

# THE CORPORATION OF THE CITY OF VERNON

## BYLAW 6048

A bylaw respecting the enforcement of bylaw notices in conjunction with the Southern Interior Bylaw Notice Dispute Adjudication Registry.

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WHEREAS it is the intention of the Council of The Corporation of the City of Vernon to participate in the Southern Interior Bylaw Notice Dispute Adjudication Registry with respect to bylaw notices;

NOW THEREFORE the Council of The Corporation of the City of Vernon, in open meeting assembled, enacts as follows:

### 1. CITATION

1.1. This bylaw may be cited as “**Bylaw Notice Enforcement Bylaw 6048, 2025**”.

### 2. REPEAL

2.1. Bylaw Notice Enforcement Bylaw Number 5250, 2011, including all amendments thereto, is hereby repealed.

2.2. Commercial Vehicle Licensing Bylaw 3223, 1984, including all amendments thereto, is hereby repealed.

### 3. DEFINITIONS

3.1. In this Bylaw:

“**Act**” means the *Local Government Bylaw Notice Enforcement Act*;

“**City**” means the City of Vernon;

“**Registry**” means the Southern Interior Bylaw Notice Dispute Adjudication Registry established pursuant to this bylaw

### 4. TERMS

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

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**5. BYLAW CONTRAVENTIONS**

- 5.1. The bylaws and bylaw contraventions designated in Schedule “A” attached hereto and forming part of this Bylaw, may be dealt with by bylaw notice.

**6. OFFENCE AND PENALTY**

- 6.1. The penalty for a contravention referred to in Section 5 is as follows:

- (a) Subject to Subsection 6.1(b) and 6.1(c), is the Penalty amount set out in Column A1 of Schedule “A”;
- (b) If received by the City within 14 days of the person receiving or being presumed to have received the notice, is the Early Payment Penalty set out in Column A2 of Schedule “A”;
- (c) If more than 28 days after the person received or is presumed to have received the bylaw notice, is subject to a late payment surcharge in addition to the penalty under Subsection 6.1(a), and is the Late Penalty set out in Column A3 of Schedule “A”

**7. PERIOD FOR PAYING A DISPUTED TICKET**

- 7.1. A person who receives a bylaw notice must, within 14 days of the date on which the person received or is presumed to have received the bylaw notice:

- (a) Pay the penalty, or
- (b) Request dispute adjudication by filling in the appropriate portion of the bylaw notice indicating either a payment or a dispute and delivering it, either in person during regular office hours, or by mail, to the City.

- 7.2. A person may pay the indicated penalty after 14 days of receiving the notice, subject to the applicable surcharge for late payment in accordance with Subsection 6.1(c), but no person may dispute the notice after 14 days of receiving the bylaw notice.

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- 7.3. Where a person was not served personally with a bylaw notice and advises the City, in accordance with the requirements of Section 25 of the *Act*, that they did not receive a copy of the original notice, the time limits for responding to a bylaw notice under Section 6 and Section 7.2 of this Bylaw do not begin to run until a copy of the bylaw notice is redelivered to them in accordance with the *Act*.

**8. BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY**

- 8.1. The Registry is established as a bylaw notice dispute adjudication system in accordance with the *Act* to resolve disputes in relation to bylaw notices.
- 8.2. The civic address of the Registry is **1435 Water Street, Kelowna BC V1Y 1J4**.
- 8.3. The City is authorized to enter into, and the Mayor and Corporate Officer are authorized to execute, the dispute adjudication system agreement and subsequent renewals, in the form and with substantially the same content of the agreement attached as Schedule "B".
- 8.4. 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 section must pay the City an additional fee of \$25 for the purpose of the City recovering the costs of the adjudication system.

**9. SCREENING OFFICERS**

- 9.1. The position of Screening Officer is established.
- 9.2. The following are designated classes of persons that may be appointed as screening officers:
- (a) Officers and Employees of the City of Vernon and Council may appoint screening officers from these classes of persons by name of office, or otherwise.

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**10. POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS**

10.1. The powers, duties, and functions of Screening Officers are as set out in the *Act*, and include the following powers:

- (a) Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement, the opportunity to proceed to the bylaw notice dispute adjudication system and the fee or fees payable in relation to the bylaw notice enforcement process;
- (b) To communicate with any or all of the following for the purposes of performing their functions under this Bylaw or the *Act*:
  - (i.) the person against whom a contravention is alleged or their representative;
  - (ii.) the officer issuing the notice;
  - (iii.) the complainant or their representative;
  - (iv.) the City's staff and records regarding the disputant's history of bylaw compliance.
- (c) To prepare and enter into compliance agreements under the *Act* with persons who dispute bylaw notices, including to establish terms and conditions for compliance that the Screening Officer considers necessary or advisable, including time periods for payment of penalties and compliance with the Bylaw.
- (d) To provide for payment of a reduced penalty if a compliance agreement is entered into, as provided in Column A4 of Schedule "A", and

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- (e) To cancel bylaw notices in accordance with the *Act* or City policies and guidelines,
- 10.2. The bylaw contraventions in relation to which a Screening Officer may enter into a compliance agreement are indicated in Column A4 of Schedule “A”.
- 10.3. The maximum duration of a compliance agreement is one year.

**11. BYLAW ENFORCEMENT OFFICERS**

- 11.1. Persons acting as any of the following are designated as Bylaw Enforcement Officers for the purposes of this Bylaw and the Act:
  - (a) Special Constables, Officers, Members or Constables of:
    - (i.) The provincial police force as defined in Section 1 of the *Police Act*, or
    - (ii.) A municipal police force;
  - (b) Bylaw Enforcement Officers appointed pursuant to the *Police Act* and *Community Charter*;
  - (c) Local Assistants to the Fire Commissioner under Section 6 of the *Fire Services Act*;
  - (d) Bylaw Enforcement Officers, Licensing Inspectors, Building Inspectors, Animal Control Officers, or other persons acting in another capacity on behalf of a municipality, regional district or local trust committee for the purpose of enforcement of one or more of its bylaws.
- 11.2. The City 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.

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**12. SEVERABILITY**

- 12.1. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

READ A FIRST TIME this	14th day of July, 2025.
READ A SECOND TIME this	14th day of July, 2025.
READ A THIRD TIME this	14th day of July, 2025.
ADOPTED this day of, 2025.	

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Mayor

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Corporate Officer

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<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Animal Regulation and Animal Pound Bylaw</b>						
5252	2(a)	Obstruct Officer – Inspection	\$500.00	\$500.00	\$500.00	NO
5252	2(b)	Obstruct Officer – Identification	\$500.00	\$500.00	\$500.00	NO
5252	3(a)	Illegal Keeping of Animals	\$100.00	\$75.00	\$110.00	YES
5252	3(b)	To many companion animals	\$ 50.00	\$25.00	\$60.00	YES
5252	3(c)	To many agricultural animals	\$100.00	\$75.00	\$110.00	YES
5252	3(f)	Unenclosed Animals	\$200.00	\$175.00	\$225.00	YES
5252	3(h)	Keeping of non-Farm Swine	\$100.00	\$75.00	\$110.00	YES
5252	3(j)	Unconfined Rabbit	\$ 50.00	\$25.00	\$60.00	YES
5252	3(k)	Sell or Give Unaltered Rabbits	\$100.00	\$90.00	\$110.00	YES
5252	3(l)	Failure to remove Rabbit Warren	\$150.00	\$125.00	\$175.00	YES
5252	3(m)	Animal at Large – Public Property	\$200.00	\$175.00	\$225.00	YES
5252	3(n)	Animal at Large – Private Property	\$200.00	\$175.00	\$225.00	YES
5252	4(a)(i)	Fail to provide potable drinking water	\$100.00	\$90.00	\$110.00	YES
5252	4(a)(ii)	Fail to provide appropriate food	\$100.00	\$90.00	\$110.00	YES
5252	4(a)(iii)	Fail to provide clean food and water receptacles	\$100.00	\$90.00	\$110.00	YES
5252	4(a)(iv)	Fail to provide regularly cleaned and sanitized shelter	\$100.00	\$90.00	\$110.00	YES
5252	4(a)(v)	Fail to provide sufficient exercise	\$100.00	\$90.00	\$110.00	YES
5252	4(a)(vi)	Fail to provide veterinarian care – pain, suffer, disease	\$200.00	\$175.00	\$225.00	YES
5252	4(b)	Confined animal – Heat	\$200.00	\$175.00	\$225.00	YES

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5252	4(c)	Confined animal – Cold	\$200.00	\$175.00	\$225.00	YES
5252	4(d)	Abandon animal	\$250.00	\$225.00	\$275.00	NO
5252	4(e)	Fail to provide adequate tether	\$100.00	\$90.00	\$110.00	YES
5252	4(f)	Tethered excess 4 hours	\$100.00	\$90.00	\$110.00	YES
5252	11(b)	Obstruct Poundkeeper	\$500.00	\$500.00	\$500.00	NO
5252	Schedule A(1)	Urban Hen at Large	\$ 50.00	\$25.00	\$60.00	YES
5252	Schedule A(2)	Keeping of more than 4 Hens	\$ 75.00	\$50.00	\$85.00	YES
5252	Schedule A(7)	Improper Coop	\$100.00	\$75.00	\$110.00	YES
5252	Schedule A(9)	Illegal Slaughter	\$100.00	\$75.00	\$110.00	YES
5252	Schedule A(10)	Unhygienic Storage or Accumulation	\$ 50.00	\$25.00	\$60.00	YES
5252	Schedule A(12)	No Urban Hen Licence	\$ 50.00	\$25.00	\$60.00	YES
5252	Schedule B(1)	No Pigeon Keeping Permit	\$ 50.00	\$25.00	\$60.00	YES
5252	Schedule B(4c)	Illegally Sited Loft	\$50.00	\$25.00	\$60.00	YES
5252	Schedule C(1)	Mini Pig At Large	\$50.00	\$35.00	\$60.00	YES
5252	Schedule C(2)	Failure to Register	\$50.00	\$35.00	\$60.00	YES
5252	Schedule C(3)	Failure to Spay or Neuter	\$50.00	\$35.00	\$60.00	YES
5252	Schedule C(4)	Over limit of 2 Mini Pigs	\$50.00	\$35.00	\$60.00	YES
5252	Schedule C(5)	Property unable to accommodate	\$50.00	\$35.00	\$60.00	YES
5252	Schedule C(6)	Illegal Pen or Shelter	\$50.00	\$35.00	\$60.00	YES
5252	Schedule C(7)	Unsanitary Yard/Premise	\$50.00	\$35.00	\$60.00	YES



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5252	Schedule C(9)	Uncontrolled Noise from Mini Pig	\$50.00	\$35.00	\$60.00	YES
5252	Schedule F	Failure to comply with Urban Beekeeping Regulations	\$50.00	\$35.00	\$60.00	YES
5252	Schedule G(1)(a)	Purposely Feed Wildlife or Feral Animal	\$375.00	\$350.00	\$400.00	NO
5252	Schedule G(1)(b)	Purposely Place or Leave Attractant	\$375.00	\$350.00	\$400.00	NO
5252	Schedule G(1)(c)	Fail to Manage Attractant	\$100.00	\$80.00	\$110.00	YES

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Building Bylaw</b>						
5900	4.1	No Permit - Building	\$300.00	\$250.00	\$325.00	YES
5900	4.1	No Permit – Plumbing	\$300.00	\$250.00	\$325.00	YES
5900	4.1	No Permit – Demolition	\$300.00	\$250.00	\$325.00	YES
5900	4.2	Occupy without Permit	\$100.00	\$80.00	\$110.00	YES
5900	4.6	Build at Variance to Permit	\$100.00	\$90.00	\$110.00	YES
5900	4.7	Obstruct Entry to Land, Building or Premises	\$500.00	\$500.00	\$500.00	NO
5900	10.41	Fail to Cease Work	\$500.00	\$500.00	\$500.00	YES
5900	10.42	Tamper With Notice or Permit	\$100.00	\$80.00	\$110.00	NO
5900	11.1	No Permit - Retaining Wall	\$100.00	\$90.00	\$110.00	YES
5900	12.1	Move Building Without Permit	\$100.00	\$90.00	\$110.00	YES
5900	14.2	Failure to Secure Pool	\$100.00	\$90.00	\$110.00	YES

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Business Licence Bylaw</b>						
6100	4.1	No Business Licence	\$300.00	\$250.00	\$325.00	YES
6100	4.2	No Business Licence (Non-Resident Business)	\$300.00	\$250.00	\$325.00	YES
6100	4.5	No Insurance	\$300.00	\$250.00	\$325.00	YES
6100	4.10	Prohibited Sale	\$300.00	\$250.00	\$325.00	YES
6100	4.13(c)	Failure to Provide Accurate Information	\$500.00	\$450.00	\$500.00	NO
6100	4.21	Failure to Post Licence	\$200.00	\$150.00	\$225.00	YES
6100	4.22	Failure to Provide Licence (Non-Resident Business)	\$200.00	\$150.00	\$225.00	YES
6100	4.25	Failure to Apply for Licence Change	\$200.00	\$175.00	\$225.00	NO
6100	4.31(b)	Failure to Surrender Business Licence	\$200.00	\$175.00	\$225.00	NO
6100	4.32	Remove Suspension or Cancellation Notice	\$200.00	\$175.00	\$225.00	NO
6100	5.1(a)	Unlicensed Sub-Contractor	\$200.00	\$150.00	\$225.00	YES
6100	5.1(b)	Failure to Submit List of Sub- Contractors	\$200.00	\$150.00	\$225.00	YES
6100	5.2	Operate Without Interior Health Approval	\$300.00	\$250.00	\$325.00	YES
6100	5.3(a)	Failure to Clean Grease Trap	\$400.00	\$350.00	\$450.00	YES
6100	5.3(b)	Failure to Submit Inspection Report	\$200.00	\$150.00	\$225.00	YES
6100	5.3(c)	Refuse Grease Trap Inspection	\$200.00	\$150.00	\$225.00	NO
6100	5.5	Customer Parking Offsite	\$200.00	\$150.00	\$225.00	YES
6100	5.6	Customer Parking Not Marked	\$200.00	\$150.00	\$225.00	YES
6100	5.7(a)	Failure to Provide Records	\$200.00	\$150.00	\$225.00	NO
6100	5.7(b)	Failure to Post Evacuation Plan	\$200.00	\$150.00	\$225.00	YES
6100	5.10(b)	No Insurance (Mobile Vending)	\$200.00	\$150.00	\$225.00	YES
6100	5.11(a)	Operate in Unapproved Location	\$200.00	\$150.00	\$225.00	YES
6100	5.11(b)	Littering (Mobile Vending)	\$200.00	\$150.00	\$225.00	NO
6100	5.11(c)	Failure to Remove Recycling or Garbage (Mobile Vending)	\$100.00	\$75.00	\$125.00	YES

6100	5.11(d)	Failure to Maintain (Mobile Vending)	\$200.00	\$150.00	\$225.00	YES
6100	5.11(e)	Operate outside Assigned Space	\$200.00	\$150.00	\$225.00	YES
6100	5.11(f)	Failure to Remove (Mobile Vending)	\$300.00	\$250.00	\$325.00	YES
6100	5.11(g)	Failure to Vacate or Relocate (Mobile Vending)	\$200.00	\$150.00	\$225.00	YES
6100	5.11(h)	Fail to Comply with MVA or Traffic Legislation	\$200.00	\$150.00	\$225.00	YES
6100	5.12	No Encroachment Agreement	\$200.00	\$150.00	\$225.00	YES
6100	5.13	Incomplete Personal Watercraft Agreement	\$200.00	\$150.00	\$225.00	YES
6100	5.14(a)	Failure to Keep Records (Watercraft)	\$200.00	\$150.00	\$225.00	YES
6100	5.14(b)	Failure to Check Licence (Watercraft)	\$200.00	\$150.00	\$225.00	YES
6100	5.14(c)	Failure to Review Operating and Safety Rules	\$200.00	\$150.00	\$225.00	YES
6100	5.14(d)	Failure to Mark Rentals (Watercraft)	\$200.00	\$150.00	\$225.00	YES
6100	5.15	Not Principal Residence (Short-Term Rental)	\$500.00	\$450.00	\$500.00	YES
6100	5.17(a)	Failure to Maintain Records (Short-Term Rental)	\$200.00	\$150.00	\$225.00	YES
6100	5.17(b)	Failure to Post Evacuation Plan (Short-Term Rental)	\$200.00	\$150.00	\$225.00	YES
6100	5.17(c)	Exceed Guest Limit (Short-Term Rental)	\$500.00	\$450.00	\$500.00	YES
6100	5.17(d)	Failure to Provide Designated Parking	\$200.00	\$150.00	\$225.00	YES
6100	5.17(e)	Failure to Attend Site Upon Request (Short-Term Rental)	\$200.00	\$150.00	\$225.00	YES
6100	5.19	No Licence (Special Events)	\$300.00	\$250.00	\$325.00	YES
6100	5.19(b)	No Insurance (Special Events)	\$200.00	\$150.00	\$225.00	YES
6100	5.20	Non-Compliance with Busking Policy	\$50.00	\$40.00	\$60.00	YES
6100	6.1	Failure to Provide Requested Information	\$500.00	\$500.00	\$500.00	NO
6100	6.2	Prevent Entry of Officer/Inspector	\$500.00	\$500.00	\$500.00	NO
6100	6.3	Obstruct Officer/Inspector	\$500.00	\$500.00	\$500.00	NO

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<b>Cemetery Management Bylaw</b>						
5767	14.1	Fail to Comply with Bylaw Provisions	\$100.00	\$90.00	\$110.00	YES

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Fire Services Bylaw</b>						
5635	4.1	Obstruction of a Member	\$500.00	\$500.00	\$500.00	NO
5635	4.2(a)	Unauthorized entry to Incident building	\$75.00	\$50.00	\$90.00	NO
5635	4.2(b)	Unauthorized entry to Incident boundary	\$75.00	\$50.00	\$90.00	NO
5635	4.2(c)	Refusal to move from Incident boundary when directed	\$75.00	\$50.00	\$90.00	NO
5635	4.3	Failure to obey traffic control	\$500.00	\$450.00	\$500.00	NO
5635	4.4	False representation	\$100.00	\$85.00	\$115.00	NO
5635	4.5	Driving over equipment	\$125.00	\$100.00	\$150.00	NO
5635	4.6(a)	Failure to secure premise	\$100.00	\$85.00	\$115.00	NO
5635	5.1(a)	Burning where prohibited	\$ 500.00	\$ 500.00	\$ 500.00	NO
5635	5.2	Discarding burning substances	\$500.00	\$500.00	\$500.00	NO
5635	5.3	Accumulation of combustibles	\$200.00	175.00	\$225.00	YES
5635	5.4	Burning without Permit	\$ 200.00	\$175.00	\$ 225.00	NO
5635	5.6(b)(iii)	Burning too close to residence, businesses or other facilities	\$75.00	\$50.00	\$90.00	NO

5635	5.6(b)(iv)	Failure to control a Land Clearing Debris fire	\$250.00	\$225.00	\$275.00	NO
5635	5.6(b)(v)	Burning during improper burning index	\$50.00	\$40.00	\$60.00	NO
5635	5.6(b)(viii)	Adding material to land clearing Debris after prescribed time	\$50.00	\$40.00	\$60.00	NO
5635	5.7	Commercial, industrial or construction waste burning	\$250.00	\$225.00	\$275.00	NO
5635	6.1	Refusing entry to inspect	\$50.00	\$40.00	\$60.00	YES
5635	6.2	Failure to provide information	\$50.00	\$40.00	\$60.00	YES
5635	6.3	Providing false information	\$75.00	\$50.00	\$90.00	NO
5635	6.4	Obstruction of an inspection	\$500.00	\$500.00	\$500.00	NO
5635	7.1(a)	Non-conforming smoke alarm in a dwelling unit	\$150.00	\$125.00	\$175.00	NO
5636	7.1(b)	Failure to provide smoke alarms in requisite locations	\$150.00	\$125.00	\$175.00	NO
5635	7.2(a)	Failure to maintain fire protection installations	\$150.00	\$125.00	\$175.00	NO
5635	7.2(b)	Failure to test and inspect fire alarm	\$150.00	\$125.00	\$175.00	NO
5635	7.3	Misuse or failure to maintain electrical installations	\$150.00	\$125.00	\$175.00	NO
5635	7.4(a)	Failure to provide portable fire extinguisher	\$100.00	\$ 85.00	\$115.00	NO
5635	7.4(b)	Failure to maintain portable fire extinguisher	\$100.00	\$ 85.00	\$115.00	NO
5635	7.5	Failure to maintain integrity of fire separation	\$200.00	\$175.00	\$225.00	NO
5635	7.6	Failure to maintain integrity of fire closures	\$200.00	\$175.00	\$225.00	NO
5635	7.7	Blocked or wedged closure in fire separation	\$150.00	\$125.00	\$175.00	NO
5635	7.9(b)	Parking in fire lane	\$100.00	\$ 85.00	\$115.00	NO

5635	7.10	Improper clearances of refuse or garbage containers	\$100.00	\$ 85.00	\$115.00	YES
5635	7.11	Failure to provide alternate measures for interruption of fire protection systems	\$250.00	\$225.00	\$275.00	NO
5635	7.12	Failure to maintain exit aisles clean of obstructions	\$150.00	\$125.00	\$175.00	YES
5635	7.13(a)	Improper outdoor storage – Contribute to the spread of fire	\$200.00	\$175.00	\$225.00	YES
5635	7.13(b)	Improper outdoor storage – obstructs fire fighting	\$200.00	\$175.00	\$225.00	YES
5635	7.14(a)	Improper indoor storage – Creates a Fire Hazard	\$100.00	\$85.00	\$115.00	YES
5635	7.14(b)	Improper indoor storage – Obstructs fire fighting	\$100.00	\$85.00	\$115.00	YES
5635	7.15	Failure to address occupancy	\$100.00	\$85.00	\$115.00	YES
5635	7.18	Excessive storage of flammable/combustible liquids	\$50.00	\$40.00	\$60.00	NO
5635	7.19	Excessive storage of flammable/combustible liquids in garages or sheds	\$75.00	\$50.00	\$90.00	NO
5635	7.20	Causation of a False Alarm	\$200.00	\$175.00	\$225.00	YES
5635	8.1	Failure to maintain hydrant clearances	\$50.00	\$40.00	\$60.00	YES
5635	8.3	Unauthorized use of a fire hydrant	\$50.00	\$50.00	\$60.00	NO
5635	8.5(a)	Failure to provide clear access to a private hydrant	\$100.00	\$85.00	\$115.00	YES
5635	8.5(c)	Failure to inspect and maintain private hydrant	\$150.00	\$125.00	\$175.00	YES
5635	9.1	Possession or discharge of Fireworks without permit	\$150.00	\$125.00	\$175.00	NO
5635	9.2(a)	Possession or set off of Display Fireworks without permit	\$150.00	\$125.00	\$175.00	NO

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5635	9.5	Storage of Fireworks without Permit	\$100.00	\$75.00	\$90.00	NO
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Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<b>Good Neighbour Bylaw</b>						
4980	2.1	Obstruct an Officer	\$500.00	\$500.00	\$500.00	NO
4980	2.2	Obstruct Entry to Property	\$250.00	\$225.00	\$275.00	NO
4980	3.2(a)	Panhandle Within 10 Meters of Financial Institution	\$25.00	\$20.00	\$30.00	NO
4980	3.2(b)	Panhandle Within 10 Meters of automated teller	\$25.00	\$20.00	\$30.00	NO
4980	3.2(c)	Panhandle Within 10 Meters of a bus stop	\$25.00	\$20.00	\$30.00	NO
4980	3.2(d)	Panhandle Within 10 Meters a bus shelter	\$25.00	\$20.00	\$30.00	NO
4980	3.2(e)	Panhandle Within 10 Meters of entrance to Liquor Store	\$25.00	\$20.00	\$30.00	NO
4980	3.3	Panhandle from an occupant of a motor vehicle	\$25.00	\$20.00	\$30.00	NO
4980	3.4	Panhandle after sunset	\$25.00	\$20.00	\$30.00	NO
4980	3.5	Panhandle - sit or lie on a street	\$25.00	\$20.00	\$30.00	NO
4980	3.6	Continue to panhandle	\$25.00	\$20.00	\$30.00	NO
4980	4.3(b)	Operate public address System without permit	\$100.00	\$90.00	\$120.00	YES
4980	4.4(a)	Disturb Peace - Highway Public Property	\$250.00	\$225.00	\$275.00	NO
4980	4.4(b)	Disturb Peace - Private Property	\$100.00	\$90.00	\$120.00	NO
4980	4.5(a)	Vehicle Stereo Disturb peace	\$100.00	\$90.00	\$120.00	NO
4980	4.5(b)	Stereo Noise Disturb Peace	\$100.00	\$90.00	\$120.00	NO

4980	4.5(e)	Construction Noise Outside Permitted Hours	\$250.00	\$225.00	\$275.00	NO
4980	4.5(f)	Construction Noise Outside Permitted Hours – Property Owner	\$250.00	\$225.00	\$275.00	NO
4980	4.5(g)	Fight or confrontation	\$250.00	\$225.00	\$275.00	NO
4980	4.6(a)	Unmuffled boat launched	\$125.00	\$110.00	\$135.00	NO
4980	4.6(g)	Disturb Peace – Boat Noise	\$100.00	\$90.00	\$120.00	NO
4980	5.3(a)	Allow Rubbish/Matter to accumulate	\$100.00	\$90.00	\$120.00	YES
4980	5.3(b)	Allow Rubbish to Overflow	\$100.00	\$90.00	\$120.00	YES
4980	5.3(c)	Allow Property to become or remain Unsightly	\$50.00	\$40.00	\$60.00	YES
4980	5.3(d)	Allow accumulation of growth to occur or remain	\$50.00	\$40.00	\$60.00	YES
4980	5.3(e)	Allow construction waste to accumulate	\$100.00	\$90.00	\$120.00	YES
4980	5.4	Failure to Maintain Boulevard or lane	\$50.00	\$40.00	\$60.00	YES
4980	5.5	Failure to Maintain Property within one meter of lane	\$50.00	\$40.00	\$60.00	YES
4980	5.6	Deposit vegetation waste	\$50.00	\$40.00	\$60.00	YES
4980	5.7	Failure to Clear Sidewalk	\$50.00	\$40.00	\$60.00	YES
4980	6.3	Situate campfire or outdoor fireplace less than 3 meters from a combustible – Interface Zone 1	\$100.00	\$90.00	\$120.00	YES
4980	6.4	Situate campfire or outdoor fireplace less than 5 meters from a combustible – Interface Zone 2 or 3	\$100.00	\$90.00	\$120.00	YES
4980	6.5	Failure to enclose fire	\$50.00	\$40.00	\$60.00	YES
4980	6.6	No spark guard – Zone 2 and 3	\$50.00	\$40.00	\$60.00	YES
4980	6.7(a)	Burn when air quality health index is greater than 3	\$50.00	\$40.00	\$60.00	YES



4980	6.7(b)	Burn when venting index is less than 55	\$50.00	\$40.00	\$60.00	YES
4980	6.7(c)	Burn when conditions are hazardous	\$250.00	\$225.00	\$275.00	NO
4980	6.7(d)	Burn in contravention of fire ban	\$500.00	\$500.00	\$500.00	NO
4980	6.8(a)	Burn when conditions are hazardous	\$250.00	\$250.00	\$275.00	NO
4980	6.8(b)	Burn in contravention of fire ban	\$500.00	\$500.00	\$500.00	NO
4980	6.9	Burn prohibited material	\$100.00	\$90.00	\$120.00	NO
4980	6.10	Allow fire to burn outside of fire enclosure	\$50.00	\$40.00	\$60.00	NO
4980	6.11	Fire emitting smoke or odour	\$100.00	\$90.00	\$120.00	NO
4980	6.12	Allow campfire or fire appliance to burn unattended	\$100.00	\$90.00	\$120.00	NO
4980	6.15	Failure to extinguish fire immediately	\$250.00	\$225.00	\$275.00	NO

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Graffiti Bylaw</b>						
5010	3.01	Place Graffiti – Public	\$250.00	\$225.00	\$275.00	NO
5010	3.02	Place Graffiti – Private	\$250.00	\$225.00	\$275.00	YES
5010	3.03	Permit Graffiti to be placed	\$50.00	\$40.00	\$60.00	YES
5010	3.04	Failure to maintain property free of graffiti	\$100.00	\$90.00	\$120.00	YES

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Parks And Public Places Bylaw</b>						
5057	4(a)	Park in Non-Designated Area	\$25.00	\$15.00	\$35.00	NO
5057	4(b)	Park in Reserved Area	\$25.00	\$15.00	\$35.00	NO
5057	4(c)	Park on Grass	\$50.00	\$15.00	\$75.00	NO
5057	4(d)	Obstruct Traffic	\$35.00	\$20.00	\$45.00	NO
5057	4(e)	Park Within 5 Meters of Fire Hydrant	\$50.00	\$40.00	\$60.00	NO
5057	4(f)	Park on Yellow Line	\$35.00	\$15.00	\$50.00	NO
5057	4(g)	Improper or Invalid Number Plate	\$35.00	\$15.00	\$50.00	NO
5057	4(k)	Illegally Remove Ticket	\$50.00	\$25.00	\$75.00	NO
5057	4(l)	Motorized Vehicle in Park Where Prohibited	\$50.00	\$25.00	\$75.00	NO
5057	5	Cause Damage	\$250.00	\$225.00	\$275.00	NO
5057	6(a)(i)	Dog in Park Illegally	\$50.00	\$40.00	\$60.00	NO
5057	6(a)(ii)	Dog in Public Place Illegally	\$50.00	\$40.00	\$60.00	NO
5057	6(a)(iii)	More Than Four Dogs	\$50.00	\$40.00	\$60.00	YES
5057	6(a)(iv)	Dog Illegally Off Leash	\$50.00	\$40.00	\$60.00	YES
5057	6(a)(v)	Dog Without Approval	\$50.00	\$40.00	\$60.00	NO
5057	6(b)	Horse in Public Place	\$50.00	\$40.00	\$60.00	NO
5057	6(c)	Feed wildlife or waterfowl in a park or public place	\$50.00	\$40.00	\$60.00	NO
5057	7(a)	Improper Disposal of Rubbish	\$50.00	\$40.00	\$60.00	NO
5057	7(b)	Discard Hazardous Material	\$150.00	\$140.00	\$160.00	NO
5057	8	Fire in Public Place	\$100.00	\$90.00	\$120.00	NO
5057	9(a)	Unsafe or Improper Conduct	\$100.00	\$90.00	\$120.00	NO
5057	9(b)	Dive or Jump from Pier	\$50.00	\$40.00	\$60.00	NO
5057	9(c)	Bicycle/Vehicle on Pier	\$50.00	\$40.00	\$60.00	NO

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5057	9(d)	Carry or Discharge Firearm	\$500.00	\$475.00	\$500.00	NO
5057	9(e)	Watercraft in Swimming Area	\$200.00	\$190.00	\$225.00	NO
5057	9(f)	Improper Operation of Watercraft	\$100.00	\$90.00	\$120.00	NO
5057	9(g)(i)	Open Alcohol in Public Place	\$100.00	\$90.00	\$120.00	NO
5057	9(g)(ii)	Alcohol in Park	\$100.00	\$90.00	\$120.00	NO
5057	9(h)	No Helmet	\$35.00	\$25.00	\$45.00	NO
5057	10	Use Obscene Language	\$35.00	\$25.00	\$45.00	NO
5057	11	Disturb Peace	\$100.00	\$90.00	\$120.00	NO
5057	12	Amplified Sound Disturb Peace	\$100.00	\$90.00	\$120.00	NO
5057	13	Set Up Temporary Shelter in Public Place	\$100.00	\$90.00	\$120.00	NO
5057	14(a)	Erect Event Structure Without Permission	\$100.00	\$90.00	\$120.00	YES
5057	14(b)(i)	Erect Temporary Shelter Before Dusk	\$50.00	\$40.00	\$60.00	NO
5057	14(b)(ii)	Fail to remove Temporary Shelter prior to 9:00 a.m.	\$50.00	\$40.00	\$60.00	NO
5057	14(b)(iv)	Erect Temporary Shelter in, on, within or attached to prohibited area	\$100.00	\$90.00	\$120.00	NO
5057	15	Urinate or Defecate in Public Place	\$100.00	\$90.00	\$120.00	NO
5057	16(a)	Place or Construct Structure	\$100.00	\$90.00	\$120.00	NO
5057	16(b)	Conduct Business	\$100.00	\$90.00	\$120.00	NO
5057	16(c)	Place Advertising	\$100.00	\$90.00	\$120.00	NO
5057	16(e)	Improper Parking	\$50.00	\$40.00	\$60.00	NO
5057	16(g)	Play or Practice Golf	\$50.00	\$40.00	\$60.00	NO
5057	16(h)	Hazardous Activity	\$100.00	\$90.00	\$120.00	NO
5057	16(i)	Damage Tree/Shrub/Property	\$100.00	\$90.00	\$120.00	NO
5057	16(j)	Damage/Cover Sign	\$50.00	\$40.00	\$60.00	NO
5057	16(l)	Animal at Large	\$50.00	\$40.00	\$60.00	NO

5057	16(m)	Possess Paraphernalia	\$100.00	\$90.00	\$120.00	NO
5057	16(n)	Interfere with Event	\$50.00	\$40.00	\$60.00	NO
5057	17(a)	Smoke in Public Place	\$50.00	\$40.00	\$60.00	NO
5057	17(b)	Smoke within 7.5m Transit Stop	\$50.00	\$40.00	\$60.00	NO
5057	17(c)	Smoke in a Park	\$50.00	\$40.00	\$60.00	NO
5057	17(d)	Smoke at Lake Access Site	\$50.00	\$40.00	\$60.00	NO
5057	21	In Public Place After Hours	\$100.00	\$90.00	\$120.00	NO
5057	22	Refuse Order to Leave Public Place	\$250.00	\$225.00	\$275.00	NO
5057	24	Possess Controlled Substance	\$125.00	\$100.00	\$150.00	NO
5057	25	Obstruct Officer	\$500.00	\$500.00	\$500.00	NO

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<b>Rental Unit Standards of Maintenance Bylaw</b>						
5120	6.1	Allow Use of Non-conforming Rental Unit	\$250.00	\$225.00	\$275.00	YES
5120	6.4	Obstruct Inspector	\$500.00	\$500.00	\$500.00	NO
5120	6.5	Refuse Entry to Inspector	\$500.00	\$475.00	\$500.00	NO
5120	7.1.1	Non-Maintenance of Plumbing System	\$100.00	\$90.00	\$110.00	YES
5120	7.1.3	Inadequate Water Supply	\$50.00	\$40.00	\$60.00	YES
5120	7.1.4	Inadequate Hot Water	\$50.00	\$40.00	\$60.00	YES
5120	7.2.1	Inadequate Supply of Heat	\$100.00	\$90.00	\$110.00	YES
5120	7.2.2	Failure to Provide Heat	\$250.00	\$240.00	\$260.00	YES
5120	7.3.1	Failure to Provide Light	\$100.00	\$90.00	\$110.00	YES
5120	7.3.3	Non-Maintenance of Electrical Access Points	\$100.00	\$90.00	\$110.00	YES
5120	7.4.1	Egress Obstructed	\$450.00	\$425.00	\$475.00	YES

5120	7.5.1	Non-Secured Unit	\$100.00	\$90.00	\$110.00	YES
5120	8.1	Non-Provision of Utilities	\$450.00	\$425.00	\$475.00	YES

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Safe Premises Bylaw</b>						
5178	4.1	Occupy - Disconnected	\$250.00	\$225.00	\$275.00	NO
5178	4.2	Occupy – Exhaust Vents	\$250.00	\$225.00	\$275.00	NO
5178	4.3	Occupy – Hazardous Substance	\$250.00	\$225.00	\$275.00	NO
5178	4.4(a)	Occupy – Exit Blocked	\$250.00	\$225.00	\$275.00	NO
5178	4.4(b)	Occupy – Fire Stopping	\$250.00	\$225.00	\$275.00	NO
5178	4.4(c)	Occupy – Electrical Hazard	\$250.00	\$225.00	\$275.00	NO
5178	4.5	Occupy – Mould	\$250.00	\$225.00	\$275.00	NO
5178	4.6	Occupy – Unauthorised Alteration	\$250.00	\$225.00	\$275.00	NO
5178	5.1(g)	Occupy – Occupancy Permit	\$500.00	\$500.00	\$500.00	NO
5178	6.3(a)	Obstruct Officer – Posting	\$500.00	\$500.00	\$500.00	NO
5178	6.3(b)	Remove/Alter Notice	\$250.00	\$225.00	\$275.00	NO
5178	6.3(c)	Occupy – Without Permission	\$500.00	\$500.00	\$500.00	NO
5178	7.1(a)	Failure to Notify of Contravention	\$200.00	\$190.00	\$220.00	NO
5178	7.1(b)	Failure to Take Action	\$200.00	\$190.00	\$220.00	NO
5178	8.1	Use City Water	\$250.00	\$225.00	\$275.00	NO

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<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Sanitation Bylaw</b>						
1914	700	Failure to Maintain Sanitary Yard	\$100.00	\$ 90.00	\$110.00	YES

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Second Hand Dealers Bylaw</b>						
4878	2.12	Take in Pawn from Underage Person	\$50.00	\$40.00	\$60.00	NO
4878	2.15(a)	Failure to Tag and Separate Item	\$50.00	\$40.00	\$60.00	NO
4878	2.4(a)	Failure to Record Name	\$100.00	\$90.00	\$120.00	NO
4878	2.4(c)	Failure to Record Property	\$250.00	\$225.00	\$275.00	NO
4878	3.2	Supply False Information	\$250.00	\$225.00	\$275.00	NO

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Sign Bylaw</b>						
4489	Part I – C.8.	Sign Impede Corner Visibility	\$100.00	\$90.00	\$110.00	YES
4489	Part I – E.1	Obstruct an Officer	\$500.00	\$500.00	\$500.00	NO
4489	Part I – E.2.	Fail to remove illegal sign	\$100.00	\$90.00	\$110.00	YES
4489	Part II – A.1.	No Sign Permit	\$100.00	\$90.00	\$110.00	YES

4489	Part III – G.4.(a), (b), and (c)	Improper siting of sandwich board sign	\$50.00	\$40.00	\$60.00	YES
4489	Part III – I. 3.	Improper Siting - Portable Sign	\$100.00	\$90.00	\$110.00	YES

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<b>Soil Removal and Deposition Bylaw</b>						
5259	4.1	Deposit/Remove Soil - No Permit	\$250.00	\$150.00	\$300.00	YES
5259	4.4	Deposit /Remove Soil - Riparian No Permit	\$250.00	\$150.00	\$300.00	YES
5259	4.5	Deposit Waste	\$250.00	\$150.00	\$300.00	YES
5259	4.6	Deposit /Remove Soil – No Approval ALR	\$250.00	\$150.00	\$300.00	YES
5259	6.6(b)	Cause damage without repair	\$250.00	\$150.00	\$300.00	YES
5259	6.6(c)	Obstruct drainage facility/ natural watercourse	\$250.00	\$150.00	\$300.00	YES
5259	6.6(d)	Encroach upon, undermine or physically damage property	\$250.00	\$150.00	\$300.00	YES
5259	6.6(e)	Alter/divert Natural Watercourse	\$250.00	\$150.00	\$300.00	YES
5259	6.6(f)	Deposit/Remove Soil - Slope exceeding 3:1	\$250.00	\$150.00	\$300.00	YES
5259	6.6(g)	Change elevation more than 1.2 metres – Adjacent Property	\$250.00	\$150.00	\$300.00	YES
5259	8.2	Obstruct Director or Designate	\$500.00	\$500.00	\$500.00	NO
5259	8.4	Failure to Cease Activities	\$250.00	\$150.00	\$300.00	NO

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Solid Waste Management Bylaw</b>						
5911	1.6	Obstruct Bylaw Officer or Director	\$500.00	\$500.00	\$500.00	NO
5911	3.2	Failure to Use System – Residential	\$200.00	\$175.00	\$225.00	YES
5911	3.5	Place Municipal Solid Waste for Collection in an Inappropriate Container	\$100.00	\$90.00	\$120.00	YES
5911	3.8(a)	Fail to maintain cart in a clean and sanitary condition	\$100.00	\$90.00	\$120.00	YES
5911	3.8(c)	Allow Municipal Solid Waste to Accumulate and Attract Wildlife	\$250.00	\$225.00	\$275.00	YES
5911	3.8(d)	Fill a Cart to a Gross Weight Greater Than Maximum Allowed	\$100.00	\$90.00	\$120.00	YES
5911	3.8(e)	Excessive Garbage Not Allowing Cart Lid to Closed	\$100.00	\$90.00	\$120.00	YES
5911	3.8(g)	Cart Contents Overflowing	\$100.00	\$90.00	\$120.00	YES
5911	3.8(h)	Fail to Surrender Cart to City Upon Request	\$100.00	\$90.00	\$120.00	YES
5911	3.8(i)	Place garbage without owner's permission	\$100.00	\$90.00	\$110.00	YES
5911	3.13	Fail To Return Cart to Property	\$100.00	\$90.00	\$120.00	YES
5911	3.14	Cart Incorrectly Placed or Stored	\$100.00	\$90.00	\$120.00	YES
5911	3.16	Fail To Leave Cart at Vacated Property	\$100.00	\$90.00	\$120.00	YES
5911	3.28 a-f	Fail to use an Extra Garbage Sticker	\$100.00	\$90.00	\$120.00	YES
5911	3.28	Inappropriate Extra Garbage Bags and/or Their Use	\$100.00	\$90.00	\$120.00	YES
5911	3.29	Inappropriate Materials Loose in Cart	\$100.00	\$90.00	\$120.00	YES
5911	3.31	Ashes not Cooled and Separated from Other Waste	\$100.00	\$90.00	\$120.00	YES
5911	3.33	Unpermitted Items in Cart	\$100.00	\$90.00	\$120.00	YES
5911	3.39	Unpermitted Items in Residential Organics Cart	\$100.00	\$90.00	\$120.00	YES
5911	5.1	Chipping Material Placed After Service Implementation	\$100.00	\$90.00	\$120.00	YES



5911	5.2	Chipping Material Contrary to Requirements	\$100.00	\$90.00	\$120.00	YES
5911	6.1	Leaves Placed After Service Implementation	\$100.00	\$90.00	\$120.00	YES
5911	7.1	Christmas Trees Contain Decorations or Supports	\$100.00	\$90.00	\$120.00	YES
5911	8.1(b)	Lane Bin Incorrectly Placed	\$100.00	\$90.00	\$120.00	YES
5911	8.3	Collection Container on Right-Of-Way Without Insurance	\$100.00	\$90.00	\$120.00	YES
5911	8.4	Unacceptable Bin	\$100.00	\$90.00	\$120.00	YES
5911	8.6	Use of Collection Containers Contrary to Requirements	\$100.00	\$90.00	\$120.00	YES
5911	9.2	Failure to Use Commercial Collection Service	\$250.00	\$225.00	\$275.00	YES
5911	9.7	Improper Containers for Collection	\$100.00	\$90.00	\$120.00	YES
5911	9.8(a)	Fail to maintain collection cart	\$100.00	\$90.00	\$120.00	YES
5911	9.8(b)	Collection Cart Not Closed	\$100.00	\$90.00	\$120.00	YES
5911	9.8(d)	Collection Cart Overflowing	\$100.00	\$90.00	\$120.00	YES
5911	9.8(e)	Place garbage without owner's permission	\$100.00	\$90.00	\$110.00	YES
5911	9.9	Collection Container Located at Collection Points Outside Designated Times and Date	\$100.00	\$90.00	\$120.00	YES
5911	9.11	Improperly Placed Collection Container	\$100.00	\$90.00	\$120.00	YES
5911	9.18	Use and Type of Collection Container Contrary	\$100.00	\$90.00	\$120.00	YES
5911	9.19	Loose Material Not Bagged	\$100.00	\$90.00	\$120.00	YES
5911	9.23	Garbage Stored or Placed Incorrectly	\$100.00	\$90.00	\$120.00	YES
5911	9.26	Unbundled Cardboard	\$100.00	\$90.00	\$120.00	YES
5911	9.27	Shredded Material Not in a Transparent Bag	\$100.00	\$90.00	\$120.00	YES
5911	9.28	Recyclable Material Attracts Wildlife	\$100.00	\$90.00	\$120.00	YES
5911	9.29	Recyclable Material Stored or Placed Incorrectly	\$100.00	\$90.00	\$120.00	YES
5911	10.1	Litter refuse	\$100.00	\$90.00	\$110.00	YES
5911	10.5	Unlawful Disposal of Hazardous Waste	\$200.00	\$175.00	\$225.00	YES

5911	10.6	Fail to Store, Remove, or Dispose of Hazardous Waste Appropriately	\$200.00	\$175.00	\$225.00	YES
5911	10.8	Banned or Prohibited Material Placed in Cart	\$200.00	\$175.00	\$225.00	YES

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Stormwater Drainage Bylaw</b>						
5995	3.1(a)	Foul or Impede Stormwater Drainage System	\$250.00	\$200.00	\$275.00	YES
5995	3.1(b)	Deposit Soil into Stormwater Drainage System	\$250.00	\$200.00	\$275.00	YES
5995	3.2	Unlawful Discharge	\$250.00	\$200.00	\$275.00	YES
5995	3.3(a)	Discharge Outside Lawful pH Values	\$250.00	\$200.00	\$275.00	YES
5995	3.3(b)	Discharge Resulting in Turbidity Exceeding Lawful Levels	\$250.00	\$200.00	\$275.00	YES
5995	3.4(a)	Discharge of Prohibited or Hazardous Waste	\$250.00	\$200.00	\$275.00	YES
5995	3.4(b)	Discharge Harming or Damaging Operation of Stormwater System	\$500.00	\$450.00	\$500.00	YES
5995	3.4(c)	Discharge Contravening the Fisheries Act of Canada	\$500.00	\$450.00	\$500.00	YES
5995	3.5(a)	Discharge Sewage or Sanitary Waste	\$250.00	\$200.00	\$275.00	YES
5995	3.5(b)	Discharge Restricted Waste listed in Schedule "A"	\$250.00	\$200.00	\$275.00	YES
5995	3.5(c)	Discharge Untreated Wash Water from Foundry Processes	\$250.00	\$200.00	\$275.00	YES
5995	3.5(d)	Discharge of Processed Water from Groundwater Remediation	\$250.00	\$200.00	\$275.00	YES

5995	3.5(e)	Discharge Unlawful Cooling Waste Water	\$250.00	\$200.00	\$275.00	YES
5995	3.5(f)	Discharge Unlawful Industrial Cooling Water	\$250.00	\$200.00	\$275.00	YES
5995	3.5(g)	Discharge Swimming Pool or Hot Tub Water	\$250.00	\$200.00	\$275.00	YES
5995	3.6	Unlawful Damage to Stormwater Drainage System	\$250.00	\$200.00	\$275.00	YES
5995	3.7	Unlawful Connection to Sanitary Sewerage System.	\$250.00	\$200.00	\$275.00	YES
5995	3.8	Unlawfully Obstruct Stormwater Infrastructure	\$250.00	\$200.00	\$275.00	YES
5995	3.9	Unlawful Discharge of Substance Other Than Stormwater	\$250.00	\$200.00	\$275.00	YES
5995	3.10	Unlawful Work Completed by Persons Other Than City Employee or Agent	\$500.00	\$450.00	\$500.00	YES
5995	3.11	Fail to Report Presence of Prohibited Materials	\$250.00	\$200.00	\$275.00	YES
5995	3.12	Unlawful Connection to Stormwater Drainage System	\$500.00	\$450.00	\$500.00	YES
5995	5.1	Refuse Entry onto Property	\$250.00	\$200.00	\$275.00	NO
5995	5.2	Failure to Maintain Access to Stormwater Facility	\$250.00	\$200.00	\$275.00	YES
5995	5.4	Failure to Test Using Standard Methods	\$250.00	\$200.00	\$275.00	YES
5995	5.5	Samples Not Analyzed by Qualified Independent Agency	\$250.00	\$200.00	\$275.00	YES
5995	5.6	Unlawful Point of discharge not one designated by City	\$250.00	\$200.00	\$275.00	YES
5995	5.7	Unlawfully Tamper with Stormwater Drainage System	\$250.00	\$200.00	\$275.00	YES
5995	5.8	Fail to Report Discharge or Spill	\$250.00	\$200.00	\$275.00	YES

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5995	5.10	Fail to Provide Written Notification	\$250.00	\$200.00	\$275.00	YES
5995	5.12	Improper Storage of Prohibited Materials	\$250.00	\$200.00	\$275.00	YES
5995	6.1	Obstruct City Official	\$500.00	\$500.00	\$500.00	NO
5995	6.2	Provide False Information	\$500.00	\$500.00	\$500.00	NO

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Subdivision and Development Servicing Bylaw</b>						
3843	4.12	Site Preparation without approval	\$250.00	\$200.00	\$275.00	YES
3843	4.09	No Slope Stability Report	\$250.00	\$200.00	\$275.00	YES
3843	8.03	Obstruct City Officer	\$500.00	\$500.00	\$500.00	NO

<b>Bylaw No.</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment Penalty</b>	<b>A3 Late Payment Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>Traffic Bylaw</b>						
5600	3.1	Disobey Traffic Control Device	\$35.00	\$15.00	\$50.00	NO
5600	3.2	Interfere with Traffic Control Device	\$500.00	\$450.00	\$500.00	NO
5600	3.3	Disobey direction of Fire Chief/Peace or Bylaw Officer/Traffic Control Person	\$500.00	\$450.00	\$500.00	NO
5600	3.4	Obstruct Bylaw Officer	\$500.00	\$450.00	\$500.00	NO
5600	3.7	Loud or Unnecessary Noise from Vehicle	\$35.00	\$15.00	\$50.00	NO
5600	3.8	Plants Extending 2.75 m over Highway	\$50.00	\$40.00	\$60.00	YES

5600	3.9	Obstructing Sight Triangle	\$100.00	\$90.00	\$110.00	YES
5600	3.10	Failure to clear Sidewalk of snow or ice within 24 hrs	\$50.00	\$40.00	\$60.00	YES
5600	3.12(a)	Deposit snow / ice from property onto Boulevard not adjacent	\$50.00	\$40.00	\$60.00	YES
5600	3.12(b)	Deposit snow / ice from property onto Travelled Portion of a Highway	\$50.00	\$40.00	\$60.00	YES
5600	3.14	Deposit snow or ice between portions of a Highway	\$50.00	\$40.00	\$60.00	YES
5600	4.1(a)	Stop or Park contrary to Traffic Control Device	\$35.00	\$15.00	\$50.00	NO
5600	4.1(b)	Obstruct visibility of a Traffic Control Device	\$35.00	\$15.00	\$50.00	NO
5600	4.1(c)	Improper or invalid licence plates	\$35.00	\$15.00	\$50.00	NO
5600	4.1(d)	Obstruct flow of Traffic	\$50.00	\$40.00	\$60.00	NO
5600	4.1(e)	Stop or Park non-parallel to Roadway	\$35.00	\$15.00	\$50.00	NO
5600	4.1(f)	Stop or Park on Active Transportation Corridor	\$35.00	\$15.00	\$50.00	NO
5600	4.1(g)	Stop or Park against yellow curb	\$35.00	\$15.00	\$50.00	NO
5600	4.1(h)	Double parked	\$35.00	\$15.00	\$50.00	NO
5600	4.1(i)	Stop or Park for primary purpose of maintaining/selling Vehicle	\$35.00	\$15.00	\$50.00	NO
5600	4.1(j)	Stop or Park against Red Curb	\$35.00	\$15.00	\$50.00	NO
5600	4.1(k)	Stop or Park in Laneway without actively loading/unloading	\$35.00	\$15.00	\$50.00	NO
5600	4.1(l)	Stop or Park against white curb without actively loading/unloading	\$35.00	\$15.00	\$50.00	NO

5600	4.1(m)	Stop or Park other than right side of Roadway	\$35.00	\$15.00	\$50.00	NO
5600	4.1(n)	Stop or Park more than 0.3 m from Curb	\$35.00	\$15.00	\$50.00	NO
5600	4.1(o)	Stop or Park within 1 m of Active Transportation Corridor ramp	\$35.00	\$15.00	\$50.00	NO
5600	4.1(p)	Stop or Park within 1 m of an Access	\$35.00	\$15.00	\$50.00	NO
5600	4.1(q)	Stop or Park on a Boulevard	\$35.00	\$15.00	\$50.00	NO
5600	4.1(r)	Stop or Park on a Shoulder without leaving 1.5 m	\$35.00	\$15.00	\$50.00	NO
5600	4.1(s)	Stop or Park on a Street within 3 m of Laneway	\$35.00	\$15.00	\$50.00	NO
5600	4.1(t)	Stop or Park within 5 m of fire hydrant	\$50.00	\$40.00	\$60.00	NO
5600	4.1(u)	Stop or Park within 6 m of the approach to a Point of Intersection	\$35.00	\$15.00	\$50.00	NO
5600	4.1(v)	Stop or Park within 6 m of the approach of signal or stop sign	\$35.00	\$15.00	\$50.00	NO
5600	4.1(w)	Stop or Park on paved portion of a Roadway less than 6 m wide	\$35.00	\$15.00	\$50.00	NO
5600	4.1(x)	Stop or Park within 20 m of the approach or 10 m beyond a bus stop	\$35.00	\$15.00	\$50.00	NO
5600	4.1(y)	Stop or Park within 15 m of a Dead-End Street	\$35.00	\$15.00	\$50.00	NO
5600	4.1(z)	Stop or Park within 15 m of the approach or 10 m beyond a crosswalk	\$35.00	\$15.00	\$50.00	NO
5600	4.1(aa)	Stop or Park within 15 m of a railway crossing	\$35.00	\$15.00	\$50.00	NO
5600	4.1(bb)	Stop or Park longer than 5 mins within 5 m of a mailbox	\$35.00	\$15.00	\$50.00	NO
5600	4.1(cc)	Stop or Park on Highway longer than 48 hrs	\$35.00	\$15.00	\$50.00	NO

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5600	4.1(dd)	Stop or Park in loading zone longer than needed	\$35.00	\$15.00	\$50.00	NO
5600	4.1(ee)	Stop or Park Vehicle greater than 5,500 kg GVW in Residential Zone (excluding RVs)	\$35.00	\$15.00	\$50.00	NO
5600	4.1(ff)	Stop or Park RV greater than 5,500 kg GVW in Residential Zone longer than 24 hrs	\$35.00	\$15.00	\$50.00	NO
5600	4.1(gg)	Stop or Park at Hoarded Metered Space	\$75.00	\$50.00	\$150.00	NO
5600	4.1(hh)	Stop or Park > 0.6m from Parking Meter	\$35.00	\$15.00	\$50.00	NO
5600	4.1(ii)	Parked without valid Parking Pass	\$35.00	\$15.00	\$50.00	NO
5600	4.1(jj)	Parked with incorrectly displayed Parking Pass	\$35.00	\$15.00	\$50.00	NO
5600	4.1(kk)	Parked at expired Parking Meter	\$35.00	\$15.00	\$50.00	NO
5600	4.1(mm)	RV parked with stabilization	\$100.00	\$90.00	\$110.00	NO
5600	4.1(nn)	RV parked with parts extended	\$100.00	\$90.00	\$110.00	NO
5600	4.1(ll)	Stop or Park in > 1 On-Street Pay Parking space without Deposit	\$35.00	\$15.00	\$50.00	NO
5600	4.2	Stop or Park longer than posted time restriction	\$35.00	\$15.00	\$50.00	NO
5600	4.3	Stop or Park on Highway under Snow Removal Program	\$35.00	\$15.00	\$50.00	NO
5600	4.5(a)	No Resident REPA Permit	\$35.00	\$15.00	\$50.00	NO
5600	4.5(b)	No Local Business REPA Permit	\$35.00	\$15.00	\$50.00	NO
5600	4.5(c)	No Commercial Vehicle REPA Permit	\$35.00	\$15.00	\$50.00	NO

5600	4.7	No Accessible Parking Permit	\$75.00	\$50.00	\$150.00	NO
5600	4.9	Failed to pay required Deposit for parking	\$35.00	\$15.00	\$50.00	NO
5600	4.10	Additional Deposit paid to park beyond maximum time allowed	\$35.00	\$15.00	\$50.00	NO
5600	4.13	Taxicab at Metered Space longer than 2 mins	\$35.00	\$15.00	\$50.00	NO
5600	4.16(a)	Commercial Vehicle Parking Meter Permit Stopped/Parked longer than 20 mins	\$35.00	\$15.00	\$50.00	NO
5600	4.16(b)	Accessible Parking Meter Permit Stopped/Parked longer than 3 hrs	\$35.00	\$15.00	\$50.00	NO
5600	4.23	Damage Parking Meter	\$500.00	\$450.00	\$500.00	NO
5600	5.1(a)	Pedestrian cross Highway in contravention of Traffic Control Device	\$25.00	\$10.00	\$40.00	NO
5600	5.1(b)	Pedestrian not on Pedestrian Facility	\$25.00	\$10.00	\$40.00	NO
5600	5.1(c)	Pedestrian soliciting ride	\$25.00	\$10.00	\$40.00	NO
5600	5.1(d)	Pedestrian without due care or attention	\$25.00	\$10.00	\$40.00	NO
5600	5.2	Pedestrian not facing oncoming Traffic	\$25.00	\$10.00	\$40.00	NO
5600	5.3(a)	Cyclist not dismounted on Sidewalk	\$25.00	\$10.00	\$40.00	NO
5600	5.3(b)	Cyclist not dismounted on Crosswalk	\$25.00	\$10.00	\$40.00	NO
5600	5.3(c)	Cyclist on Roadway against the flow of traffic	\$25.00	\$10.00	\$40.00	NO
5600	5.3(d)	Cyclist perform acrobatic or stunt on Highway	\$25.00	\$10.00	\$40.00	NO
5600	5.3(e)	Cyclist improperly riding Bicycle	\$25.00	\$10.00	\$40.00	NO



5600	5.3(f)	Excess people on Bicycle	\$25.00	\$10.00	\$40.00	NO
5600	5.5(a)	SWT User not dismounted on Crosswalk	\$25.00	\$10.00	\$40.00	NO
5600	5.5(b)	SWT User on Roadway against the flow of traffic	\$25.00	\$10.00	\$40.00	NO
5600	5.5(c)	SWT User travelling at excessive speed on Highway	\$25.00	\$10.00	\$40.00	NO
5600	5.5(d)	SWT User performed acrobatic or stunt on Highway	\$25.00	\$10.00	\$40.00	NO
5600	5.5(e)	SWT User in position other than standing	\$25.00	\$10.00	\$40.00	NO
5600	5.7(a)	Cyclist / SWT User with headphones over both ears	\$25.00	\$10.00	\$40.00	NO
5600	5.7(b)	Cyclist / SWT User with insufficient visibility equipment at night	\$25.00	\$10.00	\$40.00	NO
5600	5.7(c)	Cyclist / SWT User using Highway without due care or attention	\$25.00	\$10.00	\$40.00	NO
5600	5.8	Cyclist / SWT User without helmet	\$25.00	\$10.00	\$40.00	NO
5600	5.11(a)	Cyclist / SWT User on MUP in contravention of Traffic Control Device	\$25.00	\$10.00	\$40.00	NO
5600	5.11(b)	Cyclist / SWT User on MUP fail to yield to Pedestrian	\$25.00	\$10.00	\$40.00	NO
5600	5.11(c)	Cyclist / SWT User not travelling on righthand side of MUP	\$25.00	\$10.00	\$40.00	NO
5600	5.11(d)	Cyclist / SWT User not giving audible warning when passing on MUP	\$25.00	\$10.00	\$40.00	NO
5600	5.11(e)	Cyclist / SWT User travelling at excessive speed on MUP	\$25.00	\$10.00	\$40.00	NO

5600	5.12	Bicycle/SWT device parked obstructing Traffic	\$25.00	\$10.00	\$40.00	NO
5600	6.1	No Access Permit	\$500.00	\$450.00	\$500.00	YES
5600	6.5	Place Rubbish or Chattel on Highway	\$100.00	\$90.00	\$110.00	NO
5600	6.6	Drainage system causing water damage to Highway	\$500.00	\$450.00	\$500.00	YES
5600	6.7	No Outdoor Commercial Use Permit	\$100.00	\$90.00	\$110.00	YES
5600	6.7	Failure to remove Outdoor Commercial Use outside of permitted dates	\$250.00	\$225.00	\$275.00	YES
5600	6.11	Outdoor Commercial Use not constructed in compliance	\$100.00	\$90.00	\$110.00	YES
5600	6.12	No Horse Drawn Carriage Permit	\$100.00	\$90.00	\$110.00	YES
5600	6.15(a)	Horse Drawn Carriage Operator failure to remove excrement	\$50.00	\$40.00	\$60.00	NO
5600	6.15(b)	Horse Drawn Carriage Operator leaving horses unattended	\$50.00	\$40.00	\$60.00	NO
5600	6.15(c)	Horse Drawn Carriage without Slow Moving Vehicle Warning Device	\$50.00	\$40.00	\$60.00	NO
5600	6.15(d)	Horse Drawn Carriage with insufficient visibility equipment at night	\$50.00	\$40.00	\$60.00	NO
5600	6.18	Heavy Truck on Highway contrary to Traffic Control Device	\$50.00	\$40.00	\$60.00	NO
5600	6.19	Heavy Truck deviated from Truck Route not on most direct route	\$50.00	\$40.00	\$60.00	NO
5600	6.20	Operated Heavy Truck in Residential Zone between 7pm and 7am	\$50.00	\$40.00	\$60.00	NO

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5600	6.21	No Individual Trip or Frequent Trips Extraordinary Traffic Permit	\$500.00	\$450.00	\$500.00	NO
5600	6.25	Not carrying Individual Trip or Frequent Trips Extraordinary Traffic Permit	\$50.00	\$40.00	\$60.00	NO
5600	6.27	Failure to comply with Seasonal Load Restrictions	\$500.00	\$450.00	\$500.00	NO
5600	6.28(a)	Failure to Stop vehicle at direction of Bylaw Officer	\$100.00	\$90.00	\$110.00	NO
5600	6.28(b)	Failure to produce certificate showing maximum weight of Vehicle	\$100.00	\$90.00	\$110.00	NO
5600	6.30	No Road Usage Permit	\$100.00	\$90.00	\$110.00	YES
5600	6.34	Road Usage Permit - work does not conform to plans/specs	\$100.00	\$90.00	\$110.00	YES
5600	6.35	Road Usage Permit - failure to provide as-built drawings	\$100.00	\$90.00	\$110.00	YES
5600	6.36	No Hoarding Permit	\$100.00	\$90.00	\$110.00	YES
5600	6.40	Hoarding Permit - no minimum 1.5 m Pedestrian access	\$100.00	\$90.00	\$110.00	YES

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available
<b>Zoning Bylaw</b>						
6000	1.4.1	Unlawful Land Use	\$500.00	\$500.00	\$500.00	YES
6000	3.2.1	Obstruct Inspector	\$500.00	\$500.00	\$500.00	NO
6000	3.2.3	Interfere or Obstruct Entry	\$250.00	\$225.00	\$275.00	NO
6000	3.3.1	Contravention of Zoning Bylaw	\$250.00	\$225.00	\$275.00	YES
6000	3.3.3	Unlawful Construction	\$250.00	\$225.00	\$275.00	YES

6000	3.3.5	Contravene Condition of Permit	\$250.00	\$225.00	\$275.00	YES
6000	3.3.6	Modify Description, Specification or Plan	\$250.00	\$225.00	\$275.00	YES
6000	3.3.7	Construction Contrary to Description, Specification or Plan	\$250.00	\$225.00	\$275.00	YES
6000	3.3.8.1	Park or Store Overweight Commercial Vehicle	\$100.00	\$75.00	\$125.00	YES
6000	3.3.8.2	Park or Store Oversized Recreational Vehicle	\$100.00	\$75.00	\$125.00	YES
6000	3.3.8.3	Park or Store Recreational Vehicles in Excess of Allowance	\$100.00	\$75.00	\$125.00	YES
6000	3.3.8.4	Park or Store Commercial Vehicles in Excess of Allowance	\$100.00	\$75.00	\$125.00	YES
6000	3.3.8.5	Park or Store Inoperable or Unlicensed Vehicle	\$250.00	\$225.00	\$275.00	YES
6000	3.3.8.6	Park or Store Vehicles in Excess of Allowance	\$250.00	\$225.00	\$275.00	YES
6000	3.3.9	Unlawful Placement or Storage of Construction Materials	\$250.00	\$225.00	\$275.00	YES
6000	3.3.10	Storage of Flammable or Combustible Liquid in Excess of Allowance	\$250.00	\$225.00	\$275.00	YES
6000	4.1	Swimming Pool Incorrectly Sited	\$250.00	\$225.00	\$275.00	YES
6000	4.3.1	Communication Device Unlawfully Sited	\$250.00	\$225.00	\$275.00	YES
6000	4.3.2	Accessory Building or Structure in Front Yard	\$250.00	\$225.00	\$275.00	YES
6000	4.3.3	Unlawful use of Accessory Building or Structure	\$250.00	\$225.00	\$275.00	YES
6000	4.3.4	Unlawful Lot Coverage of Accessory Buildings or Structure	\$250.00	\$225.00	\$275.00	YES

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6000	4.3.5	Unlawful Siting of a Shipping Container	\$250.00	\$225.00	\$275.00	YES
6000	4.3.6	Duration of a Shipping Container on a Lot Exceeding Allowance	\$250.00	\$225.00	\$275.00	YES
6000	4.3.7	Failure to Screen a Shipping Container	\$250.00	\$225.00	\$275.00	YES
6000	4.3.8	Stacking of Shipping Containers Exceeding Allowance	\$250.00	\$225.00	\$275.00	YES
6000	4.6.1	Exterior Lighting – Directed Beyond Lot Boundaries	\$250.00	\$225.00	\$275.00	YES
6000	4.6.2	Exterior Lighting – Flashing or Blinking	\$250.00	\$225.00	\$275.00	YES
6000	4.6.3	Exterior Lighting – Neon in Housing Zone	\$250.00	\$225.00	\$275.00	YES
6000	4.6.4	Exterior Lighting – Shining Beyond Lot Boundaries in Housing Zone	\$250.00	\$225.00	\$275.00	YES
6000	4.6.5	Public Access Not Illuminated	\$250.00	\$225.00	\$275.00	YES
6000	4.6.7	Lighting – Not Dimmed Outside of Operational Hours	\$250.00	\$225.00	\$275.00	YES
6000	4.8.1	Rooftop Mechanical and Electrical Not Screened	\$250.00	\$225.00	\$275.00	YES
6000	4.9.1	Construction on Slopes Greater Than 30%	\$500.00	\$475.00	\$500.00	YES
6000	5.3.1	Unlawful Home-Based Business	\$250.00	\$225.00	\$275.00	YES
6000	5.4.1	Unlawful Secondary Suite	\$250.00	\$225.00	\$275.00	YES
6000	5.4.2	Unlawful Accessory Dwelling Unit	\$250.00	\$225.00	\$275.00	YES
6000	5.5.1	STR – Multiple Bookings in a Dwelling Unit	\$250.00	\$225.00	\$275.00	YES
6000	5.5.2	STR – Over Capacity Sleeping Unit	\$250.00	\$225.00	\$275.00	YES
6000	5.5.3	STR – Unlawful Parking	\$250.00	\$225.00	\$275.00	YES

6000	6.2.2	Landscape Area Not Maintained	\$250.00	\$225.00	\$275.00	YES
6000	6.3.2	Refuse or Recycling Bin Not Screened	\$250.00	\$225.00	\$275.00	YES
6000	6.5.1	Over height Fence in Housing Zone	\$250.00	\$225.00	\$275.00	YES
6000	6.5.2	Fence Comprised of Inadequate Materials	\$250.00	\$225.00	\$275.00	YES
6000	6.5.7	Pickets or Finials Above Horizontal Rail	\$250.00	\$225.00	\$275.00	YES
6000	6.5.8	Over height Fence in Industrial or Agricultural Zone	\$250.00	\$225.00	\$275.00	YES
6000	6.5.9	Industrial Zone not Appropriately Screened	\$250.00	\$225.00	\$275.00	YES
6000	6.5.10	Unlawful Barbed Wire or Electric Fence	\$250.00	\$225.00	\$275.00	YES
6000	6.5.12	Retaining Wall & Fence Height in Excess of 2.0 Meters	\$250.00	\$225.00	\$275.00	YES
6000	6.6.8	Leave Strip Disturbed	\$500.00	\$475.00	\$500.00	YES
6000	7.1.1	Inadequate Vehicle or Bike Spaces	\$250.00	\$225.00	\$275.00	YES

**SOUTHERN INTERIOR BYLAW NOTICE DISPUTE ADJUDICATION  
REGISTRY AGREEMENT BYLAW**

This Agreement, dated \_\_\_\_ day of \_\_\_\_\_, 2024

**BETWEEN:**

**CITY OF KELOWNA**, 1435 Water Street, Kelowna, British Columbia V1Y 1J4  
("Kelowna")

**AND:**

**CITY OF PENTICTON**, 171 Main Street, Penticton, British Columbia V2A 5A9  
("Penticton")

**AND:**

**CITY OF VERNON**, 3400 30<sup>th</sup> Street, Vernon, British Columbia V1T 5E6  
("Vernon")

**AND:**

**CITY OF WEST KELOWNA**, 3731 Old Okanagan Highway, West Kelowna, British Columbia, V4T 0G7  
("West Kelowna")

**AND:**

**DISTRICT OF LAKE COUNTRY**, 10150 Bottom Wood Lake Road, Lake Country, British Columbia  
V4V 2M1  
("Lake Country")

**AND:**

**DISTRICT OF SUMMERLAND**, 13211 Henry Avenue, Summerland, British Columbia V0H 1Z0  
("Summerland")

**AND:**

**DISTRICT OF PEACHLAND**, 5806 Beach Avenue, Peachland, British Columbia V0H 1X7  
("Peachland")

**AND:**

**REGIONAL DISTRICT OF OKANAGAN SIMILKAMEEN**, 101 Martin Street, Penticton, British Columbia  
V2A 5J9  
("RDOS")

**AND:**

**TOWN OF OLIVER**, 35016 97<sup>th</sup> Street, Oliver, British Columbia V0H 1T0  
("Oliver")

**AND:**

**REGIONAL DISTRICT OF CENTRAL OKANAGAN**, 1450 KLO Road, Kelowna, British Columbia V1W 3Z4  
("RDCO")

**AND:**

**DISTRICT OF COLDSTREAM**, 9901 Kalamalka Road, Coldstream, British Columbia V1B 1L6  
("Coldstream")

**AND:**

**CITY OF ENDERBY**, 619 Cliff Avenue, Enderby, British Columbia V0E 1V0  
("Enderby")

**AND:**

**REGIONAL DISTRICT OF NORTH OKANAGAN**, 9848 Aberdeen Rd, Coldstream, British Columbia V1B 2K9  
("RDNO")

**AND:**

**TOWN OF OSOYOOS**, 8707 Main Street, Box 3010, Osoyoos BC, V0H 1V0  
("OSOYOOS")

**WHEREAS:**

- A. The *Local Government Bylaw Enforcement Act* permits local governments to create a bylaw designating certain bylaw contraventions that can be enforced by way of bylaw notice as an alternative to traditional bylaw enforcement mechanisms;
- B. The Act also permits two or more local governments to enter into an agreement, adopted by a bylaw of each local government that is party to it, to provide for the joint administration of a local government bylaw notice dispute adjudication system;
- C. Kelowna, Penticton, Vernon, West Kelowna, Lake Country, Summerland, Peachland, RDOS, Oliver, RDCO, Coldstream, Enderby, RDNO, and Osoyoos wish to:
  - a. share the costs and administration of such a system; and
  - b. enter such an agreement to establish such a system, to be called the Southern Interior Bylaw Notice Dispute Adjudication Registry, and to provide for the joint administration of the Registry.

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

#### **PART I - INTRODUCTORY PROVISIONS**

##### **Definitions**

1. In this Agreement, the following definitions apply:



- a. **"Act"** means the Local Government Bylaw Notice Enforcement Act;
- b. **"Adjudication"** the process where the disputant and the local government are provided opportunity to present evidence to the adjudicator who will decide whether he or she is satisfied that the contravention occurred as alleged;
- c. **"Adjudication Fee"** means the sum of \$25.00 payable to each Party for each adjudication scheduled to be conducted by the Registry;
- c. **"Agreement"** means this Agreement;
- d. **"Authorizing Bylaws"** means the bylaws adopted by the Councils/Boards of each the parties authorizing this Agreement;
- f. **"Bylaw Enforcement Officer"** means a person in a class prescribed under section 273 (c) of the *Community Charter* who is designated by a local government as a bylaw enforcement officer;
- g. **"Committee"** means the Southern Interior Bylaw Notice Dispute Adjudication Registry's Administrative Committee;
- h. **"Contribution Adjustment Amount"** means, for each Party, the amount calculated in accordance with Section 22 herein in any year of the Term;
- i. **"Contributing Parties"** means all of Penticton, Vernon, West Kelowna, Lake Country, Summerland, Peachland, RDOS, Oliver, RDCO, Coldstream, Enderby, RDNO and Osoyoos, except Kelowna;
- j. **"Parties"** means all of Kelowna, Penticton, Vernon, West Kelowna, Lake Country, Summerland, Peachland, RDOS, Oliver, RDCO, Coldstream, Enderby, RDNO, and Osoyoos;
- k. **"Party"** means any one of Kelowna, Penticton, Vernon, West Kelowna, Lake Country, Summerland, Peachland, RDOS, Oliver, RDCO, Coldstream, Enderby, RDNO, and Osoyoos;
- l. **"Registry"** means the Southern Interior Bylaw Notice Dispute Adjudication Registry established by this Agreement;
- m. **"Revenues"** means any revenue actually received or estimated to be received, as the case may be, by the Registry, excluding Initial Contributions, Contribution Amounts, or Contribution Adjustment Amounts;
- n. **"Terms"** means the term of this Agreement as set out herein;

#### **Establishment of the Registry**

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

#### **PART II - ADMINISTRATION**

- 3. The Parties agree to establish the Committee to implement and administer the Registry.

4. The Parties agree that authority of the Committee will include but not be limited to:
  - a. preparing operational budgets; and
  - b. setting policy as authorized under this Agreement and the Act.

**Representation**

5. Each of the Parties will appoint one representative to serve on the Committee. The Parties agree that representatives will be paid employees of their respective local governments and will not be remunerated by the Registry.

**PART III - ADJUDICATION**

**Screening Officers**

6. The Parties agree that screening of notices prior to proceeding to adjudication will be established as a function of each Party. Screening officers will be appointed by the individual Party administrative committee.

**Bylaw Notice Dispute Adjudication Registry**

7. The Parties agree that a dispute adjudication system will be established as a function of the Registry, and that disputes will be heard by a bylaw notice dispute adjudicator in the circumstances prescribed in the Act and Authorizing Bylaws.
8. The Parties agree that the Committee will select a roster of adjudicators who may hear and determine disputes from the provincial roster of adjudicators to be established by the Attorney General of the Province of British Columbia.
9. Adjudicators will be assigned to individual disputes in the manner prescribed by any applicable regulation and policy established by the Committee.

**PART IV - OPERATIONS**

**Location**

10. The location of the Registry will be the municipal offices of the City of Kelowna, 1435 Water Street, Kelowna, British Columbia, V1Y 1J4.

**Administrative Services**

11. Kelowna will provide and supervise all administrative services required by the Registry, subject to the following:
  - i. the collection of any fees, fines or penalties levied against an unsuccessful party in the dispute adjudication process will be the responsibility of the relevant municipality if not collected by the Registry immediately following the adjudication; and
  - ii. any penalty arising directly out of the bylaw notice itself may be paid to the relevant Party or to the Registry,

and any amounts collected by or paid to the Registry pursuant to 11.i and 11.ii will be credited to the relevant Party's Contribution Adjustment Amount.

**Financial Reporting**

12. Kelowna will ensure that its Director of Financial Services or the designate will conduct and oversee the financial reporting and record keeping of the Registry based on normal procedure, subject to the requirements outlined herein.

**PART V - FINANCIAL PLANNING****Start-up Costs**

13. Each Party will be responsible for its own start-up costs.

**Budget Year**

14. The budget year of the Registry is December 1<sup>st</sup> to November 30<sup>th</sup> of each year.

**Operating Budget**

15. The Parties agree that, no later than October 31<sup>st</sup> of each year, the Committee will prepare a draft operating budget for the following budget year, setting out in detail the operational funds required by the Registry for the carrying out of its mandate and responsibilities, including
  - a. the estimated operational expenditures for
    - i. office and administration including financial reporting and administrative services;
    - ii. Registry administration travel costs;
    - iii. bylaw dispute adjudicators; and
    - iv. other functions of the Registry;
  - b. the anticipated revenues (if any) of the Registry;
  - e. the difference between estimated revenues and operational expenditures for the Registry; and
  - f. the Contribution Amount required from each of the Parties.

**Budget Submissions**

16. The Committee will prepare the operating budget in a manner satisfactory to, and in such detail as requested by, the Directors of Finance of each of the Parties, and submit the draft operating budget to the Directors of Finance of each of the Parties each year where required.

**Budget Approval and Adjustments**

17. The Parties will consider and approve, or recommend amendments to, the Registry's operating budget.
18. The Parties agree that all recommendations by them for adjustments to the Registry's draft operating budget will
  - a. be reasonable and made in good faith; and
  - b. ensure that a reasonable level of service quality can be maintained by the Registry.

**Use of Funds**

19. The Committee and Kelowna may make only those expenditures during the budget year for the purposes and up to the amounts authorized in the approved operating budget. The Registry (or the Committee or Kelowna on behalf of the Registry) will not incur any other indebtedness or liability, or make any further expenditure, except that:
  - a. Kelowna may make a further reasonable expenditure or contract a further indebtedness or liability that it deems necessary or prudent, subject to a \$1,000 limit; and
  - b. the Committee may
    - i. make a further reasonable expenditure or contract a further indebtedness or liability that it deems necessary or prudent, subject to a \$5,000 limit.
    - ii. re-allocate funds within categories of the operating budget as reasonably required; and
    - iii. make a further expenditure or contract a further indebtedness or liability without limitation if approved in advance by all Parties.

**PART VI - COST ALLOCATION**

**Funding Contributions and Adjustments**

20. The Parties agree that costs relating to legal counsel, witnesses, screening officers and bylaw enforcement officers as they pertain to the dispute adjudication process, and to the activities of the Registry more generally, will be borne by the relevant Party which issued the bylaw notice in question and will not be borne by the Registry or by Kelowna on behalf of the Registry.
21. Kelowna will, as soon following the end of a budget year as practical, invoice the parties for their respective Actual Expenditures Contribution where the proportion is calculated on the basis of each Party's population for the budget year in relation to the population of each of the other Parties except the calculation for RDOS, RDCO and RDNO will exclude incorporated areas.
22. Each of the Contributing Parties will, within 30 days of receipt of its respective Contribution invoice, pay to Kelowna its respective Contribution Amount.

**Maintenance of Records**

23. The Director of Financial Services of Kelowna will
- a. exercise the duties and powers of the officer responsible for financial administration as provided in the Community Charter, in maintaining the financial records for the Registry on behalf of the Parties;
  - b. ensure that accounting and payroll records of the Registry are properly prepared and maintained, such records to include payroll, accounts payable, cash receipts and disbursements, accounts receivable, general ledger, subsidiary cost ledger, financial statements and reports and supporting documents to the foregoing;
  - c. provide, when possible, any additional financial systems that have been requested by the Committee;
  - d. direct employees and officers of the Registry to the extent necessary to ensure that the systems and procedures established for financial controls are in effect and are in accordance with the Community Charter.

#### **Examination of Records**

24. The Director of Finance of any of the Contributing Parties may, acting reasonably with regard to minimizing the administrative burden on the Kelowna, and no more frequently than once in each year of the Term, conduct audits or examinations to obtain information or determine that adequate financial controls are being maintained for the Registry. Kelowna will cooperate with any reasonable request by any of the Contributing Parties or the Contributing Parties' Director of Finance for access to financial records, user statistics and other information of the Registry.

#### **Access Records**

25. Subject to records identified in clause 23 of this agreement, control and disclosure of records pertaining to their own adjudication hearings will be managed by each Party. Any access to information requests received by Kelowna pertaining to another Party shall be transferred to that Party as per Section 11 of the *Freedom of Information and Protection of Privacy Act*.

### **PART VII - GENERAL PROVISIONS**

#### **Insurance**

26. Kelowna will ensure that the Registry and its activities are covered under Kelowna's general liability policy and will provide copies of all relevant insurance policies and changes thereto to the Directors of Finance of the Contributing Parties upon request.

#### **Amendments**

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

#### **Dispute Resolution**

28. The Parties will submit any dispute arising out of the interpretation or application of this Agreement:



- a. first, to the Committee to resolve the dispute;
- b. second, if the Committee is unable to resolve the dispute within 60 days, to the Chief Administrative Officers of the Parties; and
- c. third, if the Chief Administrative Officers are unable to resolve the dispute within 60 days, to the Inspector of Municipalities, or at the election of the Parties, to a commercial arbitrator appointed by agreement or, failing agreement, appointed pursuant to the *Commercial Arbitration Act*, for final determination, and the determination of the Inspector or arbitrator as applicable will be final and binding upon the Parties.

**Term**

29. This Agreement comes into effect on January 1, 2025, and continues in effect until December 31, 2029. Any Party may withdraw from this Agreement upon six months' written notice to the other Parties.

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

**THE CITY OF KELOWNA**

\_\_\_\_\_  
 (Mayor)

\_\_\_\_\_  
 (City Clerk)

**THE CITY OF VERNON**

\_\_\_\_\_  
 (Mayor) *Victor F. Cummings*

\_\_\_\_\_  
 (City Clerk) Sue Wood, Corporate Officer

**THE DISTRICT OF SUMMERLAND**

\_\_\_\_\_  
 (Mayor)

\_\_\_\_\_  
 (City Clerk)

**THE CITY OF WEST KELOWNA**

\_\_\_\_\_  
 (Mayor)

\_\_\_\_\_  
 (City Clerk)

**THE CITY OF PENTICTON**

\_\_\_\_\_  
 (Mayor)

\_\_\_\_\_  
 (City Clerk)

**THE DISTRICT OF LAKE COUNTRY**

\_\_\_\_\_  
 (Mayor)

\_\_\_\_\_  
 (City Clerk)

**THE DISTRICT OF PEACHLAND**

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(City Clerk)

**THE REGIONAL DISTRICT OF OKANAGAN  
SIMILKAMEEEN**

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
(CAO)

**THE TOWN OF OLIVER**

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(City Clerk)

**THE REGIONAL DISTRICT OF CENTRAL OKANAGAN**

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
(CAO)

**THE DISTRICT OF COLDSTREAM**

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(City Clerk)

**THE CITY OF ENDERBY**

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(City Clerk)

**THE REGIONAL DISTRICT OF NORTH OKANAGAN**

\_\_\_\_\_  
(Chair)

\_\_\_\_\_  
(CAO)

**THE TOWN OF OSOYOOS**

\_\_\_\_\_  
(Mayor)

\_\_\_\_\_  
(Corporate Officer)