

BYLAW ENFORCEMENT NOTICES (TICKETS)

The City of Prince Rupert Bylaw Dispute Adjudication System manages Bylaw Enforcement Notices (tickets) in Prince Rupert.

This system is authorized under the Local Government Bylaw Notice Enforcement Act.

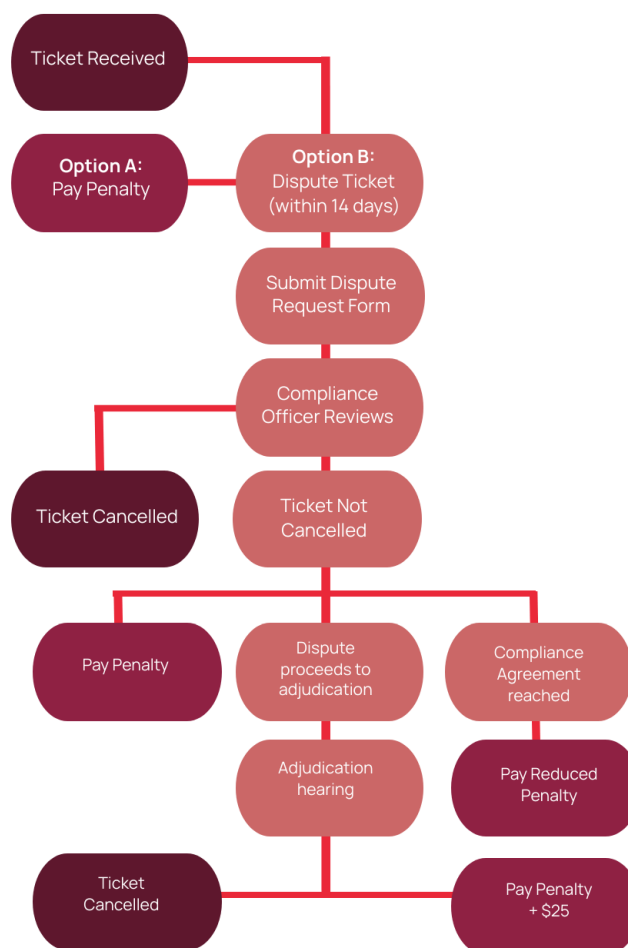
What is Adjudication?

The Adjudication System allows the City to manage bylaw disputes locally rather than through the Provincial Court system. Tickets can be disputed out of court with an adjudicator appointed by the Province.

Why is Adjudication used?

- Simplifies dispute process
 - Removes minor bylaw tickets from the Provincial Court system
 - Reduces ticket dispute time
 - Reduces need to employ lawyers or enforcement officers to take cases to court
 - More convenient; tickets can be disputed online
- More cost effective and efficient

Bylaw Ticket Process



PAYMENT OPTIONS

By Mail – Cheque or money order (no cash) can be sent to: City of Prince Rupert, 424 3rd Ave West, Prince Rupert, BC, V8J 1L7

In Person – Cash, cheque, credit or Interac accepted at City Hall, 424 3rd Avenue West, Monday – Friday 9 a.m. – 4:30 p.m.

After hours and statutory holidays – put cheque or money order in City Hall mailbox, directly outside the entrance to City Hall.

How does Adjudication Work?

OPTION A: Pay Ticket

OPTION B: Dispute Ticket
Ticket Dispute Process

1. Dispute Request:

Fill out and submit a Dispute Request Form, located on the City's website at princerupert.ca/bylawdispute. You must submit the form by the date indicated on the front of the ticket.

2. Compliance Officer:

Reviews details of the ticket with all parties.

Compliance Officer can:

- a. if applicable, cancel a ticket.
- b. enter into a Compliance Agreement and reduce the penalty upon completion.
- c. uphold the ticket.
- d. forward to an Adjudication hearing.

3. Adjudication Hearing:

A date and time for the adjudication is provided and a hearing is scheduled to occur at City Hall.

After evidence is presented, the adjudicator decides if an offence did or did not occur.

- a. If an offence did occur, the ticket must be paid in full, plus an additional \$25 administrative fee.
- b. If an offence did not occur, the ticket is cancelled and no penalties are assessed.

FREQUENTLY ASKED QUESTIONS

What are your options when receiving a ticket?

You can pay the fine or dispute the ticket but it must be dealt with. If not dealt with your ticket will be forwarded to collections for payment.

When will my dispute be heard?

Once a dispute has been received, a Compliance Officer will be in contact to discuss the dispute. This process typically takes 4-6 weeks.

What happens if an enforcement ticket is ignored?

If a penalty is unpaid after 45 days, a ticket is usually forwarded to a collection agency for recovery. The City may take other debt collection steps to recover outstanding penalties.

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

No. Once a ticket is paid it is closed.

When can I schedule an adjudication date?

After a dispute is filed and reviewed with a Compliance Officer.

What is a Compliance Agreement?

When a disputant agrees to correct a bylaw violation, where applicable, the City may accept a 50% reduced penalty. Parking violations are not eligible for compliance agreements.

Do I need to appear in person for the hearing?

No. You may send a written submission or arrange for a conference call if you are unable to appear in person.

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

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

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FREQUENTLY ASKED QUESTIONS

(continued...)

Can the adjudicator consider my financial position if a ticket is upheld?

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

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

No. An adjudicator's decision is final.

***Please Note:** This brochure is meant for guidance and convenience only. It is not to be interpreted as being representative of all aspects of City bylaws.*

For precise requirements, procedures, and policies please contact the Bylaw Department

Bylaw Department
424 3rd Avenue West
Prince Rupert, BC V8J 1L7

Phone: (250) 624-6852
Email: bylaw@princerupert.ca

princerupert.ca

INFORMATION ON **Bylaw Enforcement** Tickets + Adjudication

