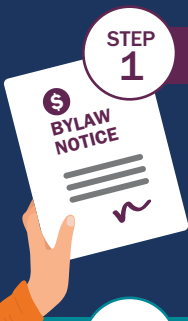


New Bylaw Dispute Adjudication System

STEP 1

Pay or Dispute a Bylaw Notice



- Upon receipt pay Notice or dispute within 14 days to the CVRD
- Dispute by filling out form on back of Notice
- Deliver to CVRD office or bylawenforcement@comoxvalleyrd.ca

STEP 2

Dispute Process

- If disputed, a screening officer will contact you to review details
- Screening officer will either confirm or cancel the Notice
- If Notice is upheld you are offered a choice:
 - Pay full amount of fine (not eligible to discounted amount)
 - Enter into compliance agreement (when applicable)
 - Request bylaw dispute adjudication hearing



STEP 3

Adjudication Hearing

- A dispute coordinator will contact you with date, time and location of hearing (either in person, phone/video, or in writing)
- An independent adjudicator will determine if the bylaw offence occurred or not
- Offence did not occur, the Notice will be cancelled
- Offence occurred, the Notice will stand and a \$25 adjudication fee along with full fine amount will be required



Payment Options



By mail (cheque or money order):

Comox Valley Regional District – Bylaw Services
770 Harmston Avenue, Courtenay, BC V9N 0G8



In Person (cash, money order, cheque, credit card, or debit card) at 770 Harmston Ave., Mon. - Fri.
8:00 am - 4:30 pm



Over the phone at 250-334-6000 by credit card