



The Corporation of the District of Central Saanich

REGULAR COUNCIL REPORT

For the Regular Council meeting on Monday, April 27, 2026

Re: Bylaw Notice Enforcement Bylaw No. 2242 and associated Council Policy

RECOMMENDATION(S):

1. *That Bylaw Notice Enforcement Bylaw No. 2242 be introduced and read a first, second and third time.*
2. *That Council adopt Policy No. 05-PLAN, providing framework for the Bylaw Notice dispute process and screening officer expectations.*

PURPOSE:

To propose a new Bylaw Notice Enforcement Bylaw No. 2242, to allow staff to issue bylaw notices for bylaw contraventions, with a companion Council Policy. An updated Traffic and Highways Bylaw, No. 2241, 2026, and Animal Control Bylaw Amendment, will be presented to Council next month, supporting the implementation of bylaw notices for traffic, animal control and other related contraventions under the Bylaw Notice Enforcement framework.

BACKGROUND:

At the October 27th regular meeting of Council, staff presented an Introduction to the Bylaw Notice Enforcement Regulation, report attached as Appendix A. At that meeting Council adopted the following motion:

1. *That staff be authorized to prepare a Bylaw Notice Enforcement Bylaw for consideration at an upcoming Council meeting; and,*
2. *That the District request that the Ministry of Attorney General add the District of Central Saanich to the Bylaw Notice Enforcement Regulation to allow staff to utilize Bylaw Notices under the Local Government Bylaw Notice Enforcement Act.*

The province has now added the District of Central Saanich to the list of municipalities permitted to utilize tickets through the Bylaw Notice Enforcement Act, and our proposed bylaw is attached as Appendix B.

DISCUSSION:

The proposed Bylaw Notice Enforcement Bylaw establishes the District's authority to issue bylaw notices for specified contraventions of District bylaws. The bylaw identifies offences, sets out applicable penalties, and outlines the dispute resolution process, including review by a designated screening officer. The screening officer may uphold the bylaw notice, cancel the notice, or enter into a compliance agreement with the alleged offender. Where a dispute is not resolved at the screening stage, the matter may proceed to adjudication in accordance with the provincial adjudication process.

Bylaw Notice Enforcement Bylaw

The Bylaw Notice Enforcement (BN) system provides the District with an administrative enforcement option that is more efficient, timely, and accessible than the court-based Municipal Ticket Information (MTI) system. The BN framework will also be available to the Animal Control Bylaw Officers, currently contracted to the CRD to enforce the District's Animal Control Bylaw. The BN framework allows disputes to be resolved locally through a screening officer and adjudication process, reducing reliance on Provincial Court and providing greater flexibility in achieving bylaw compliance.

The proposed bylaw includes Schedule "A", which sets out the offences and corresponding penalties that may be enforced through bylaw notices. Schedule "A" may be updated from time to time as Council authorizes the inclusion of additional bylaws, such as the Zoning Bylaw, which is currently being updated. To avoid enforcement gaps when bylaws are created, amended, renumbered, or section references change, the BN Bylaw also establishes a standard penalty (between \$200 and \$400 depending on payment date), enforceable by Bylaw Notice, for a contravention of any District bylaw. This ensures Bylaw Officers retain the authority to take timely enforcement action without requiring immediate bylaw amendments each time legislative changes occur.

The District's Municipal Ticket Information (MTI) Bylaw will remain in place as an alternate method of ticketing for bylaw infractions, and both bylaws can permanently co-exist as bylaw enforcement mechanisms. Given the provincial legislation has a maximum penalty of \$500 for Bylaw Notices, the MTI Bylaw may be utilized for violations with larger penalties.

Disputes and Screening Process

People who are served a Bylaw Notice (BN) ticket have the option to pay the penalty, or submit a dispute form, as provided in the provincial regulations. The BN system disputes are initially reviewed by a designated screening officer, and a meeting is arranged with the accused offender, as noted in the 05-PLAN policy attached as Appendix C.

Appendix C also outlines a template for the Compliance Agreement. This agreement can be completed by a screening officer based on the evidence in the case. As drafted, the penalty reduction in the compliance agreement is at the discretion of the screening officer, despite the fines outlined in Schedule A of Bylaw No. 2242. Some other municipalities select a more precise option, such as reducing the fine by half of the original fine.

One benefit of allowing the screening officer discretion over the fine amount is that they could reduce or fully eliminate the fine, while still entering into the compliance agreement. This type of scenario may be beneficial if the person receiving the fine is fully cooperative, and the fine amount would result in financial hardship.

Allowing screening officers more flexibility with compliance agreements and fines will result in a compassionate and fair approach to bylaw enforcement in the District. Compliance agreements are binding for up to one year, after which time any new bylaw infractions could result in a new fine. If the bylaw notice recipient breaches the compliance agreement at any point within the one year term, the screening officer may rescind the agreement, and the fine becomes immediately payable or referred to an adjudicator. If the screening officer upholds the ticket, the violator may still request an adjudication hearing to appeal the decision.

Adjudication Process

District staff will coordinate bylaw notice adjudication scheduling with the Province, and fees will be payable for adjudication services in accordance with provincial requirements. Given the anticipated low volume of adjudications, particularly during initial implementation, these costs are expected to be manageable within existing resources.

The Local Government Bylaw Notice Enforcement Act allows local governments to establish shared adjudication systems through agreement. While the District proposes to proceed independently at this time, opportunities to collaborate with neighbouring municipalities to share adjudication services and costs have been discussed and could be explored in the future if volumes increase.

IMPLICATIONS:

Strategic

The Bylaw Notice system supports the District's strategic priority related to demonstrating organizational effectiveness, specifically to improve internal processes through legislative authority with responsive service delivery by providing a modern and efficient bylaw enforcement tool.

Legislative/Policy

Adoption of the Bylaw Notice Bylaw is authorized under the Local Government Bylaw Notice Enforcement Act and associated regulations. Council adoption of Policy No. 05-PLAN provides procedural clarity and transparency for dispute resolution, screening officer responsibilities, and compliance agreements.

Financial/ Resource

Given the low volume of adjudications anticipated, particularly in the initial implementation phase, any costs associated with adjudication services are expected to be absorbed within the existing Bylaw operating budget. Staff will record and monitor issued bylaw notices, dispute outcomes, and payment status.

There will be minor costs associated with printing tickets, and potential future costs should the District implement the digital tracking system module (Ticketing) add-on to our existing Tempest software platform. If there is an increase above the current bylaw enforcement service level, through expanded or more proactive bylaw enforcement (e.g. time limited or residential only parking programs), there would be an impact on District bylaw enforcement capacity and resources.

Legal/HR

The bylaw and accompanying policy have been reviewed to ensure alignment with provincial legislation and adjudication requirements. Screening officer roles will be fulfilled by existing management positions, and no additional staffing resources are required at this time.

Communications

Should the bylaw be adopted, staff will update public-facing materials and the District website to provide information on bylaw notices, dispute options, and payment processes.

OPTIONS:

Option 1 (recommended):

1. That Bylaw Notice Enforcement Bylaw No. 2242 be introduced and read a first, second and third time.
2. That Council adopt Policy No. 05-PLAN, providing a framework for the Bylaw Notice dispute process and screening officer expectations.

Option 2:

That Council provide alternative direction to staff.

CONCLUSION:

The proposed Bylaw Notice Enforcement Bylaw and associated Council Policy provide the District with a modern, efficient, and flexible administrative enforcement framework for bylaw contraventions. Adoption of this framework will support timely compliance, local dispute resolution, and a fair and consistent approach to bylaw enforcement, while complementing existing enforcement tools available to the District.

Report written by:	Mia Frankl, Bylaw Officer
Respectfully submitted by:	Kristina Demedeiros, Manager of Building, Bylaw and Business Services
Concurrence by:	Jarret Matanowitsch, Direct of Planning & Building Services
Concurrence by:	Christine Culham, Chief Administrative Officer

ATTACHMENTS:

Appendix A: Bylaw Notice Introduction to Council – October 27, 2025

Appendix B: Bylaw Notice Enforcement Bylaw No. 2242

Appendix C: Bylaw Notice Policy – Council Policy No. 05-PLAN