No
Domestic animal not under control	8(1)(a)	\$200.00	\$160.00	\$240.00	No
Dog faeces not removed	8(4)	\$200.00	\$160.00	\$240.00	No
Possess or discharge firearm	9(1)	\$200.00	\$160.00	\$240.00	No
Possess or discharge fireworks	9(2)	\$200.00	\$160.00	\$240.00	No
Possess or discharge slingshot	9(3)	\$200.00	\$160.00	\$240.00	No
Possess or discharge bow or crossbow	9(4)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 23 TO BYLAW NO. 4683**

**COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS)**  
**BYLAW NO. 1, 2012**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Vehicle off road	10(1)	\$200.00	\$160.00	\$240.00	No
Illegal parking	10(3)	\$50.00	\$60.00	\$80.00	No
Commercial activity without permit	11(1)	\$400.00	\$320.00	\$480.00	No
Interference in lawful use of property	12(2)	\$200.00	\$160.00	\$240.00	No
Special use event without a permit	14(1)	\$200.00	\$160.00	\$240.00	No
Failure to comply with terms of a permit	14(9)	\$300.00	\$240.00	\$360.00	No

**APPENDIX 24 TO BYLAW NO. 4683**

**SALT SPRING ISLAND LIQUID WASTE, SEWER, AND WATER FEES AND CHARGES BYLAW NO. 1, 2012**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Discharge at locations other than liquid waste facility	Sch. C, Sec 5(a)	\$200.00	\$160.00	\$240.00	No
Fail to obtain access permit	Sch. C, Sec 6(a)	\$200.00	\$160.00	\$240.00	No
Fail to use designated intake	Sch. C, Sec 6(c)	\$200.00	\$160.00	\$240.00	No
Fail to deposit manifest or incorrect manifest	Sch. C, Sec 6(d)	\$200.00	\$160.00	\$240.00	No
Unauthorized parking	Sch. C, Sec 6(k)	\$50.00	\$40.00	\$60.00	No
Fail to have compatible connection devices	Sch. C, Sec 6(f)	\$200.00	\$160.00	\$240.00	No
Fail to contain load	Sch. C, Sec 6(g)	\$200.00	\$160.00	\$240.00	No
Fail to discontinue discharge or spill	Sch. C, Sec 6(i)	\$200.00	\$160.00	\$240.00	No
Fail to contain loads or spillage in transit	Sch. C, Sec 6(j)	\$200.00	\$160.00	\$240.00	No
Misuse water supply	Sch. C, Sec 6(l)	\$200.00	\$160.00	\$240.00	No
Fail to designate discharge on manifest	Sch. C, Sec 6(m)	\$200.00	\$160.00	\$240.00	No
Fail to comply with all posted speed limits	Sch. C, Sec 6(n)	\$200.00	\$160.00	\$240.00	No
Accessing facility after hours	Sch. C, Sec 6(o)	\$200.00	\$160.00	\$240.00	No
Fail to record information/use flow meter	Sch. C, Sec 6(p)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 25 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT SEPTAGE DISPOSAL BYLAW NO. 2, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Discharge at other than disposal facility	2.1	\$200.00	\$160.00	\$240.00	No
Fail to provide information	2.7(b)	\$200.00	\$160.00	\$240.00	No
Fail to contain load	2.7(c)	\$200.00	\$160.00	\$240.00	No
Fail to discontinue discharge	2.8	\$200.00	\$160.00	\$240.00	No
Fail to provide information	2.9	\$200.00	\$160.00	\$240.00	No
Fail to clean equipment	2.10	\$200.00	\$160.00	\$240.00	No
Discharge without permit	3.1	\$200.00	\$160.00	\$240.00	No
Unlisted vehicle	3.2	\$200.00	\$160.00	\$240.00	No
Fail to display company name as required	3.4	\$200.00	\$160.00	\$240.00	No
Fail to allow entry	4.1	\$200.00	\$160.00	\$240.00	No
Fail to allow sampling	5.1	\$200.00	\$160.00	\$240.00	No
Using unauthorized sampling and analysis methods	5.3	\$200.00	\$160.00	\$240.00	No
Fail to use independent agency/authorized laboratory	5.4	\$200.00	\$160.00	\$240.00	No
Hinder/prevent inspection	8.1	\$200.00	\$160.00	\$240.00	No

**APPENDIX 26 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Hinder/prevent inspection	3	\$500.00	\$400.00	\$600.00	No
Wasting water during Stage 1	7(3)	\$200.00	\$160.00	\$240.00	No
Wasting water during Stage 2	7(3)	\$300.00	\$240.00	\$360.00	No
Wasting water during Stage 3	7(3)	\$400.00	\$320.00	\$480.00	No
Water contrary to restriction	7(4)	\$200.00	\$160.00	\$240.00	No
Use water for once-through cooling	7(5)	\$400.00	\$320.00	\$480.00	No
Stage 1 – water lawn contrary to even-numbered address dates/times	Sch. A1(1)(a)(i)	\$200.00	\$160.00	\$240.00	No
Stage 1 – water lawn contrary to odd-numbered address dates/times	Sch. A1(1)(a)(ii)	\$200.00	\$160.00	\$240.00	No
Stage 1 – water play field contrary to dates/times	Sch. A1(1)(a)(iv)	\$200.00	\$160.00	\$240.00	No
Stage 1 – operate public spray park contrary to restrictions	Sch. A1(1)(c)	\$200.00	\$160.00	\$240.00	No
Stage 1 – public authority watering contrary to dates/times	Sch. A1(2)(b)	\$200.00	\$160.00	\$240.00	No
Stage 1 – watering golf courses contrary to dates/times	Sch. A1(2)(c)	\$200.00	\$160.00	\$240.00	No
Stage 2 – water lawn contrary to even-numbered address dates/times	Sch. A2(1)(a)(i)	\$250.00	\$200.00	\$300.00	No
Stage 2 – water lawn contrary to odd-numbered address dates/times	Sch. A2(1)(a)(ii)	\$250.00	\$200.00	\$300.00	No
Stage 2 – wash sidewalks/driveways /exterior surfaces	Sch. A2(1)(b)(i)	\$250.00	\$200.00	\$300.00	No
Stage 2 – use motion-activated sprinkler device	Sch. A2(1)(b)(ii)	\$250.00	\$200.00	\$300.00	No
Stage 2 – water cemetery lawn	Sch. A2(1)(b)(iii)	\$250.00	\$200.00	\$300.00	No
Stage 2 – operate public spray park contrary to restrictions	Sch. A2(1)(c)	\$250.00	\$200.00	\$300.00	No
Stage 2 – fill ornamental fountain	Sch. A2(1)(d)(i)	\$250.00	\$200.00	\$300.00	No

**APPENDIX 26 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Stage 2 – operate ornamental fountain	Sch. A2(1)(d)(ii)	\$250.00	\$200.00	\$300.00	No
Stage 2 – water playing field contrary to dates/times	Sch. A2(1)(d)(iii)	\$250.00	\$200.00	\$300.00	No
Stage 2 - Public authority watering contrary to dates/times	Sch. A2(2)(b)	\$250.00	\$200.00	\$300.00	No
Stage 2 – watering golf courses contrary to dates/times	Sch. A2(2)(c)	\$250.00	\$200.00	\$300.00	No
Stage 3 – water lawn or boulevard	Sch. A3(1)(a)(i)	\$400.00	\$320.00	\$480.00	No
Stage 3 – fill pool, hot tub, or garden pond	Sch. A3(1)(a)(ii)	\$400.00	\$320.00	\$480.00	No
Stage 3 – operate a public spray park	Sch. A3(1)(a)(iii)	\$400.00	\$320.00	\$480.00	No
Stage 3 – fill/operate ornamental fountain	Sch. A3(1)(a)(iv)	\$400.00	\$320.00	\$480.00	No
Stage 3 – wash vehicle/boat	Sch. A3(1)(a)(v)	\$400.00	\$320.00	\$480.00	No
Stage 3 – wash sidewalks/driveways /exterior surfaces	Sch. A3(1)(a)(vi)	\$400.00	\$320.00	\$480.00	No
Stage 3 – use motion-activated sprinkler device	Sch. A3(1)(a)(vii)	\$400.00	\$320.00	\$480.00	No
Stage 3 – Public authority watering contrary to dates/times	Sch. A3(1)(b)	\$400.00	\$320.00	\$480.00	No
Stage 3 – watering golf courses contrary to dates/times	Sch. A3(2)(a)	\$400.00	\$320.00	\$480.00	No
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A3(2)(b)	\$400.00	\$320.00	\$480.00	No
Stage 4 – outdoor use of water while prohibited	Sch. A4(1)(a)	\$500.00	\$400.00	\$600.00	No
Stage 4 – indoor use of water contrary to restrictions	Sch. A4(1)(b)	\$500.00	\$400.00	\$600.00	No

**APPENDIX 27 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Unauthorized entry on water supply area lands	9	\$300.00	\$240.00	\$360.00	No
Obstruct persons or traffic	10	\$200.00	\$160.00	\$240.00	No
Disorderly behavior	11	\$200.00	\$160.00	\$240.00	No
Unlawful use of liquor	12	\$200.00	\$160.00	\$240.00	No
Fail to obey sign	14	\$100.00	\$80.00	\$120.00	No
Damage to property/natural feature in water supply area	15	\$300.00	\$240.00	\$360.00	No
Foul water supply area lands/water bodies	16	\$200.00	\$160.00	\$240.00	No
Remove posted notices	17	\$200.00	\$160.00	\$240.00	No
Interfere with wildlife	18	\$200.00	\$160.00	\$240.00	No
Deposit garbage	19	\$200.00	\$160.00	\$240.00	No
Introduce alien or weed species	20	\$200.00	\$160.00	\$240.00	No
Introduce organic material without authorization	21	\$200.00	\$160.00	\$240.00	No
Damage tree	24	\$200.00	\$160.00	\$240.00	No
Cut down tree	24	\$500.00	\$400.00	\$600.00	No
Unauthorized cycling	25	\$200.00	\$160.00	\$240.00	No
Unauthorized camping	26	\$200.00	\$160.00	\$240.00	No
Prohibited storage	27	\$200.00	\$160.00	\$240.00	No
Prohibited animal	28	\$200.00	\$160.00	\$240.00	No
Unauthorized hunting, carry or discharge of firearm, crossbow or bow	29	\$200.00	\$160.00	\$240.00	No
Unauthorized operation of aircraft	30	\$200.00	\$160.00	\$240.00	No
Unauthorized operation of vessel or watercraft	31	\$200.00	\$160.00	\$240.00	No
Unauthorized fishing	32	\$200.00	\$160.00	\$240.00	No

**APPENDIX 27 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Driving off road	33(1)	\$200.00	\$160.00	\$240.00	No
Driving contrary to posted signs or traffic control devices	35(2)	\$200.00	\$160.00	\$240.00	No
Unlawful sign	36	\$200.00	\$160.00	\$240.00	No
Prohibited public address system	37	\$200.00	\$160.00	\$240.00	No
Prohibited temporary structure	38	\$200.00	\$160.00	\$240.00	No
Prohibited permanent structure	39	\$200.00	\$160.00	\$240.00	No
Entry into closed area	43	\$200.00	\$160.00	\$240.00	No
Prohibited activity	44	\$200.00	\$160.00	\$240.00	No

**APPENDIX 28 TO BYLAW NO. 4683**

**CIVIC ADDRESSING BYLAW (SALT SPRING ISLAND ELECTORAL AREA) NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obtain or display civic address for a new building	4.2	\$100.00	\$80.00	\$120.00	No
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	\$50.00	\$40.00	\$60.00	No
Alter or change civic address without permission	7.2	\$50.00	\$40.00	\$60.00	No

**APPENDIX 29 TO BYLAW NO. 4683**

**CIVIC ADDRESSING BYLAW (JUAN DE FUCA ELECTORAL AREA) NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obtain or display civic address for a new building	4.2	\$100.00	\$80.00	\$120.00	No
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	\$50.00	\$40.00	\$60.00	No
Alter or change civic address without permission	7.2	\$50.00	\$40.00	\$60.00	No

**APPENDIX 30 TO BYLAW NO. 4683**

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**APPENDIX 31 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT COMPOSTING FACILITIES REGULATION BYLAW NO. 1, 2004**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obtain recycler licence	3.1	\$500.00	\$400.00	\$600.00	No
Operating without recycler licence	3.2	\$500.00	\$400.00	\$600.00	No
Store materials improperly	5.1	\$500.00	\$400.00	\$600.00	No
Fail to operate according to regulations	5.2	\$500.00	\$400.00	\$600.00	No
Fail to operate to control nuisances	6.1	\$500.00	\$400.00	\$600.00	No
Creating or discharging leachate	6.2	\$500.00	\$400.00	\$600.00	No
Fail to operate in accordance with licence	6.5	\$200.00	\$160.00	\$240.00	No
Hinder inspection	11.1	\$250.00	\$200.00	\$300.00	No
Exceed storage limits	Sch. B1	\$200.00	\$160.00	\$240.00	No
Fail to pay licence application fee	Sch. C1.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to pay licence renewal fee	Sch. C1.2(a)	\$200.00	\$160.00	\$240.00	No
Fail to pay licence amendment fee	Sch. C1.3(a)	\$200.00	\$160.00	\$240.00	No
Fail to pay licence administration fee	Sch. C1.4(a)	\$200.00	\$160.00	\$240.00	No
Fail to pay provisional licence fee	Sch. C1.5(a)	\$200.00	\$160.00	\$240.00	No
Handle restricted organic matter improperly	Sch. D1.1	\$200.00	\$160.00	\$240.00	No
Cure restricted organic matter improperly	Sch. D1.2	\$200.00	\$160.00	\$240.00	No
Fail to use impermeable surface	Sch. D1.3	\$500.00	\$400.00	\$600.00	No
Receive unauthorized material	Sch. D1.4	\$500.00	\$400.00	\$600.00	No
Exceed combined storage limits	Sch. D2.2	\$200.00	\$160.00	\$240.00	No
Fail to report beginning of operation	Sch. D3.1	\$200.00	\$160.00	\$240.00	No

**APPENDIX 32 TO BYLAW NO. 4683**

**SALT SPRING ISLAND TRANSFER STATION REGULATION BYLAW NO. 1, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obtain operator licence	2(a)	\$500.00	\$400.00	\$600.00	No
Hinder inspection	10(a)	\$250.00	\$200.00	\$300.00	No
Fail to pay licence fee	Sch. C1.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to pay licence renewal fee	Sch. C1.2(a)	\$200.00	\$160.00	\$240.00	No
Fail to pay licence amendment fee	Sch. C1.3(a)	\$200.00	\$160.00	\$240.00	No
Fail to pay licence administration fee	Sch. C1.4(a)	\$200.00	\$160.00	\$240.00	No
Fail to use impermeable surface	Sch. D(a)(i)	\$500.00	\$400.00	\$600.00	No
Store waste improperly/class 1 station	Sch. D(a)(ii)	\$200.00	\$160.00	\$240.00	No
Store fibre improperly/class 1 station	Sch. D(a)(iii)	\$200.00	\$160.00	\$240.00	No
Store waste improperly/class 2 station	Sch. D(b)(i)	\$200.00	\$160.00	\$240.00	No
Store fibre improperly/class 2 station	Sch. D(b)(ii)	\$200.00	\$160.00	\$240.00	No
Fail to prohibit public access	Sch. D(b)(iii)	\$200.00	\$160.00	\$240.00	No
Fail to maintain facility	Sch. D(c)	\$200.00	\$160.00	\$240.00	No
Receive unauthorized materials	Sch. D(d)	\$500.00	\$400.00	\$600.00	No
Detectable odour beyond site boundary	Sch. D(e)	\$500.00	\$400.00	\$600.00	No
Fail to submit odour management plan	Sch. D(f)	\$200.00	\$160.00	\$240.00	No
Discharge leachate	Sch. D(g)	\$500.00	\$400.00	\$600.00	No
Deposit garbage	Sch. D(h)	\$200.00	\$160.00	\$240.00	No
Exceed storage limit	Sch. D(i)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 33 TO BYLAW NO. 4683**

**FIRE REGULATION BYLAW NO. 2, 2022**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Hinder officer	4.1(a)	\$300.00	\$240.00	\$360.00	No
Cross fire line	4.1(b)	\$200.00	\$160.00	\$240.00	No
Drive over hose or equipment	4.1(c)	\$500.00	\$400.00	\$600.00	No
Obstruct hydrant	4.1(d)	\$200.00	\$160.00	\$240.00	No
Damage fire department property	4.1(e)	\$300.00	\$240.00	\$360.00	No
Fail to remove fire hazard	4.2	\$200.00	\$160.00	\$240.00	No
Fail to properly secure unoccupied building	4.3	\$200.00	\$160.00	\$240.00	No
Open fire while prohibited	4.5(a)	\$200.00	\$160.00	\$240.00	No
Open fire without permit	4.5(b)	\$200.00	\$160.00	\$240.00	No
Breach permit conditions	4.5(c)	\$200.00	\$160.00	\$240.00	No
Cat 3 fire without permit	4.6(c)	\$300.00	\$240.00	\$360.00	No
Fail to maintain fuel break	4.7(e)	\$200.00	\$160.00	\$240.00	No
Fail to monitor fire	4.7(f)	\$200.00	\$160.00	\$240.00	No
Inadequate equipment	4.7(g)	\$200.00	\$160.00	\$240.00	No
Failure to extinguish an open fire	4.7(h)	\$300.00	\$240.00	\$360.00	No
Failure to notify fire department	4.7(i)	\$300.00	\$240.00	\$360.00	No
Burn prohibited material	4.8	\$500.00	\$400.00	\$600.00	No
Non-compliance order	4.9	\$300.00	\$240.00	\$360.00	No
Improper campfire – size	5.1	\$200.00	\$160.00	\$240.00	No
Improper campfire – structure	5.2(a)	\$200.00	\$160.00	\$240.00	No
Improper campfire – combustible material	5.2(b)	\$200.00	\$160.00	\$240.00	No
Improper campfire – domestic waste	5.2(c)	\$200.00	\$160.00	\$240.00	No
Improper Cat 2 fire – location	5.2.2(a)	\$250.00	\$200.00	\$300.00	No
Improper Cat 2 fire – green debris	5.2.2(b)	\$250.00	\$200.00	\$300.00	No

**APPENDIX 33 TO BYLAW NO. 4683**

**FIRE REGULATION BYLAW NO. 2, 2022**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Improper Cat 2 fire – duration	5.2.2(c)	\$250.00	\$200.00	\$300.00	No
Improper Cat 2 fire – materials	5.2.2(d)	\$250.00	\$200.00	\$300.00	No
Improper Cat 3 fire – location	5.2.4(a)	\$300.00	\$240.00	\$360.00	No
Improper Cat 3 fire – green debris	5.2.4(b)	\$300.00	\$240.00	\$360.00	No
Improper Cat 3 fire – duration	5.2.4(c)	\$300.00	\$240.00	\$360.00	No
Improper Cat 3 fire – materials	5.2.4(d)	\$300.00	\$240.00	\$360.00	No
Appliance without permit	5.3	\$200.00	\$160.00	\$240.00	No
Appliance contrary to permit	5.4	\$200.00	\$160.00	\$240.00	No
Incinerator without a permit	5.5	\$200.00	\$160.00	\$240.00	No
Incinerator contrary to permit	5.6	\$200.00	\$160.00	\$240.00	No
Incinerator – unmaintained	5.7(a)	\$200.00	\$160.00	\$240.00	No
Incinerator – supervision	5.7(b)	\$200.00	\$160.00	\$240.00	No
Incinerator – location	5.7(c)	\$200.00	\$160.00	\$240.00	No
Commercial incinerator – location	5.7(d)	\$200.00	\$160.00	\$240.00	No
Industrial activity contrary to notice	5.8	\$300.00	\$240.00	\$360.00	No
Mill waste – failure to notify	5.9(a)	\$200.00	\$160.00	\$240.00	No
Mill waste – depth	5.9(b)	\$200.00	\$160.00	\$240.00	No
Mill waste – cover	5.9(c)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 34 TO BYLAW NO. 4683**

**ONSITE SEWAGE SYSTEM MAINTENANCE BYLAW, 2007**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to pump out type 1 system before December 31, 2010	3.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to pump out type 1	3.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain type 2 or type 3 system	3.2	\$300.00	\$240.00	\$360.00	No
Fail to retain and provide records	3.3	\$200.00	\$160.00	\$240.00	No

**APPENDIX 35 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT TANNING FACILITY REGULATION BYLAW NO. 1, 2010**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to comply with bylaw regulations	2.(2)(a)	\$500.00	\$400.00	\$600.00	No
Non-compliant tanning equipment	2.(2)(b)	\$500.00	\$400.00	\$600.00	No
Fail to allow entry for inspection	3.(1)	\$500.00	\$400.00	\$600.00	No
Fail to provide adequate washing water	4.(1)	\$500.00	\$400.00	\$600.00	No
Fail to maintain clean premises	4.(2)	\$500.00	\$400.00	\$600.00	No
Fail to display warning signs	5.(1)(a)	\$500.00	\$400.00	\$600.00	No
Fail to display proper sign	5.(1)(b)	\$500.00	\$400.00	\$600.00	No
Fail to provide protective eye wear	5.(2)(a)	\$500.00	\$400.00	\$600.00	No
Allowing customer to not wear protective eye wear	5.(2)(b)	\$500.00	\$400.00	\$600.00	No
Improperly designed tanning equipment	5.(3)(a)	\$500.00	\$400.00	\$600.00	No
Allowing self-service tanning equipment	5.(3)(b)	\$500.00	\$400.00	\$600.00	No
Fail to maintain tanning equipment	5.(3)(c)	\$500.00	\$400.00	\$600.00	No
Fail to sanitize eye wear	5.(4)(a)	\$500.00	\$400.00	\$600.00	No
Fail to sanitize tanning equipment	5.(4)(b)	\$500.00	\$400.00	\$600.00	No
Allowing customer to sanitize equipment	5.(4)(c)	\$500.00	\$400.00	\$600.00	No
Fail to provide information to customers	5.(5)(a)	\$500.00	\$400.00	\$600.00	No
Allow minor to use tanning equipment	6.(1)	\$500.00	\$400.00	\$600.00	No
Fail to check age identification	6.(2)	\$500.00	\$400.00	\$600.00	No

**APPENDIX 36 TO BYLAW NO. 4683**

**CAPITAL REGIONAL DISTRICT CROSS CONNECTION CONTROL BYLAW NO. 1, 2008**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to report discovered cross connection	6.1	\$250.00	\$200.00	\$300.00	No
Fail to report backflow preventer test results	7.2	\$250.00	\$200.00	\$300.00	No
Fail to notify customer of test failure	7.3	\$250.00	\$200.00	\$300.00	No
Fail to notify of repair or replacement	7.4	\$500.00	\$400.00	\$600.00	No
Fail to display proof of testing	7.5	\$200.00	\$160.00	\$240.00	No
Fail to maintain file of test results	7.6	\$200.00	\$160.00	\$240.00	No
Fail to provide premises isolation for new moderate hazard	12.3	\$500.00	\$400.00	\$600.00	No
Fail to provide premises isolation for new minor hazard	12.4	\$500.00	\$400.00	\$600.00	No
Fail to provide premises isolation for existing moderate hazard	13.2(a) or (b)	\$500.00	\$400.00	\$600.00	No
Fail to provide premises isolation for existing minor hazard	13.3(a) or (b)	\$500.00	\$400.00	\$600.00	No
Inadequate or expired credentials	26.1(a), (b) or (c)	\$250.00	\$200.00	\$300.00	No
Fail to register as certified tester	26.2	\$250.00	\$200.00	\$300.00	No
Fail to maintain testing equipment	26.3	\$250.00	\$200.00	\$300.00	No
Fail to calibrate testing equipment	26.4 or 26.5	\$250.00	\$200.00	\$300.00	No
Fail to register as survey specialist	27.1	\$250.00	\$200.00	\$300.00	No

**APPENDIX 37 TO BYLAW NO. 4683**

**CIVIC ADDRESSING BYLAW (SOUTHERN GULF ISLANDS ELECTORAL AREA) NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to obtain or display civic address for a new building	4.2	\$100.00	\$80.00	\$120.00	No
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	\$50.00	\$40.00	\$60.00	No
Alter or change civic address without permission	7.2	\$50.00	\$40.00	\$60.00	No

**APPENDIX 38 TO BYLAW NO. 4683**

**COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Damage or remove tree or plant	2(1)(a)	\$500.00	\$400.00	\$600.00	No
Destroying or damaging park property	2(1)(b)	\$300.00	\$240.00	\$360.00	No
Foul or pollute water	2(1)(c)	\$200.00	\$160.00	\$240.00	No
Failure to obey sign or posted notice	2(2)	\$200.00	\$160.00	\$240.00	No
Illegal dumping	2(2)	\$300.00	\$240.00	\$360.00	No
Commercial activity without permit	2(3)	\$400.00	\$320.00	\$480.00	No
Illegal fire	2(5)	\$500.00	\$400.00	\$600.00	No
Unlawful BBQ/stove	2(6)	\$500.00	\$400.00	\$600.00	No
Deposit burning substance	2(7)	\$500.00	\$400.00	\$600.00	No
Playing game contrary to rules or in unsafe manner	2(8)	\$50.00	\$40.00	\$60.00	No
Domestic animal not under control	2(9)	\$200.00	\$160.00	\$240.00	No
Disorderly or offensive conduct	2(10)	\$200.00	\$160.00	\$240.00	No
No camping	2(11)	\$200.00	\$160.00	\$240.00	No
Unlawful parking	2(12)	\$50.00	\$40.00	\$60.00	No
Advertising without approval	2(14)	\$200.00	\$160.00	\$240.00	No
Vehicle off road	2(15)	\$200.00	\$160.00	\$240.00	No
Speeding animal or vehicle	2(16)(a)	\$200.00	\$160.00	\$240.00	No
Vehicle nuisance	2(16)(b)	\$200.00	\$160.00	\$240.00	No
Failure to obey traffic direction	2(16)(c)	\$200.00	\$160.00	\$240.00	No
Horse or vehicle use contrary to sign or notice	2(16)(d)	\$200.00	\$160.00	\$240.00	No
Advertising without approval	2(16)(e)	\$200.00	\$160.00	\$240.00	No
Vehicle without reflectors (11 pm to 6 am)	2(16)(f)	\$50.00	\$40.00	\$60.00	No
In park when closed	2(17)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 38 TO BYLAW NO. 4683**

**COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Event without permit or failure to comply with terms of permit	2(18)	\$200.00	\$160.00	\$240.00	No
Consumption of alcohol	2(19)	\$200.00	\$160.00	\$240.00	No
Irresponsible minor	2(20)	\$200.00	\$160.00	\$240.00	No
Use of court or field improperly	3(1)	\$200.00	\$160.00	\$240.00	No
Damage to park grounds	3(2)	\$200.00	\$160.00	\$240.00	No
Tournament or series without permission	3(3)	\$200.00	\$160.00	\$240.00	No
Failure to obey officer directions	3(7)	\$200.00	\$160.00	\$240.00	No
Obstruction	9	\$500.00	\$400.00	\$600.00	No

**APPENDIX 39 TO BYLAW NO. 4683**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to prepare spill response plan within 180 days	4.1	\$500.00	\$400.00	\$600.00	No
Fail to prepare spill response plan within 90 days	4.2	\$500.00	\$400.00	\$600.00	No
Fail to specify response for containment and cleanup	4.3(a)	\$250.00	\$200.00	\$300.00	No
Fail to define roles and responsibilities of operations personnel	4.3(b)	\$250.00	\$200.00	\$300.00	No
Fail to include contact names and telephone numbers	4.3(c)	\$250.00	\$200.00	\$300.00	No
Fail to provide checklist of spill response equipment and supplies	4.3(d)	\$250.00	\$200.00	\$300.00	No
Fail to stock and maintain spill response equipment and supplies	4.4	\$250.00	\$200.00	\$300.00	No
Spill response plan not readily accessible for inspection	4.5	\$250.00	\$200.00	\$300.00	No
Fail to implement provisions of spill response plan	4.6	\$250.00	\$200.00	\$300.00	No
Fail to inspect treatment works for spilled material within four hours	4.8	\$250.00	\$200.00	\$300.00	No
Fail to clean out treatment works within 24 hours after spill	4.9	\$500.00	\$400.00	\$600.00	No
Fail to record date of spill	5.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to record type of material spilled	5.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to record quantity of material spilled	5.1(c)	\$200.00	\$160.00	\$240.00	No
Fail to record spill response action	5.1(d)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, date of inspection or maintenance	5.2(a)	\$250.00	\$200.00	\$300.00	No
Fail to maintain complete records, maintenance conducted	5.2(b)	\$250.00	\$200.00	\$300.00	No

**APPENDIX 39 TO BYLAW NO. 4683**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to maintain complete records, material removed	5.2(c)	\$250.00	\$200.00	\$300.00	No
Fail to maintain complete records, name and address of disposal company	5.2(d)	\$250.00	\$200.00	\$300.00	No
Fail to maintain complete records, names of personnel	5.2(e)	\$250.00	\$200.00	\$300.00	No
Fail to retain records for inspection by manager or officer	5.3	\$250.00	\$200.00	\$300.00	No
Hinder/prevent inspection	9.1	\$500.00	\$400.00	\$600.00	No
Fail to take immediate steps to cease discharge of prohibited waste	Sch. C, 2.2	\$250.00	\$200.00	\$300.00	No
Accumulation of excessive oil and grease	Sch. C, 2.3(a)	\$250.00	\$200.00	\$300.00	No
Accumulation of excessive solids	Sch. C, 2.3(b)	\$250.00	\$200.00	\$300.00	No
Fail to measure accumulated solids and oils works	Sch. C, 2.3(c)	\$250.00	\$200.00	\$300.00	No
Fails to maintain storm rehabilitation unit	Sch. C, 2.3(d)	\$250.00	\$200.00	\$300.00	No
Discharge of accumulated materials to municipal drainage system	Sch. C, 2.4	\$250.00	\$200.00	\$300.00	No
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. C, 2.5	\$250.00	\$200.00	\$300.00	No
Fail to correctly install sampling point	Sch. C, 2.6(a)	\$250.00	\$200.00	\$300.00	No
Inaccessible sampling point	Sch. C, 2.6(b)	\$250.00	\$200.00	\$300.00	No
Fail to maintain design information of treatment works	Sch. C, 2.7	\$250.00	\$200.00	\$300.00	No
Fail to indicate sampling point, point of connection	Sch. C, 2.8	\$250.00	\$200.00	\$300.00	No

**APPENDIX 39 TO BYLAW NO. 4683**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to prepare spill response plan within 180 days	Sch. C, 3.1	\$250.00	\$200.00	\$300.00	No
Fail to prepare spill response plan within 90 days	Sch. C, 3.2	\$250.00	\$200.00	\$300.00	No
Fail to specify response for containment and cleanup	Sch. C, 3.3(a)	\$250.00	\$200.00	\$300.00	No
Fail to define roles and responsibilities of operations personnel	Sch. C, 3.3(b)	\$250.00	\$200.00	\$300.00	No
Fail to include contact names and telephone numbers	Sch. C, 3.3(c)	\$250.00	\$200.00	\$300.00	No
Fail to provide checklist of spill response equipment and supplies	Sch. C, 3.3(d)	\$250.00	\$200.00	\$300.00	No
Fail to stock and maintain spill response equipment and supplies	Sch. C, 3.4	\$250.00	\$200.00	\$300.00	No
Spill response plan not accessible for inspection	Sch. C, 3.5	\$250.00	\$200.00	\$300.00	No
Fail to implement provisions of spill response plan	Sch. C, 3.6	\$250.00	\$200.00	\$300.00	No
Fail to prevent or discontinue spill to municipal drainage system	Sch. C, 3.7	\$250.00	\$200.00	\$300.00	No
Fail to inspect treatment works for spilled material within four hours	Sch. C, 3.8	\$250.00	\$200.00	\$300.00	No
Fail to clean out treatment works after spill within 24 hours	Sch. C, 3.9	\$250.00	\$200.00	\$300.00	No
Fail to record date of spill	Sch. C, 4.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to record type of material spilled	Sch. C, 4.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to record quantity of material spilled	Sch. C, 4.1(c)	\$200.00	\$160.00	\$240.00	No
Fail to record spill response action	Sch. C, 4.1(d)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, date of inspection or maintenance	Sch. C, 4.2(a)	\$200.00	\$160.00	\$240.00	No

**APPENDIX 39 TO BYLAW NO. 4683**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to maintain complete records, maintenance conducted	Sch. C, 4.2(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, material removed	Sch. C, 4.2(c)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, name and address of disposal company	Sch. C, 4.2(d)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, names of personnel	Sch. C, 4.2(e)	\$200.00	\$160.00	\$240.00	No
Fail to retain records for inspection by manager or officer	Sch. C, 4.3	\$250.00	\$200.00	\$300.00	No
Discharge of water from spill containment	Sch. D, 2.2(a)	\$250.00	\$200.00	\$300.00	No
Discharge of untreated wash and rinse water	Sch. D, 2.2(b)	\$250.00	\$200.00	\$300.00	No
Discharge of fluids and fuels from vehicles, machinery, or equipment	Sch. D, 2.2(c)	\$250.00	\$200.00	\$300.00	No
Discharge of water from fuel storage tank	Sch. D, 2.2(d)	\$250.00	\$200.00	\$300.00	No
Discharge of rinse water, solvent wash	Sch. D, 2.2(e)	\$250.00	\$200.00	\$300.00	No
Fail to take immediate steps to cease discharge of prohibited waste	Sch. D, 2.3	\$250.00	\$200.00	\$300.00	No
Accumulation of excessive oil and grease	Sch. D, 2.4(a)	\$250.00	\$200.00	\$300.00	No
Accumulation of excessive solids	Sch. D, 2.4(b)	\$250.00	\$200.00	\$300.00	No
Fail to measure accumulated solids and oils works	Sch. D, 2.4(c)	\$250.00	\$200.00	\$300.00	No
Fail to maintain stormwater rehabilitation unit at prescribed intervals	Sch. D, 2.4(d)	\$250.00	\$200.00	\$300.00	No
Discharge of accumulated materials to municipal drainage system	Sch. D, 2.5	\$250.00	\$200.00	\$300.00	No

**APPENDIX 39 TO BYLAW NO. 4683**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. D, 2.6	\$250.00	\$200.00	\$300.00	No
Fail to correctly install sampling point	Sch. D, 2.7(a)	\$250.00	\$200.00	\$300.00	No
Inaccessible sampling point	Sch. D, 2.7(b)	\$250.00	\$200.00	\$300.00	No
Fail to maintain design information of treatment works	Sch. D, 2.8	\$250.00	\$200.00	\$300.00	No
Fail to indicate sampling point, point of connection	Sch. D, 2.9	\$250.00	\$200.00	\$300.00	No
Fail to install spill containment, hazardous materials	Sch. D, 3.1	\$250.00	\$200.00	\$300.00	No
Fail to prepare spill response plan within 180 days	Sch. D, 4.1	\$250.00	\$200.00	\$300.00	No
Fail to prepare spill response plan within 90 days	Sch. D, 4.2	\$250.00	\$200.00	\$300.00	No
Fail to specify response for containment and cleanup	Sch. D, 4.3(a)	\$250.00	\$200.00	\$300.00	No
Fail to define roles and responsibilities of operations personnel	Sch. D, 4.3(b)	\$250.00	\$200.00	\$300.00	No
Fail to include contact names and telephone numbers	Sch. D, 4.3(b)	\$250.00	\$200.00	\$300.00	No
Fail to provide checklist of spill response equipment and supplies	Sch. D, 4.3(c)	\$250.00	\$200.00	\$300.00	No
Fail to stock and maintain spill response equipment and supplies	Sch. D, 4.3(d)	\$250.00	\$200.00	\$300.00	No
Spill response plan not accessible for inspection	Sch. D, 4.4	\$250.00	\$200.00	\$300.00	No
Fail to implement provisions of spill response plan	Sch. D, 4.5	\$250.00	\$200.00	\$300.00	No
Fail to prevent or discontinue spill to municipal drainage system	Sch. D, 4.6	\$250.00	\$200.00	\$300.00	No

**APPENDIX 39 TO BYLAW NO. 4683**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT (if paid within 14 days)</b>	<b>LATE PAYMENT (paid after 28 days)</b>	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Fail to inspect treatment works for spilled material within four hours	Sch. D, 4.7	\$250.00	\$200.00	\$300.00	No
Fail to clean out treatment works after spill within 24 hours	Sch. D, 4.8	\$250.00	\$200.00	\$300.00	No
Fail to record date of spill	Sch. D, 4.9	\$250.00	\$200.00	\$300.00	No
Fail to record type of material spilled	Sch. D, 5.1(a)	\$200.00	\$160.00	\$240.00	No
Fail to record quantity of material spilled	Sch. D, 5.1(b)	\$200.00	\$160.00	\$240.00	No
Fail to record spill response action	Sch. D, 5.1(c)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, date of inspection or maintenance	Sch. D, 5.1(d)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, maintenance conducted	Sch. D, 5.2(a)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, material removed	Sch. D, 5.2(b)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, name and address of disposal company	Sch. D, 5.2(c)	\$200.00	\$160.00	\$240.00	No
Fail to maintain complete records, names of personnel	Sch. D, 5.2(d)	\$200.00	\$160.00	\$240.00	No
Fail to retain records for inspection by manager or officer	Sch. D, 5.3	\$250.00	\$200.00	\$300.00	No

## APPENDIX 40 TO BYLAW NO. 4683

**ELECTRIC VEHICLE CHARGING AND FEES BYLAW NO. 1, 2024**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT</b> (if paid within 14 days)	<b>LATE PAYMENT</b> (paid after 28 days)	<b>COMPLIANCE AGREEMENT AVAILABLE</b>
Non-electric vehicle	2(a)	\$100.00	\$80.00	\$120.00	No
Not actively charging	2(a)	\$100.00	\$80.00	\$120.00	No
Disobey sign	2(b)	\$100.00	\$80.00	\$120.00	No
Fail to pay charging fee	2(c)	\$100.00	\$80.00	\$120.00	No



Making a difference...together

## CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	CRD Board		
Section	Bylaw and Animal Care Services		
Title	Screening Officer Bylaw Notice Policy		
Adopted Date		Policy Number	
Last Amended			
Policy Owner	Housing, Planning and Protective Services		

### 1. POLICY:

The Screening Officer is authorized to cancel a Bylaw Notice where satisfied one or more reasons exist and a compliance agreement is not authorized.

### 2. PURPOSE:

The Regional District 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.

The Screening Officer has the power to cancel a Bylaw Notice, if in the opinion of the Screening Officer, the contravention did not occur as alleged; the bylaw notice does not comply with statutory requirements; or a ground for cancellation authorized by the local government is satisfied pursuant to s.10(2) of the *Local Government Bylaw Notice Enforcement Act*.

The Capital Regional District finds it expedient to provide for grounds of cancellation of a Bylaw Notice in certain circumstances. The Regional District authorizes the Screening Officer to cancel Bylaw Notices pursuant to the conditions set out in this policy.

### 3. SCOPE:

This policy applies to all Bylaw Notices issued by the Capital Regional District. It guides individuals appointed as Screening Officers in the exercise of their discretion under Bylaw No. 4683, "Bylaw Enforcement Notice Bylaw No. 1, 2025".

### 4. DEFINITIONS:

"**Act**" means the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c 60.

"**Bylaw Enforcement Officer**" means a person in a class prescribed under Section 273(c) of the *Community Charter* who is designated by the Capital Regional District Board as a bylaw enforcement officer.

"**Disputant**" means the party disputing the notice.

"**Regulation**" means the *Bylaw Notice Enforcement Regulation*, BC Reg 175/2004.

"**Screening Officer**" means a person in a class designated by bylaw under Section 2(3)(b) [*application of act*] of the *Local Government Bylaw Notice Enforcement Act* and appointed as a screening officer by the Regional District Board of Directors.

**“Bylaw Notice”** means a notice under section 4 [*bylaw notice*] of the *Local Government Bylaw Notice Enforcement Act*.

## **5. PROCEDURE:**

1. The Screening Officer is authorized to cancel a Bylaw Notice where they are satisfied that one or more of the following reasons exist and a compliance agreement is not appropriate or available:
  - a) A jurisdictional issue arises that cannot be addressed by the adjudicator.
  - b) The bylaw notice does not comply with section 5 of the *Act*, in that it was issued more than six months after the contravention is alleged to have occurred.
  - c) The contravention did not occur as alleged.
  - d) The identity of the person or company cannot be established.
  - e) Identity cannot be proven, for example, where satisfied the bylaw notice was issued to the wrong person.
  - f) There is a poor likelihood of success at adjudication for the Capital Regional District, including, for example:
    - i. the evidence is inadequate to show a contravention;
    - ii. incorrect information was relied upon by the bylaw enforcement officer;
    - iii. the bylaw notice was not completed properly; or
    - iv. the bylaw provision is ambiguous or otherwise poorly worded.
  - g) The contravention was necessary for the preservation of health and safety, for example, where satisfied the contravention was the result of a medical emergency.
  - h) Multiple bylaw notices were issued arising out of the same incident, in which case the Screening Officer may cancel all but the most appropriate bylaw notice.
  - i) It is not in the public interest to proceed to adjudication for one of the following reasons:
    - i. the disputant was permitted or entitled to take action, but the issuing bylaw officer was unaware of this permit or entitlement;
    - ii. the Bylaw has changed since the bylaw notice was issued; and now authorizes the contravention.
    - iii. the disputant has a compelling case for undue hardship (i.e. undergoing a personal tragedy at the time of the contravention).
    - iv. the contravention was the result of a medical emergency.
    - v. the disputant is a tourist or visitor to the CRD, provided that they have not previously been issued a bylaw notice.
    - vi. the matter involves public health or safety requiring a penalty or other remedy beyond the jurisdiction of the Act or the Bylaw; or
    - vii. the matter is of sufficient importance that the CRD wishes to pursue avenues of bylaw enforcement other than under the Act or the Bylaw.
2. A Screening Officer will confirm a bylaw notice where, in the opinion of the Screening Officer, none of the grounds for cancellation in section 5.1 of this policy are applicable.
3. Where permitted under the Bylaw, a Screening Officer may enter into a compliance agreement if the Screening Officer determines that:

- a) the circumstances favour a compliance agreement as the best means of ensuring future compliant behaviour through terms and conditions that the Screening Officer considers necessary or advisable;
  - b) the bylaw notice contravener will likely fulfill the terms and conditions under the compliance agreement based on the contravener's willingness:
    - i. to accept liability for the contravention as alleged in the bylaw notice; and
    - ii. to comply with the terms and conditions of the compliance agreement;
  - c) the contravener has not previously committed the same contravention within the last 12 months; and;
  - d) the contravener has not, within the past 36 months, breached or otherwise failed to perform the terms and conditions of a compliance agreement with the CRD.
4. Subject to the agreement of the contravener and the Screening Officer, on behalf of the CRD, a compliance agreement may be amended, provided that:
- i. the amendment is in writing;
  - ii. the amendment cannot amend the reduced payment amount;
  - iii. the contravener is not, at the time, in breach of a term of the compliance agreement;
  - iv. the compliance agreement has not been rescinded; and
  - v. the compliance agreement has not expired.
5. Where a contravener breaches or otherwise fails to perform a term or condition of a compliance agreement, the Screening Officer will either:
- i. provide the contravener with an opportunity to immediately correct the breach or failure to perform and put the compliance agreement back in good standing; or
  - ii. immediately rescind the compliance agreement and provide the contravener with notice of the rescission, including:
    - a. the information that the contravener may, within 14 days of receiving notification of the rescission, require the Screening Officer to submit for dispute adjudication the issue of whether the contravener observed or performed the terms and conditions of the compliance agreement; and
    - b. the consequences of failing to respond to the rescission notice.
6. In considering between the options set out in subsections 5 (a) and (b) above, the Screening Officer will consider:
- i. the seriousness of the breach;
  - ii. the seriousness of the consequences of the breach;
  - iii. the contravener's explanation for the breach;
  - iv. whether the contravener exercised due diligence to avoid the breach;
  - v. whether the breach is capable of being immediately corrected;
  - vi. whether the contravener has previously been in breach of the compliance agreement; and
  - vii. whether the reduced penalty has been paid.
7. If an application to set aside a bylaw notice debt is made pursuant to section 5 of the Regulation by a person named in a bylaw notice who owes a debt to the CRD:
- i. in respect of a failure to dispute a compliance agreement rescission within the prescribed time or a failure to appear at a scheduled hearing; or

- ii. in respect of a failure to dispute a bylaw notice under section 25(2) of the Act [original bylaw notice not received] within the time permitted,

the Screening Officer will review the application and, if satisfied on a balance of probabilities that the failure to dispute or appear, as the case may be, was not the person's fault, the screening officer must cancel the debt; and

- iii. in respect of subsection 7(i) above, refer the dispute to adjudication; or
  - iv. in respect of subsection 7(ii) above, restart the CRD's 28-day response period under Bylaw 4683.
8. In reviewing an application under section 5 of the Regulation, the Screening Officer will consider all available information and will question the applicant thoroughly with respect to the evidence put forward in support of the application, as well as question any third parties who may have relevant evidence to consider.
  9. An application to set aside a debt owing in respect to a failure to dispute a compliance agreement rescission cannot be considered by the Screening Officer who entered into the compliance agreement.
  10. If a debt is cancelled under section 7 of this policy, in relation to which a Certificate of Amounts Owing has been filed in the Provincial Court, the Screening Officer will withdraw the Certificate from the Court.

Adoption Date	Description:
BOARD MEETING DATE	

**6. REVIEWS:**

Review Date	Description:
Three years after adoption	

**7. RELATED POLICY, PROCEDURE OR GUIDELINE:**

Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025"

Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990"

CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4703

\*\*\*\*\*

A BYLAW TO AMEND BYLAW NO. 1857 CAPITAL REGIONAL DISTRICT TICKET  
INFORMATION AUTHORIZATION BYLAW, 1990

\*\*\*\*\*

WHEREAS:

- A. Under Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", the Regional Board authorized the use of municipal ticket information for the enforcement of certain bylaws, to designate persons as bylaw enforcement officers, to authorize the use of certain words or expressions to designate certain bylaw offence and to set certain fine amounts for the purpose of Division 3 of Part 8 of the *Community Charter*;
- B. Under Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw", Bylaw Notices may be issued to address certain bylaw contraventions;
- C. The Board wishes to amend Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", to align fine amounts and ensure governance remains relevant, fair, and reflective of contemporary priorities;

**NOW THEREFORE**, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

- 1. Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990" is hereby amended as follows:
  - (a) By replacing Schedules 2 to 40 in their entirety with Schedules 2 to 40 attached as Appendix A to this Bylaw.
- 2. This Bylaw may be cited for all purposes as "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 87, 2025."

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE OFFICER

**APPENDIX A**

**SCHEDULE 2 TO BYLAW NO. 1857**

**MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Contrary land, building or structure use	1.3.01	\$200.00
Altering non-conforming building	1.3.02	\$200.00
Principal/accessory building within setbacks	2.1.02(1)	\$200.00
Swimming pool in front yard or contrary to setbacks	2.1.02(2)	\$200.00
Building within flood control setback	2.1.05(1)(a)(i)-(v)	\$200.00
Building within flood control setback	2.1.05(1)(b)(i)-(v)	\$200.00
Accessory building without principal building	2.1.06(1)(a)	\$200.00
Accessory building as dwelling	2.1.06(1)(c)	\$250.00
Accessory building contrary to front yard setback	2.1.06(1)(d)	\$200.00
Accessory building contrary setback to principal building	2.1.06(1)(e)	\$200.00
Satellite dish contrary to height	2.1.06(1)(f)	\$200.00
Accessory building exceed height	2.1.06(2)(a)	\$200.00
Accessory building exceeds floor area	2.1.06(2)(b)	\$200.00
Accessory building contrary side and rear setback	2.1.06(2)(c)	\$200.00
Accessory building contrary to corner lot side setback	2.1.06(2)(d)(i)	\$200.00
Accessory building contrary to corner lot rear setback	2.1.06(2)(d)(ii)	\$200.00
Accessory building flanking street setback	2.1.06(3)(a)	\$200.00
Accessory building setback rear lot line	2.1.06(3)(b)	\$200.00
Home based business alters appearance	2.1.07(1)	\$250.00
Home based business – Excess non-resident employee	2.1.07(2)	\$250.00
Home based business – Excess Area	2.1.07(3)	\$250.00
Home based business – non-conforming sign	2.1.07(4)	\$250.00
Home based business – Not contained	2.1.07(5)	\$250.00
Home based business creates nuisance	2.1.07(6)	\$250.00

**SCHEDULE 2 TO BYLAW NO. 1857****MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Dog kennel accessory building setback	2.1.07(8)	\$250.00
Contrary to permitted uses	2.1.09(1)	\$250.00
Excess unenclosed unlicensed vehicle/RV	2.1.09(2)(a)	\$250.00
Unenclosed vehicle parts	2.1.09(2)(b)	\$250.00
Illegally sited vehicles	2.1.09(2)(c)	\$250.00
Unlicensed vehicle/parts on vacant lot	2.1.09(2)(d)	\$250.00
Obstruct visibility at intersections	2.1.12	\$250.00
Temporary building exceed duration	2.1.13	\$250.00
Secondary suite not permitted	2.1.16(1)	\$200.00
Secondary suite not permitted	2.1.16(2)	\$200.00
Secondary suite exceeds habitable area	2.1.16(3)	\$200.00
Secondary suite exceeds floor area	2.1.16(4)	\$200.00
Excess secondary suites	2.1.16(5)	\$200.00
Not owner occupied	2.1.16(6)	\$200.00
Boarders/lodgers not permitted	2.1.16(7)	\$200.00
No building permit secondary suite	2.1.16(8)	\$200.00
Secondary suite insufficient parking	2.1.16(9)	\$200.00
Secondary suite not permitted	2.1.16(11)	\$200.00
Detached suite not permitted	2.1.17(1)	\$200.00
Excess detached or secondary suite	2.1.17(2)	\$200.00
No building permit detached suite	2.1.17(4)	\$200.00
Detached suite non-conforming floor area	2.1.17(6)	\$200.00
Detached suite exceed maximum height	2.1.17(7)	\$200.00
Detached suite does not meet setbacks	2.1.17(8)	\$200.00
Detached suite insufficient parking	2.1.17(9)	\$200.00
Not owner occupied	2.1.17(12)	\$200.00

**SCHEDULE 2 TO BYLAW NO. 1857**

**MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Boarders/lodgers not permitted	2.1.17(13)	\$200.00
Bed and breakfast not permitted	2.1.17(14)	\$200.00
Secondary suite not permitted	2.1.17(15)	\$200.00
Bed and breakfast alters appearance	2.1.18(1)	\$200.00
Bed and breakfast exceeds regulations	2.1.18(2)	\$200.00
Bed and breakfast insufficient parking	2.1.18(3)	\$200.00
Bed and breakfast units (3)/person (10) exceeded	2.1.18(6)	\$200.00
Bed and breakfast units (4)/person (12) exceeded	2.1.18(7)	\$200.00
Bed and breakfast only allows breakfast meals	2.1.18(8)	\$200.00
Bed and breakfast exceeds vehicular traffic allowance	2.1.18(9)	\$200.00
Bed and breakfast unenclosed storage	2.1.18(10)	\$200.00
Bed and breakfast accessory setbacks not met	2.1.18(11)	\$200.00
Bed and breakfast floor area exceeded	2.1.18(12)	\$200.00
Bed and breakfast unpermitted cooking facilities	2.1.18(13)	\$200.00
Bed and breakfast not permitted	2.1.18(14)	\$200.00

**SCHEDULE 3 TO BYLAW NO. 1857**

**JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Unlawful accessory building	Part 1, 4.01(1)(a)	\$200.00
Accessory building as dwelling	Part 1, 4.01(1)(c)	\$250.00
Accessory building occupied no permits	Part 1, 4.01(2)(b)(i)	\$200.00
Home based business alters appearance	Part 1, 4.06(1)(a)	\$250.00
Home based business creates nuisance	Part 1, 4.06(1)(d)	\$250.00
Home based business – insufficient parking	Part 1, 4.06(1)(f)	\$200.00
Home based business – unlawful traffic/parking	Part 1, 4.06(1)(h)	\$250.00
Home based business – not contained	Part 1, 4.06(2)(a)(ii)	\$250.00
Home based business – excessive area	Part 1, 4.06(2)(c)	\$200.00
Home based business – excess non-resident employee	Part 1, 4.06(2)(e)	\$200.00
Home based business – unlawful storage	Part 1, 4.06(2)(f)	\$250.00
Bed and breakfast – exceed 3 B&B units or 10 persons	Part 1, 4.06(3)(b)(i)	\$200.00
Bed and breakfast – exceed 4 B&B units or 12 persons	Part 1, 4.06(3)(b)(ii)	\$200.00
Bed and breakfast – excess meals served	Part 1, 4.06(3)(c)	\$200.00
Bed and breakfast – unlawful traffic	Part 1, 4.06(3)(d)	\$200.00
Bed and breakfast – unlawful storage	Part 1, 4.06(3)(e)	\$250.00
Bed and breakfast – exceed setback requirements	Part 1, 4.06(3)(f)	\$200.00
Bed and breakfast – exceed lawful floor area	Part 1, 4.06(3)(g)	\$200.00
Unlawful home industry	Part 1, 4.06(4)(a)	\$300.00
Home industry – excess non-resident employee	Part 1, 4.06(4)(b)	\$200.00
Home industry in setback/not screened	Part 1, 4.06(4)(c)	\$250.00
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)	\$200.00
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(a)	\$250.00
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(b)	\$250.00

**SCHEDULE 3 TO BYLAW NO. 1857**

**JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(ii)	\$250.00
Home industry – portable sawmill in setback	Part 1, 4.06(4)(d)(iii)	\$200.00
Home industry – material storage in setback	Part 1, 4.06(4)(d)(iv)	\$250.00
Home industry – unscreened material storage	Part 1, 4.06(4)(d)(iv)	\$250.00
Home industry – exceeds authorized area	Part 1, 4.06(4)(e)	\$200.00
Home industry – unscreened materials storage	Part 1, 4.06(4)(f)	\$250.00
Home industry – parking prohibited commercial vehicle	Part 1, 4.06(4)(g)	\$200.00
Garbage container in setback	Part 1, 4.07(3)	\$200.00
Contrary to permitted uses	Part 1, 4.09(1)	\$250.00
Excess unenclosed unlicensed vehicle/RV	Part 1, 4.09(2)(a)	\$250.00
Unenclosed vehicle parts	Part 1, 4.09(2)(b)	\$250.00
Illegally sited vehicles	Part 1, 4.09(2)(c)	\$250.00
Unlicensed vehicle/parts on vacant lot	Part 1, 4.09(2)(d)	\$250.00
Unenclosed unsightly material	Part 1, 4.09(2)(e)	\$250.00
Recycle depot – unenclosed storage	Part 1, 4.11	\$200.00
Obstructed visibility	Part 1, 4.16	\$200.00
Exceed allowed fence height	Part 1, 4.17(2)(a)	\$200.00
Exceed allowed fence height	Part 1, 4.17(2)(b)	\$200.00
Exceed allowed fence height	Part 1, 4.17(2)(c)	\$200.00
Exceed allowed fence height	Part 1, 4.17(3)(a)	\$200.00
Exceed allowed fence height	Part 1, 4.17(3)(b)	\$200.00
Prohibited animals	Part 1, 4.18(1)	\$200.00
Excess rabbits	Part 1, 4.18(2)	\$200.00
Secondary suite not permitted	Part 1, 4.19(1)(a)	\$200.00
Excess secondary or detached suite	Part 1, 4.19(1)(e)	\$200.00

**SCHEDULE 3 TO BYLAW NO. 1857**

**JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Not owner occupied	Part 1, 4.19(1)(f)	\$200.00
Boarders/lodgers not permitted	Part 1, 4.19(1)(g)	\$200.00
No building permit secondary suite	Part 1, 4.19(2)	\$200.00
Secondary suite insufficient parking	Part 1, 4.19(3)	\$200.00
Secondary suite not permitted	Part 1, 4.19(4)	\$200.00
Unpermitted detached suite	Part 1, 4.20(a)	\$200.00
Excess detached or secondary suite	Part 1, 4.20(b)	\$200.00
No building permit detached suite	Part 1, 4.20(d)	\$200.00
Detached suite no parking	Part 1, 4.20(i)	\$200.00
Not owner occupied	Part 1, 4.20(l)	\$200.00
Boarders/lodgers not permitted	Part 1, 4.20(m)	\$200.00
Illegal bed and breakfast	Part 1, 4.20(n)	\$200.00
Detached suite not permitted	Part 1, 4.20(o)	\$200.00
Zone A excess RVs	Part 2, 2.01(i)	\$200.00
Zone A-1 excess RVs	Part 2, 2A.02(i)	\$200.00
Zone AG excess RVs	Part 2, 4.01(g)	\$200.00
Zone AG-1 excess RVs	Part 2, 4C.02(f)	\$200.00
Zone RR-WI excess RVs	Part 2, 4D.02(d)	\$200.00
Zone RR-2 excess RVs	Part 2, 6.01(i)	\$200.00
Zone RR-2A excess RVs	Part 2, 6A.01(e)	\$200.00
Zone WT-1 excess RVs	Part 2, 6B.01(e)	\$200.00
Zone WT-2 excess RVs	Part 2, 6C.01(e)	\$200.00
Zone WT-3 excess RVs	Part 2, 6D.01(e)	\$200.00
Zone RR-6 excess RVs	Part 2, 10.01(i)	\$200.00
Parking not provided	Part 3, 1.0	\$200.00

**SCHEDULE 3 TO BYLAW NO. 1857**

**JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Visitor parking requirement	Part 3, 9.0	\$200.00
Handicapped parking requirement	Part 3, 10.0(1)-(5)	\$200.00
Non-permitted sign	Part 4, 1.01(1)	\$200.00
Prohibited sign	Part 4, 1.02(a)-(e)	\$200.00
No sign permit	Part 4, 1.05(1)	\$200.00
Poorly maintained sign	Part 4, 1.09	\$200.00
Sign affecting visibility	Part 4, 1.10	\$200.00

**SCHEDULE 4 TO BYLAW NO. 1857**

**UNSIGHTLY PREMISES BYLAW NO. 1, 1991**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Accumulated debris	2(1)	\$200.00
Littering	2(2)	\$200.00
Unsightly property	2(3)	\$200.00
Graffiti	2(4)	\$200.00
Property not cleaned	3	\$200.00

**SCHEDULE 5 TO BYLAW NO. 1857**

**BUILDING REGULATION BYLAW NO. 5, 2010**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to obtain building permit	3.1.1	\$250.00
Fail to obtain demolition/deconstruction permit	3.1.2	\$250.00
Occupy without occupancy certificate	3.1.3	\$250.00
Tamper with posted notice/permit/certificate	3.1.4	\$250.00
Build contrary to approved plans	3.1.5	\$250.00
Obstruct entry of authorized building official	3.1.6	\$250.00
Continue work on structure after order	3.1.7	\$400.00
Construct contrary to building regulations	3.1.8	\$250.00

**SCHEDULE 6 TO BYLAW NO. 1857**

**AMUSEMENT MACHINE AND GAMES ROOM REGULATION BYLAW, 1983**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Underage employee	3(a)	\$100.00
Violate hours of operation	4(b)	\$100.00
Excess amusement machines	5	\$100.00
Minor on premises	6(a)	\$100.00
Permit minor on premises	6(b)	\$100.00
Child under 15 on premises during prohibited hours	6(d)	\$100.00

**SCHEDULE 7 TO BYLAW NO. 1857**

**JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 2, 2025**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT*</b>
Deposit or cause, permit or allow deposit of soil without permit	8 (a)	\$750.00	\$550.00
Deposit or cause, permit or allow deposit greater than 20,000 m <sup>3</sup> of soil	8 (b)	\$1,000.00	\$750.00
Deposit or cause, permit or allow deposit of unsuitable material	8 (c)	\$1,000.00	\$750.00
Remove/deposit soil in or around a watercourse	8 (d)	\$1,000.00	\$750.00
Unlawful removal/deposit of soil on ALR land	8 (e)	\$1,000.00	\$750.00
Deposit contrary to a permit	8 (f)	\$1,000.00	\$750.00
Remove soil on a holiday	11 (a)(i)	\$500.00	
Remove soil outside permitted hours	11 (a)(ii) or 11(b)(i)	\$500.00	
Removal of soil without development permit	11 (c)	\$1,000.00	\$750.00
Removal of soil not in compliance with development permit	11 (d)	\$750.00	\$550.00
Removal of soil without sediment control	11 (e)	\$750.00	\$550.00
Removal of soil without deposit permit	11 (f)	\$500.00	
Removal of soil without Ministry of Transportation and Transit approval	11 (g)	\$250.00	
Soil or other material on public highway right-of-way	11 (h)	\$250.00	
Deposit soil on a holiday	12 (a)(i)	\$250.00	
Deposit soil outside permitted hours	12 (a)(ii) or 12 (b)(i)	\$250.00	
Deposit of soil without development permit	12 (c)	\$500.00	
Deposit of soil not in compliance with development permit	12 (d)	\$500.00	
Deposit of soil without sediment control	12 (e)	\$500.00	
Deposit activity obstructs, impairs or impedes drainage facility or watercourse	12 (f)	\$1,000.00	\$750.00
Deposit of soil on or to create an over-steepened fill slope	12 (g) or 12 (g)(i)	\$500.00	
Insufficient drainage	12 (h)	\$500.00	
Increased drainage over adjacent property	12 (i)	\$500.00	

**SCHEDULE 7 TO BYLAW NO. 1857**

**JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 2, 2025**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT*</b>
Soil deposited over well/water source/sewage disposal system	12 (j)	\$750.00	\$550.00
Deposit of soil without Ministry of Transportation and Transit approval	12 (k)	\$250.00	
Soil or other material within public highway right-of-way	12 (l)	\$250.00	
Soil deposited over statutory right-of-way	12 (m)	\$500.00	
Deposit of Soil without Type 'A' Permit	21	\$500.00	
Deposit of Soil without Type 'B' Permit	23	\$750.00	\$550.00
Deposit of Soil without Type 'C' Permit	24	\$1,000.00	\$750.00
Deposit of Soil without Type 'D' Permit	26	\$1,250.00	\$1,000.00
Failure to keep soil deposit logbook	31 (a)	\$500.00	
Failure to produce soil deposit logbook upon request	31 (b)	\$500.00	
Incomplete soil deposit logbook	31 (c)	\$250.00	
Failure to post soil deposit permit/sign	31 (d)	\$250.00	
Failure to clean road	31 (e)	\$250.00	
Failure to comply with deposit cessation order	31 (h)	\$1,000.00	\$750.00
Failure to produce soil deposit records	39	\$250.00	
Failure to identify and mark the soil deposit extents	39	\$250.00	

***\*Early Payment: Fine if Paid on or Before the 30<sup>th</sup> day from the date on which the ticket is served.***

**SCHEDULE 8 TO BYLAW NO. 1857**

**WATER DISTRIBUTION LOCAL SERVICE CONDITIONS, FEES AND CHARGES BYLAW NO. 1, 2013**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Service connection without application/approval	6.4	\$200.00
Connect to waterworks without authorization	6.5	\$200.00
Install booster pump without approval	8.5	\$200.00
Unauthorized use of fire connection	14.2	\$500.00
Install shut off valve or outlet to service connection	29.2	\$200.00
Interfere with water meters	31.1	\$500.00
Failure to maintain access to water meter	32.1	\$200.00
Failure to act as directed	34.2	\$200.00
Use hydrant or standpipe without authorization	37.1	\$500.00
Connect to or use water with authorization	69.4	\$200.00
Connect multiple units without authorization	70.1	\$200.00
Operate, maintain, repair without authorization	79.2	\$200.00
Connect or alter without authorization	80.1	\$500.00
Operation of valve or curb stop without authorization	80.2	\$200.00
Connect apparatus, fitting or fixture causing damage or disturbance	90.1	\$200.00
Damage waterworks or service connection	102.1	\$500.00
Obstruction of an authorized agent	104.2	\$500.00

**SCHEDULE 9 TO BYLAW NO. 1857**

**ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
No kennel licence	2(1)(a)	\$200.00
Harbouring dogs in excess of kennel licence	2(1)(b)	\$200.00
Operating kennel contrary to zoning	2(2)(a)	\$200.00
Failure of kennel to provide adequate fencing	2(2)(c)	\$200.00
No licence	3	\$200.00
No licence on dog	7	\$200.00
Unauthorized removal of licence tag	10	\$200.00
Failure to display dangerous dog sign	14(c)	\$200.00
Animal at large	24(1)	\$200.00
Uncontrolled dangerous dog	24(2)	\$500.00
Obstructing Animal Control Officer	24(3)	\$500.00
Bitch in heat unenclosed	25	\$200.00
Noisy dog	26(1)	\$200.00
Noisy animal	26(2)	\$200.00
Animal on beach	29	\$200.00
Fail to provide water or food	27(1)(a)	\$200.00
Fail to provide sanitary receptable	27(1)(b)	\$200.00
Fail to provide sufficient exercise	27(1)(c)	\$200.00
Fail to provide veterinarian care	27(1)(d)	\$200.00
Fail to provide adequate shelter	27(2)	\$200.00
Animal tied to fixed object by neck	27(3)	\$200.00
Animal tied to fixed object for extended period	27(4)	\$200.00
Animal kept in confined space without ventilation	27(5)	\$200.00
Fail to adequately confine animal in vehicle	27(6)	\$200.00

**SCHEDULE 10 TO BYLAW NO. 1857**

**NOISE SUPPRESSION BYLAW (SOUTHERN GULF ISLANDS) NO. 1, 2006**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Noise which disturbs	2	\$200.00
Loading/unloading noise	3(1)	\$200.00
Construction noise	3(2)	\$200.00
Amplified music – outdoors	3(3)	\$200.00
Amplified music – indoors	3(4)	\$200.00
Vehicle noise	3(5)	\$200.00
Firearms noise	3(6)	\$200.00

**SCHEDULE 11 TO BYLAW NO. 1857**

**NOISE SUPPRESSION BYLAW (JUAN DE FUCA) NO. 1, 2007**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Noise which disturbs	2	\$200.00
Loading/unloading noise	3.1	\$200.00
Construction noise	3.2	\$200.00
Construction noise on Sundays or holidays	3.3	\$200.00
Leaf blower noise	3.4	\$200.00
Amplified music – outdoors	3.5	\$200.00
Amplified music – indoors	3.6	\$200.00
Noisy vehicle	3.7	\$200.00
Noise from firearms	3.8	\$200.00
Noise from electrical equipment	3.9	\$200.00

**SCHEDULE 12 TO BYLAW NO. 1857**

**NOISE SUPPRESSION BYLAW (SALT SPRING ISLAND) NO. 1, 2006**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Noise which disturbs	2	\$200.00
Loading/unloading noise	3(1)	\$200.00
Construction noise	3(2)	\$200.00
Amplified music – outdoors	3(3)	\$200.00
Amplified music – indoors	3(4)	\$200.00
Vehicle noise	3(5)	\$200.00
Firearms noise	3(6)	\$200.00

**SCHEDULE 13 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT IDLING CONTROL BYLAW NO. 1, 2008**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Idle in excess of three minutes	2	\$200.00

**SCHEDULE 14 TO BYLAW NO. 1857**

**WATER REGULATIONS BYLAW NO. 1, 1990**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Unauthorized connection to waterworks	4	\$200.00
Unauthorized use of water supplied by waterworks	5(a)	\$200.00
Failure to follow board direction pertaining to water use	5(b)	\$200.00
Tamper, operate, or remove Water connections or fixtures	6(a)	\$500.00
Damage or alter water connections or fixtures	6(b)	\$500.00
Unauthorized use of fire connections, hydrants or standpipes	7	\$500.00
Waste of water	8	\$200.00
Obstruction of fire connections, hydrants or standpipes	9(a)	\$500.00
Failure to pay fees associated with removal of obstruction	9(b)	\$500.00
Unauthorized connection of multiple units to a single service connection	16	\$200.00
Unauthorized installation of Service Connection	19	\$200.00
Failure to pay turn-on or turn-off fee	22(b)	\$250.00
Unauthorized turn-on or turn-off of water supply	22(c)	\$500.00
Connection of an independent water supply to CRD service connection	25	\$500.00
Failure to comply with section 27	27	\$500.00
Obstruct access	9	\$250.00

**SCHEDULE 15 TO BYLAW NO. 1857**

**LANGFORD SIGN BYLAW, 1987**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Non-conforming sign	3(2)(a)	\$100.00
Abandoned sign	3(3)(a)	\$100.00
Billboard sign	3(3)(b)	\$100.00
Moving sign	3(3)(c)	\$100.00
Roof sign	3(3)(d)	\$100.00
No permit	3(6)(a)	\$100.00
Obstructs view	3(12)	\$100.00

**SCHEDULE 16 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT CLEAN AIR BYLAW NO. 1, 2014**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Smoking in a park	2(1)(a)	\$200.00
Smoking in a designated public space	2(1)(b)	\$200.00
Smoking in a school yard	2(1)(c)	\$200.00
Smoking in a building	2(1)(d)	\$200.00
Smoking in a business place (food or beverage)	2(1)(e)	\$200.00
Smoking in a vehicle	2(1)(f)	\$200.00
Smoking in 7m buffer zone of doorway, window or intake	2(1)(g)	\$200.00
Smoking in 7m buffer zone of a bus stop	2(1)(h)	\$200.00
Permitting smoking in a building	2(2)(a)	\$500.00
Permitting smoking in a business place (food or beverage)	2(2)(b)	\$500.00
Permitting smoking in a vehicle	2(2)(c)	\$500.00
Failing to display sign in the prescribed form	3(1), 3(2), 4(1)	\$300.00
Removing or defacing a sign	4(3)	\$500.00

**SCHEDULE 17 TO BYLAW NO. 1857**

**FOOD HANDLERS BYLAW NO. 1, 1991**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Uncertified supervisor	2	\$200.00
Certificate not posted	3	\$100.00

**SCHEDULE 18 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Obstruction of Park or Peace Officer	4(1)	\$500.00
Failure to obey sign or posted notice	4(3)	\$100.00
Possession or consumption of liquor	4(4)	\$200.00
Urinate or defecate in public	4(5)	\$200.00
Breach of curfew	4(6)	\$200.00
Undue noise	4(8)	\$200.00
Disruptive use of machinery or cycle – peace	4(9)(a)	\$200.00
Disruptive use of machinery or cycle – wildlife	4(9)(b)	\$200.00
Disruptive use of machinery or cycle	4(9)(c)	\$200.00
Disturb the peace	4(11)	\$200.00
Enter park within eviction period	4(12)	\$300.00
Unauthorized use of aircraft	4(13)	\$200.00
Cause disturbance between 10 pm and 7 am	6(1)(b)	\$200.00
No camping	6(4)	\$200.00
Fail to register	6(5)	\$200.00
Damage or remove any natural park feature	7(1)(a)	\$300.00
Build or alter any trail	7(1)(b)	\$300.00
Destroy or damage park infrastructure	7(1)(c)	\$200.00
Build, place, or install structure or facility	7(1)(d)	\$300.00
Deposit plant or animal material	7(1)(e)	\$200.00
Hunt or molest wildlife	7(1)(f)	\$200.00
Feed wildlife or leave attractant	7(1)(g)	\$200.00
Contaminate park or waterway	7(1)(h)	\$300.00
Littering	7(3)	\$200.00

**SCHEDULE 18 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Illegal dumping	7(4)	\$300.00
Illegal fire	7(5)	\$300.00
Unattended fire	7(6)	\$200.00
Smoke in park	7(8)	\$200.00
Cut or remove tree	7(9)	\$500.00
No cycling	7(10)	\$200.00
Travel off designated trail	7(11)	\$200.00
In the drinking water protection zone	7(12)	\$200.00
Dog not under control	8(1)(a)	\$200.00
Dog off leash	8(1)(b)	\$200.00
Dog on beach or picnic area	8(1)(c)	\$200.00
Dog faeces not removed	8(1)(d)	\$200.00
Dog disturbing people or wildlife	8(1)(f)	\$300.00
Domestic animal not under control	8(5)	\$200.00
Horse in prohibited area	8(7)	\$200.00
Possess or discharge firearm or explosive	9(1)	\$200.00
Vehicle off road	10(1)	\$300.00
Illegal parking	10(3)	\$50.00
Off-road vehicle use in park	10(9)	\$300.00
Commercial activity without permit	11(1)(b)	\$400.00
Special use event without permit	12(1)(a)	\$200.00
Failure to produce permit	12(1)(b)	\$200.00
Breach of park use permit	12(9)	\$300.00

**SCHEDULE 19 TO BYLAW NO. 1857**

**HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT*</b>
Disobey site regulations	2.1	\$200.00	
Fail to follow site regulations	2.2	\$500.00	
Non-district waste	2.3	\$500.00	\$375.00
Deposit prohibited waste	2.5	\$500.00	
Deposit hazardous waste	2.8	\$500.00	
Improper disposal asbestos	2.11	\$1000.00	
Deposit controlled waste	2.12	\$500.00	
Deposit recyclable material	2.14	\$500.00	\$375.00
Improper deposit mandatory recyclable	2.15	\$200.00	
Improper deposit voluntary recyclable	2.16	\$200.00	
Improper deposit weeds	2.18	\$200.00	
Deposit EPR material	2.19	\$500.00	
Improper deposit EPR material	2.20	\$200.00	
Deposit HHW by commercial hauler	2.21	\$200.00	
Deposit HHW	2.22	\$200.00	
Improper deposit of HHW	2.23	\$200.00	
Deposit contaminated demo waste	2.25	\$300.00	
Improper deposit sorted demo waste	2.26	\$200.00	
Improper deposit kitchen scraps	2.27	\$200.00	
Fail to separate waste	2.28(a)	\$500.00	\$375.00
Fail to separate waste (walking floor trailer)	2.28(b)	\$1000.00	\$750.00
Fail to pay fee	3.1	\$300.00	
Deposit while charge unpaid	3.2(b)	\$200.00	
Uncovered/unsecured load	Sch. B, Reg. 2.1	\$200.00	

**SCHEDULE 19 TO BYLAW NO. 1857**

**HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>	<b>EARLY PAYMENT*</b>
Load not ready for disposal	Sch. B, Reg. 2.3	\$200.00	
Drive off designated roads	Sch. B, Reg. 3.1	\$200.00	
Fail to obey signs	Sch. B, Reg. 3.2	\$200.00	
Fail to follow directions	Sch. B, Reg. 3.3	\$200.00	
Scavenging	Sch. B, Reg. 3.5	\$200.00	
Loitering on site	Sch. B, Reg. 3.6	\$200.00	
Vehicle washing	Sch. B, Reg. 3.7	\$200.00	
Disorderly conduct	Sch. B, Reg. 3.8	\$300.00	
Overweight vehicle	Sch. B, Reg. 3.9	\$200.00	
Children at site	Sch. B, Reg. 4.2	\$100.00	
Pets at site	Sch. B, Reg. 4.3	\$100.00	
Smoking at disposal site	Sch. B, Reg. 4.4	\$200.00	
Use electronic device while driving	Sch. B, Reg. 4.7	\$200.00	
No protective equipment	Sch. B, Reg. 4.8	\$200.00	
Unauthorized videotaping or photography on site	Sch. B, Reg. 3.12	\$200.00	

***\*Early Payment: Fine if Paid on or Before the 30<sup>th</sup> day from the date on which the ticket is served.***

**SCHEDULE 20 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Hinder/prevent inspection	3	\$500.00
Wasting water	7(3)	\$200.00
Wasting water during stage 2	7(3)	\$300.00
Wasting water during stage 3	7(3)	\$400.00
Use water contrary to bylaw	7(4)	\$200.00
Stage 1 – water lawn contrary to days/times	Sch. A 1(1)(a)	\$200.00
Stage 1 – water contrary to restrictions	Sch. A 1(1)(b)	\$200.00
Stage 1 – operate public spray park contrary to restrictions	Sch. A 1(1)(c)	\$200.00
Stage 1 – public authority watering contrary to days/times	Sch. A 1(2)(b)	\$200.00
Stage 1 – watering golf courses contrary to restrictions	Sch. A 1(2)(c)	\$200.00
Stage 2 – water lawn contrary to days/times	Sch. A 2(1)(a)	\$250.00
Stage 2 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A 2(1)(b)(i)	\$250.00
Stage 2 – use motion-activated sprinkler device	Sch. A 2(1)(b)(ii)	\$250.00
Stage 2 – water cemetery lawn	Sch. A 2(1)(b)(iii)	\$250.00
Stage 2 – operate public spray park contrary to restrictions	Sch. A 2(1)(c)	\$250.00
Stage 2 – fill ornamental fountain	Sch. A 2(1)(d)(i)	\$250.00
Stage 2 – operate ornamental fountain	Sch. A 2(1)(d)(ii)	\$250.00
Stage 2 – water contrary to restrictions	Sch. A 2(1)(e)	\$250.00
Stage 2 – public authority watering contrary to days/times	Sch. A 2(2)(b)	\$250.00
Stage 2 – watering golf courses contrary to restrictions	Sch. A 2(2)(c)	\$250.00
Stage 3 – water lawn, turf, or boulevard	Sch. A 3(1)(a)(i)	\$400.00
Stage 3 – fill pool, hot tub, or garden pond	Sch. A 3(1)(a)(ii)	\$400.00
Stage 3 – operate a public spray park	Sch. A 3(1)(a)(iii)	\$400.00
Stage 3 – operate or fill ornamental fountain	Sch. A 3(1)(a)(iv)	\$400.00
Stage 3 – wash vehicle or boat with water	Sch. A 3(1)(a)(v)	\$400.00

**SCHEDULE 20 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Stage 3 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A 3(1)(a)(vi)	\$400.00
Stage 3 – use motion-activated sprinkler device	Sch. A 3(1)(a)(vii)	\$400.00
Stage 3 – leave water service turned on	Sch. A 3(1)(a)(viii)	\$400.00
Stage 3 – water contrary to restrictions	Sch. A 3(1)(b)	\$400.00
Stage 3 – watering golf courses contrary to days/times	Sch. A 3(2)(a)	\$400.00
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A 3(2)(b)	\$400.00
Stage 4 – use of water while prohibited (outdoor)	Sch. A 4(1)(a)	\$500.00
Stage 4 – indoor use contrary to restrictions (residential)	Sch. A 4(1)(b)	\$500.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Discharge prohibited waste	2.1 (a)	\$1,000.00
Discharge restricted waste	2.1(b)	\$500.00
High volume discharge	2.1(c)	\$200.00
Discharge without a permit and contrary to code of practice	2.1(d)	\$200.00
Unauthorized discharge of excess uncontaminated water	2.1(e)	\$200.00
Unauthorized discharge of septage	2.3	\$500.00
Unauthorized discharge of trucked liquid waste	2.4	\$500.00
Discharge to dilute non-domestic waste	2.5	\$500.00
Fail to provide spill containment	2.8(a)	\$200.00
Fail to post name and phone number as required	2.8(b)	\$200.00
Unauthorized discharge of recreational vehicle waste	2.9	\$750.00
Unauthorized discharge of carpet cleaner waste	2.10	\$750.00
Unauthorized discharge of ship and boat waste	2.11	\$750.00
Unauthorized discharge of kitchen equipment cleaning waste	2.12	\$500.00
Fail to adjust Ph	2.13(a)	\$500.00
Fail to maintain complete records	2.13(b)	\$200.00
Fail to apply for permit	3.3	\$250.00
Fail to comply with permit terms or conditions	3.6	\$1,000.00
Fail to comply with authorization terms or conditions	3.7	\$500.00
Bypass waste control works	5.2	\$500.00
Fail to maintain complete records, monitoring	6.1(a)	\$200.00
Fail to maintain complete records, administration	6.1(b)	\$200.00
Fail to report unlawful discharge to a manager or officer	7.1(a)	\$250.00
Fail to report unlawful discharge to owner	7.1(b)	\$250.00
Fail to provide information to manager on premises	7.2(a)	\$250.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to provide information to on location	7.2(b)	\$250.00
Fail to provide information to on contact person	7.2(c)	\$250.00
Fail to provide information to on time, date and duration	7.2(d)	\$250.00
Fail to provide information to on type	7.2(e)	\$250.00
Fail to provide information to on volume	7.2(f)	\$250.00
Fail to provide information to on corrective actio	7.2(g)	\$250.00
Fail to confine unlawful discharge	7.3(a)	\$500.00
Fail to dispose of substance properly	7.3(b)	\$500.00
Fail to give 90 days notice of new activity	7.4(a)	\$250.00
Fail to give 90 days notice of activity change	7.4(b)	\$250.00
Inaccessible monitoring point	9.6	\$250.00
Hinder/prevent inspection	13.1	\$500.00
Discharge of restricted waste	Sch. I, 2.1(a)	\$200.00
Discharge of prohibited waste	Sch. I, 2.1(b)	\$200.00
Discharge of excess uncontaminated water	Sch. I, 2.1(c)	\$200.00
Discharge of stormwater to sewer	Sch. I, 2.1(d)	\$200.00
Fail to install grease interceptor	Sch. I, 2.2	\$500.00
Fail to maintain grease interceptor	Sch. I, 2.3	\$200.00
Installation of unapproved treatment works	Sch. I, 2.4	\$250.00
Alternate treatment works non-compliant with permit or authorization	Sch. I, 2.5	\$200.00
Fail to clean out grease interceptor	Sch. I, 2.6	\$200.00
Accumulation of excess grease or solids	Sch. I, 2.7	\$200.00
Disposal of oil and grease to sewer	Sch. I, 2.8	\$200.00
Use of agents facilitating bypass of grease	Sch. I, 2.9	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to connect fixture to grease interceptor, sink	Sch. I, 2.10(a)	\$200.00
Fail to connect fixture to grease interceptor, exhaust hood	Sch. I, 2.10(b)	\$200.00
Fail to connect fixture to grease interceptor, drain	Sch. I, 2.10(c)	\$200.00
Fail to connect fixture to grease interceptor, compactor	Sch. I, 2.10(d)	\$200.00
Fail to connect fixture to grease interceptor, dishwasher	Sch. I, 2.10(e)	\$200.00
Fail to connect fixture to grease interceptor, grease bearing fixture	Sch. I, 2.10(f)	\$200.00
Fail to install works preventing discharge of rainwater to sewer	Sch. I, 2.11	\$200.00
Connection of a toilet or urinal	Sch. I, 2.12(a)	\$200.00
Connection of a hand sink	Sch. I, 2.12(b)	\$200.00
Connection of a mop sink	Sch. I, 2.12(c)	\$200.00
Connection of fixture discharging solids	Sch. I, 2.12(d)	\$200.00
Connection of drain receiving uncontaminated water	Sch. I, 2.12(e)	\$200.00
Unapproved grease interceptor rating greater than 100gpm	Sch. I, 2.13	\$200.00
Unapproved grease interceptor rating less than 100gpm	Sch. I, 2.14	\$200.00
Unapproved grease interceptor design and installation	Sch. I, 2.15	\$200.00
Fail to install flow control device	Sch. I, 2.20	\$200.00
Fail to properly size or install flow control device	Sch. I, 2.21(a)	\$200.00
Flow control cannot be verified	Sch. I, 2.21(b)	\$200.00
Fail to install correct flow control device	Sch. I, 2.21(c)	\$200.00
Inaccessible grease interceptor	Sch. I, 2.22	\$200.00
Grease interceptor installed in confined space	Sch. I, 2.23	\$200.00
Fail to correctly install monitoring point, as required	Sch. I, 2.24(a)	\$200.00
Improper monitoring point	Sch. I, 2.24(b)	\$200.00
Inaccessible monitoring point	Sch. I, 2.24(c)	\$200.00
Fail to remove cover of grease interceptor	Sch. I, 2.26	\$200.00
Improper connection of food grinder	Sch. I, 2.27	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to install solids interceptor	Sch. I, 2.28	\$200.00
Fail to maintain solids separator	Sch. I, 2.29	\$200.00
Fail to keep operation manual	Sch. I, 3.1	\$200.00
Fail to keep records available for inspection	Sch. I, 3.2	\$200.00
Fail to maintain complete records, date	Sch. I, 3.2(a)	\$200.00
Fail to maintain complete records, maintenance	Sch. I, 3.2(b)	\$200.00
Fail to maintain complete records, material removed	Sch. I, 3.2(c)	\$200.00
Fail to maintain complete records, location of disposal	Sch. I, 3.2(d)	\$200.00
Fail to retain records, maintenance and disposal	Sch. I, 3.3	\$200.00
Fail to retain records, installed grease interceptor	Sch. I, 3.4	\$200.00
Fail to maintain records, electronic records	Sch. I, 3.5	\$200.00
Fail to maintain records, self-clean	Sch. I, 3.6	\$200.00
Discharge prohibited waste	Sch. J, 2.1(a)	\$200.00
Discharge restricted waste	Sch. J, 2.1(b)	\$200.00
Discharge excessive tetrachloroethylene	Sch. J, 2.1(c)	\$200.00
Discharge residue	Sch. J, 2.1(d)	\$200.00
Discharge of excess uncontaminated water	Sch. J, 2.1(e)	\$200.00
Unauthorized discharge of stormwater	Sch. J, 2.2	\$200.00
Fail to manage wastewater off-site	Sch. J, 2.3	\$250.00
Fail to install second separator	Sch. J, 2.4(a)	\$500.00
Fail to install filter	Sch. J, 2.4(b)	\$500.00
Fail to install alarm	Sch. J, 2.4(c)	\$500.00
Fail to install second filter	Sch. J, 2.4(d)	\$500.00
Fail to install works in correct order	Sch. J, 2.5	\$200.00
Treatment works not accessible	Sch. J, 2.6	\$200.00
Treatment works location, confined space	Sch. J, 2.7	\$200.00
Fail to maintain machines	Sch. J, 2.8	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to replace filter before expiry date	Sch. J, 2.9(a)	\$200.00
Fail to replace filter after alarm	Sch. J, 2.9(b)	\$200.00
Fail to replace filter after elevated concentration	Sch. J, 2.9(c)	\$200.00
Fail to correctly install monitoring point	Sch. J, 2.10(a)	\$200.00
Inaccessible monitoring point	Sch. J, 2.10(b)	\$200.00
Fail to protect sewer against spills	Sch. J, 3.1	\$200.00
Fail to install spill containment system	Sch. J, 3.2	\$200.00
Undersized containment	Sch. J, 3.3	\$200.00
Open drains in containment	Sch. J, 3.4	\$200.00
Fail to block drains in contamination area	Sch. J, 3.5	\$200.00
Discharge untested stormwater from containment	Sch. J, 3.6	\$200.00
Fail to prepare spill response plan	Sch. J, 4.1	\$200.00
Fail to prepare spill response plan within 30 days	Sch. J, 4.2	\$200.00
Fail to post spill response plan	Sch. J, 4.3	\$200.00
Fail to stock spill response materials	Sch. J, 4.4	\$200.00
Fail to include plugs	Sch. J, 4.5	\$200.00
Fail to follow spill response plan	Sch. J, 4.6	\$200.00
Fail to maintain complete records, date	Sch. J, 5.1(a)	\$200.00
Fail to maintain complete records, inspection	Sch. J, 5.1(b)	\$200.00
Fail to maintain complete records, carbon replaced	Sch. J, 5.1(c)	\$200.00
Fail to maintain complete records, material removed	Sch. J, 5.1(d)	\$200.00
Fail to maintain disposal records	Sch. J, 5.2	\$200.00
Fail to retain records	Sch. J, 5.3	\$200.00
Fail to retain operation manual	Sch. J, 5.4	\$200.00
Discharge excess contaminants, silver	Sch. K, 2.1(a)	\$200.00
Discharge of prohibited waste	Sch. K, 2.1(b)	\$200.00
Fail to manage waste off-site	Sch. K, 2.2(a)	\$200.00
Fail to treat waste	Sch. K, 2.2(b)	\$500.00
Fail to install and maintain equipment	Sch. K, 2.3	\$200.00
Fail to use metering pump	Sch. K, 2.4	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to calibrate metering pump	Sch. K, 2.5	\$200.00
Fail to properly locate recovery system as required	Sch. K, 2.6	\$200.00
Fail to install spill containment or cap drains	Sch. K, 2.7	\$200.00
Fail to test effluent	Sch. K, 2.8	\$200.00
Fail to install flow meter	Sch. K, 2.9(a)	\$200.00
Fail to test discharge	Sch. K, 2.9(b)	\$200.00
Fail to replace silver recovery cartridge as recommended	Sch. K, 2.10(a)	\$200.00
Fail to replace silver recovery cartridge at 80% capacity	Sch. K, 2.10(b)	\$200.00
Fail to replace silver recovery cartridge over 1000 mg/L	Sch. K, 2.10(c)	\$200.00
Fail to replace silver recovery cartridge for excess silver	Sch. K, 2.10(d)	\$200.00
Fail to replace both silver recovery cartridges	Sch. K, 2.11	\$200.00
Treatment works not accessible	Sch. K, 2.14	\$200.00
Treatment works location, confined space	Sch. K, 2.15	\$200.00
Improper outlet location	Sch. K, 2.16(a)	\$200.00
Monitoring point not accessible	Sch. K, 2.16(b)	\$200.00
Fail to keep maintenance manual	Sch. K, 3.1	\$200.00
Fail to maintain complete records, serial number	Sch. K, 3.2(a)	\$200.00
Fail to maintain complete records, date	Sch. K, 3.2(b)	\$200.00
Fail to maintain complete records, expiry date	Sch. K, 3.2(c)	\$200.00
Fail to maintain complete records, capacity	Sch. K, 3.2(d)	\$200.00
Fail to maintain complete records, calibrator	Sch. K, 3.2(e)	\$200.00
Fail to maintain complete records, tests	Sch. K, 3.2(f)	\$200.00
Fail to maintain complete records, repair/replacement	Sch. K, 3.2(g)	\$200.00
Fail to maintain complete records on electrolytic unit	Sch. K, 3.3(a)	\$200.00
Fail to record date of silver removal	Sch. K, 3.3(b)	\$200.00
Fail to record maintenance/repair information	Sch. K, 3.3(c)	\$200.00
Fail to maintain disposal records, company nam	Sch. K, 3.4(a)	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to maintain disposal records, material type	Sch. K, 3.4(b)	\$200.00
Fail to maintain disposal records, material quantity	Sch. K, 3.4(c)	\$200.00
Fail to maintain disposal records, transfer date	Sch. K, 3.4(d)	\$200.00
Fail to retain records	Sch. K, 3.5	\$200.00
Discharge prohibited waste	Sch. L, 2.1(a)	\$200.00
Discharge restricted waste	Sch. L, 2.1(b)	\$200.00
Discharge of wastewater, elevated mercury concentration	Sch. L, 2.1(c)	\$200.00
Fail to manage wastewater off-site	Sch. L, 2.3(a)	\$250.00
Fail to treat wastewater prior to sewer discharge	Sch. L, 2.3(b)	\$250.00
Amalgam separator not certified	Sch. L, 2.4	\$200.00
Fail to correctly install and maintain amalgam separator	Sch. L, 2.5	\$200.00
Fail to install proper flow control	Sch. L, 2.6(a)	\$200.00
Fail to install flow control, water supply line	Sch. L, 2.6(b)	\$200.00
Fail to install flow control, specified flow rate	Sch. L, 2.7	\$200.00
Improper storage of collecting containers	Sch. L, 2.8	\$200.00
Fail to install spill containment	Sch. L, 2.9	\$200.00
Fail to replace collecting container, expiry date	Sch. L, 2.10(a)	\$200.00
Fail to replace collecting container, warning level	Sch. L, 2.10(b)	\$200.00
Fail to replace collecting container, elevated mercury	Sch. L, 2.10(c)	\$200.00
Improper disposal to sewer	Sch. L, 2.11	\$200.00
Inaccessible amalgam separator	Sch. L, 2.12	\$200.00
Amalgam separator installed in confined space	Sch. L, 2.13	\$200.00
Fail to correctly install monitoring point	Sch. L, 2.14(a)	\$200.00
Fail to include total flow	Sch. L, 2.14(b)	\$200.00
Inaccessible monitoring point	Sch. L, 2.14(c)	\$200.00
Fail to keep maintenance manual	Sch. L, 3.1	\$200.00
Fail to post ISO standard test report	Sch. L, 3.2	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to maintain complete records, date of install	Sch. L, 3.3(a)	\$200.00
Fail to maintain complete records, serial number	Sch. L, 3.3(b)	\$200.00
Fail to maintain complete records, maximum flow rate	Sch. L, 3.3(c)	\$200.00
Fail to maintain complete records, date of inspection	Sch. L, 3.3(d)	\$200.00
Fail to maintain complete records, description of problems	Sch. L, 3.3(e)	\$200.00
Fail to maintain complete records, service provider	Sch. L, 3.3(f)	\$200.00
Fail to maintain complete records, dates of waste pick-up	Sch. L, 3.3(g)	\$200.00
Fail to retain records, five years	Sch. L, 3.4	\$200.00
Discharge prohibited waste	Sch. M, 2.1(a)	\$200.00
Discharge restricted waste	Sch. M, 2.1(b)	\$200.00
Discharge excess oil and grease	Sch. M, 2.1(c)	\$200.00
Discharge excess uncontaminated water	Sch. M, 2.1(d)	\$200.00
Discharge fuel-water	Sch. M, 2.1(e)	\$200.00
Discharge from parts washer	Sch. M, 2.1(f)	\$200.00
Discharge from oily rag washing	Sch. M, 2.1(g)	\$200.00
Discharge from engine washing	Sch. M, 2.1(h)	\$200.00
Unauthorized discharge of stormwater	Sch. M, 2.2	\$200.00
Unauthorized discharge of groundwater	Sch. M, 2.3	\$200.00
Fail to install treatment works	Sch. M, 2.4	\$200.00
Fail to install properly sized separator	Sch. M, 2.6	\$200.00
Fail to treat discharge	Sch. M, 2.7	\$200.00
Unauthorized discharge to treatment works	Sch. M, 2.8	\$200.00
Use of chemical agents	Sch. M, 2.9	\$200.00
Fail to correctly install monitoring point	Sch. M, 2.10(a)	\$200.00
Improper monitoring point	Sch. M, 2.10(b)	\$200.00
Inaccessible treatment works	Sch. M, 2.11	\$200.00
Accumulation of excessive oil and grease	Sch. M, 2.12	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Accumulation of excessive solids	Sch. M, 2.13	\$200.00
Fail to inspect separator	Sch. M, 2.14	\$200.00
Fail to clean separator	Sch. M, 2.15	\$200.00
Fail to conduct annual cleaning	Sch. M, 2.16	\$200.00
Fail to provide spill containment, used batteries	Sch. M, 3.1(a)	\$200.00
Fail to provide spill containment, used solvents	Sch. M, 3.1(b)	\$200.00
Fail to provide spill containment, fuel tanks	Sch. M, 3.1(c)	\$200.00
Fail to provide spill containment, prohibited waste	Sch. M, 3.1(d)	\$200.00
Fail to supervise discharge	Sch. M, 3.2	\$200.00
Fail to prepare spill response plan	Sch. M, 4.1	\$200.00
Fail to prepare spill response plan within 30 days	Sch. M, 4.2	\$200.00
Fail to post spill response plan	Sch. M, 4.3	\$200.00
Fail to follow spill response plan	Sch. M, 4.4	\$200.00
Fail to inspect following spill	Sch. M, 4.5	\$200.00
Fail to remove spilled materials	Sch. M, 4.6	\$200.00
Fail to stock spill response materials	Sch. M, 4.7	\$200.00
Fail to maintain complete records, date of inspection	Sch. M, 5.1(a)	\$200.00
Fail to maintain complete records, maintenance	Sch. M, 5.1(b)	\$200.00
Fail to maintain complete records, material depth	Sch. M, 5.1(c)	\$200.00
Fail to maintain complete records, quantity removed	Sch. M, 5.1(d)	\$200.00
Fail to maintain complete records, service provider	Sch. M, 5.1(e)	\$200.00
Fail to maintain design information	Sch. M, 5.2	\$200.00
Fail to maintain record of waste disposal, name	Sch. M, 5.4(a)	\$200.00
Fail to maintain record of waste disposal, type of waste	Sch. M, 5.4(b)	\$200.00
Fail to maintain record of waste disposal, amount	Sch. M, 5.4(c)	\$200.00
Fail to maintain record of waste disposal, date of transfer	Sch. M, 5.4(d)	\$200.00
Fail to retain records	Sch. M, 5.5	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Discharge prohibited waste	Sch. N, 2.1(a)	\$200.00
Discharge restricted waste	Sch. N, 2.1(b)	\$200.00
Discharge of excess uncontaminated water	Sch. N, 2.1(c)	\$200.00
Discharge from engine washing	Sch. N, 2.1(d)	\$200.00
Discharge of trucked liquid waste	Sch. N, 2.1(e)	\$200.00
Discharge of carpet cleaning waste	Sch. N, 2.1(f)	\$200.00
Discharge of recreational vehicle waste	Sch. N, 2.1(g)	\$200.00
Discharge from oily rag washing	Sch. N, 2.1(h)	\$200.00
Unauthorized discharge of stormwater	Sch. N, 2.2	\$200.00
Unauthorized discharge of groundwater	Sch. N, 2.3	\$200.00
Discharge untreated waste into sewer	Sch. N, 2.4	\$500.00
Fail to install treatment works	Sch. N, 2.6	\$500.00
Fail to install properly designed and sized interceptor	Sch. N, 2.7(a)	\$200.00
Fail to install properly designed three chamber interceptor	Sch. N, 2.7(b)	\$200.00
Fail to treat discharge	Sch. N, 2.8	\$200.00
Unauthorized discharge to treatment works	Sch. N, 2.9	\$200.00
Use of chemical agents	Sch. N, 2.10	\$200.00
Fail to correctly install monitoring point	Sch. N, 2.11(a)	\$200.00
Improper monitoring point	Sch. N, 2.11(b)	\$200.00
Inaccessible treatment works	Sch. N, 2.12	\$200.00
Accumulation of excessive oil and grease in treatment works	Sch. N, 2.13	\$200.00
Accumulation of excessive solids in treatment works	Sch. N, 2.14	\$200.00
Fail to inspect treatment works	Sch. N, 2.15	\$200.00
Fail to clean treatment works	Sch. N, 2.16	\$200.00
Fail to conduct required cleaning of treatment works	Sch. N, 2.17	\$200.00
Fail to display signs	Sch. N, 2.18	\$200.00
Engine washing	Sch. N, 2.19	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to prepare spill response plan	Sch. N, 3.1	\$200.00
Fail to prepare spill response plan within 30 days	Sch. N, 3.2	\$200.00
Fail to post spill response plan	Sch. N, 3.3	\$200.00
Fail to follow spill response plan	Sch. N, 3.4	\$200.00
Fail to inspect treatment works following spill	Sch. N, 3.5	\$200.00
Fail to remove spilled materials	Sch. N, 3.6	\$200.00
Fail to stock materials	Sch. N, 3.7	\$200.00
Fail to maintain complete records, date of inspections	Sch. N, 4.1(a)	\$200.00
Fail to maintain complete records, maintenance	Sch. N, 4.1(b)	\$200.00
Fail to maintain complete records, material depth	Sch. N, 4.1(c)	\$200.00
Fail to maintain complete records, quantity removed	Sch. N, 4.1(d)	\$200.00
Fail to maintain complete records, service provider	Sch. N, 4.1(e)	\$200.00
Fail to maintain design information	Sch. N, 4.2	\$200.00
Fail to maintain record of waste disposal, name	Sch. N, 4.4(a)	\$200.00
Fail to maintain record of waste disposal, type of waste	Sch. N, 4.4(b)	\$200.00
Fail to maintain record of waste disposal, amount	Sch. N, 4.4(c)	\$200.00
Fail to maintain record of waste disposal, date of transfer	Sch. N, 4.4(d)	\$200.00
Fail to retain records	Sch. N, 4.5	\$200.00
Discharge prohibited waste	Sch. O, 2.1(a)	\$200.00
Discharge hazardous waste	Sch. O, 2.1(b)	\$200.00
Discharge restricted waste	Sch. O, 2.1(c)	\$200.00
Discharge stormwater	Sch. O, 2.1(d)	\$200.00
Discharge of excess uncontaminated water	Sch. O, 2.1(e)	\$200.00
Discharge excess total suspended solids	Sch. O, 2.1(f)	\$200.00
Fail to treat waste	Sch. O, 2.2(b)	\$500.00
Fail to visually inspect	Sch. O, 2.3(a)	\$200.00
Fail to maintain screen	Sch. O, 2.3(b)	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Discharge unscreened waste	Sch. O, 2.4	\$200.00
Fail to install spill containment	Sch. O, 2.5	\$200.00
Fail to inspect equipment for leaks, hoses	Sch. O, 2.7(a)	\$200.00
Fail to inspect filter gaskets	Sch. O, 2.7(b)	\$200.00
Fail to inspect pumps	Sch. O, 2.7(c)	\$200.00
Fail to inspect holding tanks	Sch. O, 2.7(d)	\$200.00
Fail to prevent discharge to sewer	Sch. O, 2.8(a)	\$200.00
Fail to repair leak within 72 hours	Sch. O, 2.8(b)	\$200.00
Fail to keep records, inspection	Sch. O, 3.1(a)	\$200.00
Fail to keep records, leaks	Sch. O, 3.1(b)	\$200.00
Fail to keep records, screen replacement	Sch. O, 3.1(c)	\$200.00
Fail to keep records, maintenance	Sch. O, 3.1(d)	\$200.00
Fail to retain records	Sch. O, 3.2	\$200.00
Discharge prohibited waste, excess contaminants, water	Sch. P, 2.1	\$200.00
Fail to neutralize pH waste	Sch. P, 2.2	\$200.00
Fail to remove solids	Sch. P, 2.3	\$500.00
Fail to filter waste	Sch. P, 2.4(b)	\$500.00
Fail to correctly install sampling tee	Sch. P, 2.7(a)	\$200.00
Improper sampling tee	Sch. P, 2.7(b)	\$200.00
Inaccessible sampling tee	Sch. P, 2.9	\$200.00
Fail to keep records, mash tun	Sch. P, 3.1(a)	\$200.00
Fail to keep records, kettle wash	Sch. P, 3.1(b)	\$200.00
Fail to keep records, back flush	Sch. P, 3.1(c)	\$200.00
Fail to keep records, yeast residue	Sch. P, 3.1(d)	\$200.00
Fail to keep records, location of sampling tee	Sch. P, 3.1(e)	\$200.00
Fail to keep records, pH adjustment	Sch. P, 3.1(f)	\$200.00
Fail to keep records, date of testing	Sch. P, 3.1(g)	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to retain records	Sch. P, 3.2	\$200.00
Discharge prohibited waste	Sch. Q, 2.1(a)	\$200.00
Discharge hazardous waste	Sch. Q, 2.1(b)	\$200.00
Discharge restricted waste	Sch. Q, 2.1(c)	\$200.00
Discharge solvent rinse	Sch. Q, 2.1(d)	\$200.00
Discharge inks	Sch. Q, 2.1(e)	\$200.00
Discharge etching solution	Sch. Q, 2.1(f)	\$200.00
Discharge cleaning solvents	Sch. Q, 2.1(g)	\$200.00
Discharge of excess uncontaminated water	Sch. Q, 2.1(h)	\$200.00
Unauthorized discharge of stormwater	Sch. Q, 2.2	\$200.00
Fail to install trade waste interceptor	Sch. Q, 2.3	\$500.00
Fail to install works	Sch. Q, 2.4	\$500.00
Fail to install and calibrate metering pump	Sch. Q, 2.6	\$200.00
Fail to replace treatment works as recommended	Sch. Q, 2.8(a)	\$200.00
Fail to replace treatment works at 80% capacity	Sch. Q, 2.8(b)	\$200.00
Fail to replace treatment works total oil and grease at breakthrough	Sch. Q, 2.8(c)	\$200.00
Fail to replace treatment works at breakthrough of oil and grease	Sch. Q, 2.8(d)	\$200.00
Fail to properly size trade waste interceptor	Sch. Q, 2.11	\$200.00
Bypass of treatment equipment	Sch. Q, 2.12	\$200.00
Fail to divert domestic waste	Sch. Q, 2.13	\$200.00
Use of chemical agents	Sch. Q, 2.15	\$200.00
Fail to correctly install monitoring point	Sch. Q, 2.16(a)	\$200.00
Inaccessible monitoring point	Sch. Q, 2.16(b)	\$200.00
Inaccessible treatment works	Sch. Q, 2.17	\$200.00
Accumulation of floating material	Sch. Q, 2.18	\$200.00
Accumulation of excessive solids	Sch. Q, 2.19	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to inspect trade waste interceptor	Sch. Q, 2.20	\$200.00
Fail to maintain trade waste interceptor	Sch. Q, 2.21	\$200.00
Fail to clean trade waste interceptor	Sch. Q, 2.22	\$200.00
Fail to provide spill containment for solvents	Sch. Q, 3.1(a)	\$200.00
Fail to provide spill containment for waste solvents	Sch. Q, 3.1(b)	\$200.00
Fail to prepare spill response plan	Sch. Q, 4.1	\$200.00
Fail to prepare spill response plan within 60 days	Sch. Q, 4.2	\$200.00
Fail to follow spill response plan	Sch. Q, 4.3	\$200.00
Fail to inspect following spill	Sch. Q, 4.4	\$200.00
Fail to remove spilled materials	Sch. Q, 4.5	\$200.00
Fail to stock materials	Sch. Q, 4.6	\$200.00
Fail to maintain complete records, inspections	Sch. Q, 5.1(a)	\$200.00
Fail to maintain complete records, maintenance	Sch. Q, 5.1(b)	\$200.00
Fail to maintain complete records, material removed	Sch. Q, 5.1(c)	\$200.00
Fail to maintain complete records, service provider	Sch. Q, 5.1(d)	\$200.00
Fail to keep equipment records, installation date	Sch. Q, 5.2(a)	\$200.00
Fail to keep equipment records, serial numbers	Sch. Q, 5.2(b)	\$200.00
Fail to keep equipment records, expiry date	Sch. Q, 5.2(c)	\$200.00
Fail to keep equipment records, capacity	Sch. Q, 5.2(d)	\$200.00
Fail to keep equipment records, calibration dates	Sch. Q, 5.2(e)	\$200.00
Fail to keep equipment records, problems	Sch. Q, 5.2(f)	\$200.00
Fail to maintain design information	Sch. Q, 5.3	\$200.00
Fail to maintain spill response plan	Sch. Q, 5.4	\$200.00
Fail to maintain record of waste disposal, name	Sch. Q, 5.5(a)	\$200.00
Fail to maintain record of waste disposal, type of waste	Sch. Q, 5.5(b)	\$200.00
Fail to maintain record of waste disposal, amount	Sch. Q, 5.5(c)	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to maintain record of waste disposal, date of transfer	Sch. Q, 5.5(d)	\$200.00
Fail to retain records	Sch. Q, 5.6	\$200.00
Discharge prohibited waste	Sch. S, 2.1(a)	\$200.00
Discharge restricted waste	Sch. S, 2.1(b)	\$200.00
Discharge waste containing mercury	Sch. S, 2.1(c)	\$200.00
Discharge waste containing PCBs	Sch. S, 2.1(d)	\$200.00
Discharge waste containing dioxin TEQ	Sch. S, 2.1(e)	\$200.00
Discharge waste containing halogenated solvents	Sch. S, 2.1(f)	\$200.00
Discharge waste containing chlorinated phenols	Sch. S, 2.1(g)	\$200.00
Discharge waste containing pesticides	Sch. S, 2.1(h)	\$200.00
Discharge excess seawater	Sch. S, 2.1(i)	\$200.00
Discharge of excess uncontaminated water	Sch. S, 2.1(j)	\$200.00
Unauthorized discharge of stormwater	Sch. S, 2.2	\$200.00
Fail to correctly install monitoring point	Sch. S, 2.4	\$200.00
Fail to install monitoring point following improvement, lab	Sch. S, 2.5(a)	\$200.00
Fail to install monitoring point following improvement, plumbing	Sch. S, 2.5(b)	\$200.00
Fail to install monitoring point after exceeding criteria	Sch. S, 2.5(c)	\$200.00
Fail to use proper methods	Sch. S, 2.6	\$200.00
Fail to install spill containment	Sch. S, 3.1	\$200.00
Discharge unauthorized waste	Sch. S, 3.2	\$200.00
Fail to prepare spill response plan	Sch. S, 4.1	\$200.00
Fail to prepare spill response plan within 30 days	Sch. S, 4.2	\$200.00
Fail to post spill response plan	Sch. S, 4.3	\$100.00
Fail to maintain spill response equipment	Sch. S, 4.4	\$200.00
Fail to carry out spill response plan	Sch. S, 4.5	\$200.00
Fail to remove spilled materials	Sch. S, 4.6	\$200.00
Fail to keep records, name	Sch. S, 5.1(a)	\$200.00

**SCHEDULE 21 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to keep records, type of waste	Sch. S, 5.1(b)	\$200.00
Fail to keep records, amount	Sch. S, 5.1(c)	\$200.00
Fail to keep records, date of transfer	Sch. S, 5.1(d)	\$200.00
Fail to list procedures	Sch. S, 5.2	\$200.00
Fail to maintain inventory	Sch. S, 5.3	\$200.00
Fail to maintain written procedures	Sch. S, 5.4	\$200.00
Fail to maintain test records	Sch. S, 5.5	\$200.00
Fail to retain records	Sch. S, 5.6	\$200.00

**SCHEDULE 22 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION  
BYLAW NO. 1, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to obey order to leave dock	3	\$200.00
Hinder authorized personnel	4	\$200.00
Interfere with lawful use of dock	7	\$200.00
Disorderly behaviour	8	\$200.00
Noise which disturbs	9	\$200.00
Possession of open liquor	10	\$200.00
Unlawful sign	11	\$200.00
Cause damage to dock	12	\$200.00
Damage CRD sign	13	\$200.00
Littering	14	\$200.00
Unlawful storage	15	\$200.00
Unattended vessel in loading zone	16	\$200.00
Vessel in loading zone more than 15 minutes	17	\$200.00
Unlawful mooring in airport zone	18	\$200.00
Failure to vacate airport zone	19	\$200.00
Unlawful driving on dock	20(1)	\$200.00
Unattended vehicle on dock	21	\$200.00
Unattended vehicle on dock	22	\$200.00
Unauthorized business on dock	24	\$200.00
Unauthorized structure on dock	25(4)	\$200.00
Fail to pay moorage fees	25(6)	\$200.00
Fail to obtain licence	26	\$200.00
Lingering while unloading dangerous goods	27	\$200.00

**SCHEDULE 22 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION  
BYLAW NO. 1, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to obey order to alter position	30	\$200.00
Fail to obey order not to moor	31	\$200.00
Abandon vessel at dock	33	\$200.00
Obstruct movement of other vessels	36	\$200.00
Crossing dock with moorage lines	37	\$200.00
Use dock for major repairs	38(1)	\$200.00
Impede use of dock	38(2)	\$200.00
Disobey order of Ports Manager/Wharfinger	49(2)(a)	\$200.00
Disobey posted sign	49(2)(b)	\$200.00

**SCHEDULE 23 TO BYLAW NO. 1857**

**COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS)**  
**BYLAW NO. 1, 2012**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Obstruction of Park or Peace Officer	4(1)	\$500.00
Failure to obey sign or posted notice	4(3), 12(1)	\$200.00
Possession or Consumption of alcohol	4(4)	\$200.00
Urinate or defecate in public	4(5)	\$200.00
In park when closed	4(6)	\$200.00
Undue noise	4(8)(9)	\$200.00
Disorderly or dangerous conduct	4(11)	\$200.00
Illegal camping	6(1)	\$200.00
Destroying or damaging park features or property	7(1)	\$300.00
Littering	7(3)	\$200.00
Illegal dumping	7(4)	\$300.00
Illegal fire	7(5)	\$200.00
Unattended fire or camp stove	7(6)	\$200.00
Illegal deposit of burning substance	7(7)	\$200.00
Illegal smoking	7(8)	\$200.00
Cut or remove tree	7(9)	\$500.00
Illegal cycling	7(10)	\$200.00
Domestic animal not under control	8(1)(a)	\$200.00
Dog faeces not removed	8(4)	\$200.00
Possess or discharge firearm	9(1)	\$200.00
Possess or discharge fireworks	9(2)	\$200.00
Possess or discharge slingshot	9(3)	\$200.00
Possess or discharge bow or crossbow	9(4)	\$200.00

**SCHEDULE 23 TO BYLAW NO. 1857**

**COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS)**  
**BYLAW NO. 1, 2012**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Vehicle off road	10(1)	\$200.00
Illegal parking	10(3)	\$50.00
Commercial activity without permit	11(1)	\$400.00
Interference in lawful use of property	12(2)	\$200.00
Special use event without a permit	14(1)	\$200.00
Failure to comply with terms of a permit	14(9)	\$300.00

**SCHEDULE 24 TO BYLAW NO. 1857**

**SALT SPRING ISLAND LIQUID WASTE, SEWER, AND WATER FEES AND CHARGES BYLAW NO. 1, 2012**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Discharge at locations other than liquid waste facility	Sch. C, Sec 5(a)	\$200.00
Fail to obtain access permit	Sch. C, Sec 6(a)	\$200.00
Fail to use designated intake	Sch. C, Sec 6(c)	\$200.00
Fail to deposit manifest or incorrect manifest	Sch. C, Sec 6(d)	\$200.00
Unauthorized Parking	Sch. C, Sec 6(k)	\$50.00
Fail to have compatible connection devices	Sch. C, Sec 6(f)	\$200.00
Fail to contain load	Sch. C, Sec 6(g)	\$200.00
Fail to discontinue discharge or spill	Sch. C, Sec 6(i)	\$200.00
Fail to contain loads or spillage in transit	Sch. C, Sec 6(j)	\$200.00
Misuse water supply	Sch. C, Sec 6(l)	\$200.00
Fail to designate discharge on manifest	Sch. C, Sec 6(m)	\$200.00
Fail to comply with all posted speed limits	Sch. C, Sec 6(n)	\$200.00
Accessing facility after hours	Sch. C, Sec 6(o)	\$200.00
Fail to record information/use flow meter	Sch. C, Sec 6(p)	\$200.00

**SCHEDULE 25 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT SEPTAGE DISPOSAL BYLAW NO. 2, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Discharge at other than disposal facility	2.1	\$200.00
Fail to provide information	2.7(b)	\$200.00
Fail to contain load	2.7(c)	\$200.00
Fail to discontinue discharge	2.8	\$200.00
Fail to provide information	2.9	\$200.00
Fail to clean equipment	2.10	\$200.00
Discharge without permit	3.1	\$200.00
Unlisted vehicle	3.2	\$200.00
Fail to display company name as required	3.4	\$200.00
Fail to allow entry	4.1	\$200.00
Fail to allow sampling	5.1	\$200.00
Using unauthorized sampling and analysis methods	5.3	\$200.00
Fail to use independent agency/authorized laboratory	5.4	\$200.00
Hinder/prevent inspection	8.1	\$200.00

**SCHEDULE 26 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Hinder/prevent inspection	3	\$500.00
Wasting water during Stage 1	7(3)	\$200.00
Wasting water during Stage 2	7(3)	\$300.00
Wasting water during Stage 3	7(3)	\$400.00
Water contrary to restriction	7(4)	\$200.00
Use water for once-through cooling	7(5)	\$400.00
Stage 1 – water lawn contrary to even-numbered address dates/times	Sch. A1(1)(a)(i)	\$200.00
Stage 1 – water lawn contrary to odd-numbered address dates/times	Sch. A1(1)(a)(ii)	\$200.00
Stage 1 – water play field contrary to dates/times	Sch. A1(1)(a)(iv)	\$200.00
Stage 1 – operate public spray park contrary to restrictions	Sch. A1(1)(c)	\$200.00
Stage 1 – public authority watering contrary to dates/times	Sch. A1(2)(b)	\$200.00
Stage 1 – watering golf courses contrary to dates/times	Sch. A1(2)(c)	\$200.00
Stage 2 – water lawn contrary to even-numbered address dates/times	Sch. A2(1)(a)(i)	\$250.00
Stage 2 – water lawn contrary to odd-numbered address dates/times	Sch. A2(1)(a)(ii)	\$250.00
Stage 2 – wash sidewalks/driveways /exterior surfaces	Sch. A2(1)(b)(i)	\$250.00
Stage 2 – use motion-activated sprinkler device	Sch. A2(1)(b)(ii)	\$250.00
Stage 2 – water cemetery lawn	Sch. A2(1)(b)(iii)	\$250.00
Stage 2 – operate public spray park contrary to restrictions	Sch. A2(1)(c)	\$250.00
Stage 2 – fill ornamental fountain	Sch. A2(1)(d)(i)	\$250.00
Stage 2 – operate ornamental fountain	Sch. A2(1)(d)(ii)	\$250.00
Stage 2 – water playing field contrary to dates/times	Sch. A2(1)(d)(iii)	\$250.00
Stage 2 - Public authority watering contrary to dates/times	Sch. A2(2)(b)	\$250.00

**SCHEDULE 26 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Stage 2 – watering golf courses contrary to dates/times	Sch. A2(2)(c)	\$250.00
Stage 3 – water lawn or boulevard	Sch. A3(1)(a)(i)	\$400.00
Stage 3 – fill pool, hot tub, or garden pond	Sch. A3(1)(a)(ii)	\$400.00
Stage 3 – operate a public spray park	Sch. A3(1)(a)(iii)	\$400.00
Stage 3 – fill/operate ornamental fountain	Sch. A3(1)(a)(iv)	\$400.00
Stage 3 – wash vehicle/boat	Sch. A3(1)(a)(v)	\$400.00
Stage 3 – wash sidewalks/driveways /exterior surfaces	Sch. A3(1)(a)(vi)	\$400.00
Stage 3 – use motion-activated sprinkler device	Sch. A3(1)(a)(vii)	\$400.00
Stage 3 – public authority watering contrary to dates/times	Sch. A3(1)(b)	\$400.00
Stage 3 – watering golf courses contrary to dates/times	Sch. A3(2)(a)	\$400.00
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A3(2)(b)	\$400.00
Stage 4 – outdoor use of water while prohibited	Sch. A4(1)(a)	\$500.00
Stage 4 – indoor use of water contrary to restrictions	Sch. A4(1)(b)	\$500.00

**SCHEDULE 27 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Unauthorized entry on water supply area lands	9	\$300.00
Obstruct persons or traffic	10	\$200.00
Disorderly behavior	11	\$200.00
Unlawful use of liquor	12	\$200.00
Fail to obey sign	14	\$200.00
Damage to property/natural feature in water supply area	15	\$300.00
Foul water supply area lands/water bodies	16	\$200.00
Remove posted notices	17	\$200.00
Interfere with wildlife	18	\$200.00
Deposit garbage	19	\$200.00
Introduce alien or weed species	20	\$200.00
Introduce organic material without authorization	21	\$200.00
Damage tree	24	\$200.00
Cut down tree	24	\$500.00
Unauthorized cycling	25	\$200.00
Unauthorized camping	26	\$200.00
Prohibited storage	27	\$200.00
Prohibited animal	28	\$200.00
Unauthorized hunting, carry or discharge of firearm, crossbow or bow	29	\$200.00
Unauthorized operation of aircraft	30	\$200.00
Unauthorized operation of vessel or watercraft	31	\$200.00
Unauthorized fishing	32	\$200.00
Driving off road	33(1)	\$200.00

**SCHEDULE 27 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Driving contrary to posted signs or traffic control devices	35(2)	\$200.00
Unlawful sign	36	\$200.00
Prohibited public address system	37	\$200.00
Prohibited temporary structure	38	\$200.00
Prohibited permanent structure	39	\$200.00
Entry into closed area	43	\$200.00
Prohibited activity	44	\$200.00

**SCHEDULE 28 TO BYLAW NO. 1857**

**CIVIC ADDRESSING BYLAW (SALT SPRING ISLAND ELECTORAL AREA) NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to obtain or display civic address for a new building	4.2	\$100.00
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	\$50.00
Alter or change civic address without permission	7.2	\$50.00

**SCHEDULE 29 TO BYLAW NO. 1857**

**CIVIC ADDRESSING BYLAW (JUAN DE FUCA ELECTORAL AREA) NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to obtain or display civic address for a new building	4.2	\$100.00
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	\$50.00
Alter or change civic address without permission	7.2	\$50.00

**SCHEDULE 30 TO BYLAW NO. 1857**

Intentionally deleted.

**SCHEDULE 31 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT COMPOSTING FACILITIES REGULATION BYLAW NO. 1, 2004**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to obtain recycler licence	3.1	\$500.00
Operating without recycler licence	3.2	\$500.00
Store materials improperly	5.1	\$500.00
Fail to operate according to regulations	5.2	\$500.00
Fail to operate to control nuisances	6.1	\$500.00
Creating or discharging leachate	6.2	\$500.00
Fail to operate in accordance with licence	6.5	\$200.00
Hinder inspection	11.1	\$250.00
Exceed storage limits	Sch. B1	\$200.00
Fail to pay licence application fee	Sch. C1.1(a)	\$200.00
Fail to pay licence renewal fee	Sch. C1.2(a)	\$200.00
Fail to pay licence amendment fee	Sch. C1.3(a)	\$200.00
Fail to pay licence administration fee	Sch. C1.4(a)	\$200.00
Fail to pay provisional licence fee	Sch. C1.5(a)	\$200.00
Handle restricted organic matter improperly	Sch. D1.1	\$200.00
Cure restricted organic matter improperly	Sch. D1.2	\$200.00
Fail to use impermeable surface	Sch. D1.3	\$500.00
Receive unauthorized material	Sch. D1.4	\$500.00
Exceed combined storage limits	Sch. D2.2	\$200.00
Fail to report beginning of operation	Sch. D3.1	\$200.00

**SCHEDULE 32 TO BYLAW NO. 1857**

**SALT SPRING ISLAND TRANSFER STATION REGULATION BYLAW NO. 1, 2001**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to obtain operator licence	2(a)	\$500.00
Hinder inspection	10(a)	\$250.00
Fail to pay licence fee	Sch. C1.1(a)	\$200.00
Fail to pay licence renewal fee	Sch. C1.2(a)	\$200.00
Fail to pay licence amendment fee	Sch. C1.3(a)	\$200.00
Fail to pay licence administration fee	Sch. C1.4(a)	\$200.00
Fail to use impermeable surface	Sch. D(a)(i)	\$500.00
Store waste improperly/class 1 station	Sch. D(a)(ii)	\$200.00
Store fibre improperly/class 1 station	Sch. D(a)(iii)	\$200.00
Store waste improperly/class 2 station	Sch. D(b)(i)	\$200.00
Store fibre improperly/class 2 station	Sch. D(b)(ii)	\$200.00
Fail to prohibit public access	Sch. D(b)(iii)	\$200.00
Fail to maintain facility	Sch. D(c)	\$200.00
Receive unauthorized materials	Sch. D(d)	\$500.00
Detectable odour beyond site boundary	Sch. D(e)	\$500.00
Fail to submit odour management plan	Sch. D(f)	\$200.00
Discharge leachate	Sch. D(g)	\$500.00
Deposit garbage	Sch. D(h)	\$200.00
Exceed storage limit	Sch. D(i)	\$200.00

**SCHEDULE 33 TO BYLAW NO. 1857**

**FIRE REGULATION BYLAW NO. 2, 2022**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Hinder officer	4.1(a)	\$300.00
Cross fire line	4.1(b)	\$200.00
Drive over hose or equipment	4.1(c)	\$500.00
Obstruct hydrant	4.1(d)	\$200.00
Damage fire department property	4.1(e)	\$300.00
Fail to remove fire hazard	4.2	\$200.00
Fail to properly secure unoccupied building	4.3	\$200.00
Open fire while prohibited	4.5(a)	\$200.00
Open fire without permit	4.5(b)	\$200.00
Breach permit conditions	4.5(c)	\$200.00
Cat 3 fire without permit	4.6(c)	\$300.00
Fail to maintain fuel break	4.7(e)	\$200.00
Fail to monitor fire	4.7(f)	\$200.00
Inadequate equipment	4.7(g)	\$200.00
Failure to extinguish an open fire	4.7(h)	\$300.00
Failure to notify fire department	4.7(i)	\$300.00
Burn prohibited material	4.8	\$500.00
Non-compliance order	4.9	\$300.00
Improper campfire – size	5.1	\$200.00
Improper campfire – structure	5.2(a)	\$200.00
Improper campfire – combustible material	5.2(b)	\$200.00
Improper campfire – domestic waste	5.2(c)	\$200.00
Improper Cat 2 fire – location	5.2.2(a)	\$250.00
Improper Cat 2 fire – green debris	5.2.2(b)	\$250.00

**SCHEDULE 33 TO BYLAW NO. 1857**

**FIRE REGULATION BYLAW NO. 2, 2022**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Improper Cat 2 fire – duration	5.2.2(c)	\$250.00
Improper Cat 2 fire – materials	5.2.2(d)	\$250.00
Improper Cat 3 fire – location	5.2.4(a)	\$300.00
Improper Cat 3 fire – green debris	5.2.4(b)	\$300.00
Improper Cat 3 fire – duration	5.2.4(c)	\$300.00
Improper Cat 3 fire – materials	5.2.4(d)	\$300.00
Appliance without permit	5.3	\$200.00
Appliance contrary to permit	5.4	\$200.00
Incinerator without a permit	5.5	\$200.00
Incinerator contrary to permit	5.6	\$200.00
Incinerator – unmaintained	5.7(a)	\$200.00
Incinerator – supervision	5.7(b)	\$200.00
Incinerator – location	5.7(c)	\$200.00
Commercial incinerator – location	5.7(d)	\$200.00
Industrial activity contrary to notice	5.8	\$300.00
Mill waste – failure to notify	5.9(a)	\$200.00
Mill waste – depth	5.9(b)	\$200.00
Mill waste – cover	5.9(c)	\$200.00

**SCHEDULE 34 TO BYLAW NO. 1857**

**ONSITE SEWAGE SYSTEM MAINTENANCE BYLAW, 2007**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to pump out type 1 system before December 31, 2010	3.1(a)	\$200.00
Fail to pump out type 1	3.1(b)	\$200.00
Fail to maintain type 2 or type 3 system	3.2	\$300.00
Fail to retain and provide records	3.3	\$200.00

**SCHEDULE 35 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT TANNING FACILITY REGULATION BYLAW NO. 1, 2010**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to comply with bylaw regulations	2.(2)(a)	\$500.00
Non-compliant tanning equipment	2.(2)(b)	\$500.00
Fail to allow entry for inspection	3.(1)	\$500.00
Fail to provide adequate washing water	4.(1)	\$500.00
Fail to maintain clean premises	4.(2)	\$500.00
Fail to display warning signs	5.(1)(a)	\$500.00
Fail to display proper sign	5.(1)(b)	\$500.00
Fail to provide protective eye wear	5.(2)(a)	\$500.00
Allowing customer to not wear protective eye wear	5.(2)(b)	\$500.00
Improperly designed tanning equipment	5.(3)(a)	\$500.00
Allowing self-service tanning equipment	5.(3)(b)	\$500.00
Fail to maintain tanning equipment	5.(3)(c)	\$500.00
Fail to sanitize eye wear	5.(4)(a)	\$500.00
Fail to sanitize tanning equipment	5.(4)(b)	\$500.00
Allowing customer to sanitize equipment	5.(4)(c)	\$500.00
Fail to provide information to customers	5.(5)(a)	\$500.00
Allow minor to use tanning equipment	6.(1)	\$500.00
Fail to check age identification	6.(2)	\$500.00

**SCHEDULE 36 TO BYLAW NO. 1857**

**CAPITAL REGIONAL DISTRICT CROSS CONNECTION CONTROL BYLAW NO. 1, 2008**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to report discovered cross connection	6.1	\$250.00
Fail to report backflow preventer test results	7.2	\$250.00
Fail to notify customer of test failure	7.3	\$250.00
Fail to notify of repair or replacement	7.4	\$500.00
Fail to display proof of testing	7.5	\$200.00
Fail to maintain file of test results	7.6	\$200.00
Fail to provide premises isolation for new moderate hazard	12.3	\$500.00
Fail to provide premises isolation for new minor hazard	12.4	\$500.00
Fail to provide premises isolation for existing moderate hazard	13.2(a) or (b)	\$500.00
Fail to provide premises isolation for existing minor hazard	13.3(a) or (b)	\$500.00
Inadequate or expired credentials	26.1(a), (b) or (c)	\$250.00
Fail to register as certified tester	26.2	\$250.00
Fail to maintain testing equipment	26.3	\$250.00
Fail to calibrate testing equipment	26.4 or 26.5	\$250.00
Fail to register as survey specialist	27.1	\$250.00

**SCHEDULE 37 TO BYLAW NO. 1857**

**CIVIC ADDRESSING BYLAW (SOUTHERN GULF ISLANDS ELECTORAL AREA) NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to obtain or display civic address for a new building	4.2	\$100.00
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	\$50.00
Alter or change civic address without permission	7.2	\$50.00

**SCHEDULE 38 TO BYLAW NO. 1857**

**COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Damage or remove tree or plant	2(1)(a)	\$500.00
Destroying or damaging park property	2(1)(b)	\$300.00
Foul or pollute water	2(1)(c)	\$300.00
Failure to obey sign or posted notice	2(2)	\$200.00
Illegal dumping	2(2)	\$300.00
Commercial activity without permit	2(3)	\$400.00
Illegal fire	2(5)	\$500.00
Unlawful BBQ/stove	2(6)	\$500.00
Deposit burning substance	2(7)	\$500.00
Playing game contrary to rules or in unsafe manner	2(8)	\$50.00
Domestic animal not under control	2(9)	\$200.00
Disorderly or offensive conduct	2(10)	\$200.00
No camping	2(11)	\$200.00
Unlawful parking	2(12)	\$50.00
Advertising without approval	2(14)	\$200.00
Vehicle off road	2(15)	\$200.00
Speeding animal or vehicle	2(16)(a)	\$200.00
Vehicle nuisance	2(16)(b)	\$200.00
Failure to obey traffic direction	2(16)(c)	\$200.00
Horse or vehicle use contrary to sign or notice	2(16)(d)	\$200.00
Advertising without approval	2(16)(e)	\$200.00
Vehicle without reflectors (11 pm to 6 am)	2(16)(f)	\$50.00
In park when closed	2(17)	\$200.00

**SCHEDULE 38 TO BYLAW NO. 1857**

**COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Event without permit or failure to comply with terms of permit	2(18)	\$200.00
Consumption of alcohol	2(19)	\$200.00
Irresponsible minor	2(20)	\$200.00
Use of court or field improperly	3(1)	\$200.00
Damage to park grounds	3(2)	\$200.00
Tournament or series without permission	3(3)	\$200.00
Failure to obey officer directions	3(7)	\$200.00
Obstruction	9	\$500.00

**SCHEDULE 39 TO BYLAW NO. 1857**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Discharge of domestic waste	2.1(a)	\$1000.00
Discharge of business waste	2.1(b)	\$1000.00
Discharge of prohibited waste	2.1(c)	\$1000.00
Fail to operate in accordance with applicable code of practice	3.1	\$750.00
Fail to prepare spill response plan within 180 days	4.1	\$500.00
Fail to prepare spill response plan within 90 days	4.2	\$500.00
Fail to specify response for containment and cleanup	4.3(a)	\$250.00
Fail to define roles and responsibilities of operations personnel	4.3(b)	\$250.00
Fail to include contact names and telephone numbers	4.3(c)	\$250.00
Fail to provide checklist of spill response equipment and supplies	4.3(d)	\$250.00
Fail to stock and maintain spill response equipment and supplies	4.4	\$250.00
Spill response plan not readily accessible for inspection	4.5	\$250.00
Fail to implement provisions of spill response pla	4.6	\$250.00
Fail to prevent or discontinue spill to municipal drainage system	4.7	\$750.00
Fail to inspect treatment works for spilled material within four hours	4.8	\$250.00
Fail to clean out treatment works within 24 hours after spill	4.9	\$500.00
Fail to record date of spill	5.1(a)	\$200.00
Fail to record type of material spilled	5.1(b)	\$200.00
Fail to record quantity of material spilled	5.1(c)	\$200.00
Fail to record spill response action	5.1(d)	\$200.00
Fail to maintain complete records, date of inspection or maintenance	5.2(a)	\$250.00
Fail to maintain complete records, maintenance conducted	5.2(b)	\$250.00
Fail to maintain complete records, material removed	5.2(c)	\$250.00
Fail to maintain complete records, name and address of disposal company	5.2(d)	\$250.00

**SCHEDULE 39 TO BYLAW NO. 1857**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to maintain complete records, names of personnel	5.2(e)	\$250.00
Fail to retain records for inspection by manager or officer	5.3	\$250.00
Hinder/prevent inspection	9.1	\$500.00
Fail to take immediate steps to cease discharge of prohibited waste	Sch. C, 2.2	\$250.00
Accumulation of excessive oil and grease	Sch. C, 2.3(a)	\$250.00
Accumulation of excessive solids	Sch. C, 2.3(b)	\$250.00
Fail to measure accumulated solids and oils works	Sch. C, 2.3(c)	\$250.00
Fails to maintain storm rehabilitation unit	Sch. C, 2.3(d)	\$250.00
Discharge of accumulated materials to municipal drainage system	Sch. C, 2.4	\$250.00
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. C, 2.5	\$250.00
Fail to correctly install sampling point	Sch. C, 2.6(a)	\$250.00
Inaccessible sampling point	Sch. C, 2.6(b)	\$250.00
Fail to maintain design information of treatment works	Sch. C, 2.7	\$250.00
Fail to indicate sampling point, point of connection	Sch. C, 2.8	\$250.00
Fail to prepare spill response plan within 180 days	Sch. C, 3.1	\$250.00
Fail to prepare spill response plan within 90 days	Sch. C, 3.2	\$250.00
Fail to specify response for containment and cleanup	Sch. C, 3.3(a)	\$250.00
Fail to define roles and responsibilities of operations personnel	Sch. C, 3.3(b)	\$250.00
Fail to include contact names and telephone numbers	Sch. C, 3.3(c)	\$250.00
Fail to provide checklist of spill response equipment and supplies	Sch. C, 3.3(d)	\$250.00
Fail to stock and maintain spill response equipment and supplies	Sch. C, 3.4	\$250.00
Spill response plan not accessible for inspection	Sch. C, 3.5	\$250.00
Fail to implement provisions of spill response plan	Sch. C, 3.6	\$250.00

**SCHEDULE 39 TO BYLAW NO. 1857**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to prevent or discontinue spill to municipal drainage system	Sch. C, 3.7	\$250.00
Fail to inspect treatment works for spilled material within four hours	Sch. C, 3.8	\$250.00
Fail to clean out treatment works after spill within 24 hours	Sch. C, 3.9	\$250.00
Fail to record date of spill	Sch. C, 4.1(a)	\$200.00
Fail to record type of material spilled	Sch. C, 4.1(b)	\$200.00
Fail to record quantity of material spilled	Sch. C, 4.1(c)	\$200.00
Fail to record spill response action	Sch. C, 4.1(d)	\$200.00
Fail to maintain complete records, date of inspection or maintenance	Sch. C, 4.2(a)	\$200.00
Fail to maintain complete records, maintenance conducted	Sch. C, 4.2(b)	\$200.00
Fail to maintain complete records, material removed	Sch. C, 4.2(c)	\$200.00
Fail to maintain complete records, name and address of disposal company	Sch. C, 4.2(d)	\$200.00
Fail to maintain complete records, names of personnel	Sch. C, 4.2(e)	\$200.00
Fail to retain records for inspection by manager or officer	Sch. C, 4.3	\$250.00
Discharge of water from spill containment	Sch. D, 2.2(a)	\$250.00
Discharge of untreated wash and rinse water	Sch. D, 2.2(b)	\$250.00
Discharge of fluids and fuels from vehicles, machinery, or equipment	Sch. D, 2.2(c)	\$250.00
Discharge of water from fuel storage tank	Sch. D, 2.2(d)	\$250.00
Discharge of rinse water, solvent wash	Sch. D, 2.2(e)	\$250.00
Fail to take immediate steps to cease discharge of prohibited waste	Sch. D, 2.3	\$250.00
Accumulation of excessive oil and grease	Sch. D, 2.4(a)	\$250.00
Accumulation of excessive solids	Sch. D, 2.4(b)	\$250.00
Fail to measure accumulated solids and oils works	Sch. D, 2.4(c)	\$250.00
Fail to maintain stormwater rehabilitation unit at prescribed intervals	Sch. D, 2.4(d)	\$250.00

**SCHEDULE 39 TO BYLAW NO. 1857**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Discharge of accumulated materials to municipal drainage system	Sch. D, 2.5	\$250.00
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. D, 2.6	\$250.00
Fail to correctly install sampling point	Sch. D, 2.7(a)	\$250.00
Inaccessible sampling point	Sch. D, 2.7(b)	\$250.00
Fail to maintain design information of treatment works	Sch. D, 2.8	\$250.00
Fail to indicate sampling point, point of connection	Sch. D, 2.9	\$250.00
Fail to install spill containment, hazardous materials	Sch. D, 3.1	\$250.00
Fail to prepare spill response plan within 180 days	Sch. D, 4.1	\$250.00
Fail to prepare spill response plan within 90 days	Sch. D, 4.2	\$250.00
Fail to specify response for containment and cleanup	Sch. D, 4.3(a)	\$250.00
Fail to define roles and responsibilities of operations personnel	Sch. D, 4.3(b)	\$250.00
Fail to include contact names and telephone numbers	Sch. D, 4.3(b)	\$250.00
Fail to provide checklist of spill response equipment and supplies	Sch. D, 4.3(c)	\$250.00
Fail to stock and maintain spill response equipment and supplies	Sch. D, 4.3(d)	\$250.00
Spill response plan not accessible for inspection	Sch. D, 4.4	\$250.00
Fail to implement provisions of spill response plan	Sch. D, 4.5	\$250.00
Fail to prevent or discontinue spill to municipal drainage system	Sch. D, 4.6	\$250.00
Fail to inspect treatment works for spilled material within four hours	Sch. D, 4.7	\$250.00
Fail to clean out treatment works after spill within 24 hours	Sch. D, 4.8	\$250.00
Fail to record date of spill	Sch. D, 4.9	\$250.00
Fail to record type of material spilled	Sch. D, 5.1(a)	\$200.00
Fail to record quantity of material spilled	Sch. D, 5.1(b)	\$200.00
Fail to record spill response action	Sch. D, 5.1(c)	\$200.00
Fail to maintain complete records, date of inspection or maintenance	Sch. D, 5.1(d)	\$200.00

**SCHEDULE 39 TO BYLAW NO. 1857**

**SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Fail to maintain complete records, maintenance conducted	Sch. D, 5.2(a)	\$200.00
Fail to maintain complete records, material removed	Sch. D, 5.2(b)	\$200.00
Fail to maintain complete records, name and address of disposal company	Sch. D, 5.2(c)	\$200.00
Fail to maintain complete records, names of personnel	Sch. D, 5.2(d)	\$200.00
Fail to retain records for inspection by manager or officer	Sch. D, 5.3	\$250.00

**SCHEDULE 40 TO BYLAW NO. 1857**

**ELECTRIC VEHICLE CHARGING AND FEES BYLAW NO. 1, 2024**

<b>WORDS OR EXPRESSIONS DESIGNATING OFFENCE</b>	<b>SECTION</b>	<b>FINE AMOUNT</b>
Non-electric vehicle	2(a)	\$100.00
Not actively charging	2(a)	\$100.00
Disobey sign	2(b)	\$100.00
Fail to pay charging fee	2(c)	\$100.00