

The Corporation of the Municipality of Meaford

By-law Number 2026-47

Being a by-law to establish a system of administrative penalties in the Municipality of Meaford

Whereas, section 8(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on a municipality to enable it to govern its affairs as it considers appropriate, and enhance its ability to respond to municipal issues;

And Whereas, section 23.1 of the *Municipal Act, 2001*, confirms the authority of a municipality to delegate its powers and duties subject to restrictions in Part II of the Act;

And Whereas, section 102.1 of the *Municipal Act, 2001*, authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

And Whereas Ontario Regulation 333/07 regulates administrative penalties that are required by a municipality in respect of the parking, standing or stopping of vehicles;

And Whereas, section 391(1) of the *Municipal Act, 2001*, confirms a municipality's authority to impose fees and charges on persons for services or activities provided by or on behalf of it and for the use of its property;

And Whereas, section 434.1 of the *Municipal Act, 2001*, provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the *Municipal Act, 2001*;

And Whereas, section 434.2 of the *Municipal Act, 2001*, provides that an Administrative Penalty imposed by the municipality on a person constitutes a debt of the person to the municipality;

And Whereas, section 15.4.1 of the *Building Code Act, 1992*, S.O. 1992, c. 23, authorizes municipalities to require a person, subject to such conditions as a municipality considers appropriate, to pay an administrative penalty if

the municipality is satisfied that the person has failed to comply with the municipal property standards by-law, or an order pursuant to such by-law;

And Whereas, the purpose of the system of administrative penalties established by a municipality shall be to assist the municipality by promoting compliance with its by-laws;

And Whereas, Council has deemed that the delegation of certain administrative and legislative powers would contribute to the efficient management of the Municipality's municipal objectives while still adhering to the principles of accountability and transparency;

And Whereas, Council is of the opinion that the delegations of legislative power under this By-law are of a minor nature, including with regard to the number of people, the size of the geographic area, and the time period affected by the exercise of such delegated power;

And Whereas, Council has enacted By-law No. 2014-40, as amended, a by-law to delegate certain powers and duties to Officers and Employees of the Municipality of Meaford;

And Whereas, Council considers it desirable to provide for a system of administrative penalties and administrative fees for the designated Municipality By-Laws, or portions of the designated Municipality By-Laws, set out herein;

Now Therefore, The Council of the Corporation of the Municipality of Meaford enacts as follows:

1.0 Definitions

- 1.1 "Administrative Fee" means any fee(s) specified in Schedule C of this By-law, as may be amended from time to time or set out in the Municipality's Fees and Charges By-law;
- 1.2 "Administrative Penalty" means an administrative penalty as set out in Schedule A and B of this By-Law, as may be amended from time to time, for a contravention of a Designated By-law;
- 1.3 "APS" means administrative penalty system;
- 1.4 "Designated By-law" means a Municipality by-law, or a part or provision of a Municipality By-law, to which this By-law applies, as designated under this By-law and listed in Schedules A and B of this By-Law;

- 1.5 "Council" means the Council of the Municipality;
- 1.6 "Day" means any calendar day;
- 1.7 "Director" means the Director of Legislative Services for the Municipality or their designate and includes the Manager;
- 1.8 "Effective Date" means the date on which service of a Penalty Notice or any document is deemed to be effective, including any applicable service days as prescribed under Section 7.0 in an accordance with this By-law;
- 1.9 "Electronic Hearing" means a Hearing held by video conference, telephone or some other form of electronic technology allowing Persons to hear one another;
- 1.10 "Extenuating Circumstances" means situations, which, in the opinion of a Screening or Hearing Officer, do not provide an excuse or justify the infraction, but which in fairness and mercy may be considered as reducing the degree of responsibility. These are very special circumstances, and if proven that the existence of such special circumstances warrants a reduction of the Penalty Notice, the Screening Officer may take this into consideration when adjudicating the matter. These are also circumstances that render a contravention less serious and may lessen the degree of responsibility. The Person claiming mitigating or extenuating circumstances shall provide proof of their claim with oral evidence and documented proof (i.e. medical records, birth announcement), if available;
- 1.11 "Hearing Decision" means a notice that contains a decision made by a Hearing Officer;
- 1.12 "Hearing Officer" means a Person who performs the functions of a Hearing Officer in accordance with Part 6 of this By-law, and pursuant to the Screening and Hearing Officer By-law;
- 1.13 "Holiday" means a Saturday, Sunday and any statutory provincial or federal holiday in the Province of Ontario or any day on which the offices of the Municipality are officially closed for business;
- 1.14 "Late Payment Fee" means an Administrative Fee established by the Municipality from time to time, in respect of a Person's

failure to pay an Administrative Penalty within the time prescribed in this By-Law, as listed in Schedule C;

- 1.15 "Manager" means the Manager of Municipal Enforcement Division or their designate;
- 1.16 "Ministry" means the Ontario Ministry of Transportation and any successor ministry;
- 1.17 "Municipality" means the Corporation of the Municipality of Meaford;
- 1.18 "Municipal Act" means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time, or any successor thereof;
- 1.19 "MTO Plate Denial Fee" means an Administrative Fee established by the Municipality from time to time, for notifying the Registrar of Motor Vehicles for the purpose of plate permit denial, as listed in Schedule C;
- 1.20 "MTO Search Fee" means an Administrative Fee established by the Municipality from time to time, for any search of the records of, or any inquiry to, the Ministry, or related authority, for the purposes of this By-Law, as listed in Schedule C;
- 1.21 "NSF Fee" means an Administrative Fee established by the Municipality from time to time, in respect of any failed payment to the Municipality from a person, as listed in Schedule C;
- 1.22 "Officer" means a police officer, a Municipal Enforcement Officer, or another person appointed by or under the authority of a Municipality by-law, with powers to enforce a Designated By-law;
- 1.23 "Owner" means the person whose name appears on the vehicle permit issued by the Ministry. If the vehicle permit consists of a vehicle portion and license plate portion, and different persons are named on each portion, the person whose name appears on the license plate portion, as provided by the Ministry, is the owner for the purposes of this By-law;
- 1.24 "Parking By-law" means any and all by-laws of the Municipality respecting the parking, standing or stopping of vehicles;
- 1.25 "Penalty Due Date" means a date which is the thirtieth (30th) day

following the Penalty Notice Date, plus any applicable service days as prescribed under Section 7.0;

- 1.26 "Penalty Notice" means a notice issued by an Officer for a contravention of a Designated By-Law and any associated documents;
- 1.27 "Penalty Notice Date" means the date of the contravention specified on the Penalty Notice;
- 1.28 "Penalty Notice Number" means the number specified on the Penalty Notice;
- 1.29 "Person" includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof, and, in relation to vehicle, parking or traffic-related contraventions, whose name appears on the vehicle permit issued by the Ministry. If the vehicle permit consists of a vehicle portion and license plate portion, and different persons are named on each portion, the person whose name appears on the license plate portion, as provided by the Ministry, is the person for the purposes of this By-law;
- 1.30 "Plate Denial Fee" means an Administrative Fee established by the Municipality from time to time, in relation to plate denial, as listed in Schedule C;
- 1.31 "Provincial Offences Act" means the *Provincial Offences Act*, R.S.O., 1990, c. P. 33, as amended from time to time, or any successor thereof;
- 1.32 "Regulation" means O. Reg. 333/07, made under the Municipal Act, as amended from time to time, or any successor thereof;
- 1.33 "Request for Review by Hearing Officer" means the request which may be made in accordance with Part 6 of this By-law for the review of a Screening Decision;
- 1.34 "Request for Review by Screening Officer" means the request made in accordance with Part 5 of this By-law for the review of a Penalty Notice;
- 1.35 "Review by Hearing Officer" and "Hearing" mean the review of a

Screening Decision by a Hearing Officer as set out in Part 6 of this By-law;

- 1.36 "Review by Screening Officer" and "Screening Review" mean a review of an Administrative Penalty by a Screening Officer as set out in Part 5 of this By-law;
- 1.37 "Screening and Hearing Officer By-law" means a by-law enacted by the Municipality for the purpose of providing for the appointment of a Screening Officer and Hearing Officer;
- 1.38 "Screening Decision" means a notice which contains the decision of a Screening Officer;
- 1.39 "Screening non-Appearance Fee" means an Administrative Fee established by the Municipality from time to time, in respect of a Person's failure to appear at the time and place scheduled for a review before a Screening Officer and listed in Schedule C;
- 1.40 "Screening Officer" means a Person who performs the functions of a Screening Officer in accordance with Part 5 of this By-law, and pursuant to the Screening and Hearing Officer By-law; and

2.0 Short Title

- 2.1 The short title of this by-law is the "Administrative Penalty By-law".

3.0 Application of this By-law

- 3.1 This By-Law applies to all Persons who are found to have contravened a Designated By-Law of the Municipality.
- 3.2 The By-laws, or portions of Municipality By-laws, listed in the attached Schedule A of this By-law shall be Designated By-laws for the purposes of section 102.1 of the Municipal Act.
- 3.3 The By-laws, or portions of Municipality By-laws, listed in the attached Schedule B of this by-law shall be Designated By-laws for the purposes of section 434.1 of the Municipal Act, and section 15.4.1 of the Building Code Act, 1992, S.O. 1992, c. 23, as applicable.
- 3.4 The attached Schedules A and B of this By-law set out the

Administrative Penalty and include short form wording to be used on Penalty Notices, for the contraventions of Designated By-laws.

- 3.5 The attached Schedule C of this By-law sets out the Administrative Fees imposed for purposes of this by-law.
- 3.6 No person that is required to pay an administrative penalty under this By-law in respect of a contravention of a Designated By-law shall be charged with an offence in respect to the same contravention under the Provincial Offences Act, as amended. For clarity, a person may be charged for a different contravention of a Designated By-law, a repetition of a contravention, or, in the case of a continuing contravention, a continuation of the contravention after the date of the penalty notice. Likewise, a person may be issued a penalty notice for a different contravention of this By-law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention.
- 3.7 Other than set out in section 3.6, the imposition of an administrative penalty does not limit the Municipality's ability to initiate any other proceeding or seek any other remedy permitted by the law as the Municipality deems appropriate to prevent the continuation or repetition of the convention.
- 3.8 This By-law does not remove or otherwise affect the application of the Provincial Offences Act to contraventions of a Designated By-law, subject to the following:
 - a) Pursuant to section 4 of the Regulation, the Provincial Offences Act will not apply to the Parking By-law if designated. Notwithstanding all other provisions of this By-law, the Parking By-law is not a "designated by-law" under the Regulation unless listed by by-law number in Schedule "A".
- 3.9 Sections 431 and 440 of the Municipal Act apply to this By-law, allowing respectively, for a court of competent jurisdiction to prohibit the contravention or repetition of an offence, and, upon application of the Municipality, for a court to make orders to restrain a contravention, which remedies may be sought in addition to any remedy or penalty imposed under this By-law.

4.0 Penalty Notice

4.1 a) Schedule A By-laws (Parking)

If a vehicle has been left parked, standing or stopped in contravention of the Municipality's Parking Control By-law, the Owner shall, upon issuance of a Penalty Notice in accordance with this By-Law, be liable to pay to the Municipality an Administrative Penalty in the amount specified in Schedule A, and shall be liable to pay to the Municipality any Administrative Fee(s) in accordance with Schedule C of this By-Law.

b) Schedule B By-laws (Non-Parking)

If a Person is found in contravention of a Designated By-law, the Person shall, upon issuance of a Penalty Notice in accordance with this By-Law, be liable to pay to the Municipality an Administrative Penalty in the amount specified in Schedule B and shall be liable to pay to the Municipality any Administrative Fee(s) in accordance with Schedule C of this By-Law.

4.2 An Officer who has reason to believe that a Person has contravened a Designated By-law may issue a Penalty Notice in accordance with this By-Law.

4.3 The Penalty Notice shall include the following information:

- a) the name(s) of the Person(s) or the vehicle license plate number or vehicle identification number, as applicable;
- b) the Penalty Notice Date;
- c) the Penalty Notice Number;
- d) the short form wording for the contravention;
- e) the amount of the Administrative Penalty
- f) the Penalty Due Date, including the time for payment of the Early Penalty Amount, as applicable;
- g) information respecting the process by which the Person may pay the Administrative Penalty or request a review of

the Administrative Penalty;

- h) a statement advising that an Administrative Penalty will constitute a debt of the Person to the Municipality unless cancelled pursuant to Screening Review or Hearing process; and
- i) the name and identification number of the Officer issuing the Penalty Notice.

4.4 No Officer shall accept payment of an Administrative Penalty or Administrative Fee.

4.5 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the Penalty Due Date, as set out on the Penalty Notice, shall also pay the Municipality any applicable Administrative Fee(s).

4.6 An Officer shall apply an escalated Administrative Penalty in accordance with the Schedules of this By-law, where a Person has been issued a Penalty Notice contravenes the same designated provision of a Designated By-law.

4.7 When a Penalty Notice is issued for a violation of a Designated By-law listed in Schedule B involving a property with multiple owners, the Penalty Notice may name all Persons who are the registered owners of such property, and such Persons shall be jointly and severally liable to pay the Administrative Penalty on the Penalty Notice.

5.0 Review by Screening Officer

5.1 A Person who is served a Penalty Notice may, within thirty (30) days after the Effective Date of service, request, in accordance with sections 5.3 and 5.4, that the Administrative Penalty be reviewed by a Screening Officer.

5.2 A Person who is served a Penalty Notice may, in accordance with sections 5.3 and 5.4, request that the Screening Officer extend the time to request a review, within sixty (60) days after the Effective Date of service, failing which the Administrative Penalty shall be affirmed in accordance with section 5.7 of this By-law.

- 5.3 A Person's Request for Review by Screening Officer or a request for an extension of time to request a Screening Review are exercised by:
- a) a submission in writing to the Screening Officer of a Request for Review by Screening Officer or a request for an extension of time to request a screening review; or
 - b) attending in person at the location listed on the Penalty Notice to make a Request for Review by Screening Officer or a request for an extension of time to request a screening review.
- 5.4 A Request for Review by Screening Officer or a request for an extension of time to request a Screening Review, shall be submitted in the form and manner specified by the Director, and shall include the Penalty Notice Number and the Person's contact information. If the Person is being represented by an authorized representative, the Person shall submit an authorized agent/representative form, as specified by the Director. Incomplete forms or forms not submitted in the form and manner as determined by the Director may not be accepted or processed, at the discretion of the Director.
- 5.5 The Screening Officer may only extend the time to request a review of the Administrative Penalty when the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Screening Officer will consider the request for an extension before reviewing the Administrative Penalty.
- 5.6 Where an extension of time to request a review is not granted by the Screening Officer, the Administrative Penalty and any applicable Administrative Fee(s) shall be deemed to be affirmed, and shall not be subject to review.
- 5.7 Where neither a review nor an extension of time for review is requested in accordance with this By-law, or where the Person fails to request a review within any extended period of time granted by the Screening Officer:
- a) the Person shall be deemed to have waived the right to request a Screening and Hearing Review;

- b) The Administrative Penalty and any applicable Administrative Fee(s) shall be deemed to be affirmed; and
 - c) the Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 5.8 A Screening Review shall only be scheduled, and an extension of time to request a Screening Review shall only be granted, by the Screening Officer if the Person makes the request within the time limits set out in sections 5.1 or 5.2 of this By-law.
- 5.9 A Screening Review shall be conducted in writing and by electronic document submission except on a case-by-case basis, as determined by the Screening Officer, to provide the Screening Review through other means.
- 5.10 Where a Screening Review is being conducted in writing, the Screening Officer may request such information, documents, photographs and videos from the Person that requested the Screening Review as the Screening Officer considers relevant to the conduct of the Screening Review, and may rely upon the information, documents, photographs and videos provided without the need for the attendance of the Person.
- 5.11 Where a Screening Review is granted and is not being conducted in writing, the Person shall be given at least fifteen (15) days' notice of the date, time and place for the review by the Screening Officer.
- 5.12 Where a Person or an authorized representative fails to appear for a Screening Review, fails to submit written submissions, or fails to respond in accordance with a request by a Screening Officer:
 - a) the Person shall be deemed to have abandoned the request for a Screening Review;
 - b) the Administrative Penalty, and any applicable Administrative Fee(s) are deemed to be affirmed and payable;
 - c) the Person shall pay the Municipality, a Screening Non-Appealance Fee, where applicable; and
 - d) the Administrative Penalty, and any applicable

Administrative Fee(s) shall not be subject to any further review, including a review by any Court.

5.13 On a review of an Administrative Penalty, the Screening Officer may affirm the Administrative Penalty, including any applicable Administrative Fee(s), or the Screening Officer may cancel or reduce the administrative penalty or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fee(s), on the following grounds:

- a) where the Screening Officer is satisfied, on a balance of probabilities, that the vehicle was not parked, standing or stopped in contravention of the Designated By-law set out in the penalty notice; or
- b) where the Screening Officer is satisfied, on a balance of probabilities, that the Person did not contravene the Designated By-law(s) as described in the Penalty Notice; or
- c) where the Screening Officer is satisfied, on a balance of probabilities, that there were Extenuating Circumstances; or
- d) where the Screening Officer is satisfied, on a balance of probabilities, that the cancellation, reduction or extension of the time for payment of the Administrative Penalty, including any applicable Administrative Fee(s), is necessary to reduce any financial hardship.

5.14 Where a Person or an authorized representative, behaves in a disorderly, uncooperative, or abusive manner during a Screening, or refuses to appropriately participate in the Screening, the Screening Officer may stop the Screening Review:

- a) the Administrative Penalty, and any applicable Administration Fee(s) are deemed to be affirmed and payable.

5.15 A person that requested a review, or an extension to the time to request a review, by the Screening Officer shall be served with a copy of the screening decision within fifteen (15) days of the Screening Review conducted by the Screening Officer, in

accordance with Part 7 of this By-law.

- 5.16 A Person that requested a Screening Review may cancel the Screening Review by paying the Municipality the Administrative Penalty, and any applicable Administrative Fee(s) prior to the Screening Review.
- 5.17 A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.

6.0 Review by Hearing Officer

- 6.1 Any Person subject to a Screening Decision may request a review of the Screening Decision by a Hearing Officer, in accordance with sections 6.3 and 6.4, within thirty (30) days after the date on which the Screening Decision was issued.
- 6.2 A Person subject to a Screening Decision may, in accordance with sections 6.3 and 6.4, request that the Hearing Officer extend the time to request a review for the Screening Decision within sixty (60) days after the date on which the Screening Decision was issued, failing which the Screening Decision shall be deemed to be affirmed in accordance with section 6.8 of this By-law.
- 6.3 A Person's Request for Review by a Hearing Officer or a request for an extension of time to make a Request for Review by Hearing Officer are exercised by:
 - a) a submission in writing to the Hearing Officer for a Request for Review by Hearing Officer or a request for an extension of time to request a Hearing;
 - b) attending in person at the location listed on the Screening Decision to make a Request for Review by Hearing Officer or a request for an extension of time to request a Hearing.
- 6.4 A Request for a Review by Hearing Officer or a request for an extension of time to make a Request for Review by Hearing Officer, shall be submitted in the form and manner specified by the Director, and shall include the Penalty Notice Number and

the Person's contact information. If the Person is being represented by an authorized representative, the Person shall submit an authorized agent/representative form, as specified by the Director. Incomplete forms or forms not submitted in the form and manner as determined by the Director may not be accepted or processed, at the discretion of the Director.

- 6.5 On a request for an extension of time to make a Request for Review by Hearing Officer, the Hearing Officer may only extend the time to request a Hearing where the Person demonstrates, on a balance of probabilities, the existence of Extenuating Circumstances that warrant the extension of time. The Hearing Officer will consider the request for an extension before reviewing the screening decision.
- 6.6 Where an extension of time to make a Request for Review by Hearing Officer is not granted by the Hearing Officer, and no request is made to have the Screening Decision reviewed, the Administrative Penalty and any applicable Administrative Fee(s) are deemed to be affirmed and shall not be subject to any further review.
- 6.7 A Hearing shall only be scheduled, and an extension of time to make a Request for Review by a Hearing Officer shall only be granted, by the Hearing Officer if the Person makes the request within the time limits set out in sections 6.1 or 6.2 of this By-law.
- 6.8 Where neither a Hearing Review nor an extension of time for a hearing review is requested in accordance with the By-law, or where the Person fails to request a hearing review within any extended period of time granted by the Hearing Officer:
 - a) the Person served with the Penalty Notice shall be deemed to have waived the right to Request for Review by Hearing Officer in relation to such notice;
 - b) the Screening Decision shall be deemed to be confirmed; and
 - c) the Screening Decision and the Administrative Penalty shall not be subject to any further review.

- 6.9 A Hearing shall be conducted as an Electronic Hearing unless there is a requirement on a case-by-case basis, as determined by the Director, to provide the Hearing through other means.
- 6.10 A person requesting a review by the Hearing Officer in accordance with this By-law shall be given at least thirty (30) days' notice of the date, time and place for the review by the Hearing Officer.
- 6.11 A Person who has been issued a Hearing may make a written request to the Director to reschedule the date of the Hearing provided such request is received by the Director two (2) business days prior to the Hearing date; such request shall only be granted where the Person has demonstrated to the Director, that there are Extenuating Circumstances which justify the rescheduling.
- 6.12 Where a notice of the scheduling of a time and place for a Hearing has been served in accordance with Part 7 of this by-law and a Person fails to attend at the time and place set out in such notice:
- a) the Person shall be deemed to have waived the right to a Request for Review by Hearing Officer in relation to such notice;
 - b) the Screening Decision shall be deemed to be affirmed and shall not be subject to review, and the associated Administrative Penalty and any Administrative Fee(s), if applicable, shall not be subject to any further review; and,
 - c) the Person shall pay to the Municipality a Hearing Non-Appealance Fee, Late Payment Fee, MTO Search Fee, if applicable, and any other applicable Administrative Fee(s).
- 6.13 Where a Person or an authorized representative, behaves in a disorderly, uncooperative, or abusive manner during a Hearing, or refuses to appropriately participate in the Hearing, the Hearing Officer may end the Hearing:
- b) the Administrative Penalty, and any applicable Administration Fee(s) are deemed to be affirmed and payable; and
 - c) the Administrative Penalty, and any applicable

Administrative Fee(s) shall not be subject to any further review, including a review by any Court.

- 6.14 On a review of the Screening Decision, the Hearing Officer may affirm the Screening Decision, or the Hearing Officer may cancel, or reduce the Administrative Penalty or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fee(s), on the following grounds:
- a) where the Screening Officer is satisfied, on a balance of probabilities, that the vehicle was not parked, standing or stopped in contravention of the Designated By-law set out in the penalty notice; or
 - b) where the Hearing Officer is satisfied, on a balance of probabilities, that the Person did not contravene the Designated By-law(s) as described in the Penalty Notice; or
 - c) where the Hearing Officer is satisfied, on a balance of probabilities, that there were Extenuating Circumstances; or
 - d) where the Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction or extension of the time for payment of the Administrative Penalty, including any applicable Administrative Fee(s), is necessary to reduce any financial hardship.
- 6.15 A Hearing Officer shall not make any decision respecting a review of a Screening Decision unless the Hearing Officer has given the Person and a representative of the Municipality an opportunity to be heard at the time and place schedule for the Hearing.
- 6.16 All Hearings by a Hearing Officer shall be conducted in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended.
- 6.17 The Hearing Officer may consider and rely on a certified statement from an Officer, including but not limited to, photographs taken by an Officer. For this purpose, the Penalty Notice signed by the Officer shall constitute a certified statement

from the Officer.

- 6.18 In addition to anything else that is admissible as evidence, the materials referred to in section 6.17 are admissible as evidence as proof of the facts contained therein, in the absence of evidence to the contrary.
- 6.19 If evidence referred to in section 6.17 is being admitted at a Hearing, the Hearing Officer shall not adjourn the Hearing for the purpose of having the Officer attend to give evidence unless the Hearing Officer is satisfied that the oral evidence of the Officer is necessary to ensure a fair hearing.
- 6.20 A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.
- 6.21 After a person requesting the Hearing, and any person and owner subject to the related penalty notice if different from the person that requested the hearing, shall be served with a copy of the hearing decision within fifteen (15) days of the hearing review, in accordance with Part 7 of this By-law.
- 6.22 The decision of the Hearing Officer is final and binding.
- 6.23 Every Person who received an upheld decision in an appeal by the Hearing Officer in relation to a Penalty Notice issued through the Administrative Penalty System established by this By-law shall be responsible for any additional Administrative Fee(s) for the purpose of the Municipality recovering administrative costs associated to the hearing appeal review.
- 6.24 A Person who requested a Hearing may cancel the Hearing by paying the Municipality the Administrative Penalty, and any applicable Administrative Fee(s) as set out in the Decision of the Screening Officer up to the date of the Hearing.

7.0 Service of Documents

- 7.1 The service of a Penalty Notice or document pursuant to Paragraph (a) of section 4.1 in any of the following ways, with respect to a contravening vehicle, is deemed effective:

- a) Affixing it to the vehicle in a conspicuous place at the time of the contravention;
- b) Delivering it personally to the operator of the vehicle or the person having care and control of the vehicle at the time of the contravention;
- c) Mailing it by regular or registered mail to the Owner of the vehicle at the address as set out on the ownership as soon as reasonably practicable after the contravention; or
- d) Delivering it to an occupant at the address of the Owner of the vehicle as set out on the ownership, who appears to be at least sixteen (16) years of age, as soon as reasonably practicable after the contravention.

7.2 Service of a Penalty Notice or document pursuant to Paragraph (b) of section 4.1 in any of the following ways is deemed effective by:

- a) Delivering it personally to the person named in the penalty notice at the time of, or as soon as reasonably practicable after, the contravention;
- b) Delivering it to an occupant, who appears to be at least sixteen (16) years of age, at the last known address of the person named in the Penalty Notice, as soon as reasonably practicable after the contravention;
- c) Mailing it by regular or registered mail to the person named in the Penalty Notice at their last known address, as soon as reasonably practicable after the contravention.

7.3 Service of any document other than a Penalty Notice may be made by;

- a) Delivering it personally;
- b) Delivering it to an occupant, who appears to be at least sixteen (16) years of age, at the last known address of the owner or the person to whom the documents apply;

- c) Delivering it by regular or registered mail to the last known address of the owner or the person to whom the documents apply; or
- d) By email, to the email provided by the owner or person to whom the documents apply.

- 7.4 For the purposes of this By-law with respect to any matters subject to a by-law designated under section 102.1 of the Municipal Act, a Person's last known address and electronic mail (e-mail) address may include any address or e-mail address provided by the Person to the Municipality. This includes the tax roll address, the address listed on the vehicle ownership document, information submitted in an application for a license under a Municipality Licensing By-law, or information provided in writing or through a form supplied by the Municipality for the administration of this By-law.
- 7.5 Any Penalty Notice or document sent in writing to the person named in the Penalty Notice or document by regular or registered mail, as set out in this By-law, is deemed to have been served on the seventh (7th) day after the date of mailing.
- 7.6 Any Penalty Notice affixed to the vehicle to which it applies, or any Penalty Notice, or document delivered personally in accordance with this By-law, is deemed to have been served on the date and time of such delivery.
- 7.7 Service on a person who is not the Owner, in accordance with this By-law, including service of a Penalty Notice, document, Screening Decision or Hearing Decision by handing it to a person, shall be deemed to be service on the Owner.
- 7.8 Any document served via email pursuant to the provisions of this by-law, the Effective Date of service shall be considered effective at the time of sending, provided there is no evidence of email send failure.
- 7.9 When a document is served using multiple methods, the Effective Date of service shall be determined by the method that is first confirmed or acknowledged as effective.

8.0 Administration

- 8.1 The Director shall administer this By-law and establish any policies, practices and/or procedures necessary to implement this By-law and may amend such policies, practices and/or procedures from time to time as the Director deems necessary, without amendment to this By-law provided that such policies, practices and/or procedures are not in conflict, or inconsistent with this By-law.
- 8.2 The Director has delegated authority to amend or modify any Schedule(s) to this By-law, including the wording of short form language and the setting of penalty amounts, as deemed desirable by the Director from time to time.
- 8.3 The Director shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may amend such forms and notices from time to time as the Director deems necessary, without amendment to this By-law, provided that the contents of such forms and notices are not in conflict, or inconsistent with this By-law.
- 8.4 For the purposes of section 23.2(4) of the Municipal Act, Council has determined that any powers delegated pursuant to this By-law are minor in nature.
- 8.5 The Director shall appoint such Screening Officers and Hearing Officers as are necessary for the administration of this By-law.
- 8.6 An authorized representative is permitted to appear on behalf of a person who has been issued a Penalty Notice at a Screening Review meeting or Hearing, or to communicate with the Municipality on behalf of that person upon producing written authorization.

9.0 Penalty Payment and Administrative Fees

- 9.1 A Penalty Notice that is paid prior to a review by a Screening Officer or Hearing shall be deemed as final and will not be subject to Screening or a Hearing, unless there is an error on the face of the Penalty Notice or the Administrative Fee as determined by the Director.
- 9.2 Unless otherwise stated in this By-law, upon issuance of a Penalty Notice pursuant to section 4.1, the Administrative

Penalty set out in such notice shall be due and payable to the Municipality thirty (30) days from the Effective Date of Service of the Penalty Notice or the Administrative Fee.

- 9.3 Notwithstanding section 9.2, where an Administrative Penalty, including any Administrative Fee(s), are affirmed, or reduced by a Screening Officer or a Hearing Officer, the Administrative Penalty and any Administrative Fee(s) shall be due and payable on the date specified in the Screening Decision or Hearing Decision, as the case may be, or if no such date is specified, thirty (30) days after the service of the Screening Decision or the Hearing Decision.
- 9.4 Notwithstanding section 9.2, where a person makes a request for an extension of time for payment, and the request is granted, the date on which the Administrative Penalty is due and payable shall be the date established in accordance with such an extension of time.
- 9.5 Where an Administrative Penalty, with respect to a Penalty Notice issued pursuant to Paragraph (a) of section 4.1, is not paid on or before the date it is due and payable, in addition to the Administrative Penalty and any other fees that may be payable pursuant to the By-law, the Owner of the vehicle subject to the penalty notice shall be liable to pay the Municipality the MTO Search Fee.
- 9.6 Where an Administrative Penalty is not paid within thirty (30) days after it becomes due and payable, in addition to the Administrative Penalty and any other fees that may be payable pursuant to the By-law:
 - a) With respect to a Penalty Notice issued pursuant to Paragraph (a) of section 4.1, the Owner of the vehicle subject to the Penalty Notice shall be liable to pay the Municipality the Late Payment Fee.
 - b) With respect to a Penalty Notice issued pursuant to Paragraph (b) of section 4.1, the person subject to the Penalty Notice shall be liable to pay the Municipality the Late Payment Fee.
- 9.7 Where an Administrative Penalty was issued pursuant to

Paragraph (a) of section 4.1 and any Administrative Fee(s) are not paid within seventy-five (75) days after they become due and payable, the Municipality may:

- a) Notify the Registrar of Motor Vehicles of the default and the Registrar shall not validate the permit of a person named in the default notice nor issue a new permit of a that person, in respect of the vehicle to which the Administrative Penalty and Administrative Fees apply, until the penalty and any applicable fees are paid, in which case the Owner of the vehicle in respect of which the penalty notice was issued shall, in addition to the Administrative Penalty and any Administrative Fees that may be payable pursuant to the By-law, pay the Municipality a Plate Denial Fee; and
- b) Pursue any other collection mechanisms available to the Municipality pursuant to the Regulation or at law.

9.8 Where an Administrative Penalty, and any applicable Administrative Fee(s), with respect to a Penalty Notice issued pursuant to Paragraph (b) of section 4.1, are not paid by the person to whom the Penalty Notice was issued to within thirty (30) days on which they are due and payable, the Municipality may:

- a) Add the Administrative Penalty and any applicable Administrative Fee(s) to the tax roll and collect it in the same manner as municipal taxes; or
- b) Pursue any other collection mechanisms available to the Municipality.

9.9 Where a person provides a method of payment to the Municipality for payment of any Administrative Penalty or administrative fees, which has insufficient funds available in the account on which the instrument was drawn, the Owner shall in addition to the administrative penalty and any other fees that may be payable pursuant to this By-law, be liable to pay the Municipality an NSF Fee.

9.10 All amounts due and payable to the Municipality pursuant to this By-law constitute a debt to the Municipality.

- 9.11 The Director may cancel an Administrative Penalty, and any applicable administrative fees, where a penalty notice was issued to a person because an error was made by the Municipality.
- 9.12 The Director may cancel an Administrative Fee, without cancelling the Administrative Penalty, where the Administrative Fee was imposed as a result of an error made by the Municipality.
- 9.13 Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any related Administrative Fee(s) are also cancelled.
- 9.14 Where a person has paid an Administrative Penalty or an Administrative Fee that is cancelled or reduced pursuant to this By-law, the Municipality shall refund the amount cancelled or reduced.
- 9.15 Where the person served with a Penalty Notice issued pursuant to section 4.1, or issued a Screening Decision, is not the Owner, the Owner may exercise any right that such person may exercise under this By-law.
- 9.16 No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.
- 9.17 Payment of any Administrative Penalty or Administrative Fee(s) must be received on or before the date on which it is due and payable, or any extended due date in accordance with the By-law and will not be credited until received by the Municipality.
- 9.18 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
- 9.19 A Person claiming financial hardship under this By-law shall provide documented proof of the financial hardship to the Screening Officer or the Hearing Officer, as applicable.
- 9.20 Any schedule attached to this By-law forms part of this By-law.

10.0 Offences

10.1 No Person shall:

- a) make a false, misleading or fraudulent statement in relation to a Penalty Notice, or on any form submitted to the Municipality in relation to a Penalty Notice; or,
- b) obstruct an Officer exercising any authority under this By-law.

10.2 No person shall attempt, directly or indirectly, to communicate with a Screening Officer or Hearing Officer for the purpose of influencing or interfering, financially, politically or otherwise with, the Screening Officer or Hearing Officer respecting a penalty notice and/or respecting a power of decision in a proceeding that is or will be pending before a Screening Officer or Hearing Officer, except:

- a) A person who is entitled to be heard in the proceeding or a person's lawyer, licensed paralegal or authorized representative; and
- b) Only by that person or the person's lawyer, licensed paralegal or authorized representative during the hearing of the proceeding in which the issues arise.

10.3 Nothing in section 10.2 prevents a Screening Officer or Hearing Officer from seeking or receiving legal advice.

10.4 Any Person who contravenes section 10.1 or 10.2 is guilty of an offence and, upon conviction, is subject to a penalty in accordance with the Provincial Offences Act.

10.5 If a corporation has contravened section 10.1 or 10.2, every director and officer who knowingly concurred in such a contravention is guilty of an offence.

11.0 Severability

11.1 Should any provision, or any part of a provision, of this By-law to be declared invalid, or to be of no force and effect, by a court of competent jurisdiction, it is the intent of Council that a such provision, or any part of a provision, shall be severed from this By-law, and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible

according to law.

12.0 Interpretation

- 12.1 Unless otherwise specified, references in this By-law to parts, sections, subsections, clauses and schedules are references to parts, sections, subsections, clauses, and schedules in this By-law.
- 12.2 This By-law is intended to be construed in accordance with the provisions in Part VI of the Legislation Act, 2006, S.O. 2006, c.21, Sched. F.
- 12.3 The part and section headings contained throughout this document are for reference purposes only and do not form a part of this by-law. This By-law is to be interpreted without reference to such headings. References in this By-law to any statute or statutory provision include references to that statute or statutory provision as it may from time to time be amended, extended, or re-enacted.
- 12.4 Where a title to a position identified in this By-law no longer exists or is modified, the powers and duties may be exercised by a person deemed to have the responsibilities of the original position until such time as an amending by-law is adopted by Council.
- 12.5 The words "include", "includes", and "including" are not to be read or interpreted as limiting works, phrases, or descriptions that precede them.
- 12.6 In this By-law, unless the context otherwise requires, words importing the singular shall include the plural, words importing the plural shall include the singular, and gendered terms shall include all genders, where applicable.

13.0 Effective Date

- 13.1 This by-law shall come into force and take effect August 17, 2026.

Read a first, second and third time and finally passed this 22nd day of June, 2026.

Ross Kentner, Mayor

Margaret Wilton-Siegel, Clerk

Schedule A

Designated By-Laws Short Form Wording and
Administrative Penalties – (Parking)

PLACEHOLDER FOR FUTURE AMENDMENTS

Column 1 – Identifies the Item Number

Column 2 - Identifies the short form language to be used for the designated provision identified in the specific section referenced in Column 3

Column 3 - Identifies the specific section within the By-law which creates the designated provision to which the Administrative Penalty applies

Column 4 - Identifies the Administrative Penalty and the escalated Administrative Penalty applicable to a contravention and the subsequent contravention of the designated provision specified in Column 3

Column 1	Column 2	Column 3	Column 4 Administrative Penalty	
Item	Short Form Language	Section	First Contravention	Subsequent Contravention
1				
2				

Schedule B-1

Yard and Boulevard Maintenance By-law 2020-50

Designated By-Laws Short Form Wording and Administrative Penalties –
Non-Parking By-Laws

Column 1 – Identifies the Item Number

Column 2 - Identifies the short form language to be used for the designated provision identified in the specific section referenced in Column 3

Column 3 - Identifies the specific section within the By-law which creates the designated provision to which the Administrative Penalty applies

Column 4 - Identifies the Administrative Penalty and the escalated Administrative Penalty applicable to a contravention and the subsequent contravention of the designated provision specified in Column 3

Column 1	Column 2	Column 3	Column 4 Administrative Penalty	
Item	Short Form Language	Section	First Contravention	Subsequent Contravention
1	Fail to keep property in a neat and tidy condition	5.1	\$250	\$500
2	Fail to keep property free from holes and excavation	5.2	\$250	\$500
3	Fail to keep exterior property adequately drained, graded, clean and cleared.	5.3	\$250	\$500
4	Fail to keep grass, weeds and ground	5.4 a)	\$250	\$500

	cover less than 20 cm in height			
5	Fail to keep grass, weeds and ground cover less than 25 cm in height on vacant property	5.4 a)	\$250	\$500
6	Fail to keep property free from waste	5.4 b)	\$250	\$500
7	Fail to keep property free from standing water	5.4 c)	\$250	\$500
8	Fail to keep property free from injurious insects, termites, rodents, vermin and other pests	5.4 d)	\$250	\$500
9	Fail to keep property free from animal excrement	5.4 e)	\$250	\$500
10	Fail to keep property free from dead, decayed, or damaged trees, or other natural growth and branches and limbs thereof	5.4 f)	\$250	\$500
11	Fail to keep property free from dead ruts and holes	5.4 g)	\$250	\$500

12	Fail to maintain property of all ground cover, hedges, bushes and shrubs in a kept condition	5.5	\$250	\$500
13	Allow abandoned or unused well, septic tank or hole on property	5.12	\$250	\$500
13	Fail to maintain roof and components	5.13	\$250	\$500
14	Allow vacant land to have recurrent ponding	5.14	\$250	\$500
15	Fail to remove precautionary measures from icebox, freezer or other container on property	5.15	\$250	\$500
16	Fail to maintain all landscape features	5.16	\$250	\$500
17	Plant hedges, shrubs, trees or other plants that adversely affect the public and vehicular traffic	5.17 b)	\$250	\$500
18	Plant hedges, shrubs, trees or other plants that	5.17 d)	\$250	\$500

	interfere a fire hydrant			
19	Place or deposit snow or ice on a street	5.18 a)	\$250	\$500
20	Place or deposit snow or ice on adjoining boulevard that is a nuisance or unsafe	5.18 b)	\$250	\$500
21	Place, deposit, drop groundcover or equipment on boulevard or street	5.18 c)	\$250	\$500
22	Place, deposit or discard waste on boulevard	5.20	\$250	\$500
23	Fail to maintain steps, walkways, driveways., parking spaces maintained	5.21 a)	\$250	\$500
24	Fail to maintain the naturalized area of property	5.21 b)	\$250	\$500
25	Fail to maintain compost structure in a clean and sanitary manner	8.1	\$250	\$500
26	Fail to maintain compost to deter animals	8.2	\$250	\$500

27	Place, deposit or discard compost or other food sources to encourage or feed wildlife	8.3	\$250	\$500
28	Allow compost to be deposited on property other than use of owner	8.4 a)	\$250	\$500
29	Allow animal matter in compost	8.4 c)	\$250	\$500
30	Fail to maintain compost free from free of pests	8.4 d)	\$250	\$500
31	Allow compost in front yard	8.4 e)	\$250	\$500
32	Compost greater than 2 square meters	8.4 f)	\$250	\$500
33	Compost greater than 1 meter in height	8.4 f)	\$250	\$500
34	Compost closer than 1 meter to lot line	8.4 g)	\$250	\$500
35	Place or permit graffiti on property	9.1	\$250	\$500
36	Allow property to have graffiti	9.2	\$250	\$500
37	Allow firewood on property	10.1	\$250	\$500

38	Fail to maintain firewood on property	10.2	\$250	\$500
39	Throw, place or deposit litter	11.1	\$250	\$500
40	Fail to comply with order/notice	13.1	\$400	\$800
41	Hinder or obstruct or attempt to hinder or obstruct an Officer	17.5	\$400	\$800

Schedule B-2

Property Standards By-Law 2019-70

Designated By-Laws Short Form Wording and Administrative Penalties –
Non-Parking By-Laws

Column 1 – Identifies the Item Number

Column 2 - Identifies the short form language to be used for the designated provision identified in the specific section referenced in Column 3

Column 3 - Identifies the specific section within the By-law which creates the designated provision to which the Administrative Penalty applies

Column 4 - Identifies the Administrative Penalty and the escalated Administrative Penalty applicable to a contravention and the subsequent contravention of the designated provision specified in Column 3

Column 1	Column 2	Column 3	Column 4 Administrative Penalty	
Item	Short Form Language	Section	First Contravention	Subsequent Contravention
1	Permit use or occupancy of property not meeting standards	61.1	\$250	\$500
2	Fail to maintain property to prescribed standards	61.2	\$250	\$500
3	Tenant - fail to maintain all plumbing, cooking, appliance, all storage and other equipment in a clean and sanitary condition	61.3 a)	\$200	\$400
4	Tenant – allow insect, rodents and other pests	61.3 b)	\$200	\$400
5	Tenant – fail to dispose of garbage and refuse	61.3 c)	\$200	\$400

6	Tenant – fail to keep exits clean and unobstructed	61.3 d)	\$200	\$400
7	Tenant - fail to maintain dwelling in clean condition	61.3 e)	\$200	\$400
8	Obstruct, hinder or interfere with an Officer	61.4	\$400	\$800
9	Fail to produce documents/items required by Officer	61.6 a)	\$350	\$700
10	Fail to provide information to an Officer	61.6 b)	\$350	\$700
11	Fail to comply with prescribed standards in by-law	66.1 a)	\$250	\$500
12	Fail to comply with final and binding Order	66.1 b)	\$400	\$800
13	Fail to cooperate with Officer during inspection	66.1 c)	\$400	\$800
14	Fail to maintain property safely during compliance work	66.1 d)	\$350	\$700

Schedule B-3

Noise By-law is 072-2011

Designated By-Laws Short Form Wording and Administrative Penalties – Non-Parking By-Laws

Column 1 – Identifies the Item Number

Column 2 - Identifies the short form language to be used for the designated provision identified in the specific section referenced in Column 3

Column 3 - Identifies the specific section within the By-law which creates the designated provision to which the Administrative Penalty applies

Column 4 - Identifies the Administrative Penalty and the escalated Administrative Penalty applicable to a contravention and the subsequent contravention of the designated provision specified in Column 3

Column 1	Column 2	Column 3	Column 4 Administrative Penalty	
Item	Short Form Language	Section	First Contravention	Subsequent Contravention
1	To make, cause or permit electronic device to cause disturbance	3 a)	\$250	\$500
2	To make, cause or permit the ringing of any bell, blow of any horn, shouting or unusual noise	3 b)	\$250	\$500
3	Noise from the unauthorized operation of construction vehicle or the act of construction outside of the	3 c)	\$250	\$500

	hours from 07:00hrs to 20:00hrs, Monday to Friday			
4	Noise from the unauthorized operation of construction vehicle or the act of construction outside of the hours from 08:00hrs to 17:00hrs, on Saturday	3 c)	\$250	\$500
5	Noise from the unauthorized operation of construction vehicle or the act of construction on Sundays or a Statutory Holiday	3 c)	\$250	\$500
6	Noise from the operation of any powered or non-powered tools outside the hours of 07:00hrs to 23:00hrs, Monday to Saturday	3 d)	\$250	\$500
7	Noise from the operation of any powered or non-powered tools outside the hours of 09:00hrs to 23:00hrs, on Sunday	3 d)	\$250	\$500
8	The persistent noise of any	3 e)	\$250	\$500

	domestic pet to cause or permit barking, whining or other persistent noise – making of any domestic pet.			
9	The persistent noise of any animals kept for commercial purposes	3 e)	\$250	\$500
10	To make, cause or permit noise caused by disrepair or maladjusted motor vehicle	3 f)	\$250	\$500
11	Unauthorized setting of fireworks and firecrackers	3 g)	\$250	\$500
12	To make, cause, or permit the unnecessary noise from the operation of a motorcycle, off-road vehicle, motorized now vehicle or trail bike	3 h)	\$250	\$500

Schedule B-4

Nuisance By-law is 019-2011

Designated By-Laws Short Form Wording and Administrative Penalties –
Non-Parking By-Laws

Column 1 – Identifies the Item Number

Column 2 - Identifies the short form language to be used for the designated provision identified in the specific section referenced in Column 3

Column 3 - Identifies the specific section within the By-law which creates the designated provision to which the Administrative Penalty applies

Column 4 - Identifies the Administrative Penalty and the escalated Administrative Penalty applicable to a contravention and the subsequent contravention of the designated provision specified in Column 3

Column 1	Column 2	Column 3	Column 4 Administrative Penalty	
Item	Short Form Language	Section	First Contravention	Subsequent Contravention
1	Incommodate persons to create discomfort, disturbance or confusion	2.0	\$100	\$200
2	Obstruct, encumber, deface, destroy or damage streets or bridges	2.1	\$100	\$200
3	Deface, vandalized, destroy or damage any public building, wall, fence, railing, signpost, tree, sidewalk, boulevard or other public property	2.2	\$100	\$200
4	Damage or climb on, or over, any lamp post,	2.3	\$100	\$200

	railing, fence or tree on public property			
5	Drive through or enter any street temporarily closed	2.4	\$250	\$500
6	Leave or throw on any street that cause damage to tire for vehicles and bicycles	2.5	\$250	\$500
6	Loiter or congregate on any street to impede the pedestrian or vehicular travel	2.6	\$250	\$500

Schedule B-5

Open Air Burn By-law 2022-13

Designated By-Laws Short Form Wording and Administrative Penalties –
Non-Parking By-Laws

Column 1 - Identifies the specific section within the By-law which creates the designated provision to which the Administrative Penalty applies

Column 2 - Identifies the short form language to be used for the designated provision identified in the specific section referenced in Column 1

Column 3 - Identifies the Administrative Penalty applicable to a contravention of the designated provision specified in Column 2

Column 4 - Identifies the escalated Administrative Penalty applicable for a subsequent contravention of the designated provision specified in Column 3

Column 1	Column 2	Column 3	Column 4 Administrative Penalty	
Item	Short Form Language	Section	First Contravention	Subsequent Contravention
1	Set or maintain an Open-Air Fire without a permit	3.1	\$250	\$500
2	Set or maintain an Open-Air Fire in contravention	3.2	\$250	\$500
3	Set fire or maintain flying lanterns	3.3	\$250	\$500
4	Set or Burn Ground Cover	3.4	\$250	\$500
5	Set or Burn Yard Waste	3.5	\$250	\$500
6	Set fire or maintain fire with winds	3.6	\$250	\$500

	greater than 20km/hr			
7	Set or maintain Fire with a smog alert	3.7	\$250	\$500
8	Burn other than clean clear wood	3.8	\$250	\$500
9	Set fire or burn household waste	3.9	\$250	\$500
10	Nuisance fire	3.10	\$250	\$500
11	Set or maintain fire in front yard	3.11	\$250	\$500
12	Burn with no permit on property without owners' permission	3.12	\$250	\$500
13	Set or maintain fire on Municipal lands	3.13	\$250	\$500
14	Set or maintain a fire during a burn ban	3.14	\$350	\$700
14	Set or maintain fire on a balcony or deck	3.15	\$250	\$500
15	Allow flames larger than approved device for an outdoor fireplace	4.2	\$250	\$500
16	Allow combustibles closer than 1.5m for an outdoor fireplace	4.3	\$250	\$500
17	Outdoor fireplace greater than required in size	4.4	\$250	\$500
18	Operated outdoor fire without a fire	4.5	\$250	\$500

	extinguisher or readily means of extinguishment			
19	Allow Outdoor fireplace to burn outside of permitted hours	4.6	\$250	\$500
20	Burn more than one Outdoor fireplace	4.8	\$250	\$500
21	Fail to maintain outdoor fire in good working order	4.9 a)	\$250	\$500
22	Burn or maintain an outdoor fire in an unapproved device	4.9 b)	\$250	\$500
23	Set, maintain fire and operate an outdoor fireplace on combustible surface	4.9 c)	\$250	\$500
24	Fail to maintain constant watch over outdoor fireplace	4.0 d)	\$250	\$500

Schedule B-6

Sign By-law 2018-62

Designated By-Laws Short Form Wording and Administrative Penalties –
Non-Parking By-Laws

Column 1 – Identifies the Item Number

Column 2 - Identifies the short form language to be used for the designated provision identified in the specific section referenced in Column 3

Column 3 - Identifies the specific section within the By-law which creates the designated provision to which the Administrative Penalty applies

Column 4 - Identifies the Administrative Penalty and the escalated Administrative Penalty applicable to a contravention and the subsequent contravention of the designated provision specified in Column 3

Column 1	Column 2	Column 3	Column 4 Administrative Penalty	
Item	Short Form Language	Section	First Contravention	Subsequent Contravention
1	Erect a sign without permit	4.1	\$200	\$400
2	Change copy more than once in a twenty-four (24) period	4.3	\$150	\$300
3	Change copy more than once in a five-minute interval	4.3	\$150	\$300
4	Erect sign on, over, partly on or over a street	4.6	\$200	\$400
5	Fail to maintain sign	5.1 a)	\$200	\$400
6	Fail to maintain exposed surfaces on sign	5.1 b)	\$200	\$400
7	Fail to remove an abandoned sign	7.1 a)	\$200	\$400
8	Erect an inflatable sign	7.1 b)	\$200	\$400

9	Erect a billboard sign	7.1 c)	\$200	\$400
10	Erect a roof Sign	7.1 d)	\$200	\$400
11	Allow and erect animated signs	7.1 f)	\$200	\$400
12	Place or erect poster on public property or a light standard or utility pole	7.1 g)	\$150	\$300
13	Affix and attach sign to a vehicle in a parking space to display	7.1 i)	\$150	\$300
14	Place a sign within 3.0 meters of a fire hydrant	7.1 j)	\$200	\$400
15	Paint sign on exterior face of building	7.1 k)	\$200	\$400
16	Tack, paste or post signs on walls of buildings, sheds, trees, poles, posts, fences or other structures	7.1 l)	\$150	\$300
17	Affix signs to interfere with utility infrastructure	7.1m)	\$150	\$300
18	Affix signs to interfere with the use of a fire escape, fire exit, door, window, skylight flue, air intake or exhaust or parking space	7.1n)	\$200	\$400
19	Erect sign that has the use of 'Day-Glo', fluorescent, luminous or reflective paint	7.1 o)	\$200	\$400
20	Erect signs that are not at that place of business	7.1 p)	\$200	\$400
21	Erect a sign not requiring a permit, but outside the provisions identified for each applicable sign titled in Schedule B	9.1	\$200	\$400

Schedule C

Administrative Fees

Description of Administrative Fee	Fee Amount	HST (Y/N)
MTO Search Fee	\$15.00	N
MTO Plate Denial Fee	\$30.00	N
Mail Service of a Parking Penalty Notice	\$15.00	N
Late Payment Fee	\$25.00	N
Screening Review Non-Appearence Fee	\$50.00	N
Hearing Review Non-Appearence Fee	\$100.00	N
Screening Decision Upheld Fee	\$250.00	N
NSF Fee	\$45.00	N
Land Registry Title Ownership Search Fee	\$35.00	N
Credit Card Processing and Transaction Fee	Cost Recovery	
Harmonized Sale Tax	13% (when applicable)	N/A