

## What is Bylaw Adjudication?

*The process is driven by the Provincial Government under the Local Government Bylaw Notice Enforcement Act which was enacted to take municipal bylaw offences out of the Provincial Court and to be heard by an accredited independent adjudicator.*

*The officer and disputant do not have to be in attendance, the Adjudicator can rely on a written submission by both parties, or the disputant can attend in person or have the hearing by teleconference. The function of the Adjudicator is to confirm whether or not the offence took place. The Adjudicator cannot cancel a ticket due to a technicality and has no discretion to reduce or waive the fine amount. If the Bylaw Notice is confirmed, the fine amount noted on the face of the Bylaw Notice is due and payable forthwith to the municipality. In addition, a fee of \$25.00 is added over and above the fine amount of the Bylaw Notice to offset the Adjudication cost. If the notice is quashed, no fees or penalties need to be paid. The decision of the Adjudicator is final and the Act does not allow for appeals.*

**The below noted refers to the provided guidelines for the screening process.**

### Screening Officer:

The screening officer, after reviewing a Bylaw Notice may:

- (1) Cancel the notice, if
  - a. The contravention did not occur as alleged;
  - b. The bylaw notice does not meet the requirements set out in the Act; or,
  - c. The grounds for cancellation authorized by the local government are satisfied;
- (2) Confirm the bylaw notice and refer it to an adjudicator unless the request for dispute is withdrawn; or
- (3) Enter into a compliance agreement with the person, if this is authorized in the bylaw.

Once the documents have been reviewed, the Screening Officer must cancel or uphold the notice, if the Screening Officer upholds the bylaw notice and refers the notice to Adjudication, the early discount is lost and an adjudication fee is added to the full penalty.