

Bylaw Notice & Adjudication FAQ

What is the Bylaw Enforcement Notice & Dispute Adjudication System?

The Bylaw Enforcement Notice and Dispute Adjudication system provides a simple, fair and cost-effective method for dealing with bylaw violations. The system replaces provincial court with an adjudicator. It is much less costly, complex and time-consuming than a system in which tickets can be disputed only by going to court.

What is the process for disputing a ticket?

Bylaw Notice Process:

1. Issue ticket.
 - o If the ticket is paid within 14 days, a discount of \$20 will apply on all fines.
 - o After 28 days a \$20 late penalty is added.
2. Those electing to dispute their ticket may do so by completing the form on the reverse side of their ticket and delivering it in person or by mail within 14 days.
3. The disputant will then be contacted by a Screening Officer who will review the case and, if appropriate, cancel the ticket if it is believed that the allegation did not occur, or that the required information is missing from the Notice.
4. If the Screening Officer does not cancel the ticket, it will be put in the queue for adjudication or must be paid, whichever the alleged offender chooses.

What happens if I choose adjudication?

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 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.

Adjudicators are appointed by the Deputy Attorney General. 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 decision of the adjudicator is final and the Act does not allow for appeals.
- If the ticket is upheld by the adjudicator, the full fine, late penalty of \$20, and a \$25 adjudication fee will be payable.

What happens if I don't pay my fine?

If you do not pay the fine issued to you, the Town may be forced to send your file to a collections agency.

If you have questions please contact:

Graeme Murphy
Bylaw Enforcement Officer
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