



Corporation of the Town of Newmarket

By-law 2024-16

A By-law to operate the Administrative Monetary Penalty System in the Town of Newmarket.

Whereas Section 102.1 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, (the Municipal Act”) and Ontario Regulation 333/07 authorize the Corporation of the **Town** of Newmarket (the “**Town**”) to require a **Person** to pay an **Administrative Penalty** for a **Contravention** of any By-law respecting the parking, standing or stopping of vehicles;

And Whereas Ontario Regulation 355/22 under the *Highway Traffic Act R.S.O. 1990, c. H. 8*, as amended, (the “Highway Traffic Act”) authorizes the use of **Administrative Penalties** for vehicle-based **Contraventions** captured by automated enforcement systems;

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 By-law of the municipality;

And Whereas Sections 23.1, 23.3 and 23.5 of the *Municipal Act* authorize the **Town** to delegate its administrative and hearing powers;

And Whereas Section 391 of the *Municipal Act* authorizes the **Town** to pass By-laws imposing fees or charges for services or activities provided or done by or on behalf of it;

And Whereas Section 398 of the *Municipal Act* authorizes the **Town** to impose a fee or charge as a debt owing to the **Town** and can be added to the tax rolls and collected in the same manner as taxes;

And Whereas the Council for the **Town** considers it desirable and necessary to provide for a system of **Administrative Penalties** and **Administrative Fees** for the designated **Town** By-laws;

Therefore be it enacted by the Council of the Corporation of the **Town** of Newmarket as follows:

1. Title

This By-law may be known and cited for all purposes as the “Administrative Monetary Penalty System By-law 2024-16”.

2. Definitions

In this By-law:

“**Administrative Fee**” means any fee specified in Ontario Regulation 355/22 under the *Highway Traffic Act*, or this By-law, as amended;

“**Administrative Penalty**” means a monetary penalty, issued by means of a **Penalty Notice** or **Penalty Order**, as set out in this By-law for a **Contravention** of a **Designated By-law** or the *Highway Traffic Act*;

“**Administrative Penalty Number**” means the identifying number specified on the **Penalty Notice** or **Penalty Order** that is unique to that **Administrative Penalty**;

“Appellant” means a **Person** that has received an **Administrative Penalty** imposed by the **Town** and chooses to **Appeal** the **Administrative Penalty** by having it reviewed by a **Screening Officer** or a **Hearing Officer**;

“Appeal” means either a screening review or hearing review of an **Administrative Penalty** requested within the prescribed period of time and issued in accordance with this By-law or *the Highway Traffic Act*;

“Contravention” means the failure to comply with a provision listed in Schedule “A” or Schedule “B” of this By-law, or the *Highway Traffic Act*;

“Designated By-law” means a By-law, or a part or provision of a By-law, that is listed in the attached Schedule “A” or Schedule “B” of this By-law;

“Director” means the Director of Legislative Services or their designate;

“Early Payment” means a twenty five percent (25%) discount for **Early Payment** in accordance with Section 5.(4)(a) of this By-law that is payable for **Contraventions** listed in Schedule “A” or Schedule “B” of this By-law;

“Fail to Attend Fee” means an **Administrative Fee** listed in Schedule “C” applied for the purpose of the **Town** recovering the administrative costs associated with a **Person’s** failure to attend a scheduled screening or hearing, electronically or by other means, at the date and time set by a **Screening Officer** or **Hearing Officer**;

“Hearing Officer” means a **Person** appointed by the **Town** who performs the duties of a **Hearing Officer** in accordance with this By-law, Ontario Regulation 355/22 under the *Highway Traffic Act*, and pursuant to the **Town’s Hearing Officer** policies;

“Issuing Officer” includes members of York Regional Police Services, Municipal Enforcement Officers, Property Standards Officer, Business Licensing Officers, Provincial Offences Officers, and any other **Person** authorized by the **Town** to enforce this By-law;

“Late Payment” means a twenty five percent (25%) surcharge for **Late Payment** in accordance with Section 5.(4)(c) of this By-law that is payable for **Contraventions** listed in Schedule “A” or Schedule “B” of this By-law;

“Penalty Notice” means a ticket issued pursuant to Section 5. of this By-law, in relation to a **Contravention** of a **Designated By-law**;

“Penalty Order” means a ticket issued pursuant to Section 6. of this By-law and the *Highway Traffic Act*, in relation to **Contraventions** detected using automated camera systems;

“Person” includes an individual or business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof, to whom the context can apply according to law;

“**Plate Search Fee**” means an **Administrative Fee** listed in Schedule “C” applied for the purpose of the **Town** recovering the costs associated with searching a license plate database to obtain the name and most recent address of the **Person** who is subject to an **Administrative Penalty**;

“**Screening Decision**” means a notice that contains the decision made by a **Screening Officer** and delivered in accordance with Section 11. of this By-law;

“**Screening Officer**” means a **Person** who performs the functions of a **Screening Officer** in accordance with this By-law, Ontario Regulation 355/22 under the *Highway Traffic Act*. and Ontario Regulation 333/07 under the *Municipal Act*;

“**Set Penalty Amount**” means the amount that is payable in respect of a **Contravention** of a By-law as identified in Schedule “A” or Schedule “B” of this By-law, or a **Contravention** of the *Highway Traffic Act*;

“**Town**” means The Corporation of the **Town** of Newmarket;

“**Vary**” means the reduction of an **Administrative Penalty** amount or extension of time for payment of an **Administrative Penalty** amount;

“**Victim Component Fee**” means a fee collected under Ontario's Victims' Bill of Rights to help support victims of criminal offences and is required to be collected on behalf of the Province to the Victims' Justice Fund Account, pursuant to Ontario Regulation 355/22 under the *Highway Traffic Act*.

3. Application

- (1) This By-law applies to those **Contraventions** included within Schedule “A” and Schedule “B”, attached hereto and forming part of this By-law to impose **Administrative Penalties** for **Contraventions** of **Town** By-laws.
- (2) This By-law applies to those **Contraventions** under the *Highway Traffic Act*, to impose **Administrative Penalties** for **Contraventions** detected using camera systems.

4. Procedural Requirements

- (1) The **Administrative Penalties** designated in Schedule “A” and Schedule “B”, as attached, and forming part of this By-law, shall be dealt with by **Penalty Notice** and the Administrative Monetary Penalty System.
- (2) The **Administrative Penalties** issued under the *Highway Traffic Act*, shall be dealt with by **Penalty Order** and the Administrative Monetary Penalty System.
- (3) The **Administrative Penalty** shall be served to the **Person** in accordance with Section 11.(1) and shall include;
 - (a) the **Administrative Penalty Number**;
 - (b) the date, time and location of the **Contravention**;
 - (c) the provision of the *Highway Traffic Act* or **Designated By-law** contravened;
 - (d) An identification of the motor vehicle that is involved in the contravention, as required under Ontario Regulation 355/22 only
 - (e) the amount of the **Administrative Penalty** and the associated **Administrative Fees**;
 - (f) a signature of the **Issuing Officer**;

- (g) information respecting the process by which the **Person** may exercise their right to request an **Appeal** of the **Administrative Penalty**; and
 - (h) a statement advising the **Person** must, no later than 30 days after the day the **Administrative Penalty** is deemed served on them, pay the **Administrative Penalty** unless they commence an **Appeal** in accordance with this By-law;
 - (i) A statement advising the **Person** may, no later than 30 days after the day the **Administrative Penalty** is served on them, commence an **Appeal** in accordance with this By-law.
- (4) Every **Person** that receives an **Administrative Penalty** must be provided with reasonable notice that an **Administrative Penalty** is payable under this By-law.
 - (5) The **Issuing Officer** responsible for serving an **Administrative Penalty** is prohibited from accepting payment for the **Administrative Penalty**.
 - (6) A **Person** who receives an **Administrative Penalty** shall be given the right to request an **Appeal** of the **Administrative Penalty** by a **Screening Officer** employed by the **Town** for that purpose.
 - (7) A **Person** who receives a **Screening Decision** shall be given the right to request an **Appeal** of the **Administrative Penalty** by a **Hearing Officer** appointed by the **Town** for that purpose.

5. Penalty Notice

- (1) An **Issuing Officer** who has reason to believe that a **Person** has contravened any provision of a **Designated By-law** may issue a **Penalty Notice**, in accordance with this By-law.
- (2) Where a **Person** is served a **Penalty Notice**, the **Person** shall be liable to pay to the **Town** an **Administrative Penalty** in the amount set out in Schedule "A", Schedule "B", and any related **Administrative Fees**.
- (3) Where the **Contravention** of a **Designated By-law** is continuous, each day the **Contravention** continues shall constitute a new and separate offence.
- (4) The amount due for a **Penalty Notice** is:
 - (a) the **Early Payment** for the related **Contravention** as set out in Schedule "A" and Schedule "B", if payment is received by the **Town** within fifteen (15) calendar days from the date of the **Penalty Notice** being deemed served in accordance with Section 11.(1); or
 - (b) the **Set Penalty Amount** set out in Schedule "A" and Schedule "B" of this By-law for the related **Contravention** if payment is received by the **Town** on and following sixteen (16) calendar days from the date of the **Penalty Notice** being deemed served in accordance with Section 11.(1); or
 - (c) the **Late Payment** for the related **Contravention** as set out in Schedule "A" and Schedule "B", if payment is received by the **Town** on and following thirty-one (31) calendar days from the date of the **Penalty Notice** being deemed served in accordance with Section 11.(1); or
 - (d) The **Second Offence Set Penalty** set out in Schedule "B" 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 deemed served in accordance with Section 11.(1); or

- (e) The **Third Offence Set Penalty** set out in Schedule “B” 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 Notices** being deemed served in accordance with Section 11.(1).

6. Penalty Order

- (1) An **Issuing Officer** who has reason to believe that a **Person** has contravened the *Highway Traffic Act*, may issue a **Penalty Order** in accordance with Ontario Regulation 355/22.
- (2) Where a **Person** is served a **Penalty Order**, the **Person** shall be liable to pay the **Town** an **Administrative Penalty** as set out in Ontario Regulation 355/22 under the *Highway Traffic Act* and any related **Administrative Fees**.

7. Appeal Process of Administrative Penalties

- (1) An **Appeal** of an **Administrative Penalty** shall be conducted as follows:
- (a) A **Person** who is subject to an **Administrative Penalty** may commence the first stage of an **Appeal** by requesting, in the manner set out in the penalty, an **Appeal** of the **Administrative Penalty** by a **Screening Officer**.
- (b) A request under Section 7(1)(a) shall be made within 30 days after the date on which the **Administrative Penalty** is deemed served.
- (c) The **Screening Officer** may confirm, **Vary**, or cancel the **Administrative Penalty** and shall do so as soon as practical after the **Appeal** is complete.
- (d) The **Screening Officer** shall send a copy of the decision to the **Appellant** by hand-delivery, mail, courier, or electronic means as soon as practical after the decision is made.
- (e) An **Appellant** may commence the second stage of an **Appeal** by requesting a review of the **Screening Officer’s** decision by a **Hearing Officer**.
- (f) A request under Section 7.(1)(e) shall be made within 30 days after the date of the decision of the **Screening Officer**.
- (g) The **Hearing Officer** may confirm, **Vary**, or cancel the decision of the **Screening Officer** and shall do so as soon as practical after the **Appeal** is complete.
- (h) The **Hearing Officer** shall send a copy of the decision to the **Appellant** by mail, courier, or electronic means as soon as practical after the decision is made.
- (2) If a **Screening Officer** or **Hearing Officer** considers it fair and appropriate in the circumstances, the **Screening Officer** or **Hearing Officer** may extend the 30-day period to commence an **Appeal** and the extension may be made even after the 30-day period has expired.

8. Conduct of an Appeal

- (1) A screening review is to be conducted by phone, email, or in-person and a **Screening Officer** shall ensure that the **Appellant** is informed of the determination.
- (2) A hearing review is to be conducted in-person, virtually, or by phone and a **Hearing Officer** shall ensure that the **Appellant** is informed of the determination.
- (3) The method conduct of an **Appeal** shall be determined by a **Screening Officer** or **Hearing Officer**
- (4) An **Appellant** shall be given no fewer than seven (7) calendar days notice by the **Town** of the date, time, and place of an **Appeal** by the **Hearing Officer**.

- (5) If a date and time is set for an **Appellant** to make submissions in respect of any stage of an **Appeal**, the **Appellant** shall attend at the set date and time.
 - (a) If the **Appellant** failed to attend any stage of an **Appeal**, a **Fail to Attend Fee** shall be added to the **Administrative Penalty** amount. The **Appellant** shall be considered to have abandoned the **Appeal**, the **Administrative Penalty** shall be confirmed, and the **Appeal** shall be deemed final.
- (6) A **Screening Officer** or **Hearing Officer** shall not decide whether to confirm, **Vary** or cancel an **Administrative Penalty** unless the **Appellant** has been given an opportunity to make submissions in the same manner in which the **Appeal** is to be conducted.
- (7) A **Hearing Officer** shall not decide whether to confirm, **Vary** or cancel an **Administrative Penalty** unless a representative of the **Town** has been given an opportunity to make submissions in the same manner in which the review is to be conducted.

9. Determination of an Appeal

- (1) In deciding whether to confirm, **Vary** or cancel an **Administrative Penalty**, a **Screening Officer** shall determine whether it was reasonable for the **Issuing Officer** to impose the **Administrative Penalty**.
- (2) In deciding whether to confirm, **Vary** or cancel an **Administrative Penalty**, a **Hearing Officer** shall determine whether the decision of the **Screening Officer** was reasonable.
- (3) In making a determination mentioned in Section 9.(1) or 9.(2), the **Screening Officer** or **Hearing Officer** may consider the following information, if available;
 - (a) Photographs or images taken, as applicable.
 - (b) Statements made by the **Officer** who imposed the **Administrative Penalty**.
 - (c) Documents setting out the name and address of the **Person** who is subject to the **Administrative Penalty**.
 - (d) Statements by the **Appellant** made either in writing or in the manner in which the review is conducted.
 - (e) Statements by or on behalf of the municipality where the contravention occurred, made either in writing or in the manner in which the review is conducted.
 - (f) Any other submissions that the **Screening Officer** or **Hearing Officer** considers to be credible or trustworthy in the circumstances.

10. Decision

- (1) A **Screening Officer** or **Hearing Officer** does not have jurisdiction to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation, or By-law.
- (2) If a **Screening Officer** or **Hearing Officer** decides to cancel or **Vary** the amount of a **Penalty Notice**, they shall do so in accordance with the following rules:
 - (a) the **Appellant** establishes, on a balance of probabilities, that the offence did not occur as alleged on the **Administrative Penalty**.
 - (b) the cancellation, reduction, or extension of time for payment of an **Administrative Penalty**, including any **Administrative Fees**, is necessary to reduce undue hardship.

- (c) In respect to considerations for undue financial hardship, the **Appellant** shall provide documented proof of financial assistance such as:
 - (i) Old Age Security;
 - (ii) Canada Pension;
 - (iii) Guaranteed Income Supplement;
 - (iv) Disability Pension;
 - (v) Ontario Student Assistance Program; or
 - (vi) any other form of social assistance.
 - (d) A reduction of an Administrative Penalty amount by a **Screening Officer** or **Hearing Officer** shall be limited to the **Early Payment** amount, except when unique or exceptional circumstances exist as determined by a Screening Officer or Hearing Officer;
 - (e) The amount of the **Penalty Notice** shall not be increased other than in accordance this By-law.
- (3) If a **Screening Officer** or **Hearing Officer** decides to cancel or **Vary** the amount of a **Penalty Order**, they shall do so in accordance with the following rules:
- (a) the **Appellant** establishes, on a balance of probabilities, that the offence did not occur as alleged on the **Penalty Order**.
 - (b) the cancellation, reduction, or extension of time for payment of an **Administrative Penalty**, is necessary to reduce undue hardship.
 - (c) In respect to considerations for undue financial hardship, the **Appellant** shall provide documented proof of financial assistance such as:
 - (i) Old Age Security;
 - (ii) Canada Pension;
 - (iii) Guaranteed Income Supplement;
 - (iv) Disability Pension;
 - (v) Ontario Student Assistance Program; or
 - (vi) any other form of social assistance.
 - (d) If the total amount of a **Penalty Order** is decreased, the **Victim Component Fee** shall be reduced proportionally to the decrease in the **Set Penalty Amount**.
 - (e) The amount of the **Penalty Order** shall not be increased other than in accordance with Ontario Regulation 355/22 under the *Highway Traffic Act*.
- (4) The decision of a **Hearing Officer** is final.

11. Service of Documents

- (1) The service on a **Person** of any document, notice, or decision, including but not limited to an **Administrative Penalty** pursuant to this By-law, is deemed to have been served on the earliest of any of the following dates:
- (a) when a copy is placed or affixed in any manner to a **Person's** vehicle;
 - (b) when a copy is hand-delivered to the **Person** to whom it is addressed;
 - (c) when a copy is delivered by regular mail to the **Person** to whom it is addressed;
 - i. on the seventh (7th) calendar day following the date a copy is sent by regular mail to the **Person's** last known address; or
 - ii. immediately upon sending a copy by electronic mail (email) to the **Person's** last known electronic mail address.

- (2) Any notice or document to be given to the **Town** in respect of this By-law shall be in writing and delivered in any of the following manners:
- (a) Personally delivering a copy to the **Town** during its regular business hours to “Legislative Services Department – **Town** of Newmarket, 395 Mulock Dr, Newmarket, ON, L3Y 4Y9”; or
 - (b) Email to the **Town** at administrativepenalties@newmarket.ca; or
 - (c) Online through the **Town’s** dispute webpage

12. Administration

- (1) The **Director** shall administer this By-law and establish any additional practices, policies, and procedures necessary to implement this By-law and may amend such practices, policies, and procedures from time to time, as the **Director** deems necessary, without amendment to this By-law.
- (2) The **Director** shall prescribe all forms and notices, including the **Administrative Penalties**, necessary to implement this By-law and may amend such forms and notices from time to time, as the **Director** deems necessary, without amendment to this By-law.
- (3) The positions of **Screening Officer** and **Hearing Officer** are established through delegated authority and shall be appointed by the **Director**.
- (4) Where an **Administrative Penalty** and any applicable **Administrative Fees** are not paid by the date on which they are due and payable, the **Town**:
 - (a) may notify the Ontario Ministry of Transportation or the Ministry of Attorney General (the “Ministry”) of the default after thirty (30) days, at which time the Ministry shall not validate the permit of the **Person** named in the notice of default nor issue a new permit to the **Person** until the **Administrative Penalty** and any applicable **Administrative Fees** are paid to the **Town**; or
 - (b) shall deem the outstanding amount to be unpaid taxes and shall be added to the tax roll and collected in the same manner as municipal taxes.
- (5) Where the **Town** notifies a Ministry of a default under this By-law, the **Person** shall pay any applicable administration fees imposed by the Ministry.
- (6) Where **Town** staff are required to access a license plate database to obtain the name and most recent address of the **Person** who is subject to an **Administrative Penalty**, the **Person** to whom the **Administrative Penalty** was issued, shall pay a **Plate Search Fee**.
- (7) Where an **Administrative Penalty** is cancelled, any **Administrative Fees** are also cancelled.
- (8) Once an **Administrative Penalty** has been paid there is no further option for **Appeal**.

13. Severability

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

14. Interpretation

- (1) The provisions in Part VI of the Legislation Act, 2006, S.O. 2006, c.21, Sched. F, shall apply to this By-law.
- (2) Where words and phrases used in this By-law are defined in the *Highway Traffic Act*, but not defined in this By-law, the definitions in the *Highway Traffic Act* shall apply to such words and phrases.

15. Short Title

- (1) This By-law may be referred to as the AMPS By-law.

16. Repeal

- (1) Administrative Monetary Penalty System By-law 2019-62 is hereby repealed.

Enacted this 6th day of May, 2024

John Taylor, Mayor

Lisa Lyons, Town Clerk

Schedule “A”

Administrative Monetary Penalty System Designated Parking By-law Provisions

- (1) For the purposes of Section 3.(1) of this By-law, Column A3 in the following table lists the provisions in the **Designated By-law** identified in the Schedule, as amended.
- (2) Column A4 in the following table sets out the short form wording to be used in a **Penalty Notice** for the **Contravention** of the designated provisions listed in Column A3.
- (3) Column A6 in the following table sets out the **Administrative Penalties** for the **Set Penalty Amount** in accordance with Section 5.(4)(b) of this By-law that is payable for **Contraventions** of the designated provisions listed in Column A3.
- (4) The penalties shown in Columns A5 below include a twenty five percent (25%) discount for **Early Payment** in accordance with Section 5.(4)(a) of this By-law that is payable for **Contraventions** of the designated provisions listed in Column A3.
- (5) The penalties shown in column A7 below include a twenty five percent (25%) surcharge for **Late Payment** in accordance with Section 5.(4)(c) of this By-law that is payable for **Contravention** of the designated provisions listed in Column A3.

A1 By-law	A2 Item	A3 Section	A4 Description	A5 Early Payment	A6 Set Penalty	A7 Late Payment
Parking By-law 2019-63						
Parking By-law 2019-62, as amended	1.	5(2)	Interfere with Authorized Sign	30.00	40.00	50.00
	2.	5(3)	Obstruct Authorized Sign	30.00	40.00	50.00
	3.	6(1)(a)	Park facing wrong direction	30.00	40.00	50.00
	4.	6(1)(b)	Park more than 30cm from curb	30.00	40.00	50.00
	5.	6(1)(c)	Fail to park parallel to curb	30.00	40.00	50.00
	6.	7(1)(a)	Park within 9m of non-signalized intersection	37.50	50.00	62.50
	7.	7(1)(b)	Park within 15m of signalized intersection	37.50	50.00	62.50
	8.	7(1)(c)	Exceed posted time	30.00	40.00	50.00
	9.	7(1)(d)	Park contrary to traffic control device	30.00	40.00	50.00
	10.	7(1)(e)	Park causing obstruction	30.00	40.00	50.00
	11.	7(1)(f)	Park between 0200 and 0600 hrs	75.00	100.00	125.00
	12.	7(1)(g)	Park on boulevard	37.50	50.00	62.50
	13.	7(1)(h)	Park within 3m of hydrant	75.00	100.00	125.00
	14.	7(1)(i)	Park within 152m of firefighting apparatus	56.25	75.00	93.75
	15.	7(1)(j)	Park within 7m of fire hall entrance – same side	37.50	50.00	62.50
	16.	7(1)(k)	Park within 30m of fire hall entrance – opposite side	37.50	50.00	62.50
	17.	7(1)(l)	Park on a bridge	37.50	50.00	62.50
	18.	7(1)(m)	Park within 6m of bus stop	30.00	40.00	50.00
	19.	7(1)(n)	Park in a public laneway	30.00	40.00	50.00
	20.	7(1)(o)	Park on a median	37.50	40.00	50.00
	21.	7(1)(p)	Double park	37.50	50.00	62.50
	22.	7(1)(q)	Park within turning circle	30.00	40.00	50.00
	23.	7(1)(r)	Park displaying vehicle for sale	30.00	40.00	50.00
	24.	7(1)(s)	Park without valid registration	30.00	40.00	50.00
	25.	7(1)(t)	Parked while washing or repairing vehicle	30.00	40.00	50.00
	26.	7(1)(u)	Exceed 3 consecutive hours	30.00	40.00	50.00
	27.	7(1)(v)	Park within 0.6m of driveway	37.50	50.00	62.50
	28.	7(1)(w)	Park obstructing previously parked vehicle	30.00	40.00	50.00
	29.	7(1)(x)	Park on narrow roadway	30.00	40.00	50.00
	30.	7(1)(y)	Park alongside railway tracks	30.00	40.00	50.00
	31.	7(1)(z)	Park causing obstruction to building	30.00	40.00	50.00
	32.	7(1)(aa)	Park within 15m of Authorized Sign intersection	30.00	40.00	50.00
	33.	7(1)(bb)	Park within 30m of traffic signal intersection	37.50	50.00	62.50
	34.	7(1)(cc)	Park within a turning basin	30.00	40.00	50.00
	35.	7(1)(dd)	Interfere with funeral procession	30.00	40.00	50.00
	36.	7(1)(ee)	Park within 15m of dead-end roadway	30.00	40.00	50.00
	37.	7(1)(ff)	Park within 3m of walkway	30.00	40.00	50.00
	38.	7(1)(gg)	Park within Unauthorized Area	75.00	100.00	125.00

Parking By-law 2019-62, as amended	39.	7(2)	Park commercial vehicle on street	41.25	55.00	68.75
	40.	7(3)	Park trailer on street	41.25	55.00	68.75
	41.	7(4)(a)	Park within 15m of crosswalk – same side	37.50	50.00	62.50
	42.	7(4)(b)	Park within 30m of crosswalk – opposite side	37.50	50.00	62.50
	43.	7(5)(a)	Unauthorized parking on private property	30.00	40.00	50.00
	44.	7(5)(b)	Unauthorized parking on Town property	30.00	40.00	50.00
	45.	7(5)(c)	Park during restricted time	30.00	40.00	50.00
	46.	8(1)(a)	Stop within intersection	37.50	50.00	62.50
	47.	8(1)(b)	Stop within 9m of pedestrian crossover	37.50	50.00	62.50
	48.	8(1)(c)	Stop within 9m of School Crossing Guard	37.50	50.00	62.50
	49.	8(1)(d)	Stop causing obstruction	37.50	50.00	62.50
	50.	8(1)(e)	Stop contrary to traffic control device	30.00	40.00	50.00
	51.	8(1)(f)	Stop parallel to vehicle	30.00	40.00	50.00
	52.	8(1)(g)	Stop on a bridge	37.50	50.00	62.50
	53.	8(1)(h)	Stop within tunnel	37.50	50.00	62.50
	54.	8(1)(i)	Stop obstructing traffic	56.25	75.00	93.75
	55.	8(1)(j)	Stop within turning circle	37.50	50.00	62.50
	56.	8(1)(k)	Stop within Unauthorized Area	75.00	100.00	125.00
	57.	9(3)	Park within fire route	112.50	150.00	187.50
	58.	10(1)	Park contrary to No Parking sign	37.50	50.00	62.50
	59.	11(1)	Stop contrary to No Stopping sign	37.50	50.00	62.50
	60.	13(1)(a)	Park contrary to municipal parking area	30.00	40.00	50.00
	61.	13(1)(b)	Park in more than one space	30.00	40.00	50.00
	62.	13(1)(c)	Unauthorized parking in municipal parking area	30.00	40.00	50.00
	63.	14(1)(a)	Failure to display accessible permit	300.00	400.00	500.00
	64.	14(1)(b)	Unauthorized use of accessible permit	300.00	400.00	500.00
	65.	17(2)	Obstruct a Municipal Enforcement Officer	75.00	100.00	125.00

Schedule “B”

Administrative Monetary Penalty System Designated Municipal By-law Provisions

- (1) For the purposes of Section 3.(1) of this By-law, Column A3 in the following table lists the provisions in the **Designated By-law** identified in the Schedule, as amended.
- (2) Column A4 in the following table sets out the short form wording to be used in a **Penalty Notice** for the **Contravention** of the designated provisions listed in Column A3.
- (3) Column A5, A6 and A7 in the following table set out the **Administrative Penalties** for the **Set Penalty Amounts** in accordance with Section 5.(4)(b), (d) and (e) of this By-law that is payable for **Contraventions** of the designated provisions listed in Column A3.
- (4) The penalties shown in Columns A5, A6 and A7 below are subject to a twenty five percent (25%) discount for **Early Payment** in accordance with Section 5.(4)(a) of this By-law that is payable for **Contraventions** of the designated provisions listed in Column A3.
- (5) The penalties shown in column A5, A6 and A7 below are subject to a twenty five percent (25%) surcharge for **Late Payment** in accordance with Section 5.(4)(c) of this By-law that is payable for **Contravention** of the designated provisions listed in Column A3.

A1 By-law	A2 Item	A3 Section	A4 Description	A5 1 st Offence Set Penalty	A6 2 nd Offence Set Penalty	A7 3 rd Offence Set Penalty
Accessory Dwelling Units By-law 2013-13						
Accessory Dwelling Units By-law 2013-13, as amended		2	Operate or permit occupancy in unregistered two unit house	600.00	900.00	1,350.00
	2.	3(a)	Failure to register two-unit house	600.00	900.00	1,350.00
	3.	9(a)	Obstruct a Municipal Enforcement Officer	600.00	900.00	1,350.00
Animal Control By-law 2020-30						
Animal Control By-law 2020-30, as amended	4.	4(2)	Dog noise causing a disturbance	300.00	450.00	675.00
	5.	4(3)	Control more than the maximum permitted dogs/cats	300.00	450.00	675.00
	6.	4(4)	Keep more than the maximum permitted dog/cats	300.00	450.00	675.00
	7.	4(5)(a)	Permit Dangerous Dog in a leash-free park	300.00	450.00	675.00
	8.	4(6)	Failure to stoop and scoop	300.00	450.00	675.00
	9.	4(7)	Keep Animal contrary to Schedule A of this By-law	600.00	900.00	1,350.00
	10.	4(8)	Failure to provide proof of grandfathered animal	600.00	900.00	1,350.00
	11.	4(9)	Failure to comply with conditions of grandfathered animal	300.00	450.00	675.00
	12.	4(10)	Failure to provide Town with new address of grandfathered animal	300.00	450.00	675.00
	13.	5(3)	Leave Animal in Vehicle contrary to conditions	400.00	600.00	900.00
	14.	5(4)(a)	Failure to provide Animal sanitary environment	400.00	600.00	900.00
	15.	5(4)(b)	Failure to provide Animal adequate care	400.00	600.00	900.00
	16.	5(4)(c)	Failure to provide Animal adequate food and water	400.00	600.00	900.00
	17.	5(4)(d)	Failure to provide Animal shelter	400.00	600.00	900.00
	18.	5(4)(e)	Failure to provide Animal Veterinary care	400.00	600.00	900.00
	19.	5(5)	Keep Animal in a condition that causes a disturbance	400.00	600.00	900.00
	20.	5(6)	Keep Animal in a manner that endangers the health of others	400.00	600.00	900.00
	21.	6(1)(a)	Use tether less than 3m	400.00	600.00	900.00
	22.	6(1)(b)	Failure to allow tethered Animal unrestricted movement	400.00	600.00	900.00
	23.	6(1)(c)	Failure to constrain a tethered Animal to property	400.00	600.00	900.00
	24.	6(1)(d)	Failure to provide tethered animal water, food, shelter, or shade	400.00	600.00	900.00
	25.	6(2)	Tether Animal using prohibited device	400.00	600.00	900.00
	26.	6(3)	Tether Animal for more than 3 hours	400.00	600.00	900.00
	27.	7(1)	Feed or permit the feeding of wildlife	300.00	450.00	675.00
	28.	7(2)	Permit or cause a feeding device to be left outside	300.00	450.00	675.00

Animal Control By-law 2020-30, as amended	29.	8(1)	Failure to submit Urban Hens application	300.00	450.00	675.00
	30.	8(2)	Keep more than three Urban Hens	300.00	450.00	675.00
	31.	8(3)	Keep Urban Hen under the age of 4 months	300.00	450.00	675.00
	32.	8(4)	Keep Rooster on residential property	300.00	450.00	675.00
	33.	8(6)	Failure to keep Urban Hen in coop between 9:00pm and 6:00am	300.00	450.00	675.00
	34.	8(7)	Failure to keep Urban Hen in run	300.00	450.00	675.00
	35.	8(13)	Failure to maintain hen coop or hen run	300.00	450.00	675.00
	36.	8(14)	Permit the slaughter of hens	400.00	600.00	900.00
	37.	8(15)	Improper disposal of livestock	400.00	600.00	900.00
	38.	9(2)	Failure to comply with a Training Order	400.00	600.00	900.00
	39.	9(3)(a)	Failure to comply with Notice to Muzzle on owner's property	400.00	600.00	900.00
	40.	9(3)(b)	Failure to comply with Notice to Muzzle when off of owner's property	400.00	600.00	900.00
	41.	9(4)	Failure to prevent dog from engaging in a dangerous Act	600.00	900.00	1,350.00
	42.	9(7)	Failure to comply with a Dangerous Dog Order	600.00	900.00	1,350.00
	43.	12(1)	Failure to licence cat/dog	400.00	600.00	900.00
	44.	12(2)	Failure to affix licence to cat/dog	400.00	600.00	900.00
	45.	12(5)	Provide false information when licensing animal	400.00	600.00	900.00
	46.	13(1)	Permit dog at large	400.00	600.00	900.00
47.	13(3)	Permit dog in area contrary to posted signage	400.00	600.00	900.00	
48.	13(4)	Permit cat at large	400.00	600.00	900.00	

Business Licence By-law 2020-31

Business Licence By-law 2020-31, as amended	49.	3(1)	Operate without a business licence	1,000.00	2,000.00	3,000.00
	50.	3(2)	Failure to comply with legislation	300.00	450.00	675.00
	51.	3(3)	Operate business at more than one premises	300.00	450.00	675.00
	52.	3(5)	Failure to display business licence	300.00	450.00	675.00
	53.	3(8)(a)	Advertising without a business licence	300.00	450.00	675.00
	54.	3(8)(b)	Improper business name advertised	300.00	450.00	675.00
	55.	3(8)(c)	Advertise products or services contrary to Town by-laws	300.00	450.00	675.00
	56.	3(9)	Carry on business on Town property without authorization	300.00	450.00	675.00
	57.	4(2)	Obstruct a Licensing Officer	600.00	900.00	1,350.00
	58.	7(9)	Operate business while licence is suspended	1,000.00	2,000.00	3,000.00
	59.	7(10)	Advertise business while licence is suspended	600.00	900.00	1,350.00
	60.	7(12)	Remove posted notice of suspension	600.00	900.00	1,350.00
	61.	7(14)	Remove posted notice of no business licence	600.00	900.00	1,350.00
	62.	8.1(1)	Failure to maintain Pet Store	300.00	450.00	675.00
	63.	8.1(2)	Failure to keep animal or bird in adequate conditions	300.00	450.00	675.00
	64.	8.1(3)(a)	Failure to provide adequate cage size	300.00	450.00	675.00
	65.	8.1(3)(b)	Failure to keep or maintain bird cage	300.00	450.00	675.00
	66.	8.1(3)(c)	Improper cage construction	300.00	450.00	675.00
67.	8.1(3)(d)	Improper food and water receptacles	300.00	450.00	675.00	
68.	8.1(3)(e)	Failure to provide undue physical contact with the public	300.00	450.00	675.00	
69.	8.1(4)	Failure to provide water	300.00	450.00	675.00	
70.	8.1(5)	Failure to provide food	300.00	450.00	675.00	
71.	8.1(6)(a)	Failure to provide health assessment	300.00	450.00	675.00	
72.	8.1(6)(b)	Source cat or dog for purpose of sale contrary to by-law	800.00	1,200.00	1,800.00	
73.	8.1(6)(c)	Failure to provide cat or dog with reasonable exercise	300.00	450.00	675.00	
74.	8.1(6)(d)	Keep or sell sick, injured, or diseased animals	300.00	450.00	675.00	
75.	8.1(6)(e)	Display animal in exterior window display	300.00	450.00	675.00	
76.	8.1(6)(f)	Sell or offer for sale any animal prior to normal weaning age	300.00	450.00	675.00	
77.	8.1(6)(g)	Failure to provide descriptive receipt	300.00	450.00	675.00	
78.	8.1(7)	Failure to maintain or provide cat or dog registry	300.00	450.00	675.00	
79.	8.1(8)	No attendant present during business hours	300.00	450.00	675.00	
80.	8.1(9)	Sell or offer for sale animal listed on prohibited animals list	600.00	900.00	1,350.00	
81.	8.1(10)	Failure to disclose stolen or unlawfully obtained animal	600.00	900.00	1,350.00	
82.	8.1(11)	Failure to seek medical attention for animal as directed	600.00	900.00	1,350.00	
83.	8.2(1)	More than 1 STR on a lot	300.00	450.00	675.00	
84.	8.2(2)	Operate STR in more than 1 dwelling unit	300.00	450.00	675.00	
85.	8.2(3)	Failure to provide adequate parking for STR	300.00	450.00	675.00	
86.	8.2(5)	Failure to notify Town of changes to STR operations	300.00	450.00	675.00	
87.	8.2(6)(a)	Provide sleeping accommodations in vehicle, tent, or	600.00	900.00	1,350.00	

Business Licence By-law 2020-31, as amended			accessory building			
	88.	8.2(6)(b)	Exceed number of bedrooms permitted for STR	300.00	450.00	675.00
	89.	8.2(6)(c)	Exceed number of guests permitted for STR	300.00	450.00	675.00
	90.	8.2(6)(d)	Permit beds or bedrooms to be used contrary to licence	300.00	450.00	675.00
	91.	8.2(7)	Failure to post or display business licence number on marketing	300.00	450.00	675.00
	92.	8.2(9)	Failure to respond to STR concerns within 2 hours	300.00	450.00	675.00
	93.	8.2(10)	Failure to provide contact information	300.00	450.00	675.00
	94.	8.2(11)	Operate or market part of or whole dwelling unit without a licence	300.00	450.00	675.00
	95.	8.2(12)	Failure to post sign for STR	300.00	450.00	675.00
	96.	8.2(14)	Market STR on unlicensed STR Company platform	300.00	450.00	675.00
	97.	8.3(1)	Operate STR Company without a licence	600.00	900.00	1,350.00
	98.	8.3(2)	Advertise STR that has not obtained a licence	300.00	450.00	675.00
	99.	8.3(3)	Failure to remove listing or advertisement as requested by Town	300.00	450.00	675.00
	100.	8.3(7)	Failure to maintain records by STR Company	300.00	450.00	675.00
	101.	8.3(9)	Failure to provide records upon request	300.00	450.00	675.00
	102.	8.3(10)	Failure to create platform accounts upon request	300.00	450.00	675.00
	103.	8.3(11)	Obstruct access to platform accounts	300.00	450.00	675.00
	104.	8.4(4)	Failure to comply with hours of operation permitted	300.00	450.00	675.00
	105.	8.4(5)	Failure to install or maintain Opaque Barrier	200.00	300.00	450.00
	106.	8.4(6)	Failure to deflect lighting	200.00	300.00	450.00
	Business Licence By-law 2020-31, as amended	107.	8.5(2)	Failure to comply with hours of operation permitted	300.00	450.00
108.		8.5(3)	Permit live music contrary to bylaw	200.00	300.00	450.00
109.		8.5(6)	Failure to install or maintain Opaque Barrier	200.00	300.00	450.00
110.		8.5(7)	Failure to deflect lighting	200.00	300.00	450.00
111.		8.6(1)	Failure to provide accurate floor plan	300.00	450.00	675.00
112.		8.6(5)(a)	Unauthorized attendant	600.00	900.00	1,350.00
113.		8.6(5)(b)	Failure to maintain records	300.00	450.00	675.00
114.		8.6(5)(c)	Failure to pre-screen customer	300.00	450.00	675.00
115.		8.6(5)(d)	Permit attendant to be nude	2,400.00	3600.00	5,400.00
116.		8.6(5)(e)	Offer or provide sexual services	2,400.00	3600.00	5,400.00
117.		8.6(6)	Advertise contrary to conditions	600.00	900.00	1,350.00
118.		8.6(7)	Operate when prohibited	600.00	900.00	1,350.00
119.		8.6(8)	Use of unauthorized entrance	300.00	450.00	675.00
120.		8.6(9)(a)	Human habitation in PWE	600.00	900.00	1,350.00
121.		8.6(9)(b)	Furniture used for sleeping purposes	600.00	900.00	1,350.00
By-law 2002-151 (Licensing)						
By-law 2002-151 Schedule 1 Adult Entertainment Parlours	122.	1.2	Operate without an Adult Entertainment Parlour Owner's licence	600.00	900.00	1,350.00
	123.	1.3	Operate without an Adult Entertainment Parlour Operator's licence	600.00	900.00	1,350.00
By-law 2002-151 Schedule 2 Adult Video Stores	124.	2.2	Operate without an Adult Video Store licence	600.00	900.00	1,350.00
	125.	2.25	Failure to post licence in premise	300.00	450.00	675.00
	126.	2.28	Advertise business contrary to conditions	300.00	450.00	675.00
By-law 2002-151 Schedule 15 Newspaper Boxes	127.	15.2	Failure to notify Town of newspaper box on Town property	600.00	900.00	1,350.00
	128.	15.8	Failure to maintain newspaper box	300.00	450.00	675.00
Clean Yards By-law 2017-63						
Clean Yards By-law 2017-63, as amended	129.	2.1	Failure to maintain property	200.00	300.00	450.00
	130.	2.2	Failure to provide ground cover	200.00	300.00	450.00
	131.	2.3	Failure to maintain natural garden in living condition	200.00	300.00	450.00
	132.	2.4	Unightly growth	200.00	300.00	450.00
	133.	2.5	Noxious weeds	200.00	300.00	450.00
	134.	2.6	Grass/weeds exceeding 20cm in height	200.00	300.00	450.00
	135.	2.7	Failure to maintain trees on property	200.00	300.00	450.00
	136.	2.8	Spread dust or dirt onto neighbouring property	200.00	300.00	450.00
	137.	2.9	Failure to maintain pool in good repair	200.00	300.00	450.00
	138.	3.1(a)	Store or keep motor vehicle missing parts	200.00	300.00	450.00
	139.	3.1(b)	Unlicensed motor vehicle on property	200.00	300.00	450.00
	140.	3.1(c)	Store or keep motor vehicle parts	200.00	300.00	450.00
	141.	3.1(d)	Store or keep derelict motor vehicle	200.00	300.00	450.00

Clean Yards By-law 2017-63, as amended	142.	4.1	Permit composting contrary to by-law	200.00	300.00	450.00
	143.	4.2(a)	Failure to compost in rear yard	200.00	300.00	450.00
	144.	4.2(b)	Failure to compost in container	200.00	300.00	450.00
	145.	4.2(c)	Failure to cover compost	200.00	300.00	450.00
	146.	4.2(d)	Animal feces in compost container	200.00	300.00	450.00
	147.	4.2(e)	Permit odour from composting	200.00	300.00	450.00
	148.	4.2(f)	Failure to maintain compost from attracting animals	200.00	300.00	450.00
	149.	4.2(g)	Failure to maintain composter setback requirements	200.00	300.00	450.00
	150.	5.1	Keep firewood contrary to by-law	200.00	300.00	450.00
	151.	5.2(b)	Exceed 15% of total yard area for firewood storage	200.00	300.00	450.00
	152.	5.2(c)	Improper storage of firewood in rear yard	200.00	300.00	450.00
	153.	5.2(d)	Improper storage of firewood in side yard	200.00	300.00	450.00
	154.	5.2(e)	Pile firewood along fence	200.00	300.00	450.00
	155.	6.1	Place or permit Graffiti	200.00	300.00	450.00
	156.	6.2	Failure to maintain property free of graffiti	200.00	300.00	450.00
	157.	7.1	Permit standing water	200.00	300.00	450.00
	158.	8.1	Failure to maintain boulevard	200.00	300.00	450.00
	159.	8.2	Failure to maintain boulevard gardens	200.00	300.00	450.00
	160.	8.3	Failure to maintain plantings from encroachment	200.00	300.00	450.00
161.	8.4	Failure to maintain sidewalk	200.00	300.00	450.00	
162.	11.5	Obstruct a Municipal Enforcement Officer	600.00	900.00	1,350.00	
Clothing Donation Bins By-law 2016-33						
Clothing Donation Bins By-law 2016-33, as amended	163.	2.1	Operate without a Clothing Donation Bin Operator licence	600.00	900.00	1,350.00
	164.	3.2	Clothing Donation Bin on Town property	600.00	900.00	1,350.00
	165.	3.3	Clothing Donation Bin located at unauthorized location	300.00	450.00	675.00
	166.	4.1(a)	Failure to display name on bin	300.00	450.00	675.00
	167.	4.1(d)	Failure to display pick-up schedule for donations	300.00	450.00	675.00
	168.	4.2(b)	Failure to properly affix sticker on bin	300.00	450.00	675.00
	169.	6.1	Obstruct a Municipal Enforcement Officer	600.00	900.00	1,350.00
Election Sign By-law 2022-18						
Election Sign By-law 2022-16, as amended	170.	6.6	Failure to lawfully place/display election sign	25.00	25.00	25.00
	171.	8.2	Obstruct a Municipal Enforcement Officer	600.00	900.00	1,350.00
Fence By-law 2019-20						
Fence By-law 2019-20, as amended	172.	3.1	Erect fence using improper material	200.00	300.00	450.00
	173.	3.2	Failure to construct water gate	200.00	300.00	450.00
	174.	3.3	Obstruct water gate	200.00	300.00	450.00
	175.	3.4	Obstruct access to meter	200.00	300.00	450.00
	176.	3.5	Fence greater than 20cm in width	200.00	300.00	450.00
	177.	3.6	Failure to maintain fence in good repair	200.00	300.00	450.00
	178.	4.1(a)	Rear yard fence exceeding permitted height	200.00	300.00	450.00
	179.	4.1(b)	Interior side yard fence exceeding 1.9m in height	200.00	300.00	450.00
	180.	4.1(c)	Front yard fence exceeding 1m in height	200.00	300.00	450.00
	181.	4.1 (d)	Exterior side yard fence exceeding 1.8m in height	200.00	300.00	450.00
Film By-law 2023-19						
Film Bylaw 2023-19, as amended	182.	5 (1)(a)	Film or participate without a Film Permit	1000.00	1250.00	1500.00
	183.	5 (1)(b)	Film or participate without a Local Film Permit	1000.00	1250.00	1500.00
	184.	5 (1)(d)	Alter, damage, or remove signage or materials	300.00	375.00	450.00
	185.	5 (1)(e)	Fail to comply with terms and conditions of a licence	450.00	600.00	750.00
	186.	5 (3)	Place production materials without authorization	300.00	375.00	450.00
	187.	5 (4)	Obstruct pedestrian or vehicular traffic	300.00	375.00	450.00
Fireworks By-law 2015-18						
Fireworks By-law 2015-18, as amended	188.	3.1	Offer for sale, cause, or permit to be sold fireworks	600.00	900.00	1,350.00
	189.	3.2	Discharge any prohibited fireworks	600.00	900.00	1,350.00
	190.	3.3	Sell consumer fireworks 7 days prior to Victoria or Canada Day	300.00	450.00	675.00

Fireworks By-law 2015-18, as amended	191.	3.6	Display in any store window any type of fireworks	600.00	900.00	1,350.00
	192.	3.8	Sell or offer for sale fireworks without a licence	600.00	900.00	1,350.00
	193.	3.10	Discharge fireworks on Town property without a permit	600.00	900.00	1,350.00
	194.	3.11	Discharge fireworks on private property without a permit	600.00	900.00	1,350.00
	195.	6.1	Discharge fireworks when prohibited	600.00	900.00	1,350.00
Idling Control By-law 2005-157						
Idling Control By-law 2005-157	196.	4	Cause or permit a vehicle to idle	300.00	450.00	675.00
Loitering By-law 1997-113						
Loitering By-law 1997-113, as amended	197.	2	Loiter, disturb, or cause public nuisance on highway	200.00	300.00	450.00
	198.	3	Loiter, disturb, or cause public nuisance in public place	200.00	300.00	450.00
Mobile Business Licence By-law 2020-07						
Mobile Business Licence By-law 2020-07	199.	3(1)(a)	Operate without a business licence	600.00	900.00	1,350.00
	200.	3(1)(c)	Failure to comply with condition of licence	300.00	450.00	675.00
	201.	3(2)	Failure to comply with legislation	300.00	450.00	675.00
	202.	3(3)	Failure to display business licence	300.00	450.00	675.00
	203.	3(5)(a)	Advertising without a business licence	300.00	450.00	675.00
	204.	3(5)(b)	Improper business name advertised	300.00	450.00	675.00
	205.	3(6)	Carry on business on Town property without authorization	300.00	450.00	675.00
	206.	3(7)	Failure to possess business licence	300.00	450.00	675.00
	207.	3(8)	Smoke or permit smoking in business vehicle	300.00	450.00	675.00
	208.	4(2)	Obstruct a Licensing Officer	600.00	900.00	1,350.00
	209.	7(9)	Operate business while licence is suspended	600.00	900.00	1,350.00
	210.	7(10)	Advertise business while licence is suspended	300.00	450.00	675.00
	211.	7(12)	Remove posted notice of suspension	300.00	450.00	675.00
	212.	7(14)	Remove posted notice of no business licence	300.00	450.00	675.00
	213.	8.1(2)	Failure to comply with Taxicab Driver requirements	600.00	900.00	1,350.00
	214.	8.1(3)	Failure to display Taxicab Driver information	300.00	450.00	675.00
	215.	8.1(4)(b)	Failure to disclose Fare for Taxicab Trip	300.00	450.00	675.00
	216.	8.1(4)(c)	Failure to notify Town of Taxicab Driver	300.00	450.00	675.00
	217.	8.1(4)(d)	Failure to notify Town of Taxicab	300.00	450.00	675.00
	218.	8.1(5)(a)	Failure to provide required Taxicab Driver information	300.00	450.00	675.00
	219.	8.1(5)(b)	Failure to provide required Taxicab information	300.00	450.00	675.00
	220.	8.1(6)	Failure to maintain Taxicab Trip information	300.00	450.00	675.00
	221.	8.1(10)	Failure to remove Taxicab Driver	300.00	450.00	675.00
	222.	8.1(12)	Failure to comply with Taxicab requirements	300.00	450.00	675.00
	223.	8.1(13)	Permit unauthorized passenger(s) in Taxicab	300.00	450.00	675.00
	224.	8.2(2)	Failure to comply with TNC Driver requirements	300.00	450.00	675.00
225.	8.2(3)(b)	Permit hail ride for TNC	300.00	450.00	675.00	
226.	8.2(3)(c)	Failure to maintain Safety Standard Certificate in TNC Vehicle	300.00	450.00	675.00	
227.	8.2(4)(c)	Failure to provide third party audit records	300.00	450.00	675.00	
228.	8.2(6)(a)	Failure to disclose Fare for TNC Trip	300.00	450.00	675.00	
229.	8.2(6)(c)	Failure to charge proper Fare for TNC Trip	300.00	450.00	675.00	
230.	8.2(6)(d)	Failure to maintain TNC Trip information	300.00	450.00	675.00	
231.	8.2(7)	Failure to use GPS on TNC App	300.00	450.00	675.00	
232.	8.2(8)	Failure to provide TNC Driver information via TNC App	300.00	450.00	675.00	
233.	8.2(9)	Failure to provide electronic receipt via TNC App	300.00	450.00	675.00	
234.	8.2(10)(a)	Failure to provide required TNC Driver information	300.00	450.00	675.00	
235.	8.2(10)(b)	Failure to provide required TNC Vehicle information	300.00	450.00	675.00	
236.	8.2(11)	Failure to maintain TNC Trip records	300.00	450.00	675.00	
237.	8.2(15)	Failure to remove TNC Driver from TNC App	300.00	450.00	675.00	
Mobile Business Licence By-law 2020-07	238.	8.2(17)	Failure to comply with TNC Vehicle requirements	600.00	900.00	1,350.00
	239.	8.3(2)	Failure to comply with Refreshment Vehicle Operator requirements	300.00	450.00	675.00
	240.	8.3(3)	Failure to display Refreshment Vehicle Operator information	300.00	450.00	675.00
	241.	8.3(4)	Failure to comply with Refreshment Vehicle conditions	300.00	450.00	675.00
	242.	8.3(5)(a)	Permit amplified sounds	300.00	450.00	675.00
	243.	8.3(5)(b)	Unlawful seating for Refreshment Vehicle customers	300.00	450.00	675.00
	244.	8.3(6)(a)	Failure to maintain Refreshment Vehicle	300.00	450.00	675.00
	245.	8.3(6)(b)	Failure to clean up refuse from Refreshment Vehicle	300.00	450.00	675.00
	246.	8.3(6)(c)	Failure to notify the Town of Refreshment Vehicle	300.00	450.00	675.00

Mobile Business Licence By-law 2020-07			Operator			
	247.	8.3(7)	Failure to comply with Refreshment Vehicle – Type 1 conditions	300.00	450.00	675.00
	248.	8.3(8)	Failure to obtain Special Event Organizer Licence	300.00	450.00	675.00
	249.	8.3(9)	Operate Refreshment Vehicle contrary to conditions	600.00	450.00	675.00
	250.	8.4(3)	Failure to maintain Limousine documents	300.00	450.00	675.00
	251.	8.4(4)	Failure to comply with Limousine Driver requirements	300.00	450.00	675.00
	252.	8.4(5)	Failure to display Limousine Driver information	300.00	450.00	675.00
	253.	8.4(6)(a)	Failure to notify Town of Limousine Driver	300.00	450.00	675.00
	254.	8.4(7)(a)	Permit too many passengers in Limousine	300.00	450.00	675.00
	255.	8.4(7)(b)	Permit a Limousine to operate with obstructed view	600.00	900.00	1,350.00
	256.	8.4(8)	Failure to comply with Limousine requirements	600.00	900.00	1,350.00
	257.	8.5(4)(a)	Failure to provide MTO Driving Instructor's Licence	300.00	450.00	675.00
	258.	8.5(4)(b)	Failure to carry a valid driver's licence	300.00	450.00	675.00
	259.	8.5(4)(c)	Failure to provide driving instruction/test documentation	300.00	450.00	675.00
	260.	8.5(4)(d)	Failure to affix Sticker Plate on Driving School Instructor Vehicle	300.00	450.00	675.00
	261.	8.5(4)(e)	Failure to affix roof sign on Driving School Instructor Vehicle	300.00	450.00	675.00
	262.	8.5(5)	Operate in Restricted Area	600.00	900.00	1,350.00
	263.	8.6(2)(a)	Failure to maintain Tow Truck documents	300.00	450.00	675.00
	264.	8.6(2)(b)	Failure to remove debris prior to towing a vehicle	300.00	450.00	675.00
	265.	8.6(2)(c)	Failure to remove debris within 8hrs following investigation	600.00	900.00	1,350.00
	266.	8.6(3)	Failure to comply with Tow Truck Driver requirements	600.00	900.00	1,350.00
	267.	8.6(4)	Failure to display Tow Truck Driver information	300.00	450.00	675.00
	268.	8.6(5)	Failure to notify Town of Tow Truck Driver	300.00	450.00	675.00
	269.	8.6(6)(a)	Failure to maintain Tow Truck;	300.00	450.00	675.00
	270.	8.6(6)(b)	Interfere with Tow Truck Company's contract	300.00	450.00	675.00
	271.	8.6(6)(c)	Recommend tow location to customer	300.00	450.00	675.00
	272.	8.6(6)(d)	Accept gift or payment from facility in exchange for business	300.00	450.00	675.00
	273.	8.6(6)(e)	Accept Drop Fee	300.00	450.00	675.00
	274.	8.6(6)(f)	Failure to obtain consent to connect or tow	300.00	450.00	675.00
	275.	8.6(6)(g)	Stop, stand, or park within 200m of Collision Scene	300.00	450.00	675.00
	276.	8.6(6)(h)	Remove vehicle from Collision Scene without permission	300.00	450.00	675.00
277.	8.6(6)(i)	Permit unauthorized passenger(s) in Tow Truck	300.00	450.00	675.00	
278.	8.6(7)	Failure to provide or maintain Tow Truck Equipment	300.00	450.00	675.00	
279.	8.6(8)(a)	Failure to comply with Tow Truck Vehicle requirements	300.00	450.00	675.00	
280.	8.6(8)(b)	Failure to affix Sticker Plate on Tow Truck Vehicle	300.00	450.00	675.00	
281.	8.6(9)	Failure to comply with towing rates	600.00	900.00	1,350.00	
282.	8.6(10)	Failure to comply with Re-Tow towing rates	600.00	900.00	1,350.00	
283.	8.6(11)(a)	Failure to maintain Tow Truck Driver information	300.00	450.00	675.00	
284.	8.6(11)(b)	Failure to maintain Tow Truck information	600.00	900.00	1,350.00	
285.	8.6(12)	Failure to maintain Tow Truck Trip information	300.00	450.00	675.00	
286.	8.6(13)	Failure to maintain run sheets	300.00	450.00	675.00	
287.	8.6(14)	Failure to provide affiliated Public Garage information	300.00	450.00	675.00	
Noise By-law 2024-08						
Noise By-law 2024-08, as amended	288.	4.1	Person make, cause or permit the emission of noise likely to disturb	300.00	450.00	675.00
	289.	4.2	Business make, cause or permit the emission of noise likely to disturb	700.00	1050.00	1575.00
	290.	4.3(a)	Make, cause or permit tires to squeal	200.00	300.00	450.00
	291.	4.3(b)	Operate a combustion engine without an effective exhaust or muffler	200.00	300.00	450.00
	292.	4.3(b)	Operate a pneumatic device without an effective exhaust or muffler	200.00	300.00	450.00
	293.	4.3(c)	Make, cause or permit the operation of a vehicle with a trailer to clank, squeal or other like noises	200.00	300.00	450.00
	294.	4.3(d)	Make, cause or permit the use of a horn, whistle, bell, or other	200.00	300.00	450.00
	295.	4.3(e)	Make, cause, or permit the operation of an air conditioner not in proper working order	200.00	300.00	450.00
	296.	4.3(e)	Make, cause or permit the operation of a pool pump or filter not in proper working order	200.00	300.00	450.00
	297.	4.3(e)	Make, cause or permit the operation of a heat pump not in proper working order	200.00	300.00	450.00
	298.	4.3(f)	Make, cause or permit noise from false alarm in excess of 10 minutes	200.00	300.00	450.00

Noise By-law 2024-08, as amended	299.	4.3(g)	Make, cause or permit the operation of a roof top unit not in proper working order	200.00	300.00	450.00
	300.	4.3(h)	Operate a sound emitting pest control device	200.00	300.00	450.00
	301.	5.1	Make or permit noise during prohibited time	200.00	300.00	450.00
Parks By-law 2013-14						
Parks By-law 2013-14, as amended	302.	2.1	Enter restricted area	200.00	300.00	450.00
	303.	2.2.1(a)	Violent, threatening, or unlawful conduct	200.00	300.00	450.00
	304.	2.2.1(b)	Cast, throw, or propel object endangering person or property	200.00	300.00	450.00
	305.	2.2.1(c)	Create nuisance causing a disturbance	200.00	300.00	450.00
	306.	2.2.1(e)	Remove, relocate, or damage equipment or signage	200.00	300.00	450.00
	307.	2.5.1(a)	Climb structure not intended to be climbed	200.00	300.00	450.00
	308.	2.5.1(b)	Damage or remove vegetation	200.00	300.00	450.00
	309.	2.5.1(c)	Damage or remove structure	200.00	300.00	450.00
	310.	2.7	Consume, serve, or sell alcohol	200.00	300.00	450.00
	311.	2.9.1(a)	Remove, cut, or destroy tree on municipal property	200.00	300.00	450.00
	312.	3.1(a)	Access or occupy park for non-recreational use	200.00	300.00	450.00
	313.	3.1(b)	Enter or gather in park between 11:00pm and 5:00am	200.00	300.00	450.00
	314.	3.4	Operate loud speakers or amplified equipment in a park	200.00	300.00	450.00
	315.	3.5	Dwell, camp, or lodge in a park	200.00	300.00	450.00
	316.	3.6	Place, install, or erect a tent or structure in a park	200.00	300.00	450.00
	317.	4.1.1(b)	Interfere with organized activity	200.00	300.00	450.00
	318.	4.5.1	Skate where not permitted	200.00	300.00	450.00
	319.	4.8	Failure to comply with posted rules for tennis	200.00	300.00	450.00
	320.	5.1.1(a)	Operate bicycle in prohibited area	200.00	300.00	450.00
	321.	5.1.1(a)	Obstruct or endanger others while riding a bicycle	200.00	300.00	450.00
322.	5.2	Ride, drive, or park motorized recreational vehicle in park	200.00	300.00	450.00	
Pool Enclosure By-law 2008-18						
Pool Enclosure By-law 2008-18, as amended	323.	9	Failure to obtain permit	300.00	450.00	675.00
	324.	10	Failure to construct pool enclosure	200.00	300.00	450.00
	325.	11	Failure to comply with pool enclosure requirements	200.00	300.00	450.00
	326.	13	Remove part of pool enclosure	200.00	300.00	450.00
	327.	14	Alter pool enclosure without permit	200.00	300.00	450.00
	328.	18	Construct pool causing obstruction to drainage	200.00	300.00	450.00
	329.	21	Permit discharge of water affecting neighbouring property	200.00	300.00	450.00
	330.	22	Failure to drain pool as required	200.00	300.00	450.00
Property Standards By-law 2017-62						
Property Standards By-law 2017-62, as amended	331.	3.3	Failure to remediate to acceptable standards	200.00	300.00	450.00
	332.	3.4	Permit occupancy when standards not met	200.00	300.00	450.00
	333.	3.5	Failure to repair or demolish	200.00	300.00	450.00
	334.	3.7	Remove posted notice	200.00	300.00	450.00
	335.	3.9	Failure to post contact information	200.00	300.00	450.00
	336.	6.1(9)	Dilapidated structure or accumulated materials causing a nuisance	200.00	300.00	450.00
	337.	6.1(10)	Failure to maintain yard from pests	200.00	300.00	450.00
	338.	6.1(12)	Unightly growth	200.00	300.00	450.00
	339.	6.1(15)	Construction bin in yard	200.00	300.00	450.00
	340.	6.1(17)	Interior furniture in yard	200.00	300.00	450.00
	341.	6.3(1)	Recurrent ponding of storm water in yard	200.00	300.00	450.00
	342.	6.3(2)	Instability or erosion of soil in yard	200.00	300.00	450.00
	343.	6.3(5)	Failure to maintain drainage pattern	200.00	300.00	450.00
	344.	7.3	Failure to maintain conditions which prevent passage	200.00	300.00	450.00
	345.	8.3(2)	Discharge water on walkways, stairs, or neighbouring property	200.00	300.00	450.00
	346.	9.1	Failure to maintain exterior lighting	200.00	300.00	450.00
	347.	10.1(1)	Failure to maintain fence	200.00	300.00	450.00
	348.	10.1(2)	Failure to maintain fence in structurally sound condition	200.00	300.00	450.00
	349.	11.1	Failure to maintain retaining wall	200.00	300.00	450.00
	350.	12.1	Failure to maintain sign	200.00	300.00	450.00

Property Standards By-law 2017-62, as amended	351.	13.1(2)	Failure to maintain accessory building	200.00	300.00	450.00
	352.	14.2	Failure to provide report from professional engineer	200.00	300.00	450.00
	353.	15.1	Failure to demolish or repair damaged structure	200.00	300.00	450.00
	354.	17.1(1)	Failure to maintain roof in watertight condition	200.00	300.00	450.00
	355.	17.1(2)	Failure to secure loose materials on roof	200.00	300.00	450.00
	356.	17.1(3)	Failure to remove snow or ice from roof	200.00	300.00	450.00
	357.	17.2	Failure to maintain soffit or fascia	200.00	300.00	450.00
	358.	17.3	Failure to maintain eaves trough or downspout	200.00	300.00	450.00
	359.	18.1	Failure to maintain stairs, landings, guards, or handrails	200.00	300.00	450.00
	360.	18.2	Failure to provide handrail	200.00	300.00	450.00
	361.	18.4	Failure to secure fire escape	200.00	300.00	450.00
	362.	19.4	Failure to maintain fire protection requirements	200.00	300.00	450.00
	363.	20.5(5)	Failure to maintain chimney or gas vent	200.00	300.00	450.00
	364.	21.1	Failure to prevent nuisance	200.00	300.00	450.00
	365.	21.1(1)	Failure to prevent light into dwelling	200.00	300.00	450.00
	366.	21.1(2)	Failure to prevent debris onto adjacent property	200.00	300.00	450.00
	367.	21.1(3)	Failure to remove accumulated materials	200.00	300.00	450.00
	368.	21.2(1)	Failure to maintain place for storage of refuse	200.00	300.00	450.00
	369.	21.2(3)	Failure to screen place for storage of refuse	200.00	300.00	450.00
	Property Standards By-law 2017-62, as amended	370.	22.1	Unoccupied and unsecured property	200.00	300.00
371.		22.2	Failure to board vacant building	200.00	300.00	450.00
372.		22.3	Failure to disconnect or secure utilities for vacant building	200.00	300.00	450.00
373.		24.1	Failure to clear debris or material from demolition	200.00	300.00	450.00
374.		24.3	Failure to protect adjoining property from demolition	200.00	300.00	450.00
375.		25.1(2)	Failure to maintain appliances	200.00	300.00	450.00
376.		25.1(3)	Failure to keep exit unobstructed	200.00	300.00	450.00
377.		26.1	Failure to maintain dwelling free from conditions encouraging infestation	200.00	300.00	450.00
378.		26.3	Failure to maintain garbage disposal room	200.00	300.00	450.00
379.		27.1	Use non-habitable room	400.00	600.00	900.00
380.		27.9	Failure to maintain supplied appliance	200.00	300.00	450.00
381.		27.10	Failure to equip carbon monoxide detector	200.00	300.00	450.00
382.		27.11	Failure to equip smoke detector	200.00	300.00	450.00
383.		28.2	Failure to provide or maintain mail box	200.00	300.00	450.00
384.		29.1	Disconnect service or utility	200.00	300.00	450.00
385.		30.2	Failure to install locking devices on doors	200.00	300.00	450.00
386.		30.4	Failure to maintain wall or ceiling	200.00	300.00	450.00
387.		31.1	Failure to provide adequate heating system	200.00	300.00	450.00
388.		31.4	Failure to provide written report by certified heating contractor	200.00	300.00	450.00
Property Standards By-law 2017-62, as amended		389.	33.1(2)	Failure to maintain plumbing or fixtures	200.00	300.00
	390.	33.2	Failure to provide potable running water	200.00	300.00	450.00
	391.	33.6	Failure to provide hot or cold running water	200.00	300.00	450.00
	392.	34.1	Failure to maintain structure from mould	200.00	300.00	450.00
	393.	35.1	Failure to connect dwelling unit to electrical supply system	200.00	300.00	450.00
	394.	35.2	Failure to maintain electrical in good working order	200.00	300.00	450.00
	395.	35.6	Failure to maintain electrical fixtures	200.00	300.00	450.00
	396.	36.1(2)	Failure to maintain window in good repair	200.00	300.00	450.00
	397.	36.1(3)	Failure to maintain window locks	200.00	300.00	450.00
	398.	36.3	Failure to provide or maintain window screen	200.00	300.00	450.00
	399.	37.1(1)	Failure to provide natural or artificial ventilation	200.00	300.00	450.00
	400.	38.5	Failure to provide and maintain voice communication system	200.00	300.00	450.00
	401.	40.1	Failure to maintain elevating device	200.00	300.00	450.00
	402.	50.1(1)	Failure to maintain heritage property	600.00	900.00	1,350.00
	403.	50.1(3)	Failure to obtain heritage permit	600.00	900.00	1,350.00
	404.	53.1	Alter, remove, or demolish heritage property	600.00	900.00	1,350.00
	405.	54.1	Failure to maintain utilities to prevent damage to heritage property	600.00	900.00	1,350.00
	406.	54.2(1)	Failure to secure vacant heritage property	600.00	900.00	1,350.00
Private Tree Protection By-law 2022-10						
Private Tree Protection Bylaw	407.	4.1	Injure or destroy tree without a permit	1,000.00	1,500.00	2,250.00
	408.	4.4	Injure or destroy a Heritage Tree	5,000.00	7,500.00	11,250.00

2022-10, as amended	409.	5.10	Failure to comply with conditions of permit	500.00	750.00	1,125.00
	410.	5.16	Carry on work without a valid permit	1,000.00	1,500.00	2,250.00
Public Tree By-law 2017-59						
Public Tree By-law 2017-59, as amended	411.	3.1 (c)	Failure to comply with conditions of a permit	500.00	750.00	1,125.00
	412.	3.2 (a)	Injure or destroy tree without a permit	5,000.00	7,500.00	11,250.00
Road Occupancy By-law 2018-31						
Road Occupancy By-law 2018-31, as amended	413.	3.3.1	Cause or permit material, waste, or sediment on highway	200.00	300.00	450.00
	414.	3.3.2	Deposit snow or ice on roadway, sidewalk, or boulevard	200.00	300.00	450.00
	415.	3.3.3	Place snow, ice, material or equipment within 1.2m of a fire hydrant	200.00	300.00	450.00
	416.	3.3.4	Alter grade on boulevard	200.00	300.00	450.00
	417.	3.3.5	Cut, alter, or extend a concrete curb, culvert or landscape structure	200.00	300.00	450.00
	418.	3.3.6	Discharge water from sump pump, irrigation system or down spout onto a highway.	200.00	300.00	450.00
	419.	3.3.8	Place debris on highway	200.00	300.00	450.00
	420.	3.3.9	Place landscape or construction material or bin on highway	200.00	300.00	450.00
	421.	4.1	Failure to obtain Road Occupancy Permit	300.00	450.00	675.00
	422.	4.4.2	Construct driveway apron crossing boulevard greater than curb cut	200.00	300.00	450.00
	423.	4.4.3	Construct, install or place fence, raised curb or landscape feature within 0.5m of sidewalk	200.00	300.00	450.00
	424.	4.4.4	Place, deposit or plant an object on boulevard or highway that impedes or creates hazard	200.00	300.00	450.00
Second Hand Goods Shops and Dealers By-law 2008-79						
Second Hand Goods Shops and Dealers By-law 2008-79, as amended	425.	3.1	Operate business without a licence	600.00	900.00	1,350.00
	426.	3.2(3)	Failure to post licence in premise	300.00	450.00	675.00
	427.	3.2(4)	Purchase second hand good with serial numbers removed or obstructed	300.00	450.00	675.00
	428.	4.1	Failure to record complete acquisition	300.00	450.00	675.00
	429.	5.1	Dispose of goods not in accordance with by-law	300.00	450.00	675.00
	430.	11.1	Failure to produce records	300.00	450.00	675.00
Sign By-law 2017-73						
Sign By-law 2017-73, as amended	431.	3.1	Prohibited sign	300.00	450.00	675.00
	432.	3.2	Prohibited sign location	200.00	300.00	450.00
	433.	3.4	Sign causing obstruction	200.00	300.00	450.00
	434.	3.7	Flashing, animated, or noise emitting sign	200.00	300.00	450.00
	435.	3.8	Sign on vehicle or trailer	200.00	300.00	450.00
	436.	3.10	Unlawful temporary sign	200.00	300.00	450.00
	437.	4.1	Failure to obtain a sign permit	200.00	300.00	450.00
	438.	4.2	Alter sign after approval	200.00	300.00	450.00
	439.	7.3	Failure to removed expired sign	200.00	300.00	450.00
	440.	10.1(c)	Failure to maintain sign	200.00	300.00	450.00
	441.	11.2	Erect, post, or display sign on Town property	200.00	300.00	450.00
	442.	11.6	Erect, post, or display sign on private property	200.00	300.00	450.00
443.	22.2	New home development sign displayed during prohibited time	200.00	300.00	450.00	
Site Alteration By-law 2016-58						
Site Alteration By-law 2016-58, as	444.	4.1	Carry out site alteration without a permit	300.00	450.00	675.00
	445.	5.1	Permit site alteration for storage	200.00	300.00	450.00
	446.	5.2(a)	Permit site alteration without owner permission	200.00	300.00	450.00
	447.	5.2(b)	Permit site alteration with non-clean fill	200.00	300.00	450.00

amended Site Alteration By-law 2016-58, as amended	448.	5.2(c)	Permit site alteration contrary to drainage requirements	200.00	300.00	450.00
	449.	5.2(d)	Permit site alteration contrary to ESC requirements	200.00	300.00	450.00
	450.	5.3	Carry out site alteration during wind warning	200.00	300.00	450.00
	451.	5.4	Carry out site alteration in special area without a permit	200.00	300.00	450.00
	452.	5.5	Alter grade contrary to approved application	300.00	450.00	675.00
	453.	10.1	Obstruct a Municipal Enforcement Officer	600.00	900.00	1,350.00
Smoking By-law 2019-31						
Smoking By-law 2019-31 as amended	454.	3.1	Smoke in public place	200.00	300.00	450.00
	455.	3.2	Permit smoking on Town property	200.00	300.00	450.00
Snow Removal By-law 1996-38						
Snow Removal By-law 1996-38 as amended	456.	3	Failure to clear sidewalk within 24hrs of snowfall	200.00	300.00	450.00
	457.	5	Deposit snow/ice on sidewalk or highway	200.00	300.00	450.00
Waste Collection By-law 2017-19						
Waste Collection By-law 2017-19, as amended	458.	4.1	Failure to set out refuse in accordance with by-law	200.00	300.00	450.00
	459.	4.2	Deposit refuse on private or public property	200.00	300.00	450.00
	460.	4.3	Place or permit refuse causing a nuisance	200.00	300.00	450.00
	461.	4.4	Refuse placed for collection on improper date or time	200.00	300.00	450.00

Schedule "C"

Administrative Monetary Penalty System Administrative Fees

(1) The table below lists the **Administrative Fees** as defined in Section 2. of this By-law.

Administrative Fee Description	Fee Amount
Fail to Attend Fee	\$60.00
Plate Search Fee	\$8.25