



The Corporation of the District of North Cowichan
Bylaw Offence Notice Enforcement Amendment Bylaw

BYLAW NO. 4064

A bylaw to amend Bylaw Offence Notice Enforcement Bylaw No. 3677 to renew the Nanaimo Bylaw Notice Dispute Adjudication Registration Agreement for a five-year term

The Council of The Corporation of The District of North Cowichan, enacts in open meeting assembled, as follows:

Citation

- 1 This Bylaw may be cited as "*Bylaw Offence Notice Enforcement Amendment Bylaw No. 4064, 2026*".

Amendment

- 2 Bylaw Offence Notice Enforcement Bylaw No. 3677, 2021 is amended by deleting Schedule "B" and replacing it with Schedule "B" (Nanaimo Bylaw Notice Dispute Adjudication Registry Agreement) attached as Schedule 1 to this bylaw.

READ a first time on March 18, 2026.
READ a second time on March 18, 2026.
READ a third time on March 18, 2026.
ADOPTED on _____.

CORPORATE OFFICER

PRESIDING MEMBER

Schedule "1" to accompany "Bylaw Offence
Notice Enforcement Amendment Bylaw
No. 4064, 2026".

Presiding Member

Corporate Officer

SCHEDULE "1"

Schedule "B"

NANAIMO BYLAW NOTICE DISPUTE ADJUDICATION

REGISTRY AGREEMENT

This Agreement dated 2nd day of March, 2026 (the "Agreement").

BETWEEN:

CITY OF NANAIMO, 455 Wallace Street, Nanaimo, BC V9R 5J6

("Nanaimo")

AND:

CITY OF DUNCAN, 200 Craig Street, Duncan, BC V9L 1W3

("Duncan")

AND:

CITY OF PARKSVILLE, Box 1390, 100 Jensen Avenue East, Parksville, BC V9P 2H3

("Parksville")

AND:

DISTRICT OF TOFINO, PO Box 9, 121 – 3rd Street, Tofino, BC V0R 2Z0

("Tofino")

AND:

THE VILLAGE OF PORT CLEMENTS, PO Box 198, 36 Cedar Avenue West, Port Clements, BC V0T 1R0

("Port Clements")

AND:

THE REGIONAL DISTRICT OF NANAIMO, 6300 Hammond Bay Road, Nanaimo, BC V9T 6N2

(“RDN”)

AND:

THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT, 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3

(“ACRD”)

AND:

THE CITY OF PORT ALBERNI, 4850 Argyle Street, Port Alberni, BC V9Y 1V8

(“Port Alberni”)

AND:

THE CORPORATION OF THE DISTRICT OF NORTH COWICHAN, 7030 Trans Canada Highway, Box 278, Duncan, BC V9L 3X4

(“North Cowichan”)

AND:

THE COWICHAN VALLEY REGIONAL DISTRICT, 175 Ingram Street, Duncan, BC V9L 1N8

(“CVRD”)

AND:

THE DISTRICT OF UCLUELET, 200 Main Street, Ucluelet, BC V0R 3A0

(“Ucluelet”)

THE VILLAGE OF GOLD RIVER, 499 Muchalat Drive, Gold River, BC V0P 1G0

(“Gold River”)

AND:

ADDITIONAL LOCAL GOVERNMENTS (to be included in Schedule A, without further modification of this Agreement)

(the “Parties”)

WHEREAS:

1. The *Local Government Bylaw Notice Enforcement Act* (the “Act”) provides that a local government may, by bylaw, deal with a bylaw contravention by Bylaw Notice in accordance with the Act;
2. The Act also provides that two or more local governments may enter into an agreement adopted, by bylaw, by each local government that is party to it; and
3. The Parties wish to:
 - (a) share the costs of a bylaw notice Dispute Adjudication Registry System (“DARS”); and
 - (b) enter an agreement to establish a joint DARS, and to provide for the sharing of costs.

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

INTRODUCTORY PROVISIONS

1. Definitions

1.1 In this Agreement, the following definitions apply:

“Act”	Means the <i>Local Government Bylaw Enforcement Act</i> .
“Adjudication Fee”	Means the sum of \$25.00 payable to the applicable Party should the disputant be unsuccessful in the dispute adjudication.
“Agreement”	Means this Agreement.
“Authorizing Bylaw”	Means a bylaw adopted by each Party for the purposes of section 2 of the Act (application of the Act).
“Bylaw Adjudication Clerk”	Means a person who facilitates a hearing and assists the adjudicator.
“Bylaw Notice”	Has the same meaning as in the Act.
“Consult”	Means to contact the Screening Officer via telephone, email, regular mail, or in-person for the purpose of obtaining information.
“Disputant”	Has the same meaning as in the Regulation.
“Dispute Adjudication Registry System” or “DARS”	Means a system established in accordance with the Act that provides for the hearing and determination of disputes in respect of whether: <ol style="list-style-type: none">a) a contravention in a Bylaw Notice occurred as alleged; orb) the terms and conditions of a compliance agreement were observed or performed.
“Host Municipality”	Means the City of Nanaimo.
“Parties”	Means all of Nanaimo, Duncan, Parksville, Tofino, Port Clements, Regional District of Nanaimo, Regional District of Alberni-Clayoquot, Port Alberni, North Cowichan, Cowichan Valley Regional District, Ucluelet, or any additional local governments that may be added later in Schedule A.
“Party”	Means any one of Nanaimo, Duncan, Parksville, Tofino, Port Clements, Regional District of Nanaimo, Regional District of Alberni-Clayoquot, Port Alberni, North Cowichan, Cowichan Valley Regional District, Ucluelet, or any additional local governments that may be added later in Schedule A.
“Regulation”	Means the Bylaw Notice Enforcement Regulation.
“Roster Organization”	Has the same meaning as the Regulation.
“Screening Officer”	Has the same meaning as in the Act.
“Terms”	Means the terms of this Agreement as set out herein.

2. Establishment of Joint DARS

- 2.1 Subject to the *Act* and to the adoption of the Authorizing Bylaws, the Parties agree that a joint DARS is hereby established.

ADJUDICATION

3. Screening Officer

- 3.1 The Parties agree that where a Screening Officer position has been established by a Party in accordance with the *Act*, a Bylaw Notice must be reviewed by that Screening Officer in that local government before a dispute adjudication may be scheduled. If a Disputant Consults a Screening Officer of the Host Municipality, a fee will be assessed under Schedule B.

4. Dispute Adjudication Registry System

- 4.1 The Parties agree that a joint DARS will be established as a function to manage disputes heard by an adjudicator who is selected by a Roster Organization in accordance with the Regulation.
- 4.2 The Parties agree that Nanaimo will enter into a contract with a designated Roster Organization for the purpose of providing dispute adjudication services to the joint DARS.

DARS OPERATIONS

5. Location

- 5.1 The DARS will be located in the Service and Resource Center, City of Nanaimo, 411 Dunsmuir Street, Nanaimo, BC V9R 5J6

6. Services Provided

- 6.1 Nanaimo will provide all administrative services required by the joint DARS, including:
- (a) providing the venue and facilities to hear dispute adjudications in accordance with the *Act*;
 - (b) submitting requests to the Roster Organization for the assignment of an adjudicator;
 - (c) providing a Bylaw Adjudication Clerk on each hearing date to facilitate and support the hearing and the adjudicator;
 - (d) providing venue security;
 - (e) providing for the collection of Adjudication Fees and any penalties payable to a Party for a bylaw contravention;
 - (f) obtaining legal advice and services to ensure the joint DARS is operating pursuant to the *Act*.
 - (g) Issuing cheques to the applicable Party for penalty amounts collected with the Bylaw Notice number(s); and
 - (h) Issuing invoices to the applicable Party in accordance with Schedule B.

- 6.2 Despite section 6.1(e), the collection of penalties will be the responsibility of the applicable Party if not collected through the joint DARS immediately following the adjudication.

7. Payments and Disbursements

- 7.1 The Parties agree to pay the City of Nanaimo proportionate costs of the fees charged by the Roster Organization. Amounts owing are to be calculated based on the Fee Schedule in Schedule B and in accordance with the Municipality Rate in Schedule C.
- 7.2 Nanaimo will issue an invoice to the applicable Party within 30 days of the service being rendered. Amounts owing are due and payable within 30 days of receipt of the invoice.
- 7.3 For certainty, the Parties agree that hearing costs relating to witnesses, screening officers, bylaw enforcement officers or prosecuting lawyers will be borne by the Party that issued the Bylaw Notice and not by the joint DARS.

GENERAL PROVISIONS

8. Amendments

- 8.1 The Parties may, in good faith, negotiate amendments to this Agreement upon request of any Party. All amendments will be in writing, approved by a two-thirds majority of the Parties by response letter only and listed as an itemized Amendment as Schedule D.

9. Dispute Resolution

- 9.1 If a dispute arises under this Agreement and is not resolved by the Parties within 60 days, it will be settled by final and binding arbitration conducted under the *Commercial Arbitration Act of British Columbia*.

10. Term

- 10.1 This Agreement comes into effect upon adoption of the authorizing bylaws and continues in effect until December 31, 2030. With the consent of a two-thirds majority of the Parties, the effect of this agreement can be extended until a new agreement is in place or until December 31st, 2031, whichever comes first. Any Party may withdraw from this Agreement upon 30 days' written notice to the other Parties.

11. Execution of Agreement

- 11.1 This Agreement may be executed in counterparts through original copies or by email PDF copies. Each counterpart will be deemed to be an original that, together with the other counterparts, constitutes one agreement having the same effect as if the Parties had signed the same document.

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

THE CITY OF Nanaimo

Mayor

Corporate Officer

THE CITY OF Parksville

Mayor

Corporate Officer

THE REGIONAL DISTRICT OF Nanaimo

Chair

Corporate Officer

THE CITY OF Port Alberni

Mayor

Corporate Officer

THE DISTRICT OF North Cowichan

Mayor

Corporate Officer

THE CITY OF Duncan

Mayor

Corporate Officer

THE DISTRICT OF Tofino

Mayor

Corporate Officer

THE VILLAGE OF Port Clements

Mayor

Corporate Officer

**THE REGIONAL DISTRICT OF Alberni
Clayoquot**

Chair

Corporate Officer

**THE REGIONAL DISTRICT OF Cowichan
Valley**

Chair

Corporate Officer

THE DISTRICT OF Ucluelet

Mayor

Corporate Officer

THE VILLAGE OF Gold River

Mayor

Corporate Officer

SCHEDULE A (ADDITIONAL LOCAL GOVERNMENTS)

The following local governments have been added as parties to this Agreement as additional local governments:

Local Government	Date Joined	Fee Level

SCHEDULE B (FEES)

The joint DARS will operate under the following cost recovery fees:

SUBJECT

FEE

Hearing	\$25.00 per bylaw notice dispute resulting in a hearing
Screening Officer from Host Municipality	\$25.00 per bylaw notice Consult if Disputant contacts Screening Officer from Host Municipality
Adjudicator Cost	Apportioned amongst attending Parties at scheduled hearing proportionate to use as determined by the Screening Officer
Security	\$25.00 per bylaw notice hearing per attending Party
Maintenance and Hospitality	\$15.00 per bylaw notice hearing per attending Party
½ Day Hearings	\$400.00 charged in addition to Adjudicator Cost where a single dispute on a bylaw notice hearing ranges between 1-3 hours
Full Day Hearings	\$800.00 charged in addition to Adjudicator Cost where a single dispute on a bylaw notice hearing exceeds 3 hours
Annual Membership Fee—Fee Level 1	\$100.00
Annual Membership Fee—Fee Level 2	\$200.00
Annual Membership Fee—Fee Level 3	\$300.00

SCHEDULE C (MUNICIPALITY RATES)

This is the rate schedule for the following parties:

LEVEL	MUNICIPALITIES
Level 1	Village of Port Clements Village of Gold River
Level 2	City of Duncan City of Parksville District of Tofino City of Port Alberni Regional District of Alberni Clayoquot District of Ucluelet
Level 3	Corporation of the District of North Cowichan City of Nanaimo Regional District of Nanaimo Cowichan Valley Regional District