

## Frequently Asked Questions

### What is a Compliance Agreement?

When a disputant agrees to correct a Bylaw violation in some instances the Village will accept a reduced penalty. Parking Violations are not applicable.

### What happens if a Violation Notice is ignored?

If a penalty is unpaid, Notice of Bylaw Violations may be forwarded to a collection agency to recover the penalty.

### When will my dispute be heard?

The Village Office will mail you the date and time of your hearing.

### Can I pay the penalty before the hearing date if I change my mind?

Yes, however, payments received after 14 days from when the violation notice was issued must be paid in full.

### Can the adjudicator consider my financial position if found guilty?

No. The adjudicator will only determine if the offence occurred. The adjudicator has no authority to raise or lower the penalty amount.

### Do I need to appear in person for the hearing?

No. You may send a written submission or arrange for a conference call.

### Can I appeal the adjudicator's decision to a higher authority?

No. An adjudicator's decision is final.

### Can I pay the reduced penalty within 14 days and still proceed to adjudication?

No. Once a penalty is paid the violation notice is closed.

## Bylaw Violation & Adjudication Hearing Questions

### Village of Valemount

735 Cranberry Lake Rd  
PO Box 168  
Valemount BC  
VOE 2Z0

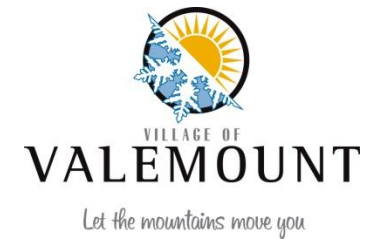
Phone: 250-566-4435

Fax: 250-566-4249



VILLAGE OF  
**VALEMOUNT**

*Let the mountains move you*



## Village of Valemount

# Bylaw Violation Notice & Adjudication



## Valemount Violation Notice

The Village of Valemount's Bylaw Dispute Adjudication System manages Notices of Bylaw Violation in Valemount

### What is Adjudication?

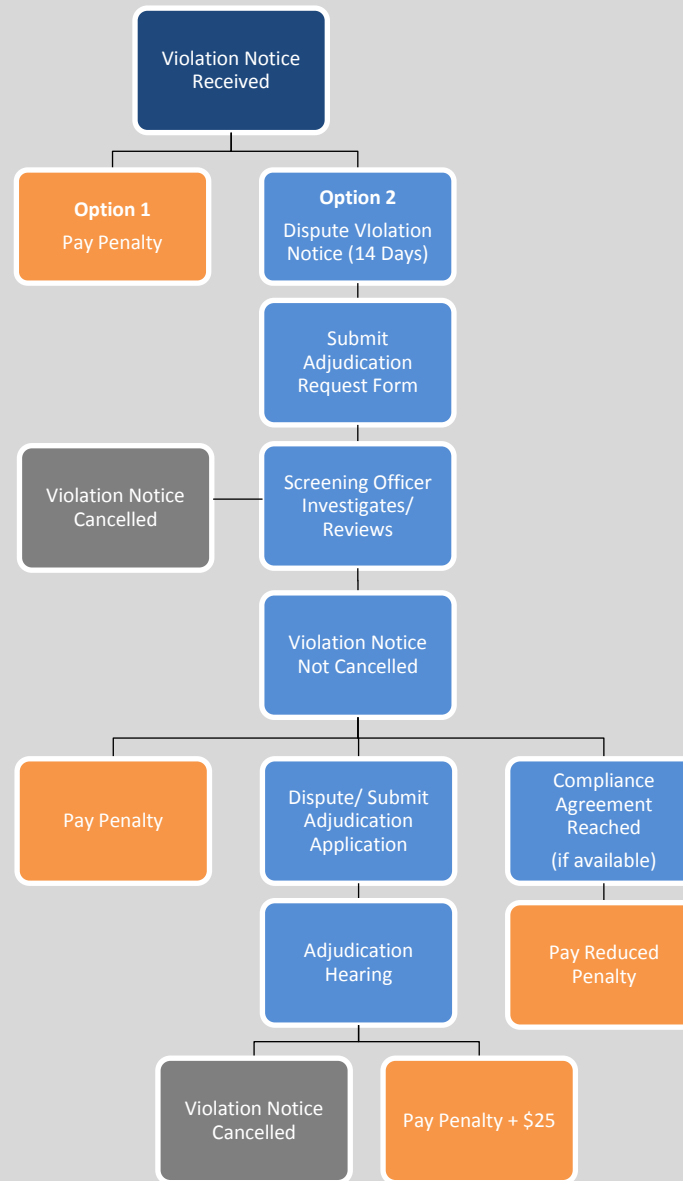
The Adjudication System allows the Village to manage bylaw disputes locally rather than through the Provincial Court system. Violation notices can be disputed out of court with a private adjudicator appointed by the Provincial Attorney General's Office.

### Why is Adjudication used?

- Simplifies dispute process
- Removes minor bylaw violations from the Provincial court system
- Reduces ticket dispute time
- Reduces need to employ lawyers or enforcement officers to take a case to court
- More convenient since attendance at an adjudication hearing is not mandatory
- More cost effective and efficient system
- Helps ensure bylaw compliance



## Violation Notice Process at a Glance



## How does Adjudication Work?

### Option 1: Pay Violation Notice

- Reduced penalty payment within 14 calendar days.
- Full penalty payment after 14 calendar days
- Late penalty payment after 28 calendar days

### Option 2: Dispute Violation Notice

#### Adjudication Request Process

- Fill out and return an Adjudication Request Form, located on the back of the Notice of Bylaw Violation. You must return the form by the date indicated on the front of the notice.
- Adjudication Request Forms can be delivered, mailed or faxed to:
  - Village of Valemount
  - 735 Cranberry Lake Rd
  - Valemount, BC V0E 2Z0
  - Fax: 250-566-4249

#### Screening Officer

- Investigates and reviews details of the violation notice with all parties
- Screening Officer can:
  - Cancel a violation notice
  - Enter into a Compliance Agreement and reduce the penalty upon completion
  - Uphold violation notice

#### Adjudication Hearing

- A date and time for the adjudication is provided and a hearing is scheduled to occur at the Village Office
- After evidence is presented, the adjudicator decides if an offence did or did not occur
  - If an offence did occur, the violation notice must be paid in full, **plus an additional \$25 administrative fee**
  - If an offence did not occur, the violation notice is cancelled and no penalties are assessed

## Payment Options:

### By Mail

Cheques or money orders may be sent to:  
Village of Valemount  
PO Box 168  
Valemount, BC V0E 2Z0

# 1

### In Person

Cash, cheque, money order or debit are accepted at the Village of Valemount, 735 Cranberry Lake Rd  
Monday – Friday 8:30 am to 4:30 pm

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### For Help

Call the Village Office at 250-566-4435 or visit the Village Office at 735 Cranberry Lake Rd.

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