

**Notice of Dispute & Request For Adjudication**
**BYLAW NOTICE INFORMATION**
**PAYMENT: READ CAREFULLY  
PRESENT THIS NOTICE AT THE TIME OF PAYMENT**

Payment must be received within the time limits on the Bylaw Notice to receive the discounted amount or avoid the late payment surcharge amount.

Please make your cheque or money order payable to the CVRD and include the Bylaw Notice number (from top right corner on face of Bylaw Notice). A dishonoured cheque will not be considered payment of the penalty within the prescribed time and will be subject to NSF charges.

**PAY BY MAIL**

175 Ingram Street, Duncan, BC, V9L 1N8

Do not mail cash. Your cheque or money order must be accompanied by a copy of the face of this Bylaw Notice or a note providing sufficient information to identify this Bylaw Notice including the Bylaw Notice number and your full name and mailing address. If you do not provide sufficient details, your payment may not be credited to you and the penalty may remain outstanding. A paid receipt will be mailed back.

**PAY IN PERSON**

175 Ingram Street, Duncan, BC, V9L 1N8

8:30 a.m. to 4:30 p.m., Monday to Friday (except statutory holidays)

Present the Bylaw Notice along with your payment (we accept debit, cash, cheque or money order). A paid receipt will be provided.

**WHAT HAPPENS IF I DO NOT PAY?**

If the penalty is not paid, or the Bylaw Notice is not disputed, within 14 days from the date you received it, or are presumed to have received it (e.g.: if mailed to you, then you are presumed to have received it on the 7<sup>th</sup> day after mailing), the penalty and, after 28 days, any authorized surcharge, is immediately due and payable. Additional enforcement and collection procedures will be taken against you.

**HOW DO I DISPUTE THIS BYLAW NOTICE?**

Complete the bottom portion of this form and submit it by mail or in person prior to the deadline to dispute to:  
175 Ingram Street, Duncan, BC, V9L 1N8

**DEADLINE TO FILE NOTICE OF DISPUTE & REQUEST FOR ADJUDICATION**

The CVRD must receive your Notice of Dispute & Request for Adjudication within 14 days from the date you received this Bylaw Notice, or are presumed to have received it (e.g.: if mailed to you, then you are presumed to have received it on the 7<sup>th</sup> day after mailing).

**WHAT HAPPENS AFTER MY NOTICE OF DISPUTE HAS BEEN RECEIVED BY THE CVRD?**

Your dispute will be reviewed by a CVRD Screening Officer who may either cancel the Bylaw Notice (when there is valid reason to do so) or confirm it. If confirmed, you may pay the full penalty amount, agree to a Compliance Agreement (if available), or proceed to adjudication. For more information about your options and the Dispute Adjudication System, see: [www.cvrld.ca](http://www.cvrld.ca) or contact the CVRD directly.

**INQUIRIES**

Phone: 250.746.2655 / Email: [enforcement@cvrd.bc.ca](mailto:enforcement@cvrd.bc.ca)

Notice of Dispute & Request for Adjudication	
Bylaw Notice #	Date of Issue (YYYY/MM/DD):
Full Name:	Daytime Phone#
Civic Address:	Mailing Address:
Mailing Address:	Email Address:
Reason:	
Signature:	
<b>A \$25 fee is added to the total penalty if the adjudicator finds that the contravention did occur</b>	