THE CORPORATION OF THE TOWN OF PRESCOTT

BY-LAW NO. 40 - 2026

BEING A BY-LAW TO ESTABLISH AN ADMINISTRATIVE MONETARY PENALTY SYSTEM IN THE TOWN OF PRESCOTT

WHEREAS Section 102.1 of the *Municipal Act, 2001,* S.O. 2001, c.25, as amended, (the "Municipal Act") and Ontario Regulation 333/07 (the "Regulation") authorize The Corporation of the Town of Prescott (the "Town") to require a person to pay an administrative penalty for a contravention of any bylaw 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 that the person has failed to comply with a bylaw of the municipality;

AND WHEREAS Sections 23.2, 23.3 and 23.5 of the Municipal Act authorize the Town to delegate its administrative and hearing powers;

AND WHEREAS the Council of the Town considers it desirable and necessary to provide for a system of Administrative Penalties and Administrative Fees for designated Town Bylaws;

AND WHEREAS Section 15.4.1(1) of the *Ontario Building Code,* 1992, S.O. 1992, c. 23 as amended, 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 that the person has failed to comply with a Bylaw of the municipality;

AND WHEREAS the Council of the Town is of the opinion that the delegations of legislative power under this Bylaw to the Manager of Building & By-law, the Clerk, to Hearings Officers and to Screening Officers are of a minor nature having regard to the number of people, the size of the geographic area, and the time period affected by the exercise of such delegated power;

AND WHEREAS Section 391 of the Municipal Act authorizes the Town to pass bylaws imposing fees or charges for services or activities provided or done by or on behalf of it;

AND WHEREAS the Council of the Town considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for the designated Town bylaws, or portions of the designated Town bylaws;

NOW THEREFORE The Corporation of the Town of Prescott enacts as follows:

1.0 SHORT TITLE

1.1 This Bylaw may be referred to as the "Administrative Monetary Penalty System Bylaw" or the "AMPS Bylaw."

2.0 DEFINITIONS

2.1 In this Bylaw:

"Administrative Fee" means any fee specified in this Bylaw or set out in Schedule "B";

"Administrative Penalty" means an administrative penalty established by this Bylaw or set out in the attached Schedule "A" for a contravention of a Designated Bylaw;

"AMPS" means Administrative Monetary Penalty System;

"Adjudication Fee" means the amount the recipient is liable to pay for non-parking offences as specified in Section 7.18 of the Bylaw and listed in Schedule **"B"**

"Authorized Representative" means someone appearing on behalf of a Person in accordance with a written authorization provided upon request to the Manager of Building and Bylaw, and who is not required to be licensed by any professional body;

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

"Council" means the Council of the Town;

"Day" means any calendar day;

"Designated Bylaw" means a bylaw, or a part or provision of a bylaw, that is designated under this or any other bylaw, and listed in the attached Schedule "A" to which the AMPS applies;

"Extension Period" means a period from time to time established by the Director and set down in a Corporate Policy;

"Hearing Non-appearance Fee" means an Administrative Fee established by Council from time to time in respect of a Person's failure to appear at the time and place scheduled for a review before a Hearings Officer, and listed in Schedule "B";

"Hearing Decision" means a notice that contains a decision made by a Hearings Officer;

"Hearings Officer" means a person appointed by Council who performs the functions of a Hearings Officer in accordance with Section 7.0 of this Bylaw;

"Holiday" means a Saturday, Sunday, any statutory holiday in the Province of Ontario, or any Day the offices of the Township are officially closed for business;

"Late Payment Fee" means an Administrative Fee established by Council from time to time in respect of a Person's failure to pay an Administrative Penalty within the time prescribed in this Bylaw, and listed in Schedule "B";

"Manager" means the Manager of Building and By-law Services, or designate;

"MTO Search Fee" means an Administrative Fee established by Council from time

to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation (MTO), related authority, and listed in Schedule **"B";**

"NSF Fee" means an Administrative Fee established by Council from time to time in respect of payment by negotiable instrument or credit card received by the Town from a Person for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, and is listed in Schedule "B";

"Officer" means a Provincial Offences Officer of the Town or other person appointed by or under the authority of a Town bylaw to enforce Town bylaws or a Police Officer.

"Penalty Notice" means a notice given to a Person pursuant to Section 4.0 of this Bylaw;

"Penalty Notice Date" means the date of the contravention specified on the Penalty Notice in accordance with Section 4.0 of this Bylaw;

"Penalty Notice Number" means the number specified on the Penalty Notice pursuant to Section 4.0 of this Bylaw;

"Person" includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof, and, in relation to vehicle, parking or traffic-related contraventions, whose name appears on the vehicle permit as provided by the Ontario Ministry of Transportation. If the vehicle permit consists of a vehicle portion and license plate portion, and different Persons are named on each portion, the Person whose name appears on the license plate portion, as provided by the Ontario Ministry of Transportation, is the Person for the purposes of this Bylaw;

"Plate Denial Fee" means an Administrative Fee established by Council from time to time in respect of a Person's failure to pay within the time prescribed prior to a request for plate denial, and listed in Schedule

"Regulation" means Ontario Regulation 333/07 under the Municipal Act;

"Request for Extension" means the prescribed form to be used to request an extension to obtain a Screening or Review by a Screening or Hearings Officer, attached hereto as Schedule "D" and "E";

"Request for a Review by a Hearings Officer" means the request which may be made in accordance with Section 7.0 of this Bylaw for the review of a Screening Decision;

"Request for a Review by a Screening Officer" means the request which may be made in accordance with Section 6.0 of this Bylaw for the review of a Penalty Notice;

"Request for Review Form" means the prescribed form to be used to request a Review by a Screening or Hearings Officer, attached hereto as Schedule "C";

"Review by a Hearings Officer" and **"Hearing"** means the process set out in Section 7.0 of this Bylaw;

"Review by a Screening Officer" and **"Screening"** means the process set out in Section 6.0 of this Bylaw;

"Second Offence Set Penalty" means the second offence set penalty set out in Schedule "A" Column A5 for the related contravention if the same violation is repeated by the same person within three hundred and sixty-five (365) days of the previous Penalty Notice being issued in accordance with this Bylaw;

"Screening Decision" means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 6.13 of this Bylaw;

"Screening Officer" means a person appointed by Council who performs the functions of a Screening Officer in accordance with Section 6.0 of this Bylaw, and;

"Third Offence Set Penalty" means the third offence set penalty set out in Schedule "A" Column A6 for the related contravention if the same violation is repeated by the same person within three hundred and sixty-five (365) days of the previous Penalty Notice being issued in accordance with this Bylaw; and

"Town" means the Corporation of The Town of Prescott.

3.0 APPLICATION OF THIS BYLAW

3.1 The Town's Bylaws, or portions of Town's Bylaws, listed in Schedule "A" of this Bylaw shall be Designated Bylaws for the purposes of Sections 102.1 and 151 of the Municipal Act and paragraph 3(1)(b) of the Regulation. The attached Schedule "A" sets out the Administrative Penalty and may include short form language to be used on Penalty Notices, for the contraventions of Designated Bylaws.

3.2 Schedule **"B"** of this Bylaw shall set out Administrative Fees imposed for the purposes of this Bylaw.

3.3 The *Provincial Offences Act, R.S.O. 1990.* C.P.33, as amended, does not apply to a contravention of a Designated Bylaw.

4.0 PENALTY NOTICE

4.1 Every Person who contravenes a provision of a Designated Bylaw shall, upon issuance of a Penalty Notice, be liable to pay the Town an Administrative Penalty in the amount specified in the attached Schedule "A" to this Bylaw.

4.2 An Officer who has reason to believe that a Person has contravened any Designated Bylaw may issue a Penalty Notice as soon as reasonably practicable.

4.3 A Penalty Notice shall include the following information, as applicable:

4.3.1 The Penalty Notice Date;

4.3.2 A Penalty Notice Number;

4.3.3 The date on which the Administrative Penalty is due and payable;

4.3.4 The identification number and signature of the Officer;

4.3.5 The contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;

4.3.6 The amount of the Administrative Penalty;

4.3.7 Such additional information as the Manager determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty; and

4.3.8 A statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Township unless cancelled pursuant to Screening Review of Hearing process.

4.4 The amount due for a Penalty Notice is:

4.4.1 The set penalty amount date on which the Administrative Penalty is due and payable, fifteen (15) days from service of the Penalty Notice;

4.4.2 The second offence Administrative Penalty set out in Schedule "A" for the related contravention if the same violation is repeated by the same person within three hundred and sixty-five (365) days of the previous Penalty Notice being issued in accordance with this Bylaw; or

4.4.2 The third offence Administrative Penalty set out in Schedule "A" for the related contravention if the same violation is repeated by the same person, three (3) or more times, within three hundred and sixty-five (365) days of the previous Penalty Notice being issued in accordance with this Bylaw.

4.5 In addition to the service methods provided in Section 8.0 "Service of Documents" of this Bylaw, an Officer may serve the Penalty Notice of a Person by:

4.5.1 Affixing it to the vehicle in a conspicuous place at the time of a parking or traffic-related contravention; or

4.5.2 Delivering it personally to the Person,

4.5.2.1 When relating to a parking or traffic-related contravention, the Person having care and control of the vehicle at the time of the contravention, within seven (15) days of the contravention; or

4.5.2.2 For all other contraventions, within thirty (30) days of the contravention.

4.6 No Officer may accept payment of an Administrative Penalty or Administrative Fee.

4.7 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Township any applicable Administrative Fee(s) as specified in the attached Schedule "B" to this Bylaw.

5.0 VOLUNTARY PAYMENT OF PENALTY NOTICE

5.1 Where a Penalty Notice has been paid, the Penalty Notice shall not be subject to any further review.

5.2 A Penalty Notice shall be deemed to have been paid when the amount and all fees prescribed in Schedule **"B"** have been paid.

6.0 REVIEW BY A SCREENING OFFICER

6.1 A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative Penalty is due and payable, as defined in Section 4.3.3, and in accordance with the process set out in Section 6.4.

6.2 If a Person has not requested a Review by a Screening Officer on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Manager extend the time to request a Screening Review to a date that is no later than forty-five (45) days after the Penalty Notice Date, in accordance with the process set out in Section 6.4.

6.3 A Person's right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before forty-five (45) days after the Penalty Notice Date, at which time:

6.3.1 The Person shall be deemed to have waived the right to request a Review by a Screening Officer or request an extension of time for a Screening Review;

6.3.2 The Administrative Penalty shall be deemed to be confirmed; and

6.3.3 The Administrative Penalty shall not be subject to any further review, including a review by any Court.

6.4 A Person's Request for a Review by Screening Officer or request for an extension of time to request a Review by a Screening Officer shall be exercised by a submission by email, mail or fax transmission, using the Request for Review Form, attached hereto as Schedule "C" or Schedule "D", and in accordance with the directions included therein.

6.4.1 Requests for a Review by a Screening Officer that are not in the prescribed format shall be deemed to be invalid.

6.5 A Request for Review by a Screening Officer or request for an extension of time to request a Review by a Screening Officer shall be served in accordance with the provisions of Section 8.5 of this Bylaw.

6.6 A Request for Review by a Screening Officer or a request for an extension of time to request a Review by a Screening Officer shall only be scheduled by the Manager if the Person makes the request on or before the dates established by Sections 6.1 or 6.2 of this Bylaw.

6.7 The Manager may grant a request to extend the time to request a Review by a Screening Officer where the Person demonstrates, to the satisfaction of the Manager in their sole discretion, that the existence of extenuating circumstances prevented the filing of the request within the prescribed timeline.

6.8 Where an extension of time to request a Review by a Screening Officer is not granted by the Manager, the Administrative Penalty and any applicable Administrative Fee(s) shall be deemed to be confirmed. Notice of this decision will be provided by the Manager to the Person in accordance with Section 8.0.

6.9 Where an extension of time to request a Review by a Screening Officer is granted by the Manager, or when a Review by a Screening Officer has been requested in accordance with this Section, confirmation of said extension or receipt of said

request shall be provided in accordance with Section 8.0.

6.10 On a Review by a Screening Officer of an Administrative Penalty, the Town will direct that the Review by a Screening Officer proceed by way of a written screening unless, in the Town's discretion, an in-person or telephone/electronic appointment is required.

6.11 Where a Person fails to provide requested documentation in accordance with a request by a Screening Officer:

6.11.1 The Person shall be deemed to have abandoned the request for a Review by a Screening Officer of the Administrative Penalty;

6.11.2 The Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed;

6.11.3 The Administrative Penalty shall not be subject to any further review, including a review by any Court; and

6.11.4 The Person shall pay to the Town the Administrative Penalty, and any other applicable Administrative Fee(s).

6.12 On a Review by a Screening Officer of an Administrative Penalty, the Screening Officer may:

6.12.1 Affirm the Administrative Penalty if the Person has not established on a balance of probabilities that the Designated Bylaw(s) was not contravened as described in the Penalty Notice; or

6.12.2 Cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), where, in the sole discretion of the Screening Officer, doing so would maintain the general intent and purpose of the Designated Bylaw, and/or any of the following circumstances exist:

6.12.2.1 Defective form or substance on the Penalty Notice;

6.12.2.2 Service of the Penalty Notice did not occur in accordance with Section 8.0; or

6.12.2.3 Undue financial hardship.

6.13 After a Review by the Screening Officer, the Screening Officer shall issue a Screening Decision to the Person, delivered in accordance with Section 8.0 of this Bylaw.

6.14 A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or bylaw or the constitutional applicability or operability of any statute, regulation or bylaw.

6.15 A Person's Request for a Review by a Screening Officer shall take place within 90 days upon receipt of the Request for Review form.

7.0 REVIEW BY A HEARINGS OFFICER

7.1 A Person may Request for a Review by Hearings Officer within thirty (30) days of issuance of a Screening Decision in accordance with Bylaw No. 2026-XX, as amended from time to time (the "Screening and Hearings Officer Bylaw").

7.2 If a Person has not requested a Review by Hearings Officer on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Manager extend the time to Request for a Review by Hearings Officer to a

date that is no later than forty-five (45) days after the Screening Decision date, in accordance with the process set out in Section 7.4.

7.3 A Person's right to request an extension of time to Request for a Review by a Hearings Officer expires, if it has not been exercised, on or before forty-five (45) days after the Screening Decision date, at which time:

7.3.1 The Person shall be deemed to have waived the right to request a Review by a Hearings Officer or request an extension of time for a Review by a Hearings Officer;

7.3.2 The Screening Decision shall be deemed to be confirmed; and

7.3.3 The Administrative Penalty shall not be subject to any further review, including a review by any Court.

7.4 A Person's Request for a Review by a Hearings Officer or request for an extension of time to request a Review by a Hearings Officer is exercised by a submission by email, mail or fax transmission, using the Request for Review Form, attached hereto as Schedule "C", or Schedule "E", and in accordance with the directions included therein.

7.4.1 Requests for a Review by a Hearings Officer that are not in the prescribed format shall be deemed to be invalid.

7.5 A Request for a Review by a Hearings Officer or request for an extension of time to request a Review by a Hearings Officer shall be served in accordance with the provisions of Section 8.5 of this Bylaw.

7.6 A Request for a Review by a Hearings Officer or a request for an extension of time to request a Review by a Hearings Officer shall only be scheduled by the Manager if the Person makes the request on or before the dates established by Sections 7.1 or 7.2 of this Bylaw.

7.7 The Manager may grant a request to extend the time to request a Review by Hearings Officer only where the Person demonstrates, to the satisfaction of the Manager in his/her sole discretion, that they were not served in accordance with Section 8.0 of the Bylaw.

7.8 Where an extension of time to request a Review by Hearings Officer is granted by the Manager, or when a Review by Hearings Officer has been requested in accordance with this Section, a Notice of a Hearing will be provided in accordance with Section 8.0 of this Bylaw.

7.9 Where a Person fails to appear at the time and place scheduled for a Hearing:

7.9.1 The Person shall be deemed to have abandoned the Request for a Review by a Hearings Officer;

7.9.2 The Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;

7.9.3 The Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and

7.9.4 The Person shall pay to the Town a Hearing Non-appearance Fee, Late Payment Fee, MTO Fee if applicable and any other applicable Administrative Fee(s).

7.10 A Review by a Hearings Officer de *novo* shall be conducted in accordance with the *Statutory Powers and Procedures Act,* R.S.O. 1990, c. S.22, as amended, and Screening and Hearings Officer Bylaw No. 2026-XX as amended from time to time.

7.11 The parties to a Review by a Hearings Officer shall be the Person seeking review and the Town, who may attend through the Manager, a Screening Officer, an Officer, the Town Solicitor, or a delegate of any of the above persons.

7.12 Any information contained in the Penalty Notice is admissible in evidence as proof of the facts certified in it, in the absence of evidence to the contrary. If a Person wishes to challenge the facts contained in the Penalty Notice, they shall mark the Request for Review Form accordingly.

7.13 Upon the conclusion of a Review by a Hearings Officer, the Hearings Officer may:

7.13.1 Confirm the Screening Decision; or

7.13.2 Cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:

7.13.2.1 Where the Person establishes on a balance of probabilities that the Designated Bylaw(s) as described in the Penalty Notice was not contravened; or

7.13.2.2 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.

7.14 A Hearings Officer has no authority to consider questions relating to the validity of a statute, regulation or bylaw or the constitutional applicability or operability of any statute, regulation or bylaw.

7.15 After a Review by a Hearings Officer is complete, the Hearings Officer shall issue a Hearing Decision to the Person, and deliver it in accordance with the Hearings Officer Bylaw.

7.16 The decision of a Hearings Officer is final.

7.17 A Person's Request for a Review by a Hearings Officer shall take place within 45 days upon receipt of the Request for Review form.

7.18 Every person who receives an upheld decision in a review by a Hearing Officer in relation to a Penalty Notice issued through the Administrative Monetary Penalty System established by this Bylaw shall be responsible for an additional Adjudication Fee as prescribed in Schedule "B" for the purpose of the Town recovering administrative costs associated to the Hearing Officer Review.

8.0 SERVICE OF DOCUMENTS

8.1 Any notice or decision, including a Penalty Notice, made pursuant to this Bylaw, when served in any of the following ways, is deemed effective:

8.1.1 Immediately, when a copy is delivered by personal service to the Person to whom it is addressed or, in the case of a Penalty Notice relating to a

parking or traffic-related contravention, by affixing it to the vehicle in a conspicuous place at the time of the contravention;

8.1.2 On the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the Person's last known address;

8.1.3 Immediately upon the conclusion of a copy by facsimile transmission to the Person's last known facsimile transmission number; or

8.1.4 Immediately upon sending a copy by electronic mail (i.e. email) to the Person's last known electronic mail address.

8.2 For the purposes of subsections 8.1.2, 8.1.3 and 8.1.4 of this Bylaw, a Person's last known address, facsimile number, and electronic mail address includes an address, facsimile number and electronic mail address provided by the Person to the Township as may be required by a form, practice or policy under this Bylaw.

8.3 If a notice document that is to be given or delivered to a Person under this Bylaw is mailed to the Person at the Person's last known address appearing on the records of the Town as part of a proceeding under this Bylaw, or sent electronically to an email address that was provided by the Person, there is a presumption that the notice or document is given or delivered to the Person.

8.4 A Person shall keep their contact information for service current by providing any change in address, facsimile, or electronic mail address to the Manager, immediately. Failure to comply with this section shall be considered by the Manager when a person makes a request for an extension of time to Request a Review by a Screening Officer pursuant to Section 6.2 or a Request for a Review by a Hearings Officer pursuant to Section 7.4.

8.4.1 Absent extenuating circumstances, the Manager shall not grant an extension of time on the basis that a Person did not receive notice where that Person has failed to keep their contact information up to date as required by this part.

8.5 Where this Bylaw requires service by a Person on the Town, service shall be addressed to the Manager, and shall be deemed effective:

8.5.1 Immediately, when a copy is delivered by personal service to the Manager at the location prescribed on the applicable form or notice;

8.5.2 On the fifteenth (15th) Day following the date a copy is sent by registered mail or by regular mail to the location prescribed on the applicable form or notice; or

8.5.3 Immediately, with respect to electronic mail or upon the conclusion of a copy by facsimile transmission to the facsimile number listed on the applicable form or notice.

9.0 ADMINISTRATION

9.1 The Manager shall administer this Bylaw and establish any additional practices, policies and procedures necessary to implement this Bylaw

and may amend such practices, policies and procedures from time to time as the Manager deems necessary, without amendment to this Bylaw.

9.2 The Manager shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this Bylaw and may amend such forms and notices from time to time as the Manager deems necessary, without amendment to this Bylaw.

9.3 Any Administrative Fee(s) prescribed within Schedule "B" of this Bylaw shall be added to and be deemed part of the penalty amount unless otherwise rescinded by the Hearings Officer.

9.4 Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable, the Person shall pay to the Town a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).

9.5 Where a Person makes payments to the Town of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument or credit card, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Town the NSF Fee set out in the Town Fee Bylaw.

9.6 An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Town owed by the Person.

9.7 Where an Administrative Penalty involves a vehicle, the Town may notify the Registrar of Motor Vehicles, resulting in plate denial. At the time that plate denial is requested a plate denial fee will be added in accordance with Schedule "B" of this Bylaw and shall be added to the total debt owed to the Town.

9.8 Where an Administrative Penalty, including any applicable Administrative Fee(s) or Late Payment Fee(s), are not paid within fifteen (15) days after it becomes due and payable shall be deemed to be unpaid taxes and may be collected in the same manner as taxes in accordance with Section 434.2 of the *Municipal Act,* 2001.

9.9 Where an Administrative Penalty is cancelled by a Screening Officer or Hearings Officer, any Administrative Fee(s) are also cancelled.

9.10 An Authorized Representative is permitted to appear on behalf of a Person at a Review by a Hearings Officer, or to communicate with the Town on behalf of a Person in accordance with a written authorization satisfactory to the Manager.

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

9.12 A Person claiming financial hardship under this Bylaw shall provide documented proof of the financial hardship to the Manager, the Screening Officer or the Hearings Officer, as applicable.

9.13 Any Schedule attached to this Bylaw forms part of this Bylaw.

10.0 SEVERABILITY

10.1 Should any provision, or any part of a provision, of this Bylaw 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, shall be severed from this Bylaw, and every other provision of this Bylaw shall be applied and enforced in

accordance with its terms to the extent possible according to law.

11.0 INTERPRETATION

11.1 The provisions in Part VI of the *Legislation Act,* 2006, S.O. 2006, c.21, Schedule "F", shall apply to this Bylaw.

11.2 Where words and phrases used in this Bylaw are defined in the Highway Traffic Act, but not defined in this Bylaw, the definitions in the Highway Traffic Act shall apply to such words and phrases.

11.3 Where words and phrases used in this Bylaw are defined in the Building Code Act or the Ontario Building Code, but not defined in this By-law the definitions in the Building Code Act or the Ontario Building Code shall apply to such words and phrases.

12.0 EFFECTIVE DATE

12.1 This Bylaw shall come into force and effect on August 10, 2026.

13.0 MINOR CORRECTIONS

13.1 The Clerk of the Town of Prescott is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatical, semantic or descriptive nature or kind to the bylaw and schedule(s) as may be deemed necessary after the passage of this bylaw, where such modifications or corrections do not alter the intent of the bylaw.

14.0 REPEAL

14.1 That the section "Parking and Traffic Bylaw Set fines for use Part II" in Schedule "C" of Bylaw No. 47 – 2017 hereby repealed.

14.2 That Bylaw No. 48-2021 is hereby repealed upon date of passing.

READ AND PASSED, SIGNED AND SEALED THIS 10th DAY OF AUGUST 2026.

Deputy **Mayor**

Deputy **Clerk**

Schedule "A"
Administrative Monetary Penalty System
Designated Bylaw Provisions

The following Bylaws shall be considered Designated Bylaws as defined in the Administrative Monetary Penalty System Bylaw (AMPS):

Designated Bylaw	Appendix	Bylaw Number
Parking By-law	1	47-2017
Sign By-law	2	16-2019
Vacant Building Registry By-law	3	46-2021
Property Standards By-law	4	47-2021
Animal Control By-law	5	05-2021
Taxi By-law	6	04-2014
Smoking and Vaping By-law	7	37-2019
Open Air Burn By-law	8	11-2011
Zoning By-law	9	09-2009
Refreshment Vehicle By-law	10	24-2023
Noise	11	23-2023
Backflow Preventor	12	03-2006
Litter	13	1990-0051
	14	
	15	
	16	
	17	

1. Column 1 sets out the Designated Bylaws.
2. Column 2 sets out the Appendix Number.
3. Column 3 sets out the Bylaw Number, as amended in the Designated Bylaws.
4. For the purposes of Section 3 of this Bylaw, Column A3 in the following appendices lists the provisions in the Designated Bylaw identified in the Schedule, as amended.
5. Column A2 in the following appendices sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column A3.
6. Columns A4, A5 and A6 in the following appendices set out the Administrative Penalties for the Set Penalty Amounts in accordance with Section 4.4 of this Bylaw that are payable for contraventions of the designated provisions listed in Column A3.

SCHEDULE "B"
ADMINISTRATIVE FEES

Item	Fee Amount
MTO Search Fee	$10.00
Late Payment Fee	$25.00
NSF Fee	$25.00
Hearing Non-Appearance Fee	$100.00
Plate Denial Request Fee	$22.00
Service by Registered Mail Fee	$15.00
Title Search Fee	$40.00
Adjudication Fee	$25.00
Note: Fees listed in Schedule "B" to this by-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.	

SCHEDULE "C"
REQUEST FOR A REVIEW BY A SCREENING OR HEARINGS OFFICER

Applicants are responsible for the completion and content of this form.

Penalty Notice Recipient		
Name (first and last)	Telephone	
Address	Other Telephone	
City	Fax	
Province	Postal Code	Email Address

Penalty Notice Information (Infraction) Please provide the information found on the Penalty Notice		
Penalty Notice No.	Penalty Date	Plate Number or Name on Penalty Notice
Location where the Infraction Occurred		
Offence	Section Number	

Type of Request
◯ Review by a Screening Officer to dispute Penalty Notice received
◯ Review by a Hearings Officer to dispute Decision of a Screening Officer

Reason for Review (you are required to provide specific reason(s))

- Please provide a factual and detailed explanation of your reason(s) for your request
- If your request is supported by images or other documentation, please attach them to this request
- The Screening or Hearing Decision will be sent to you

Attachment(s) included (please check relevant box): Yes ◯ No ◯

Statement of Penalty Notice Recipient	
I represent and warrant that: • I am the registered owner of the vehicle (for Parking Penalty Notices only); or • I am the person named on the Penalty Notice (for Non-parking Penalty Notices Only); • I acknowledge that if I fail to appear and to remain at my scheduled in-person hearing until my matter has been determined by the Hearings Officer, I will be deemed to have abandoned my request for a Hearing, the Administrative Penalty will be affirmed, and I will be liable for any additional Administrative Fees; and • I have read and understand the conditions of this application.	
Signature	Date

Instructions for Submitting Request for Review Form
Please submit your completed form for the Town of Prescott by: a) Regular letter mail to: Corporation of the Town of Prescott, P.O. Box 160, 360 Dibble Street West, Prescott, ON K0E 1T0 b) Email scanned copy to info@prescott.ca c) Fax to 613-925-4381 d) In person at: 360 Dibble Street West, Prescott ON, K0E 1T0

Internal Use Only
Application Received Date:
Decision Date:
Date Owner Notified:
Notification by: Email ◯ Mail ◯ Fax ◯ In-person ◯

Officer's Name	Signature

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used for the administration of the Town of Prescott's Administrative Monetary Penalty System (AMPS) By-law. For questions regarding this collection, please contact the Clerk's Office at 613-925-2812 ext. 6225.

SCHEDULE "D"
REQUEST FOR EXTENSION TO OBTAIN A SCREENING

Applicants are responsible for the completion and content of this form.

Penalty Notice Recipient		
Name (first and last)	Telephone	
Address	Other Telephone	
City	Fax	
Province	Postal Code	Email Address

Penalty Notice Information (Infraction) Please provide the information found on the Penalty Notice		
Penalty Notice No.	Penalty Date	Plate Number or Name on Penalty Notice
Location where the Infraction Occurred		
Offence	Section Number	

Request Details
I was not able to request a screening within 15 days of the Penalty Date due to:
◯ Personal Medical Emergency
◯ Travel Outside of the Country
◯ Other reasons specified below

Please note that extensions will not be granted where there is a contention that a ticket was not served. Municipal Law Enforcement Officers are trained to take a photo of a ticket on the vehicle. Mailed Penalty Notices are deemed served 7 days after being sent by regular mail.

Reason for Request for Extension (you are required to provide specific reason(s))

- Please provide a factual and detailed explanation of your reason(s) for your extension request.
- If your request is supported by images or other documentation, please attach them to this request.
- This form will be provided to you when it is either approved or denied.

Attachment(s) included (please check relevant box): Yes ◯ No ◯

Statement of Penalty Notice Recipient

I, the applicant, am (please check the relevant box):

◯ The registered owner of the vehicle identified on the Penalty Notice:

◯ An authorized third party acting on behalf of the registered owner, and I will provide such written authorization to the screening officer.

I declare that the information provided on this form is true and complete to the best of my knowledge. I understand that providing false or misleading information may result in the denial of my request.

Signature	Date

Instructions for Submitting Request for Review Form
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Internal Use Only				
Application Received Date:				
Decision Date:				
Date Owner Notified:				
Notification by:	Email ◯	Mail ◯	Fax ◯	In-person ◯
Officer's Name		Signature		

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used for the administration of the Town of Prescott's Administrative Monetary Penalty System (AMPS) By-law. For questions regarding this collection, please contact the Clerk's Office at 613-925-2812 ext. 6225.

SCHEDULE "E"
REQUEST FOR EXTENSION TO OBTAIN A HEARING

Applicants are responsible for the completion and content of this form.

Penalty Notice Recipient		
Name (first and last)	Telephone	
Address	Other Telephone	
City	Fax	
Province	Postal Code	Email Address

Penalty Notice Information (Infraction) Please provide the information found on the Penalty Notice		
Penalty Notice No.	Penalty Date	Plate Number or Name on Penalty Notice
Location where the Infraction Occurred		
Offence	Section Number	

Request Details I was not able to request a Hearing within 30 days of the Penalty Date due to:
◯ Personal Medical Emergency
◯ Travel Outside of the Country; provide dates:
◯ Other reasons specified below

Please note that extensions will not be granted where there is a contention that a ticket was not served. Municipal Law Enforcement Officers are trained to take a photo of a ticket on the vehicle. Mailed Penalty Notices are deemed served 7 days after being sent by regular mail.

Reason for Request for Extension (you are required to provide specific reason(s))

- Please provide a factual and detailed explanation of your reason(s) for your extension request.
- If your request is supported by images or other documentation, please attach them to this request.
- This form will be provided to you when it is either approved or denied.

Attachment(s) included (please check relevant box): Yes ◯ No ◯

Statement of Penalty Notice Recipient	
I, the applicant, am (please check the relevant box): ◯ The registered owner of the vehicle identified on the Penalty Notice: ◯ An authorized third party acting on behalf of the registered owner, and I will provide such written authorization to the screening officer. I declare that the information provided on this form is true and complete to the best of my knowledge. I understand that providing false or misleading information may result in the denial of my request.	
Signature	Date

Instructions for Submitting Request for Review Form

Please submit your completed form for the Town of Prescott by:

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g) Fax to 613-925-4381
h) In person at: 360 Dibble Street West, Prescott ON, K0E 1T0

Internal Use Only
Application Received Date:
Decision Date:
Date Owner Notified:
Notification by: Email ◯ Mail ◯ Fax ◯ In-person ◯

Officer's Name	Signature

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and will be used for the administration of the Town of Prescott's Administrative Monetary Penalty System (AMPS) By-law. For questions regarding this collection, please contact the Clerk's Office at 61

Appendix 1: Parking By-law No. 47-2017 - Administrative Monetary Penalties

Item #	Description	Section	Payment Within 7 Days	Payment After 7 Days
1	Parked in an Accessible Space	Section 4 (5)	$300	$350
2	Parked-more than 15 cm from curb	Section 7.1 (a)	$20	$30
3	Parked-facing wrong way	Section 7.1 (a)	$20	$30
4	Parked-on sidewalk	Section 7.2 (a)	$20	$30
5	Parked-obstructing driveway	Section 7.2 (b)	$20	$30
6	Parked-within intersection	Section 7.2 (c)	$20	$30
7	Parked-within 3 m of fire hydrant	Section 7.2 (d)	$25	$35
8	Parked-on a crosswalk	Section 7.2 (e)	$20	$30
9	Parked-within 6 m of a crosswalk	Section 7.2 (f)	$20	$30
10	Parked-on private property without consent	Section 7.2 (g)	$20	$30
11	Parked-on a bridge	Section 7.2 (h)	$20	$30
12	Parked-obstructing traffic	Section 7.2 (i)	$20	$30
13	Parked-blocking a parked vehicle	Section 7.2 (j)	$20	$30
14	Parked-on town property	Section 7.2 (k)	$20	$30
15	Parked-on a boulevard	Section 7.2 (l)	$15	$20
16	Parked in area reserved for deliveries	Section 7.2 (m)	$15	$20
17	Parked for an unreasonable time	Section 7.2 (n)	$15	$20
18	Parked-No Parking Area-signed	Section 7.3	$20	$30
19	Parked-Fire Access Route	Section 7.4	$50	$75
20	Parked-No Parking Area-signed	Section 7.5	$20	$30
21	Parked on Private Property	Section 7.6	$15	$20
22	Parked in Front of Residence	Section 7.7	$15	$20
23	Parked-Emergency circumstances	Section 7.6	$15	$20
24	Stopped, Where Stopping Prohibited	Section 7.12	$15	$20
25	Stopped-within 15 m of fire hall	Section 7.12 (d)	$20	$30
26	Parked-loading zone	Section 7.13	$20	$30
27	Parked-Winter Control	Section 7.14	$35	$45
28	Specific Signed Areas	Schedule B - Sect. 1	$15	$20

Appendix 2: Signs By-law No. 16-2019 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
1	Erecting a sign without a permit	3.1	$300	$600	$1,200
2	Displaying a sign without a permit	3.1	$300	$600	$1,200
3	Altering a sign without a permit	3.1	$300	$600	$1,200
4	Applying for a permit without being owner/lessee/agent	3.3	$150	$300	$600
5	Submitting false or misleading information for a permit	3.3	$500	$1,000	$2,000
6	Failing to provide required drawings/specifications	3.4(a)	$150	$300	$600
7	Failing to provide required site plan	3.4(b)	$150	$300	$600
8	Failing to pay required permit fee	3.4(c)	$150	$300	$600
9	Failing to provide required engineering certification	3.4(d)	$300	$600	$1,200
10	Failing to obtain approvals from authorities having jurisdiction	3.4(e)	$300	$600	$1,200
11	Installing a sign not in accordance with approved permit	3.5	$300	$600	$1,200
12	Allowing permit application to lapse (not diligently pursued)	6.12.2	$75	$150	$300
13	Allowing permitted work to be suspended/abandoned 3+ months	6.12.3	$150	$300	$600
14	Continuing work after permit has expired	6.12.3	$300	$600	$1,200
15	Failing to renew expired permit before recommencing work	6.12.4	$150	$300	$600
16	Installing or maintaining a sign after permit revoked	6.12.5	$500	$1,000	$2,000
17	Exceeding maximum size for exempt real estate sign	4(e)	$150	$300	$600
18	Failing to remove real estate sign within 14 days of closing	4(e)	$150	$300	$600
19	Posting yard sale sign outside permitted time	4(g)	$75	$150	$300
20	Failing to remove yard sale sign by 7 p.m. final day	4(g)	$75	$150	$300
21	Posting temporary construction sign not meeting definition	4(c)	$150	$300	$600
22	Posting temporary event sign not meeting definition	4(d)	$150	$300	$600
23	Posting directional sign exceeding maximum size	4(i)	$150	$300	$600
24	Posting incidental sign exceeding maximum size	4(l)	$150	$300	$600
25	Leaving sandwich board sign out after business hours	4(m)	$75	$150	$300
26	Posting exempt sign violating zoning setback requirements	4(h)	$150	$300	$600

Appendix 2: Signs By-law No. 16-2019 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
27	Failing to remove exempt sign deemed unsafe or obstructive	4(h)	$300	$600	$1,200
28	Displaying a sign that obstructs or distracts drivers	5(a)	$500	$1,000	$2,000
29	Displaying a sign interfering with traffic control devices	5(a)	$500	$1,000	$2,000
30	Displaying a sign in a sight triangle	5(a)	$500	$1,000	$2,000
31	Displaying a luminous sign in R1–R3, CC, or CW zones	5(b)	$300	$600	$1,200
32	Displaying a billboard in R1–R3, CC, CW, or Institutional zones	5(c)	$300	$600	$1,200
33	Displaying a sign in CC/CW not complying with Downtown Design Guidelines	5(d)	$150	$300	$600
34	Displaying a sign using prohibited traffic-related words/symbols	5(e)	$300	$600	$1,200
35	Displaying a sign obstructing fire exits or fire access	5(f)	$500	$1,000	$2,000
36	Displaying a sign on or over public property without approval	5(g)	$300	$600	$1,200
37	Displaying a sign attached to a tree, stone, natural object, or pole	5(h)	$150	$300	$600
38	Painting a sign on a building without PAC approval	5(i)	$150	$300	$600
39	Displaying a roof sign	5(j)	$300	$600	$1,200
40	Displaying a sign above the roof surface	5(j)	$300	$600	$1,200
41	Ground sign over 2.1 m within 15 m of a traffic light	5(k)	$300	$600	$1,200
42	Displaying a sign attached to a canopy where not permitted	5(l)	$150	$300	$600
43	Advertising a business not legally entitled to operate	5(m)	$300	$600	$1,200
44	Failing to remove obsolete sign within 30 days	5(n)	$150	$300	$600
45	Failing to cover windows in vacant/renovating storefront	5(o)	$150	$300	$600
46	Displaying a sign obstructing required parking space	5(p)	$300	$600	$1,200
47	Displaying banner sign on building face in R1–R3, CC, CW	5(q)	$150	$300	$600

Appendix 2: Signs By-law No. 16-2019 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
48	Displaying electronic message sign in CC, CW, R1–R3	5(r)	$300	$600	$1,200
49	Displaying trailer/mobile sign in CC, CW, R1–R3, Institutional	5(s)	$300	$600	$1,200
50	Displaying off-site sign in CC, CW, R1–R3	5(t)	$300	$600	$1,200
51	Sign obstructing another sign	6.2.1	$150	$300	$600
52	Sign obstructing fire escape or Fire Department access	6.2.2	$500	$1,000	$2,000
53	Sign interfering with sight triangle	6.2.3	$500	$1,000	$2,000
54	Sign extending over public lands beyond permitted limit	6.2.4	$300	$600	$1,200
55	Suspending banner/stringer across street without approval	6.2.5	$300	$600	$1,200
56	Posting sign on pole, tree, sidewalk, or roadway without permission	6.2.6	$150	$300	$600
57	Placing vending machine/stand on public lands	6.3.1	$150	$300	$600
58	Posting sign on structure/pole/tree without owner permission	6.3.2	$150	$300	$600
59	Failing to execute required hold harmless agreement	6.4	$300	$600	$1,200
60	Failing to maintain required liability insurance	6.4	$300	$600	$1,200
61	Electrical work not meeting ESA/CSA requirements	6.5	$500	$1,000	$2,000
62	Failing to keep sign in good repair/safe condition	6.6.1	$300	$600	$1,200
63	Failing to maintain sign appearance (corrosion/paint/damage)	6.6.2	$150	$300	$600
64	Failing to maintain premises around sign in neat condition	6.6.3	$150	$300	$600
65	Failing to notify Town upon completion for inspection	6.7	$150	$300	$600
66	Failing to remove election signs within 48 hours	6.8.1	$150	$300	$600
67	Failing to remove temporary signs after construction/event	6.8.2	$150	$300	$600
68	Failing to remove obsolete business sign within 30 days	6.8.3	$150	$300	$600
69	Failing to remove yard sale sign by 7 p.m.	6.8.4	$75	$150	$300
70	Failing to comply with order to repair/alter/remove sign	6.9.1	$300	$600	$1,200
71	Failing to comply with urgent verbal order	6.9.2	$500	$1,000	$2,000

Appendix 2: Signs By-law No. 16-2019 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
72	Interfering with Town removal of sign	6.9.3	$500	$1,000	$2,000
73	Failing to redeem removed sign within 30 days	6.9.4	$150	$300	$600
74	Failing to pay costs of sign removal/storage	6.10.1	$150	$300	$600
75	Failing to bring lawful sign into conformity after alteration	6.11.1	$150	$300	$600
76	Failing to remove illegal sign within 30 days	6.11.2	$300	$600	$1,200
77	Installing sign not covered by by-law without PAC/Site Plan approval	6.15.1	$300	$600	$1,200
78	Fascia/awning sign not attached parallel to main wall	7.1(a)	$150	$300	$600
79	Fascia/awning sign less than 2.5 m above grade	7.1(b)	$150	$300	$600
80	Sign longer than wall/facade	7.1(c)	$150	$300	$600
81	Fascia sign projecting more than 0.5 m	7.1(d)	$150	$300	$600
82	Awning sign projecting more than 1.5 m	7.1(e)	$150	$300	$600
83	Sign on lane with clearance less than 4.5 m	7.1(f)	$300	$600	$1,200
84	One-storey sign extending above eave	7.1(g)	$150	$300	$600
85	Multi-storey sign extending above bottom of second-storey window	7.1(h)	$150	$300	$600
86	Installing multiple fascia/awning signs without street visibility	7.1(i)	$150	$300	$600
87	Fascia sign exceeding 1 sq. metre	7.1(j)	$150	$300	$600
88	Projecting sign less than 2.5 m above grade	7.2.1(a)	$150	$300	$600
89	Projecting sign exceeding 1 sq. metre per face	7.2.1(b)	$150	$300	$600
90	Luminous projecting sign	7.2.1(c)	$150	$300	$600
91	Free-swinging projecting sign	7.2.1(d)	$150	$300	$600
92	Projecting sign projecting more than 1 m	7.2.1(e)	$150	$300	$600
93	Projecting sign with more than two faces	7.2.1(f)	$150	$300	$600
94	Portable sign without minimum frontage (4.5 m)	7.3	$150	$300	$600
95	Portable sign exceeding maximum area	7.3(a)	$150	$300	$600
96	Portable sign obstructing vehicle visibility	7.3(b)	$300	$600	$1,200

Appendix 2: Signs By-law No. 16-2019 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
97	Portable signs less than 4.5 m apart	7.3(c)	$150	$300	$600
98	Portable sign encroaching on public property	7.3(d)	$150	$300	$600
99	Portable sign with more than two faces	7.3(e)	$150	$300	$600
100	Portable sign set back less than 1 m from street line	7.3(f)	$150	$300	$600
101	Portable sign set back less than 1.5 m from adjacent lot	7.3(g)	$150	$300	$600
102	Portable sign within 1 m of driveway	7.3(h)	$150	$300	$600
103	Portable sign not removed daily after business hours	7.3(i)	$75	$150	$300
104	Trailer/mobile sign exceeding maximum area	7.4(j)	$150	$300	$600
105	Trailer/mobile sign obstructing vehicle visibility	7.4(k)	$300	$600	$1,200
106	Trailer/mobile sign displayed longer than 90 days	7.4(l)	$150	$300	$600
107	Trailer/mobile sign without 30-day gap between permits	7.4(l)	$150	$300	$600
108	Trailer/mobile signs less than 7 m apart	7.4(m)	$150	$300	$600
109	Trailer/mobile sign set back less than 2 m from street line	7.4(n)	$150	$300	$600
110	Ground sign set back less than 2 m from street line	7.5(a)	$150	$300	$600
111	Billboard set back less than 5 m from street line	7.5(b)	$150	$300	$600
112	Ground sign exceeding 2 m height or 5 m width	7.5(c)	$150	$300	$600
113	Billboard exceeding 3 m height or 7 m width	7.5(d)	$150	$300	$600
114	More than one sign mounted on ground/billboard structure	7.5(e)	$150	$300	$600
115	Ground sign exceeding 7 m total height	7.5(f)	$150	$300	$600
116	Billboard exceeding 10 m total height	7.5(g)	$150	$300	$600
117	Ground/billboard sign set back less than 1.5 m from lot line	7.5(h)	$150	$300	$600
118	Ground sign within 1 m of driveway	7.5(i)	$150	$300	$600
119	Billboard sign within 4.5 m of driveway	7.5(j)	$150	$300	$600
120	Ground/billboard sign where building–street distance < 4.5 m	7.5(k)	$150	$300	$600
121	Ground sign exceeding 2.5 m height (frontage placement)	7.5(a*)	$150	$300	$600
122	Ground sign exceeding 2 m in any dimension (frontage placement)	7.5(b*)	$150	$300	$600

Appendix 2: Signs By-law No. 16-2019 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
123	Ground sign encroaching on public property	7.5(c*)	$150	$300	$600
124	Canopy sign not integral to canopy fascia	7.6(a)	$150	$300	$600
125	Canopy sign extending beyond fascia	7.6(b)	$150	$300	$600
126	Canopy sign less than 2.5 m above grade	7.6(c)	$150	$300	$600
127	Canopy sign extending around corner where not permitted	7.6(d)	$150	$300	$600
128	Canopy sign above storey with street access	7.6(e)	$150	$300	$600
129	Canopy sign exceeding 4 sq. metres	7.6(f)	$150	$300	$600
130	Free-standing canopy sign exceeding 2 sq. metres	7.6(g)	$150	$300	$600
131	Soffit sign less than 2.5 m above grade	7.7(a)	$150	$300	$600
132	Soffit sign above first storey	7.7(b)	$150	$300	$600
133	Soffit sign closer than 0.2 m to canopy edge	7.7(c)	$150	$300	$600
134	Soffit sign exceeding 0.5 m vertical dimension	7.7(d)	$150	$300	$600
135	Soffit sign exceeding 2 m horizontal dimension	7.7(d)	$150	$300	$600
136	Soffit sign exceeding 1 sq. metre	7.7(e)	$150	$300	$600
137	Window sign obstructing more than 25% of window	7.8(a)	$150	$300	$600
138	Wall sign extending above roof surface	7.9(a)	$150	$300	$600
139	Wall sign projecting more than 0.5 m	7.9(b)	$150	$300	$600
140	Wall sign less than 2.5 m above grade	7.9(c)	$150	$300	$600
141	Wall sign extending beyond wall extremities	7.9(d)	$150	$300	$600
142	Wall sign extending around corner where not permitted	7.9(e)	$150	$300	$600
143	Wall sign above storey with street access	7.9(f)	$150	$300	$600
144	Wall sign exceeding 15 sq. metres	7.9(g)	$150	$300	$600
145	Directory sign exceeding 1 sq. metre	7.9(h)	$150	$300	$600
146	Off-site sign without required application/fee	7.10.1	$150	$300	$600
147	More than two off-site signs on one structure	7.10.2	$150	$300	$600
148	Off-site sign outside General Commercial/Industrial zone	7.10.3	$300	$600	$1,200
149	Off-site sign within 15 m of residence	7.10.3	$300	$600	$1,200
150	Off-site signs less than 7 m apart	7.10.4	$150	$300	$600

Appendix 2: Signs By-law No. 16-2019 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
151	Displaying merchandise/signs outside business hours	7.11.1	$75	$150	$300
152	Leaving displays on Town property during snow removal	7.11.2	$150	$300	$600
153	Reducing sidewalk width below 1 m	7.11.3	$300	$600	$1,200
154	Portable sign/display in unapproved location	7.11.3	$150	$300	$600
155	Failing to remove display within 7 days of notice	7.11.4	$150	$300	$600
156	Failing to remove display within 14 days (mailed notice)	7.11.4	$150	$300	$600
157	Window display not covered in vacant/renovating storefront	7.11.6	$150	$300	$600
158	Residential identification sign exceeding permitted size	8.1	$150	$300	$600
159	Home occupation sign exceeding 0.5 sq. metres	8.2	$150	$300	$600
160	More than one ground sign on residential lot	8.3	$150	$300	$600
161	Residential ground sign exceeding 2 m height	8.3(a)	$150	$300	$600
162	Residential ground sign exceeding 2 sq. metres	8.3(a)	$150	$300	$600
163	Residential ground sign set back less than 2 m	8.3(b)	$150	$300	$600
164	Residential ground sign encroaching on public property	8.3(c)	$150	$300	$600
165	More than one portable sign on residential lot	8.4	$150	$300	$600
166	Residential portable sign exceeding 1 sq. metre	8.4(a)	$150	$300	$600
167	Residential portable sign set back less than 0.5 m	8.4(b)	$150	$300	$600
168	Residential portable sign encroaching on public property	8.4(c)	$150	$300	$600
169	Institutional ground sign set back less than 2 m	9.1(a)	$150	$300	$600
170	Institutional ground sign exceeding 4.5 m in any dimension	9.1(b)	$150	$300	$600
171	More than one sign mounted on ground sign structure	9.1(c)	$150	$300	$600
172	Institutional ground sign exceeding 5 m total height	9.1(d)	$150	$300	$600
173	Institutional ground sign set back less than 1.5 m from lot line	9.1(e)	$150	$300	$600
174	Institutional ground sign within 2 m of driveway	9.1(f)	$150	$300	$600
175	Institutional ground sign where building–street distance < 4.5 m	9.1(g)	$150	$300	$600

Appendix 2: Signs By-law No. 16-2019 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
176	Institutional frontage ground sign exceeding 2.5 m height	9.1(a*)	$150	$300	$600
177	Institutional frontage ground sign exceeding 2.5 m in any dimension	9.1(b*)	$150	$300	$600
178	Institutional ground sign encroaching on public property	9.1(c*)	$150	$300	$600
179	Institutional wall sign exceeding 6 sq. metres	9.2.1	$150	$300	$600
180	Institutional wall sign extending above roof surface	9.2(a)	$150	$300	$600
181	Institutional wall sign projecting more than 0.5 m	9.2(b)	$150	$300	$600
182	Institutional wall sign less than 2.5 m above grade	9.2(c)	$150	$300	$600
183	Institutional wall sign extending beyond wall extremities	9.2(d)	$150	$300	$600
184	Institutional wall sign extending around building corner	9.2(e)	$150	$300	$600
185	Institutional wall sign above storey with street access	9.2(f)	$150	$300	$600
186	Institutional portable sign without minimum frontage (4.5 m)	9.3	$150	$300	$600
187	Institutional portable sign exceeding maximum area	9.3(a)	$150	$300	$600
188	Institutional portable sign obstructing vehicle visibility	9.3(b)	$300	$600	$1,200
189	Institutional portable signs less than 15 m apart	9.3(c)	$150	$300	$600
190	Institutional portable sign encroaching on public property	9.3(d)	$150	$300	$600
191	Institutional portable sign with more than two faces	9.3(e)	$150	$300	$600
192	Institutional portable sign set back less than 1.5 m from lot line	9.3(f)	$150	$300	$600
193	Institutional portable sign within 2 m of driveway	9.3(g)	$150	$300	$600
194	Institutional projecting sign less than 2.5 m above grade	9.4(a)	$150	$300	$600
195	Institutional projecting sign exceeding 1 sq. metre per face	9.4(b)	$150	$300	$600
196	Luminous institutional projecting sign	9.4(c)	$150	$300	$600
197	Free-swinging institutional projecting sign	9.4(d)	$150	$300	$600
198	Institutional projecting sign projecting more than 1 m	9.4(e)	$150	$300	$600
199	Institutional projecting sign with more than two faces	9.4(f)	$150	$300	$600

Appendix 3: Vacant Building By-law No. 46-2021 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
1	Failure to register as required	4.0 (a)	$150	$300	$600
2	Failure to re-register as required	4.0 (b)	$150	$300	$600
3	Failing to post signage as required	5.0 (c)	$150	$300	$600
4	Failing to monitor property as required	5.0 (d)	$300	$600	$900
5	Failure to allow or preventing inspection as required	6.0 (c-g)	$300	$600	$900
6	Failure to comply with an order or direction	6.0 (j)	$500	$1,000	$1,500

Appendix 4: Property Standards By-law No. 47-2021 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
1	Using or occupying a property that does not conform to by-law standards	3.0(a)	$400	$800	$1,600
2	Failing to maintain a property to required standards	3.0(b)	$200	$400	$800
3	Allowing a property to remain in disrepair with garbage or obstructions	3.0(c)	$200	$400	$800
4	Failing to repair or clear unsafe structures or debris	3.0(c)	$400	$800	$1,600
5	Performing repairs with unsuitable materials or poor workmanship	3.0(d)	$200	$400	$800
6	Constructing or repairing buildings not in conformity with the Ontario Building Code	3.0(e)	$600	$1,200	$2,400
7	Allowing litter, rubbish, waste, salvage, or hazardous conditions on land	4.1(a)	$200	$400	$800
8	Allowing grass or weeds to exceed 20 cm	4.1(b)	$100	$200	$400
9	Keeping wrecked, dismantled, unlicensed, or abandoned vehicles on property	4.1(c)	$200	$400	$800
10	Using indoor furniture outdoors or keeping broken outdoor furniture	4.1(d)	$100	$200	$400
11	Leaving appliances outside or using them for storage	4.1(e)	$200	$400	$800
12	Allowing lawns, hedges, shrubs to become overgrown or unsightly	4.1(f)	$100	$200	$400
13	Allowing vegetation to encroach on public sidewalks	4.1(g)	$200	$400	$800
14	Failing to trim vegetation obstructing roadway sightlines	4.1(h)	$400	$800	$1,600
15	Failing to remove dead or damaged trees, branches, or brush	4.1(i)	$200	$400	$800
16	Leaving soil uncovered or allowing erosion	4.1(j)	$200	$400	$800

Appendix 4: Property Standards By-law No. 47-2021 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
17	Failing to maintain property in a clean, sanitary, and safe condition	4.1(k)	$200	$400	$800
18	Creating compost heaps larger than permitted or placing them improperly	4.1(l), 4.1(l)(i)	$100	$200	$400
19	Failing to maintain compost to deter animals	4.1(l)(ii)	$200	$400	$800
20	Storing firewood or garden equipment outside the rear yard or unsightly	4.1(m)	$100	$200	$400
21	Storing machinery, appliances, or building materials not associated with normal use	4.1(n)	$200	$400	$800
22	Storing commercial materials disorderly or hazardously	4.1(o)	$400	$800	$1,600
23	Blocking pedestrian pathways on King Street by failing to maintain a 11 m clear sidewalk	4.1(p)	$400	$800	$1,600
24	Discharging sewage or organic waste improperly	4.2(a), 4.2(b)	$600	$1,200	$2,400
25	Directing roof drainage onto sidewalks, stairs, neighbouring properties, or road surfaces	4.2(c)	$400	$800	$1,600
26	Causing stormwater to pond on adjacent properties or enter basements	4.2(d)	$400	$800	$1,600
27	Storing snow in hazardous or damaging ways	4.2(e)	$200	$400	$800
28	Leaving fill unlevelled for more than 14 days	4.2(f)	$100	$200	$400
29	Leaving fill uncovered for more than 30 days	4.2(g)	$100	$200	$400
30	Altering drainage or lot grading without approval	4.2(h)	$400	$800	$1,600
31	Placing fill that causes adverse drainage impacts	4.2(h)	$400	$800	$1,600
32	Failing to maintain safe walkways from entrances	4.3(a)	$200	$400	$800
33	Allowing ice, snow, or hazards on steps, walks, or driveways	4.3(b)	$200	$400	$800
34	Failing to maintain parking/traffic areas with proper surfacing and cleanliness	4.3(c)	$200	$400	$800

Appendix 4: Property Standards By-law No. 47-2021 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
35	Leaving fire-damaged material on site longer than 90 days	4.4(a)	$200	$400	$800
36	Removing fire-damaged material before investigations are complete	4.4(b)	$400	$800	$1,600
37	Failing to repair or demolish fire-damaged buildings	4.4(c)	$600	$1,200	$2,400
38	Allowing lighting fixtures to rust, deteriorate, or malfunction	4.5(a)	$200	$400	$800
39	Allowing lighting to shine onto neighbouring properties or public rights-of-way	4.5(b)	$200	$400	$800
40	Failing to maintain fences in good repair, structurally sound, plumb, and safe	4.6(a)(i–iv)	$200	$400	$800
41	Allowing retaining or screen walls to deteriorate or become unsound	4.7(a)	$400	$800	$1,600
42	Failing to maintain accessory buildings in good repair	4.8(a)(i–iii)	$200	$400	$800
43	Failing to maintain pool fences/gates per Fence By-law	4.9(a)	$400	$800	$1,600
44	Failing to maintain safe electrical installations for pools	4.9(b)	$600	$1,200	$2,400
45	Allowing pool water to become unsafe or unfiltered	4.9(c)	$400	$800	$1,600
46	Storing RVs, boats, or trailers in front yards improperly	4.10(a)	$200	$400	$800
47	Keeping derelict vehicles outside a garage	4.10(b)	$200	$400	$800
48	Performing vehicle repairs beyond personal use or reasonable time	4.10(c)	$200	$400	$800
49	Storing vehicles/boats/trailers in a way that interferes with neighbours	4.10(d)	$200	$400	$800

Appendix 4: Property Standards By-law No. 47-2021 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
50	Allowing any part of a building to become structurally unsound	5.1(a)	$600	$1,200	$2,400
51	Failing to repair materials showing rot or deterioration	5.1(b)	$200	$400	$800
52	Leaving loose or unsecured exterior materials	5.1(c)	$200	$400	$800
53	Failing to provide an engineer's report when required	5.1(d)	$400	$800	$1,600
54	Allowing floors, walls, ceilings to become unsanitary	5.2(a)	$200	$400	$800
55	Allowing hallways/stairways to accumulate garbage or hazards	5.2(b)	$400	$800	$1,600
56	Failing to use proper waste receptacles	5.3(a)	$200	$400	$800
57	Failing to store waste in watertight, covered containers	5.3(b)	$200	$400	$800
58	Storing garbage receptacles outside the rear yard when required	5.3(c)	$100	$200	$400
59	Allowing vermin infestation	5.4(a)	$400	$800	$1,600
60	Leaving openings that permit pest entry	5.4(b)	$200	$400	$800
61	Allowing foundation walls or basement floors to deteriorate	5.5(a)	$400	$800	$1,600
62	Allowing water leakage into basement/crawlspace	5.5(b)	$400	$800	$1,600
63	Allowing peeling/flaking paint on foundation walls	5.5(d)	$100	$200	$400
64	Failing to protect exterior wood surfaces	5.6(a)	$200	$400	$800
65	Allowing painted surfaces to peel or flake	5.6(b)	$100	$200	$400
66	Allowing graffiti or unauthorized signs on exterior walls	5.6(d)	$200	$400	$800
67	Allowing roofs to deteriorate or leak	5.7(a)	$400	$800	$1,600

Appendix 4: Property Standards By-law No. 47-2021 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
68	Allowing dangerous snow/ice accumulation on roofs	5.7(b)	$400	$800	$1,600
69	Failing to maintain eavestroughs and downspouts	5.7(c)	$200	$400	$800
70	Allowing holes, cracks, or defects in stairs or porches	5.8(a)	$400	$800	$1,600
71	Failing to install required handrails/guards	5.8(b)	$400	$800	$1,600
72	Storing garbage or appliances on porches or stairways	5.8(c)	$200	$400	$800
73	Failing to maintain gas-fume barriers between garage and dwelling	5.9(a)	$600	$1,200	$2,400
74	Failing to maintain self-closing, weather-stripped garage doors	5.9(b)	$200	$400	$800
75	Failing to maintain garage/carport floors	5.9(c)	$200	$400	$800
76	Violating temporary fabric structure rules	5.9(d)(i–vi)	$200	$400	$800
77	Allowing floors to become uneven, broken, or unsafe	5.10(a)	$400	$800	$1,600
78	Allowing worn/torn floor coverings to remain	5.10(b)	$100	$200	$400
79	Failing to maintain water-resistant flooring in wet rooms	5.10(c)	$200	$400	$800
80	Allowing holes, cracks, or loose coverings in walls/ceilings	5.11(a)	$200	$400	$800
81	Failing to maintain waterproof walls around showers/bathtubs	5.11(b)	$200	$400	$800
82	Allowing windows/doors to deteriorate or become drafty	5.12(a)	$200	$400	$800
83	Failing to replace broken glass or hardware	5.12(a)	$200	$400	$800
84	Failing to provide locking mechanisms	5.12(c)	$200	$400	$800
85	Failing to maintain security systems	5.12(d)	$200	$400	$800

Appendix 4: Property Standards By-law No. 47-2021 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
86	Allowing damaged mailboxes or locks	5.12(e)	$100	$200	$400
87	Allowing roofs to become unsafe or accumulate excessive snow/ice	5.13(a)	$600	$1,200	$2,400
88	Failing to maintain flashing, gutters, soffits, fascia	5.13(b), 5.13(c)	$200	$400	$800
89	Allowing chimneys to leak smoke/gas, become obstructed, or deteriorate	5.14(a)(i–v)	$600	$1,200	$2,400
90	Failing to provide potable running water	5.15(a)	$600	$1,200	$2,400
91	Failing to supply hot/cold water to fixtures	5.15(b), 5.15(c)	$400	$800	$1,600
92	Failing to supply water to toilets	5.15(d)	$400	$800	$1,600
93	Failing to connect to approved sewage system	5.16(a)	$600	$1,200	$2,400
94	Allowing leaks, defects, or frozen pipes	5.16(b)	$400	$800	$1,600
95	Failing to correct cross-connections	5.16(d)	$400	$800	$1,600
96	Failing to provide required bathroom fixtures	5.17(a)	$400	$800	$1,600
97	Having bathrooms not enclosed or lacking privacy locks	5.17(b), 5.17(c)	$200	$400	$800
98	Failing to provide kitchen facilities	5.18(a), 5.18(b)	$400	$800	$1,600
99	Allowing countertops to deteriorate or become unsanitary	5.18(c)	$200	$400	$800
100	Failing to maintain heating systems	5.19(a)	$400	$800	$1,600
101	Using unapproved heating equipment	5.19(b)	$600	$1,200	$2,400
102	Using portable heaters as primary heat in rentals	5.19(c)	$400	$800	$1,600
103	Failing to vent fuel-burning appliances properly	5.19(d–g)	$600	$1,200	$2,400
104	Failing to provide adequate electrical service	5.20(a), 5.20(b)	$400	$800	$1,600
105	Using extension cords permanently	5.20(c)	$200	$400	$800
106	Using generators beyond 3 days without approval	5.20(d)	$200	$400	$800
107	Occupying a dwelling without permanent electrical connection	5.20(e)	$600	$1,200	$2,400

Appendix 4: Property Standards By-law No. 47-2021 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
108	Failing to provide permanent lighting in required areas	5.21(a)	$200	$400	$800
109	Failing to maintain adequate illumination	5.21(b)	$200	$400	$800
110	Failing to provide natural or mechanical ventilation	5.22(a–c)	$200	$400	$800
111	Allowing ventilation systems to fall into disrepair	5.22(b)	$200	$400	$800
112	Failing to maintain fire safety equipment	5.23(a)	$600	$1,200	$2,400
113	Allowing elevators to become unsafe or non-functional	5.24(a)	$600	$1,200	$2,400
114	Blocking exits or escape routes	5.25(a), 5.25(b)	$600	$1,200	$2,400
115	Failing to provide visible exit signs	5.25(a)	$400	$800	$1,600
116	Failing to maintain fire escapes	5.25(c)	$600	$1,200	$2,400
117	Using non-habitable spaces as living areas	5.26(a)	$400	$800	$1,600
118	Exceeding occupancy limits	5.26(b)	$600	$1,200	$2,400
119	Using rooms for sleeping that do not meet OBC standards	5.26(c), 5.26(d)	$400	$800	$1,600
120	Occupying any part of a building that does not meet by-law requirements	5.26(e)	$400	$800	$1,600
121	Failing to finish buildings within 6 months	5.27(a)	$200	$400	$800
122	Failing to maintain worksites safely	5.27(b)	$400	$800	$1,600
123	Failing to register vacant buildings	5.28(a)	$200	$400	$800
124	Failing to maintain, preserve, or protect heritage attributes	6.1(a)(i)	$400	$800	$1,600

Appendix 5: Animal Control By-law No. 05-2021 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
1	Keeping more than the permitted number of cats/dogs	1(a)	$150	$300	$600
2	Failure to provide information on number of dogs/cats at premises	1(b)	$150	$300	$600
3	Failure to obtain a licence	2(a)	$75	$150	$300
4	Failure to maintain tag on a dog or cat	2(d)	$75	$150	$300
5	Operating a kennel without permission	3(b)	$150	$300	$600
6	Permitting an animal to run at large	5(a)	$150	$300	$600
7	Failure to meet other by-law provisions	(general)	$150	$300	$600
8	Failure to provide adequate protection while harbouring a vicious dog/cat	5(h)	$300	$600	$1,200
9	Permitting an animal to become a public nuisance	5(f)	$150	$300	$600
10	Animal defecating on property other than owner's	5(l)	$150	$300	$600

Appendix 6: Taxi By-law No. 04-2014 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
1	Providing false, misleading, or incorrect information on application	s.3(4)	$500	$1,000	$2,000
2	Failing to provide required background checks (VSC, CRC, abstract)	s.3(9)	$150	$300	$600
3	Failing to return expired licence/card	s.3(14)	$75	$150	$300
4	Failing to renew licence on time	s.3(19)	$75	$150	$300
5	Failing to report lost/stolen/damaged licence	s.3(24)	$75	$150	$300
6	Failing to notify change of address within 6 days	s.3(25)	$75	$150	$300
7	Operating without required licence (owner/driver/vehicle)	s.4(2)	$500	$1,000	$2,000
8	Operating without providing 24-hour service	s.4(4)	$150	$300	$600
9	Owner under influence of alcohol/drugs while operating business	s.4(5)(b)	$500	$1,000	$2,000
10	Failing to supply radio licence call sign/frequency	s.4(6)(a)	$150	$300	$600
11	Failing to provide proper telephone/radio dispatch system	s.4(6)(b)	$150	$300	$600
12	Dispatching unlicensed drivers or vehicles	s.4(6)(c)	$300	$600	$1,200
13	Failing to provide annual list of vehicles and drivers	s.4(6)(d)	$150	$300	$600
14	Failing to report changes to vehicle/driver list within 10 days	s.4(6)(e)	$150	$300	$600
15	Failing to ensure employees behave civilly/courteously	s.4(6)(f)	$75	$150	$300
16	Failing to maintain trip records for 12 months	s.4(6)(g–h)	$150	$300	$600
17	Failing to provide U.S. currency conversion table	s.4(6)(i)	$75	$150	$300
18	Failing to maintain complaint records and monthly reports	s.4(6)(j)	$150	$300	$600
19	Failing to file owner rules/procedures with enforcement	s.4(6)	$150	$300	$600

Appendix 6: Taxi By-law No. 04-2014 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
20	Failing to post by-law and tariff schedule	s.4(7)	$75	$150	$300
21	Failing to comply with human rights legislation	s.4(8)	$300	$600	$1,200
22	Failing to comply with Employment Standards Act/OHSA	s.4(9)	$300	$600	$1,200
23	Permitting unlicensed person to use radio/dispatch system	s.4(10)(a)	$300	$600	$1,200
24	Possessing/using device to intercept competitor communications	s.4(10)(b)	$500	$1,000	$2,000

Appendix 7: Smoking and Vaping By-law No. 37-2019 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
1	Smoking or vaping in a Designated Public Place	4.2	$300	$600	$1,200
2	Smoking or vaping in a Park	4.1(b)	$300	$600	$1,200
3	Smoking or vaping in an Outdoor Community Meeting Area	4.1(c)	$300	$600	$1,200
4	Smoking or vaping within 9 m of Municipal Building entrance/exit	4.1(d)	$300	$600	$1,200
5	Smoking or vaping within 9 m of Transit Shelter/Transfer Point	4.1(e)	$300	$600	$1,200
6	Smoking or vaping within 3 m of entrance/exit of Enclosed Workplace or Enclosed Public Place	4.1(f)	$300	$600	$1,200
7	Smoking or vaping in an Enclosed Workplace	4.3	$300	$600	$1,200
8	Failing to ensure compliance in Designated Public Place	4.4	$150	$300	$600
9	Failing to ensure compliance in Enclosed Workplace	4.4	$150	$300	$600
10	Failing to post required signs under Smoke-Free Ontario Act	5.1	$150	$300	$600
11	Failing to post signs prohibiting smoking/vaping within 3 m of entrances/exits	5.3	$150	$300	$600
12	Failing to post signs prohibiting smoking/vaping within 9 m of Municipal Building	5.3	$150	$300	$600
13	Failing to post signs prohibiting smoking/vaping within 9 m of Transit Shelter/Transfer Point	5.3	$150	$300	$600
14	Obstructing or hindering an Inspector	6.3	$500	$1,000	$2,000
15	Failing to provide name, address, or proof of identity when required	6.4	$300	$600	$1,200
16	Failing to provide proof of identification when requested	6.5	$300	$600	$1,200

Appendix 7: Smoking and Vaping By-law No. 37-2019 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
17	Contravening any provision of the by-law	7.1	$300	$600	$1,200
18	Corporate contravention of the by-law	7.2	$500	$1,000	$2,000

Appendix 8: Open Air Burning By-law No. 11-2011 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
1	Setting fire without permission of Fire Chief	3	$200	$400	$800
2	Burning yard waste without permission	3	$100	$200	$400
3	Burning materials without permission	3	$200	$400	$800
4	Burning in No Open Burning Area	4(a)	$400	$800	$1,600
5	Burning without approved container in No Burning Area	4(b)	$400	$800	$1,600
6	Burning prohibited materials in No Burning Area	4(c)	$600	$1,200	$2,400
7	Burning in No Burning Area without supervision	4(b)	$400	$800	$1,600
8	Burning contrary to Ontario Fire Code	5(a)	$400	$800	$1,600
9	Burning contrary to Environmental Protection Act	5(a)	$600	$1,200	$2,400
10	Burning prohibited materials	5(b)	$600	$1,200	$2,400
11	Burning in municipal park/property without written permission	5(c)	$400	$800	$1,600
12	Burning in front/side yard of commercial/industrial property	5(d)	$400	$800	$1,600
13	Burning within 15 m of building/structure/roadway/wiring/property line	5(e)	$600	$1,200	$2,400
14	Burning within 5 m of combustible object/material	5(f)	$600	$1,200	$2,400
15	Burning without responsible person in attendance	5(g)	$400	$800	$1,600
16	Burning at site not conforming to by-law	6(a)	$200	$400	$800
17	Burning after previous violation	6(b)	$400	$800	$1,600
18	Burning during dangerous conditions	6(c)	$600	$1,200	$2,400
19	Failing to extinguish fire during dangerous wind conditions	7(a)	$600	$1,200	$2,400
20	Failing to extinguish fire causing reduced visibility	7(a)	$600	$1,200	$2,400
21	Failing to extinguish fire causing odour discomfort	7(a)	$200	$400	$800

Appendix 8: Open Air Burning By-law No. 11-2011 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
22	Failing to extinguish fire causing excessive smoke	7(a)	$400	$800	$1,600
23	Failing to extinguish fire causing adverse effect	7(a)	$600	$1,200	$2,400
24	Failing to extinguish fire during rain or fog	7(b)	$100	$200	$400
25	Failing to extinguish fire when smoke cannot disperse	7(b)	$400	$800	$1,600
26	Causing fire requiring fire department response	8(c)	$600	$1,200	$2,400
27	Failing to pay costs of fire suppression	8(c)	$300	$600	$1,200
28	Failing to reimburse municipality for fire suppression costs	8(d)	$300	$600	$1,200
29	Using unapproved burning container	Sch. B(1)	$100	$200	$400
30	Container without required mesh/screen	Sch. B(2)	$100	$200	$400
31	Container not placed on non-combustible base	Sch. B(3)	$100	$200	$400
32	Container placed within 5 m of combustible material	Sch. B(4)	$200	$400	$800

Appendix 9: Zoning By-law No. 09-2009 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
1	Contravention of any General Provision not involving use, safety, or environmental risk	Section 4 (all subsections)	$150	$300	$600
2	Contravention of any General Provision involving safety, visibility, floodplain, drainage, or environmental risk	Section 4 (e.g., 4.13 Floodplain, 4.27 MDS, 4.38 Sight Distance, 4.40 Sight Triangles)	$300	$600	$1,200
3	Contravention of any Zone Standard relating to setbacks, height, coverage, density, parking, or built-form	Section 5 (all zones 5.1–5.16)	$300	$600	$1,200
4	Using land, buildings, or structures for a purpose not permitted in the applicable zone	Section 5 (all zones)	$500	$1,000	$2,000
5	Establishing or operating a prohibited use	Section 4.36 Prohibited Uses	$500	$1,000	$2,000
6	Failing to comply with Holding (H) symbol requirements	Section 4.21 Holding Symbol	$300	$600	$1,200
7	Failing to comply with Temporary Use permissions	Section 4.45 Temporary Uses	$300	$600	$1,200
8	Contravention of any provision of Zoning By-law 09-2009 not otherwise listed	Entire By-law	$300	$600	$1,200

Appendix 10: Refreshment Vehicle By-law No. 24-2023 - Administrative Monetary Penalty

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
1	Failure to comply with any part of the licensing system	s. 9 Schedule A	$200.00	$400.00	$600.00

Appendix 11: Noise By-law No. 23-2023 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
1	Obstructing or hinder an officer	s 7.1	$200.00	$400.00	$600.00
2	Emit, cause or permit noise from an electronic device	s 2.1, Sch. A (1)	$150.00	$300.00	$450.00
3	Emit, cause or permit noise from any construction equipment, engine or device without exhaust or intake muffling device	s 2.1, Sch. A (2)	$150.00	$300.00	$450.00
4	Emit, cause or permit noise from a motor vehicle in such a way to rev the engine	s 2.1, Sch. A (3)	$150.00	$300.00	$450.00
5	Emit, cause or permit noise from a horn or other warning device	s 2.1, Sch. A (4)	$150.00	$300.00	$450.00
6	Emit, cause or permit noise from residential domestic activity	s 2.1, Sch. A (5)	$150.00	$300.00	$450.00
7	Cause or permit the continuous barking, calling or whining of an animal	s 2.1, Sch. A (6)	$150.00	$300.00	$450.00
8	Emit, cause or permit noise from construction equipment during prohibited time	s 3.1, Sch. B (1)	$150.00	$300.00	$450.00
9	Emit, cause or permit noise from any tool, equipment or appliance during prohibited time	s 3.1, Sch. B (2)	$150.00	$300.00	$450.00
10	Emit, cause, or permit noise by racing of a motor vehicle	s 3.1, Sch. B (3)	$150.00	$300.00	$450.00

Appendix 11: Noise By-law No. 23-2023 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
11	Emit, cause, or permit noise by operation of a motor vehicle in such a way that tires squeal	s 3.1, Sch. B (4)	$150.00	$300.00	$450.00
12	Emit/cause permit noise by operation of combustion engine, pneumatic device or construction equipment without an effective exhaust or intake muffling device in good working order and in constant operation.	s 3.1, Sch. B (5)	$150.00	$300.00	$450.00
13	Emit/cause permit noise by operation of a motor vehicle resulting in banging, clanking, squealing and other like sounds.	s 3.1, Sch. B (6)	$150.00	$300.00	$450.00
14	Emit/cause permit noise by the operation of an engine or motor exceeding five minutes when vehicle is stationary.	s 3.1, Sch. B (7)	$150.00	$300.00	$450.00
15	Emit/cause permit the operation of any electronic device incorporating one or more loudspeakers intended for the production, reproduction or amplification of sound.	s 3.1, Sch. B (8)	$150.00	$300.00	$450.00
16	Emit/cause/permit the sound of bell, steam or air whistle, horn, siren or signal device on or off vehicle.	s 3.1, Sch. B (9)	$150.00	$300.00	$450.00
17	Emit/cause permit noise by selling / advertising by shouting.	s 3.1, Sch. B (10)	$150.00	$300.00	$450.00

Appendix 11: Noise By-law No. 23-2023 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
18	Persistent noise making by any animal or bird.	s 3.1, Sch. B (11)	$150.00	$300.00	$450.00
19	Persistent yelling and shouting, whistling, singing.	s 3.1, Sch. B (12)	$150.00	$300.00	$450.00

Appendix 12: Backflow Preventor By-law No. 03-2006 - Administrative Monetary Penalties

Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (Subsequent Offences)
1	Connecting/allowing connection allowing contamination/non-potable water into waterworks distribution system	Part VII, 1(1)	$600	$1,200	$1,800
2	Unauthorized removal of a cross-connection control or backflow prevention device	Part VII, 1(11)	$600	$1,200	$1,800
3	Failure to comply with an order to install a cross-connection control device	Part VII, 1(4) & 1(5)	$400	$800	$1,200
4	Failure to install an approved cross-connection control device on notice of contamination risk	Part VII, 1(6)	$400	$800	$1,200
5	Substandard installation of backflow prevention or cross-connection control device	Part VII, 1(7)	$200	$400	$600
6	Failure to repair or replace a faulty backflow prevention device within 4 days of test	Part VII, 1(10)	$200	$400	$600
7	Using external water / hydrant supply without required backflow prevention	Part IV, 3	$200	$400	$600
8	Failure to provide free access for cross-connection / backflow inspection upon notice	Part VII, 1(2) & 1(3)	$200	$400	$600
9	Failure to test a cross-connection control device within 4 days of specific notification	Part VII, 1(9)	$200	$400	$600
10	Failure to inspect, test, or properly document a backflow prevention device annually	Part VII, 1(8)	$100	$200	$300
11	Failure to maintain private underground chamber housing a backflow preventer	Part VI, 8	$100	$200	$300