

**Corporation of the
Township of Havelock-Belmont-Methuen**

By-Law Number 2023-085

Being a By-law to Establish an Administrative Penalty System

Short Title	1
Interpretation	2
Penalty Notice	4
Review by Screening Officer	5
Appeal to Hearing Officer	7
Methods of Giving Notice.....	8
Financial Administration.....	9
Complaints and Comments	9
General.....	10
Effective Date	10
Schedule "A" Designated By-laws.....	11
Schedule "B" Administrative Fees.....	20

Whereas

1. The **Municipal Act, 2001**, section 102.1 authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any by-laws respecting the parking, standing or stopping of vehicles.
2. The **Municipal Act, 2001**, section 434.1 authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the **Municipal Act, 2001**.
3. The **Building Code Act, 1992**, section 15.4.1 authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with the municipality's property standards by-law or with a property standards order.
4. Council intends by this By-law to establish the system pursuant to which administrative penalty notices are given and may be reviewed and appealed.

Now therefore, The Corporation of the Havelock-Belmont-Methuen by its Council enacts as follows:

Short Title

1. This By-Law may be referred to as the "AMP System By-law".

Interpretation

2. Unless otherwise stated:
 - a) a reference to any statute or regulation refers to a statute or regulation of Ontario as it may be amended or replaced from time to time;
 - b) a reference to a by-law refers to a by-law of the Township as it may be amended or replaced from time to time; and
 - c) a reference to a section, paragraph, clause, subclause or schedule is a reference to this By-law's section, paragraph, clause, subclause or schedule.
3. The table of contents and headings in this By-law are for convenience only and do not form part of this By-law.
4. If any part of this By-law is determined to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.
5. This By-law does not limit the Township's right to enforce a Designated By-law or a Property Standards Order by all legal means.
6. In this By-law:
 - a) "Administrative Fee" means an administrative fee respecting an Administrative Penalty established by the Fees By-law and as set out in Schedule "B" to this By-law including:
 - i) Fee – Appeal No-Show ii)
Fee – Late Payment
 - iii) Fee – MTO Plate Denial
 - iv) Fee – MTO Plate Search; and v)
Fee – Screening No-Show.
 - b) "Administrative Penalty" means an administrative penalty as set out in Schedule "A" to this By-law for a contravention of a Designated By-law.
 - c) "By-law" means this by-law and any schedule to this by-law as they may from time to time be amended.
 - d) "CAO" means the Township's Chief Administrative Officer.
 - f) "Clerk" means the Township's Clerk.
 - g) "Council" means the Township's Council.
 - h) "Designated By-law" means each by-law or part of a By-law listed in Schedule "A" to this By-law..
 - i) "Fee – Appeal No-Show" means an administrative fee from time to time established by the Fees By-law in respect of a Person's failure to appear at the time and in the manner scheduled for a hearing before a Hearing Officer.
 - j) "Fee – Late Payment" means an administrative fee from time to time established by the Fees By-law in respect of a Person's failure to pay an Administrative Penalty by

the date on which it is due and payable.

- k) "Fee – MTO Plate Denial" means an administrative fee from time to time established by the Fees By-law for notifying the Registrar of Motor Vehicles for the purposes of plate permit denial.
- l) "Fee – MTO Plate Search" means an administrative fee from time to time established by the Fees By-law for searching the records of the Ontario Ministry of Transportation.
- m) "Fee – Screening No-Show" means an administrative fee from time to time established by the Fees By-law in respect of a Person's failure to appear at the time and in the manner scheduled for a review by a Screening Officer.
- n) "Fees By-law" means the Township's User Fees By-law.
- o) "Hearing Officer" means each hearing officer from time to time appointed pursuant to the Township's Hearing Officer By-law.
- p) "Municipality" means a municipality in Ontario other than the Township that is a party to an agreement with the Township respecting the Township's administration of the municipality's administrative penalty system.
- q) "Officer" means:
 - i) the Supervisor;
 - ii) each person from time to time appointed as a municipal law enforcement officer to enforce a Township by-law;
 - iii) each assistant to the Fire Marshal employed by the Township; and
 - iv) a police officer employed by the Ontario Provincial Police or the Royal Canadian Mounted Police.
- r) "Parking Administrative Penalty" means an Administrative Penalty established by a Designated By-law with respect to parking, standing or stopping of vehicles.
- s) "Penalty Notice" means a notice given pursuant to sections 8 and 10.
- t) "Penalty Notice Date" means the date specified on the Penalty Notice pursuant to paragraph 10.a).
- u) "Penalty Notice Number" means the number specified on the Penalty Notice pursuant to paragraph 10.b).
- v) "Person" includes an individual, partnership, association, firm or corporation and, where a Penalty Notice has been given to more than one Person, includes each such Person.
- w) "Property Standards Order" means an order made pursuant to subsection 15.2(2) of the **Building Code Act, 1992** as deemed confirmed or as confirmed or modified by the Township's Property Standards Committee, by a Municipality's Property Standards Committee or by a judge of the Superior Court of Justice pursuant to section 15.3 of the **Building Code Act, 1992**.
- x) "Screening Decision" means a decision made by a Screening Officer pursuant to paragraph 13.j).

- y) "Screening Decision Date" means the date on which a Screening Decision is made pursuant to paragraph 13.j).
- z) "Screening Officer" means each person from time to time performing the functions of a Screening Officer pursuant to this By-law.
- aa) "Supervisor" means:
 - i) for all Administrative Penalties, the Township's Chief Building Official; and
- bb) "Township" means The Corporation of the Township of Havelock-Belmont-Methuen or the geographic area of the Township of Havelock-Belmont-Methuen as the context requires.

Scope

- 7. This By-law applies to all Designated By-laws set out in Schedule "A" to this By-law.
- 8. Any Designated By-law respecting the parking, standing or stopping of vehicles is designated for the purpose of paragraph 3(1)(b) of Ontario Regulation 333/07.
- 9. The Provincial Offences Act applies to all Designated By-laws except to a Designated by-law respecting the parking, standing or stopping of vehicles.
- 10. Screening Officers conducting a review under this By-law and Hearing Officers conducting an appeal under this By-law do not have the jurisdiction to consider any question relating to the validity of a statute, regulation or By-law including but not limited to the constitutional applicability or operability of any statute, regulation or By-law.

Penalty Notice

- 11. Each Person who contravenes a provision of a Designated By-law or a Property Standards Order is, when given a Penalty Notice in accordance with section 8, liable to pay to the Township an Administrative Penalty in the amount specified by the Designated By-law for each day or part of a day on which the contravention occurs or continues.
- 12. An Officer who has reason to believe that a Person has contravened any provision of a Designated By-law or a Property Standards Order may give to the Person a Penalty Notice.
- 13. The Supervisor may, before 4:30 pm of the tenth (10th) day after the Penalty Notice Date, cancel the Penalty Notice if the Supervisor determines that the Penalty Notice was issued in error.
- 14. The Penalty Notice must be given to the Person as soon as is reasonably practicable and must include the following information:
 - a) the date of the Penalty Notice;
 - b) a reference number that is unique to that Penalty Notice;
 - c) particulars of the contravention;
 - d) the amount of the Administrative Penalty;

- e) such information as the Supervisor determines is appropriate respecting the process by which the person may exercise the Person's right to request a review of the Administrative Penalty; and
 - f) a statement advising that an Administrative Penalty will, unless cancelled or reduced pursuant to the review and appeal processes, constitute a debt of the Person to the Township.
15. A Person who is given a Penalty Notice respecting a Parking Administrative Penalty and who does not pay to the Township the amount of the Parking Administrative Penalty within fifteen (15) days of the Penalty Notice Date must pay to the Township a Fee – MTO Plate Search.
16. A Person who is given a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer pursuant to section 13.

Review by Screening Officer

17. The following applies to reviews of an Administrative Penalty by a Screening Officer:
- a) A Person's right to request a review expires if it has not been exercised in the manner prescribed in paragraph c) before 4:30 p.m. on the twenty-first (21st) day after the Penalty Notice Date.
 - b) A Person's right to request an extension of the time to request a review expires if it has not been exercised in the manner prescribed in paragraph c) before 4:30 p.m. on the forty-second (42nd) day after the Penalty Notice Date at which time:
 - i) the Person is deemed to have waived the right to request a review;
 - ii) the Administrative Penalty is deemed to be affirmed; and
 - iii) the Administrative Penalty and each Administrative Fee are not subject to review, including review by any Court.
 - c) A Person's rights to request a review and to request an extension of time to request a review are exercised by giving to the Township written notice of the request to review that includes:
 - i) the Penalty Notice Number;
 - ii) the Person's mailing address, e-mail address and, if applicable, facsimile transmission number;
 - iii) in the case of a request to extend the time to request a review, the reasons, if any, for having failed to exercise the right to request a review within the time limited by paragraph a);
 - iv) particulars of all grounds upon which the request to review is based; and v) the Person's election to:
 - (1) meet with a Screening Officer electronically for the review; (2) meet with a Screening Officer in person for the review; or to
 - (3) have the review undertaken by a Screening Officer without meeting the

Screening Officer.

- d) The Township Clerk may establish standards and procedures that, in the opinion of the Township Clerk, reasonably enables a Person and a Screening Officer to meet electronically for the purposes of this section 13.
- e) If the Penalty Notice has been given to more than one Person and any Person's election pursuant to clause c)v) is not the same as another Person's election, all such Persons will be deemed to have elected to meet with a Screening Officer in person for the review pursuant to subclause c)v)(2).
- f) The Person's right to a review is limited to the particulars provided pursuant to clause c)iv).
- g) Where the Person elects to meet electronically with a Screening Officer pursuant to subclause c)v)(1), the Person must be given notice of the date and time of the meeting for the review and particulars of the electronic means by which the person will meet electronically with the Screening Officer.
- h) Where the Person elects to meet in person with a Screening Officer pursuant to subclause c)v)(2), the Person must be given notice of the date, time and place of the meeting for the review.
to subclause c)v)(1) or in person with a Screening Officer pursuant to subclause c)v)(2), the Person must attend the meeting for the review pursuant to the notice and remain in or at the meeting until the Screening Officer has made a Screening Decision respecting the Administrative Penalty the subject of the Person's request for the review failing which:
 - i) the Person is deemed to have abandoned the request for the review;
 - ii) the Administrative Penalty is deemed to be affirmed;
 - iii) the Person must pay to the Township a Fee - Screening No-Show; and
 - iv) the Administrative Penalty and each Administrative Fee are not subject to review, including review by any Court.
- j) Subject to paragraphs b) and i), the Screening Officer may:
 - i) confirm the Administrative Penalty and any Administrative Fees;
 - ii) extend the time to request a review; and may
 - iii) cancel, reduce or extend the time for payment of the Administrative Penalty and any Administrative Fees where the Screening Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law and that:
 - (1) there is reason to doubt that the person contravened the Designated By-law or the Property Standards Order;
 - (2) the Person took all reasonable steps to prevent the contravention; or that
 - (3) the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship.

- k) The Screening Decision must be given to the Person.
- l) The Person may appeal to a Hearing Officer against the Screening Decision pursuant to section 14.

Appeal to Hearing Officer

18. The following applies to appeals to a Hearing Officer against Screening Decisions:

- a) The right to appeal is limited to the following:
 - i) the Person who has been given a Screening Decision pursuant to paragraph 13k); and
 - ii) the Supervisor.
- b) The Person's right to appeal expires if it has not been exercised in the manner prescribed in paragraph d) before 4:30 p.m. on the twenty-first (21st) day after the Screening Decision Date.
- c) A Person's right to request an extension of the time to appeal expires if it has not been exercised in the manner prescribed in paragraph d) before 4:30 p.m. on the forty-second (42nd) day after the Screening Decision Date at which time:
 - i) the Person is deemed to have waived the right to appeal;
 - ii) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision are deemed to be affirmed; and
 - iii) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision are not subject to review, including review by any Court.
- d) A right to appeal is exercised by giving to the Township written notice of the appeal that includes:
 - i) the Penalty Notice Number;
 - ii) the Person's mailing address, e-mail address and, if applicable, facsimile transmission number; having failed to exercise the right to appeal within the time limited by paragraph b);
 - iv) particulars of all grounds directly related to the Screening Decision upon which the appeal is made; and
 - v) the Person's election for the appeal to be heard by the Hearing Officer
 - (1) electronically; or
 - (2) in person.
- e) The Person's right of appeal is limited to:
 - i) grounds directly related to the Screening Decision; and to ii) the particulars provided pursuant to clause d)iv).

- f) Where the Person elects to have the appeal heard by the Hearing Officer electronically pursuant to subclause d) v)(1), the Person must be given no fewer than seven (7) days' notice of the date and time of the electronic hearing of the appeal and particulars of the electronic means by which the person will attend the electronic hearing of the appeal.
- g) Where the Person elects to have the appeal heard by the Hearing Officer in person pursuant to subclause d) v)(2), the Person must be given no fewer than seven (7) days' notice of the date, time and place of the hearing of the appeal.
- h) The Person must attend the hearing of the appeal pursuant to the notice and remain in or at the hearing of the appeal failing which:
 - i) the Person is deemed to have abandoned the appeal;
 - ii) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision are deemed to be affirmed;
 - iii) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision are not subject to review, including review by any Court; and
 - iv) the Person must pay to the Township a Fee - Appeal No-Show.
- i) A Hearing Officer may not make any decision respecting an appeal unless the Hearing Officer has given each of the Person, a Supervisor and the Officer who gave the Penalty Notice an opportunity to be heard at the time and place scheduled for the hearing of the appeal.
- j) Subject to paragraphs c), h) and i) a Hearing Officer may:
 - i) extend the time to request an appeal; and may
 - ii) make any decision that the Screening Officer could have made pursuant to this By-law.
- k) The decision of a Hearing Officer is final and not subject to review including review by any Court.

Methods of Giving Notice

19. Subject to section 17, any notice or document respecting this By-law may be given to a Person in writing in any of the following ways and is effective:
- a) when a copy is placed on or affixed in any manner to a Person's vehicle;
 - b) when a copy is delivered to the Person to whom it is addressed;
 - c) on the fifth (5th) day after a copy is sent by registered mail or by regular letter mail to the Person's last known address;
 - d) upon the conclusion of the transmission of a copy by facsimile transmission to the Person's last known facsimile transmission number; or
 - e) upon the sending of the notice or document or a copy thereof by e-mail transmission to the Person's last known e-mail address.
16. For the purpose

of section 15, a Person's last known address, last known facsimile transmission number and last known e-mail address are deemed to include those provided by the Person pursuant to clauses 13.c)ii) and 14.d)ii).

20. Any notice or document respecting this By-law to be given to the Township must be in writing, must be given in any of the following ways and is effective:
- a) when a copy is delivered to the Office of the Township Clerk, Havelock-Belmont-Methuen, during regular business hours at 1 Ottawa Street East, Havelock, On. K0L 1Z0.
 - b) on the fifth (5th) day after a copy is sent by registered mail or by regular letter mail to "Administrative Penalties, Havelock-Belmont-Methuen, 1 Ottawa Street East, P.O. Box 10, Havelock, On. K0L 1Z0";
 - c) upon the conclusion of the transmission of a copy by facsimile transmission to (705) 778-5248; or
 - d) upon the sending of the notice or document or a copy thereof by e-mail transmission to "AMPs@hbmtwp.ca".

Financial Administration

21. An Officer who gives a Penalty Notice must not accept payment of the Administrative Penalty respecting that Penalty Notice.
22. An Administrative Penalty that is affirmed or reduced or in respect of which the time for payment has been extended pursuant to this By-law is due and payable and constitutes a debt to the Township of each Person to whom or to which the Penalty Notice was given.
23. Where a Person has paid an Administrative Penalty or an Administrative Fee that is then cancelled or reduced pursuant to this By-law, the Township must refund the amount cancelled or reduced.
24. Where an Administrative Penalty or any Administrative Fee respecting that Administrative Penalty are not paid within fifteen (15) days after the date that they become due and payable, each Person to whom the Penalty Notice was given must pay to the Township a Fee - Late Payment.
25. Where a Parking Administrative Penalty or any Administrative Fee respecting that Parking Administrative Penalty are not paid within thirty (30) days after the date that they become due and payable, each Person to whom the Parking Administrative Penalty Notice was given must pay to the Township a Fee – MTO Plate Denial.

Complaints and Comments

26. Complaints and comments respecting the administration of the Township's system of administrative penalties may be given to the Supervisor. The Township's Chief Administrative Officer (CAO), will consider each such complaint or comment in relation to the CAOs' consideration of potential improvements to the Township's system of administrative penalties.


General

- 27. The CAO may, in consultation with the Township Solicitor, appoint as Screening Officers such individuals and on such terms as the CAO considers appropriate.
- 28. It is Council's opinion that the delegations in this By-law to the CAO, the Township Clerk, the Supervisor, Hearing Officers and to Screening Officers are of a minor nature. In forming this opinion, Council has had regard to the number of people, the size of geographic area and the time period affected by the exercise of each delegated power.
- 29. No proceeding for damages or otherwise may be commenced against the Township, a member of Council or an officer, employee or agent of the Township or a person acting under the instructions of the officer, employee or agent for any act done in good faith in the performance or intended performance of a duty or authority under this By-law or for any alleged neglect or default in the performance in good faith, of the duty or authority.
- 30. Schedules "A" and "B" form Part of this By-law.


Effective Date

- 31. This By-law is in effect on the day on which it was passed and amended on March 19, 2024.

By-law read a first, second and third time this 5th day of December, 2023.



Jim Martin, Mayor



Robert Angione, Clerk

Schedule "A"

Designated By-laws

Table 1: Designated By-law 2024-024 Off Road Vehicle By-law			
Item	Short Form Wording	Provision for Creating Defining Offence	Set Fine
1.	Operate or permit to operate an off-road vehicle during a prohibited time of year.	s. 2.2	\$205.00
2.	Operate or permit to operate an off-road vehicle during a prohibited time of day.	s. 2.3	\$205.00
3.	Operate or permit to operate an off-road vehicle over 20 km/h on a road with a posted speed limit not greater than 60 km/h.	s. 2.4 a)	\$205.00
4.	Operate or permit to operate an off-road vehicle over 50 km/h on a road with a posted speed limit greater than 60 km/h.	s. 2.4 b)	\$205.00
5.	Operate or permit to operate an off-road vehicle with an altered exhaust system.	s. 2.5	\$205.00
6.	Operate or permit to operate an off-road vehicle on a municipal park or playground.	s. 2.6 a)	\$205.00
7.	Operate or permit to operate an off-road vehicle on a sidewalk, footpath or area meant for foot traffic.	s. 2.6 b)	\$205.00
8.	Operate or permit to operate an off-road vehicle on any unopened road allowance.	s. 2.6 d)	\$205.00
9.	Operate or permit to operate an off-road vehicle within the boundaries of the Mathison Property.	s. 2.6 e)	\$205.00
10.	Fail to stop when directed by an officer.	s. 6.2	\$250.00
11.	Fail to identify self.	s. 6.3	\$250.00

**Table 2: Designated By-law 2024-025
Property Standards By-law**

Item	Short Form Wording	Provision for Creating Defining Offence	Set Fine
1.	Fail to keep property clear of rubbish, garbage, brush, waste, litter or other debris.	3.1.1 (a)	\$150.00
2.	Fail to keep property clear of injurious insects, termites, rodents, vermin or other pests.	3.1.1 (b)	\$150.00
3.	Fail to keep property clear of Noxious weeds as identified in the Noxious weed Act.	3.1.1 (c)	\$150.00
4.	Fail to keep grass and weeds to less than twenty (20) centimeters in height.	3.1.1 (d)	\$150.00
5.	Fail to keep property clear of dead, decayed, damaged tree, natural growth, branches or limbs that create an unsafe condition.	3.1.1 (e)	\$150.00
6.	Fail to keep property clear of wrecked, dismantled, derelict, inoperative or unused motor vehicle or trailer.	3.1.1 (f)	\$150.00
7.	Fail to keep property clear of wrecked, dismantled, derelict, inoperative unused boat or any component parts.	3.1.1 (g)	\$150.00
8.	Fail to keep property clear of machinery or other parts thereof, or accumulation of materials or conditions that create an unsafe or unsightly condition.	3.1.1 (h)	\$150.00
9.	Fail to keep property clear of dilapidated or collapsed structures, erections or unprotected well.	3.1.1 (i)	\$150.00
10.	Fail to keep suitable ground cover sufficient to prevent erosion of soil.	3.1.1 (2)	\$150.00
11.	Fail to properly maintain drainage, ground cover, hedges, trees, landscaping and recreation equipment.	3.1.1 (3)	\$150.00
12.	Fail to ensure that drainage from downspouts is contained on the property from which it originated.	3.1.2 (2)	\$150.00
13.	Fail to maintain swimming pool in a clean and safe condition free from leaks and faulty component/equipment.	3.1.3	\$150.00
14.	Fail to keep a building free of garbage, refuse pests, rodents, vermin, termites or injurious insects.	3.2.3 (1)	\$150.00
15.	Fail to keep retaining walls in good repair and free from accident hazards.	3.2.4 (1)	\$150.00

16.	Fail to maintain a foundation in good repair.	3.2.5(1)	\$150.00
17.	Fail to maintain exterior walls, columns or beams in good repair.	3.2.6	\$150.00
18.	Fail to maintain exterior doors, windows or other openings in good repair.	3.2.7	\$150.00
19.	Fail to maintain exterior stairs, verandas, porches, decks, loading docks or balconies in good repair.	3.2.8 (1)	\$150.00
20.	Fail to maintain a roof or roof structure in good repair.	3.2.9	\$150.00
21.	Fail to maintain a sign in good repair.	3.2.11 (1)	\$150.00
22.	Fail to maintain a fence in good repair.	3.2.12 (1)	\$150.00
23.	Fail to provide a heating source capable of maintaining a temperature of twenty-one (21) degrees Celsius.	4.2.8 (1)	\$150.00
24.	Fail to provide a safe and adequate supply of electricity or lighting fixtures.	4.2.10 (1)	\$150.00
25.	Fail to provide adequate ventilation.	4.2.10 (2)	\$150.00
26.	Fail to provide a sink which is in good repair and working order.	4.2.11 (10)	\$150.00
27.	Fail to provide an adequate supply of potable water.	4.2.11 (11)	\$150.00
28.	Fails to comply with an Order.	5.1.4 (1)	\$300.00

**Table 3: Designated By-law 2024-026
Clean Yard By-law**

Item	Short Form Wording	Provision for Creating Defining Offence	Set Fine
1.	Fail to cut grass so that its height is maintained so as to be consistent with the surrounding environment.	s. 2.1.2 i.	\$200.00
2.	Fail to keep land free of standing water.	s. 2.2.1	\$200.00
3.	Throw, place or deposit refuse and or debris on private land without written authority.	s. 2.3.1	\$200.00
4.	Throw, place or deposit refuse and or debris on land owned or occupied by the municipality without written authority.	s. 2.3.2	\$200.00
5.	Fail to maintain property free of graffiti.	s. 2.3.6	\$200.00
6.	Fail to keep property free and clear of domestic or industrial waste or other thing that may cause a health, fire or safety hazard.	s. 2.4.1	\$200.00
7.	Fail to confine compost to an area no larger than 1.0 square metres in area and 1.5 metres in height.	s. 2.4.6 i)	\$200.00
8.	Fail to maintain compost in a manner to prevent the entry of animals.	s. 2.4.6 ii)	\$200.00
9.	Fail to keep yard free from wrecked, dismantled, inoperative vehicles or trailers, or other machinery or parts thereof.	s. 2.5.1	\$200.00
10.	Fail to permit a By-law Enforcement Officer to inspect land or structure.	s. 6.2	\$250.00

**Table 4: Designated By-law 2024-033
Consolidated Parking By-law**

Item	Short Form Wording	By-law	Penalty
1.	Park bicycle to obstruct traffic	3.1(a)	\$25.00
2.	Park facing wrong way on 2-way street	3.2(a)(i)	\$35.00
3.	Stop facing wrong way on 2-way street	3.2(a)(i)	\$35.00
4.	Park too far from curb or limit of road on 2-way street	3.2(a)(i)	\$35.00
5.	Stop too far from limit of road on 2-way street	3.2(a)(i)	\$35.00
6.	Park on sidewalk, footpath or grass where there is no curb on 2-way street	3.2(a)(ii)	\$35.00
7.	Stop on sidewalk, footpath or grass where there is no curb on 2-way street	3.2(a)(ii)	\$35.00
8.	Park too far from curb or limit of road on 1-way street	3.2(b)(i)	\$35.00
9.	Stop too far from limit of road on 1-way street	3.2(b)(i)	\$35.00
10.	Park on sidewalk, footpath or grass where there is no curb on 1-way street	3.2(b)(ii)	\$35.00
11.	Stop on sidewalk, footpath or grass where there is no curb on 1-way street	3.2(b)(ii)	\$35.00
12.	Park within 1.5 meters of a driveway or laneway	3.2(c)(i)	\$35.00
13.	Park within 3 meters of a fire hydrant	3.2(c)(ii)	\$35.00
14.	Park within 9 meters of intersecting roadway	3.2(c){iii}	\$50.00
15.	Park for displaying vehicle for sale	3.2(c)(iv)	\$20.00
16.	Park vehicle on road - non-emergency for washing, greasing or repairing	3.2(c)(v)	\$35.00
17.	Park blocking entrance or exit	3.2(c)(vi)	\$35.00
18.	Park preventing removal of other parked vehicle	3.2(c)(vii)	\$35.00
19.	Stop on sidewalk or footpath	3.2(d)(i)	\$35.00
20.	Stop within intersection	3.2(d)(ii)	\$75.00
21.	Stop in safety zone	3.2(d)(iii)	\$75.00
22.	Stop opposite excavation or obstruction	3.2(d)(iv)	\$35.00
23.	Stop beside stopped or parked vehicle	3.2(d)(v)	\$35.00
24.	Stop on bridge, elevated structure, tunnel or underpass	3.2(d)(vi)	\$35.00
25.	Stop on middle boulevard or centre strip	3.2(d)(vii)	\$35.00

26.	Stop within a pedestrian crossover	3.2(d)(viii)	\$35.00
27.	Stop within 9 meters of a pedestrian crossover	3.2(d)(ix)	\$35.00
28.	Park within 15 meters of intersection	3.2(e)(i)	\$35.00
29.	Park within 30 meters of intersection light	3.2(e)(ii)	\$35.00
30.	Park within 7 meters of fire hall	3.2(e)(iii)	\$35.00
31.	Park within a turning basin (cul-de-sac)	3.2(e)(iv)	\$35.00
32.	Park interfering with funeral procession	3.2(e)(v)	\$50.00
33.	Park within 15 meters of end of dead end	3.2(e)(vi)	\$35.00
34.	Park within designated pedestrian crossover	3.2(e)(vii)	\$35.00
35.	Park within 9 meters of designated pedestrian crossover	3.2(e)(viii)	\$35.00
Item	Short Form Wording	By-law	Penalty
36.	Stop more than 10 minutes at one location for selling of goods	3.3(a)	\$35.00
37.	Stop more than 30 minutes in one day for selling of goods	3.3(a)	\$35.00
38.	Park in loading zone	3.4(a)	\$35.00
39.	Park or Stop in an Accessible Parking Space – no permit displayed	3.5(a)(i)	\$300.00
40.	Park contrary to signs erected by police for protection of pedestrians	3.6(a)	\$35.00
41.	Erect regulatory sign without authority	3.6 (b)	\$35.00
42.	Park between 10:00 p.m. and 7:00 a.m.	3.7(a)	\$35.00
43.	Park where prohibited by official signs	3.8	\$35.00
44.	Park on Rural Road where prohibited	3.8.2(a)	\$35.00
45.	Park or leave a motor vehicle interfering with civic operations	3.9(a)	\$35.00
46.	Park on municipal property without authority	3.9(a)	\$35.00
47.	Park heavy truck where prohibited	3.10	\$35.00

**Table 5: Designated By-law 2024-027
Noise By-law**

Item	Short Form Wording	Provision for Creating Defining Offence	Set Fine
1.	Make a noise likely to disturb the inhabitants	s. 2	\$125.00
2.	While on highway cause unnecessary noise from a motor vehicle by amplifier or speaker	s. 2	\$125.00
3.	Having care of an animal or bird and permit its continuous noise	s. 2	\$125.00
4.	Permit unnecessary noise combustion engine	s. 2	\$125.00
5.	Unnecessary noise squealing tires motor vehicle	s. 2	\$125.00
6.	Unnecessary noise racing motor or a standing motor vehicle	s. 2	\$125.00
7.	Make noise from machinery or construction outside of prescribed hours	s. 2	\$125.00
8.	Make noise from a power lawnmower outside prescribed hours	s. 2	\$125.00

**Table 6: Designated By-law No.2024-023
Animal Control By-law**

Item	Short Form Wording	By-law	Penalty
1.	Operate a kennel without license.	2.3	\$200.00
2.	Operate a kennel in prohibited location.	2.4	\$200.00
3.	Place a universal tag upon any dog or cat other than for which it was obtained.	2.10	\$200.00
4.	Fail to maintain property	3.1	\$100.00
5.	Keep a farm animal not within a rural or agricultural zone	3.2	\$200.00
6.	Improper length of tether	3.3(i)	\$200.00
7.	Fail to provide unrestricted movement while tethered	3.3(ii)	\$200.00
8.	Keep animal tethered for longer than 10 consecutive hours	3.3(iii)	\$200.00
9.	Fail to provide access to shelter and water while tethered	3.3(iv)	\$200.00
10.	Fail to protect animal from injury while tethered	3.3(v)	\$200.00
11.	Fail to obtain license for dog	4.1	\$100.00
12.	Keep more than 3 dogs	4.2	\$200.00
13.	Permit dog to be at large	4.3	\$100.00
14.	Permit dog in prohibited area	4.5	\$100.00
15.	Fail to clean up excrement left by dog	4.6/4.7	\$100.00
16.	Fail to keep biting dog restrained	5.4 i	\$200.00
17.	Fail to keep biting dog muzzled	5.4ii	\$200.00
18.	Improper length of tether on biting dog	5.4iii	\$200.00
19.	Fail to provide dog tag receipt	5.4iv	\$200.00
20.	Fail to provide immunization records	5.4v	\$200.00
21.	Fail to provide change of residency or ownership	5.4vi	\$200.00
22.	Fail to keep dog leashed	5.6	\$200.00
23.	Fail to comply with an animal control order	5.18 i	\$200.00
24.	Fail to restrain a dog	5.18 ii	\$200.00

25.	Fail to muzzle a dog	5.18 iii	\$200.00
26.	Fail to leash a dog	5.18 iv	\$200.00
27.	Permit dog to attack or bite	5.18 v	\$200.00
28.	Fail to obtain a cat license	6.1	\$100.00
29.	Fail to keep cat on leash and under control	6.2	\$100.00
30.	Keep more than 3 cats	6.3	\$200.00
31.	Permit cat to be at large	6.4	\$100.00
32.	Fail to remove excrement left by cat	6.5/6.6	\$100.00
33.	Permit animal to be at large.	7.1/7.2	\$200.00
34.	Keep, harbor or possess a prohibited animal	9.2	\$200.00

-Schedule "B"

Administrative Fees

Description	Fee
Screening No Show	\$50.00
Appeals No Show	\$100.00
Ministry of Transportation Plate search	\$10.00
Ministry of Transportation Plate Denial	\$22.00
Late Payment Fee	\$15.00

These fees are to be adopted into the Township's Fees for Service and Activities By-law which is amended from time to time.