

The Corporation of the Township of Huron-Kinloss



BY-LAW No.

2024 - 40

Being a By-Law to Establish a Comprehensive System of Administrative Monetary Penalties for the Township of Huron-Kinloss

WHEREAS Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

WHEREAS the Township of Huron-Kinloss is authorized under section 434.1 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, to establish a system of administrative penalties for contraventions of municipal By-laws;

AND WHEREAS section 102.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may require a person to pay an Administrative Monetary 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;

AND WHEREAS AND WHEREAS section 391.1 of the Municipal Act, 2001, c. 25, enables the municipality to pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;

AND WHEREAS section 434.2 of the Municipal Act, 2001, S.O. 2001, c. 25, provides that an Administrative Monetary Penalty imposed by the municipality on a person constitutes a debt of the person to the municipality;

AND WHEREAS section 23.1 of the Municipal Act, 2001, c 25, authorizes a municipality to delegate its administrative and hearing powers;

AND WHEREAS the Council for the Township of Huron-Kinloss considers it desirable to enforce and seek compliance with the designated By-laws, or portions of those by-laws through the Administrative Monetary Penalty System;

NOW THEREFORE the Council of The Corporation of the Township of Huron-Kinloss **ENACTS** as follows;

1. DEFINITIONS

For the purposes of this by-law:

“Administrative Fee” shall mean any fee specified in this By-law as prescribed in the Township's Consolidated Rates and Fees By-law;

“Administrative Monetary Penalty” shall mean an administrative penalty established by this By-law or set out in the attached Schedule(s) for a contravention of a **Designated By-law**;

“AMPS” shall mean the Administrative Monetary Penalty System;

“Chief Administrative Officer” shall mean the Chief Administrative Officer for the Township of Huron-Kinloss or any person designate by the Chief Administrative Officer to perform duties pursuant to the Administrative Monetary Penalty System;

“**Clerk**” shall mean the Municipal Clerk for the Township of Huron-Kinloss, their delegate or anyone designated by the Clerk to perform duties pursuant to the Administrative Monetary Penalty System;

“**Council**” shall mean the Council of the Township of Huron-Kinloss;

“**Day**” shall mean any calendar day;

“**Designated By-law**” shall mean a By-law or a part or provision of a By-law, that is designated under this By-law and is listed in the attached Schedule “A” to which the **AMPS** applies;

“**Hearing Decision**” shall mean a decision that contains a decision made by a **Hearing Officer**;

“**Hearing Officer**” shall mean a person appointed by **Council** to perform the duties of a **Hearing Officer** for the purposes of this By-law;

“**Holiday**” shall mean a Saturday, Sunday, any statutory holiday in the Province of Ontario or any **Day** the offices for the Township are officially closed for business;

“**Late Payment Fee**” shall mean an **Administrative Fee** established by the Township of Huron-Kinloss from time to time in respect of a **Person**’s failure to pay an **Administrative Monetary Penalty** within the time prescribed in this By-law, as prescribed in the Township’s Consolidated Rates and Fees By-law;

“**NSF Fee**” shall mean an **Administrative Fee** established by the Township of Huron-Kinloss from time to time in respect of payment by negotiable instrument received by the Township from a **Person** in payment of any **Administrative Monetary Penalty** or **Administrative Fee**, for which there are insufficient funds available in the account on which the instrument was drawn, as prescribed in the Township’s Consolidated Rates and Fees By-law;

“**Officer**” shall mean any person authorized by the Township to enforce by-laws and includes Municipal Law Enforcement Officer(s), Police Officer, Fire Chief or designate appointed by the Township to administer and enforce this By-law’

“**Penalty Notice**” shall mean a notice given to a **Person** pursuant to section 3 of this By-law;

“**Penalty Notice Date**” shall mean means the date of the contravention specified on the Penalty Notice, in accordance with Section 3.2 of this By-law;

“**Penalty Notice Number**” shall mean the reference numbers specified on the Penalty Notice, in accordance with section 3.2 of this By-law;

“**Person**” shall include an individual or business name, sole proprietorship, corporation, partnership, or limited partnership, or authorized representative thereof;

“**Power of Decision**” shall mean a power or right conferred by or under this By-law to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any **Person**:

- a) In the case of **Screening Officer**, in respect of a request to review an **Administrative Monetary Penalty**;
- b) In the case of a **Hearing Officer**, in respect of a request to review a **Screening Officer** Decision;

“**Regulation**” shall mean Ontario Regulation 333/07 under the *Municipal Act, 2001, S.O. 2001, c. 25, as amended*;

“**Request for Review by Hearing Officer**” shall mean the request made in accordance with Section 6 of this By-law for the review of a **Screening Decision**;

“**Request for Review by Screening Officer**” shall mean the request made in accordance with Section 5 of this By-law for the review of a **Penalty Notice**;

“**Screening Decision**” shall mean a notice which contains the decision of a **Screening Officer**;

“**Screening Officer**” shall mean a Person appointed **Council** to perform the duties of a **Screening Officer** for the purposes of this By-law;

“**Tax Roll Address**” shall mean the mailing address and contact information for the owner of the property that appears in the Township’s municipal tax assessment records;

“**Township**” shall mean The Corporation of the Township of Huron-Kinloss.

2. APPLICABILITY

- 2.1. This By-law applies to, and only to, a **Designated By-law**.
- 2.2. This By-law shall apply to any contravention of a **Designated By-law** listed in Schedule “A” of this By-law. The short form wording to be used for a contravention of a **Designated By-law** and the **Administrative Monetary Penalty** imposed are set out in Schedule “A” of this by-law.
- 2.3. The *Provincial Offences Act, R.S.O.1990,c.P.33, as amended* will continue to apply to contraventions of a **Designated By-law**, except that no **Person** that is issued a **Penalty Notice** under this By-law in respect of a contravention of a **Designated By-law** shall be charged with an offence in respect of the same contravention under the *Provincial Offences Act, R.S.O. 1990, c.P.33, as amended*.

3. PENALTY NOTICES

- 3.1. An **Officer** who has reason to believe that a **Person** has contravened any **Designated By-law** may issue a **Penalty Notice** to that **Person**.
- 3.2. A **Penalty Notice** shall include the following information:
 - a) the **Penalty Notice Date**;
 - b) the **Penalty Notice Number**;
 - c) the date on which the **Administrative Monetary Penalty** is due and payable, fifteen (15) days from service of the **Penalty Notice**;
 - d) the identification number and signature of the Officer;
 - e) the name of the **Person** penalized;
 - f) the contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
 - g) the amount of the **Administrative Monetary Penalty**;
 - h) the vehicle license plate number or vehicle identification number if applicable;
 - i) the option(s) available to dispute the **Penalty Notice** with a **Screening Officer** and/or **Hearing Officer**;
 - j) such additional information as the **Clerk** determines is appropriate, respecting the process by which a **Person** may exercise the right to request a review of the **Administrative Monetary Penalty**;
 - k) a statement advising that an unpaid **Administrative Monetary Penalty**, including any applicable **Administrative Fee(s)**, will constitute a debt of the **Person** to the **Township** unless cancelled pursuant to a review; and

l) method of service of the Penalty.

- 3.3. Every **Person** who contravenes a provision of a **Designated By-law** shall upon issuance of a **Penalty Notice** be liable to pay the **Township an Administrative Monetary Penalty** in the amount specified in the attached Schedule "A" to this By-law within 15 days of the **Penalty Notice Date**.
- 3.4. No Officer shall accept payment in respect of an **Administrative Monetary Penalty** or associated **Administrative Fee**.
- 3.5. Where a **Penalty Notice** is issued in respect of a contravention of a **Designated By-law** for which Owners of a property are responsible, the **Penalty Notice** shall include the name of all **Persons** who are registered owners of such property, and such **Persons** shall be jointly and severally liable for the **Penalty Notice**.

4. SERVICE OF DOCUMENTS

- 4.1. Service of any document or notice, including a **Penalty Notice**, respecting this By-law may be given in writing in any of the following ways and is effective:
 - a) Immediately when a copy is delivered to the **Person** contravening the By-law at the time of the offense;
 - b) Immediately, when a copy is delivered to the **Person** to whom it is addressed;
 - c) On the fifth (5th) day following the date a copy is sent by registered mail or regular mail to the **Person's** last known address;
 - d) Immediately upon the conclusion and sent confirmation of a copy by facsimile transmission to the **Person's** last known facsimile transmission number;
 - e) Immediately upon sending a copy by electronic mail (i.e. email transmission) to the **Person's** last known electronic mail address; or
 - f) Immediately when posted at **Person's** last known address or on a vehicle registered to the **Person's** name.
- 4.2. For the purposes of subsections 4.1 (c, d, e, f,) of this By-law, a **Person's** last known address, facsimile number and electronic mail address may include an address, facsimile number and email address provided by the **Person** to the **Township**, including the **Tax Roll Address**, information provided in an application for a licence made by a **Person** under a **Township** licensing By-law or as provided in writing or in a form supplied by the **Township** for the purposes of administration of this By-law.
- 4.3. In addition to the service methods in Section 4.1, an Officer may serve the **Penalty Notice** on a **Person** who is the Owner of a property that is in contravention of a **Designated By-law**, by delivering it personally to the **Person** having care and control of the property and then sending a copy by regular mail to the **Tax Roll Address**.
- 4.4. Service of a **Penalty Notice** under Section 4.3 is effective on the fifth (5th) day after a copy is sent by regular mail to the **Tax Roll Address**.

5. REVIEW BY A SCREENING OFFICER

- 5.1. A **Person** who is given a **Penalty Notice** may request that the **Administrative Monetary Penalty** be reviewed by a **Screening Officer** and shall do so within 15 days after the **Penalty Notice Date**.
- 5.2. If a **Person** does not request a review within the time limit set out in section 5.1, a **Person** may request that the **Screening Officer** extend the time to request a review within 30 days after the **Penalty Notice Date**.
- 5.3. A **Person's** right to request a review or to request an extension of time to request a review are exercised by a submission in writing by email or other electronic submission, fax transmission, or in person on such form as prescribed by the

Clerk.

- 5.4. A **Person's** right to request an extension of time in section 5.2 expires if it has not been exercised within 30 days after the **Penalty Notice Date**, at which time:
 - a) The **Person** shall be deemed to have waived the right to request a review;
 - b) The **Administrative Monetary Penalty** including any **Administrative Fee(s)**, shall be deemed to be affirmed on the sixteenth (16th) day after the **Penalty Notice Date**; and
 - c) The **Administrative Monetary Penalty** including any **Administrative Fee(s)** is not subject to any further review, including review by any court.
- 5.5. A **request for review by a Screening Officer** or a request for an extension of time to request a Screening Review shall only be scheduled by the **Township** if the **Person** has exercised their right to request a review or an extension of time to request a review within the time limits set out in section 5.1 and 5.2 of this By-law.
- 5.6. For the purposes of Section 5.2, the **Screening Officer** may only extend the time to request a review of an **Administrative Monetary Penalty** where the **Person** demonstrates on a balance of probabilities, the existence of extenuating circumstances that prevented the **Person** from exercising the right to request a review in the timeframe set out in section 5.1 of this By-law.
- 5.7. Where an extension of time is not granted by the **Screening Officer** the **Administrative Monetary Penalty**, including any **Administrative Fee(s)**, shall be deemed to be affirmed on the sixteenth (16th) day after the **Penalty Notice Date**.
- 5.8. Where a **Person** fails to attend at the time and place scheduled for a review by the **Screening Officer**, or fails to remain as such place until the **Screening Officer** has made a **Screening Decision** respecting the review, or where the **Person** fails to provide requested documentation in accordance with a request by a **Screening Officer**:
 - a) the **Person** shall be deemed to have abandoned the request for the review;
 - b) the **Person** shall pay to the **Township** a Screening Non-Appearance Fee and any other applicable **Administrative Fee(s)**;
 - c) the **Administrative Monetary Penalty** and any **Administrative Fee(s)** shall be deemed to be affirmed on the dates that was scheduled for the review;
 - d) the **Administrative Monetary Penalty** and any **Administrative Fee(s)** is not subject to any further review, including review by any Court.
- 5.9. On Review of an **Administrative Monetary Penalty**, the **Screening Officer** may:
 - a) affirm the **Administrative Monetary Penalty**; or
 - b) cancel, reduce or extend the time for payment of the **Administrative Monetary Penalty**, including any **Administrative Fee(s)**, on the following grounds:
 - i) where the **Person** establishes on the balance of probabilities that they did not contravene the **Designated By-law(s)** as described in the **Penalty Notice**; or
 - ii) where the **Person** establishes on the balance of probabilities that the cancellation, reduction or extension of time for payment of the **Administrative Monetary Penalty**, including **Administrative Fee(s)**, is necessary to relieve any undue hardship.
- 5.10. After a review by a **Screening Officer**, the **Screening Officer** shall deliver a **Screening Decision** to the **Person** in accordance with Section 4 of this By-law.
- 5.11. For clarity, a **Screening Officer** has no authority to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or

operability of any statute, regulation or By-law.

6. REVIEW BY A HEARING OFFICER

- 6.1. A **Person** may request a review of a **Screening Decision** by a **Hearing Officer** and shall do so within 15 days after the **Screening Decision** has been delivered to the **Person**.
- 6.2. If a **Person** does not request a review within the time limit set out in section 6.1, a **Person** may request that the **Hearing Officer** extend the time to request a review within 30 days after the **Screening Decision** has been delivered to the **Person**.
- 6.3. A **Person's** right to request a review of a **Screening Decision** or to request an extension of time to request a review of a **Screening Decision** are exercised by a submission in writing by email or other electronic submission, fax transmission, or in person on such form as prescribed by the **Clerk**.
- 6.4. A **Person's** right to request an extension of time in section 6.2 expires if it has not been exercised within 30 days after the **Screening Decision** has been delivered, at which time:
 - a) The **Person** shall be deemed to have waived the right to request a review by the **Hearing Officer**;
 - b) The **Screening Decision** which includes, the **Administrative Monetary Penalty** and any **Administrative Fee(s)** shall be deemed to be affirmed; and
 - c) The **Screening Decision**, which includes the **Administrative Monetary Penalty** and any **Administrative Fee(s)** is not subject to any further review, including review by any court.
- 6.5. A request for review by a **Hearing Officer** or a request for an extension of time to request a **Screening Decision** Review shall only be scheduled by the **Township** if the **Person** has exercised their right to request a review or an extension of time to request a review within the time limits set out in section 6.1 and 6.2 of this By-law.
- 6.6. For the purposes of Section 6.2, the **Hearing Officer** may only extend the time to request a review of a **Screening Decision** where the **Person** demonstrates on a balance of probabilities, the existence of extenuating circumstances that prevented the **Person** from exercising the right to request a review in the timeframe set out in section 6.1 of this By-law.
- 6.7. Where an extension of time is not granted by the **Hearing Officer** the **Screening Decision** which includes the **Administrative Monetary Penalty**, including any **Administrative Fee(s)** shall be deemed to be affirmed and shall not be subject to any further review, including review by any court.
- 6.8. Where a **Person** fails to attend at the time and place scheduled for a review by the **Hearing Officer**, or fails to remain at such place until the **Hearing Officer** has made a decision respecting the review, or where the **Person** fails to provide requested documentation in accordance with a request by a **Hearing Officer**:
 - a) the **Person** shall be deemed to have abandoned the request for the review;
 - b) the **Person** shall pay to the **Township** a Screening Non-Appearance Fee and any other applicable **Administrative Fee(s)**;
 - c) the **Administrative Monetary Penalty** and any **Administrative Fee(s)** shall be deemed to be affirmed on the dates that was scheduled for the review;
 - d) the **Administrative Monetary Penalty** and any **Administrative Fee(s)** not subject to any further review, including review by any Court.
- 6.9. On a Review of a **Screening Decision**, the **Hearing Officer** may:

- a) confirm the **Screening Decision**; or
 - b) cancel, reduce or extend the time for payment of the **Administrative Monetary Penalty**, including any **Administrative Fee(s)**, on the following grounds:
 - i) where the **Person** establishes on the balance of probabilities that they did not contravene the **Designated By-law(s)** as described in the **Penalty Notice**; or
 - ii) where the **Person** establishes on the balance of probabilities that the cancellation, reduction or extension of time for payment of the **Administrative Monetary Penalty**, including **Administrative Fee(s)**, is necessary to relieve any undue hardship.
- 6.10. A **Hearing Officer** shall not make any decision respecting a review of a **Screening Decision** unless the **Hearing Officer** has given the **Person** and a representative of the **Township** an opportunity to be heard at the time and place scheduled for the Hearing.
- 6.11. All Hearings by a **Hearing Officer** shall be conducted in accordance with the *Statutory Powers and Procedures Act, R.S.O. 1990, c. S.22*, as amended.
- 6.12. The Parties to a Review by a **Hearing Officer** shall be the **Person** seeking review and the **Township**, who may be represented by the **Clerk**, a **Screening Officer**, an Officer, the Municipal Solicitor, or a delegate of any of the aforementioned persons.
- 6.13. After a review by a **Hearing Officer**, the **Hearing Officer** shall deliver a **Hearing Decision** to the **Person** in accordance with Section 4 of this By-law.
- 6.14. The **Hearing Decision** is final, and shall not be subject to any further review, including by a review by any Court.
- 6.15. For Clarity, a **Hearing Officer** has no authority to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law.
- 7. ESTABLISHING AND APPOINTMENT OF SCREENING AND HEARING OFFICERS**
- 7.1. The position of **Screening Officer** is established for the purpose of exercising the Power of Decision in the review of an **Administrative Monetary Penalty** in accordance with this By-law and the **Regulation**.
- 7.2. The following are not eligible for appointment as a **Screening Officer**:
- a) A member of **Council**,
 - b) An Officer,
 - c) A relative of a person referenced in Section 7.2 (a) or 7.2 (b).
- 7.3. The position of **Hearing Officer** is established for the purpose of exercising the Power of Decision in the review of a **Screening Decision** in accordance with this By-law and the **Regulation**.
- 7.4. The following are not eligible for appointment as a **Hearing Officer**:
- a) A member of **Council**,
 - b) An employee of the **Township**,
 - c) An Officer,
 - d) A relative of a person referenced in Section 7.4 (a), 7.4 (b) or 7.4 (c),
 - e) A person indebted to the **Township** other than:
 - i) In respect of current real property taxes; or
 - ii) Pursuant to an agreement with the **Township**, the terms with which the person is in compliance.

- 7.5. A **Screening Officer and a Hearing Officer** shall be appointed by **Council** on the recommendation of the **Chief Administrative Officer** which recommendation shall give preference to an eligible candidate:
- a) With knowledge of and experience in administrative law; and
 - b) With good communications and interpersonal skills.
- 7.6. A **Screening Officer and a Hearing Officer** may hold office for the term or remainder of the term of **Council** that appointed the **Screening Officer and Hearing Officer** and thereafter until a successor is appointed.
- 7.7. A **Screening Officer and a Hearing Officer** shall be remunerated at the rate from time to time established by **Council**.
- 7.8. No **Person** shall attempt, directly or indirectly, to communicate with or influence a **Screening Officer or a Hearing Officer** respecting the determination of an issue respecting a Power of Decision in a proceeding that is or will be pending before the **Screening Officer or Hearing Officer** except a **Person** who is entitled to be heard in the proceeding or the **Person's** lawyer, licensed representative or authorized agent and only by that **Person** or the **Person's** lawyer, licensed representative or authorized agent during the screening or hearing of the proceeding in which the issue arises.
- 7.9. Section 7.8 does not prevent a **Screening Officer or Hearing Officer** from seeking and receiving legal advice.
- 7.10. Sections 7.6 and 7.7, do not apply to a **Screening Officer** that is an employee of the **Township**.

8. GENERAL PROVISIONS

- 8.1. The **Clerk** or their designate 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 they deem necessary, without amendment to this By-law.
- 8.2. The **Clerk** or their designate shall prescribe all forms and notices necessary to implement this By-law and may amend such forms and notices from time to time as they deem necessary, without amendments to this By-law.
- 8.3. An **Administrative Monetary Penalty**, including any **Administrative Fee(s)**, that is confirmed or reduced, or in respect of which the time for payment has been extended is due and payable and constitutes a debt to the **Township** owed by the **Person** to whom the **Penalty Notice** was given.
- 8.4. An **Administrative Monetary Penalty**, including any **Administrative Fee(s)**, that is not paid within 15 days after it becomes due and payable shall be deemed to be unpaid taxes in accordance with section 434.2 *Municipal Act, 2001, S.O. 2001, c.25*, as amended and the outstanding amount shall be added to the tax roll and collected in the same manner as municipal taxes.
- 8.5. Where an **Administrative Monetary Penalty** is not paid by the date on which the **Administrative Monetary Penalty** is due and payable; the **Person** shall pay to the **Township** a **Late Payment Fee**, in addition to the **Administrative Monetary Penalty** and any applicable **Administrative Fee(s)**.
- 8.6. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
- 8.7. Where a **Person** makes payments to the **Township** of any **Administrative Monetary Penalty, Administrative Fee(s) or Late Payment Fee(s)**, by negotiable instrument, for which there are insufficient funds available in the account on which the instrument is drawn, the **Person** shall pay to the **Township** the **NSF Fee** set out in the current Consolidated Rates and Fees By-law.

- 8.8. The **Chief Administrative Officer** or designate may cancel an **Administrative Monetary Penalty**, including any **Administrative Fee**, where the **Penalty Notice** was issued to a **Person** due to an error made by the **Township**.
- 8.9. The **Chief Administrative Officer** or designate may cancel any **Administrative Fee** without cancelling the **Administrative Monetary Penalty**, where the fee was imposed as a result of an error made by the **Township**.
- 8.10. Any schedule attached to this By-law forms part of this By-law.

9. SEVERABILITY

- 9.1. Each and every provision of the By-law is severable and if any provisions of this By-Law should, for any reason, be declared invalid or unenforceable by any Court, it is the intention and desire of this **Council** that each and every of the then remaining provisions hereof shall remain in full force and effect and be interpreted in such a manner as the context permits in order to carry out their intent.

10. EFFECTIVE DATE

- 10.1. That this by-law shall come into full force and effect upon passage.

11. SHORT TITLE

- 11.1. That this by-law may be cited as the "Administrative Monetary Penalty System (AMPS) By-law".

READ a FIRST and SECOND TIME this 15th day of April, 2024.

READ a THIRD TIME and FINALLY PASSED this 15th day of April, 2024.

Original signed by Don Murray
Mayor

Original signed by Jennifer White
Clerk

Schedule "A" to By-law 2024-40
Designated By-law Provisions

The attached by-laws shall be amended to include.

1. The headings of the following tables identify the Designated By-laws for the purposes of this By-law.
2. For the purposes of Part 3 of this By-law, Column 3 in the following tables list the applicable provisions in each Designated By-law.
3. Column 2 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.
4. Column 4 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

Table 1 Animal Control/Kennel Licensing By-law No. 2017-116

Column 1 Item	Column 2 Short Form Wording By-law No. 2017-116	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Fall to register dog	Section 4.2	\$100.00	\$125.00
2	Fail to affix dog tag	Section 4.5	\$100.00	\$125.00
3	Keep more than three dogs	Section 5.2	\$250.00	\$312.50
4	Allow dog to run at large	Section 6.1	\$250.00	\$312.50
5	Fail to remove dog waste	Section 9.1	\$100.00	\$125.00
6	Fail to exercise reasonable precautions with dog	Section 10.1	\$250.00	\$312.50

7	Fail to muzzle or leash dangerous dog	Section 10.4	\$350.00	\$437.50
8	Own/operate kennel-improper zoning	Section 11.5	\$350.00	\$437.50
9	Keep more dogs than permitted in kennel	Section 11.10	\$350.00	\$437.50
10	Fail to comply with requirements set out in "A Code of practice for Canadian Kennel Operations" current edition	Section 12.1	\$350.00	\$437.50
11	Fail to provide medical care	Section 12.2(f)	\$350.00	\$437.50
12	Hinder/obstruct Township employee	Section 13.3	\$350.00	\$437.50
13	Fail to post or produce licence	Section 13.4	\$350.00	\$437.50

Table 2 Beach Management By-Law No. 2021-37

Column 1 Item	Column 2 Short Form Wording By-law No. 2021-37	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	operate any motorized vehicle;	Section 2.1 a)	\$250.00	\$312.50
2	deposit or place or allow to be deposited or placed any litter, debris or other material	Section 2.1 b)	\$250.00	\$312.50
3	alter or destroy sand dunes	Section 2.1 c)	\$250.00	\$312.50
4	burn any substance without a permit	Section 2.1 d)	\$250.00	\$312.50
5	place or ignite any fireworks	Section 2.1 e)	\$250.00	\$312.50
6	construct or place any building or structure	Section 2.1 f)	\$250.00	\$312.50

7	construct a trail, water crossing or road	Section 2.1 f)	\$250.00	\$312.50
8	dredge or fill shore lands	Section 2.1 g)	\$250.00	\$312.50
9	harm or remove invasive vegetation or native vegetation by mechanical means or by hand	Section 2.1 i)	\$250.00	\$312.50

Table 3 Clean and Clear Yards By-Law No. 2023-60

Column 1 Item	Column 2 Short Form Wording By-law No. 2023-60	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Permitting yard or vacant land to be maintained in a way not be in a tidy condition and present a hazard to a person	Section 3.1 (a)	\$300.00	\$375.00
2	Fail to maintain yard or vacant land clean and clear from grass and weeds in excess of fifteen (15) cm	Section 3.1 (b) (ii)	\$300.00	\$375.00
3	Fail to maintain yard or vacant land clean and clear from refuse and debris	Section 3.1 (b) (iii)	\$300.00	\$375.00
4	Fail to maintain yard or vacant land clean and clear from derelict vehicles	Section 3.1 (b) (iv)	\$300.00	\$375.00
5	Fail to maintain yard or vacant land clean and clear from trees, bushes, shrubs or hedges, including any branches or limbs thereof, which are	Section 3.1 (b) (v)	\$300.00	\$375.00

	dead, decayed or damaged, and brush			
6	Fail to maintain yard or vacant land clean and clear from objects or conditions that may create a health or accident hazard	Section 3.1 (b) (ix)	\$300.00	\$375.00
7	Fail to comply with a with an Order or Notice issued under the authority of this By-law	Section 4.8	\$500.00	\$625.00
8	No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this by-law	Section 4.9	\$500.00	\$625.00

Table 4 Feeding Wildlife and Feral Animal By-Law No. 2021-93

Column 1 Item	Column 2 Short Form Wording By-law No. 2021-93	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Intentionally feed a feral animal or a wild animal or leave food or attractants	Section 3.1	\$250.00	\$312.50
2	Fail to remove any food, attractant, device or material placed out of doors to attract, or be accessible by a feral or wild animal	Section 3.3	\$250.00	\$312.50

Table 5 Golf Car By-Law No. 2021-90

Column 1 Item	Column 2 Short Form Wording By-law No. 2021-93	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Fail to use a Golf Car on any Township highway not authorized pursuant to Schedule "A" hereto, or in a manner not permitted by or in full compliance with the Regulation	Section 3.1	\$250.00	\$312.50
2	Fail to use a Golf Car on any Township highway without a Permit issued by the Township.	Section 3.2	\$250.00	\$312.50

Table 6 Lawn Watering By-law No. 2010-136

Column 1 Item	Column 2 Short Form Wording By-law NO. 2010-136	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Watering outside of designated times without an automatic sprinkling system	Section 3.0	\$50.00	\$62.50
2	Watering outside of designated times without an automatic sprinkling system	Section 4.0	\$50.00	\$62.50
3	Watering of even numbered property on odd numbered day of the month	Section 5.0	\$50.00	\$62.50
4	Watering of odd numbered property on even numbered day of the month	Section 6.0	\$50.00	\$62.50

Table 7 Noise Control By-law No. 2005-101, as amended

Column 1 Item	Column 2 Short Form Wording By-law No. 2005-101	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Permitting disturbance of peace	Section 2.1	\$120.00	\$150.00
2	Disturbing Peace of Neighbourhood	Section 2.2	\$120.00	\$150.00
3	Permitting noise from operation of engine for more than 5 minutes while station	Section 2.3 (e)	\$120.00	\$150.00
4	Persistence noise-making from an animal not used for agriculture	Section 2.3 (h)	\$120.00	\$150.00
5	Noise from detonating fireworks	Section 3.2	\$120.00	\$150.00
6	Noise from unauthorized operation of electrical device incorporating loudspeakers	Section 3.5	\$120.00	\$150.00
7	Noise from unauthorized operation of construction equipment	Section 3.9	\$120.00	\$150.00

Table 8 Open Air Burning No. 2016-139, as amended

Column 1 Item	Column 2 Short Form Wording By-law No. 2016-139	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
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1	Operating an open air fire without permit	Section 2	\$250.00	\$312.50
2	Operating an open air fire in a settlement area	Section 3	\$250.00	\$312.50
3	Operating and /selling a flying lantern	Section 4	\$250.00	\$312.50
4	Failing to attend to or supervise an open air fire	Section 5	\$250.00	\$312.50
5	Operating an open air fire before sunrise or after sunset	Section 6	\$250.00	\$312.50
6	Operating an open air fire which endangers buildings, structures, people	Section 7	\$250.00	\$312.50
7	Operating a barbeque on a balcony of a multi-residential building	Section 8	\$250.00	\$312.50
8	Operating an open air fire which causes smoke, odour, decreased visibility or spread of fire	Section 9	\$250.00	\$312.50
9	Operating an open air fire during a fire ban	Section 10	\$250.00	\$312.50
10	Operate an open air fire that contains prohibited materials	Section 18 (i)	\$250.00	\$312.50
11	Operating an open air fire too close to building, structure, grass, grain field, bush or wood lot	Section 19 (a)	\$250.00	\$312.50
12	Operating an open air fire in excess of size	Section 19 (b)	\$250.00	\$312.50
13	Stacked height of materials to be burned exceeds 2m	Section 19 (c)	\$250.00	\$312.50

14	Operating open air fire when wind exceeds 16 km/hour	Section 19 (d)	\$250.00	\$312.50
15	Failing to notify the Chief Fire Official prior to operating an open air fire	Section 19 (e)	\$250.00	\$312.50
16	Operating an open air fire without appropriate extinguishing agent on-hand	Section 19 (f)	\$250.00	\$312.50
17	Operating a recreational fire in a 11011-approved fire pit	Section 20 (a)	\$250.00	\$312.50
18	Operating a recreational fire in excess of size	Section 20 (b)	\$250.00	\$312.50
19	Stacked materials for recreational fire exceeds 1m	Section 20 (c)	\$250.00	\$312.50
20	Operating a recreational fire not used for warmth or cooking	Section 20 (d)	\$250.00	\$312.50
21	Operating a recreational fire not using firewood as the combustible material	Section 20 (e)	\$250.00	\$312.50
22	Operating recreational fire within 3m of building, structure, grass, grain field, bush or wood lot	Section 20 (f)	\$250.00	\$312.50
23	Operate recreational fire when winds exceed 16 km/hour	Section 20 (g)	\$250.00	\$312.50
24	Operating a recreational fire without appropriate extinguishing agent on-hand	Section 20 (h)	\$250.00	\$312.50
25	Setting a recreational fire without consent of property owner	Section 20 (i)	\$250.00	\$312.50

26	Operating a beach fire in a non-approved fire pit	Section 21 (c)	\$250.00	\$312.50
27	Operating a beach fire in excess of size	Section 21 (c)	\$250.00	\$312.50
28	Stacked materials for beach fire exceeds 1m	Section 21 (c)	\$250.00	\$312.50
29	Operating a beach fire not used for warmth or cooking	Section 21 (c)	\$250.00	\$312.50
30	Operating a beach fire not using firewood as the combustible material	Section 21 (c)	\$250.00	\$312.50
31	Operating beach fire within 3m of building, structure, grass, grain field, bush or wood lot	Section 21 (c)	\$250.00	\$312.50
32	Operate beach fire when winds exceed 16 km/hour	Section 21 (c)	\$250.00	\$312.50
33	Operating a beach fire without appropriate extinguishing agent on-hand	Section 21 (c)	\$250.00	\$312.50
34	Locating beach fire so as to disturb pedestrians	Section 21 (d)	\$250.00	\$312.50
35	Locating beach fire so as to disturb vegetation	Section 21 (d)	\$250.00	\$312.50
36	Locating beach fire so as to disturb sand dunes	Section 21 (d)	\$250.00	\$312.50
37	Failing to extinguish beach fire	Section 21 (e)	\$250.00	\$312.50
38	Failing to clean and clear area around beach fire of waste or refuse	Section 21 (f)	\$250.00	\$312.50
39	Failing to cover extinguished beach fire with sand	Section 21 (e)	\$250.00	\$312.50

Table 9 Off Road Vehicle By-law No. 2015-89

Column 1 Item	Column 2 Short Form Wording By-law No. 2015-89	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Operate ORV on Township Property without permission	Section 2.9	\$250.00	\$312.50
2	Operate ORV disturbing or distorting the natural environment	Section 2.10.1	\$250.00	\$312.50
3	Operate ORV in urban area of Township	Section 2.10.2	\$250.00	\$312.50
4	Operate ORV in area west of Lake Range Drive to Lake Huron in the Township	Section 2.10.3	\$250.00	\$312.50

Table 10 Prohibit or Regulate Signs and other Advertising Devices By-law No. 2019-140

Column 1 Item	Column 2 Short Form Wording By-law No. 2019-140	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	No sign owner shall erect or maintain, or cause to be erected or maintained, a sign which does not comply with the provisions of this By-law.	Section 5.1	\$300.00	\$375.00
2	No sign shall be attached to a tree, or to a Hydro or Township pole or support, or on Township or public	Section 5.4.3.	\$300.00	\$375.00

	property without permission from the Township.			
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Table 11 Prohibit the Piling of Snow and Ice on Highways By-law No. 2011-136

Column 1 Item	Column 2 Short Form Wording By-law No. 2011-136	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Deposit snow or ice on highways	Section 2.9	\$200.00	\$250.00

Table 12 Property Standards By-Law No. 2018-100, as amended

Column 1 Item	Column 2 Short Form Wording By-law No. 2018-100	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Improper materials or workmanship	Section 2.2	\$300.00	\$375.00
2	Buffering not utilized by commercial or industrial zoned property	Section 3.4 (a)	\$300.00	\$375.00
3	Improper drainage of sewage	Section 3.6 (a)	\$300.00	\$375.00
4	Improper grading and drainage of the property	Section 3.6 (c)	\$300.00	\$375.00
5	Improper drainage from roofs	Section 3.6 (d)	\$300.00	\$375.00
6	Failure to maintain eaves troughing or roof gutters	Section 3.6 (f)	\$300.00	\$375.00
7	Failure to properly maintain or connect plumbing	Section 3.7 (a)	\$300.00	\$375.00

8	Failure to provide adequate water supply	Section 3.8 (a)	\$300.00	\$375.00
9	Failure to enclose a bathroom or powder room and provide a lockable door	Section 3.9 (a)	\$300.00	\$375.00
10	Failure to maintain materials, items or components in a bathroom or powder room	Section 3.9 (c)	\$300.00	\$375.00
11	Failure to maintain snow disposal or storage in a safe manner	Section 3.10 (a)	\$300.00	\$375.00
12	Failure to maintain parking areas	Section 3.11 (a)	\$300.00	\$375.00
13	Failure to maintain walking areas	Section 3.11 (b)	\$300.00	\$375.00
14	Failure to construct effective barrier to gas and exhaust fumes for garage or carport	Section 3.12 (a)	\$300.00	\$375.00
15	Failure to maintain door between garage and a dwelling unit with self-closing device	Section 3.12 (b)	\$300.00	\$375.00
16	Failure to maintain garages and carports in good repair and free from hazards	Section 3.12 (c)	\$300.00	\$375.00
17	Failure to maintain accessory buildings, fences and other structures	Section 3.13 (a)	\$300.00	\$375.00
18	Failure to keep dwelling free from rodents, vermin, and insects	Section 3.15 (a)	\$300.00	\$375.00

19	Failure to maintain a residential building	Section 3.18 (a)	\$300.00	\$375.00
20	Failure to maintain exterior building components in good repair	Section 3.20 (a)	\$300.00	\$375.00
21	Failure to provide or maintain proper hardware on doors and windows	Section 3.21 (a)	\$300.00	\$375.00
22	Failure to properly maintain window and doors	Section 3.21 (b)	\$300.00	\$375.00
23	Failure to maintain a roof, its components, and attachments in a safe condition and in good repair	Section 3.22 (a)	\$300.00	\$375.00
24	Failure to maintain in good repair and in a safe condition every wall and ceiling finish	Section 3.24 (a)	\$300.00	\$375.00
25	Failure to maintain bathtubs and showers as to be water resistant, cleaned and caulked at the seams	Section 3.25 (d)	\$300.00	\$375.00
26	Failure to provide finished flooring in bathrooms, kitchens, public entrance halls, and laundry areas which consist of water resistant flooring	Section 3.25 (e)	\$300.00	\$375.00
27	Failure to keep interior floors, ceilings and walls free from dampness	Section 3.26 (a)	\$300.00	\$375.00
28	Failure to maintain any balcony, porch, deck, stairs, platform or fire escape in good repair	Section 3.27 (a)	\$300.00	\$375.00

29	Failure to provide a guard at the open side(s) of any balcony, porch, deck, stairs or landing in good repair	Section 3.27 (b)	\$300.00	\$375.00
30	Failure to install and maintain a handrail on all stairs	Section 3.27 (c)	\$300.00	\$375.00
31	Failure to provide means of egress	Section 3.28 (a)	\$300.00	\$375.00
32	Failure to maintain means of egress	Section 3.28 (b)	\$300.00	\$375.00
33	Failure to maintain an indoor air temperature of not less than 20°C (63°F)	Section 3.30 (a)	\$300.00	\$375.00
34	Failure to keep any heating, ventilation and or air conditioning system in good working order	Section 3.30 (c)	\$300.00	\$375.00
35	Allow space heater as the primary source of heat	Section 3.30 (f)	\$300.00	\$375.00
36	Permit space heater in a place so as to cause a possible fire hazard	Section 3.30 (g)	\$300.00	\$375.00
37	Failure to have fuel burning heating equipment used in any building properly vented to outside air	Section 3.30 (i)	\$300.00	\$375.00
38	Failure to provide safe place for solid or liquid fuel to be stored.	Section 3.30 (j)	\$300.00	\$375.00
39	Failure to provide ventilation to all rooms and spaces within a building	Section 3.30 (m)	\$300.00	\$375.00

40	Failure to provide and maintain the electrical wiring, conduit, and all other systems or devices associated with the electrical services in a building	Section 3.31 (a)	\$300.00	\$375.00
41	Failure to provide proper lighting fixtures	Section 3.32 (a)	\$300.00	\$375.00
42	Failure to maintain cleanliness of the building	Section 3.33 (a)	\$300.00	\$375.00
43	Failure to use room in dwelling for intended use	Section 4.1 (a)	\$300.00	\$375.00
44	Failure to provide proper hardware on doors and windows	Section 4.2 (a)	\$300.00	\$375.00
45	Fail to maintain adequate hot and cold water with sufficient flow and pressure for intended use of fixtures	Section 4.3 (g)	\$300.00	\$375.00
46	Failure to maintain 22°C (72°F) in all habitable rooms and interior living spaces	Section 4.5 (a) (i)	\$300.00	\$375.00
47	Failure to protect vacant or unoccupied building	Section 6.1 (c)	\$300.00	\$375.00
48	Failure to demolish or repair damaged building	Section 6.2 (a)	\$300.00	\$375.00
49	Failure to discard of debris or level land when building is demolished	Section 6.2 (f)	\$300.00	\$375.00
50	Failure to obtain demolition permit	Section 6.3 (c)	\$300.00	\$375.00

51	Failure to maintain property	Section 7.1 (b)	\$300.00	\$375.00
52	No person shall hinder or obstruct, or attempt to hinder or obstruct any entry, inspection, examination, testing or inquiry by an officer in the exercise of a power of performance of a duty under this by-law	Section 7.1 (e)	\$500.00	\$625.00
53	Failure to comply with any final and binding order of the Property Standards Officer	Section 8.3 (a) (ii)	\$500.00	\$625.00

Table 13 Public Nuisance By-law No. 2016-33

Column 1 Item	Column 2 Short Form Wording By-law No. 2016-33	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Cause bodily emission in a public place	Section 2 (a)	\$250.00	\$312.00
2	Engage in a prohibited activity on a highway	Section 2 (b)	\$250.00	\$312.00
3	Emit smoke or dust in a public place	Section 2 (c)	\$250.00	\$312.00
4	Dump on public property	Section 2 (d)	\$250.00	\$312.00
5	Litter in a public place	Section 2 (e)	\$250.00	\$312.00

6	Obstruct pedestrian or vehicular traffic on public property	Section 2 (f)	\$250.00	\$312.00
7	Commit disorderly conduct in a public place	Section 2 (g)	\$250.00	\$312.00

Table 14 Swimming Pool Fence By-law No. 2000-55

Column 1 Item	Column 2 Short Form Wording By-law No. 2000-55	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
1	Construct or caused to be constructed a swimming pool not completely enclosed by a pool fence	Section 3.1	\$250.00	\$312.00
2	Construct or caused to be constructed a swimming pool without swimming pool fence permit	Section 3.2	\$250.00	\$312.00
3	Fail to enclose swimming pool with temporary fence during construction	Section 3.3	\$250.00	\$312.00
4	Construct or cause to be constructed a swimming pool fence that does not conform to requirements	Section 3.4	\$250.00	\$312.00

Table 15 Tree Preservation By-law No. 2011-85

Column 1 Item	Column 2 Short Form Wording By-law No. 2011-85	Column 3 Designated Provisions	Column 4 Early Payment Administrative Penalty Amount	Column 5 Administrative Penalty Amount after 15 Days
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1	Injure or destroy tree in designated area without permit	Section 3.1	\$450.00	\$652.50
2	Fail to produce or post permit	Section 3.2 (c)	\$450.00	\$652.50
3	Contravene or permit contravention of terms of permit	Section 3.3	\$450.00	\$652.50
4	Obstruct or interfere with officer	Section 3.4	\$450.00	\$652.50