Office Consolidation

The Corporation of the Town of Orangeville

Administrative Penalty System By-law

By-law 2025-049

Amended By:

By-law Number	Date Amended:
By-law 2026-019	April 13, 2026
By-law 2026-025	April 13, 2026
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The Corporation of the Town of

Orangeville By-law Number 2025-049

A by-law to establish an Administrative Penalty System - Parking and non-parking

WHEREAS Sections 8, 9, and 11 of the *Municipal Act 2001,* S.O. *2001, c 25,* as amended *("Municipal Act, 2001")* authorize the Corporation of the Town of Orangeville to pass by-laws necessary or desirable for municipal purposes; and

WHEREAS Section 102.1 of the *Municipal Act* and 0. Reg.333/07, as amended, authorize municipalities to establish an administrative penalty system requiring a person to pay an administrative penalty for a contravention of any designated by-law respecting the parking, standing or stopping of vehicles; and

WHEREAS Section 434.1 of the *Municipal Act* authorizes the Town to require a person, subject to such conditions as the municipality considers appropriate, to pay an Administrative Penalty if the municipality is satisfied the person has failed to comply with a by-law of the Town; and

WHEREAS Section 434.2 of the *Municipal Act* provides that an administrative monetary penalty imposed by a municipality on a person constitutes a debt of the person to the municipality and may be added to the tax roll of a property located in the municipality if not paid within fifteen (15) days after the date it becomes due and payable; and

WHEREAS Section 15.4.1 of the *Building Code Act, 1992,* S.O., *c.23 ("Building Code Act, 1992")* authorizes a municipality to require a person, subject to such conditions as the municipality considers appropriate to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law passed under Section 15.1 of the *Building Code Act* or an order made under Section 15.2(2) of the *Building Code Act;* and

WHEREAS the *Statutory Powers Procedure Act, R.S.O. 1990, c. S. 22,* as amended, applies to all hearings conducted under this 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 Town of Orangeville deems it desirable to establish a system of administrative penalties to promote compliance with Town By-laws, including penalties for continuing contraventions and escalating penalties for repeat contraventions; and

WHEREAS the Council of the Corporation of the Town of Orangeville deems it desirable to provide for a system of administrative penalties and administrative fees for the designated Town by-laws, or portions of the designated Town by-laws set out herein;

NOW THEREFORE, the Council of the Corporation of the Town of Orangeville hereby enacts as follows:

1. Definitions

1.1. For the purposes of this by-law:

"Administrative Fee" means any fee(s) of this by-law, as may be amended from time to time/as set out in the **Town's** User Fees By-law;

"Administrative Penalty" means an administrative monetary penalty as set out in Schedule (C) for a contravention of a **Designated By-law;**

"Clerk" means the Clerk for the **Town,** or any **person** designated by the Clerk;

"Corporation" includes a company, corporation, cooperative, partnership, firm, sole proprietorship, association, society, organization, or any other legal entity that is not an Individual;

"Council" means the Council of the **Town;**

"County" means the **Corporation** of the County of Dufferin;

"Designated By-law" means the **Town** by-law, or part or provision of a **Town** by-law, to which this Administrative Penalty By-law applies, as designated under this by-law and listed in the attached Schedules (A&B);

"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;

"General Manager" means the General Manager of Corporate Services for the Town of Orangeville, or anyone designated by the General Manager to perform their duties relating to APS;

"Hearing Decision" means the decision of a **Hearing Officer;**

"Hearing Non-Appearance Fee" means an **administrative fee** established by the **Town** in respect of a **person's** failure to appear at the time and place scheduled for a review before a **Hearing Officer,** as listed in Schedule (C);

"Hearing Officer" means any person appointed by the **Town**

"Town" means the **Corporation** of the **Town** of Orangeville and land within the geographic limits of the **Town** of Orangeville as the context requires;

"Officer" means any person authorized by the **Town** to enforce by-laws and includes Municipal Law Enforcement **Officers,** Provincial Offences **Officers** and Police **Officers;**

"Penalty Notice" means a notice as described in Section 4 of this By-law;

"Penalty Notice Date" means the date of the contravention of a **Designated By-law;**

"Penalty Notice Number" means the reference number specified on the **penalty notice** that is unique to that **penalty notice;**

"Person" includes an individual, a corporation, or other legal entity;

"Provincial Offences Act" means the *Provincial Offences Act,* R.S.O., 1990, c. P. 33;

"Screening and Hearing Officer By-law" means the **Screening and Hearing Officer By-law** of the **Town,** as amended from time to time, or any successor thereof;

"Screening Decision" means a decision or disposition made by a **Screening Officer;**

"Screening Officer" means any person appointed by the **Town** 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;

"Statutory Powers Procedure Act" means the *Statutory Powers Act,* R.S.O. 1990, c.S. 22. as amended from time to time, or any successor thereof;

"Town" means The **Corporation** of the **Town** of Orangeville and/or the geographical limits of the **Town** of Orangeville, depending on the context of the provision in which the term appears.

2. GENERAL ADMINISTRATION AND EXEMPTIONS

2.1 The Short Title of this By-law is the **"Administrative Penalty By-law".**

2.2 The provisions of this By-law do not apply to activities or matters undertaken by the **Town**
or the **County** or a local board of the **Town** or the **County.**

3. APPLICATION OF THIS BY-LAW

3.1. The **Town's** By-laws, or portions of the **Town** 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.*

3.2. The **Town's** By-laws, or portions of the **Town** 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.

3.3. 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.

3.4. Other than set out in Section 3.3, the imposition of an **administrative penalty** does not limit the **Town's** ability to initiate any other proceeding or seek any other remedy permitted by law as the **Town** deems appropriate to prevent the continuation or repetition of the contravention.

3.5. The **Provincial Offences Act,** as amended, applies to all **Designated By-laws** except a **Designated By-law** respecting the parking, standing, or stopping of vehicles.

3.6. The attached Schedules "A" and "B" of this by-law and all of their parts set out the **administrative penalty** and include short form wording to be used on **penalty notices** for the contraventions of **Designated By-laws.**

3.7. The attached Schedule "C" of this by-law sets out the **administrative fees** imposed for the purposes of this by-law.

4. Penalty Notice

4.1. (a) **Schedule "A" By-laws (Parking)**

If a vehicle has been left parked, standing or stopped in contravention of a **Designated By-law** in Schedule "A", the owner of the vehicle shall, upon issuance of a **penalty notice** in accordance with the By-law, be liable to pay to the **Town** an **administrative penalty** in the amount specified in Schedule "A", and be liable to pay to the **Town** any **administrative fees** in accordance with this By-law.

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

If a **person** is found in contravention of a **Designated By-law** in any part of Schedule "B", the **person** shall, upon issuance of a **penalty notice** in accordance with this By-law, be liable to pay the **Town** an **administrative penalty** in the amount specified in Schedule "B" and shall be liable to pay the **Town** any **administrative fees** in accordance with 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 **penalty notice date;**

b) The **penalty notice number;**

c) The short-form wording for the contravention;

d) The amount of the **administrative penalty;**

e) The time for payment of the **administrative penalty;**

f) Information respecting the process by which the **person** may pay the **administrative penalty** or request a review of the **administrative penalty;**

g) A statement advising that an **administrative penalty,** including any **administrative fee,** will constitute a debt of the Owner or **person** to the **Town;**

h) The name and identification number of the **Officer** issuing the **penalty notice.**

4.4. Where an **Officer** becomes aware of an error in a **penalty notice** before the review by a **Screening Officer,** the **Officer** may amend or void and reissue the **penalty notice.**

5. REVIEW BY SCREENING OFFICER

5.1. A **person** who is served a **penalty notice** may, within thirty (30) calendar days after the **effective date of service,** request, in accordance with section 5.3, that the **administrative penalty** be reviewed by a **Screening Officer.**

5.2. A **person** who is served a **penalty notice** may, in accordance with Section 5.3, request that the **Screening Officer** extend the time to request a review, within sixty (60) calendar days after the **effective date of service,** failing which the

administrative penalty shall be affirmed in accordance with Section 5.6 of this By-law.

5.3. 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 **Clerk** 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 **Clerk** from time to time. Incomplete forms or forms not submitted in the form and manner as determined by the **Clerk** may not be accepted or processed at the discretion of the **Clerk.**

5.4. 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 an extension before reviewing the **administrative penalty.**

5.5. Where an extension of time to request a review is not granted by the **Screening Officer,** the **administrative penalty** and any applicable **administrative fees** shall be deemed to be affirmed, and shall not be subject to review.

5.6. 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 a screening and hearing;

b) The **administrative penalty,** and any applicable **administrative fees,** shall be deemed to be affirmed; and

c) The **administrative penalty** and any applicable **administrative fees** shall not be subject to review.

5.7. 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:

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 a contravention of a **Designated By-law** was not proven as set out in the **penalty notice;** or

c) Where the **Screening Officer** is satisfied, on a balance of probabilities, that the cancellation, reduction or extension of time for payment of the **administrative penalty,** including any applicable **administrative fees,** is necessary to reduce any undue hardship.

5.8. 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) calendar days of the screening review conducted by the **Screening Officer,** in accordance with Section 7.3, of this by-law.

6. 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 Section 6.3, within thirty (30) calendar days after the date on which the **screening decision** was issued.

6.2. A **person** subject to a **screening decision** may, in accordance with Section 6.3, request that the **Hearing Officer** extended the time to request a review of the **screening decision** withing sixty (60) calendar 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 6.6 of this By-law.

6.3. 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 **Clerk** 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 for, in the form as determined by the **Clerk** from time to time. Incomplete forms or forms not submitted in accordance with the form and manner as determined by the **Clerk** may not be accepted or processed at the discretion of the **Clerk.**

6.4. 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 an extension before reviewing the **screening decision.**

6.5. 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 6.1, the **screening decision** shall be deemed to be affirmed and shall not be subject to review.

6.6. 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(s)** served with the **penalty notice** shall be deemed to have waived the right to a hearing review in relation to such notice;

b) The **screening decision** shall be deemed to be affirmed; and

c) The **screening decision** shall not be subject to review.

6.7. **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.**

6.8. On a review of the **screening decision,** the **Hearing Officer** may affirm the **screening decision,** or the **Hearing Officer** may cancel, reduce or extend the time for payment of the **administrative penalty,** including any applicable **administrative fees,** on the following grounds:

a) Where the **Hearing 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** is not in contravention of one of the **Designated By-laws** set out in the **penalty notice;** or

c) 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 **administrative fees,** is necessary to reduce any undue hardship.

6.9. **A Hearing Officer** shall not make any decision respecting a review of the **screening decision** unless the **Hearing Officer** has given the **person** subject to the **screening decision** and the **Town** an opportunity to be heard.

6.10. The hearing shall be subject to the *Statutory Powers Procedure Act..*

6.11. The **Hearing Officer** may consider and rely on a certified statement of an **Officer,** including but not limited to, certified photographs taken by an **Officer.** For this purpose, the **penalty notice,** signed by the **Officer,** shall constitute a certified statement of the **Officer.**

6.12. In addition to anything else that is admissible as evidence in accordance with the *Statutory Powers Procedure Act,* the materials referred to in Section 6.11 are admissible as evidence as proof of the facts contained therein, in the absence of evidence to the contrary.

6.13. If evidence referred to in Section 6.11 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.

6.14. The **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) calendar days of the hearing review.

6.15. The decision of the **Hearing Officer** is final and binding.

6.16. Where notice has been given in accordance with this By-law, and the **person** fails to appear at the time and place scheduled for a review by the **Hearing Officer:**

a) The **person** shall be deemed to have abandoned the hearing;

b) The **screening decision** shall be deemed to be affirmed; and

c) The **person** shall pay to the **Town a hearing non-appearance fee,** in addition to any other fees payable pursuant to this by-law.

6.17. 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 **Town** recovering administrative costs associated to the hearing appeal review.

7. SERVICE OF PENALTY NOTICE AND OTHER DOCUMENTS

7.1. Service of **a penalty notice** pursuant to Paragraph (a) of Section 4.1 in any of the following ways, with respect to a contravening vehicle, is deemed effective by;

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** 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 the contravention; or

b) 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; or

c) 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.

d) Posting in a conspicuous place on a building or structure located on the property where the contravention occurred, 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; or

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; or

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, 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 of the **Town** at the time of service, such updated address.

7.5. Any **penalty notice** or document sent in writing to the **person** named in the **penalty notice** by regular or registered mail, as set out in this By-law, is deemed to have been served on the fifth (5^{th}) calendar 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, 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 shall be considered officially served on the date that confirmation of email receipt is received from the recipient.

8. ADMINISTRATION

8.1. The **General Manager** shall administer this By-law and designate locations within the **Town** and times for conducting reviews and hearings under this By-law; and

8.2. Prescribe all forms, notices, including the **penalty notice,** guidelines, practices, and 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 **Clerk** deems necessary.

8.3. The **Clerk** shall appoint such **Screening Officers** and **Hearing Officers** as are necessary for the administration of this By-law.

8.4. 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 **Town** on behalf of that **person** upon producing written authorization.

9. PENALTY PAYMENT AND ADMINISTRATIVE FEES

9.1. A **penalty notice** that is paid prior to a review by a **Screening Officer** or **Hearing Officer** 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** as determined by the **Clerk.**

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 **Town** thirty (30) calendar days from the **effective date of service** of the **penalty notice.**

9.3. Notwithstanding Section 9.2, where an **administrative penalty,** including any **administrative fees,** 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) calendar 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, inaddition 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 **Town** the MTO Search Fee.

9.6. Where an **administrative penalty** is not paid within thirty (30) calendar 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 **Town** 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 **Town** the Late Payment Fee.

9.7. Where an **administrative penalty,** and any applicable **administrative fees,** 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) calendar days on which they are due and payable, the **Town** may:

a) Add the **administrative penalty** and any applicable **administrative fees** to the tax roll and collect it in the same manner as municipal taxes; or

b) Pursue any other collection mechanisms available to the **Town.**

9.8. Where an **administrative penalty** was issued pursuant to Paragraph (a) of Section 4.1 and any **administrative fees** are not paid within seventy-five (75) calendar days after they become due and payable, the **Town** 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 other

fees that may be payable pursuant to the By-law, pay the **Town a** Plate Denial Fee; and

b) Pursue any other collection mechanisms available to the **Town** pursuant to the Regulation or at law.

9.9. Where **a person** provides a method of payment to the **Town** 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 **Town** an NSF Fee.

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

9.11. The **Clerk** 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 **Town.**

9.12. The **Clerk** 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 **Town.**

9.13. Where an **administrative penalty** is cancelled by a **Screening Officer** or a **Hearing Officer,** any related **administrative fees** 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 **Town** shall refund the amount cancelled or reduced.

9.15. Where the **person** served with a **penalty notice** issued pursuant to Paragraph (a) of 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 fees** 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 **Town.**

9.18. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

10. OFFENCES

10.1. No **person** shall:

a) Make a false, misleading statement or fraudulent statement in relation to a **penalty notice,** or on any form submitted to the **Town** 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. Any **person** who contravenes Section 10.1 or Section 10.2 is guilty of an offence and, upon conviction, is liable to a fine as provided for in the *Provincial Offences Act.*

10.4. If **a Corporation** has contravened Section 10.1 or Section 10.2, every director and officer who knowingly concurred in such contravention is guilty of an offence.

11. INTERPRETATION

11.1. Nothing in this By-law prevents **a Screening Officer or a Hearing Officer** from seeking or receiving legal advice.

11.2. 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.

11.3. 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.

11.4. 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.

11.5. This By-law shall be read with all changes in gender or number as the context requires.

11.6. References in this By-law to items in the plural include the singular, and references to the singular include the plural, as applicable.

11.7. The words "include", "includes", and "including" are not to be read or interpreted as limiting works, phrases, or descriptions that precede them.

11.8.

12. SEVERABILITY

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

13. EFFECTIVE DATE

13.1. This by-law shall come into effect upon approval by the Council, subject to section 284.11 of the Municipal Act.

Read a first, second and third time and finally passed this 11th day of August, 2025

Signed by Lisa Post, Mayor

Signed by Raylene Martell, Clerk

SCHEDULE "A-1"

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES - PARKING BY-LAWS TRAFFIC BY-LAWS

TRAFFIC MANAGEMENT AND PARKING BYLAW 2025-065 AS AMENDED

(Amended by By-law 2026-019, Apr 13, 2026, schedule replaced)

Item	Violation	Section	Penalty
1	Face wrong way, park left wheels to curb	8.1	$35.00
2	Park facing wrong direction with passenger tires more than 15 cm from curb (one-way)	8.2	$35.00
3	Improper angle parking	8.3	$35.00
4	Park on or over sidewalk	9.1(a)	$35.00
5	Park within 3m of fire hydrant	9.1(b)	$75.00
6	Park obstructing driveway/laneway	9.1(c)	$35.00
7	Park within an intersection	9.1(d)	$35.00
8	Park on roadway less than 6m wide	9.1(e)	$35.00
9	Park obstructing traffic	9.1(f)	$35.00
10	Park on boulevard	9.1(g)	$35.00
11	Park projecting over curb onto highway	9.1(h)	$35.00
12	Park preventing removal of vehicle	9.1(i)	$35.00
13	Park between 2:00 a.m. and 7:00 a.m. from December 1 to March 31	9.1(j)	$35.00
14	Park in prohibited area	9.1(k)	$35.00
15	Park outside of marked parking space	9.1(l)	$35.00
16	Unattached trailer on highway	9.1(m)	$35.00
17	Park within 30m of bus stop	10.1(a)	$35.00
18	Park within 8m of fire hall lot	10.1(b)	$35.00
19	Park within 15m of intersection	10.1(c)	$35.00
20	Park within 60m of signalized intersection	10.1(d)	$35.00
21	Park within 30m of rail crossing	10.1(e)	$35.00
22	Park within 15m of school crosswalk	10.1(f)	$35.00
23	Park adjacent to school (8 a.m. - 5 a.m.)	10.1(g)	$35.00
24	Park adjacent to park/playground	10.1(h)	$35.00
25	Park within 15m of pedestrian crosswalk	10.1(i)	$35.00
26	Park within 15m of inside curve of highway	10.1(j)	$35.00
27	Park within 15m of traffic calming device	10.1(l)	$35.00
28	Stop in prohibited area	10.2	$35.00
29	Park in loading zone - no loading	11.1(a)	$35.00
30	Stand in loading zone contrary to sign	11.1(b)	$35.00
31	Park obstructing snow clearing or removal	12.1	$35.00
32	Park large vehicle on residential zone	13.1	$35.00

Item	Violation	Section	Penalty
33	Park/stand/stop in fire route	15.1(e)	$125.00
34	Park in accessible space on highway without permit displayed	10.1(k)	$325.00
35	Park in accessible space on public property without permit displayed	16.2	$325.00
36	Park on accessible access aisle	16.3	$35.00
37	Park exceeding posted time limit	18.1	$35.00
38	Park exceeding 72 hours on highway	18.2	$35.00
39	Park vehicle without licence plate	23.1(b)	$35.00
40	Park derelict vehicle on highway	23.2	$35.00
41	Park in sight line triangle	24	$35.00

SCHEDULE “A-2”

(Amended by By-law 2026-019, Apr 13, 2026, schedule deleted)

SCHEDULE "B-1"

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

ANIMAL CONTROL BY-LAW 2024-026 AS AMENDED

Item	Violation	Section	Penalty
1	Own, keep or harbour or permit more than 3 dogs	Section 2.2	$ 350.00
2	Own, keep or harbour or permit more than 4 cats	Section 2.3	$ 350.00
3	Own or keep an unlicensed dog	Section 2.5	$ 350.00
4	Fail to keep tag affixed to dog	Section 2.6	$ 350.00
5	Own or keep a prohibited animal	Section 2.8	$ 350.00
6	Own, keep or harbour an unregistered grandparented animal	Section 2.9	$ 350.00
7	Dispose of or bury an animal of Town Land	Section 2.14	$ 350.00
8	Allow animal to be in Town facilities	Section 2.15	$ 350.00
9	Dog at large	Section 6.1	$ 350.00
10	Fail to remove excrement	Section 7.1	$ 350.00
11	Permit unvaccinated dog to enter leash-free park	Section 8.1(a)	$ 350.00
12	Permit dog younger than 4 months to enter leash-free park	Section 8.1(b)	$ 350.00
13	Permit dog displaying aggressive behavior to enter leash-free park	Section 8.2(b)	$ 350.00
14	Permit dog subject to dangerous dog Order to enter leash-free park	Section 8.2(c)	$ 350.00
15	Permit dog subject to Interim Order to enter leash-free park	Section 8.2(d)	$ 350.00
16	Permit dog to enter leash-free park when prohibited	Section 8.2(e)	$ 350.00
17	Permit Pit Bull to enter leash-free park	Section 8.2(f)	$ 350.00
18	Permit female dog in heat to enter leash-free park	Section 8.2(g)	$ 350.00
19	Fail to remove dog from leash-free park when directed	Section 8.3(b)	$ 350.00
20	Fail to accompany dog within leash-free park	8.4(b)	$ 350.00

Item	Violation	Section	Penalty
21	Fail to remove excrement from leash-free park	8.4(d)	$ 350.00
22	Bring more than 3 dogs to leash free park	8.4(e)	$ 350.00
23	Fail to microchip ID cat	10.1	$ 350.00
24	Keep more than 3 hens	11.1(a)	$ 350.00
25	Keep more than 1 hen coop	11.1(b)	$ 350.00
26	Keep a rooster	11.1(c)	$ 350.00
27	Permit hen to be outside of hen coop	11.2	$ 350.00
28	Fail to keep Hen coop in compliance with by-law	12	$ 350.00
29	Feed wildlife on private property	15.1(a)	$ 350.00
30	Feed wildlife on Town property	15.2	$ 350.00
31	Fail to comply with Order	19.3	$ 500.00
32	Hinder, obstruct or attempt to hinder or obstruct an officer	19.4	$ 500.00

SCHEDULE "B-2"

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

BOULEVARD MAINTENANCE BY-LAW 2019-014, AS AMENDED

Item	Violation	Section	Penalty
1	Grass, weeds and/or undergrowth exceed 15 cm in height on boulevard	2.1.1	$ 350.00
2	Refuse on boulevard	2.1.2	$ 350.00
3	Hazardous object, materials or conditions on boulevard	2.1.3	$ 350.00
4	Hedges, shrubs, or flowers encroach on to highway or sidewalk	2.2.1	$ 350.00
5	Hedges, shrubs, or flowers affect sight lines	2.2.2	$ 350.00
6	Hedges, shrubs, or flowers obstruct sight triangle	2.2.3	$ 350.00
7	Fail to keep fixture free from graffiti	2.3	$ 350.00
8	Fail to keep boulevard curbs, blocks and driveway edging flush with ground	2.4	$ 350.00
9	Fail to keep boulevard free of obstructions	2.5	$ 350.00
10	Hinder, obstruct or attempt to hinder or obstruct an Officer	5.2	$ 500.00
11	Fail to Comply with Order		$ 500.00

SCHEDULE “B-3”

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

DRIVING SCHOOL INSTRUCTION BY-LAW 2017-003, AS AMENDED

Item	Violation	Section	Penalty
1	Cause or permit driving instruction within 150 metres of a school	2.1	$ 350.00
2	Hinder or obstruct or attempt to hinder or obstruct an Officer	4.1	$ 350.00

SCHEDULE “B-4”

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

SITE ALTERATION BY-LAW 2024-001, AS AMENDED

Item	Violation	Section	Penalty
1	Fail to comply with an Order	12.1	$ 500.00
2	Obstruct an Officer	12.3	$ 500.00

SCHEDULE “B-5”

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

IDLING CONTROL BY-LAW 2007-074, AS AMENDED

Item	Violation	Section	Penalty
1	Cause or permit vehicle to idle for more than 3 minutes	3.1	$ 350.00

SCHEDULE “B-6”

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

LITTERING BY-LAW 1999-056, AS AMENDED

Item	Violation	Section	Penalty
1	Throw, place or deposit refuse on property	1	$ 350.00

SCHEDULE "B-7"

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

NOISE BY-LAW 2024-023, AS AMENDED

Item	Violation	Section	Penalty
1	Emit, cause or permit noise	3.1	$ 350.00
2	Emit, cause or permit noise from an electronic device	3.2	$ 350.00
3	Emit, cause or permit noise from an electronic device from a vehicle	3.2	$ 350.00
4	Emit, cause or permit persistent noise made by any animal	3.2	$ 350.00
5	Emit, cause or permit noise from construction equipment without exhaust in good working order	3.2	$ 350.00
6	Emit, cause or permit noise from vehicle while on private property	3.2	$ 350.00
7	Emit, cause or permit noise from vehicle while on private property with modified exhaust	3.2	$ 350.00
8	Emit, cause or permit noise from vehicle horn or warning device	3.2	$ 350.00
9	Emit, cause or permit noise from an air conditioner, water pump, heat pump not in proper working order	3.2	$ 350.00
10	Emit, cause or permit noise of ringing bells, horns, yelling, shouting, hooting, whistling or singing	3.2	$ 350.00
11	Emit, cause or permit noise from all selling or advertising by shouting or outcry or amplified sound	3.2	$ 350.00
12	Emit, cause, or permit noise from a vehicle	3.3	$ 350.00
13	Emit, cause or permit noise from construction & operation of equipment Monday to Friday between the hours of 7 pm to 7 am	4.1	$ 350.00
14	Emit, cause or permit noise from construction & operation of equipment Saturday to Sunday between the hours of 7 pm to 9 am	4.1	$ 350.00
15	Emit, cause or permit noise from construction & operation of equipment on Statutory holidays between the hours of 5 pm to 9 am	4.1	$ 350.00
16	Emit, cause or permit noise from the operation of domestic tools Monday to Friday between the hours of 9 pm to 7 am	4.1	$ 350.00
17	Emit, cause or permit noise from the operation of domestic tools Saturday to Sunday between the hours of 9 pm to 9 am	4.1	$ 350.00

18	Emit, cause or permit noise from the operation of domestic tools on Statutory Holidays between the hours of 5 pm to 9 am	4.1	$ 350.00
19	Emit, cause or permit noise from the operation of lawn maintenance equipment Monday to Saturday between the hours of 9 pm to 7 am	4.1	$ 350.00
20	Emit, cause or permit noise from the operation of lawn maintenance equipment on Statutory Holidays and Sunday between the hours of 9 pm to 9 am	4.1	$ 350.00
21	Fail to comply with an Order	7.3	$ 500.00
22	Hinder, obstruct, attempt to hinder or obstruct an officer	7.6	$ 500.00

SCHEDULE "B-8"

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

PARKS & EVENTS BY-LAW 2023-021, AS AMENDED

Item	Violation	Section	Penalty
1	special event without permit	5.1(a)	$ 350.00
2	Organized team sport without permit	5.1(b)	$ 350.00
3	Instructional activity without permit	5.1(c)	$ 350.00
4	Film production without permit	5.1(d)	$ 350.00
5	Organize, conduct, hold or permit film production on private lands with pyrotechnics, special effects or fireworks without permit	5.2	$ 350.00
6	Organize, conduct, hold or permit gathering for more than fifteen (15) persons in a park without permit	5.3	$ 350.00
7	Operate or cause to operate a remote-controlled device on Town lands without permit	5.4	$ 350.00
8	Handle, set off, or discharge fireworks, special effects, or pyrotechnics on Town land without a permit.	5.5	$ 350.00
9	Exclusive use of sports field or Town facility without permit	5.6	$ 350.00
10	Operate or use loudspeakers or sound-amplifying equipment in a park without permit		$ 350.00
11	Conduct, solicit, sell, offer, display or advertise any business or trade for food or drink in a park without permit	5.8(a)	$ 350.00
12	Conduct, solicit, sell, offer, display or advertise any business or trade for newspaper, magazine or publication in a park without permit	5.8(b)	$ 350.00
13	Conduct, solicit, sell, offer, display or advertise any business or trade for goods, wares or merchandise in a park without permit	5.8(c)	$ 350.00
14	Conduct, solicit, sell, offer, display or advertise any business or trade for art, skill or service without permit	5.8(d)	$ 350.00
15	Engage in activity that interferes or causes a nuisance to the general public in park	5.9(a)	$ 350.00
16	Conduct endangering health and safety of self or others in park	5.9(b)	$ 350.00
17	Cast, throw or propel object to endanger or cause harm to any person in park	5.9(c)	$ 350.00
18	Engage in golf activities or operate golf cart in park	5.9(d)	$ 350.00

Item	Violation	Section	Penalty
19	Obstruct, inconvenience or endanger others while operating a bicycle, roller skates, skateboard or like conveyance in park	5.9(e)	$ 350.00
20	scatter remains from cremation or alkaline hydrolysis in park	5.9(f)	$ 350.00
21	Urinate or defecate in park	5.9(g)	$ 350.00
22	Contravene the rules and regulations of a posted sign in park	5.9(h)	$ 350.00
23	Engage in kite fighting in park	5.9(j)	$ 350.00
24	Fail to vacate Townlands in favour of a permit holder	5.11	$ 350.00
25	Fail to produce permit	5.12	$ 350.00
26	Remove, relocate or conceal posted sign in park	5.13	$ 350.00
27	Fail to comply with an Order	5.14	$ 350.00
28	Use sports field between October 15 to April 30 without approval	6.1	$ 350.00
29	Kill, trap, injure or disturb any animal in park	7.2(a)	$ 350.00
30	remove or injure nest or eggs in a park	7.2(b)	$ 350.00
31	Feed waterfowl or wildlife in a park	7.2(c)	$ 350.00
32	Permit animal in splashpad, landscaping, playground, or sportsfield	7.2(d)	$ 350.00
33	Consume, serve, possess or sell alcohol on Town lands	8.1	$ 350.00
34	Use barbeque outside designated areas on Town lands	9.1	$ 350.00
35	Use barbeque without permit in park	9.2	$ 350.00
36	Leave barbeque unattended in a park	9.3(a)	$ 350.00
37	Leave unextinguished embers after barbeque use in a park	9.3(b)	$ 350.00
38	Improper disposal of cylinder, charcoal or embers in a park	9.3(c)	$ 350.00
39	Have open flame under tent or pop-up structure in a park	9.3(d)	$ 350.00
40	Camp, dwell or lodge in a park	10.1	$ 350.00
41	Operate vehicle off designated roadways in a park	11.1(a)	$ 350.00
42	Instruct, teach or coach any persons to drive a vehicle in a park	11.1(b)	$ 350.00
43	Wash, clean polish, service or repair a vehicle in a park	11.1(c)	$ 350.00
44	Operate or drive offroad vehicle on a hiking trail	12.1(a)	$ 350.00
45	Operate or drive a vehicle on a hiking trail	12.1(b)	$ 350.00
46	Operate or drive offroad vehicle on multi-use trail	12.2(a)	$ 350.00
47	Operate or drive vehicle on multi-use trail	12.2(b)	$ 350.00

Item	Violation	Section	Penalty
48	Dump, deposit or dispose of refuse in park outside of provided receptacle	13.1	$ 350.00
49	Dump, deposit or dispose of household refuse in park outside of provided receptacle	13.2	$ 350.00
50	Dump, deposit or dispose of snow, fill or soil in park	13.3	$ 350.00
51	Dump or drain pool or hot tub water in a park	13.4	$ 350.00
52	Dump reptile, fish, animal or organism in body of water	13.5	$ 350.00
53	Damage, alter or remove Park property or landscaping	14.1(a)	$ 350.00
54	Erect, construct or place object without approval in a park	14.1(b)	$ 350.00
55	Operate or use machinery, equipment or construction equipment in a park without approval	14.1(c)	$ 350.00
56	Install gate to park without approval	14.2	$ 350.00
57	Hinder or obstruct an officer	28.9	$ 500.00

SCHEDULE “B-9”

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

PROPERTY STANDARDS BY-LAW 2022-021, AS AMENDED

Item	Violation	Section	Penalty
1	Fail to comply with Order	44.1	$ 500.00
2	Hinder or obstruct an Officer	45.1	$ 500.00

SCHEDULE “B-10”

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

SALE OF GOODS/SERVICE FROM HIGHWAYS 2007-73, AS AMENDED

Item	Violation	Section	Penalty
1	Unauthorized sale of goods/services on highways or adjacent vacant lots	2	$ 500.00

SCHEDULE "B-11"

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

SIGN BY-LAW 2013-028, AS AMENDED

Item	Violation	Section	Penalty
1	Erect a permanent sign without permit	4.2.1	$ 350.00
2	Erect a temporary sign without licence	4.2.2	$ 350.00
3	Erect sign creating traffic hazard	4.9.1(a)	$ 350.00
4	Erect sign too close to traffic signal	4.9.1(b)	$ 350.00
5	Erect sign obstructing building safety features	4.9.1(c)	$ 350.00
6	Erect sign without required clearance	4.9.1(d)	$ 350.00
7	Erect sign contrary to Building Code	4.9.1(e)	$ 350.00
8	Erect sign contrary to applicable safety legislation	4.9.1(f)	$ 350.00
9	Erect sign contrary to sign by-law	4.9.1(g)	$ 350.00
10	Erect sign encroaching on fire route	4.9.1(h)	$ 350.00
11	Erect sign on public property	4.9.1(i)	$ 350.00
12	Erect sign on median or center boulevard	4.9.1(j)	$ 350.00
13	Attach sign to public utility facility	4.9.1(k)	$ 350.00
14	Attach sign to fence, tree, or natural object	4.9.1(l)	$ 350.00
15	Erect roof sign	4.9.1(m)	$ 350.00
16	Display prohibited sign content	4.9.1(n)	$ 350.00
17	Erect off-premises sign	4.9.1(o)	$ 350.00
18	Direct sign illumination onto adjacent property	4.9.1(p)	$ 350.00
19	Erect illuminated sign in prohibited zone	4.9.1(q)	$ 350.00
20	Erect temporary sign at prohibited municipal facility	4.9.1(r)	$ 350.00
21	Erect flashing or moving sign	4.9.1(s)	$ 350.00
22	Erect sandwich board sign for home occupation	4.9.1(t)	$ 350.00
23	Erect ground sign in residential zone	4.9.1(u)	$ 350.00
24	Erect readograph or electronic display on wall sign	4.9.1(v)	$ 350.00
25	Erect portable temporary sign in prohibited zone	4.9.1(w)	$ 350.00
26	Erect prohibited temporary sign	4.9.1(x)	$ 350.00
27	Erect sign not permitted by by-law	4.9.1(y)	$ 350.00
28	Fail to maintain sign	5.5.1	$ 350.00
29	Fail to comply with an order	9.4	$ 500.00

(Amended by By-law 2026-045, Aug 10, 2026)

SCHEDULE "B-12"

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

VEHICLE FOR HIRE BY-LAW 2022-038, AS AMENDED

Item	Violation	Section	Penalty
1	Own, operate or permit operation of a TNC without a licence	3.1(a)	$ 500.00
2	Own, operate or permit operation of brokerage without a licence	3.1(b)	$ 500.00
3	Own, operate or permit operation of a vehicle for hire without a licence	3.1(c)	$ 500.00
4	Transfer licence without approval of Licence issuer	3.2	$ 500.00
5	Carry on business under name not appearing on licence	3.3	$ 500.00
6	Alter, erase or modify licence or permit such alteration	3.4	$ 500.00
7	Represent as licensed under by-law without valid licence	3.5	$ 500.00
8	Employ or engage in service of TNC driver not meeting by-law requirements	3.6	$ 500.00
9	Employ or engage the service of a Driver without a valid licence	3.7	$ 500.00
10	Own, operate or permit operation of TNC vehicle not meeting by-law requirements	3.8	$ 500.00
11	Carry more passengers than manufacture's seating capacity allows	3.9	$ 500.00
12	Operate, TNC, broker, or vehicle for hire outside terms of licence/by-law	3.1	$ 500.00
13	Drive vehicle for hire without vehicle ownership	3.11(a)	$ 500.00
14	Drive vehicle for hire without valid insurance	3.11(b)	$ 500.00
15	Drive vehicle for hire without Ontario driver's licence	3.11(c)	$ 500.00
16	Drive vehicle for hire without required documents	3.11(d)	$ 500.00
17	Operate or permit vehicle for hire requiring mechanical/exterior repair	3.12	$ 500.00
18	Remove or tamper with taxicab meter or meter seal	3.13	$ 500.00
19	Operate taxi/limousine without valid place as per by-law	3.14	$ 500.00

Item	Violation	Section	Penalty
20	Charge fare greater than prescribed by by-law	3.15	$ 500.00
21	Permit, accept or condone hail with TNC or limousine	3.16	$ 500.00
22	Permit or accept cash payment for TNC or TNC driver service	3.17	$ 500.00
23	Operate as TNC driver/vehicle without valid ID card issued by TNC	3.18	$ 500.00
24	Own or operate TNC vehicle without valid TNC identifier displayed	3.19	$ 500.00
25	Smoke in a vehicle for hire	3.2	$ 500.00
26	Fail to pay fare	3.21	$ 500.00
27	Fail to comply with Order	16.8	$ 500.00
28	Hinder or obstruct an Officer	16.11	$ 500.00

SCHEDULE “B-13”

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

FIREWORKS BY-LAW 2004-115, AS AMENDED

Item	Violation	Section	Penalty
1	Sell or offer fireworks for sale without required licence	3.1	$ 500.00
2	Sell or retail fireworks on days other than Victoria Day or Canada Day, or 7 days prior	3.2	$ 500.00
3	Sell or retail fireworks to anyone under 18 years old	3.3	$ 500.00
4	Sell fireworks without displaying required by-law provisions in-store	3.4	$ 500.00
5	Sell fireworks without proof they weren't assembled with child labour	3.5	$ 500.00
6	Store fireworks for sale in quantities over 25 kg per bin, lot or bundle	3.6	$ 500.00
7	Store fireworks exposed to direct sunlight	3.7	$ 500.00
8	Exhibit fireworks in a store/shop window	3.8	$ 500.00
9	Set off fireworks on highway, sidewalk, public park, or shopping plaza	3.9	$ 500.00
10	Set off fireworks outside permitted days without a display permit	3.1	$ 500.00
11	Hold firework display within 183 metres of sensitive location without consent	3.11	$ 500.00
12	hold firework display without a permit	3.12	$ 500.00
13	Hold firework display assembled with child labour	3.13	$ 500.00
14	Sell or retail firecrackers within the Town	3.14	$ 500.00
15	Sell off firecrackers within the Town	3.15	$ 500.00

SCHEDULE “B-14”

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

KITE FIGHTING BY-LAW 2024-063, AS AMENDED

Item	Violation	Section	Penalty
1	Engage in kite fighting on private or public property	3.1	$ 350.00
2	Fly kite with hazardous string on private or public property	3.2	$ 350.00
3	Obstruct or hinder Officer	3.3	$ 500.00

SCHEDULE “B-15”

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

CLEAN YARDS BY-LAW 2025-045

Item	Violation	Section	Penalty
1	Fail to keep grass/vegetation below 15cm in height	2.1	$ 350.00
2	Fail to remove weeds by the approved method	2.2(a)	$ 350.00
3	Fail to control weed growth/spread	2.2(b)	$ 350.00
4	Fail to remove hazardous trees/branches	2.3(a)	$ 350.00
5	Fail to keep property free from infestation or pests	2.3(b)	$ 350.00
6	Tree/Shrubs interference with Town Works	2.4(a)	$ 350.00
7	Trees/Shrubs pedestrian/vehicle traffic	2.4(b)	$ 350.00
8	Trees/Shrubs obstruct traffic/directional signs	2.4(c)	$ 350.00
9	Trees/Shrubs obstruct motorist/pedestrian sightline	2.4(d)	$ 350.00
10	Fail to keep property free of refuse	3.1	$ 350.00
11	Fail to keep accessory structure free of refuse and hazard-free	3.2	$ 350.00
12	Deposit refuse without consent	3.3	$ 350.00
13	Fail to remove dumped/placed refuse from the property	3.5	$ 350.00
14	Store refuse not in a rigid/watertight container	3.7(a)	$ 350.00
15	Refuse container without a tight-fitting cover	3.7(b)	$ 350.00
16	Refuse container improperly located on the property	3.7(c)	$ 350.00
17	Unlevel fill on property exceeding 7 days	3.8	$ 350.00
18	Store firewood adjacent to a public highway	4.1	$ 350.00
19	Firewood stored less than 24 inches from the property line	4.1(a)	$ 350.00
20	Firewood exceeding 24 inches in length	4.1(b)	$ 350.00
21	Firewood not stacked orderly	4.1(c)	$ 350.00
22	Firewood exceeds the height/area limit	4.1(d)	$ 350.00
23	Firewood piled along the fence with a pool	4.1(e)	$ 350.00
24	Fail to remove derelict vehicle from the property	5.1	$ 350.00
25	Fail to remove standing water from the property	6.1	$ 350.00
26	Fail to remove container/refuse capable of allowing standing water	6.2	$ 350.00
27	Pool/water feature is not maintained	6.3	$ 350.00
28	Excavation on property capable of holding standing water	6.4	$ 350.00

Item	Violation	Section	Penalty
29	Sump pump water discharge less than 4 ft from building	6.5	$ 350.00
30	Downspout water discharge less than 4 ft from building	6.6	$ 350.00
31	Underground drain discharge less then 4 ft from the adjacent property	6.7	$ 350.00
32	Sump Pump/Downspout water impacting adjacent property	6.8	$ 350.00
33	Fail to keep steps/walkway/driveway/parking maintained	7.1	$ 350.00
34	Steps/walkway/driveway/parking are not free of snow and ice	7.1(a)	$ 350.00
35	Fail to comply with an Order	12.1	$ 500.00
36	Hinder, obstruct or attempt to hinder or obstruct an officer	12.2	$ 500.00

SCHEDULE “B-16”

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

RESTAURANT BY-LAW 2023-093, AS AMENDED

Item	Violation	Section	Penalty
1	Own, operate, or permit operation of restaurant without a valid licence	3.1	$ 500.00
2	Transfer restaurant licence contrary to by-law	3.2	$ 500.00
3	Carry on a business under a name not on the licence	3.4	$ 500.00
4	Alter, erase or modify restaurant licence or permit such modifications	3.5	$ 500.00
5	Falsely represent as licensed under this by-law	3.6	$ 500.00
6	Own, operate or permit operation of restaurant not in accordance with licence or by-law	3.7	$ 500.00
7	Fail to comply with Order	15.8	$ 500.00
8	Obstruct or hinder Officer	15.1	$ 500.00

SCHEDULE "B-17"

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BYLAWS

ELECTION SIGN BYLAW 2026-012

Item	Violation	Section	Penalty
1	Display election sign prior to writ of issuance (prov/fed)	4.1(a)	$ 25.00
2	Display election sign more than 45 days before municipal election	4.1(b)	$ 25.00
3	Display election sign on prohibited boulevard location	4.1(c)	$ 25.00
4	Display election sign on roadway	4.1(d)	$ 25.00
5	Display election sign on official sign or signpost	4.1(e)	$ 25.00
6	Display election sign exceed maximum size/height	4.1(f)	$ 25.00
7	Display election sign on voting place lot	4.1(g)	$ 25.00
8	Display election sign boulevard adjacent to voting place	4.1(h)	$ 25.00
9	Display election sign obstructing another sign	4.1(i)	$ 25.00
10	Display election sign within 10 metres of same candidate sign	4.1(j)	$ 25.00
11	Display election sign bearing Town logo, crest or seal	4.1(k)	$ 25.00
12	Display election sign on tree or utility infrastructure	4.1(l)	$ 25.00
13	Display illuminated or animated election sign	4.1(m)	$ 25.00
14	Place election sign on public property contrary to bylaw	4.1(n)	$ 25.00
15	Display election sign without property owner consent	4.1(o)	$ 25.00
16	Fail to remove election sign within 3 days after election	4.1(p)	$ 25.00
17	Display election sign contrary to legislation	4.1(q)	$ 25.00
18	Election sign interfering with traffic, sightlines or safety	4.2	$ 25.00
19	Display election sign at campaign office prior to certified nomination	4.3	$ 25.00
20	Fail to maintain sign in good repair	4.4	$ 25.00
21	Hinder or obstruct officer	7.5	$ 50.00

(Amended by By-law 2026-025, Apr 13, 2026, schedule added)

SCHEDULE "B-18"

DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – NON-PARKING BYLAWS

SALVAGE YARD BYLAW 2026-020

Item	Violation	Section	Penalty
1	Operate Salvage Yard without license	3.1	$ 500.00
2	Fail to display valid permit	3.2	$ 350.00
3	Acquire good with altered/removed serial number	3.3.1	$ 350.00
4	Fail to verify seller identification	3.3.2	$ 350.00
5	Acquire goods from a person under 18	3.3.3	$ 350.00
6	Acquire good from a person under the influence	3.3.4	$ 350.00
7	Dispose of goods before the 5-day holding period	3.4	$ 350.00
8	Store goods outside licensed premises	3.5	$ 350.00
9	Hinder or obstruct an officer	3.6	$ 500.00
10	Use salvage yard as impound yard	3.7	$ 500.00
11	Fail to maintain required register	4.1.1	$ 500.00
12	Fail to produce register for inspection	4.1.2	$ 500.00
13	Fail to maintain screening fence	4.3	$ 350.00
14	Fail to submit Environmental Site Assessment	4.4	$ 500.00
15	Fail to comply with Order	16.9	$ 500.00

(Amended by By-law 2026-025, Apr 13, 2026, schedule added)

SCHEDULE “C”

ADMINISTRATIVE FEES

Item	Description	Fee
1	Late Payment - Parking	$25.00
2	Late Payment – Non-parking	25% of penalty notice fee
3	MTO Search	$12.00
4	Plate Denial	$30.00
5	Screening Non-Appearance	$100.00
6	Hearing Non-Appearance	$100.00
7	Hearing Decision Upheld	$200.00
8	Title Search	$82.00
9	Corporate Search	$30.00
10	NSF Cheque	$45.00