

Bylaw Adjudication Process for City

In 2013, Parksville City Council adopted “Bylaw Offence Notice Enforcement Bylaw No. 1486, 2012” intended to streamline how enforcement and disputes are handled for local government bylaw contraventions such as parking issues, noise bylaw and unsightly properties.

This process came into effect in Parksville on January 1, 2013, and means that people who wish to dispute the receipt of a ticket may do so through what is called “bylaw adjudication” rather than going through the time and expense of court.

Some of the changes resulting from this process are outlined here:

- Tickets will be deemed to be legally served whether placed on the windshield of a vehicle, mailed, emailed or taped to the door of a residence and the person named on the ticket is responsible for paying the ticket.
- If the person receiving the ticket feels there is a valid reason for the ticket to be cancelled, they can submit a “notice of dispute” to City Hall. The notice of dispute is found on the back of the ticket. The notice will then be assigned to a screening officer who will discuss the issue with the ticketholder and determine if there is any valid reason to cancel the ticket. If the ticket is not cancelled, the screening officer will offer the ticketholder the choice of either paying the ticket or going to bylaw adjudication.
- The City of Parksville is working with the City of Nanaimo to share the bylaw adjudication process. All bylaw adjudication hearings will be held in the City of Nanaimo. Ticket holders have the option of appearing at a hearing in person, by telephone or by making a written submission to the adjudicator.
- The adjudicator is provided through contract with the Ministry of the Attorney General and is not an employee of any local government.
- All persons proceeding to adjudication will be made aware that should the adjudicator uphold the ticket, there will be an additional surcharge of \$25 added to the face value of the ticket to help defray the cost of the adjudication hearing. If the adjudicator cancels the ticket there is no additional cost.
- If the ticket is upheld, the fine plus \$25 is due and payable immediately and will be collected by the bylaw adjudication clerk in the City of Nanaimo.
- Fines on all tickets will be reduced by 25% if the ticket is paid within 14 days of issuance. Tickets paid between day 15 and day 28 will have no reduction in the fine amount and tickets unpaid on day 29 after issuance will be subject to an additional 25% surcharge and forwarded to a collection agency.

Questions should be directed to the Senior Bylaw Compliance Officer at 250 954-3080 or bylaw@parksville.ca.