



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 4544

(As Amended by Bylaw No. 4687)

CVRD BYLAW OFFENCE NOTICE ENFORCEMENT BYLAW NO. 4544, 2024”.

**CONSOLIDATED FOR CONVENIENCE ONLY
(October 8, 2025)**

The amendment bylaws listed below have been incorporated into enactment Bylaw No. 4544 for convenience purposes only. Persons making use of the consolidated version of Bylaw No. 4544 are advised that it is not a legal document and that for the purpose of interpreting and applying the law, the original bylaws must be consulted. Certified copies of original bylaws are available through Legislative Services Division.

AMENDMENT BYLAW

EFFECTIVE DATE

4582
4524
4633
4647
4687

27 NOV 2024
22 JAN 2025
14 MAY 2025
14 MAY 2025
8 OCT 2025



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4544

A Bylaw Respecting the Enforcement of Bylaw Notices

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

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

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

1. CITATION

This bylaw may be cited for all purposes as “**CVRD Bylaw Offence Notice Enforcement Bylaw No. 4544, 2024**”.

2. INTERPRETATION

2.1 In this bylaw unless the context otherwise requires:

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

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

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

“*Board*” means the Board of the Cowichan Valley Regional District.

“*Disputant*” means a person against whom a bylaw notice has been issued or is a party to a compliance agreement, and who has filed a notice of dispute or otherwise requested an adjudication in respect of that bylaw notice or compliance agreement.

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

“Regional District” means the Cowichan Valley Regional District.

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

2.2 Other terms used in this bylaw have the same meaning as defined in the Act.

3. JURISDICTION

This bylaw applies to the Cowichan Valley Regional District.

4. DESIGNATED BYLAW CONTRAVENTIONS

The bylaw contraventions that may be enforced by means of a Bylaw Notice are designated in Schedule “A” of this bylaw.

5. BYLAW ENFORCEMENT OFFICERS

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

- i. Canadian Mounted Police Officers
- ii. Bylaw Enforcement Officer
- iii. Domestic Animal Protection Officer
- iv. Park Ranger
- v. Senior Manager, Inspections and Enforcement
- vi. Manager, Bylaw Enforcement
- vii. Chief Building Official
- viii. Building Official
- ix. Animal Control Officer
- x. Solid Waste Compliance Officer

6. PENALTY

6.1 The relevant penalty for each bylaw contravention is as provided in Schedule “A” of this bylaw.

6.2 The penalty payable for each designated bylaw contravention:

- 6.2.1 if received by the Regional District within 14 days of the person receiving or being presumed to have received the Bylaw Notice, is the corresponding Early Payment Penalty set out in Column A2 of Schedule “A”.
- 6.2.2 if received by the Regional District between 15 and 28 days of the person receiving or being presumed to have received the Bylaw Notice is the corresponding Penalty set out in Column A1 of Schedule “A”.
- 6.2.3 if received by the Regional District more than 28 days after the person received or is presumed to have received the Bylaw Notice is the corresponding Late Payment Penalty set out in Column A3 of Schedule “A”.

6.3 A person who receives a Bylaw Notice must, within 14 calendar days:

- 6.3.1 pay the penalty for the bylaw contravention in accordance with the Bylaw Notice; or
- 6.3.2 request an adjudication of the Bylaw Notice in accordance with the instructions on that Bylaw Notice.

7. REGISTRY

- 7.1 The *Registry* is established as a Bylaw Notice Dispute Adjudication System in accordance with the *Act* to hear and determine disputes in relation to bylaw notices and compliance agreements.
- 7.2 The civic address of the *Registry* is the City of Nanaimo, 455 Wallace Street, Nanaimo BC V9R 5J6.
- 7.3 The *Registry* may set its own rules of procedure in respect of the receipt and processing of disputes in respect of a Bylaw Notice or compliance agreement, provided those rules do not conflict with the *Act*.
- 7.4 A person who is unsuccessful in a dispute adjudication in respect of a Bylaw Notice or compliance agreement must pay the Cowichan Valley Regional District \$25.00 to recover part of the costs of the adjudication system.
- 7.5 The Cowichan Valley Regional District is authorized to enter into and be party to, and the Corporate Officer is authorized to execute, the Nanaimo Bylaw Dispute Adjudication Registry Agreement in the form set out as Schedule "B" attached to and forming part of this Bylaw.
- 7.6 Once the CVRD has entered into the Nanaimo Bylaw Dispute Adjudication Registry Agreement, the Dispute Adjudication Registry System established under that agreement is the Registry for the purposes of this bylaw.

8. SCREENING OFFICER

- 8.1 The position of Screening Officer is hereby established.
- 8.2 Persons acting as any of the following are designated as a Screening Officer for the purpose of the Act and this bylaw:
 - i. Bylaw Enforcement Officer
 - ii. Chief Building Official
 - iii. Building Official
 - iv. Manager, Bylaw Enforcement

9. POWERS, DUTIES, FUNCTIONS OF SCREENING OFFICERS

- 9.1 When requested by the person against whom a contravention is alleged, the Screening Officer is authorized to communicate to that person, or the person's agent, sufficient

information regarding:

- i. the nature of the contravention;
- ii. the section of the bylaw contravened;
- iii. the facts underlying the allegation of the contravention;
- iv. the penalty for a contravention, including the fees payable, any potential increased or discounted fees based on early or late payment;
- v. the opportunity to enter into a compliance agreement;
- vi. the opportunity and process to dispute the bylaw notice and proceed to the Bylaw Notice Dispute Adjudication System.

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

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

9.3 A Screening Officer may cancel a Bylaw Notice in accordance with the *Act*, or in accordance with Cowichan Valley Regional District policies and guidelines.

9.4 A Screening Officer may prepare and enter into a Compliance Agreement under the *Act* with a Disputant, and the Screening Officer may, as part of that process, establish terms and conditions for compliance which the Screening Officer considers necessary or advisable, including time periods for payment of penalties, and for ceasing or remedying contraventions of any bylaw, including the contravention which gave rise to the Bylaw Notice.

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

9.6 The maximum duration of any compliance agreement is one year.

10. SCHEDULES

Schedules "A" and Schedule "B" are attached to and form part of this bylaw.

11. FORMS

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

12. SEVERABILITY

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

13. COMMENCEMENT

This Bylaw comes into force on the date of its adoption.

READ A FIRST TIME this 11th day of September, 2024.

READ A SECOND TIME this 11th day of September, 2024.

READ A THIRD TIME this 11th day of September, 2024.

ADOPTED this 11th day of September, 2024.


Chairperson
Corporate Officer

Schedule "A"

CVRD Bylaw No. 4544

Designated Bylaw Contraventions and Penalties

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

CVRD Bylaw No. 4433 – Building Regulation Bylaw, 2023

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Work without permit or contrary to Bylaw or BC Building Code	4.1	\$500	\$450	\$500	Yes
Occupancy contrary to Bylaw or terms issued by Building official	4.2	\$300	\$250	\$350	No
Submitting false or misleading information to a Building official	4.3	\$250	\$225	\$275	No
Erasing, altering or modifying approved plans, documents or permits	4.4	\$500	\$450	\$500	No
Tampering with a notice issued by a Building Official	4.5	\$500	\$450	\$500	No
Work contrary to approved plans or permit	4.6	\$500	\$450	\$500	No
Failure to post civic address during construction	4.8	\$250	\$225	\$275	Yes
Change of use or occupancy without a Building Permit	4.10	\$500	\$450	\$500	No
Address number not visible from highway	13.4	\$250	\$225	\$275	Yes
Violate provision of bylaw	14.1(a)	\$500	\$450	\$500	Yes
Permit act in violation of bylaw	14.1(b)	\$500	\$450	\$500	Yes
Neglect to do anything required under bylaw	14.1(c)	\$500	\$450	\$500	Yes

CVRD Bylaw No. 3032 – Dog Regulation and Impounding Bylaw, 2007

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
No dog license	3	\$100	\$85	\$115	No
No dog license displayed	3	\$100	\$85	\$115	Yes
No kennel license	6	\$250	\$225	\$275	No
Dog at large	19	\$100	\$85	\$115	No
Vicious dog without muzzle	31(a)	\$500	\$450	\$500	No

CVRD Bylaw No. 4514 – Fireworks Sale and Discharge Regulation Bylaw, 2023

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Discharge of fireworks	4(b)	\$250	\$225	\$275	No
Discharge of fireworks within 500 metres of a livestock property.	4(c)	\$500	\$450	\$500	No

CVRD Bylaw No. 3723 – Noise Control Bylaw, 2013

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Cause noise that disturbs	5.1.1	\$250	\$225	\$275	Yes
Noise exceeds prescribed sound level	5.1.2	\$250	\$225	\$275	Yes
Allow noise that disturbs	5.2.1	\$250	\$225	\$275	Yes
Noise exceeds prescribed sound level	5.2.2	\$250	\$225	\$275	Yes
Residential noise over 60dB – daytime	6.1.2(a)i	\$250	\$225	\$275	Yes
Residential noise over 50dB – evening	6.1.2(a)(ii)	\$250	\$225	\$275	Yes
Construction noise over 85dB	6.1.2(b)	\$250	\$225	\$275	Yes
Power equipment noise over 90dB	6.1.2(c)	\$250	\$225	\$275	Yes
Loading or unloading noise on a Sunday or holiday	6.1.2(d)(i)	\$250	\$225	\$275	Yes
Loading or unloading noise – 6pm to 7am on any other day	6.1.2(d)(ii)	\$250	\$225	\$275	Yes
Motor boat unmuffled or not vented under water	6.1.2(e)	\$250	\$225	\$275	Yes
Continuous noise over 60dB	6.1.3(a)	\$250	\$225	\$275	Yes
Continuous noise over 50dB	6.1.3(a)	\$250	\$225	\$275	Yes
Non-continuous noise over 80dB	6.1.3(b)	\$250	\$225	\$275	Yes
Non-continuous noise over 65dB	6.1.3(b)	\$250	\$225	\$275	Yes

Cowichan Valley Regional District Sign Bylaw No. 1095, 1987

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment penalty	A4 Compliance Agreement Available
Sign prohibited	3.3	\$250	\$225	\$275	No
Prohibited sign	7.1	\$250	\$225	\$275	No
Sign not permitted	8.4	\$250	\$225	\$275	No
Interfering sign	8.8	\$250	\$225	\$275	No
Failure to apply for permit	9.1	\$250	\$225	\$275	Yes
No sign permit	9.4(a)	\$250	\$225	\$275	Yes
Hazardous or dilapidated sign	11.1	\$250	\$225	\$275	No
Fail to remove abandoned sign	11.4	\$250	\$225	\$275	Yes

Cowichan Valley Regional District Parks By-law No. 738, 1983

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Obstruct Bylaw Enforcement Officer	4.3	\$100	\$85	\$115	No
Unauthorized commercial/special use	5.2	\$100	\$85	\$115	Yes
Disorderly or offensive conduct	5.3	\$100	\$85	\$115	No
Make or cause a disturbance	5.4	\$100	\$85	\$115	No
Enter or remain in Park/Trail when closed	6.2	\$100	\$85	\$115	Yes
Horse in prohibited area	7.1	\$100	\$85	\$115	No
Animal at large	7.2	\$100	\$85	\$115	No
Molest or disturb wildlife	7.3	\$100	\$85	\$115	No
Dog in prohibited area	7.4	\$100	\$85	\$115	No
Dog not under control	7.5(a)	\$100	\$85	\$115	No
Dog not leashed	7.5(b)	\$100	\$85	\$115	Yes
Dog not under control in leash option area	7.5(c)	\$100	\$85	\$115	Yes
Fail to remove dog	7.5(d)	\$100	\$85	\$115	No
Fail to carry leash/collar	7.5(e)	\$100	\$85	\$115	Yes
Fail to remove dog feces	7.5(f)	\$50	\$35	\$65	No
Camping in Park without permission	8.1	\$100	\$85	\$115	Yes
Use of boat for accommodation	8.2	\$100	\$85	\$115	No
Damage natural park feature	9.1	\$500	\$450	\$500	No
Damage building or structure	9.1	\$500	\$450	\$500	No
Deposit refuse	9.2	\$100	\$85	\$115	No
Cut down, prune or remove tree	9.3	\$500	\$450	\$500	No
Build, alter or create trail	9.4	\$100	\$85	\$115	No
Travel outside of designated area	9.5	\$100	\$85	\$115	Yes
Build structure without permission	9.6	\$100	\$85	\$115	No
Waste water from park fixture	9.7	\$100	\$85	\$115	No
Kindle fire outside designated area	10.1	\$100	\$85	\$115	No
Place lighted material on ground	10.2	\$100	\$85	\$115	No
Leave fire unattended	10.5	\$100	\$85	\$115	No
Burn prohibited material	10.6	\$100	\$85	\$115	No
Hunt, carry or discharge firearm or bow	11.1	\$100	\$85	\$115	No
Deposit refuse other than in waste receptacle	12.1	\$100	\$85	\$115	No

Disposal of off-site refuse in waste receptacle	12.2	\$100	\$85	\$115	Yes
Possess or consume liquor	13	\$100	\$85	\$115	No
Fail to obey traffic control device	16.1	\$100	\$85	\$115	No
Fail to obey posted sign	16.2	\$100	\$85	\$115	No
Smoking/use e-cigarette in park	17	\$100	\$85	\$115	No
Unauthorized storage	18	\$100	\$85	\$115	Yes
Operate vehicle or cycle off designated road ways	19.1(a)(b)	\$100	\$85	\$115	No
Operate, or push or tow, vehicle where prohibited	19.1(c)	\$100	\$85	\$115	No
Park vehicle which impedes or restricts public use	19.1(d)	\$100	\$85	\$115	No
Park or leave vehicle in Park when closed	19.1(e)	\$100	\$85	\$115	No
Clean, repair or maintain vehicle within a Park or Trail	19.1(f)	\$100	\$85	\$115	Yes
Park vehicle in areas prohibited by, or contrary to sign or posted notice	19.1(g)	\$100	\$85	\$115	No
Launch or operate vessel where prohibited	20.1(a)(b)	\$100	\$85	\$115	No
Prohibited moorage of vessel	20.2(a)(b)(c)(d)(e)	\$100	\$85	\$115	No
Prohibited motor vessel	20.3	\$100	\$85	\$115	No

CVRD Bylaw No. 4628 – Unsightly Premises and Abandoned Property Bylaw, 2025

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Cause or allow property to become or remain unsightly	5(1)	\$250	\$225	\$275	Yes
Cause or allow accumulation of rubbish on property	5(2)	\$250	\$225	\$275	Yes
Place graffiti on or adjacent to public place	5(3)	\$250	\$225	\$275	Yes
Fail to remove unsightly material	5(4)	\$250	\$225	\$275	Yes
Cause or allow abandoned property to become a nuisance	6(1)	\$250	\$225	\$275	Yes
Failure to affix barriers	6(2)(a)	\$250	\$225	\$275	Yes
Failure to install security fencing/barrier	6(2)(b)	\$250	\$225	\$275	Yes
Failure to install security lighting	6(2)(c)	\$250	\$225	\$275	Yes
Fail to install security alarm system	6(2)(d)	\$250	\$225	\$275	Yes
No security guard	6(2)(e)	\$250	\$225	\$275	Yes
Failure to repair damage	6(2)(f)	\$250	\$225	\$275	Yes
Failure to secure against unauthorized entry	6(2)(g)	\$250	\$225	\$275	Yes
Fail to control or maintain vegetation	6(2)(h)	\$250	\$225	\$275	Yes
Failure to comply with notice	7(1)(a)(b)	\$250	\$225	\$275	Yes
Violate provision of bylaw	8(1)(a)	\$250	\$225	\$275	Yes
Permit act in violation of bylaw	8(1)(b)	\$250	\$225	\$275	Yes
Neglect to do anything required under bylaw	8(1)(c)	\$250	\$225	\$275	Yes
Allow violation to continue	8(1)(d)	\$250	\$225	\$275	Yes

Cowichan Valley Regional District Thetis Island Wharf Regulation Bylaw No. 3514, 2011

Designated Offence	Section	A1 Penalty	A2 Early Payment penalty	A3 Late Payment Penalty	Compliance Agreement Available
Obstruct use of wharf	3(1)(a)	\$100	\$85	\$115	No
Animal off leash on wharf	3(1)(c)	\$50	\$35	\$65	Yes
Noise that disturbs on wharf or vessel	3(2)	\$250	\$225	\$275	No
Open container of liquor	3(3)	\$50	\$35	\$65	No
Unauthorized sign on wharf	3(4)	\$100	\$85	\$115	No
Damage to wharf	3(5)(a)	\$250	\$225	\$275	No
Damage to notice	3(5)(b)	\$100	\$85	\$115	No
Deposit of waste on wharf	3(5)(c)	\$100	\$85	\$115	No
Storage on a wharf	3(6)	\$100	\$85	\$115	Yes
Unattended vessel or vehicle in loading zone	3(7)(a)	\$100	\$85	\$115	No
Obstruct emergency vessel in loading zone	3(7)(b)	\$500	\$450	\$500	No
Moored longer than 15 minutes in loading zone	3(7)(c)	\$100	\$85	\$115	No
Commercial use of wharf	3(8)	\$250	\$225	\$275	No
Moorage between 9:00 pm and 6:00 am	3(9)(a)	\$250	\$225	\$275	Yes
Locked vessel	3(9)(b)	\$250	\$225	\$275	No
Obstruct marine traffic by rafted vessel	3(9)(c)	\$250	\$225	\$275	No
Vessel not moored at wharf in water lot area	3(9)(d)	\$250	\$225	\$275	No
Moorage of vessel in excess of 10 metres	3(11)	\$250	\$225	\$275	No
Use of wharf by means of seaplane or charter boat	3(12)	\$250	\$225	\$275	No
Repair work on wharf	3(13)(a)	\$100	\$85	\$115	No
Impede public access to wharf	3(13)(c)	\$250	\$225	\$275	No
Live-aboard use of vessel moored to wharf	3(13)(d)	\$250	\$225	\$275	Yes
Flush vessel head	3(13)(e)	\$250	\$225	\$275	No
Disturbance of foreshore or seabed	3(13)(f)	\$250	\$225	\$275	No
Obstruct movement of other vessels	3(13)(g)	\$250	\$225	\$275	No
Lines not tied to provided fasteners	3(13)(h)	\$250	\$225	\$275	No
Operate cooking apparatus at wharf	3(13)(i)	\$500	\$450	\$500	No
Motor left running at wharf	3(13)(i)	\$250	\$225	\$275	No

CVRD Bylaw No. 4380 – Soil Deposit Bylaw, 2021

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
No soil deposit permit	7.1	\$500	\$450	\$500	Yes
Deposit other material	7.3	\$500	\$450	\$500	Yes
Improper slope grade	8.1(a)	\$250	\$225	\$275	Yes
Fail to remove soil from public road or ditch	8.1(g)	\$500	\$450	\$500	Yes
Deposit soil during prohibited time	8.1(i)	\$500	\$450	\$500	Yes
Fail to provide documentation for exemption	9.3	\$100	\$85	\$115	Yes
No Type “A” soil deposit permit	11.1	\$250	\$225	\$275	Yes
No Type “B” soil deposit permit	12.1	\$500	\$450	\$500	Yes
Fail to keep soil deposit log book	17.2	\$250	\$225	\$275	Yes
Fail to submit soil deposit log book within 48 hours	17.3	\$250	\$225	\$275	No
Submit false soil deposit log book	17.4	\$500	\$450	\$500	No
Fail to specify maximum volume	17.8	\$500	\$450	\$500	No
Fail to post sign – Type “C” permit	17.9	\$250	\$225	\$275	Yes
Fail to provide post-deposit report	17.11	\$250	\$225	\$275	No
Permit closure requirements – Type “B”	20.1	\$250	\$225	\$275	No
Permit closure requirements – Type “C”	20.2	\$500	\$450	\$500	No

CVRD Bylaw No. 4641 – Residential Curbside Collection Bylaw, 2025

Designated Offence	Section	A1 Penalty	A2 Early Payment penalty	A3 Late Payment Penalty	Compliance Agreement Available
Interfere with or prevent an Occupier from using Collection Container	8.6	\$250	\$225	\$275	Yes
Allow an improper use of a Collection Container	8.7	\$250	\$225	\$275	Yes
Overfilled or unclosed Collection Tote	8.8	\$250	\$225	\$275	Yes
Alter, vandalize or improperly mark a Collection Container	8.12	\$250	\$225	\$275	Yes
Fail to remove Solid Waste at own premises resulting in improper accumulation	9.1	\$250	\$225	\$275	Yes
Fail to store and dispose of Solid Waste in accordance with bylaw	9.2	\$250	\$225	\$275	Yes
Improper storage of Solid Waste that is a wildlife attractant	9.3	\$250	\$225	\$275	Yes
Contamination in a Collection Container	10.1.1	\$250	\$225	\$275	No
Gross weight of a Collection Tote exceeds 40 kg (88lbs)	10.1.2	\$250	\$225	\$275	No
Improper use of a Collection Container	10.1.3	\$250	\$225	\$275	Yes
Collection Container set out prior to 5 AM on a Collection Day	10.2.1	\$250	\$225	\$275	Yes
Failure to retrieve Collection Container	10.2.2	\$250	\$225	\$275	Yes
Keep or allow to be kept an assigned Collection Container on street or public place	10.3	\$250	\$225	\$275	Yes
Fail to keep Collection Container in a good condition	10.4	\$250	\$225	\$275	Yes
Littering	11.1	\$250	\$225	\$275	Yes
Scavenging from a Collection Container	11.2	\$250	\$225	\$275	Yes
Interfering with the Collection Service	14.1	\$500	\$450	\$500	Yes
Fail to provide identifying information to Bylaw Enforcement officer	15.1	\$250	\$225	\$275	No

CVRD Bylaw No. 4412 – Solid Waste Management Charges and Regulations Bylaw, 2022

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment penalty	A4 Compliance Agreement Available
Improper Disposal of solid waste	3.3	\$250	\$225	\$275	No
Removal of deposited solid waste	3.8	\$250	\$225	\$275	No
Loitering	3.9	\$250	\$225	\$275	No
Failure to drive on designated roads	3.10	\$250	\$225	\$275	No
Load not secure	5	\$250	\$225	\$275	No
Fail to conform to Bylaw or Worksafe BC	6.2	\$250	\$225	\$275	No
Threatening or abusive behavior	6.7	\$250	\$225	\$275	No
Smoking or vaping	6.8	\$250	\$225	\$275	No

CVRD Bylaw No. 2570 - Waste Stream Management Licensing Bylaw, 2004

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Failure to comply with facility licence	4.1	\$500	\$450	\$500	No
Failure to install and maintain locking gate	6.1(a)	\$250	\$225	\$275	No
Failure to install and maintain barrier	6.1(c)	\$250	\$225	\$275	No
No functioning communication equipment	6.1(d)	\$250	\$225	\$275	No
Litter outside facility	6.1(e)	\$250	\$225	\$275	No
Employee not present	6.1(g)	\$250	\$225	\$275	No
Failure to inspect load	6.1(h)	\$250	\$225	\$275	No
Failure to maintain records	6.1(i)	\$250	\$225	\$275	No
Failure to confirm waste appropriately removed	6.1(j)	\$500	\$450	\$500	No
Failure to comply with operating plan	6.1(l)	\$500	\$450	\$500	No
Failure to notify fire department	6.1(o)	\$250	\$225	\$275	No
Fail to deliver waste or recyclable to licenced facility	8.2	\$500	\$450	\$500	No
Failure to remove waste	8.3	\$500	\$450	\$500	No
Failure to document compliance	8.4	\$500	\$450	\$500	No
Failure to replenish security	10.7	\$500	\$450	\$500	No
Failure to pay annual fee	12.3	\$250	\$225	\$275	No
Failure to submit monthly statements	12.4	\$250	\$225	\$275	No
Failure to maintain records	12.6	\$250	\$225	\$275	No
Failure to report waste discharge	13.1	\$500	\$450	\$500	No
Failure to report deviation	13.2	\$500	\$450	\$500	No
Failure to take all reasonable measures	13.3	\$500	\$450	\$500	No
Failure to notify of ownership change	18.1	\$250	\$225	\$275	No

CVRD Bylaw No. 2020 – Landclearing Management Regulation Bylaw, 2009

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Failure to register burn	4(1)(b)	\$250	\$225	\$275	No
Operator not certified	4(1)(c)	\$250	\$225	\$275	No
Failure to extinguish burn	5(2)(a)	\$500	\$450	\$500	No
Adding material to fire	5(2)(b)	\$250	\$225	\$275	No
Burning while under suspension	5(2)(c)	\$500	\$450	\$500	No

CVRD Bylaw No. 3716 – Smoke Control Regulation Bylaw, 2013

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Smoke contrary to bylaw	4(1)	\$250	\$225	\$275	Yes
Smoke without authorization from owner or occupier	4(2)	\$250	\$225	\$275	Yes
Smoke from compostable materials	4(3)(b)	\$250	\$225	\$275	Yes
Smoke from incinerator or burn barrel	4(4)	\$250	\$225	\$275	Yes
Open burning outside allowable dates	4(5)(a)	\$250	\$225	\$275	Yes
Open burning less than 10 metres from property line	4(5)(b)	\$250	\$225	\$275	Yes
Open burning outside allowable times	4(5)(c)	\$250	\$225	\$275	Yes
Open burning of large permitted burning materials beyond time limit	4(5)(d)	\$250	\$225	\$275	Yes
More than one hand piled fire	4(5)(e)	\$250	\$225	\$275	Yes
Open burning larger than 2 metres in diameter	4(5)(f)(i)	\$250	\$225	\$275	Yes
Open burning larger than 2 metres in height	4(5)(f)(ii)	\$250	\$225	\$275	Yes
Open burning not continuously supervised	4(5)(g)	\$250	\$225	\$275	Yes
Open burning of materials not originating from property	4(5)(h)	\$500	\$450	\$500	Yes
Burning when ventilation index is not "good"	4(5)(j)	\$500	\$450	\$500	Yes
Open burning causing a nuisance	4(5)(k)	\$250	\$225	\$275	Yes
Open burning contrary to local fire restrictions	4(5)(l)	\$250	\$225	\$275	Yes
Campfire not continuously supervised	5(1)(b)	\$250	\$225	\$275	Yes
Campfire causing a nuisance	5(1)(c)	\$250	\$225	\$275	Yes
Campfire contrary to local fire restrictions	5(1)(d)	\$250	\$225	\$275	Yes

CVRD Bylaw No. 4231 – Water Systems Regulatory and Management Bylaw, 2021

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Improper use of water	12(1)(c)	\$500	\$450	\$500	No
Remove or alter water meter	12(1)(f)	\$500	\$450	\$500	No
Establish connection allowing cross-connection	12(1)(i)	\$500	\$450	\$500	No
Water use contrary to restrictions	12(1)(k)	\$250	\$225	\$275	No

CVRD Bylaw No. 2999 – Arbutus Mountain Estates Drainage System Management Bylaw, 2008

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Discharge domestic or other prohibited waste	3.0(1)	\$250	\$225	\$275	No
Alter regional district drainage system	4.0(1)(a)	\$250	\$225	\$275	No
Obstruct watercourse	6.0(1)	\$250	\$225	\$275	No

**Cowichan Valley Regional District Bylaw No. 3304 – Bald Mountain Drainage System Management
Bylaw, 2009**

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Discharge domestic or other prohibited waste	3.0(1)	\$250	\$225	\$275	No
Alter regional district drainage system	4.0(1)(a)	\$250	\$225	\$275	No
Obstruct watercourse	6.0(1)	\$250	\$225	\$275	No

CVRD Bylaw No. 3100 – Lanes Road Drainage System Management Bylaw, 2008

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Discharge domestic or other prohibited waste	3.0(1)	\$250	\$225	\$275	No
Alter regional district drainage system	4.0(1)(a)	\$250	\$225	\$275	No
Obstruct watercourse	6.0(1)	\$250	\$225	\$275	No

CVRD Bylaw No. 3650 – Cobble Hill Drainage System Management Bylaw, 2012

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Discharge domestic or other prohibited waste	3(1)	\$250	\$225	\$275	No
Alter regional district drainage system	4(1)(a)	\$250	\$225	\$275	No
Obstruct watercourse	6	\$250	\$225	\$275	No

CVRD Bylaw No. 2879 – Sentinel Ridge Drainage System Management Bylaw, 2006

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Discharge domestic or other prohibited waste	3(1)	\$250	\$225	\$275	No
Alter regional district drainage system	4(1)(a)	\$250	\$225	\$275	No
Obstruct watercourse	6	\$250	\$225	\$275	No

CVRD Bylaw No. 2880 – Wilmot Road Drainage System Management Bylaw, 2006

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Discharge domestic or other prohibited waste	3.0(1)	\$250	\$225	\$275	No
Alter regional district drainage system	4.0(1)(a)	\$250	\$225	\$275	No
Obstruct watercourse	6.0(1)	\$250	\$225	\$275	No

**Cowichan Valley Regional District Bylaw No. 3307 – Arbutus Ridge Drainage System Management
Bylaw, 2009**

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Discharge domestic or other prohibited waste	3.0(1)	\$250	\$225	\$275	No
Alter regional district drainage system	4.0(1)(a)	\$250	\$225	\$275	No
Obstruct watercourse	6.0(1)	\$250	\$225	\$275	No

CVRD Bylaw No. 3230 – Shawnigan Lake East Drainage System Management Bylaw, 2008

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
Discharge domestic or other prohibited waste	3.0(1)	\$250	\$225	\$275	No
Remove or alter water meter	4.0(1)(a)	\$250	\$225	\$275	No
Establish connection allowing cross-connection	6.0(1)	\$250	\$225	\$275	No

CVRD South Cowichan Zoning Bylaw No. 3520, 2012

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Prohibited use	2.2.1	\$500	\$450	\$500	No
Fail to comply with order, direction or notice	2.4.1(f)	\$250	\$225	\$275	Yes
Prohibited use	4.2.1	\$500	\$450	\$500	No
Residential use of houseboat, float home or float camp	4.2.2(a)	\$250	\$225	\$275	Yes
Residential occupancy of recreational vehicle	4.2.2(b)	\$250	\$225	\$275	Yes
Parking of more than one vehicle in excess of 5000 kg GVW	4.2.2(c)	\$250	\$225	\$275	Yes
More than 5 cats or dogs	4.2.2(d)	\$250	\$225	\$275	Yes
Gaming and gambling establishment	4.2.2(g)	\$250	\$225	\$275	Yes
Automobile wreck storage	4.2.2(h)	\$250	\$225	\$275	Yes
Storage of portable containers	4.2.2(i)	\$250	\$225	\$275	Yes
Keeping of rooster	4.2.2(j)	\$250	\$225	\$275	Yes
Short-term rental – prohibited	4.2.2(k)	\$500	\$450	\$500	No
Accessory building without principal building	4.5.1	\$250	\$225	\$275	No
Accessory building used as a dwelling or sleeping unit	4.5.3	\$250	\$225	\$275	No
More than one greenhouse	4.5.5	\$250	\$225	\$275	No
Farm animal in residential zone	4.8	\$250	\$225	\$275	No
Home-based business conducted outside a permitted structure	4.10.1	\$250	\$225	\$275	No
Home-based business creating nuisance	4.10.4	\$250	\$225	\$275	No
Home-based business unlawful signage	4.10.5	\$250	\$225	\$275	No
Home-based business exterior storage	4.10.6	\$250	\$225	\$275	No
Home-based business exceeding floor area	4.10.7	\$250	\$225	\$275	No
Home-based business – motor vehicle repair on less than 0.4 hectares	4.10.10	\$250	\$225	\$275	No
Home-based business – more than one service bay	4.10.10(a)	\$250	\$225	\$275	No
Home-based business – parking of more than one non- resident motor vehicle	4.10.10(b)	\$250	\$225	\$275	No
Home-based business – work on motor vehicle outdoors	4.10.10(b)	\$250	\$225	\$275	No

Home-based business – motor vehicle repair in a building less than 20 metres from parcel line	4.10.10(c)	\$250	\$225	\$275	No
Home-based business – heavy duty repair	4.10.11	\$250	\$225	\$275	No
Home-based business - parking of more than one vehicle in excess of 5000 kg GVW	4.10.13	\$250	\$225	\$275	No
Daycare – no licence	4.11.1	\$250	\$225	\$275	No
Daycare – less than 2000m ² parcel for between 9 and 16 children	4.11.2	\$250	\$225	\$275	No
Daycare – less than 4000m ² parcel for between 17 and 24 children	4.11.3	\$250	\$225	\$275	No
Daycare – nuisance	4.11.6	\$250	\$225	\$275	No
Daycare – sign over 0.4m ²	4.11.7	\$250	\$225	\$275	No
Daycare – conducted by non-resident	4.11.8	\$250	\$225	\$275	No
Bed and Breakfast – not in principal use detached dwelling	4.12(b)	\$250	\$225	\$275	No
Bed and Breakfast – not conducted by principal resident	4.12(c)	\$250	\$225	\$275	No
Bed and Breakfast - principal resident not present	4.12(d)	\$250	\$225	\$275	No
Bed and Breakfast – use of more than four rooms	4.12(f)	\$250	\$225	\$275	No
One family per dwelling unit	4.13.1	\$250	\$225	\$275	No
One kitchen per dwelling unit	4.13.3	\$250	\$225	\$275	No
More than three boarders	4.13.4	\$250	\$225	\$275	No
Limited agriculture – growing of mushrooms within a building	4.14(a)	\$250	\$225	\$275	No
Limited agriculture – confinement of livestock within a building	4.14(b)	\$250	\$225	\$275	No
Accessory dwelling units with secondary suite on parcel	4.15.1	\$250	\$225	\$275	No
Accessory dwelling unit exceeding 95m ²	4.15.3(i)(ii)	\$250	\$225	\$275	No
Accessory dwelling unit – no building permit	4.15.4	\$250	\$225	\$275	No
Accessory dwelling unit – no off-street parking	4.15.5	\$250	\$225	\$275	No
Accessory dwelling unit – too close to watercourse	4.15.7	\$250	\$225	\$275	No
Attached suite – outside of the principal residence	4.16.1	\$250	\$225	\$275	No
Attached suite – more than 40% gross floor area of residence	4.16.2	\$250	\$225	\$275	No
Attached suite exceeding 95m ²	4.16.4(i)(ii)	\$250	\$225	\$275	No
Attached suite with non-resident owner	4.16.6	\$250	\$225	\$275	No
Attached suite – no off-street parking	4.16.7	\$250	\$225	\$275	No
Storage of junk or wrecks	4.17.1	\$250	\$225	\$275	No

Outdoor storage of more than one operational unlicensed vehicle	4.17.2	\$250	\$225	\$275	No
Use of tents, trailers, or vehicles as a residence	4.20	\$250	\$225	\$275	No
Parking of more than one recreational vehicle or boat trailer	4.21	\$250	\$225	\$275	No
Swimming pool – no adequate fence	4.24	\$250	\$225	\$275	No
Over height - corner sight triangle	5.1	\$250	\$225	\$275	No
Over height fence – residential zone	5.2.2	\$250	\$225	\$275	No
Over height fence – agricultural, commercial, institutional and industrial zone	5.2.3	\$250	\$225	\$275	No
Barbed wire in a residential, institutional or commercial zone	5.2.6	\$250	\$225	\$275	No
Structure within 30 metres of Koksilah River	5.4.1(a)	\$250	\$225	\$275	No
Structure within 15 metres of any watercourse	5.4.1(b)	\$250	\$225	\$275	No

Accessory building improperly sited	9.1.4, 9.2.4, 9.3.4, 9.4.4, 9.5.4, 9.6.5, 9.7.4, 9.8.4, 9.9.4, 10.1.4, 10.2.4, 10.3.4, 10.4.4, 10.4A.5, 10.6.5, 10.7.5, 10.8.3, 10.9.3, 10.9A.3, 10.11.4, 10.12.5, 10.13.4, 10.14.5, 10.15.5, 10.16.4, 11.1.5, 11.3.5, 11.4.5, 11.5.6, 11.6.7, 11.7.10, 11.7.11, 11.8.7, 11.9.6, 11.9A.6, 11.9B.7, 11.11.5, 11.10.8, 12.1.4, 12.2.4, 12.3.4, 12.4.5, 12.5.4, 12.6.5, 12.7.4, 12.8.6, 12.9.4, 13.1.4, 13.2.5, 13.3.6, 13.4.4, 13.5.6, 13.6.4, 13.7.4, 13.8.4,	\$250	\$225	\$275	No
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	13.9.4, 13.10.4, 13.11.4, 13.12.4, 13.13.4, 13.14.3, 13.15.5, 14.2.4, or 14.3.5				
I-1F zone – nuisance	13.7.6(a)	\$250	\$225	\$275	No
I-1F zone – machinery and equipment not screened	13.7.6(b)	\$250	\$225	\$275	No
I-1F zone – outdoor storage not screened	13.7.6(c)	\$250	\$225	\$275	No
I-1F zone – outdoor storage of toxic, noxious, explosive, odorous or radioactive materials	13.7.6(e)	\$250	\$225	\$275	No
I-5 zone – outdoor storage	13.12.7	\$250	\$225	\$275	No

Electoral Area “B” Zoning Bylaw 985, 1986

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Fail to comply with order, direction or notice	2.2.1(f)	\$250	\$225	\$275	Yes
Prohibited use	4.2	\$500	\$450	\$500	No
Short-term rental prohibited	4.7	\$500	\$450	\$500	No
Junkyard prohibited	5.4	\$250	\$225	\$275	No
Accessory building prohibited	5.7(b)	\$250	\$225	\$275	No
Accessory building used as a dwelling unit	5.7(d)	\$250	\$225	\$275	No
Over height - corner sight triangle	5.9	\$250	\$225	\$275	No
Over height fence	5.10(b)	\$250	\$225	\$275	No
Home-based business conducted outside a permitted structure	5.12A(a)	\$250	\$225	\$275	No
Home-based business creating nuisance	5.12A(d)	\$250	\$225	\$275	No
Home-based business – unlawful signage	5.12A(e)	\$250	\$225	\$275	No
Home-based business – exterior storage	5.12A(f)	\$250	\$225	\$275	No
Home-base business exceeding floor area	5.12A(g)	\$250	\$225	\$275	No
Home-based business – motor vehicle repair on less than 0.4 hectares	5.12A(j)	\$250	\$225	\$275	No
Home-based business – more than one service bay	5.12A(j)(i)	\$250	\$225	\$275	No
Home-based business – parking of more than one non-resident motor vehicle	5.12A(j)(ii)	\$250	\$225	\$275	No
Home-based business – work on motor vehicle outdoors	5.12A(j)(ii)	\$250	\$225	\$275	No
Home-based business – motor vehicle repair in a building less than 20 metres from parcel line	5.12A(j)(iii)	\$250	\$225	\$275	No
Home-based business – heavy duty repair	5.12A(k)	\$250	\$225	\$275	No
Home-based business – parking of more than one vehicle in excess of 5000 kg GVW	5.12A(m)	\$250	\$225	\$275	No
Bed and breakfast – not in principal use detached dwelling	5.13(b)	\$250	\$225	\$275	No
Bed and breakfast – not conducted by principal resident	5.13(c)	\$250	\$225	\$275	No
Bed and breakfast – principal resident not present	5.13(d)	\$250	\$225	\$275	No
Bed and breakfast – use of more than four rooms	5.13(f)	\$250	\$225	\$275	No
Kennel building improperly sited	5.15	\$250	\$225	\$275	No
Detached suite prohibited	5.18(h)	\$250	\$225	\$275	No

Attached suite prohibited	5.19(g)	\$250	\$225	\$275	No
Daycare – no license	5.22(1)	\$250	\$225	\$275	No
Daycare – less than 2000m ² parcel for between 9 and 16 children	5.22(2)	\$250	\$225	\$275	No
Daycare – less than 4000m ² parcel for between 17 and 24 children	5.22(3)	\$250	\$225	\$275	No
Daycare – nuisance	5.22(6)	\$250	\$225	\$275	No
Daycare – unlawful sign	5.22(7)	\$250	\$225	\$275	No
Daycare – conducted by non-resident	5.22(8)	\$250	\$225	\$275	No
Swimming pool – no adequate fence	5.24	\$250	\$225	\$275	No
Structure - over height	13.2(b)(1)	\$250	\$225	\$275	No
Houseboat, float home, live-aboard prohibited	13.2(b)(2)	\$250	\$225	\$275	No
Residential use of structure	13.2(b)(3)	\$250	\$225	\$275	No
Dock further than 15 metres from natural boundary	13.2(b)(4)	\$250	\$225	\$275	No
Boat shelter – oversized roof area	13.2(b)(5)(i)	\$250	\$225	\$275	No
Boat shelter – wall	13.2(b)(5)(ii)	\$250	\$225	\$275	No
Boat shelter – non-storage use	13.2(b)(5)(iii)	\$250	\$225	\$275	No
Accessory building improperly sited	7.1(b)(3), 7.2(b)(3), 7.3(b)(3), 7.3A(d), 7.3B(e), 7.3C(d), 7.3E(e), 7.4(b)(3), 7.5(b)(3), 7.6(b)(3), 8.1(b)(3), 8.2(b)(3), 8.3(b)(3), 8.4(b)(3), 8.5(b)(3), 8.6(b)(10), 8.7(b)(7), 8.8(b)(3), 8.9(e), 8.10(e), 9.1(b)(3), 9.2(b)(3), 9.3(b)(3), 9.4(b)(3), 9.5(b)(3), 9.6(b)(3), 9.7(b)(3), 9.9(4), 11.1(b)(3), 11.2(b)(3), 11.3(b)(5),	\$250	\$225	\$275	No

	11.4(b)(3), 11.5(4), 11.6(b)(3), 11.7(b)(3), 11.8(b)(3), 12.2(2), 12.3(2), 12.4(2), 12.5(2), 12.6(5) or 12.7(4)				
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Electoral Area D Zoning By-law No. 1015, 1986

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Prohibited use	2.2	\$500	\$450	\$500	No
Aquaculture	4.2(a)	\$250	\$225	\$275	Yes
Auto repair or salvage yard	4.2(b)	\$250	\$225	\$275	Yes
Boat repair or salvage	4.2(c)	\$250	\$225	\$275	Yes
Boat shed or shelter	4.2(d)	\$250	\$225	\$275	Yes
Docks, wharves, piers	4.2(e)	\$250	\$225	\$275	Yes
Waste matter on land or watercourse	4.2(f)	\$250	\$225	\$275	Yes
Services while seated in an automobile	4.2(g)	\$250	\$225	\$275	Yes
Exterior storage of building materials	4.2(h)	\$250	\$225	\$275	Yes
Exterior storage of salvage or motor vehicle	4.2(i)	\$250	\$225	\$275	Yes
Gaming or gambling	4.2(j)	\$250	\$225	\$275	Yes
Keeping of roosters	4.2(k)	\$250	\$225	\$275	Yes
More than 5 cats or dogs	4.2(l)	\$250	\$225	\$275	Yes
Landfill	4.2(m)	\$250	\$225	\$275	Yes
Medical marihuana production	4.2(n)	\$250	\$225	\$275	Yes
Parking of more than one vehicle in excess of 5000 kg GVW	4.2(o)	\$250	\$225	\$275	Yes
Non-permitted residential use	4.2(p)	\$250	\$225	\$275	Yes
Temporary accommodation of vessel	4.2(q)	\$250	\$225	\$275	Yes
Contaminated soil storage	4.2(r)	\$250	\$225	\$275	Yes
Storage of shipping containers	4.2(s)	\$250	\$225	\$275	Yes
Temporary accommodation	4.2(t)	\$250	\$225	\$275	Yes
Treatment of contaminated soils	4.2(u)	\$250	\$225	\$275	Yes
Swimming pool – inadequate fence	4.17(a)	\$250	\$225	\$275	No
Swimming pool within setback	4.17(b)	\$250	\$225	\$275	No

CVRD Electoral Area D – Cowichan Bay Upland Zoning Bylaw No. 3705, 2013

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Prohibited use	1.2(3)	\$500	\$450	\$500	No
Fail to comply with order, direction or notice	1.2.5(1)(f)	\$250	\$225	\$275	Yes
Exterior storage of building materials	2.1.2(d)	\$250	\$225	\$275	Yes
Automobile wreck storage	2.1.2(e)	\$250	\$225	\$275	Yes
Gaming and gambling establishment	2.1.2(f)	\$250	\$225	\$275	Yes
Keeping of rooster	2.1.2(g)	\$250	\$225	\$275	Yes
More than 5 cats or dogs	2.1.2(h)	\$250	\$225	\$275	Yes
Parking of more than one vehicle in excess of 5000 kg GVW	2.1.2(i)	\$250	\$225	\$275	Yes
Residential use of houseboat, float home or float camp	2.1.2(j)	\$250	\$225	\$275	Yes
Residential use of recreational vehicle	2.1.2(k)	\$250	\$225	\$275	Yes
Storage of waste or contaminated soil	2.1.2(l)	\$250	\$225	\$275	Yes
Storage of portable container	2.1.2(m)	\$250	\$225	\$275	Yes
Prohibited temporary accommodation or short-term rental	2.1.2(n)	\$500	\$450	\$500	No
Treatment of waste or contaminated soils	2.1.2(o)	\$250	\$225	\$275	Yes
More than one dwelling	2.1.5(a)	\$250	\$225	\$275	No
More than one household in a dwelling	2.1.5(c)	\$250	\$225	\$275	No
More than one kitchen in a dwelling	2.1.5(e)	\$250	\$225	\$275	No
Accessory building used as a dwelling	2.1.5(f)	\$250	\$225	\$275	No
Residential or sleeping use of structure or vehicle	2.1.5(g)	\$250	\$225	\$275	No
Accessory building without principal building	2.1.8(a)	\$250	\$225	\$275	No
Oversized greenhouse area	2.1.8(b)	\$250	\$225	\$275	No
Greenhouse within agricultural setback	2.1.8(c)	\$250	\$225	\$275	No
Accessory building used as a dwelling or sleeping unit	2.1.8(f)	\$250	\$225	\$275	No
Bed and breakfast – not in detached dwelling	2.1.11(c)	\$250	\$225	\$275	No
Bed and breakfast - prohibited	2.1.11(d)	\$250	\$225	\$275	No
Bed and Breakfast – too many sleeping units	2.1.11(e)	\$250	\$225	\$275	No
Bed and breakfast – not	2.1.11(g)	\$250	\$225	\$275	No

conducted by principal resident					
Backyard hen keeping not permitted due to parcel size	2.1.12(a)	\$250	\$225	\$275	No
Backyard hen keeping – over five hens	2.1.12(b)	\$250	\$225	\$275	No
Backyard hen keeping – no secure enclosure	2.1.12(c)	\$250	\$225	\$275	No

Backyard hen keeping enclosure in front yard	2.1.12(d)(i)	\$250	\$225	\$275	No
Backyard hen keeping enclosure over 10m ² area	2.1.12(d)(ii)	\$250	\$225	\$275	No
Backyard hen keeping enclosure over 2.5m height	2.1.12(d)(iii)	\$250	\$225	\$275	No
Backyard hen keeping creating nuisance	2.1.12(e)	\$250	\$225	\$275	No
Day care – no license	2.1.13(a)	\$250	\$225	\$275	No
Day care – nuisance	2.1.13(f)	\$250	\$225	\$275	No
Equestrian centre use on undersized parcel	2.1.14(a)	\$250	\$225	\$275	No
Home-based business conducted outside a permitted structure	2.1.17(a)	\$250	\$225	\$275	No
Home-based business exceeding floor area	2.1.17(c)	\$250	\$225	\$275	No
Home-based business creating nuisance	2.1.17(e)	\$250	\$225	\$275	No
Home-based business unlawful signage	2.1.17(g)	\$250	\$225	\$275	No
Home-based business exterior storage	2.1.17(h)	\$250	\$225	\$275	No
Home-based business – more than one vehicle 5000kg GVW	2.1.17(i)	\$250	\$225	\$275	No
Non-permitted home-based business	2.1.17(l)	\$250	\$225	\$275	No
No kennel permit	2.1.18(a)	\$250	\$225	\$275	No
Limited agriculture not permitted	2.1.19(a)	\$250	\$225	\$275	No
Limited agriculture nuisance	2.1.19(d)	\$250	\$225	\$275	No
Swimming pool – no adequate fence	2.1.22(a)	\$250	\$225	\$275	No
Swimming pool within setback	2.1.22(b)	\$250	\$225	\$275	No
Over height fence – residential zone	2.2.4(a)(ii)	\$250	\$225	\$275	No
Over height fence – non-residential zone	2.2.4(a)(iv)	\$250	\$225	\$275	No
Hazardous material for fencing	2.2.4(a)(vii)	\$250	\$225	\$275	No
Over height fence – corner sight triangle	2.2.5	\$250	\$225	\$275	No
Accessory building improperly sited	4.1.4(b), 4.2.4(b), 4.3.4(b),	\$250	\$225	\$275	No

	4.4.4(b), 4.5.4(b), 5.1.4(b), 5.2.4(b), 5.3.4(c), 5.5.4(b), 5.6.4(c), 5.7.4(b), 5.7.1(4)(b), 5.8.4(c), 5.9.4(b), 5.10.4(b), 5.11.4(b), 5.12.4(c), 7.1.4(b), 7.2.4(b), 7.3.4(b), 7.4.4(b), 7.5.4(b), 7.6.4(b), 7.7.4(b), 7.8.4(b), 7.9.4(b), 7.10.4(b), 8.1.4(b), 8.2.4(b) or 8.3.4(b)				
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CVRD Electoral Area "E" – Cowichan Station/Sahtlam/Glenora Zoning Bylaw No. 1840, 1998

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Fail to comply with order, direction or notice	2.2.1(f)	\$250	\$225	\$275	Yes
Prohibited use	4.3	\$500	\$450	\$500	No
Short-term rental – prohibited	4.12	\$500	\$450	\$500	No
Residential use of tent, trailer, recreational or motor vehicle	5.25	\$250	\$225	\$275	Yes
Accessory building prohibited	5.2(b)	\$250	\$225	\$275	No
Accessory building used as a dwelling unit	5.2(d)	\$250	\$225	\$275	No
Bed and breakfast – not in principal use detached dwelling	5.5A(b)	\$250	\$225	\$275	No
Bed and breakfast – not conducted by principal resident	5.5A(c)	\$250	\$225	\$275	No
Bed and breakfast – principal resident not present	5.5A(d)	\$250	\$225	\$275	No
Bed and breakfast – use of more than four rooms	5.5A(f)	\$250	\$225	\$275	No
Over height fence	5.8(b)	\$250	\$225	\$275	No
Home occupation – exterior storage	5.11(g)	\$250	\$225	\$275	No
Home occupation – oversized floor area	5.11(h)	\$250	\$225	\$275	No
Home occupation disturbance	5.11(k)	\$250	\$225	\$275	No
More than one dwelling unit on a parcel	5.13.1(a)	\$250	\$225	\$275	No
Over height – corner sight triangle	5.19	\$250	\$225	\$275	No
Kennel building improperly sited	5.22	\$250	\$225	\$275	No
Junkyard prohibited	5.24	\$250	\$225	\$275	No
Residential use of tent/trailer/motor vehicle	5.25	\$250	\$225	\$275	No
Swimming pool – no adequate fence	5.32	\$250	\$225	\$275	No
Accessory building improperly sited	7.1(b)(3), 7.2(b)(3), 7.3(b)(3), 7.4(b)(4), 7.5(c)(3), 7.6(b)(4), 7.7(c)(3), 7.8(b)(4), 7.9(b)(4), 7.10(b)(4) 8.1(b)(3), 8.2(b)(3), 8.3(b)(3), 8.4(b)(6),	\$250	\$225	\$275	No

	8.5(b)(4), 8.6(b)(4), 8.7(b)(3), 8.9(b)(3), 8.10(b)(6), 8.11(b)(3), 9.1(b)(3), 9.2(b)(3), 9.3(b)(3), 9.4(b)(3), 9.5(b)(5), 11.1(b)(4), 11.1(A)(b)(3), 11.2(b)(3), 11.3(b)(3) or 11.4(c)(3)				
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CVRD Zoning Bylaw No. 2600, 2005, Applicable to Electoral Area F – Cowichan Lake South/Skutz Falls

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Fail to comply with order, direction or notice	2.4.1(f)	\$250	\$225	\$275	Yes
Prohibited use	2.3.1	\$500	\$450	\$500	No
Accessory building prohibited	3.2.1	\$250	\$225	\$275	No
Accessory building used as a dwelling unit	3.2.2	\$250	\$225	\$275	No
Bed and breakfast – not conducted by principal resident	3.4(b)	\$250	\$225	\$275	No
Bed and breakfast – principal resident not present	3.4(c)	\$250	\$225	\$275	No
Bed and breakfast – use of more than four rooms	3.4(e)	\$250	\$225	\$275	No
Over height fence	3.7.2	\$250	\$225	\$275	No
Home-based business creating nuisance	3.11.4	\$250	\$225	\$275	No
Home-based business – exterior storage	3.11.6	\$250	\$225	\$275	No
Home-based business – oversized floor area	3.11.7	\$250	\$225	\$275	No
Home-based business – overweight vehicle	3.11.12	\$250	\$225	\$275	No
More than one kitchen in a dwelling unit	3.18.3	\$250	\$225	\$275	No
Attached suite prohibited	3.20	\$250	\$225	\$275	No
Over height – corner sight triangle	3.24	\$250	\$225	\$275	No
Junkyard prohibited	3.25(a)	\$250	\$225	\$275	No
Short-term rental – prohibited	3.25(b)	\$500	\$450	\$500	No
Residential use of tent/trailer/motor vehicle	3.27	\$250	\$225	\$275	No
Recreational vehicle parking – over limit	3.29	\$250	\$225	\$275	No
Swimming pool – no adequate fence	3.32	\$250	\$225	\$275	No
Accessory building improperly sited	5.1.4, 5.2.2, 5.3.4, 5.4.4, 5.5.4, 5.5A(3), 5.6.4, 5.7.3, 5.8.4, 5.9.4, 5.10.4, 5.11.4, 5.12.4,	\$250	\$225	\$275	No

	5.13.7(a), 5.13.7(b), 5.14.4, 5.14.4(d)(ix), 5.14.5(g), 5.15.4, 5.15.7, 5.15.8 5.16.6, 5.17.4, 5.18.4., 5.19.4, 5.20.4, 5.21.5, 5.22.4, 5.23.4, 5.24.4, 5.25.4 or 5.26.5				
W-1 Zone - residential use of float, pile or vessel	5.29.3	\$250	\$225	\$275	No
W-2 Zone – structure prohibited on dock	5.30.2(a)	\$250	\$225	\$275	No
W-3 Zone - residential use of float, pile or vessel	5.31.3	\$250	\$225	\$275	No
W-5 Zone - structure prohibited on a dock	5.32.2.(a)	\$250	\$225	\$275	No

CVRD Zoning Bylaw No. 2524, 2005, Electoral Area G – Saltair/Gulf Islands

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Prohibited Use	2.3.1	\$500	\$450	\$500	No
Fail to comply with order, direction or notice	2.4.1.(f)	\$250	\$225	\$275	Yes
Accessory building prohibited	3.2.1	\$250	\$225	\$275	No
Accessory building used as a dwelling unit	3.2.2	\$250	\$225	\$275	No
Bed and breakfast – not in principal use detached dwelling	3.3.1(b)	\$250	\$225	\$275	No
Bed and breakfast – not conducted by principal resident	3.3.1(c)	\$250	\$225	\$275	No
Bed and breakfast – principal resident not present	3.3.1(d)	\$250	\$225	\$275	No
Bed and breakfast – use of more than four rooms	3.3.1(f)	\$250	\$225	\$275	No
More than one dwelling unit on a parcel	3.4.1	\$250	\$225	\$275	No
More than one kitchen in a dwelling unit	3.4.4	\$250	\$225	\$275	No
Over height fence	3.5.2	\$250	\$225	\$275	No
Home-based business – oversized floor area	3.9.2	\$250	\$225	\$275	No
Home-based business disturbance	3.9.5	\$250	\$225	\$275	No
Home-based business – exterior storage	3.9.7	\$250	\$225	\$275	No
Home-based business – prohibited auto repair	3.9.10	\$250	\$225	\$275	No
Home-based business – overweight vehicle	3.9.12	\$250	\$225	\$275	No
Recreational vehicle parking – over limit	3.15	\$250	\$225	\$275	No
Attached suite prohibited	3.21.6	\$250	\$225	\$275	No

Detached suite prohibited	3.21A(8)	\$250	\$225	\$275	No
Over height – corner sight triangle	3.25	\$250	\$225	\$275	No
Junkyard prohibited	3.27	\$250	\$225	\$275	No
Residential use of tent/trailer/motor vehicle	3.29	\$250	\$225	\$275	No
Swimming pool – no adequate fence	3.31	\$250	\$225	\$275	No
Short-term rental – prohibited	3.32	\$500	\$450	\$500	No
Accessory building improperly sited	5.1.4, 5.2.4, 5.3.4, 5.3A(4), 5.4.4, 5.5.3, 5.6.3, 5.7.4 5.8.3(a), 5.9.3, 5.10.3 or 5.11.4	\$250	\$225	\$275	No

The Cowichan Valley Regional District Electoral Area "H" Zoning Bylaw No. 1020, 1986

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Fail to comply with order, direction or notice	2.2.1(f)	\$250	\$225	\$275	Yes
Prohibited use	4.2	\$500	\$450	\$500	No
Short-term rental – prohibited	4.7.1	\$500	\$450	\$500	No
Junkyard prohibited	5.4	\$250	\$225	\$275	No
Accessory building prohibited	5.7(b)	\$250	\$225	\$275	No
Accessory building used as a dwelling unit	5.7(d)	\$250	\$225	\$275	No
Over height – corner sight triangle	5.9	\$250	\$225	\$275	No
Over height fence	5.10(b)	\$250	\$225	\$275	No
Home occupation – exterior storage	5.11(b)	\$250	\$225	\$275	No
Bed and breakfast – not in principal use detached dwelling	5.12A(b)	\$250	\$225	\$275	No
Bed and breakfast – not conducted by principal resident	5.12A(c)	\$250	\$225	\$275	No
Bed and breakfast – principal resident not present	5.12A(d)	\$250	\$225	\$275	No
Bed and breakfast – use of more than four rooms	5.12A(f)	\$250	\$225	\$275	No
Short-term rental – prohibited	5.12B(a)	\$500	\$450	\$500	No
Kennel building improperly sited	5.14	\$250	\$225	\$275	No
Swimming pool – no adequate fence	5.24	\$250	\$225	\$275	No

CVRD Zoning Bylaw No. 2645, 2004, Electoral Area I – Youbou/Meade Creek

Designated Offence	Section	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	Compliance Agreement Available
Prohibited use	2.3.1	\$500	\$450	\$500	No
Fail to comply with order, direction or notice	2.4.1(f)	\$250	\$225	\$275	Yes
Accessory building prohibited	3.2.1	\$250	\$225	\$275	No
Accessory building used as a dwelling unit	3.2.3	\$250	\$225	\$275	No
Bed and breakfast – not in principal use detached dwelling	3.3(b)	\$250	\$225	\$275	No
Bed and breakfast – not conducted by principal resident	3.3(c)	\$250	\$225	\$275	No
Bed and breakfast – principal resident not present	3.3(d)	\$250	\$225	\$275	No
Bed and breakfast – use of more than four rooms	3.3(f)	\$250	\$225	\$275	No
Over height fence	3.5.2	\$250	\$225	\$275	No
Home occupation disturbance	3.9.4.	\$250	\$225	\$275	No
Home occupation – exterior storage	3.9.6	\$250	\$225	\$275	No
Home occupation – oversized floor area	3.9.7	\$250	\$225	\$275	No
Home occupation – prohibited auto repair	3.9.10	\$250	\$225	\$275	No
Home occupation – overweight vehicle	3.9.12	\$250	\$225	\$275	No
More than one kitchen in a dwelling unit	3.15.3	\$250	\$225	\$275	No
Attached suite prohibited	3.17.6	\$250	\$225	\$275	No
Detached suite prohibited	3.18.1	\$250	\$225	\$275	No
Over height – corner sight triangle	3.21	\$250	\$225	\$275	No
Junkyard prohibited	3.22	\$250	\$225	\$275	No
Residential use of tent/trailer/motor vehicle	3.24	\$250	\$225	\$275	No
Recreational vehicle parking – over limit	3.26	\$250	\$225	\$275	No
Swimming pool – no adequate fence	3.28	\$250	\$225	\$275	No
Short-term rental – prohibited	3.29	\$500	\$450	\$500	No
Accessory building improperly sited	5.1.4, 5.2.1(5), 5.2.2(4), 5.2.4, 5.3.4, 5.4.4,	\$250	\$225	\$275	No

	5.5.7, 5.6.5, 5.7.6, 5.8.6, 5.9.5, 5.10.6, 5.11.6, 5.11A(6), 5.12.4, 5.12A(4), 5.13.4, 5.15.5, 5.16.4, 5.17.6, 5.18.7, 5.19.7, 5.20.5, 5.21.6, 5.22.6, 5.23.6, 5.24.6, 5.25.6, 5.26.6, 5.27.6, 5.28.4(a), 5.29.4, 5.30.4, 5.31.4, 5.32.4, 5.33.4, 5.33A(4)(a), 5.34.4, 5.35.6, 5.35A(3)(a)(b), 5.38.5 or 5.40.6				
W-1 Zone - residential use of float, pile or vessel	5.41.3	\$250	\$225	\$275	No
W-3 Zone - residential use of float, pile or vessel	5.42.3	\$250	\$225	\$275	No
W-4 Zone - Structure prohibited on a dock	5.43.2(a)	\$250	\$225	\$275	No
W-4 Zone – more than one dock	5.43.2(c)	\$250	\$225	\$275	No
W-5 Zone - Structure prohibited on a dock	5.44.2(a)	\$250	\$225	\$275	No

CVRD Zoning Bylaw No. 4483 – Development Application Procedures Bylaw, 2023

Work without required Land Use Permit	60(a)(b)(c)	\$500	\$450	\$500	Yes
Development of land contrary to terms or conditions of Land Use Permit	61	\$500	\$450	\$500	Yes
Violate provision of bylaw	62(a)	\$500	\$450	\$500	Yes
Permit act in violation of bylaw	62(b)	\$500	\$450	\$500	Yes
Neglect to do anything required under bylaw	62(c)	\$500	\$450	\$500	Yes
Allow violation to continue	62(d)	\$500	\$450	\$500	Yes

SCHEDULE “B”

NANAIMO BYLAW NOTICE DISPUTE ADJUDICATION

REGISTRY AGREEMENT

This Agreement dated _____ day of _____, 2024 (the “Agreement”).

BETWEEN:

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

(“Nanaimo”)

AND:

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

(“Duncan”)

AND:

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

(“Parksville”)

AND:

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

(“Tofino”)

AND:

THE VILLAGE OF PORT CLEMENTS, PO Box 198, 36 Cedar Avenue West, Port Clements, BC V0T 1R0

(“Port Clements”)

AND:

THE REGIONAL DISTRICT OF NANAIMO, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

(“Regional District of Nanaimo”)

AND:

THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT, 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3

(“Regional District of Alberni-Clayoquot”)

AND:

THE CITY OF PORT ALBERNI, 4850 Argyle Street, Port Alberni, BC V9Y 1V8

("Port Alberni")

AND:

THE CORPORATION OF THE DISTRICT OF NORTH COWICHAN, 7030 Trans Canada Highway, Box 278, Duncan, BC V9L 3X4

("North Cowichan")

AND:

THE COWICHAN VALLEY REGIONAL DISTRICT, 175 Ingram Street, Duncan, BC V9L 1N8

("CVRD")

ADDITIONAL LOCAL GOVERNMENTS (to be included in Schedule A, without further modification of this Agreement)

(the "Parties")

WHEREAS:

1. The *Local Government Bylaw Notice Enforcement Act* (the "Act") provides that a local government may, by bylaw, deal with a bylaw contravention by Bylaw Notice in accordance with the *Act*;
2. The *Act* also provides that two or more local governments may enter into an agreement adopted, by bylaw, by each local government that is party to it;
3. The Parties wish to:
 - (a) Share the costs of a bylaw notice Dispute Adjudication Registry System ("DARS"); and
 - (b) Enter an agreement to establish DARS, and to provide for the sharing of costs.

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

INTRODUCTORY PROVISIONS

1. Definitions

1.1 In this Agreement, the following definitions apply:

"Act"	Means the <i>Local Government Bylaw Notice Enforcement Act</i> .
"Adjudication Fee"	Means the sum of \$25.00 payable to the applicable Party should the disputant be unsuccessful in the dispute adjudication.
"Agreement"	Means this Agreement.
"Authorizing Bylaw"	Means a bylaw adopted by each Party for the purposes of section 2 of the <i>Act</i> (application of the <i>Act</i>).
"Bylaw Adjudication Clerk"	Means a person who facilitates a hearing and assists the adjudicator.
"Bylaw Notice"	Has the same meaning as in the <i>Act</i> .

"Consult"	Means to contact the Screening Officer via telephone, email, regular mail, or in-person for the purpose of obtaining information.
"Disputant"	Has the same meaning as in the Regulation.
"Dispute Adjudication Registry System" or "DARS"	Means a system established in accordance with the <i>Act</i> that provides for the hearing and determination of disputes in respect of whether: a) a contravention in a Bylaw Notice occurred as alleged; or b) the terms and conditions of a compliance agreement were observed or performed.
"Host Municipality"	Means the City of Nanaimo.
"Parties"	Means all of Nanaimo, Duncan, Parksville, Tofino, Port Clements or any additional local governments that may be added later in Schedule A
"Party"	Means any one of Nanaimo, Duncan, Parksville, Tofino, Port Clements or any additional local governments that may be added later in Schedule A
"Regulation"	Means the Bylaw Notice Enforcement Regulation.
"Roster Organization"	Has the same meaning as the Regulation.
"Screening Officer"	Has the same meaning as in the <i>Act</i> .
"Terms"	Means the terms of this Agreement as set out herein.

2. **Establishment of DARS**

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

ADJUDICATION

3. **Screening Officer**

- 3.1 The Parties agree that where a Screening Officer position has been established by a Party in accordance with the *Act*, a Bylaw Notice must be reviewed by that Screening Officer in that local government before a dispute adjudication may be scheduled. If a Disputant Consults a Screening Officer of the Host Municipality, a fee will be assessed under Schedule B.

4. **Dispute Adjudication Registry System**

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

DARS OPERATIONS

5. **Location**

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

6. Services Provided

- 6.1 Nanaimo will provide all administrative services required by DARS, including:
- (a) providing the venue and facilities to hear dispute adjudications in accordance with the *Act*;
 - (b) submitting requests to the Roster Organization for the assignment of an adjudicator;
 - (c) providing a Bylaw Adjudication Clerk on each hearing date to facilitate and support the hearing and the adjudicator;
 - (d) providing venue security;
 - (e) providing for the collection of Adjudication Fees and any penalties payable to a Party for a bylaw contravention;
 - (f) obtaining legal advice and services to ensure this DARS is operating pursuant to the *Act*.
 - (g) Issuing cheques to the applicable Party for penalty amounts collected with the Bylaw Notice number(s); and
 - (h) Issuing invoices to the applicable Party in accordance with Schedule B.
- 6.2 Despite section 6.1(e), the collection of penalties will be the responsibility of the applicable Party if not collected by DARS immediately following the adjudication.

7. Payments and Disbursements

- 7.1 The Parties agree to pay the City of Nanaimo proportionate costs of the fees charged by the Roster Organization. Amounts owing are to be calculated based on the Fee Schedule at Schedule B and in accordance with the Municipality Rate Schedule at Schedule C.
- 7.2 Nanaimo will issue an invoice to the applicable Party within 30 days of the service being rendered. Amounts owing are due and payable within 30 days of receipt of the invoice.
- 7.3 For certainty, the Parties agree that hearing costs relating to witnesses, screening officers, bylaw enforcement officers or prosecuting lawyers will be borne by the Party that issued the Bylaw Notice and not by DARS.

GENERAL PROVISIONS

8. Amendments

- 8.1 The Parties may, in good faith, negotiate amendments to this Agreement upon request of any Party. All amendments will be in writing, approved by a two-thirds majority of the Parties by response letter only and listed as an itemized Amendment at Schedule D.

9. Dispute Resolution

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

10. Term

- 10.1 This Agreement comes into effect upon adoption of the authorizing bylaws and continues in effect until December 31, 2025. With the consent of a two-thirds majority of the Parties, the effect of this agreement can be extended until a new agreement is in place or until December 31st, 2026, whichever comes first. Any Party may withdraw from this Agreement upon 30 days' written notice to the other Parties.

11. Execution of Agreement

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

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

THE CITY OF Nanaimo

Mayor

Corporate Officer

THE CITY OF Parksville

Mayor

Corporate Officer

THE REGIONAL DISTRICT OF Nanaimo

Chair

THE City of Duncan

Mayor

Corporate Officer

THE DISTRICT OF Tofino

Mayor

Corporate Officer

THE VILLAGE OF Port Clements

Mayor

Corporate Officer

Corporate Officer

THE CITY OF Port Alberni

**THE REGIONAL DISTRICT OF ALBERNI
CLAYOQUOT**

Chair

Chair

Corporate Officer

Corporate Officer

THE DISTRICT OF North Cowichan

**THE COWICHAN VALLEY REGIONAL
DISTRICT**

Chair

Chair

Corporate Officer

Corporate Officer

(FEES)

DARS will operate under the following cost recovery fees:

SUBJECT

FEE

Hearing	\$25.00 per bylaw notice dispute resulting in a hearing
Screening Officer from Host Municipality	\$25.00 per bylaw notice Consult if Disputant contacts Screening Officer from Host Municipality
Adjudicator Cost	Apportioned amongst attending Parties at scheduled hearing proportionate to use as determined by the Screening Officer
Security	\$25.00 per bylaw notice hearing per attending Party
Maintenance and Hospitality	\$15.00 per bylaw notice hearing per attending Party
½ Day Hearings	\$400.00 charged in addition to Adjudicator Cost where a single dispute on a bylaw notice hearing ranges between 1-3 hours

Full Day Hearings	\$800.00 charged in addition to Adjudicator Cost where a single dispute on a bylaw notice hearing exceeds 3 hours
Annual Membership Fee—Fee Level 1	\$100.00
Annual Membership Fee—Fee Level 2	\$200.00
Annual Membership Fee—Fee Level 3	\$300.00

(ADDITIONAL LOCAL GOVERNMENTS)

The following local governments have been added as parties to this Agreement as additional local governments:

Local Government	Date Joined	Fee Level
Cowichan Valley Regional District		3

SCHEDULE C (MUNICIPALITY RATES)

This is the rate schedule for the following parties:

LEVEL	MUNICIPALITIES
Level 1	Village of Port Clements
Level 2	City of Duncan City of Parksville District of Tofino City of Port Alberni Regional District of Alberni Clayoquot
Level 3	Corporation of the District of North Cowichan City of Nanaimo Regional District of Nanaimo Cowichan Valley Regional District