UCHUCKLESAHT TRIBE GOVERNMENT

Enacted under the Administration of Justice Act section 13.1

ADMINISTRATION OF JUSTICE REGULATION

UTR 42/2025



This regulation enacted on May 6, 2025

Signed

Wilfred Cootes, Chief Councillor of the

Uchucklesaht Tribe

DEPOSITED IN THE REGISTRY OF LAWS AND OFFICIAL RECORDS

ON 05/06/2025

Signature of Law Clerk

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PART 1 - INTRODUCTORY PROVISIONS

Short title

1.1 This regulation may be cited as the Administration of Justice Regulation.

Application

- **1.2** This regulation prescribes
 - (a) the form for a compliance notice and forms related to compliance notices, including:
 - (i) the form for an application for review,
 - (ii) the form for additional information,
 - (iii) the form for any schedules, and
 - (iv) the form for any affidavits,
 - (b) the form for a violation ticket and forms related to violation tickets, including:
 - (i) the form for a certificate of service,
 - (ii) the form for a notice of dispute, and
 - (iii) the form for a statement and written reasons,
 - (c) the manner in which administration of justice forms must be completed, and
 - (d) the fee and process for applying for review of a compliance notice.

Definitions

1.3 In this regulation,

"Act" means the Administration of Justice Act, UTS 75/2025;

"administration of justice form" means a form established under this regulation and includes any attachments to the administration of justice form; and

"application for review" means an application for review of a compliance notice in accordance with Part 12 of the Act.

Page 6 **Repeal**

1.4 The Compliance Notice and Ticket Regulation is repealed.

PART 2 - FORMS

Prescribed forms

- **2.1** (a) The administration of justice forms numbered AJA-1 to AJA-9 are prescribed for the purposes of the Act.
 - (b) A compliance notice must be in Form AJA-1.
 - (c) A violation ticket must be in Form AJA-2.
 - (d) A certificate of service must be in Form AJA-3.
 - (e) A notice of dispute must be in Form AJA-4.
 - (f) A statement and written reasons must be in Form AJA-5.
 - (g) An application for review must be in Form AJA-6.
 - (h) Nothing may be attached to an application for review form except
 - (i) one or more additional information pages in Form AJA-7,
 - (ii) one or more schedules in Form AJA-8, or
 - (iii) one or more affidavits in Form AJA-9.

Completion of forms

- 2.2 (a) Every administration of justice form must be completed and executed legibly and in accordance with
 - (i) the Act,
 - (ii) this regulation, and
 - (iii) the instructions on the administration of justice form, as applicable.
 - (b) An abbreviation of any word on an administration of justice form must not be used unless the abbreviation does not obscure the meaning, intent or legal effect of the administration of justice form.
 - (c) Every administration of justice form must be completed in the English language.
 - (d) An attachment to an application for review form that is an affidavit in Form AJA-9 must be sworn on oath or affirmation before a lawyer, notary public or other

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person authorized by the Evidence Act (British Columbia) to take affidavits for use in British Columbia.

When failure to use prescribed form does not invalidate proceeding

2.3 If a violation ticket or compliance notice is not issued in the prescribed form, a proceeding or an action in relation to the violation ticket or compliance notice, as applicable, is not invalidated if the form used is substantially similar to the prescribed form and meets the other requirements of the Act.

PART 3 - REVIEW OF COMPLIANCE NOTICE

Application fee

- 3.1 (a) A person applying for review of a compliance notice must pay an application fee of \$25 to the Uchucklesaht Tribe.
 - (b) The application fee payable under subsection (a)
 - (i) must accompany the application for review form,
 - (ii) must be paid
 - (A) by cash,
 - (B) by certified cheque or money order payable to the Uchucklesaht Tribe Government, or
 - (C) by such other form of payment as may be approved by the director of finance, and
 - (iii) is non-refundable.

Filing an application for review form

3.2 A person may file an application for review by delivering the application for review by hand or mail to the Uchucklesaht administrative office or by e-mail to the address set out in Form AJA-1.

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SCHEDULE 1 – ADMINISTRATION OF JUSTICE FORMS

- **AJA-1 Compliance Notice**
- AJA-2 Violation Ticket
- AJA-3 Certificate of Service
- AJA-4 Notice of Dispute
- AJA-5 Statement and Written Reasons
- AJA-6 Application for Review of Compliance Notice
- **AJA-7 Additional Information Pages**
- AJA-8 Schedule
- AJA-9 Affidavit

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AJA-1 – Compliance Notice

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UCHUCKLESAHT TRIBE GOVERNMENT

Administration of Justice Act Form AJA-1

COMPLIANCE NOTICE



Incident File Number:

Date Issued:

Compliance Notice Number:

Issued To (ENFORCEMENT OFFICER TO CO	MPLETE EITHER A OR B, AS APPROPRIATE)
A □ This Compliance Notice is issued to the fol	lowing person:
NAME OF PERSON	-
STREET ADDRESS	CITY/TOWN/VILLAGE POSTAL CODE
B This Compliance Notice is issued to the reg	istered owner(s) of the following motor vehicle:
VEHICLE LICENCE PLATE, IDENTIFICATION	N NUMBER, TEMPORARY OPERATION PERMIT OR INTERM PERMIT
Description of Offence	
The enforcement officer issuing this Compliance contravened a Uchucklesaht enactment by doing	Notice has reasonable grounds to believe that the above named person has the following:
in contravention of	
ACT OR REGULATION(S)	SECTION(S)
ACT OR REGULATION(S)	SECTION(S)
Compliance Requirement	
In order to bring yourself into compliance with U	chucklesaht law you must:
on or before the following Compliance Date:	
DAY / MONTH / YEAR	TIME (if appropriate)
Issued By	
ENFORCEMENT OFFICER	SIGNATURE
	Date and time issued: DAY / MONTH / YEAR TIME □ p.m

THIS COMPLIANCE NOTICE HAS TWO SIDES

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How to Apply for a Review of this Compliance Notice

You may apply for a review of this Compliance Notice within 14 days. Applications for review must be in the form set out in the Administration of Justice Regulation, UTR 42/2025 and be accompanied by a \$25 application fee.

Applications must be submitted in one of the following ways:

(1) By hand

Uchucklesaht Tribe Government administrative office 5251 Argyle St, Port Alberni, BC V9Y 1V1

(2) By mail

Attn: Chief Administrative Officer 5251 Argyle St, Port Alberni, BC V9Y 1V1

(3) By e-mail

justice@uchucklesaht.ca

The application fee may be paid by cash, certified cheque or money order payable to the Uchucklesaht Tribe Government.

You may contact the Chief Administrative Officer for the application review form or additional information regarding an application for review.

Failure to Comply

If you fail to comply with this Compliance Notice by the Compliance Date you may be:

- A) issued a violation ticket for failing to comply with this Compliance Notice,
- B) issued a violation ticket for the above contravention(s), or
- C) subject to prosecution in BC Provincial Court for the contravention(s) listed above and liable, on summary conviction, to a fine in the amount determined by the Court or imprisonment for up to six months.

In addition, if you fail to comply with this Compliance Notice by the Compliance Date, the Uchucklesaht Tribe Executive may, subject to the outcome of any application for review of this Compliance Notice, direct or authorize certain actions or measures to be taken to stop or rectify the above contravention(s) or to prevent a re-occurrence of those contravention(s). If the Executive authorizes or directs such actions or measures to be taken, you will be liable to the Uchucklesaht Tribe Government for any costs associated with carrying out those actions or measures.

FOR ENFORCEMENT OFFICER USE ONLY		
ENFORCEMENT OFFICER	Date	

THIS COMPLIANCE NOTICE HAS TWO SIDES

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AJA-2 – Violation Ticket

UCHUCKLESAHT TRIBE GOV. Administration of Justice Act Form AJA-2 VIOLATION TICKET	ERNMENT		9	ncident File N	
ISSUED TO: SURNAME OR CORPORATE NAME			300.		
			hearnso me		
GIVEN NAMES (OR CORPORATE NAME CONT	NOED)		(YES NO/UI	RSON (12-17 YEAR WENOWN)	S OLD)
PROV/STATE DRIVERS LICENCE#	PRODUCED (Y/N) EXPLXY (YYYY)	BURTHDATE	(YYYY-MM-DD)	
ADDRESS			DIFFERENT	FROM DL ADDRE	SS (Y/N)
CITY		PROV/STATE	POSTAL / ZI	PCODE	
THE ISSUING ENFORCEMENT OFFICER IDENT THAT THE ABOVE-NAMED IS A PERSON DAVO					DOES BELIEVE,
VIOLATION DATE ON OR ABOUT		E APPROXIMATE TIME OF		(24-HR. CLOC	<i>I</i> 2)
ON UCHUCKLESAHT LANDS ON THE UCHUCKLESAHT FO DID COMMIT THE OFFENCE(S) INDICATED, UNDI DECRUPTION OF OFFENCE	RESHORE ER THE FOLLOWING ACT(S) ACT OR.	OR REGULATION(S): REGULATION (FULL NA SECTION CONTRAVENE		PENALTY	DISCOUNT PENALTY (IF PAID WITHIN 14
				SE SECTION OF THE SEC	DAYS OF SERVICE)
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1)	ACT:			80	82
C O U	□ REG:			2	_
N T	SECTION:			s	s
2) C O	ACT:			8	4
U N	☐ REG:			s	s
T 3)	SECTION:			8:	
PROVISTATE LICENCE PLATE NUMBER	R			<u></u>	, in
REGISTERED OWNER(S) NAME(S)	VEHICLE MAKE	TYPE		YEAR	COLOUR
TO DISPUTE THIS VIOLATION TICKET, YOU M REASONS IN ACCORDANCE WITH INSTRUCTI				STATEMENT AND	WRITTEN
PROVINCIAL COURT HEARING LOCATION IF I DISPUTED:	VIOLATION TICKET IS	DATE OF SERVICE (YY	YY-MM-DD)	
PORT ALBERNI PROVINCIAL COURT SSUING ENFORCEMENT OFFICER SIGNATUR	E	OFFICER ORGANIZAT	ON/DETAC	HMENT (IF EXTE	RNAL)
SSUING ENFORCEMENT OFFICER NAME		OFFICER NUMBER (IF	EXTERNAL)	-
F A WITNESSING OFFICER IS INVOLVED, OFF	ICER'S NAME	WITNESSING OFFICES	NUMBER (FEXTERNAL)	
IF AN ALLEGED OFFENCE OR A FINE FOR AN VIOLATION TICKET IN RESPECT OF THE ALLE GUILTY TO THE OFFENCE AND THE TICKETE YOUR SEGNATURE INDICATES YOU HAVE REC	GED OFFENCE WILL BE TO AMOUNT FOR THE OFFEN SEIVED THIS VIOLATION TO	REATED AS NOT DISPUT NCE WILL BE PAYABLE ' ICKET AND IS NOT AN A	ED, YOU WI	LL BE DEEMED TO LESAHT TRIBE G	O HAVE PLEADED
HEREBY ACKNOWLEDGE RECEIPT OF A COR	Y OF THIS VIOLATION TICE	KET			
ALLEGED OFFENDER'S SIGNATURE	THIS VIOLATION TIC	VET UAS TWO SID	FC		-



VIOLATION TICKET PAYMENT AND DISPUTE INSTRUCTIONS

HOW TO PAY THE VIOLATION TICKET

REDUCE TICKETED AMOUNT(S) BY PAYING EARLY

You may pay the discounted penalty amount set out on the front of this violation ticket if you pay in full within 14 days after the date of service of the violation ticket.

PAY IN PERSON	PAY BY MAIL
Present your violation ticket and payment at the Uchucklesaht Tribe Government administration office during regular business hours: 5251 Argyle St. Port Alberni, BC V9Y 1V1	Mail your payment by certified cheque or money order in Canadian funds payable to the Uchucklesahi Tribe at the following address: 5251 Argyle St. Port Alberni, BC V9Y 1V1. Do not send cash. A receipt will not be mailed. Your payment must be accompanied by a copy of the violation ticket or a note that contains the following as shown on the violation ticket. The violation ticket number Your name, address, date of birth and driver's licence number The violation date and the name of the Act or regulation and section contravened for each alleged offence to which the payment relates If you do not provide these details or a copy of your violation ticket, it may not be possible to process your payment. If this occurs, the ticketed amount for each alleged offence to which the payment relates will be unpaid.

WHAT HAPPENS IF YOU PAY A TICKETED AMOUNT IN FULL?

If you pay the ticketed amount in full, you are deemed to have pleaded guilty to the alleged offence and the offence will be added as a conviction to the records kept by Uchucklesaht Tribe Government.

WHAT HAPPENS IF YOU PAY A PORTION OF A HICKETED AMOUNT OR DO NOT PAY AT ALL?

If within 30 days of the date of service of the violation ticket, you pay a portion of the ticketed amount for an alleged offence, or do not pay the ticketed amount for the alleged offence and do not dispute the alleged offence, you are deemed to have pleaded guilty to the offence. This will have the following consequences: you will be subject to collection activity; the offence will be added as a conviction to the records kept by Uchucklesaht Tribe Government, in the case of certain offences, you may be refused a licence or a permit under the Act that you have contravened or whose regulations you have contravened or under another enactment.

HOW TO DISPUTE THE VIOLATION TICKET

You can dispute an alleged offence set out in the violation ticket or a fine or both by providing a notice of dispute in accordance with the instructions below. Your notice of dispute must be received within 30 days of the date of service of the violation ticket. If you dispute an alleged offence, you or your agent will have to appear at a Provincial Court hearing. If you do not want to dispute an alleged offence but want to request a reduction in a fine or additional time to pay, you can complete and submit a Violation Ticket Statement and Written Reasons form with your notice of dispute or you or your agent can appear at a Provincial Court hearing to make the request.

DISPUTE BY E-MAIL	DISPUTE IN PERSON
You may e-mail your notice of dispute to justice@uchucklesaht.ca	You may deliver your notice of dispute in person to the Uchucklesaht administration office at the address set out on the back of this violation ticket. You will need to bring the violation ticket and you may be required to fill out a Notice of Dispute form as provided at that location.
	The second secon

DISPUTE BY MAIL

You may mail a letter to the Uchucklesaht administration office at the address set out on the back of this violation ticket saying that you want to dispute the violation ticket. The letter must identify any alleged offence or fine for any alleged offence that you are disputing and set out the address to which the Provincial Court will send your notice of hearing. You must include a copy of the violation ticket with your letter, or your letter must contain the following as shown on the violation ticket with your letter. the violation ticket

The violation ticket number

Your name, address, date of birth and driver's licence number

The violation date and the name of the Act or regulation and section contravened for each alleged

offence that you are disputing

If you do not provide these details in the letter or a copy of the violation ticket, it may not be possible to process your dispute. If this occurs, you will be deemed to have pleaded guilty to the offence(s).

WHAT HAPPENS AFTER YOUR NOTICE OF DISPUTE HAS BEEN RECEIVED?

If you dispute an alleged offence or submit a request for a reduction in a fine for an alleged offence or additional time to pay without including a completed Violation Ticket Statement and Written Reasons form, a Notice of Hearing will be sent to you in the mail or electronically. The notice will tell you the date, time and location for your Provincial Court hearing.

If you or your agent do not appear at the Provincial Court hearing at the indicated date and time, the alleged offence is deemed not to be disputed and you are deemed to have pleaded guilty to the offence. This will have the following consequences: the ticketed amount is immediately payable; the offence will be added as a conviction to the records kept by Uchucklesaht Tribe Government; in the case of certain offences, you may be refused a licence or a permit under the Act that you have contravened or whose regulations you have contravened or under another enactment.

If you submit a request for a reduction in a fine or additional time to pay and a completed Violation Ticket Statement and Written Reasons form, an order of a justice setting out the Court's decision will be sent to you in the mail or electronically.

AJA-3 - Certificate of Service

UCHUCKLESAHT TRIBE GOVERNMENT

Administration of Justice Act Form AJA-3

CERTIFICATE OF SERVICE



Incident File Number:

Violation Ticket Number:

CERTIFICATE OF SERVICE

(name)		(occupat	tion)
ALMARAM HIPE WOO	YYYY	ММ	DD
rtify that on the date	h:		
erved		(t	he "Named Person")
th a copy of the Violation Tic			rith the Administra
istice Act, UTS 75/2025 in the	manner indicated beli	ow:	
by delivering the v	iolation ticket by han	d to the Named P	erson
	lation ticket to the Na		the case of a con
to the registered of records of the appl	fice of the corporatio icable government	n shown in the	
<u>500</u> 9	ē.		
Person	lation ticket to the la	ast known facsim	ale number of the
by affixing the vio	lation ticket in a cons	nicuous place to t	he vehicle identifi
	parking-related offend		
by serving a phys	ical copy of the vio	lation ticket to th	e person having
control of the veh	icle identified in the	Violation Ticket	(parking-related
Only			
)ated:	MM	DD	1

ENFORCEMENT OFFICER SIGNATURE

AJA-4 – Notice of Dispute

dministration o orm AJA-4	HT TRIBE GOVERNM f Justice Act CKET NOTICE OF DIS		(i)		Incident File I Violation Tick Court Locatio Violation Date	tet Number: on Named on Vio	lation Ticket:
PART A	Surname of Disputant			en Names	*		
ection	Mailing Address		E	mail Address			
	City		Province		T P	nutal Code	
	Home Phone Number		Driver's License Number		3	Province or State of	Driver's License
	Work Phone Number				Birthdate Y	Y/MM/DD	
		ll be mailed to the above y new address or change		otify Uchuckl	esaht Tribe Go	vernment and	the
PART B	I wish to dispute the	violation ticket noted	above				
omplete this ection	Issued by:	Enforcement Organization Issuing the Violation Ticket			Service Date:	YYMM/DD	
	For each count in disp	ute, choose either A or E	or Chelow:		Count 1	Count 2	Count 3
	A I agree that I commit	tted this offence, and I do	not want to appear in	court.			
	A2 - I request more As I do not was	uction of the ticketed am time to pay the ticketed nt to appear in person in of of the ticketed amount(s)	amount: court, I attach a violati			itten reasons	t _o
	or I agree that I some	nitted this offence, and I w					W
	D. The state of th	eduction of the ticketed a	일반하는 병에 가는 사람들이 없는데 하고 그 나를 하는데 다				
	200 No. 104-1048-1-1048-4-1050-1-1040-1-1	re time to pay the tickete	d amount:				
	C I do not agree that I	I committed this offence(allegation):				
PART C omplete this section	I require a	represented at the hearing	by a lawyer. interpreter at the heari	ng.			
nportant	disputed, the conviction(the disputant's agent do (s) to the allegation(s) will	be recorded against th				
otice	amount(s) will become i	immediately due and paya	iore.				
PART D		claring that the above		rect.			
ART D		2 22		rect.			
PART D		2 22	information iscor	rect.	s Name		
ART D	Please sign below de	claring that the above	information iscor		s Name Province	Pi	ostal Code
PART D complete this section	Please sign below de	claring that the above	e information is cor			Pı	ostal Code
PART D Complete this section OCHUCKLESAHT RIBE GOVERNMENT CONTACT	Please sign below de Signature of Disputant/Agent Agent's Address	claring that the above	e information is cor			p,	ostal Code

ORIGINAL - COURT COPY - DISPUTANT OR AGENT

AJA-5 - Statement and Written Reasons

UCHUCKLESAHT TRIBE GOVERNMENT Incident File Number: Administration of Justice Act Violation Ticket Number: Form AJA-5 Court Hearing Location: VIOLATION TICKET STATEMENT AND WRITTEN REASONS Date: This form must be used if a disputant wants to request a reduction in the ticketed amount and/or request more time to pay, and the disputant does NOT want to appear in person for hearing of the dispute. This form MUST be accompanied by a Notice of Dispute. PART A Name of Disputant Complete this section. Sumame Driver's licence number Province or State of driver's license Mailing Address City Postal Code Birthdate YYMMDD Email Address nent and the Provincial Court of a change of address, you will not be notified of the order of the Justice PART B I agree that I committed this offence and I do NOT want to appear in person for a hearing. I want to request a Complete and sign this written reduction in the fine portion of the Ticketed Amount(s) and/or more time to pay the Ticketed Amount(s). or Signature of Disputant Signature of Agent nt Agent's Name Agent's Address City Province Postal Code PART C Written Reasons for a Reduction in the Ticketed Amount(s) (Must not contain a defence of the allegation): Complete your reasons in request of a reduced Ticketed Amount(s). Continue on Form AJA-7 if more room is required PART D Written Reasons for More Time to Pay the Ticketed Amount(s) (Must not contain a defence of the allegation): Complete your reasons for Time to Pay the Ticketed Continue on Form AJA-7 if more room is required Important Notice Certain offences may have a minimum fine and cannot be reduced.

1-250-724-1832

Forms are available at: https://www.uchucklesaht.ca/

Administration office:

5251 Argyle St., Port Alberni, BC V9Y 1V1

UCHUCKLESAHT

TRIBE GOVERNMENT CONTACT

AJA-6 – Application for Review of Compliance Notice

UCHUCKLESAHT TRIBE GOVE Administration of Justice Act Form AJA-6 APPLICATION FOR REVIE		Date received: Incident File Number: Application fee of \$25 received
COMPLIANCE NOTICE	202	(for Chief Administrative Officer use only)
I,Officer of the following Compliance No	(Name of Applicant) hereby apply for a otice:	review by the Chief Administrative
Compliance Notice number:		
Date Compliance Notice was issued:		
What was the Compliance Notice issued	d for?	
APPLICANT'S CONTACT INFORM	MATION:	
Full legal name:		
Phone #(s):		
Address for delivery:		
Email Address (optional):		
The basis for my application for review	ew is:	
5.		
	ch additional information or supporting evidence mation, AJA-8 where you would like to attach o	
Notice was issued to and that the Chief Adn	Il be delivered by the Chief Administrative Offic ninistrative Officer may gather the information of Chief Administrative Officer will either reverse nce Notice.	equired for the review of the Compliance
I acknowledge that this review request is su filing is not indication that the requirements	bject to the requirements of the Administration of have been met.	of Justice Act, and that acceptance for
Signature:	Date:	

AJA-7 – Additional Information Pages

UCHUCKLESAHT TRIBE GOVERNMENT

Administration of Justice Act Form AJA-7

ADDITIONAL INFORMATION

Date received:

Incident File Number or Violation Ticket Number:

(for Chief Administrative Officer use only)

Ī,	(Name of Applicant) submit the following additional information	on to my
	atement and written reasons, as applicable, dated	
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÷		-
7.		
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S		
<u></u>		
2		
Signature:	Date:	
	Page	eof
X	11.00.77	

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Form AJA-7 Additional Pages			
		D	
Signature:	<u> </u>	Date:	
			Page of _

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AJA-8 – Schedule

UCHUCKLESAHT TRIBE GOVERNMENT

Administration of Justice Act Form AJA-8

SCHEDULE



Date received:

Incident File Number:

(for Chief Administrative Officer use only)

Document Information				
NAME OF ATTACHED DOCUMENT				
DATE OF ATTACHED DOCUMENT				

AJA-9 – Affidavit

UCHUCKLESAHT TRIBE GOVERNMENT

Administration of Justice Act Form AJA-9

AFFIDAVIT



Date received:

Incident File Number:

(for Chief Administrative Officer use only)

Sworn the [day] day of [year]

AFFIDAVIT OF [FULL NAME]

I, [full name], of [address], MAKE OATH AND SAY OR AFFIRM THAT:

- I am [role in proceedings] and as such have personal knowledge of the facts and matters
 hereinafter deposed to save and except where stated to be based on information and
 belief, and where so stated, I verily believe to be true.
- 2. [additional paragraphs]
- 3. [additional paragraphs]

)))	
) [FULL NAME]	
)) (FULL NAME)))