

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS BYLAW No. 2023-11

**Being a Bylaw to establish an Administrative Monetary Penalty System in the
Township of North Dundas.**

WHEREAS Section 102.1 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, (the “Municipal Act”) and Ontario Regulation 333/07 (the “Regulation”) authorize The Corporation of the Township of North Dundas (the “Township”) to require a person to pay an administrative penalty for a contravention of any bylaw respecting the parking, standing or stopping of vehicles;

AND WHEREAS Section 434.1 of the Municipal Act authorizes the Township to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a bylaw of the municipality;

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

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

AND WHEREAS Section 15.4.1(1) of the *Ontario Building Code*, 1992, S.O. 1992, c. 23 as amended, authorizes the Township to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a Bylaw of the municipality;

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

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

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

NOW THEREFORE The Corporation of the Township of North Dundas enacts as follows:

1.0 SHORT TITLE

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

2.0 DEFINITIONS

- 2.1 In this Bylaw:
“**Administrative Fee**” means any fee specified in this Bylaw or set out in Schedule “B”;

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

“AMPS” means Administrative Monetary Penalty System;

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

“Clerk” means the Township Clerk, or any person designated by them;

“Council” means the Council of the Township;

“Day” means any calendar day;

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

“Director” means the Director of Planning, Building and By-law Services, or designate;

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

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

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

“Hearings Officer” means a person appointed by Council who performs the functions of a Hearings Officer in accordance with Section 7.0 of this Bylaw, and pursuant to the Township’s Screening and Hearings Officer Bylaw No. 2020-63;

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

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

“MTO Search Fee” means an Administrative Fee established by Council from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation (MTO), related authority, and listed in Schedule “B”;

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

“Officer” means each a Provincial Offences Officer of the Township or other person appointed by or under the authority of a Township bylaw to enforce Township bylaws;

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

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

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

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

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

“Regulation” means Ontario Regulation 333/07 under the Municipal Act;

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

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

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

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

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

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

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

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

“Screening Officer” means a person appointed by Council who performs the functions of a Screening Officer in accordance with Section 6.0 of this Bylaw, and pursuant to the Township’s Screening and

Hearings Officer Bylaw No. 2020-63;

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

“Township” means the Corporation of The Township of North Dundas.

3.0 APPLICATION OF THIS BYLAW

- 3.1 The Township Bylaws, or portions of Township Bylaws, listed in Schedule “A” of this Bylaw shall be Designated Bylaws for the purposes of Sections 102.1 and 151 of the Municipal Act and paragraph 3(1)(b) of the Regulation. The attached Schedule “A” sets out the Administrative Penalty, and may include short form language to be used on Penalty Notices, for the contraventions of Designated Bylaws.
- 3.2 Schedule “B” of this Bylaw shall set out Administrative Fees imposed for the purposes of this Bylaw.
- 3.3 The *Provincial Offences Act, R.S.O. 1990. C.P.33*, as amended, does not apply to a contravention of a Designated Bylaw.

4.0 PENALTY NOTICE

- 4.1 Every Person who contravenes a provision of a Designated Bylaw shall, upon issuance of a Penalty Notice, be liable to pay the Township an Administrative Penalty in the amount specified in the attached Schedule “A” to this Bylaw.
- 4.2 An Officer who has reason to believe that a Person has contravened any Designated Bylaw may issue a Penalty Notice as soon as reasonably practicable.
- 4.3 A Penalty Notice shall include the following information, as applicable:
 - 4.3.1 The Penalty Notice Date;
 - 4.3.2 A Penalty Notice Number;
 - 4.3.3 The date on which the Administrative Penalty is due and payable;
 - 4.3.4 The identification number and signature of the Officer;
 - 4.3.5 The contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
 - 4.3.6 The amount of the Administrative Penalty;
 - 4.3.7 Such additional information as the Director determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty; and

- 4.3.8 A statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Township unless cancelled pursuant to Screening Review of Hearing process.
- 4.4 The amount due for a Penalty Notice is:
 - 4.4.1 The set penalty amount date on which the Administrative Penalty is due and payable, fifteen (15) days from service of the Penalty Notice;
 - 4.4.2 The second offence Administrative Penalty set out in Schedule “A” for the related contravention if the same violation is repeated by the same person within three hundred and sixty-five (365) days of the previous Penalty Notice being issued in accordance with this Bylaw; or
 - 4.4.2 The third offence Administrative Penalty set out in Schedule “A” for the related contravention if the same violation is repeated by the same person, three (3) or more times, within three hundred and sixty-five (365) days of the previous Penalty Notice being issued in accordance with this Bylaw.
- 4.5 In addition to the service methods provided in Section 8.0 “Service of Documents” of this Bylaw, an Officer may serve the Penalty Notice of a Person by:
 - 4.5.1 Affixing it to the vehicle in a conspicuous place at the time of a parking or traffic-related contravention; or
 - 4.5.2 Delivering it personally to the Person,
 - 4.5.2.1 When relating to a parking or traffic-related contravention, the Person having care and control of the vehicle at the time of the contravention, within seven (7) days of the contravention; or
 - 4.5.2.2 For all other contraventions, within thirty (30) days of the contravention.
- 4.6 No Officer may accept payment of an Administrative Penalty or Administrative Fee.
- 4.7 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Township any applicable Administrative Fee(s) as specified in the attached Schedule “B” to this Bylaw.

5.0 VOLUNTARY PAYMENT OF PENALTY NOTICE

- 5.1 Where a Penalty Notice has been paid, the Penalty Notice shall not be subject to any further review.
- 5.2 A Penalty Notice shall be deemed to have been paid when the amount and all fees prescribed in Schedule “B” have been paid.

6.0 REVIEW BY A SCREENING OFFICER

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

- 6.2 If a Person has not requested a Review by a Screening Officer on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Director extend the time to request a Screening Review to a date that is no later than forty-five (45) days after the Penalty Notice Date, in accordance with the process set out in Section 6.4.
- 6.3 A Person's right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before forty-five (45) days after the Penalty Notice Date, at which time:
- 6.3.1 The Person shall be deemed to have waived the right to request a Review by a Screening Officer or request an extension of time for a Screening Review;
- 6.3.2 The Administrative Penalty shall be deemed to be confirmed; and
- 6.3.3 The Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 6.4 A Person's Request for a Review by Screening Officer or request for an extension of time to request a Review by a Screening Officer shall be exercised by a submission by email, mail or fax transmission, using the Request for Review Form, attached hereto as Schedule "C" or Schedule "D", and in accordance with the directions included therein.
- 6.4.1 Requests for a Review by a Screening Officer that are not in the prescribed format shall be deemed to be invalid.
- 6.5 A Request for Review by a Screening Officer or request for an extension of time to request a Review by a Screening Officer shall be served in accordance with the provisions of Section 8.5 of this Bylaw.
- 6.6 A Request for Review by a Screening Officer or a request for an extension of time to request a Review by a Screening Officer shall only be scheduled by the Director if the Person makes the request on or before the dates established by Sections 6.1 or 6.2 of this Bylaw.
- 6.7 The Director may grant a request to extend the time to request a Review by a Screening Officer where the Person demonstrates, to the satisfaction of the Director in their sole discretion, that the existence of extenuating circumstances prevented the filing of the request within the prescribed timeline.
- 6.8 Where an extension of time to request a Review by a Screening Officer is not granted by the Director, the Administrative Penalty and any applicable Administrative Fee(s) shall be deemed to be confirmed. Notice of this decision will be provided by the Director to the Person in accordance with Section 8.0.
- 6.9 Where an extension of time to request a Review by a Screening Officer is granted by the Director, or when a Review by a Screening Officer has been requested in accordance with this Section, confirmation of said extension or receipt of said request shall be provided in accordance with Section 8.0.

- 6.10 On a Review by a Screening Officer of an Administrative Penalty, the Township will direct that the Review by a Screening Officer to proceed by way of a written screening unless, in the Township's discretion, an in-person or telephone appointment is required.
- 6.11 Where a Person fails to provide requested documentation in accordance with a request by a Screening Officer:
 - 6.11.1 The Person shall be deemed to have abandoned the request for a Review by a Screening Officer of the Administrative Penalty;
 - 6.11.2 The Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed;
 - 6.11.3 The Administrative Penalty shall not be subject to any further review, including a review by any Court; and
 - 6.11.4 The Person shall pay to the Township the Administrative Penalty, and any other applicable Administrative Fee(s).
- 6.12 On a Review by a Screening Officer of an Administrative Penalty, the Screening Officer may:
 - 6.12.1 Affirm the Administrative Penalty if the Person has not established on a balance of probabilities that the Designated Bylaw(s) was not contravened as described in the Penalty Notice; or
 - 6.12.2 Cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), where, in the sole discretion of the Screening Officer, doing so would maintain the general intent and purpose of the Designated Bylaw, and/or any of the following circumstances exist:
 - 6.12.2.1 Defective form or substance on the Penalty Notice;
 - 6.12.2.2 Service of the Penalty Notice did not occur in accordance with Section 8.0; or
 - 6.12.2.3 Undue financial hardship.
- 6.13 After a Review by the Screening Officer, the Screening Officer shall issue a Screening Decision to the Person, delivered in accordance with Section 8.0 of this Bylaw.
- 6.14 A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or bylaw or the constitutional applicability or operability of any statute, regulation or bylaw.
- 6.15 A Person's Request for a Review by a Screening Officer shall take place within 45 days upon receipt of the Request for Review form.

7.0 REVIEW BY A HEARINGS OFFICER

- 7.1 A Person may Request for a Review by Hearings Officer within thirty (30) days of issuance of a Screening Decision in accordance with Bylaw No. 2020-63, as amended from time to time (the "Screening and Hearings Officer Bylaw").
- 7.2 If a Person has not requested a Review by Hearings Officer on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Director extend the time to Request for a Review by Hearings Officer to a date that is no later than forty-five (45) days after the Screening Decision date, in accordance with the process set out in Section 7.4.

- 7.3 A Person's right to request an extension of time to Request for a Review by a Hearings Officer expires, if it has not been exercised, on or before forty-five (45) days after the Screening Decision date, at which time:
- 7.3.1 The Person shall be deemed to have waived the right to request a Review by a Hearings Officer or request an extension of time for a Review by a Hearings Officer;
 - 7.3.2 The Screening Decision shall be deemed to be confirmed; and
 - 7.3.3 The Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 7.4 A Person's Request for a Review by a Hearings Officer or request for an extension of time to request a Review by a Hearings Officer is exercised by a submission by email, mail or fax transmission, using the Request for Review Form, attached hereto as Schedule "C", or Schedule "E", and in accordance with the directions included therein.
- 7.4.1 Requests for a Review by a Hearings Officer that are not in the prescribed format shall be deemed to be invalid.
- 7.5 A Request for a Review by a Hearings Officer or request for an extension of time to request a Review by a Hearings Officer shall be served in accordance with the provisions of Section 8.5 of this Bylaw.
- 7.6 A Request for a Review by a Hearings Officer or a request for an extension of time to request a Review by a Hearings Officer shall only be scheduled by the Director if the Person makes the request on or before the dates established by Sections 7.1 or 7.2 of this Bylaw.
- 7.7 The Director may grant a request to extend the time to request a Review by Hearings Officer only where the Person demonstrates, to the satisfaction of the Director in his/her sole discretion, that they were not served in accordance with Section 8.0 of the Bylaw.
- 7.8 Where an extension of time to request a Review by Hearings Officer is granted by the Director, or when a Review by Hearings Officer has been requested in accordance with this Section, a Notice of a Hearing will be provided in accordance with Section 8.0 of this Bylaw.
- 7.9 Where a Person fails to appear at the time and place scheduled for a Hearing:
- 7.9.1 The Person shall be deemed to have abandoned the Request for a Review by a Hearings Officer;
 - 7.9.2 The Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;
 - 7.9.3 The Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and
 - 7.9.4 The Person shall pay to the Township a Hearing Non-appearance Fee, Late Payment Fee, MTO Fee if applicable and any other applicable Administrative Fee(s).

- 7.10 A Review by a Hearings Officer *de novo* shall be conducted in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended, and Screening and Hearings Officer Bylaw No. 2020-63, as amended from time to time.
- 7.11 The parties to a Review by a Hearings Officer shall be the Person seeking review and the Township, who may attend through the Director, a Screening Officer, an Officer, the Township Solicitor, or a delegate of any of the above persons.
- 7.12 Any information contained in the Penalty Notice is admissible in evidence as proof of the facts certified in it, in the absence of evidence to the contrary. If a Person wishes to challenge the facts contained in the Penalty Notice, they shall mark the Request for Review Form accordingly.
- 7.13 Upon the conclusion of a Review by a Hearings Officer, the Hearings Officer may:
- 7.13.1 Confirm the Screening Decision; or
- 7.13.2 Cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
- 7.13.2.1 Where the Person establishes on a balance of probabilities that the Designated Bylaw(s) as described in the Penalty Notice was not contravened; or
- 7.13.2.2 Where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue financial hardship.
- 7.14 A Hearings Officer has no authority to consider questions relating to the validity of a statute, regulation or bylaw or the constitutional applicability or operability of any statute, regulation or bylaw.
- 7.15 After a Review by a Hearings Officer is complete, the Hearings Officer shall issue a Hearing Decision to the Person, and deliver it in accordance with the Hearings Officer Bylaw.
- 7.16 The decision of a Hearings Officer is final.
- 7.17 A Person's Request for a Review by a Hearings Officer shall take place within 45 days upon receipt of the Request for Review form.

8.0 SERVICE OF DOCUMENTS

- 8.1 Any notice or decision, including a Penalty Notice, made pursuant to this Bylaw, when served in any of the following ways, is deemed effective:
- 8.1.1 Immediately, when a copy is delivered by personal service to the Person to whom it is addressed or, in the case of a Penalty Notice relating to a parking or traffic-related contravention, by affixing it to the vehicle in a conspicuous place at the time of the contravention;
- 8.1.2 On the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the Person's last known address;
- 8.1.3 Immediately upon the conclusion of a copy by facsimile transmission to the Person's last known facsimile transmission

number; or

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

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

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

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

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

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

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

8.5.2 On the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the location prescribed on the applicable form or notice; or

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

9.0 ADMINISTRATION

9.1 The Director shall administer this Bylaw and establish any additional practices, policies and procedures necessary to implement this Bylaw and may amend such practices, policies and procedures from time to time as the Director deems necessary, without amendment to this Bylaw.

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

- 9.3 Any Administrative Fee(s) prescribed within Schedule "B" of this Bylaw shall be added to and be deemed part of the penalty amount unless otherwise rescinded by the Hearings Officer.
- 9.4 Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable, the Person shall pay to the Township a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).
- 9.5 Where a Person makes payments to the Township of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument or credit card, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Township the NSF Fee set out in the Township's Fee Bylaw.
- 9.6 An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Township owed by the Person.
- 9.7 Where an Administrative Penalty involves a vehicle, the Township may notify the Registrar of Motor Vehicles, resulting in plate denial. At the time that plate denial is requested a plate denial fee will be added in accordance with Schedule "B" of this Bylaw and shall be added to the total debt owed to the Township.
- 9.8 Where an Administrative Penalty, including any applicable Administrative Fee(s) or Late Payment Fee(s), are not paid within fifteen (15) days after it becomes due and payable shall be deemed to be unpaid taxes and may be collected in the same manner as taxes in accordance with Section 434.2 of the *Municipal Act*, 2001.
- 9.9 Where an Administrative Penalty is cancelled by a Screening Officer or Hearings Officer, any Administrative Fee(s) are also cancelled.
- 9.10 An Authorized Representative is permitted to appear on behalf of a Person at a Review by a Hearings Officer, or to communicate with the Township on behalf of a Person in accordance with a written authorization satisfactory to the Director.
- 9.11 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
- 9.12 A Person claiming financial hardship under this Bylaw shall provide documented proof of the financial hardship to the Director, the Screening Officer or the Hearings Officer, as applicable.
- 9.13 Any Schedule attached to this Bylaw forms part of this Bylaw.

10.0 SEVERABILITY

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

11.0 INTERPRETATION

- 11.1 The provisions in Part VI of the *Legislation Act*, 2006, S.O. 2006, c.21, Schedule “F”, shall apply to this Bylaw.
- 11.2 Where words and phrases used in this Bylaw are defined in the Highway Traffic Act, but not defined in this Bylaw, the definitions in the Highway Traffic Act shall apply to such words and phrases.

12.0 EFFECTIVE DATE

- 12.1 This Bylaw shall come into force and effect on February 1, 2021.

13.0 MINOR CORRECTIONS

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

14.0 REPEAL

- 14.1 That the section “Parking and Traffic Bylaw Set fines for use Part II” in Schedule “A” of Bylaw No. 40-2002 is hereby repealed.
- 14.2 That Bylaw No. 2019-43 is hereby repealed upon date of passing.

READ and passed in Open Council this 12th day of April, 2023.

Amended this 25th day of April, 2023.

Minor amendments made to Appendix 1 on this 11th day of July, 2023 as authorized under Section 13.1

MAYOR

CLERK

Schedule “A”
Administrative Monetary Penalty System
Designated Bylaw Provisions

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

Designated Bylaw	Appendix	Bylaw Number
Parking	1	25-2001
Fire Route	2	26-2001
Mobile Food Premise	3	2023-14
Clean Yards	4	36-2000
Chesterville & Winchester Waterworks	5	19-2013
Dog	6	38-2000
Entranceways & Drains	7	2021-64
Open Air Burn	8	2019-41
Fire Hydrant	9	2021-55
Outdoor Solid Fuel Burning Appliances	10	2020-28
Pool Enclosure	11	2020-16
Smoking and Vaping	12	2020-31
Property Standards	13	20-2012
Road Cut	14	2021-56
Nuisance	15	2016-20
Column 1	Column 2	Column 3

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

APPENDIX 1

PARKING BYLAW NO. 25-2001, AS AMENDED

Appendix 1: Parking Bylaw No. 25-2001, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrativ e Penalt	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
1	Park facing wrong direction - raised curb	6.1.1	\$35.00	\$35.00	\$35.00
2	Stop facing wrong direction	6.1.1	\$35.00	\$35.00	\$35.00
3	Park more than 15 cm from curb	6.1.1	\$35.00	\$35.00	\$35.00
4	Stop more than 15 cm from curb	6.1.1	\$35.00	\$35.00	\$35.00
5	Park facing wrong direction - one way traffic	6.2.1	\$35.00	\$35.00	\$35.00
6	Stop facing wrong direction - one way traffic	6.2.1	\$35.00	\$35.00	\$35.00
7	Park more than 15 cm from curb - one way traffic	6.2.1	\$35.00	\$35.00	\$35.00
8	Stop more than 15 cm from curb - one way traffic	6.2.1	\$35.00	\$35.00	\$35.00
9	Park facing wrong direction - one way traffic	6.2.1	\$35.00	\$35.00	\$35.00
10	Stop facing wrong direction - one way traffic	6.2.1	\$35.00	\$35.00	\$35.00
11	Park vending vehicle as to obstruct traffic	7	\$35.00	\$35.00	\$35.00
12	Park (heavy truck/trailer/bus) on highway in excess of 3 hours	8	\$35.00	\$35.00	\$35.00
13	Park in posted “no parking” zone	9	\$35.00	\$35.00	\$35.00
14	Park within 3 m of intersection	10.1.1	\$35.00	\$35.00	\$35.00
15	Park within 3 m of fire hydrant	10.1.2	\$35.00	\$35.00	\$35.00
16	Park in front of (laneway/driveway)	10.1.3	\$35.00	\$35.00	\$35.00
17	Park within 1.5 m of (laneway/driveway)	10.1.3	\$35.00	\$35.00	\$35.00
18	Park - obstruct vehicle use of (laneway/driveway)	10.1.4	\$35.00	\$35.00	\$35.00

Appendix 1: Parking Bylaw No. 25-2001, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
19	Park - prevent removal of previously parked vehicle	10.1.5	\$35.00	\$35.00	\$35.00
20	Park for purpose of displaying vehicle for sale	10.1.6	\$35.00	\$35.00	\$35.00
21	Park for purpose of greasing vehicle	10.1.7	\$35.00	\$35.00	\$35.00
22	Park for purpose of repairing vehicle	10.1.7	\$35.00	\$35.00	\$35.00
23	Park on travelled portion of roadway 6 m or less in width	10.1.8	\$35.00	\$35.00	\$35.00
24	Park on driveway within 1 m of sidewalk	10.1.9	\$35.00	\$35.00	\$35.00
25	Park on driveway within 2 m of roadway no sidewalk	10.1.9	\$35.00	\$35.00	\$35.00
26	Park on part of sidewalk	10.1.10	\$35.00	\$35.00	\$35.00
27	Park within intersection	10.1.11	\$35.00	\$35.00	\$35.00
28	Park on bridge	10.1.12	\$35.00	\$35.00	\$35.00
29	Park obstruct traffic	10.1.13	\$35.00	\$35.00	\$35.00
30	Park in front of main entrance to (hotel/hospital/nursing home/theatre/public building)	10.1.14	\$35.00	\$35.00	\$35.00
31	Park in front of emergency exit from (hotel/hospital/nursing home/theatre/public building)	10.1.14	\$35.00	\$35.00	\$35.00
32	Park in contravention of traffic control device	10.1.15	\$35.00	\$35.00	\$35.00
33	Park - interfere with (snow/ice) removal	11.1.1	\$45.00	\$45.00	\$45.00
34	Park - interfere with clearing of snow	11.1.1	\$45.00	\$45.00	\$45.00
35	Park - interfere with highway cleaning operation	11.1.2	\$45.00	\$45.00	\$45.00
36	Park in no parking area during prohibited times and days	12.1	\$35.00	\$35.00	\$35.00
37	Stop on part of sidewalk	13.2.1	\$35.00	\$35.00	\$35.00

Appendix 1: Parking Bylaw No. 25-2001, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
38	Stop within intersection	13.2.2	\$35.00	\$35.00	\$35.00
39	Stop within crosswalk	13.2.2	\$35.00	\$35.00	\$35.00
40	Stop within school crosswalk zone between 7:00 AM and 5:00 PM	13.2.8	\$35.00	\$35.00	\$35.00
41	Stop adjacent to excavation - impede traffic	13.2.3	\$35.00	\$35.00	\$35.00
42	Stop adjacent to obstruction - impede traffic	13.2.3	\$35.00	\$35.00	\$35.00
43	Stop beside stopped vehicle	13.2.4	\$35.00	\$35.00	\$35.00
44	Stop beside parked vehicle	13.2.4	\$35.00	\$35.00	\$35.00
45	Stop upon bridge	13.2.5	\$35.00	\$35.00	\$35.00
46	Stop within 30 m approach side of railway crossing	13.2.6	\$35.00	\$35.00	\$35.00
47	Stop within 15 m leaving side of railway crossing	13.2.7	\$35.00	\$35.00	\$35.00
48	Stop within pedestrian crossover	14.2.1	\$35.00	\$35.00	\$35.00
49	Stop within pedestrian crossover zone	14.2.2	\$35.00	\$35.00	\$35.00
50	Stop within turning basin of cul de sac	14.2.3	\$35.00	\$35.00	\$35.00
51	Stop in no stopping area	15.1	\$35.00	\$35.00	\$35.00
52	Park in excess of posted time limits	17.1	\$35.00	\$35.00	\$35.00
53	Park in excess of 3 hours	17.2	\$35.00	\$35.00	\$35.00
54	Park within 300 m of previous parking space within 1 hour	17.3	\$35.00	\$35.00	\$35.00
55	Park - prohibited on highway between 11:00 PM and 7:00 AM	17.4	\$35.00	\$35.00	\$35.00
56	(Stop/stand/park) - other than within angled parking space	19.1	\$35.00	\$35.00	\$35.00
57	(Stop/stand/park) - in angle parking space - improper angle	19.2	\$35.00	\$35.00	\$35.00

Appendix 1: Parking Bylaw No. 25-2001, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
58	Park in angled parking space - vehicle front not at curb	19.3	\$35.00	\$35.00	\$35.00
59	Park in angled parking space - vehicle front not at edge of roadway	19.3	\$35.00	\$35.00	\$35.00
60	Park in accessible parking space (for persons with a disability) without permit	23.1	\$300.00	\$300.00	\$300.00
61	Park on a barricaded highway	25.1	\$35.00	\$35.00	\$35.00
62	Park within 90 m from fire scene	27.1	\$75.00	\$75.00	\$75.00
63	Park within 90 m from fire apparatus	27.1	\$75.00	\$75.00	\$75.00
64	Park within 90 m from fire-fighting equipment	27.1	\$75.00	\$75.00	\$75.00
65	Unauthorized parking on private property	54.3.5	\$35.00	\$35.00	\$35.00
66	Park on Corporation property in a no parking area	54.3.7	\$35.00	\$35.00	\$35.00
67	Park on Corporation property in a reserved area	54.3.8	\$35.00	\$35.00	\$35.00
68	Park on Corporation property in excess of posted time limits	54.3.9	\$35.00	\$35.00	\$35.00
69	(Park/stop) on Corporation property in a loading zone	54.3.10	\$35.00	\$35.00	\$35.00

APPENDIX 2
FIRE ROUTE BYLAW NO. 26-2001, AS AMENDED

Appendix 2: Fire Route Bylaw No. 26-2001, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
1	Park in a designated Fire Route	4	\$35.00	\$35.00	\$35.00

APPENDIX 3

MOBILE FOOD PREMISE BYLAW NO. 2023-14, AS AMENDED

Appendix 3: Mobile Food Premise Bylaw No. 2023-14, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
1	Operate mobile food premise without a licence	2.1	\$500.00	\$750.00	\$1,125.00
2	Operate mobile food premise in prohibited zone	2.2	\$200.00	\$300.00	\$450.00
3	Operate on private property without consent	2.4 b)	\$200.00	\$300.00	\$450.00
4	Operate mobile food premise within 50 m of an eating establishment	2.5	\$200.00	\$300.00	\$450.00
5	Operate mobile food premise on a highway	2.6	\$200.00	\$300.00	\$450.00
6	Operate mobile food premise within 1 m of a sidewalk	2.7	\$200.00	\$300.00	\$450.00
7	Operate mobile food premise on a sidewalk	2.8	\$200.00	\$300.00	\$450.00
8	Operate mobile food premise on a shoulder of highway	2.9	\$200.00	\$300.00	\$450.00
9	Operate mobile food premise within 3.5 m of an entrance or exit of building	2.1	\$200.00	\$300.00	\$450.00
10	Operate mobile food premise on municipal land without written consent	2.11	\$200.00	\$300.00	\$450.00
11	Fail to operate at least 1.2 m from all property lines abutting any non-residential use	2.12	\$200.00	\$300.00	\$450.00
12	Mobile food operation storage within 1.2 m of the property line abutting non-residential use	2.13	\$200.00	\$300.00	\$450.00
13	Operate mobile food premise within 3 m from all property lines abutting any residential use	2.14	\$200.00	\$300.00	\$450.00
14	Mobile food operation storage within 3 m of the property line abutting any residential use	2.15	\$200.00	\$300.00	\$450.00
15	Operate within a sight triangle	2.16	\$200.00	\$300.00	\$450.00

Appendix 3: Mobile Food Premise Bylaw No. 2023-14, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
16	Operate within 3 m from a driveway	2.17	\$200.00	\$300.00	\$450.00
17	Operate mobile food premise outside permitted location	2.18	\$200.00	\$300.00	\$450.00
18	Operate outside permitted hours	2.19	\$200.00	\$300.00	\$450.00
19	Fail to empty garbage receptacle	4.2	\$200.00	\$300.00	\$450.00
20	Fail to maintain clean and clear surrounding	4.3	\$200.00	\$300.00	\$450.00
21	Obstructing an Officer	6.7	\$500.00	\$750.00	\$1,125.00

APPENDIX 4

CLEAN YARDS BYLAW NO. 36-2000, AS AMENDED

Appendix 4: Clean Yards Bylaw No. 36-2000, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
1	Fail to keep yard free of waste and other debris	2(a)	\$200.00	\$300.00	\$450.00
2	Fail to keep yard free of hazardous objects and conditions	2(c)	\$350.00	\$525.00	\$787.50
3	Fail to keep yard from undergrowth, noxious plants and other vegetation	2(d)	\$200.00	\$300.00	\$450.00
4	Failing to keep yard lawns a maximum of 4 inches in height	2(e)	\$200.00	\$300.00	\$450.00
5	Failing to keep property clear of dead, decaying or damaged trees or other natural growth	2(f)	\$200.00	\$300.00	\$450.00
6	Store inoperative vehicles, machinery or refuse of any kind	2(g)	\$200.00	\$300.00	\$450.00
7	Fail to keep property free of damaged structures, or other unsafe or unsightly conditions	2(h)	\$250.00	\$375.00	\$562.50
8	Store (refrigerator/freezer) with self-locking device on a porch or in a yard	3(a)	\$200.00	\$300.00	\$450.00
9	Place (refrigerator/freezer) on a roadway without removing the door	3(b)	\$200.00	\$300.00	\$450.00
10	Failing to maintain hedges, plants, trees and other landscaping	4(a)	\$150.00	\$225.00	\$337.50
11	Failing to maintain and/or restore ground cover areas susceptible to erosion	4(b)	\$150.00	\$225.00	\$337.50
12	Fail to maintain (yard/driveway/sidewalks) to a standard compatible to adjoining properties	4(c)	\$150.00	\$225.00	\$337.50
13	Fail to maintain and/or drain vehicular areas	4(d)	\$150.00	\$225.00	\$337.50
14	Fail to maintain and provide sufficient receptacles for all garbage	5(a)	\$150.00	\$225.00	\$337.50
15	Fail to keep property free of refuse and litter	5(b)	\$150.00	\$225.00	\$337.50
16	Fail to provide sufficient receptacles for (refuse/litter)	5(c)	\$150.00	\$225.00	\$337.50

Appendix 4: Clean Yards Bylaw No. 36-2000, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
17	Fail to maintain a safe passageway (steps/walks, driveways/parking)	6(a)	\$200.00	\$300.00	\$450.00
18	Use private property for the (dumping/disposal) of waste	7	\$250.00	\$375.00	\$562.50
19	Use (street/corporation property) for the (dumping/depositing/disposal of waste)	8(a)	\$300.00	\$450.00	\$675.00
20	Cause/permit/allow snow to be (dumped/thrown/placed/pushed/deposited) on any (street/property)	8(b)	\$200.00	\$300.00	\$450.00

APPENDIX 5

CHESTERVILLE & WINCHESTER WATERWORKS BYLAW NO. 19-2013, AS AMENDED

Appendix 5: Chesterville & Winchester Waterworks Bylaw No. 19-2013, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
1	Use water supplied by the municipal waterworks as a source of heat or cold in any heat pump, air conditioning or similar system	22(a)	\$500.00	\$750.00	\$1,125.00
2	Permit the improper use or waste of water	25	\$500.00	\$750.00	\$1,125.00
3	Sell or give water to any person without written approval	25	\$500.00	\$750.00	\$1,125.00
4	Make or cause to be made any connections to any pipe or main or any part of the water system or in any way to obtain or use water in a manner not authorized	28	\$500.00	\$750.00	\$1,125.00
5	Draw water, damage or interfere with a fire hydrant, water main or water pipe	32	\$500.00	\$750.00	\$1,125.00
6	Draw water, damage or interfere with anything that is the property of the Township	32	\$500.00	\$750.00	\$1,125.00
7	Obstruct the free access to any hydrant, stopcock, meter, remote, or building	32	\$500.00	\$750.00	\$1,125.00

APPENDIX 6
DOG BYLAW NO. 38-2000, AS AMENDED

Appendix 6: Dog Bylaw No. 38-2000, as amended					
Column A1	Column A2	Column A3	Column A4	Column A5	Column A6
Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (3rd Offence)
1	Failure to licence dog	2	\$100.00	\$150.00	\$225.00
2	Failure to keep tag secured	7(a)	\$75.00	\$112.50	\$168.75
3	Using tag upon dog other than dog for which tag issued	7(b)	\$100.00	\$150.00	\$225.00
4	Failing to obtain licence to operate kennel	10	\$250.00	\$375.00	\$562.50
5	Assigning/transferring licence	11	\$75.00	\$112.50	\$168.75
6	Keeping/allowing to be kept more than four dogs in rural area	12	\$100.00	\$150.00	\$225.00
7	Keeping/allowing to be kept more than three dogs in urban area	13	\$100.00	\$150.00	\$225.00
8	Allowing dog to run at large	14	\$100.00	\$150.00	\$225.00
9	Permitting/allowing dog to trespass on private property	16	\$100.00	\$150.00	\$225.00
10	Operating kennel containing a vicious dog or dog included in Schedule "B"	24(a)	\$250.00	\$375.00	\$562.50
11	Permitting a dog to fight another dog	25	\$350.00	\$525.00	\$787.50
12	Failing to remove and dispose of dog excrement	26(a)	\$100.00	\$150.00	\$225.00
13	Allow dog to disturb the peace	27	\$100.00	\$150.00	\$225.00

APPENDIX 7

ENTRANCEWAYS & DRAINS BYLAW NO. 2021-64, AS AMENDED

Appendix 7: Entranceways & Drains Bylaw No. 2021-64, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
1	Construct, alter or change the use of an entranceway without a permit	3.1	\$500.00	\$750.00	\$1,125.00
2	Change the use or classification of an entranceway without a permit	4	\$500.00	\$750.00	\$1,125.00
3	Obstruct a drain or water course	8.1	\$500.00	\$750.00	\$1,125.00
4	Fail to obtain a permit to construct a temporary entranceway	9	\$500.00	\$750.00	\$1,125.00
5	Install a permanent entranceway between December 1 st and April 15 th	11	\$500.00	\$750.00	\$1,125.00
6	Hinder or obstruct an Officer	15.3	\$500.00	\$750.00	\$1,125.00

APPENDIX 8

OPEN AIR BURN BYLAW NO. 2019-41, AS AMENDED

Appendix 8: Open Air Burn Bylaw No. 2019-41, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
1	Open Air Burn – Fail to comply with permit conditions	4.1.1	\$500.00	\$750.00	\$1,125.00
2	Open Air Burn – Prohibited area (institutional, industrial, or commercial) – no permit	4.1.2	\$500.00	\$750.00	\$1,125.00
3	Open Air Burn – Prohibited area (institutional, industrial, or commercial) – no permit	4.1.3	\$500.00	\$750.00	\$1,125.00
4	Open Air Burn – During Open Air Fire Ban	4.3	\$750.00	\$1,125.00	\$1,687.50
5	Open Air Burn – Cause reduced visibility	4.4.2	\$500.00	\$750.00	\$1,125.00
6	Open Air Burn – Cause excessive smoke	4.4.3	\$350.00	\$525.00	\$787.50
7	Open Air Burn – Cause nuisance	4.4.4	\$250.00	\$375.00	\$562.50
8	Open Air Burn – Fog present	4.5	\$250.00	\$375.00	\$562.50
9	Open Air Burn – Uncontained fire	4.6	\$250.00	\$375.00	\$562.50
10	Open Air Burn – Brush/Agricultural/Clearing Fire set before sunrise	4.7	\$300.00	\$450.00	\$675.00
11	Open Air Burn – Brush/Agricultural/Clearing Fire set before sunset	4.8	\$300.00	\$450.00	\$675.00
12	Burn Prohibited Material	5.1	\$500.00	\$750.00	\$1,125.00
13	Open Air Burn – Fail to call Activation Number	7.3	\$250.00	\$375.00	\$562.50
14	Open Air Burn - Fail to produce valid Permit/ Call to Activation Number upon request	7.4	\$250.00	\$375.00	\$562.50
15	Open Air Burn – Fail to maintain constant watch and control	7.5.1	\$500.00	\$750.00	\$1,125.00
16	Open Air Burn – Fail to immediately extinguish fire upon order of Fire Chief or MLEO	7.5.3	\$500.00	\$750.00	\$1,125.00

Appendix 8: Open Air Burn Bylaw No. 2019-41, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
17	Open Air Burn – Fail to have sufficient onsite extinguishing devices or personnel	7.5.5	\$500.00	\$750.00	\$1,125.00
18	Brush Fire – No permit	8.1	\$350.00	\$525.00	\$787.50
19	Brush Fire – Less than 25 m from any building, hedge, fence, overhead	8.2.1	\$350.00	\$525.00	\$787.50
20	Brush Fire – In excess of Bylaw/permit limits	8.2.2	\$350.00	\$525.00	\$787.50
21	Brush Fire – Set/maintained with combustible/flammable liquid	8.2.3	\$500.00	\$750.00	\$1,125.00
22	Brush Fire – Prohibited Materials	8.2.4	\$500.00	\$750.00	\$1,125.00
23	Agricultural and Land Clearing Fire – No permit	9.1	\$750.00	\$1,125.00	\$1,687.50
24	Agricultural and Land Clearing Fire – Fail to contact Fire Chief prior to ignition	9.2	\$500.00	\$750.00	\$1,125.00
25	Agricultural and Land Clearing Fire – Burn within 75 m from any building, structure, standing timber or any other flammable or combustible material	9.2.2	\$400.00	\$600.00	\$900.00
26	Agricultural and Land Clearing Fire – Burn within 30 m of property line or highway	9.2.3	\$400.00	\$600.00	\$900.00
27	Agricultural and Land Clearing Fire – Burn pile exceeding 10 m in diameter, or 5 m in height	9.2.4	\$500.00	\$750.00	\$1,125.00
28	Agricultural and Land Clearing Fire – Burn pile within 30 m of another burn pile	9.2.5	\$500.00	\$750.00	\$1,125.00
29	Agricultural and Land Clearing Fire – Prohibited Materials	9.2.7	\$750.00	\$1,125.00	\$1,687.50
30	Agricultural and Land Clearing Fire – Burn in unsafe conditions	9.2.8	\$500.00	\$750.00	\$1,125.00
31	Agricultural and Land Clearing Fire – Burn within 200 m of a residence (no permission from owner)	9.2.9	\$500.00	\$750.00	\$1,125.00
32	Agricultural and Land Clearing Fire – Fail to call Activation Number	9.3	\$250.00	\$375.00	\$562.50
33	Air Curtain Burn Box Fire – No permit	10.1	\$750.00	\$1,125.00	\$1,687.50

Appendix 8: Open Air Burn Bylaw No. 2019-41, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penal	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
34	Air Curtain Burn Box Fire – Operation of Non-Manufacturer Curtain Burner	10.2	\$750.00	\$1,125.00	\$1,687.50
35	Air Curtain Burn Box Fire – Fail to operate according to manufacturer's specifications	10.3	\$500.00	\$750.00	\$1,125.00
36	Air Curtain Burn Box Fire – Fail to contact Fire Chief prior to ignition	10.4	\$250.00	\$375.00	\$562.50
37	Air Curtain Burn Box Fire – Fail to call Township Authorization Number	10.5	\$250.00	\$375.00	\$562.50
38	Air Curtain Burn Box Fire – Set fire using accelerant	10.6.1	\$500.00	\$750.00	\$1,125.00
39	Air Curtain Burn Box Fire – Burn materials other than land clearing debris and branches	10.6.2	\$500.00	\$750.00	\$1,125.00
40	Air Curtain Burn Box Fire – Materials protruding above air curtain	10.6.3	\$250.00	\$375.00	\$562.50
41	Air Curtain Burn Box Fire – Fail to supervise by certified operator	10.6.4	\$500.00	\$750.00	\$1,125.00
42	Air Curtain Burn Box Fire – Burn within 30 m of property line or highway	10.6.5	\$250.00	\$375.00	\$562.50
43	Air Curtain Burn Box Fire – Fail to reduce materials to coals/no flame	10.6.6	\$250.00	\$375.00	\$562.50
44	Air Curtain Burn Box Fire – Improper disposal of ash	10.6.7	\$500.00	\$750.00	\$1,125.00
45	Campfire/Recreational Fire – Burn materials not defined under Section 2.1, or leaves, grass or yard waste	11.3.1	\$250.00	\$375.00	\$562.50
46	Campfire/Recreational Fire – Fail to completely surround fire with non-combustible material	11.3.2	\$200.00	\$300.00	\$450.00
47	Campfire/Recreational Fire – Burn within 3 m of any highway, building, hedge, fence, overhead wiring, vegetation, or other combustible material	11.3.3	\$200.00	\$300.00	\$450.00
48	Campfire/Recreational Fire – Burn within 3 m of property line	11.3.4	\$250.00	\$375.00	\$562.50
49	Campfire/Recreational Fire – Flame exceeding 1 m in height and/or 1 m in diameter	11.3.5	\$200.00	\$300.00	\$450.00
50	Campfire/Recreational Fire – Burn causing adverse effect	11.3.6	\$300.00	\$450.00	\$675.00

Appendix 8: Open Air Burn Bylaw No. 2019-41, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
51	Campfire/Recreational Fire – Fail to have adequate means of control or extinguishment at the burn site	11.3.7	\$300.00	\$450.00	\$675.00
52	Campfire/Recreational Fire – Fail to completely extinguish fire	11.3.8	\$300.00	\$450.00	\$675.00

APPENDIX 9

FIRE HYDRANT BYLAW NO. 2021-55, AS AMENDED

Appendix 9: Fire Hydrant Bylaw No. 2021-55, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
1	Open or interfere with a fire hydrant	3.1	\$1,000.00	\$1,500.00	\$2,250.00
2	Operate or take water from a fire hydrant	3.1	\$1,000.00	\$1,500.00	\$2,250.00
3	Fail to apply to the Township for a connection to a fire hydrant	4.1	\$1,000.00	\$1,500.00	\$2,250.00
4	Connect to a fire hydrant not preventing back-flow into the hydrant	4.1.2	\$1,000.00	\$1,500.00	\$2,250.00
5	Connect to a fire hydrant without an inspection	4.1.3	\$1,000.00	\$1,500.00	\$2,250.00
6	Hinder or obstruct an officer	8.2	\$500.00	\$750.00	\$1,125.00

APPENDIX 10

OUTDOOR SOLID FUEL BURNING APPLIANCES BYLAW NO. 2020-28, AS AMENDED

Appendix 10: Outdoor Solid Fuel Burning Bylaw No. 2020-28, as amended					
Column A1	Column A2	Column A3	Column A4	Column A5	Column A6
Item #	Description	Section	Administrative Penalty (1st Offence)	Administrative Penalty (2nd Offence)	Administrative Penalty (3rd Offence)
1	Install, use or maintain an OSFCA that is not certified	3.2.1	\$200.00	\$300.00	\$450.00
2	Install, use or maintain an OSFCA within 30 me from a property line	3.2.2	\$200.00	\$300.00	\$450.00
3	Install, use or maintain an OSFCA within 100 m of a dwelling on adjacent lot	3.2.3	\$200.00	\$300.00	\$450.00
4	Install, use or maintain an OSFCA in a registered plan of subdivision	3.2.4	\$200.00	\$300.00	\$450.00
5	Install, use or maintain an OSFCA on a lot zoned residential	3.2.5	\$200.00	\$300.00	\$450.00
6	Burn waste or other unacceptable fuel	3.3	\$400.00	\$600.00	\$900.00
7	Install an OSFCA without a permit issued by the Chief Building Official	5.1	\$350.00	\$525.00	\$787.50
8	Hinder or obstruct an Officer	8.5	\$500.00	\$750.00	\$1,125.00

APPENDIX 11

POOL ENCLOSURE BYLAW NO. 2020-16, AS AMENDED

Appendix 11: Pool Enclosure Bylaw No. 2020-16, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
1	Place water in a pool or spa without enclosures and gates or temporary fences	3.2	\$100.00	\$150.00	\$225.00
2	Allow water to remain in a pool or spa without enclosures and gates or temporary fences	3.3	\$100.00	\$150.00	\$225.00
3	Fill a pool or spa with water without an inspection	3.4	\$100.00	\$150.00	\$225.00
4	Replace an enclosure without a permit	3.6	\$100.00	\$150.00	\$225.00
5	Install or place a pool or spa without a permit	4.1	\$150.00	\$225.00	\$337.50
6	Install a pool or spa closer than 1.5 m to a septic tank or holding tank	7.1	\$100.00	\$150.00	\$225.00
7	Install a pool or spa closer than 5 m to a septic leaching bed	7.1	\$100.00	\$150.00	\$225.00
8	Permit a pool or spa that is encroaching on a swale or easement	7.2	\$150.00	\$225.00	\$337.50
9	Fail to have adequate enclosure erected	8.1	\$100.00	\$150.00	\$225.00
10	Fail to maintain enclosure	9.1	\$100.00	\$150.00	\$225.00
11	Install a pool's pumping, filtration or heating equipment less than 1.2 m from an interior side yard lot line	11.1.1	\$80.00	\$120.00	\$180.00
12	Install a pool's pumping, filtration or heating equipment less than 1.2 m from a rear yard lot line	11.1.1	\$80.00	\$120.00	\$180.00
13	Install a pool's pumping, filtration or heating equipment less than 3.5 m from an exterior yard lot line	11.1.2	\$80.00	\$120.00	\$180.00
14	Install a pool's pumping, filtration or heating equipment in a front yard	11.1.3	\$80.00	\$120.00	\$180.00

Appendix 11: Pool Enclosure Bylaw No. 2020-16, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
15	Install a pool's pumping filtration or equipment less than 1.2 m from the pool	11.1.4	\$80.00	\$120.00	\$180.00
16	Install a pool's pumping, filtration or heating equipment that facilitates climbing	11.1.5	\$100.00	\$150.00	\$225.00
17	Fail to enclose the equipment	11.2.1	\$80.00	\$120.00	\$180.00
18	Install a pool or enclosure that alters the storm water drainage patterns	13.1	\$100.00	\$150.00	\$225.00
19	Fail to comply with a notice	14.4	\$250.00	\$375.00	\$562.50
20	Hinder or obstruct an Officer	15.4	\$350.00	\$525.00	\$787.50
21	Attempt to hinder or obstruct an Officer	15.4	\$350.00	\$525.00	\$787.50

APPENDIX 12

SMOKING AND VAPING BYLAW NO. 2020-31, AS AMENDED

Appendix 12: Smoking and Vaping Bylaw No. 2020-31, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
1	Smoke or vape on outdoor municipal property	3.1.1	\$250.00	\$375.00	\$562.50
2	Smoke or vape on an outdoor restaurant or bar patio	3.1.2	\$250.00	\$375.00	\$562.50
3	Smoke or vape in an enclosed public place	3.1.3	\$250.00	\$375.00	\$562.50
4	Smoke or vape in an enclosed workplace	3.1.4	\$250.00	\$375.00	\$562.50
5	Smoke or vape on or within a vehicle located on municipal property	3.2	\$300.00	\$450.00	\$675.00
6	Remove, cover up, mutilate, deface or alter a "No Smoking/No Vaping" sign	3.3	\$250.00	\$375.00	\$562.50
7	Permit smoking or vaping in an enclosed public place, enclosed workplace, outdoor restaurant or bar patio	5.1	\$350.00	\$525.00	\$787.50
8	Place an ashtray or allow an astray to remain in place	5.2	\$350.00	\$525.00	\$787.50
9	Fail to post signs	6.1	\$300.00	\$450.00	\$675.00
10	Obstruct, hinder or interfere an Officer	7.2	\$500.00	\$750.00	\$1,125.00
11	Produce a false document or make a false or misleading statement to an Officer	7.3	\$400.00	\$600.00	\$900.00

APPENDIX 13

PROPERTY STANDARDS BYLAW NO. 20-2012, AS AMENDED

Appendix 13: Property Standards Bylaw No. 20-2012, as amended					
Column A2 Description		Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
1	Fail to eliminate an unsafe condition	3.(2)	\$400.00	\$600.00	\$900.00
2	Fail to maintain plumbing, cooking, refrigerating appliances and fixtures in a clean and sanitary condition	3.(3)(a)	\$300.00	\$450.00	\$675.00
3	Fail to maintain storage facilities and other equipment in a clean and sanitary condition	3.(3)(a)	\$300.00	\$450.00	\$675.00
4	Fail to keep all exits from the dwelling clean and unobstructed	3.(3)(b)	\$350.00	\$525.00	\$787.50
5	Fail to maintain the dwelling unit in a clean and sanitary condition	3.(3)(c)	\$300.00	\$450.00	\$675.00
6	Fail to make repairs in a good workmanlike manner	3.(6)	\$300.00	\$450.00	\$675.00
7	Fail to maintain a property in a structurally sound condition	4.(1)	\$400.00	\$600.00	\$900.00
8	Fail to have exterior surfaces of buildings, structures made of materials which resist deterioration	4.(2)	\$350.00	\$525.00	\$787.50
9	Fail to keep exterior walls, chimneys, roof and other parts of the building free from loose materials	4.(3)	\$350.00	\$525.00	\$787.50
10	Permit a roof drainage or discharge from a sump pump or pool to discharge on sidewalk, stairs, neighbouring property or street	5.(2)	\$350.00	\$525.00	\$787.50
11	Fail to discharge storm sewage so as to eliminate recurrent standing water and surface ponding	5.(3)	\$350.00	\$525.00	\$787.50
12	Discharge storm sewage on the property into basement or cellar on the property adjoining properties' basement or cellars	5.(3)	\$350.00	\$525.00	\$787.50

Appendix 13: Property Standards Bylaw No. 20-2012, as amended					
Column A2 Description		Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
13	Fail to maintain eavestroughs and downspouts watertight and free from leaks	5.(4)(a)	\$300.00	\$450.00	\$675.00
14	Fail to maintain eavestroughs and downspouts in a good working order, and free from any obstructions	5.(4)(b)	\$300.00	\$450.00	\$675.00
15	Fail to maintain eavestroughs and downspouts in a stable condition and shall be securely fastened to the structure	5.(4)(c)	\$300.00	\$450.00	\$675.00
16	Fail to keep catch basin in good repair and free of debris and obstructions	5.(5)	\$300.00	\$450.00	\$675.00
17	Fail to protect a building against the risk of accident or intentional damage to the property	6.(1)	\$350.00	\$525.00	\$787.00
18	Fail to keep vacant building clear of garbage rubbish and debris	6.(4)	\$350.00	\$525.00	\$787.50
19	Fail to have all water, electrical and gas services turned off in vacant building	6.(4)	\$400.00	\$600.00	\$900.00
20	Fail to protect the building from further damage, accident or other danger	7.(1)	\$350.00	\$525.00	\$787.50
21	Fail to remove surface that has smoke damage or other defacement	7.(2)	\$300.00	\$450.00	\$675.00
22	Fail to keep fire damaged building clear of all garbage, refuse and debris	8.(1)	\$350.00	\$525.00	\$787.50
23	Fail to have all water, electrical and gas services turned off in fire damaged building	8(1)	\$400.00	\$600.00	\$900.00
24	Fail to remove damaged or partly burned materials from the premise	8.(2)	\$300.00	\$450.00	\$675.00
25	Fail to fill up a foundation within 30 days	8.(3)	\$350.00	\$525.00	\$787.50
26	Fail to maintain exterior wall of a building or structure in good repair	9.(1)	\$350.00	\$525.00	\$787.50

Appendix 13: Property Standards Bylaw No. 20-2012, as amended					
Column A2 Description		Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
27	Fail to maintain exterior wall to prevent the entry of vermin and birds	9.(2)	\$300.00	\$450.00	\$675.00
28	Fail to maintain exterior walls and their components free of vandalism or other damage	9.(3)	\$300.00	\$450.00	\$675.00
29	Fail to maintain exterior walls and their components free of posters for an event that has already occurred	9.(4)	\$250.00	\$425.00	\$687.50
30	Fail to maintain exterior walls and their components where the message is not readable due to damage or deterioration to the poster	9.(4)	\$250.00	\$425.00	\$687.50
31	Fail to make patching and repairs with the same or visually similar material	9.(6)	\$250.00	\$425.00	\$687.50
32	Fail to have roof and all of its components weather-tight	10.(1)	\$350.00	\$525.00	\$787.50
33	Fail to repair or replace damaged roofing materials or components	10.(2)	\$350.00	\$525.00	\$787.50
34	Fail to maintain a roof, fascia board, soffit, cornice and flashing to prevent leakage	10.(3)	\$300.00	\$450.00	\$675.00
35	Fail to remove ice or snow from roof	10.(4)	\$350.00	\$525.00	\$787.50
36	Fail to keep roof clean and free of rubbish or debris	10.(5)(a)	\$350.00	\$525.00	\$787.50
37	Fail to keep roof clean and free of objects or conditions that may create a health or accident hazard	10.(5)(b)	\$350.00	\$525.00	\$787.50
38	Fail to maintain a chimneys smoke, or vent stacks, aerials, satellite dishes or lighting arrestor	10.(6)	\$300.00	\$450.00	\$675.00
39	Fail to fit exterior openings with doors or windows	11.(1)	\$400.00	\$600.00	\$900.00
40	Fail to maintain windows, doors, skylights or basement cellar hatchways in good repair	11.(2)	\$300.00	\$450.00	\$675.00

Appendix 13: Property Standards Bylaw No. 20-2012, as amended					
Column A2 Description		Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
41	Fail to have suitable hardware on a window	11.(3)	\$250.00	\$425.00	\$687.50
42	Fail to have screens on windows and in good repair	11.(4)	\$250.00	\$425.00	\$687.50
43	Fail to install the protective device within 7 days	11.(6)	\$250.00	\$425.00	\$687.50
44	Fail to keep interior floors, ceiling and walls free from excessive dampness	12.(1)	\$350.00	\$525.00	\$787.50
45	Fail to have foundation walls or piers	13.(2)	\$400.00	\$600.00	\$900.00
46	Fail to maintain a basement, cellar or crawl space in a watertight condition	13.(3)	\$350.00	\$525.00	\$787.50
47	Fail to maintain interior or exterior stairs, landings, balconies, porches or any means of access free of holes, cracks and defects	14.(1)	\$350.00	\$525.00	\$787.50
48	Fail to maintain a handrail in good repair	14.(2)	\$300.00	\$450.00	\$675.00
49	Fail to maintain walls, ceilings and floor free of holes, mould, cracks, loose coverings or other defects	15.(1)	\$350.00	\$525.00	\$787.50
50	Fail to maintain all floors reasonable smooth, level and maintained so as to be free of mould and all loose warped, protruding, broken or rotten boards	15.(2)	\$300.00	\$450.00	\$675.00
51	Fail to maintain floor finishing so as to be impervious to water and readily cleanable	15.(3)	\$300.00	\$450.00	\$675.00
52	Fail to provide sufficient thermal insulation to prevent condensation	15.(4)	\$350.00	\$525.00	\$787.50
53	Fail to repair wall and ceiling with a compatible finish	15.(5)	\$300.00	\$450.00	\$675.00
54	Fail to maintain all plumbing, drain pipes, water pipes and fixtures in a good working order and free from leaks and defects	16.(1)	\$350.00	\$525.00	\$787.50

Appendix 13: Property Standards Bylaw No. 20-2012, as amended					
Column A2 Description		Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
55	Fail to protect water pipes from freezing	16.(2)	\$350.00	\$525.00	\$787.50
56	Fail to connect a fixture outlet pipe to the sewage system through water trap seals	16.(3)	\$300.00	\$450.00	\$675.00
57	Fail to provide through piping hot and cold potable water	16.(4)(a)	\$400.00	\$600.00	\$900.00
58	Fail to provide through piping cold water connected to every toilet and hose bib	16.(4)(b)	\$300.00	\$450.00	\$675.00
59	Allow a water powered or water driven sump pump or back up pump to be connected to a water or sewage system	16.(7)	\$350.00	\$525.00	\$787.50
60	Connect a private water source and a municipal water system	16.(8)	\$400.00	\$600.00	\$900.00
61	Fail to have a heating system capable of supplying sufficient heat to maintain a temperature of not less than 22 degrees Celsius	17.(1)	\$350.00	\$525.00	\$787.50
62	Fail to operate and maintain the heating system in a good working order	17.(3)(a)	\$350.00	\$525.00	\$787.50
63	Fail to operate and maintain the heating system free from unsafe condition	17.(3)(b)	\$400.00	\$600.00	\$900.00
64	Equip dwelling unit with a portable heating equipment as the primary source of heat	17.(4)	\$350.00	\$525.00	\$787.50
65	Fail to maintain and keep free from defects the fireplace, chimney, smoke pipe, flue and vent	17.(5)	\$350.00	\$525.00	\$787.50
66	Fail to provide an adequate supply of fuel	17.(6)	\$350.00	\$525.00	\$787.50
67	Fail to maintain in good working order electrical wiring, fixtures, switches, receptable and appliances	18.(2)	\$350.00	\$525.00	\$787.50
68	Use extension cords as a permanent solution to inadequate receptable locations.	18.(3)	\$300.00	\$450.00	\$675.00

Appendix 13: Property Standards Bylaw No. 20-2012, as amended					
Column A2 Description		Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
69	Fail to have and maintain adequate interior and exterior lighting fixtures over stairways, steps, ramps, entrances landing	19.(1)	\$250.00	\$375.00	\$562.50
70	Fail to provide every bathroom, kitchen, laundry room, furnace room, basement, cellar and storage room with a permanent light fixture	19.(2)	\$250.00	\$375.00	\$562.50
71	Direct, place or shine on a neighbouring property outdoor lighting and indoor lighting, that can be seen outdoors	19.(3)	\$300.00	\$450.00	\$675.00
72	Fail to provide a window capable of being opened without tools or special knowledge in every bedroom	19.(5)	\$400.00	\$600.00	\$900.00
73	Fail to maintain the surfaces of steps, walks, driveways, parking area so as to afford safe passage	20.(2)	\$350.00	\$525.00	\$787.50
74	Fail to keep fences, barriers, retaining walls and signs in good repair, free from accident hazards	21(1)(a)	\$350.00	\$525.00	\$787.50
75	Fail to keep fences, barriers, retaining walls and signs protected by paint, preservative or other weather resistance material	21(1)(b)	\$300.00	\$450.00	\$675.00
76	Fail to keep fences, barriers, retaining walls and signs free from hazards	21.(1)(d)	\$350.00	\$525.00	\$787.50
77	Fail to remove unsightly marking, stains or other defacement on the exterior surfaces of fences, screens or other enclosures	21.(2)	\$300.00	\$450.00	\$675.00
78	Fail to provide dwelling with a kitchen sink, a water closet and hand wash basin and a bathtub or shower	22.(1)	\$400.00	\$600.00	\$900.00
79	Fail to have every bathroom accessible from within the dwelling and provided with a door capable of being locked	22.(2)	\$350.00	\$525.00	\$787.50
80	Fail to provide dwelling unit with a refrigerator and a stove top and oven combination	22.(8)	\$350.00	\$525.00	\$787.50
81	Fail to have and maintain in a good working order an opening for natural ventilation in every habitable room	23.(1)	\$350.00	\$525.00	\$787.50
82	Fail to maintain in a good working order the system of the mechanical ventilation	23.(5)	\$300.00	\$450.00	\$675.00

Appendix 13: Property Standards Bylaw No. 20-2012, as amended					
Column A2 Description		Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
83	Fail to provide a listed fire alarm and a fire detection system	24.(1)	\$400.00	\$600.00	\$900.00
84	Fail to have the escape in good condition, free from obstructions	24.(2)	\$400.00	\$600.00	\$900.00
85	Fail to install a smoke alarm	24.(3)	\$400.00	\$600.00	\$900.00
86	Fail to install a carbon monoxide alarm where combustion appliances exist	24.(5)	\$400.00	\$600.00	\$900.00
87	Use or permit the use of a non-habitable rooms in a building for a habitable purpose	25.(1)	\$450.00	\$675.00	\$1,012.50
88	Fail to keep every accessory building in good repair and free from health, fire and accident hazards	26.(1)	\$350.00	\$525.00	\$787.50
89	Use a shipping container, trailer and other such equipment as accessory buildings	26.(3)	\$300.00	\$450.00	\$675.00
90	Fail to provide every building with sufficient receptacles or commercial containers to contain all garbage, rubbish and debris	28.(1)	\$250.00	\$375.00	\$562.50
91	Permit a person to occupy a property not in conformity with the prescribe standards	30(1)(b)	\$350.00	\$525.00	\$787.50
92	Fail to comply with an Order	30(1)(c)	\$400.00	\$600.00	\$900.00
93	Fail to produce documents or things requested	30(1)(d)	\$400.00	\$600.00	\$900.00
94	Fail to provide information or assist in the collection of information from other persons	30.(1)(e)	\$400.00	\$600.00	\$900.00
95	Fail to allow entry by the inspector or such persons as needed to carry out an inspection or test or in aid thereof	30.(1)(f)	\$450.00	\$675.00	\$1,012.50
96	Fail to permit examination, test, sampling or photographs necessary for the purpose of an inspection or in aid thereof	30(1)(g)	\$450.00	\$675.00	\$1,012.50

APPENDIX 14

ROAD CUT BYLAW NO. 2021-56, AS AMENDED

Appendix 14: Road Cut Bylaw No. 2021-56, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
1	Complete a road cut without a permit	5.1 a.	\$500.00	\$750.00	\$1,125.00
2	Fail to correct a deficiency	5.1 b.	\$500.00	\$750.00	\$1,125.00
3	Fail to produce a copy of the permit	5.1 c.	\$250.00	\$375.00	\$562.50
4	Work between 5:00 PM and 7:00 AM the next day	5.2	\$250.00	\$375.00	\$562.50
5	Work during Saturday, Sunday or a statutory holiday	5.3	\$500.00	\$750.00	\$1,125.00
6	Hinder or obstruct an officer	5.5	\$500.00	\$750.00	\$1,125.00

APPENDIX 15

NUISANCE BYLAW NO. 2016-20, AS AMENDED

Appendix 15: Nuisance Bylaw No. 2016-20, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
1	Disorderly conduct	Section 4 Schedule 1-1(a)	\$250.00	\$375.00	\$562.50
2	Public Drunkenness or public intoxication	Section 4 Schedule 1-1(b)	\$250.00	\$375.00	\$562.50
3	The deposit of refuse on public or private property	Section 4 Schedule 1-1(c)	\$250.00	\$375.00	\$562.50
4	Damage/Graffiti of public or private property	Section 4 Schedule 1-1(d)	\$250.00	\$375.00	\$562.50
5	Obstructing /Interfering the free flow of traffic	Section 4 Schedule 1-1(e)	\$250.00	\$375.00	\$562.50
6	Public disturbance/fighting	Section 4 Schedule 1-1(f)	\$250.00	\$375.00	\$562.50
7	Unlawfully racing a motor vehicle	Section 4 Schedule 1-1(g)	\$250.00	\$375.00	\$562.50
8	Operation of a motor vehicle so as to squeal tires, etc.	Section 4 Schedule 1-1(h)	\$250.00	\$375.00	\$562.50
9	Operation of a motor vehicle/trailer causing noise from improper load or maintenance	Section 4 Schedule 1-1(i)	\$250.00	\$375.00	\$562.50
10	Causing or permitting noise from mechanical equipment that is not properly maintained.	Section 4 Schedule 1-1(j)	\$250.00	\$375.00	\$562.50

Appendix 15: Nuisance Bylaw No. 2016-20, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
11	Improper or unsafe use of Fireworks	Section 4 Schedule 1-1(k)	\$250.00	\$375.00	\$562.50
12	Urinating or defecating in a public place	Section 4 Schedule 1-2	\$250.00	\$375.00	\$562.50
13	Knock over or attempt to knock over a mail box, picnic table, garbage container, etc.	Section 4 Schedule 1-3	\$250.00	\$375.00	\$562.50
14	Discharging firearms within Villages and Hamlets	Section 4 Schedule 1-4	\$250.00	\$375.00	\$562.50
15	Causing or permitting noise from a vehicle horn or other warning device, sirens etc.	Section 4 Schedule 1-5	\$250.00	\$375.00	\$562.50
16	Causing or permitting noise from any radio, television, loud speaker, etc. during prohibited times	Section 5 Schedule 2-1	\$250.00	\$375.00	\$562.50
17	Yelling, shouting, hooting, whistling or singing during prohibited times	Section 5 Schedule 2-2	\$250.00	\$375.00	\$562.50
18	Detonation of Fire Works or Explosives during prohibited times	Section 5 Schedule 2-3	\$250.00	\$375.00	\$562.50
19	Operation of any construction equipment / activity during prohibited times	Section 5 Schedule 2-4	\$250.00	\$375.00	\$562.50
20	Operation of domestic equipment, lawnmower, chainsaw, etc. during prohibited times	Section 5 Schedule 2-5	\$250.00	\$375.00	\$562.50
21	Operation of personal motorized vehicle on one's property during prohibited times	Section 5 Schedule 2-6	\$250.00	\$375.00	\$562.50

Appendix 15: Nuisance Bylaw No. 2016-20, as amended					
Column A1 Item #	Column A2 Description	Column A3 Section	Column A4 Administrative Penalty (1 st Offence)	Column A5 Administrative Penalty (2 nd Offence)	Column A6 Administrative Penalty (3 rd Offence)
22	Operation for amusement a combustion engine during prohibited times	Section 5 Schedule 2-7	\$250.00	\$375.00	\$562.50
23	Loading, unloading and material handling during prohibited times	Section 5 Schedule 2-8	\$250.00	\$375.00	\$562.50
24	Failing to leave the premises after having been directed to do so.	Section 14(3)	\$250.00	\$375.00	\$562.50
25	Obstructing or interfering with an officer in the performance of their duty	Section 15	\$250.00	\$375.00	\$562.50

SCHEDULE “B”
Administrative Fees

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

SCHEDULE "C"
Request for a Review Form

REQUEST FOR A REVIEW BY A
SCREENING OR HEARINGS OFFICER

Applicants are responsible for the completion and content of this form

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

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

Type of Request
<input type="checkbox"/> Review by a Screening Officer to dispute Penalty Notice received
<input type="checkbox"/> Review by a Hearings Officer to dispute Decision of a Screening Officer

Reason for Review (you are required to provide specific reason(s))
<ul style="list-style-type: none">▪ Please provide a factual and detailed explanation of your reason(s) for your request▪ If you wish to support your request with images or other documentation, please attach them to this request▪ The Screening or Hearing Decision will be sent to you
Continued on next page.

Monetary Penalt
"A" of Bylaw No

SCHEDULE "C" Request
for a Review Form
Continued

Continued from page 1.
Attachment(s) included (please check relevant box): <input type="checkbox"/> Yes <input type="checkbox"/> No

Statement of Penalty Notice Recipient	
I represent and warrant that: <ul style="list-style-type: none">I am the registered owner of the vehicle (for Parking Penalty Notices only); orI am the person named on the Penalty Notice (for Non-Parking Penalty Notices Only);I acknowledge that if I fail to appear and to remain at my scheduled In-Person Hearing until my matter has been determined by the Hearings Officer, I will be deemed to have abandoned my request for a Hearing, the Administrative Penalty will be affirmed, and I will be liable for any additional Administrative Fees; andI have read and understand the conditions of this application.	
Signature	Date

Instructions for Submitting Request for Review Form
Please submit your completed form to the Township of North Dundas by: <ul style="list-style-type: none">a) Regular letter mail to: P.O. Box 489, 636 St. Lawrence St, Winchester, ON K0C2K0b) Email scanned copy to: info@northdundas.comc) Facsimile (Fax) to: 613-774-5699d) In person at: 636 St. Lawrence St, Winchester, ON K0C2K0

INTERNAL USE ONLY	
Application Received Date:	
Decision Date:	
Date Owner Notified:	
Notification by: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In Person	
Officer's Name:	Signature:

Personal information contained on this form is collected and will be used for the purpose of administering the Township's AMPS Bylaw. Questions about this collection should be directed to the Township of North Dundas Clerk at 613-774-2105.

SCHEDULE “D”
Request for Extension to Obtain a Screening Form

REQUEST FOR EXTENSION TO OBTAIN A SCREENING

Applicants are responsible for the completion and content of this form

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

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

I was not able to request a screening within 15 days of the Penalty Date due to:		
<input type="checkbox"/> Personal Medical Emergency	<input type="checkbox"/> Travel Outside of the County on the following date:	<input type="checkbox"/> Other reasons specified below
Please note that extensions will not be granted where there is a contention that a ticket was not served. Municipal Law Enforcement Officers are trained to take a photo of a ticket on the vehicle. Mailed Penalty Notices are deemed served 7 days after being sent by regular mail.		

Reason for Request for Extension (you are required to provide specific reason(s))
<ul style="list-style-type: none">• Please provide a factual and detailed explanation of your reason(s) for your Extension request.• If you wish to support your Extension Request with other documentation, please attach them to this request.• This form will be provided to you when it is either approved or denied.
Continued on next page.

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SCHEDULE “D”

Request for Extension to Obtain a Screening Form

Continued

Statement of Penalty Notice Recipient	
<p>I represent and warrant that:</p> <ul style="list-style-type: none"> I am the registered owner of the vehicle bearing the number plate specified in the Penalty Notice or; I am a third party authorized in writing to act on behalf of the vehicle owner named in the Penalty Notice and I will provide such written authorization to the screening officer. I have read and understand the conditions of this application. 	
Signature	Date

Instructions for Submitting Request for Review Form
<p>Please submit your completed form to the Township of North Dundas by:</p> <ul style="list-style-type: none"> a) Regular letter mail to: P.O. Box 489, 636 St. Lawrence St, Winchester, ON K0C2K0 b) Email scanned copy to: info@northdundas.com c) Facsimile (Fax) to: 613-774-5699 d) In person at: 636 St. Lawrence St, Winchester, ON K0C2K0

INTERNAL USE ONLY	
Application Received Date: -	
Decision Date:	
Date Owner Notified:	
Notification by: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In Person	
Officer's Name:	Signature:

Personal information contained on this form is collected and will be used for the purpose of administering the Township's AMPS Bylaw. Questions about this collection should be directed to the Township of North Dundas Clerk at 613-774-2105.

SCHEDULE “E”
Request for Extension to Obtain a Hearing Form

REQUEST FOR EXTENSION TO OBTAIN A HEARING

Applicants are responsible for the completion and content of this form

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

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

I was not able to request a Hearing within 30 days of the Penalty Date due to:		
<input type="checkbox"/> Personal Medical Emergency	<input type="checkbox"/> Travel Outside of the County on the following date:	<input type="checkbox"/> Other reasons specified below
Please note that extensions will not be granted where there is a contention that a ticket was not served. Municipal Law Enforcement Officers are trained to take a photo of a ticket on the vehicle. Mailed Penalty Notices are deemed served 7 days after being sent by regular mail.		

Reason for Request for Extension (you are required to provide specific reason(s))		
<ul style="list-style-type: none">• Please provide a factual and detailed explanation of your reason(s) for your Extension request.• If you wish to support your Extension Request with other documentation please attach them to this request.• This form will be provided to you when it is either approved or denied.		
Continued on next page.		

[illegible]

SCHEDULE “E”
Request for Extension to Obtain a Hearing Form
Continued

Statement of Penalty Notice Recipient	
I represent and warrant that: <ul style="list-style-type: none">• I am the registered owner of the vehicle bearing the number plate specified in the Penalty Notice or;• I am a third party authorized in writing to act on behalf of the vehicle owner named in the Penalty Notice and I will provide such written authorization to the screening officer.• I have read and understand the conditions of this application.	
Signature	Date

Instructions for Submitting Request for Review Form
Please submit your completed form to the Township of North Dundas by: <ul style="list-style-type: none">a) Regular letter mail to: P.O. Box 489, 636 St. Lawrence St, Winchester, ON K0C2Kb) Email scanned copy to: info@northdundas.comc) Facsimile (Fax) to: 613-774-5699d) In person at: 636 St. Lawrence St, Winchester, ON K0C2K0

INTERNAL USE ONLY	
Application Received Date:	
Decision Date: -	
Date Owner Notified:	
Notification by: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In Person	
Officer's Name:	Signature:

Personal information contained on this form is collected and will be used for the purpose of administering the Township's AMPS Bylaw. Questions about this collection should be directed to the Township of North Dundas Clerk at 613-774-2105.