**Bylaw Enforcement**

[*www.cvrd.ca*](http://www.cvrd.ca/) *|* [*enforcement@cvrd.bc.ca*](mailto:enforcement@cvrd.bc.ca)

**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 7th 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 7th 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.cvrd.ca](http://www.cvrd.ca) or contact the CVRD directly.

**INQUIRIES**

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

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

**Notice of Dispute & Request For Adjudication**