

THE CORPORATION OF THE TOWNSHIP OF PUSLINCH

BY-LAW NUMBER 2025-043

A By-law to enact an administrative monetary penalty system to enforce Designated By-laws for the Township.

Whereas sections 102.1 and 434.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the “Municipal Act, 2001”) and O. Reg. 333/07, as amended, authorize municipalities to establish an administrative monetary penalty system requiring a person to pay an administrative penalty for a contravention of any designated by-law; and

Whereas section 15.4.1 of the *Building Code Act, 1992*, S.O. 1992, c. 23 (the “Building Code Act, 1992”) 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 the municipality shall be to assist the municipality in promoting compliance with its designated by-laws; and

Whereas the Council of The Corporation of the Township of Puslinch considers it desirable to provide for a system of administrative penalties and administrative fees for the designated Township by-laws, or portions of the designated Township by-laws set out herein;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF PUSLINCH HEREBY ENACTS AS FOLLOWS:

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1. DEFINITIONS

1.1. In this By-law:

- 1.1.1. **"Administrative Fee"** means any fee(s) specified in Schedule "C" of this by-law;
- 1.1.2. **"Administrative Penalty"** means an administrative penalty as set out in Schedules "A" and "B" of this by-law;
- 1.1.3. **"CAO"** means the chief administrative officer of the Township, as appointed pursuant to the Municipal Act, 2001, S.O. 2001, c. 25, or his/her designate;
- 1.1.4. **"Designated By-law"** means a Township by-law, or a part or provision of a Township by-law, to which this Administrative Penalty By-law applies, as designated under this by-law and listed in the attached Schedules "A" and "B";
- 1.1.5. **"Director"** means the Director of Corporate Services of the Township, or his/her designate or successor;
- 1.1.6. **"Effective Date of Service"** means the date on which service of a Penalty Notice is deemed to be effective in accordance with this by-law;
- 1.1.7. **"Hearing Decision"** means the decision of a Hearing Officer, as set out in section 3.3. of this by-law;
- 1.1.8. **"Hearing Non-Appearence Fee"** means an Administrative Fee established by the Township from time to time in respect of a Person's failure to appear at the time and place scheduled for a hearing before a Hearing Officer, as listed in Schedule "C" of this by-law;
- 1.1.9. **"Hearing Officer"** means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a hearing officer in accordance with this by-law;
- 1.1.10. **"Holiday"** means a Saturday, Sunday and any statutory holiday in the Province of Ontario or any day on which the offices of the Township are officially closed for business;
- 1.1.11. **"Late Payment Fee"** means an Administrative Fee established by the Township 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";
- 1.1.12. **"MTO Search Fee"** means an Administrative Fee established by the Township from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, for the purposes of this by-law, as listed in Schedule "C";
- 1.1.13. **"NSF Fee"** means a fee established by the Township, as set out in Schedule "C", in respect of any payment to the Township from a Person, for which there are insufficient funds available or the transaction is declined;
- 1.1.14. **"Officer"** means a person appointed by the Township as a Municipal Law Enforcement Officer and any police officer;

- 1.1.15. **“Owner”** means the Person(s) whose name(s) appears on the permit for the vehicle as provided by the Ontario Ministry of Transportation, and if the vehicle permit consists of a vehicle portion and a plate portion and different Persons are named on each portion, the Person(s) whose names appears on the plate portion;
- 1.1.16. **“Penalty Notice”** means a notice as described in section 3.1. of this by-law;
- 1.1.17. **“Penalty Notice Date”** means the date of the contravention;
- 1.1.18. **“Penalty Notice Number”** means the reference number specified on the Penalty Notice that is unique to that Penalty Notice;
- 1.1.19. **“Person”** includes an individual, sole proprietorship, partnership, limited partnership, trust or corporation, or an individual in his or her capacity as a trustee, executor, administrator or other authorized agent;
- 1.1.20. **“Plate Denial Fee”** means an Administrative Fee established by the Township from time to time, in relation to plate denial, as listed in Schedule “C”;
- 1.1.21. **“Processing Fee”** means an Administrative Fee established by the Township from time to time, in relation to processing AMPS penalties, as listed in Schedule “C”;
- 1.1.22. **“Provincial Offences Act”** means the Provincial Offences Act, R.S.O., 1990, c. P. 33;
- 1.1.23. **“Regulation”** means O. Reg. 333/07, made under the Municipal Act, 2001;
- 1.1.24. **“Screening and Hearing Officer By-law”** means the Screening and Hearing Officer By-law of the Township;
- 1.1.25. **“Screening Decision”** means the decision of a Screening Officer, as set out in section 3.2. of this by-law;
- 1.1.26. **“Screening Non-Appearence Fee”** means an Administrative Fee established by the Township from time to time in respect of a Person’s failure to appear at the time and place scheduled for a screening with a Screening Officer, as listed in Schedule “C” of this by-law;
- 1.1.27. **“Screening Officer”** means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer pursuant to this by-law;
- 1.1.28. **“Statutory Powers Procedure Act”** means the Statutory Powers Procedure Act, R.S.O. 1990, c. S. 22;
- 1.1.29. **“Township”** means the Township of Puslinch and a reference to Puslinch is a reference to the geographical area of the Township of Puslinch or to the Corporation of the Township of Puslinch as the context requires;

2. GENERAL

2.1. Short Title

- 2.1.1. This by-law shall be known as the “Administrative Monetary Penalty System By-law”.

2.2. Administration

- 2.2.1. The Director shall be responsible for the administration of this by-law.

2.3. Delegated Authority

- 2.3.1. The CAO is delegated the authority to:
 - 2.3.1.1. establish and implement any policies necessary to implement this by-law and the administrative penalty system at the Township, and may amend the same from time to time, as the CAO deems necessary.
- 2.3.2. The Director is delegated the authority to:
 - 2.3.2.1. designate locations within the Township, and times, for conducting reviews and hearings under this by-law; and
 - 2.3.2.2. prescribe all forms, notices, including the Penalty Notice, guidelines, practices, processes and procedures, necessary to implement this by-law and the administrative penalty system, and to amend the same from time to time as the Director deems necessary.
- 2.3.3. For the purposes of subsection 23.2(4) of the Municipal Act, 2001, Council has determined that any powers delegated pursuant to this by-law are minor in nature.

2.4. Conflict

- 2.4.1. In the event the provisions of this by-law are inconsistent with the provisions of the Municipal Act, 2001, its regulations or any other Act, the provisions of the Act or regulation shall prevail.

2.5. Severability

- 2.5.1. If a court of competent jurisdiction declares any section, or any part of any section, of this By-law to be invalid, or to be of no force or effect, it is the intention of the Township that every other provision of this By-law be applied and enforced in accordance with its terms to the extent possible according to law.

2.6. Compliance with Other Laws

- 2.6.1. This By-law, and the provisions contained within, are intended to be complimentary to federal and provincial statutes and regulations, and to other by-laws passed by the Council. If any other applicable law requires a higher standard than this By-law requires, the higher standard shall apply.

- 2.6.2. By-laws, statutes, regulations, and guidelines referenced in this By-law, including in Schedule A, include any amendments, replacements, or updates to those by-laws, statutes, regulations, and guidelines.

2.7. Scope

- 2.7.1. This by-law shall apply to:

- 2.7.1.1. Designated By-laws included in Schedule “A” of this by-law; and
2.7.1.2. Designated By-laws included in Schedule “B” of this by-law.

2.8. Application of this By-law

- 2.8.1. The Township’s By-laws, or portions of Township 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, 2001 and paragraph 3(1)(b) of the Regulation.
- 2.8.2. The Township’s By-laws, or portions of Township 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, 2001 or section 15.4.1 of the Building Code Act, 1992, as applicable.
- 2.8.3. 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.
- 2.8.4. The attached Schedule “C” of this by-law sets out the Administrative Fees imposed for purposes of this by-law.
- 2.8.5. The Administrative Penalties designated in Schedules “A” and “B” of this by-law, may be dealt with by a Penalty Notice.

2.9. Headings

- 2.9.1. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the by-law.

2.10. References to Applicable Law

- 2.10.1. All references to applicable law are ambulatory and apply as amended from time to time.

3. GENERAL PROVISIONS

3.1. Penalty Notice

- 3.1.1. If a vehicle has been left parked, standing or stopped in contravention of a Designated By-law in Schedule “A” of this by-law, the Owner of the vehicle shall,

upon issuance of a Penalty Notice in accordance with this by-law, be liable to pay to the Township an Administrative Penalty in the amount specified in Schedule “A”, and shall be liable to pay to the Township any Administrative Fees in accordance with this by-law.

- 3.1.2. If a Person is found in contravention of a Designated By-law in Schedule “B” of this by-law, the Person shall, upon issuance of a Penalty Notice in accordance with this by-law, be liable to pay to the Township an Administrative Penalty in the amount specified in Schedule “B” and shall be liable to pay to the Township any Administrative Fees in accordance with this by-law.
- 3.1.3. 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.
- 3.1.4. Where a Penalty Notice has been issued for a contravention of a designated provision set out in Schedule “A” of this by-law, the Early Penalty Amount, as set out in Schedule “A” to this by-law shall apply if it is paid within fifteen (15) calendar days from the Effective Date of Service of the Penalty Notice.
- 3.1.5. A Penalty Notice issued pursuant to Schedule “A” shall include the following information:
 - 3.1.5.1. the Penalty Notice Date;
 - 3.1.5.2. the Penalty Notice Number;
 - 3.1.5.3. the license and/or vehicle registration number;
 - 3.1.5.4. the description of the vehicle;
 - 3.1.5.5. the short form wording for the contravention as indicated in Schedule “A”;
 - 3.1.5.6. the amount of the Administrative Penalty as indicated in Schedule “A”;
 - 3.1.5.7. the time for payment of the Administrative Penalty, including the time for payment of the Early Penalty Amount as indicated in Schedule “A”;
 - 3.1.5.8. information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;
 - 3.1.5.9. a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and
 - 3.1.5.10. the name of the Officer issuing the Penalty Notice.
- 3.1.6. The Penalty Notice issued pursuant to Schedule “B” shall include the following information:
 - 3.1.6.1. the Penalty Notice Date;
 - 3.1.6.2. the Penalty Notice Number;

- 3.1.6.3. the name and address of the Person alleged to have contravened a by-law;
- 3.1.6.4. the date of birth and/or other official identification of the Person where provided;
- 3.1.6.5. the short form wording for the contravention as indicated in Schedule “B”;
- 3.1.6.6. the amount of the Administrative Penalty as indicated in Schedule “B”;
- 3.1.6.7. information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;
- 3.1.6.8. a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and
- 3.1.6.9. the name of the Officer issuing the Penalty Notice.

3.2. Review by Screening Officer

- 3.2.1. A Person who is served a Penalty Notice may, within 30 calendar days after the Effective Date of Service, request, in accordance with section 3.2.3 of this by-law, that the Administrative Penalty be reviewed by a Screening Officer.
- 3.2.2. A Person who is served a Penalty Notice may, in accordance with section 3.2.3 of this by-law, request that the Screening Officer extend the time to request a review to sixty (60) calendar days after the Effective Date of Service.
- 3.2.3. A request for a review, or for an extension of time to request a review, shall be in the form and manner as determined by the Director from time to time, and shall include the Penalty Notice Number and the Person’s contact information. Where a request is made by a Person who is not the Owner, the Person shall submit with the request an authorized agent/representative form, in the form as determined by the Director from time to time. 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.
- 3.2.4. 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 extension before reviewing the Administrative Penalty.
- 3.2.5. Where an extension of time to request a review of an Administrative Penalty is not granted by the Screening Officer and no request is made to have the Administrative Penalty reviewed in accordance with section 3.2.1 of this by-law, the Administrative Penalty and any applicable Administrative Fees shall be deemed to be affirmed and shall not be subject to review.

- 3.2.6. Where neither a review nor an extension of time for review are 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:
- 3.2.6.1. the Person(s) served with the Penalty Notice shall be deemed to have waived the right to a screening and a hearing in relation to such notice;
 - 3.2.6.2. the Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and
 - 3.2.6.3. the Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.
- 3.2.7. On a review of an Administrative Penalty, the Screening Officer may affirm the Administrative Penalty, including any applicable Administrative Fees, 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 Fees, on the following grounds:
- 3.2.7.1. where the Screening Officer is satisfied, on a balance of probabilities, that a contravention of a Designated By-law was not proven as set out in the Penalty Notice; or
 - 3.2.7.2. 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 Fees, is necessary to reduce any undue hardship.
- 3.2.8. The 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) calendar days after the review of the request is conducted by the Screening Officer, in accordance with section 5.3. of this by-law.
- 3.2.9. 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.

3.3. Review by Hearing Officer

- 3.3.1. Any Person subject to a Screening Decision may request a review of the Screening Decision by a Hearing Officer, in accordance with section 3.3.3 of this by-law, within thirty (30) calendar days after the date on which the Screening Decision was issued.
- 3.3.2. A Person subject to a Screening Decision may, in accordance with section 3.3.3 of this by-law, request that the Hearing Officer extend the time to request a review of the Screening Decision to sixty (60) calendar days after the date on which the Screening Decision was issued.

- 3.3.3. A request for a review by the Hearing Officer, or for an extension of time to request a review before the Hearing Officer, shall be in the form and manner as determined by the Director from time to time, and shall include the Penalty Notice Number and the Person's contact information. Where a request is made by a Person who is not the Owner, the Person shall submit with the request an authorized agent/representative form, in the form as determined by the Director from time to time. Incomplete forms or forms not submitted in accordance with the form and manner as determined by the Director may not be accepted or processed, at the discretion of the Director.
- 3.3.4. The Hearing Officer may only extend the time to request a review of the Screening Decision where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Hearing Officer will consider the request for extension before reviewing the Screening Decision.
- 3.3.5. Where an extension of time for a hearing review is not granted by the Hearing Officer and no request is made to have the Screening Decision reviewed in accordance with section 3.3.1 of this by-law, the Screening Decision shall be deemed to be affirmed and shall not be subject to review.
- 3.3.6. Where neither a hearing review nor an extension of time for a hearing review are requested in accordance with this by-law, or where the Person fails to request a hearing review within any extended period of time granted by the Hearing Officer:
- 3.3.6.1. the Person(s) served with the Penalty Notice shall be deemed to have waived the right to a hearing review in relation to such notice;
 - 3.3.6.2. the Screening Decision shall be deemed to be affirmed; and
 - 3.3.6.3. the Screening Decision shall not be subject to review.
- 3.3.7. Upon the conclusion of a Hearing, the Hearing Officer may:
- 3.3.7.1. confirm the Screening Decision; or
 - 3.3.7.2. cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - 3.3.7.3. where the Person establishes on a balance of probabilities that the Designated By-law(s) as described in the Penalty Notice was not contravened; or
 - 3.3.7.4. where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue financial hardship.

- 3.3.8. After a Hearing is complete, the Hearing Officer shall issue a Hearing Decision to the Person, and deliver in accordance with section 5.3.
- 3.3.9. The decision of a Hearing Officer is final.
- 3.3.10. A Person requesting a review by the Hearing Officer in accordance with this by-law shall be given at least thirty (30) calendar days' notice of the date, time and place for the review by the Hearing Officer.
- 3.3.11. 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.

4. ENFORCEMENT AND OFFENCES

- 4.1. Any Officer may enforce this by-law.
- 4.2. No Person shall:
 - 4.2.1. make a false, misleading or fraudulent statement in relation to a Penalty Notice, or on any form submitted to the Township in relation to a Penalty Notice; or
 - 4.2.2. obstruct an Officer exercising any authority under this by-law.
- 4.3. 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:
 - 4.3.1. a Person who is entitled to be heard in the proceeding or the Person's lawyer, licensed paralegal or authorized representative; and
 - 4.3.2. 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.
- 4.4. Any Person who contravenes section 4.2. or 4.3. of this by-law is guilty of an offence and, upon conviction, is liable to a fine as provided for in the Provincial Offences Act.
- 4.5. If a corporation has contravened section 4.2. or 4.3. of this by-law, every director and officer who knowingly concurred in such a contravention is guilty of an offence.

5. SERVICE OF DOCUMENTS

- 5.1. Service of a Penalty Notice pursuant to section 3.1.1. of this by-law in any of the following ways, with respect to a contravening vehicle, is deemed effective by:
 - 5.1.1. affixing it to the vehicle in a conspicuous place at the time of the contravention;

- 5.1.2. 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;
 - 5.1.3. mailing it by regular 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
 - 5.1.4. 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.
- 5.2. Service of a Penalty Notice pursuant to section 3.1.2. of this by-law in any of the following ways is deemed effective by:
- 5.2.1. delivering it personally to the Person named in the Penalty Notice at the time of the contravention;
 - 5.2.2. mailing it by regular mail to the Person named in the Penalty Notice at his/her last known address, as soon as reasonably practicable after the contravention; or
 - 5.2.3. 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.
- 5.3. Service of any document other than a Penalty Notice may be made by:
- 5.3.1. delivering it personally;
 - 5.3.2. 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;
 - 5.3.3. delivering it by regular mail to the last known address of the Owner or the Person to whom the documents apply; or
 - 5.3.4. by email, to the email address provided by the Owner or Person to whom the documents apply.
- 5.4. For purposes of this by-law, with respect to any matters subject to a by-law designated under section 102.1 of the Municipal Act, 2001, the last known address of the Owner shall be the address as set out on the vehicle ownership or, where an updated address has been provided in writing by the Owner to the Township at the time of service, such updated address.
- 5.5. Any Penalty Notice or document sent in writing by regular mail, as set out in this by-law, is deemed to have been served on the fifth (5th) calendar day after the date of mailing.

- 5.6. 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.
- 5.7. Service on a Person who is not the Owner, in accordance with this by-law, including service of a Penalty Notice, Screening Decision or Hearing Decision by handing it to the Person, shall be deemed to be service on the Owner.
- 5.8. Any document served by email, as set out in this by-law, shall be deemed to have been served on the day of transmission.

6. PENALTY PAYMENT AND ADMINISTRATIVE FEES

- 6.1. A Penalty Notice that is paid prior to a review by Screening Officer shall be deemed as final and will not be subject to screening, unless there is an error on the face of the Penalty Notice as determined by the Director.
- 6.2. Unless otherwise stated in this by-law, upon issuance of a Penalty Notice pursuant to section 3.1.1. or 3.1.2 of this by-law, the Administrative Penalty set out in such notice shall be due and payable to the Township thirty (30) calendar days from the Effective Date of Service of the Penalty Notice.
- 6.3. Notwithstanding section 6.2. of this by-law, where an Administrative Penalty, including any Administrative Fees, is (are) affirmed, or reduced by a Screening Officer or a Hearing Officer, the Administrative Penalty and any Administrative Fees 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 service of the Screening Decision or the Hearing Decision.
- 6.4. Notwithstanding section 6.2. of this by-law, 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 extension of time.
- 6.5. Where an Administrative Penalty, with respect to a Penalty Notice issued pursuant to section 3.1.1. of this by-law, is not paid on or before the date it is due and payable, the Township may request the vehicle ownership information from the Ministry of Transportation for Ontario. When such vehicle ownership information is requested and received, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, the Owner of the vehicle subject to the Penalty Notice shall be liable to pay to the Township the MTO Search Fee, as set out in Schedule "C" to this by-law.
- 6.6. Where an Administrative Penalty is not paid within fifteen (15) calendar days after it becomes due and payable, the Township may:

- 6.6.1. 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 to 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 other fees that may be payable pursuant to this by-law, pay to the Township a Plate Denial Fee; and/or,
- 6.6.2. pursue any other collection mechanisms available to the Township pursuant to the Regulation or at law.
- 6.7. Where a person provides a method of payment to the Township for payment of any Administrative Penalty or Administrative Fee, 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 to the Township an NSF Fee.
- 6.8. All amounts due and payable to the Township pursuant to this by-law constitute a debt to the Township.
- 6.9. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any related Administrative Fee is also cancelled.
- 6.10. Where a Person has paid an Administrative Penalty or an Administrative Fee that is cancelled or reduced pursuant to this by-law, the Township shall refund the amount cancelled or reduced.
- 6.11. Where the Person served with a Penalty Notice issued pursuant to section 3.1.1. of this by-law, or issued a Screening Decision, is not the Owner, the Owner may exercise any right that such Person may exercise under this by-law.
- 6.12. No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.
- 6.13. Payment of any Administrative Penalty or Administrative Fee must be received on or before the date on which it is due and payable, or any extended due date in accordance with this by-law and will not be credited until received by the Township.
- 6.14. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

7. ENACTMENT

- 7.1. This by-law shall come into full force and effect on the date it is passed at which time all by-laws, policies and resolutions that are inconsistent with the provisions of this by-law

are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

FINALLY PASSED AND ENACTED This 16th Day Of APRIL 2025.

James, Seeley, Mayor

Justine Brotherston, Interim Municipal Clerk

8. SCHEDULE A – Parking Administrative Penalties

8.1. Designated By-law, Short Form Wordings and Administrative Penalties

- 8.1.1. The provisions of each by-law listed in Column 2 of the following tables are Designated By-laws.
- 8.1.2. Column 3 in the following tables sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
- 8.1.3. Column 4 in the following tables sets out the Administrative Penalty amount that is payable for a contravention of the designated provision listed in Column 2 for the matter(s) identified in Column 3.

Parking By-law 6000-32				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 EARLY PENALTY AMOUNT	COLUMN 5 SET PENALTY AMOUNT
1	9.1	Park in no parking zone	\$35.00	\$45.00
2	9.2	Park within 1 metre of driveway	\$35.00	\$45.00
3	9.3	Park in front of driveway	\$35.00	\$45.00
4	9.4	Park in fire route	\$35.00	\$45.00
5	9.5	Park within 3 metres of fire hydrant	\$35.00	\$45.00
6	9.6	Park left wheels to curb	\$35.00	\$45.00
7	9.7	Park in excess of designated time	\$35.00	\$45.00
8	9.8	Park within prohibited time	\$35.00	\$45.00
9	9.9	Park further than 0.15 metres from curb	\$35.00	\$45.00
10	9.10	Park 2 a.m. to 6 a.m.	\$35.00	\$45.00
11	9.11	Park not within guidelines	\$35.00	\$45.00

12	9.12	Park on highway in excess of 24 consecutive hours	\$35.00	\$45.00
13	9.13	Park on municipal parking lot in excess of 24 consecutive hours	\$35.00	\$45.00
14	9.14	Park in temporary no Parking zone	\$35.00	\$45.00
15	9.16	Park on sidewalk	\$35.00	\$45.00
16	9.17	Park in intersection	\$35.00	\$45.00
17	9.18	Park within 9 metres of intersection	\$35.00	\$45.00
18	9.19	Park in taxicab stand	\$35.00	\$45.00
19	9.20	Park in school bus loading zone	\$35.00	\$45.00
20	9.21	Park in pedestrian crossover	\$35.00	\$45.00
21	9.22	Park within 9 metres of pedestrian crossover	\$35.00	\$45.00
22	9.23	Park in crosswalk	\$35.00	\$45.00
23	9.24	Park within 9 metres of crosswalk	\$35.00	\$45.00
24	9.25	Park opposite boulevard	\$35.00	\$45.00
25	9.26	Park - fail to leave 3 metres of roadway clear	\$35.00	\$45.00
26	9.27	Park roadway side of parked vehicle	\$35.00	\$45.00
27	9.28	Park in bus stop	\$35.00	\$45.00
28	9.29	Park in order to repair, wash or maintain vehicle	\$35.00	\$45.00
29	9.30	Park on bridge	\$35.00	\$45.00
30	9.31	Park - obstruct access ramp	\$35.00	\$45.00
31	9.32	Angle park - not within markings	\$35.00	\$45.00
32	9.33	Park in an accessible parking space	N/A	\$300.00

33	9.34	Park commercial vehicle Between 1 am - 6 am	\$35.00	\$45.00
34	9.35	Park commercial vehicle on municipal parking lot	\$35.00	\$45.00
35	9.36	Park within 15 metres of Railroad crossing	\$35.00	\$45.00
36	9.37	Park in designated parking space - no permit	\$35.00	\$45.00
37	9.38	Park - interfere with snow removal	\$35.00	\$45.00
38	9.39	Park -interfere with traffic	\$35.00	\$45.00
39	9.40	Park facing wrong way on one way street	\$35.00	\$45.00
40	9.41	Park further than 0.15 metres from curb on 1 way street	\$35.00	\$45.00
41	9.42	Park vehicle on boulevard	\$35.00	\$45.00
42	9.43	Non electric vehicle parked in an electric vehicle space	\$35.00	\$45.00
43	9.44	Electric vehicle parked in electric vehicle space not charging	\$35.00	\$45.00
44	9.45	Park prevent removal of another vehicle	\$35.00	\$45.00
45	9.46	Park on a curve	\$35.00	\$45.00
46	9.47	Park on private property without consent	\$35.00	\$45.00
47	9.48	Stop in no stopping zone	\$35.00	\$45.00
48	9.49	Stop - roadway side of parked vehicle	\$35.00	\$45.00
49	9.50	Stop within 9 metres of intersection	\$35.00	\$45.00
50	9.51	Stop in bus stop	\$35.00	\$45.00
51	9.52	Stop in school bus loading zone	\$35.00	\$45.00
52	9.53	Stop with left wheels to curb	\$35.00	\$45.00

53	9.54	Stop on sidewalk	\$35.00	\$45.00
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9. SCHEDULE B – NON-PARKING ADMINISTRATIVE PENALTIES

9.1. Designated By-law, Short Form Wordings and Administrative Penalties

- 9.1.1.** The provisions of each by-law listed in Column 2 of the following tables are Designated By-laws.
- 9.1.2.** Column 3 in the following tables sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
- 9.1.3.** Column 4 in the following tables sets out the Administrative Penalty amount that is payable for a contravention of the designated provision listed in Column 2 for the matter(s) identified in Column 3.
- 9.1.4.** The penalties shown in Column 5 in the following tables set out the Administrative Penalty Amount that is payable for contraventions of the designated provisions in cases where an officer determines that a Person names in a Penalty Notice has received a Penalty Notice previously for the same offense and such Penalty Notice has been confirmed.

Entrance By-law 032/2020				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 7.1	Cause or permit construction of a new entrance without permit.	\$500.00	\$1000.00
2	Section 7.2	Cause or permit construction of curbs, gutters or other permanent works without permit.	\$500.00	\$1000.00
3	Section 7.3	Cause or permit the paving of a new or existing entrance without permit.	\$500.00	\$1000.00
4	Section 7.4	Change the design or location of an existing entrance without permit.	\$500.00	\$1000.00
5	Section 7.5	Use an existing entrance for use other than original, present or normal use without permit.	\$500.00	\$1000.00
6	Section 7.6	Fail to comply with a term or condition of permit.	\$500.00	\$1000.00

7	Section 7.7	Provide false information to an officer or Director of Public Works.	\$900.00	\$900.00
8	Section 7.8	Hinder or obstruct an Officer or Director of Public Works.	\$900.00	\$900.00
9	Section 9.4	Fail to comply order.	\$1000.00	\$1000.00

Heavy Vehicles By-law 032/2020				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2.1	Move, drive or operate a heavy vehicle on a prohibited route	\$450.00	\$900.00

Kennel and Dog Licensing By-law 024-2021				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2.2	Keep more than 3 dogs per dwelling unit / 5 dogs per property	\$200.00	\$400.00
2	Section 2.4	Keep/harbour dog without valid tag	\$150.00	\$300.00
3	Section 2.6.1	Affix tag to unregistered dog	\$150.00	\$300.00
4	Section 3.7	Fail to display License in conspicuous place	\$300.00	\$600.00
5	Section 5.1	Permit dog to run at large	\$100.00	\$200.00
6	Section 5.4	Fail to remove dog excrement	\$100.00	\$200.00
7	Section 7.1	Operate kennel without a license	\$400.00	\$800.00
8	Section 12.1	Permitting Dogs outdoors – 8:00 p.m. to 7:00 a.m.	\$100.00	\$200.00
9	Section 16.3	Hinder or obstruct, or attempt to hinder or obstruct an Officer.	\$900.00	\$900.00

Publicized Displays By-law 008/2022				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 6(a)	Assemble or permit the assembly of a Publicized Display without a Permit.	\$500.00	\$1000.00
2	Section 6(b)	Assemble or permit the assembly of a Publicized Display not in compliance with imposed conditions.	\$500.00	\$1000.00
3	Section 6(c)	Provide false information to the Township.	\$500.00	\$1000.00
4	Section 25	Fail to comply with an Order issued under Section 24.	\$700.00	\$700.00
5	Section 31	Hinder or obstruct, or attempt to hinder or obstruct an Officer.	\$900.00	\$900.00

Road Activity By-law 2023-058				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 9.a.	Permits oils, chemicals or substances to be deposited or spilled on a Highway	\$300.00	\$600.00
2	Section 9.b.	Deposits snow or ice on a Highway	\$300.00	\$600.00
3	Section 9.c.	Deposits Refuse on a Highway	\$300.00	\$600.00
4	Section 9.d.	Encumbers or damages a Highway	\$500.00	\$1000.00
5	Section 9.e.	Permits or allows refuse to be blown from private property onto a Highway	\$300.00	\$600.00
6	Section 9.f.	Obstructs a drain, gutter or water course along or upon a Highway	\$300.00	\$600.00

7	Section 9.g.	Walks upon, rides, drives, or loads an animal, or moves, drives, runs or propels a vehicle upon, over or across a newly constructed Sidewalk or pavement before it has been opened for use by the public	\$200.00	\$400.00
8	Section 9.h.	Cause any Refuse material to be thrown or piled on a Highway, saw or split firewood upon a Highway, or permit it to remain longer than necessary	\$300.00	\$600.00
9	Section 9.i.	Place any merchandise or article upon a Highway or outside a building so that the same projects over any part of the Highway	\$300.00	\$600.00
10	Section 9.j.	Move a Vehicle with cleats, flanges, tracks or rollers along the traveled portion of the Highway	\$500.00	\$1000.00
11	Section 9.k.	Remove a barricade or notice, or enter upon a Highway that is temporarily closed	\$500.00	\$1000.00
12	Section 9.l.	Remove a barricade, sign or light placed around any construction on a Highway	\$500.00	\$1000.00
13	Section 9.m.	Allow a trees, shrub, sapling, hedge or any other plant to extend over or upon a Highway.	\$300.00	\$600.00
14	Section 9.n.	Breaks, digs up, destroy or damage the sod or grass of a boulevard, fence or railing erected to protect the boulevard	\$300.00	\$600.00

15	Section 9.o.	Erect a fence or wall or plant a hedge upon a Highway	\$300.00	\$600.00
16	Section 9.p.	Interfere with any municipal structure affixed or placed upon a Highway.	\$500.00	\$1000.00
17	Section 9.q.	Permit any flood light to illuminate the Highway	\$200.00	\$400.00
18	Section 9.r.	Haul earth, sand, stone, or other substance upon a Highway, load a vehicle or drive a vehicle as to permit the contents to fall or spill on the Highway	\$500.00	\$1000.00
19	Section 9.s.	Bring a Vehicle upon a Highway with mud, clay, lime, fertilizer, manure attached to the wheels	\$500.00	\$1000.00
20	Section 9.t.	While hauling earth, sand, stone or other substance, loads or drives so as to damage a Highway	\$500.00	\$1000.00
21	Section 9.u.	Owner fails to obtain a Haul Route Permit	\$700.00	\$1400.00

Sign By-law 062-2024				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 5.1(d)	Install, Display or Alter, or repair a Sign without a Permit.	\$500.00	\$1000.00
2	Section 5.1(e)	Install, Display or Alter, or repair a Sign except in accordance with approved plans and drawings	\$500.00	\$1000.00
3	Section 5.1(r)	Fail to dim or turn off an Illuminated Sign within 30m of a Residential Use between Sunrise and Sunset	\$300.00	\$600.00
4	Section 5.1(t)	Fail to maintain a Sign in a proper state of repair	\$300.00	\$600.00

5	Section 8.5(a)	Hinder or obstruct, or attempt to hinder or obstruct an Officer	\$900.00	\$900.00
6	Section 8.5(d)	Failure to comply with an Order issued under this By-law	\$700.00	\$700.00
Site Alteration By-law 2023-057				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 3.1(a)	Conduct/undertake/cause/permit or carry out Site Alteration without approval.	\$900.00	\$1800.00
2	Section 3.1(b)	Have/allow to remain fill on property without permit.	\$900.00	\$1800.00
3	Section 3.4(a)	Conduct/undertake/cause/permit or carry out Site Alteration affecting surface water/groundwater.	\$900.00	\$1800.00
4	Section 3.6(a)	Conduct/undertake/cause/permit/ or carry out Site Alteration resulting in Unapproved Grade.	\$900.00	\$1800.00
5	Section 3.7(a)	Conduct/undertake/cause/permit or carry out Site Alteration resulting in adverse effect.	\$900.00	\$1800.00
6	Section 3.9(a)	Submit/cause/permit an application containing misleading or false information.	\$900.00	\$1800.00
7	Section 7.4(b)	Provide false information to inspector or Designated Official	\$900.00	\$1800.00
8	Section 7.4(c)	Hinder/obstruct/attempt to obstruct Designated Official/Inspector/person in the discharge of duties.	\$900.00	\$900.00
9	Section 7.5(a)	Fail to obey order	\$1000.00	\$1000.00

Swimming Pool Enclosure By-law 2018-018				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2 (1)	Own/excavate/install/construct pool without Permit.	\$500.00	\$500.00
2	Section 2 (2)	Own/place water in pool without final inspection.	\$300.00	\$300.00

3	Section 2 (3)	Own/erect/install pool enclosure not in accordance with by-law and approved plans.	\$300.00	\$300.00
4	Section 2 (4)	Fail to maintain pool enclosure in good repair.	\$300.00	\$300.00
5	Section 2 (5)	Fail to lock pool enclosure gate.	\$300.00	\$300.00
6	Section 2 (6)	Fail to close and lock lid of hot tub/whirlpool/spa”	\$300.00	\$300.00
7	Section 8 (5)	Hinder or obstruct,or attempt to hinder or obstruct an Officer.	\$900.00	\$900.00

10. SCHEDULE C – ADMINISTRATIVE FEES

ITEM	FEE
Screening Non-Appearance Fee	\$25
Hearing Non-Appearance Fee	\$50
Late Payment Fee (Parking By-laws)	\$25
Late Payment Fee (Non-parking By-laws)	25% of set penalty amount
MTO Search Fee	\$10