

Office Consolidation

Updated March 21, 2024

This office consolidation is provided for internal staff use for reference purposes only. Every effort is made to ensure the accuracy of this consolidation however, this is not intended for official use, and it cannot be used in place of photocopies of original by-laws. For legal requirements, please refer to copies of the official by-laws of the City of Cambridge.

Reference: Report #23-101-CRS

THE CORPORATION OF THE CITY OF CAMBRIDGE

By-law 23-050

Being a by-law to establish an Administrative Penalty System for violations of by-laws within the City of Cambridge

WHEREAS section 102.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, (the "*Municipal Act, 2001*") and O. Reg. 333/07, authorizes the City to require a person to pay an Administrative Penalty for a contravention of any by-law respecting the parking, standing, or stopping of vehicles;

AND WHEREAS section 434.1 of the *Municipal Act, 2001* authorizes the City to require a Person, subject to such conditions as the municipality considers appropriate, to pay an Administrative Penalty if the municipality is satisfied that the Person has failed to comply with a by-law of the City;

AND WHEREAS subsection 434.2(2) of the *Municipal Act* provides that if an administrative penalty imposed under section 434.1 is not paid within 15 days after the day that it becomes due and payable, the treasurer of a local municipality may, and upon the request of its upper-tier municipality, if any, shall, add the administrative penalty to the tax roll for any property in the local municipality for which all of the owners are responsible for paying the administrative penalty, and collect it in the same manner as municipal taxes"

AND WHEREAS section 15.4.1 of the *Building Code Act, 1992*, authorizes the City to require a Person, subject to such conditions as the municipality considers appropriate, to pay an Administrative Penalty if the municipality is satisfied that the Person has failed to comply with a by-law passed under section 15.1 of the *Building Code Act, 1992*; or an order of an officer under subsection 15.2 (2) as deemed confirmed or as confirmed or modified by the committee or a judge under section 15.3 of the *Building Code Act, 1992*;

AND WHEREAS Sections 23.2, 23.3 and 23.5 of the *Municipal Act, 2001* authorize the City to delegate its administrative and hearing powers;

AND WHEREAS section 391 of the *Municipal Act, 2001* authorizes the City to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it;

AND WHEREAS the Council for the City considers it desirable and necessary to provide for a system of Administrative Penalties and Administrative Fees for the designated by-laws set out herein;

NOW THEREFORE the Council of the Corporation of the City of Cambridge enacts as follows:

Interpretation and Definitions

1. A reference to any legislation, by-law, or any provision thereof in this By-law shall include reference to any amendment to, modification or re-enactment thereof, any legislative provision substituted therefor, any regulation made thereunder, and any successor legislation or by-law.
2. Where words and phrases used in this by-law are not defined herein but are defined in the *Highway Traffic Act, R.S.O. 1990, c. H. 8*, the definitions in the *Highway Traffic Act* shall apply.
3. For the purpose of this By-law:

“Administrative Penalty” means an administrative penalty as set out in Schedules “A” and “B” of this By-law, for a contravention of a Designated By-law;

“City” means the Corporation of the City Cambridge and includes the geographical area within the City;

“Clerk” means the City Clerk, or anyone designated by the City Clerk to perform their duties pursuant to this By-law;

“Court” means any court of law of the Province of Ontario, including but not limited to the Ontario Court of Justice, the Superior Court of Justice, and the Court of Appeal for Ontario;

“Designated By-law” means a by-law, or a part or provision of a by-law, that is designated under this or any other by-law, and is listed in the attached Schedules “A” and “B”;

“Effective Date of Service” means the date on which service of a Penalty Notice is deemed to be effective in accordance with this By-law;

“Fees” includes the following:

- (a) “Administrative Fee” means any fee(s) listed in Schedule “C” of this By-law;
- (b) “Hearing Non-Appearance Fee” means an Administrative Fee established by the City from time to time, as listed in Schedule “C” in respect of a Person’s failure to appear at the time and place scheduled for a hearing before a Hearing Officer;
- (c) “Late Payment Fee” means an Administrative Fee established in Schedule “C” of this By-law in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-law;
- (d) “MTO Plate Denial Fee” means an Administrative Fee listed in Schedule “C”, as represented by the Ontario Ministry of Transportation, for notifying the Registrar of Motor Vehicles for the purpose of denying renewal of a vehicle permit;
- (e) “MTO Search Fee” means an Administrative Fee established by the City from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, for the purposes of this By-law;
- (f) “NSF Fee” means a fee established by the City, as set out in the Fees & Charges By-law, in respect of any payment to the City from a Person, for which there are insufficient funds available, or the transaction is declined; and
- (g) “Screening Non Appearance Fee” means an Administrative Fee established by the City from time to time, as listed in Schedule “C” in respect of a Person’s failure to appear at the time and place scheduled for a review by a Screening Officer.

“Hearing Decision” means a notice that contains the decision of a Hearing Officer;

“Hearing Officer” means any person appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Hearing Officer in accordance with this By-law and pursuant to the Town’s Screening and Hearing Policy;

“Hearing Officer Appeal Form” means the form attached to the Screening Decision that may be filed by a Person under this By-law;

“Holiday” means a Saturday, Sunday and any statutory holiday in the Province of Ontario or any day on which the offices of the City are officially closed for business;

“Non-Parking By-law Penalty Notice” means a Penalty Notice issued pursuant to section 9 of this By-law in respect of a contravention of a provision of a Designated By-law listed in Schedule “B” of this By-law;

“Officer” means a person appointed/authorized by the City to enforce a Designated By-law, or a police officer employed by the Waterloo Regional Police Service;

“Owner” means the Person whose name appears on the permit for the vehicle as provided by the Ontario Ministry of Transportation, and if the vehicle permit consists of a vehicle portion and a plate portion and different Persons are named on each portion, the Person whose names appears on the plate portion;

“Parking Penalty Notice” means a Penalty Notice issued pursuant to section 8 of this By-law in respect of a contravention of a provision of a Designated By-Law listed in Schedule “A” of this By-law;

“Penalty Notice” means a notice as described in this-By-law, and for greater certainty includes both a Non-Parking By-law Penalty Notice and a Penalty Notice;

“Penalty Notice Date” means the date of the contravention;

“Penalty Notice Number” means the reference number specified on the Penalty Notice that is unique to that Penalty Notice, pursuant to this By-law;

“Person” includes an individual, corporation, a partnership, an association or an authorized representative thereof;

“*Provincial Offences Act*” means the *Provincial Offences Act*, R.S.O. 1990, c. P. 33;

“Regulation” means O. Reg. 333/07, made under the *Municipal Act, 2001* and any regulation enacted with respect to section 434.1 of the *Municipal Act, 2001*;

“Screening and Hearing Officer By-law” means a by-law of the City to appoint screening and hearing officers, as amended from time to time, or any successor thereof;

“Screening Decision” means a notice which contains the decision of a Screening Officer;

“Screening Officer” means any person appointed by the City from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer pursuant to this By-law;

“Statutory Powers Procedure Act” means the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S. 22.

Application

4. The By-laws, or portions of By-laws, listed in the attached Schedule “A” of this By-law shall be Designated By-laws for the purposes of Section 102.1 of the *Municipal Act, 2001* and paragraph 3(1)(b) of the Regulation.
5. The By-laws, or portions of By-laws, listed in the attached Schedule “B” of this By-law shall be Designated By-laws for the purposes of Section 434.1 of the *Municipal Act, 2001*.
6. Schedules “A” and “B” set out the Administrative Penalty, and include short form wording to be used on Penalty Notices, for the contraventions of By-laws listed in Schedules “A” and “B”, respectively.

Administration

7. The Clerk may:
 - (a) designate areas within the City, or at another location, as approved, and determine times, for conducting reviews and hearings under this By-law;
 - (b) prescribe all forms, notices, including the Penalty Notice, guidelines, processes, policies, and procedures, necessary to implement the By-law and the administrative penalty system, and to amend such forms, notices, guidelines, policies, procedures, and processes from time to time as the Clerk deems necessary without amendment to this by-law; and
 - (c) amend the Administrative Fees, as may be necessary to reflect changes in fees imposed by the Province of Ontario in relation to the administration of the administrative penalty system.

Penalty Notice – Parking

8. If a vehicle has been left parked, standing or stopped in contravention of a provision of a Designated By-Law listed in Schedule “A” the Owner of the vehicle shall, upon issuance of a Parking Penalty Notice in accordance with this By-Law, be liable to pay to the City an Administrative Penalty in the amount specified in Schedule “A”, and shall be liable to pay to the City any Administrative Fees in accordance with this By-Law.

Penalty Notice – Non-Parking By-law

9. If a Person is found to have contravened a provision of Designated By-Law listed in Schedule "B", the Person shall, upon issuance of a Non-Parking By-law Penalty Notice in accordance with this By-Law, be liable to pay to the City an Administrative Penalty in the amount specified in Schedule "B", and shall be liable to pay to the City any Administrative Fees in accordance with this By-Law.
10.
 - (a) If a Person is found to have contravened the same provision of a Designated By-law listed in Schedule "B" for a second time within a twenty-four (24) month period commencing on the date that the first Non-Parking By-law Penalty Notice is deemed to be affirmed, the Person shall, upon issuance of a subsequent Non-Parking By-law Penalty Notice, be liable to pay an administrative penalty to the City in the amount of \$100 more than the amount specified in Schedule "B", and shall be liable to pay to the City any Administrative Fees in accordance with this By-law.
 - (b) If a Person is found to have contravened the same provision of a Designated By-law listed in Schedule "B" for a third time within a twenty-four (24) month period commencing on the date that the first Non-Parking Penalty Notice is deemed to be affirmed, the Person shall, upon issuance of a subsequent Non-Parking By-law Penalty Notice, be liable to pay an administrative penalty to the City in the amount of \$200 more than the amount specified in Schedule "B", and shall be liable to pay to the City any Administrative Fees in accordance with this By-law.

Officer to Issue Penalty Notice

8. An Officer who has reason to believe that a Person has contravened a Designated By-Law may issue a Penalty Notice in accordance with this By-Law.

Penalty Notice – Information Required

9. The Penalty Notice shall include the following information:
 - (a) the Penalty Notice Date;
 - (b) the Penalty Notice Number;
 - (c) the short form wording for the contravention listed in Schedule "A" (Parking) or Schedule "B" (Non-Parking By-law), as the case may be, which describes the particulars of the contravention;
 - (d) the amount of the Administrative Penalty;
 - (e) information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;

- (f) a statement advising that an Administrative Penalty, including any Administrative Fee, will, unless cancelled or reduced pursuant to a review, constitute a debt of the Owner or Person, to the City; and
- (g) the name or identification number of the Officer issuing the Penalty Notice.

Payment Deadline – Parking Penalty Notice

- 10. (a) Payment of an Administrative Penalty payable pursuant to a Parking Penalty Notice is due within fifteen (15) calendar days from the Effective Date of Service of the Penalty Notice in accordance with this By-law.
- (b) If the Owner fails to make payment of the Administrative Penalty before payment due date set out in subsection (a), the Owner shall be liable to pay, in addition to the amount of the Administrative Penalty, the designated Late Payment Fee set out in Schedule “C” of this By-law.

Payment Deadline – Non-Parking Penalty Notice

- 11. (a) Payment of an Administrative Penalty payable pursuant to a Non-Parking By-law Penalty Notice is due within thirty (30) calendar days from the Effective Date of Service of the Penalty Notice in accordance with this By-law.
- 12. (b) If the Person fails to make payment of the Administrative Penalty before payment due date set out in subsection (a), the Person shall be liable to pay, in addition to the amount of the Administrative Penalty, the designated Late Payment Fee set out in Schedule “C” of this By-law.

Review by Screening Officer

- 13. A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer within fifteen (15) calendar days of the Effective Date of Service and shall do so on or before the date on which the Administrative Penalty is due and payable.
- 14. If a Person has not requested a Screening Review on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Screening Officer extend the time to request a review for a period up to thirty (30) days after the Penalty Notice due date.
- 15. In order to request a Screening Review pursuant to Section 13 or to request an extension of time to request Screening Review pursuant to Section 14, a Person shall, using the prescribed forms, deliver to the City written notice of the request that includes:

- (a) the Penalty Notice Number;
 - (b) the Person's mailing address and, if applicable, telephone number, and e-mail address;
 - (c) in the case of a request to extend time to request a review, the reasons, if any, for having failed to exercise the right to request a review within thirty (30) days from the date the Penalty Notice was served; and
 - (d) the Person's preference of the following options for a Screening Review meeting format:
 - (i) in-person;
 - (ii) by telephone;
 - (iii) remotely by videoconference; or
 - (iv) in writing.
16. Upon receipt of the request for review, the Screening Officer shall determine the format to be used for the review, including but not limited to in-person, by telephone, remotely by videoconference or in writing.
17. Written submissions to a Screening Officer relating to a scheduled screening review shall be submitted to the Screening Officer by 12:00 noon, one business day prior to the review.
18. Unless the screening review proceeds in writing, the Person shall be provided no fewer than seven (7) calendar days' notice of the date, time, and place of the Screening Review.
19. Unless the screening review proceeds in writing, if the Person fails to appear at the time and place scheduled for a screening review, or fails to remain at such place until the Screening Officer has made a Screening Decision respecting the Administrative Penalty,
- (a) the Person shall be deemed to have abandoned the request for the review;
 - (b) the Administrative Penalty shall be deemed to be final;
 - (c) the Administrative Penalty shall not be subject to further review by a Hearing Officer or review by any Court; and

- (d) the Person shall pay to the City a Screening Non-Appearance Fee as set out in Schedule "C".
20. Every Person who has requested a review by a Screening Officer shall be served with a copy of the Screening Decision within 15 calendar days of the Screening Review.
 21. When dealing with a request to extend the time to request a screening review pursuant to Section 14, the Screening Officer may only extend the time to request a review of the Administrative Penalty where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Screening Officer shall consider the request for extension before reviewing the Administrative Penalty.
 22. Where an extension of time to request a review is not granted by the Screening Officer, the Administrative Penalty and any applicable Administrative Fees shall be deemed to be affirmed and shall not be subject to review.
 23. Where neither a review nor an extension of time for review are requested in accordance with this By-law, or where the person fails to request a review within any extended period of time granted by the Screening Officer:
 - (a) the Person shall be deemed to have waived the right to a screening and a hearing;
 - (b) the Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and
 - (c) the Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.
 24. On a review of an Administrative Penalty, the Screening Officer may:
 - (a) affirm the Administrative Penalty (including any applicable Administrative Fees, or the Screening Officer); or
 - (b) cancel, reduce, or extend the time for payment of the Administrative Penalty (including any applicable Administrative Fees), on the following grounds:
 - (i) in a review of a Parking Penalty Notice, where the Screening Officer is satisfied, on a balance of probabilities, that the vehicle was not parked, standing, or stopped in contravention of the Designated By-law as set out in the Penalty Notice;
 - (ii) in a review of a Non-Parking By-law Penalty, where the Screening

Officer is satisfied, on a balance of probabilities, that the Person did not contravene a Designated By-law as set out in the Penalty Notice.

- (iii) Where the Screening Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any applicable Administrative Fees, is necessary to reduce any undue hardship.

- 25. 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.

Review by Hearing Officer

- 26. A Person may request a review by a Hearing Officer on or before the due and payable date for the Administrative Penalty listed in the Screening Decision.
- 27. If a Person has not requested a review hearing on or before the date on which the Administrative Penalty is due and payable, the Screening Decision shall be deemed final unless the Person requests within thirty (30) calendar days after the Screening Decision was served that the Hearing Officer extend the time to appeal.
- 28. A Person's right to appeal the Screening Decision to a Hearing Officer, or request an extension of time to appeal, shall be exercised by giving to the City written notice of the request to appeal that includes:
 - (a) the Penalty Notice Number;
 - (b) the Person's mailing address and, if applicable, telephone number, and email address;
 - (c) in the case of a request to extend time to appeal, the reasons, if any, for having failed to exercise the right to appeal within thirty (30) days from the date the Screening Decision was served; and
 - (d) the reasons for which the appeal has been requested.
- 29. Written notice of the request to appeal or to request an extension of time to appeal shall be provided by completing the Hearing Officer Appeal Form and delivering it to the City.
- 30. The Person shall be given at least thirty (30) calendar days notice of date, time, and place of the hearing of the appeal by the Hearing Officer.

31. If the Person fails to appear at the time and place scheduled for the hearing of the appeal:
 - (a) the Person shall be deemed to have abandoned the appeal;
 - (b) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be final and shall not be subject to any further review, including review by any Court; and
 - (c) the Person shall pay to the City a Hearing Non-Appearance Fee.
32. The Hearing Officer shall not make a determination with respect to a review of the Screening Decision where a Person appears unless he or she has given the Person an opportunity to be heard.
33. The Hearing Officer may only extend the time to appeal the Screening Decision where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Hearing Officer will consider the request for extension before reviewing the Screening Decision.
34. Where an extension of time to appeal is not granted by the Hearing Officer, the Screening Decision shall be deemed to be affirmed, and shall not be subject to review.
35. Where neither an appeal hearing nor an extension of time to appeal are requested in accordance with this By-law, or where the person fails to appeal within any extended period of time granted by the Hearing Officer:
 - (a) the person shall be deemed to have waived the right to an appeal hearing;
 - (b) the Screening Decision shall be deemed to be affirmed; and
 - (c) the Screening Decision shall not be subject to review.
36. (a) On a review of a Screening Decision relating to a Parking Penalty Notice, the Hearing Officer may affirm the Screening Decision, or the Hearing Officer may cancel, reduce, or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:
 - (i) Where the Hearing Officer is satisfied, on a balance of probabilities, that the vehicle was not parked, standing, or stopped in contravention of the Designated By-law set out in the Penalty

Notice; or

- (ii) Where the Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any Administrative Fees, is necessary to reduce any undue hardship.
 - (b) On a review of the Screening Decision relating to a Non-Parking By-law Penalty Notice, the Hearing Officer may affirm the Screening Decision, or the Hearing Officer may cancel, reduce, or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:
 - (i) Where the Hearing Officer is satisfied, on a balance of probabilities, that the Person did not contravene a Designated By-law as set out in the Penalty Notice; or
 - (ii) Where the Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any Administrative Fees, is necessary to reduce any undue hardship.
37. 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.
38. A Hearing Officer shall not make any decision respecting a review of the Screening Decision unless the Hearing Officer has given the person, and the City an opportunity to be heard.
39. The hearing shall be subject to the *Statutory Powers Procedure Act*.
40. The Hearing Officer may consider and rely on a certified statement of an Officer, including but not limited to, certified photographs taken by an Officer. For this purpose, the Penalty Notice, signed by the Officer, shall constitute a certified statement of the Officer.
41. In addition to anything else that is admissible as evidence in accordance with the *Statutory Powers Procedure Act*, the materials referred to in Section 40 are admissible as evidence as proof of the facts contained therein, in the absence of evidence to the contrary.
42. If evidence referred to in Section 40 is being admitted at a hearing, the Hearing Officer shall not adjourn the hearing for the purpose of having the Officer attend to give evidence unless the Hearing Officer is satisfied that the oral evidence of the Officer is necessary to ensure a fair hearing.

43. The Person requesting the hearing shall be served with a copy of the Hearing Decision within 15 calendar days of the hearing review.
44. The decision of a Hearing Officer is final.
45. Where notice has been given in accordance with this By-law, and the person fails to appear at the time and place scheduled for a review by the Hearing Officer:
 - (a) the person shall be deemed to have abandoned the hearing;
 - (b) the Screening Decision shall be deemed to be affirmed; and
 - (c) the person shall pay to the City a Hearing Non-Appearance Fee, in addition to any other fees payable pursuant to this By-law

Service of Documents

46. Service of a Parking Penalty Notice, in any of the following ways is deemed effective by:
 - (a) affixing it to the vehicle in a conspicuous place at the time of the contravention;
 - (b) delivering it personally to the operator of the vehicle or the person having care and control of the vehicle at the time of the contravention;
 - (c) mailing it by regular mail to the Owner at the address as set out on the ownership as soon as reasonably practicable after the contravention; or
 - (d) delivering it personally to an occupant at the address of the Owner as set out on the ownership, who appears to be at least 16 years of age, as soon as reasonably practicable after the contravention.
47. Service of a Non-Penalty Notice, in any of the following ways is deemed effective by:
 - (a) delivering it personally to the person named in the Penalty Notice at the time of the contravention;
 - (b) mailing it by regular mail to the person named in the Penalty Notice at their last known address, as soon as reasonably practicable after the contravention;

- (c) delivering it personally to an occupant at the last known address of the person named in the Penalty Notice, who appears to be at least 16 years of age, as soon as reasonably practicable after the contravention;
 - (d) sending it by email to an email address that the person to whom the Penalty Notice is directed has provided for the purpose of receiving electronic documents or at which the person is known to receive email communications. Service by email is effective only if the person provides a written response to the email.
48. Service of any document other than a Penalty Notice may be effected by:
- (a) in the case of a Screening Decision or Hearing Decision, by delivering it personally to the Person who requested the screening or hearing review;
 - (b) for any document, including a Screening Decision or Hearing Decision:
 - (i) delivering it personally to an occupant at the last known address of the Owner or Person named in the Penalty Notice, who appears to be at least 16 years of age; or
 - (ii) delivering it by regular mail to the Owner or Person named in the Penalty Notice, at their last known address; or
 - (iii) by email to the email address provided by the Owner or Person named in the Penalty Notice.
49. For purposes of this By-Law, the last known address of the Owner shall be the address as set out on the vehicle ownership or, where an updated address has been provided in writing by the Owner to the Municipal By-law Compliance Division of the City at the time of service, such updated address.
50. Any Penalty Notice or document sent in writing to the Owner or Person named in the Penalty Notice, by regular mail, as set out in this By-Law, is deemed to have been served on the fifth (5th) calendar day after the date of mailing.
51. Any Penalty Notice affixed to the vehicle to which it applies, or any Penalty Notice or document delivered personally in accordance with this By-Law, is deemed to have been served on the date and time of such delivery.
52. Service on a Person who is not the Owner, in accordance with this By-Law, including service of a Screening Decision or Hearing Decision by handing it to the Person, shall be deemed to be service on the Owner.

53. Where the Person served with a Penalty Notice or issued a Screening Decision is not the Owner, the Owner may exercise any right that such Person may exercise under this By-law.
54. Service of a document on the City may be made by:
 - (a) sending it by regular or registered mail to the City of Cambridge Municipal By-law Compliance Division;
 - (b) sending a copy by email to the email address indicated on the Penalty Notice; or
 - (c) by delivering it personally to the City of Cambridge Municipal By-Law Compliance Division.

General Provisions

55. A Penalty Notice that is paid prior to a screening review shall be deemed to be final and will not be subject to screening, unless there is an error on the face of the Penalty Notice as determined by the Clerk.
56. Where an Administrative Penalty, including any Administrative Fees, is affirmed, or reduced by a Screening Officer or a Hearing Officer, the Administrative Penalty and any Administrative Fees shall be due and payable on the date specified in the Screening Decision or Hearing Decision, as the case may be.
57. **(24-024)**
 - (a) Where an Administrative Penalty issued pursuant to a Parking Penalty Notice is not paid within 15 calendar days of the Effective Date of Service, the Owner of the vehicle in respect of which the Penalty Notice was issued shall pay to the City, in addition to any other fees, an MTO Search Fee,
 - (b) Where an Administrative Penalty issued pursuant to a Parking Penalty Notice is not paid within 45 calendar days of the Effective Date of Service, the Owner of the vehicle in respect of which the Penalty Notice was issued shall pay to the City, in addition to any other fees, a Late Fee.
 - (c) Where an Administrative Penalty issued pursuant to a Parking Penalty Notice is not paid within 15 calendar days after it becomes due and payable in accordance with a Screening Decision or Hearing Decision, the Owner of the vehicle in respect of which the Penalty Notice was issued shall pay to the City, in addition to any other fees, an MTO Search Fee and a Late Fee.
58. Where an Administrative Penalty issued pursuant to a Parking Penalty Notice

and any Administrative Fees are not paid within 104 calendar days after they become due and payable, the City may: **(24-024)**

- (a) notify the Registrar or Motor Vehicles of the default and the Registrar shall not validate the permit of a person named in the default notice nor issue a new permit to that person, in respect of the vehicle to which the Administrative Penalty and Administrative Fees apply, until the penalty is paid, and the Owner of the vehicle in respect of which the Penalty Notice was issued shall, in addition to any other fees, pay to the City a Plate Denial Fee; and
 - (b) pursue any other collection mechanisms available to the City pursuant to the Regulation or at law.
59. Where a person provides a method of payment to the City for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, the Owner shall, in addition to any other fees, be liable to pay to the City an NSF Fee.
60. All amounts due and payable to the City pursuant to this By-law constitute a debt to the City.
61. Where a person makes a request for an extension of time for payment, and the request is granted, the date on which the Administrative Penalty is due and payable shall be the date established in accordance with the extension of time, and,
- (a) the Administrative Penalty will not be subject to the Late Payment Fee or the MTO Search Fee, until the time for payment has expired, and then in accordance with the provisions herein; and
 - (b) the enforcement mechanisms available to the City shall be suspended until the extension of time has expired, and then shall apply in accordance with the provisions herein.
62. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any Administrative Fee is also cancelled.
63. Where a Person has paid an Administrative Penalty or an Administrative Fee that is cancelled or reduced by a Screening Officer or Hearing Officer, the City shall refund the amount cancelled or reduced.
64. Where the Person served with a Non-Parking By-law Penalty Notice or issued a Screening Decision is not the Owner, the Owner may exercise any right that such Person may exercise under this By-law.

65. No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.
66. Payments of an Administrative Penalty or Administrative Fee must be received by the date on which they are due and payable, or any extended due date in accordance with this By-law, and will not be credited until received by the City.
67. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

Severability

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

Offences

69. No Person shall attempt, directly or indirectly, to communicate with a Screening Officer or Hearing Officer for the purpose of influencing or interfering, financially, politically, or otherwise, with the Screening Officer or Hearing Officer respecting a Penalty Notice and/or respecting a Power of Decision in a proceeding that is or will be pending before a Screening Officer or Hearing Officer, except:
 - (a) a Person who is entitled to be heard in the proceeding or the Person's lawyer, licensed paralegal, or authorized representative; and
 - (b) only by that Person or the Person's lawyer, licensed paralegal or authorized representative during the hearing of the proceeding in which the issues arise.
70. Nothing in Section 69 prevents a Screening Officer or a Hearing Officer from seeking or receiving legal advice.
71. Any Person, who:
 - (a) makes a false, misleading, or fraudulent statement in relation to a Penalty Notice, or on any form submitted to the City in relation to a Penalty Notice;
 - (b) obstructs an Officer exercising any authority under this By-law; or
 - (c) contravenes Section 69 of this By-law,

is guilty of an offence and, upon conviction, is subject to a penalty as provided for in the *Provincial Offences Act*.

Short Title

72. This By-law may be cited as the “Administrative Penalty By-law”.

Schedules and Effective Date

73. The following schedules attached form part of this By-law:

- (a) Schedule “A” – Designated By-laws and Penalties – Parking
- (b) Schedule “B” – Designated By-laws and Penalties – Non-Parking By-laws
- (c) Schedule “C” – Administrative Fees

74. This By-law shall come into force and effect on the 27th day of March, 2024. **(23-089)**

READ AND ENACTED this 18th day of July, 2023

Mayor

City Clerk

SCHEDULE “A”

DESIGNATED BY-LAWS, SHORT FORM WORDINGS AND ADMINISTRATIVE PENALTIES – PARKING BY-LAWS

BY-LAW 22-044, AS AMENDED TRAFFIC AND PARKING BY-LAW

Item	Violation	Section	Penalty
1	Parked More Than 0.15 Metres from Curb Line	PART V, section 2, (a)	\$35
2	Parked Facing Wrong Way on Street	PART V, section 2, (a)	\$35
3	Parked Facing Wrong Way on One-Way Street	PART V, section 2, (b)	\$35
4	Parked More Than 0.15 Metres from Curb Line on One-Way Street	PART V, section 2, (b)	\$35
5	Failed To Park Parallel to Curb Line on One-Way Street	PART V, section 2, (b)	\$35
6	Parked Backed in At Angle	PART V, section 2, (c)	\$35
7	Parked At Wrong Angle	PART V, section 2, (c)	\$35
8	Parked on The Abutting Roadway	PART V, section 2, (d) (l)	\$35
9	Parked In More Than One Space	PART V, section 2, (e)	\$35
10	Parked on Highway During Snow Event	PART V, section 2, (f)	\$80
11	Parked on or Overhanging Curb	PART V, section 3, (a) (i)	\$35
12	Parked On or overhanging Sidewalk	PART V, section 3, (a) (ii)	\$40
13	Parked On or overhanging Boulevard	PART V, section 3, (a) (ii)	\$35
14	Parked On or overhanging Multi-Use Trail	PART V, section 3, (a) (ii)	\$40
15	Parked Within an Intersection	PART V, section 3, (a) (iii)	\$35
16	Parked Within a Roundabout	PART V, section 3, (a) (iii)	\$35
17	Parked Within 3 Metres of A Fire Hydrant	PART V, section 3, (a) (iv)	\$100
18	Parked Within 15 Metres of Nearest Rail at a Railway Crossing	PART V, section 3, (a) (v)	\$35
19	Parked Within 9 Metres of An Intersection	PART V, section 3, (a) (vi)	\$35
20	Parked Within 15 Metres of A Signalized Intersection	PART V, section 3, (a) (vii)	\$35

21	Parked Within 15 Metres of A Roundabout	PART V, section 3, (a) (vii)	\$35
22	Parked Within 1.0 Metre of A Driveway	PART V, section 3, (a) (viii)	\$35
23	Parked Preventing Ingress to Driveway	PART V, section 3, (a) (viii)	\$35
24	Parked Preventing Egress from Driveway	PART V, section 3, (a) (viii)	\$35
25	Parked Obstructing Entrance to Private Road	PART V, section 3, (a) (ix)	\$35
26	Parked Obstructing Crosswalk	PART V, section 3, (a) (x)	\$40
27	Parked Obstructing Traffic	PART V, section 3, (a) (xi)	\$40
28	Parked Obstructing Road Repair or Maintenance	PART V, section 3, (a) (xii)	\$35
29	Parked In a Position That Prevents Departure of Any Motor Vehicle	PART V, section 3, (a) (xiii)	\$35
30	Parked In a Position That Is Likely to Prevent Departure of Any Motor Vehicle	PART V, section 3, (a) (xiii)	\$35
31	Parked Longer Than 3 Consecutive Hours	PART V, section 3, (a) (xiv)	\$35
32	Parked On Highway Between 2:30 a.m. and 6:00 a.m. January 1 – March 15.	PART V, section 3, (a) (xv)	\$45
33	Parked For Repairing Motor Vehicle	PART V, section 3, (a) (xvi)	\$35
34	Parked For Washing Motor Vehicle	PART V, section 3, (a) (xvi)	\$35
35	Parked For Maintenance of Motor Vehicle	PART V, section 3, (a) (xvi)	\$35
36	Parked For Soliciting (Goods/Services)	PART V, section 3, (a) (xvii)	\$35
37	Parked For Buying (Goods/Services)	PART V, section 3, (a) (xvii)	\$35
38	Parked For Selling (Goods/Services)	PART V, section 3, (a) (xvii)	\$35
39	Parked Within 15 Metres of A Bus Stop	PART V, section 3, (a) (xviii)	\$35
40	Parked Within a Reserved Lane When Prohibited	PART V, section 3, (a) (xix)	\$35
41	Parked Bus on Highway Where Prohibited	PART V, section 3, (a) (xx)	\$55

42	Parked School Bus on Highway Where Prohibited	PART V, section 3, (a) (xxi)	\$55
43	Parked Heavy Truck on Highway	PART V, section 3, (a) (xxii)	\$75
44	Parked Trailer on Highway	PART V, section 3, (a) (xxiii)	\$55
45	Parked Unlicensed or inoperable Motor Vehicle on Highway	PART V, section 3, (a) (xxiv)	\$55
46	Parked Motor Vehicle Which Is Leaking Vehicular Fluid	PART V, section 3, (a) (xxv)	\$55
47	Parked On Highway Between 2:30 a.m. and 6:00 a.m. in Core Area	PART V, section 3, (a) (xxvi)	\$35
48	Parked On Highway During Emergency	PART V, section 3, (b)	\$35
49	Park Were Prohibited by Sign	PART V, section 4, (a)	\$45
50	Parked Over Time Limit	PART V, section 5, (a)	\$35
51	Parked Over Time Limit - Re-parking	PART V, section 5, (b)	\$35
52	Stopped In School Bus Loading Zone	PART V, section 7, (a)	\$55
53	Stopped On Median	PART V, section 7, (b)	\$55
54	Stopped Adjacent to Median	PART V, section 7, (b)	\$55
55	Stopped Within 30 Metres of Bridge	PART V, section 7, (c)	\$55
56	Stopped Within 30 Metres of Elevated Structure	PART V, section 7, (c)	\$55
57	Stopped Within 30 Metres of Tunnel	PART V, section 7, (c)	\$55
58	Stopped Within 30 Metres of Underpass	PART V, section 7, (c)	\$55
59	Stopped Within A Roundabout	PART V, section 7, (d)	\$55
60	Stop where Prohibited by Sign	PART V, section 8, (a)	\$55
61	Parked In Loading Zone When Prohibited	PART V, section 9	\$45
62	Stop In Loading Zone When Prohibited	PART V, section 9	\$55
63	Park In Taxicab Stand When Prohibited	PART V, section 10	\$45
64	Stopped In Taxicab Stand When Prohibited	PART V, section 10	\$55
65	Parked In Disabled Space – No Permit	PART V, section 11	\$400
66	Stopped In Disabled Space – No Permit	PART V, section 11	\$400
67	Parked For a Period Longer Than Paid	PART VI, section 1, (b)	\$35
68	Parked Not Wholly in Parking Space	PART VI, section 1, (e)	\$35

By-Law 62

PRIVATE PROPERTY PARKING BY-LAW

Item	Violation	Section	Penalty
1	Park on Private Property without authorization	Part II, Section 2	\$35
2	Parked on Municipal Property	Part II, Section 2	\$35
3	Parked on Local Board Property	Part II, Section 2	\$35
4	Parked Failure to Pay Parking Fee	Part III, Section 2 (b)	\$35

5	Parked Failure to Clearly Display Voucher	Part III, Section 2 (b)	\$35
6	Park at Expired Meter	Part III, Section 2 (c)	\$35
7	Parked Over Time Limit	Part III, Section 2 (c)	\$35
8	Parked in Permit Parking Space	Part III, Section 2 (d)	\$35
9	Parked In Lot Between 2:30am and 6:00am Monday-Thursday	Part III, Section 2 (f)	\$35
10	Parked In Market Square Lot Between 2:30am and 6:00am	Part III, Section 2 (g)	\$35
11	Parked on Aisle	Part III, Section 2 (h)	\$35
12	Parked On Roadway	Part III, Section 2 (h)	\$35
13	Parked Along Access Roadway	Part III, Section 2 (i)	\$35
14	Parked not Wholly in Parking Space	Part III, Section 2 (j)	\$35
15	Parked for Buying Merchandise	Part III, Section 2 (k)	\$35
16	Parked For Selling Merchandise	Part III, Section 2 (k)	\$35
17	Parked Blocking Another Vehicle	Part III, Section 2 (m)	\$35
18	Parked Exceeding Permitted Vehicle Length	Part III, Section 2 (n) (i)	\$55
19	Parked Exceeding Permitted Vehicle Width	Part III, Section 2 (n) (ii)	\$55
20	Parked Exceeding Permitted Vehicle Weight	Part III, Section 2 (n) (iii)	\$55
21	Parked in No Parking Zone	Part III, Section 2 (o)	\$35
22	Parked in Loading Zone	Part III, Section 2 (o)	\$35

**By-Law 1301
FIRE ROUTE BY-LAW**

Item	Violation	Section	Penalty
1	Parked within a designated Fire Route	Section 8	\$100

**By-Law 184-06
DISABLED PARKING BY-LAW**

Item	Violation	Section	Penalty
1	Parked In Space Designated for Disabled Person	Section 4	\$400
2	Parked within Space Designated for Disabled Person	Section 4	\$400

**By-Law 162-10
PARKS BY-LAW**

Item	Violation	Section	Penalty
1	Park vehicle outside designated parking area	Section 8 (a)	\$35
2	Park in a Park between 11:00pm and 7:00am	Section 8 (b)	\$35
3	Stop or Park a Vehicle Not in a Parking Space	Section 8 (c)	\$35
4	Stop or Park a Vehicle in Violation of Posted Conditions	Section 8 (c)	\$35
5	Park within a designated Fire Route	Section 8 (d)	\$100
6	Park obstructing a Fire Hydrant	Section 8 (d)	\$100

**By-Law 212-15
ANTI-IDLING BY-LAW**

Item	Violation	Section	Penalty
1	Parked and Idling	Section 4.0	\$50

SCHEDULE “B”

DESIGNATED BY-LAWS, SHORT FORM WORDINGS AND ADMINISTRATIVE PENALTIES – NON-PARKING BY-LAWS

By-Law 189-13 LOT MAINTENANCE BY-LAW

Item	Violation	Section	Penalty
1	Failure to maintain yard free and clear refuse	Section 2.1	\$250
2	Allow turf grass or weeds on land to exceed 20cm in height	Section 3.1	\$250
3	Allow vegetation in day light triangle to exceed height 0.75 meters	Section 3.4	\$250
4	Allow a wall or structure to exceed height of 0.75 meters in daylight triangle	Section 3.5	\$250
5	Permit standing water at depth greater than 30 cm without paper barrier	Section 5.1	\$250
6	Fail to erect proper barrier at height of 122 cm around excavation site	Section 6.1	\$250
7	Fail to store collectible waste in container that is maintained in good repair	Section 7.2 (a)	\$250
8	Fail to store collectible waste in container that is made of watertight construction	Section 7.2 (b)	\$250
9	Fail to store collectible waste in container that is maintained in clean and sanitary condition	Section 7.2(c)	\$250
10	Fail to store collectible waste in container that is sealed with tight cover at all times	Section 7.2(d)	\$250
11	Failure to ensure that structure, which houses waste, is maintained in good condition and repair	Section 7.2 (e)	\$250
12	Fail to ensure that composting is taking place in container, pile, or digester	Section 8.1 (a)	\$250
13	Fail to ensure that only yard waste is composting in pile	Section 8.1 (b)	\$250
14	Allow human and animal feces to be placed in compost container, pile, or digester	Section 8.1 (c)	\$250
15	Allow bones, meat, fish, dairy, or fat to be added to compost other than digester	Section 8.1 (d)	\$250
16	Permit compost containers, piles, digester on land on which a dwelling unit is not located	Section 8.1 (e)	\$250
17	Permit composting other than behind front and exterior side building line of land	Section 8.1 (f)	\$250

18	Permit compost containers, piles, or digesters closer than 1.5m to property line.	Section 8.1 (g)	\$250
19	Permit compost container, pile, or digester to exceed 2 cubic meters size.	Section 8.1 (h)	\$250
20	Permit compost container, pile, or digester to be closer than 4m to adjacent dwelling unit, deck, patio, or outdoor living area.	Section 8.1 (i)	\$250
21	Permit compost container, pile, or digester to be kept uncovered	Section 8.1 (j)	\$250
22	Fail to cover organic material in compost container with yard waste, soil, or compost.	Section 8.1 (k)	\$250
23	Permit composting to emit offensive odors.	Section 8.1 (l)	\$250
24	Fail to prevent compost container, pile, or digester from attracting insects, rodents, vermin, or animals	Section 8.1 (m)	\$250
25	Fail to maintain land free from nests of bees, wasps, hornets, or other pests	Section 9.1	\$250
26	Fail to maintain land free from termite's rodents or vermin	Section 9.2	\$250
27	Fail to keep water in any privately owned swimming pool, wading pool, artificial pond, or accumulation of water in sanitary condition	Section 10.1	\$250
28	Fail to provide suitable ground cover prevent instability or erosion of the soil	Section 11.1	\$250

**By-Law 162-10
PARKS BY-LAW**

Item	Violation	Section	Penalty
1	Enter Prohibited Area	Section 3 (a)	\$150
2	Create Nuisance in a Park	Section 3 (b)	\$150
3	Consume, Serve or Sell Alcohol in a Park	Section 3 (c)	\$150
4	Leave or Deposit Waste in a Park	Section 3 (d)	\$150
5	Cause Injury to a Person Within a Park	Section 3 (e)	\$250
6	Damage any Property withing a Park	Section 3 (e)	\$250
7	Kill, Injure, Hunt, trap, destroy, damage, or disturb Animal within a Park	Section 3 (f)	\$250
8	Destroy, Damage or Disturb a nest, Den or Egg of any Animal Within a Park	Section 3 (g)	\$250
9	Cut, destroy, remove, damage deposit, or plant any flora or fauna	Section 3 (h)	\$250
10	Fail to Pay Park Fee	Section 3 (i)	\$150
11	Light or Build Fire within a Park	Section 3 (j)	\$250

12	Operate amplifying system or loudspeaker in park	Section 3 (k)	\$150
13	Create Disturbance through use of sound system	Section 3 (l)	\$150
14	Dwell, Camp or Reside in a Park	Section 3 (m)	\$250
15	Place, Install or Erect Structure Within a Park	Section 3 (n)	\$150
16	Build, repair, paint or store motorized vehicle, trailer, or structure	Section 3 (o)	\$150
17	Permit animal to run at large in park	Section 4 (a)	\$250
18	Permit animal to disturb wildlife or cause damage	Section 4 (b)	\$150
19	Fail to pick up and remove excrement	Section 4 (c)	\$150
20	Permit animal to enter where prohibited	Section 4 (d)	\$150
21	Permit animal to swim in water in or adjoining park	Section 4 (e)	\$150
22	Fail to control or remove aggressive animal	Section 4 (f)	\$250
23	Permit animal to leave designated area	Section 4 (g)	\$250
24	Encroach onto park	Section 5	\$250
25	Hold picnic, gathering or event for more than 40 people without permit	Section 6 (a)	\$150
26	Interfere with a picnic, organized gathering or event authorized by permit in park	Section 6 (b)	\$150
27	Arrange or engage in sport or activity outside designated area	Section 6 (c)	\$150
28	Interfere with sport or activity within a Designated Area	Section 6 (d)	\$150
29	Improper use of designated area	Section 6 (e)	\$150
30	Improper use of closed area	Section 6 (f)	\$150
31	Improper winter use of signed area	Section 6 (g)	\$150
32	Play tennis in undesignated area	Section 6 (h)	\$150
33	Practice archery were prohibited	Section 6 (i)	\$150
34	Operate power model aircraft where prohibited	Section 6 (i)	\$150
35	Skateboard in park where prohibited	Section 6 (j)	\$150
36	Golf in undesignated area	Section 6 (k)	\$150
37	Engage in wedding photography without permit between 10:30am-8:00pm April 1 – Nov 15	Section 6 (l)	\$250
38	Participate in angling were prohibited	Section 6 (m)	\$150
39	Ride horse in unauthorized area of park	Section 7 (1) (a)	\$150
40	Ride horse upon bicycle or hiking trail in park	Section 7 (1) (d)	\$150
41	Drive vehicle in unauthorized area	Section 7 (1) (a)	\$150

42	Drive vehicle upon bicycle or hiking trail in park	Section 7 (1) (d)	\$150
43	Distribute or display document without permit	Section 9 (a)	\$150
44	Sell merchandise without permit	Section 9 (b)	\$150
45	Place, maintain or allow coin-operated machine or game	Section 9 (c)	\$150

**By-Law 62
PRIVATE PROPERTY PARKING BY-LAW**

Item	Violation	Section	Penalty
1	Distribute or Deposit literature or handbills in Municipal Parking Lot	Part III, Section 2 (l)	\$250
2	Parked For Repairing Vehicle	Part III, Section 2 (k)	\$150

**By-Law 191-03
SIGN BY-LAW**

Item	Violation	Section	Penalty
1	Failure to Obtain Sign Permit	Section 36 (1)	\$250

**By-Law 40-04
FIREWORKS BY-LAW**

Item	Violation	Section	Penalty
1	Sell by retail or supply any fireworks to any person apparently under the age of eighteen years	Section 2(a)	\$250
2	Sell by retail or supply any fireworks to any person except more than 10 days prior to Canada Day	Section 2(b)	\$250
3	Sell by retail or supply any fireworks to any person except more than 10 days prior to Victoria Day	Section 2(b)	\$250
4	Sell or supply prohibited fireworks	Section 2(c)	\$250
5	Set off or allow to be set off fireworks which might create danger to any person or property	Section 4	\$250
6	Set off fireworks outside the prescribed time periods	Section 5	\$250

**By-Law 32-04
NOISE BY-LAW**

Item	Violation	Section	Penalty
1	Make noises likely to disturb the inhabitants of the City of Cambridge	Section 2 (a)	\$300
2	Permit noises likely to disturb the inhabitants of the City of Cambridge	Section 2 (a)	\$300
3	Make Noise from Material Handling Equipment Between 8:00pm Saturday and 7:00am Monday	Section 2 (b)	\$300

**By-Law 050-21
CORRIDOR MANAGEMENT BY-LAW**

Item	Violation	Section	Penalty
1	Obstruct or Hinder an Inspection	Section 4.2	\$150
2	Deposited or spill oils, chemicals, or substances on a Highway as a result of car maintenance activities.	Schedule A, Section 1.1 (a)	\$250
3	Throw, push, plow, dump or deposit snow or ice on a Highway.	Schedule A, Section 1.1 (b)	\$250
4	Deposit, drop, scatter, store, spill or throw any filth, earth, ashes, manure, leaves or garbage on to a Highway.	Schedule A, Section 1.1 (c)	\$250
5	litter on Highway	Schedule A, Section 1.1 (d)	\$250
6	Encumber a Highway	Schedule A, Section 1.1 (e)	\$250
7	Deposit Debris on a Highway	Schedule A, Section 1.1 (f)	\$250
8	Permit any paper, handbill, advertisement, or any container to be blown repeatedly from Private Property onto Highway	Schedule A, Section 1.1 (g)	\$250
9	Obstruct a drain, gutter, or water course along or upon a Highway	Schedule A, Section 1.1 (h)	\$250
10	Place, or cause any merchandise or articles of any kind to be placed or displayed upon Highway	Schedule A, Section 1.1 (i)	\$250
11	Urinate or defecate on any Highway	Schedule A, Section 1.1 (j)	\$250
12	Remove a barricade or notice or enter upon or use a Highway temporarily closed	Schedule A, Section 1.1 (k)	\$500
13	Remove or move a Barricade, sign or light placed around any excavation in a Highway	Schedule A, Section 1.1 (l)	\$250

14	Erect or maintain any gate or door that opens or swings outward over a sidewalk or highway	Schedule A, Section 1.1 (m)	\$250
15	Move or Cause any Building or Structure to be moved into, along or across a highway without approval	Schedule A, Section 1.1 (n)	\$500
16	Load Vehicle while allowing contents to fall, spill or deposit onto a Highway	Schedule A, Section 1.2 (a)	\$250
17	Drive Vehicle on Highway prior to removing mud, clay, or similar material	Schedule A, Section 1.2 (b)	\$500
18	Pull down, destroy, deface, or interfere with municipal infrastructure	Schedule A, Section 1.3	\$250
19	Permit any flood light to directly or indirectly illuminate a highway without prior approval	Schedule A, Section 1.4	\$250
20	Plant or permit planting of herbaceous plants that exceed height of 45 centimeters on a boulevard	Schedule B, Section 2.1 (a) (i)	\$250
21	Plant or permit planting of herbaceous plants that impair drainage on a boulevard	Schedule B, Section 2.1 (a) (ii)	\$250
22	Plant or permit planting of herbaceous plants that contain vegetables or grain on a boulevard	Schedule B, Section 2.1 (a) (iii)	\$250
23	Permit turf grass which exceeds a height of 20 centimeters	Schedule B, Section 2.1 (b)	\$250
24	Plant, place, permit planting of or permit placement of a tree on a boulevard	Schedule B, Section 2.1 (c)	\$250
25	Plant/permit to be planted an herbaceous plant on a boulevard maintained by the City	Schedule B, Section 2.2	\$250
26	Install, Construct, or permit anything that is protruding, sharp, dangerous or which may injure a person	Schedule B, Section 3.1, (a)	\$250
27	Install, Construct, or permit anything that restricts sightlines of pedestrian, cyclist, or drivers of vehicles	Schedule B, Section 3.1 (c)	\$250
28	Install, Construct, or permit anything that inhibits or obstructs snow removal operations	Schedule B, Section 3.1 (d)	\$250
29	Install, Construct, or permit anything that obscures or obstructs access to a fire hydrant, post office box, transformer or other installation belonging to the City, Region, or any utility provider	Schedule B, Section 3.1 (e)	\$250
30	Install, Construct, or permit anything that is within 0.6 meters of the sidewalk	Schedule B, Section 3.1 (f)	\$250

31	Install, Construct, or permit anything that is within 1.8 meters of curb	Schedule B, Section 3.1 (g)	\$250
32	Permit inorganic material, wood chips, or mulch that is not installed flush with curb	Schedule B, Section 3.1 (g)	\$250
33	Install, Construct, or permit anything that that is located within 1.8 metres of roadway, where there is no curb	Schedule B, Section 3.1 (h)	\$250
34	Permit inorganic material, wood chips, or mulch that does not provide for a 2% to 4% grade for drainage	Schedule B, Section 3.1 (h)	\$250
35	Install, Construct, or permit anything that is more than 20 centimeters high	Schedule B, Section 3.1 (i)	\$250
36	Permit anything on boulevard that may overflow onto the street, sidewalk, highway, or adjacent property	Schedule B, Section 3.1 (j)	\$250
37	Install or permit the installation of ornamental stones or rocks, or of a sprinkler	Schedule B, Section 3.1 (k)	\$250
38	Damage, construct, or re-construct a sidewalk, curb, apron driveway or boulevard	Schedule B, Section 4.1	\$500
39	Fail to comply with conditions set out by Director	Schedule B, Section 5.7	\$500
40	Fail to remove snow and ice from sidewalk within 36 hours of snowfall	Schedule C, Section 2.1 (a)	\$250
41	Fail to apply sand, salt, or suitable material to sidewalk	Schedule C, Section 2.1 (b)	\$250
42	Fail to remove snow and ice from roof of a building that slopes towards a sidewalk within 24 hours of snowfall	Schedule C, Section 2.3	\$250
43	Deposit snow or ice in manner that obstructs drainage to catch basin	Schedule C, Section 3.1 (a)	\$250
44	Deposit snow or ice in manner that obstructs access to fire hydrant	Schedule C, Section 3.1 (b)	\$250
45	Deposit snow or ice in manner that impedes pedestrian traffic on a sidewalk, multi-use trail, or pathway	Schedule C, Section 3.1 (c)	\$250
46	Deposit snow or ice in manner that damages a sidewalk, multi-use trail, pathway, or Highway	Schedule C, Section 3.1 (e)	\$250
47	Deposit snow or ice in manner that creates a risk on highway or sidewalk	Schedule C, Section 3.1 (f)	\$250
48	Deposit snow or ice in a manner that restricts sightlines	Schedule C, Section 3.1 (g)	\$250
49	Failed to comply with set out conditions of permit	Schedule D, Section 2.2 (d)	\$500

**By-Law 313-86
OPEN FIRE BY-LAW**

Item	Violation	Section	Penalty
1	Set or cause to be set an open fire without approval	Section 1	\$200
2	Continue to burn open fire where permit cancelled	Section 7	\$200
3	Burn material which causes excessive smoke	Section 8	\$200
4	Set fire within 153 meters of a building	Section 9	\$200
5	Burn more than 1 cubic meter of material at one time	Section 10	\$200
6	Leave fire unattended	Section 11	\$200
7	Burn when weather conditions prevent smoke dispersal	Section 12	\$200
8	Burn when smoke creates nuisance/hazard for motorists	Section 13	\$200
9	Permit the ignition, lighting, or starting of a fire in a grill or barbecue of a balcony of a building containing more than 2 units	Section 14 (a)	\$200

**By-Law 21-06
ANTI-GRAFFITI BY-LAW**

Item	Violation	Section	Penalty
1	Place, cause, or permit graffiti to be placed on property	Section 2 (a)	\$300
2	Fail to keep property free of graffiti	Section 2 (b)	\$300

**By-Law 92-05
FENCE BY-LAW**

Item	Violation	Section	Penalty
1	Constructing or maintaining a swimming pool that is not properly fenced	Section 7	\$300
2	Constructing a swimming pool without a permit	Section 8	\$300

**By-Law 171-13
ANIMAL CONTROL BY-LAW**

Item	Violation	Section	Penalty
1	Keep more than 5 rabbits in a dwelling	Section 2.1	\$150
2	Keep more than 5 felines in a dwelling	Section 3.1	\$150

3	Keep domestic farm animal in prohibited zone	Section 4.1	\$150
4	Keep poultry and fowl in prohibited zone	Section 5.1	\$150
5	Keep pigeons in prohibited zone	Section 6.1	\$150
6	Keep prohibited exotic pet	Section 7.1	\$150
7	Owner of animal-permit animal to run at large	Section 9.1	\$150
8	Owner of animal-Permit animal trespass	Section 9.2	\$150
9	Set out leg hold trap	Section 13.1	\$500

**By-Law 172-13
DOG BY-LAW**

Item	Violation	Section	Penalty
1	Owner of dog - Fail to license dog for current year	Section 2.1	\$200
2	Owner of dog - Fail to license designated dog for current year	Section 2.2 (a)	\$250
3	Owner of dog – Fail to affix dog tag on dog	Section 2.8	\$150
4	Owner of dog – Fail to advise City of change of address of dog	Section 2.10	\$150
5	Keep more than three dogs on property	Section 3.1	\$200
6	Owner of Kennel- Fail to license kennel for current year	Section 4.1	\$250
7	Owner of dog – Permit dog to run at large	Section 6.1	\$250
8	Owner of dog – Permit dog to trespass onto private property	Section 6.6	\$250
9	Owner of dog – Fail to remove dog excrement from property other than owner’s	Section 6.7	\$150
10	Fail to restrain dog in moving vehicle	Section 6.8	\$150
11	Owner of dog-Permit dog to persistently bark or howl	Section 6.9(a)	\$300
12	Owner of dog- Permit dog to damage public or private property	Section 6.9(b)	\$200
13	Owner of dog- Permit dog to interfere with waste management activities	Section 6.9(c)	\$200
14	Owner of dog – Permit dog to (bark/chase) persons, vehicles, domestic animals, livestock, poultry, or other animals kept on agricultural property	Section 6.9 (d)	\$150
15	Owner of dog – Permit dog to use public (swimming pool/wading pool/splash pad)	Section 6.9 (e)	\$200
16	Owner of dog – Permit dog to be unleashed in a (park/recreational area)	Section 6.9 (f)	\$250

17	Owner of dog – Fail to confine potentially dangerous dog	Section 9.1 (a)	\$250
18	Owner of dog – Fail to keep potentially dangerous dog under control and under leash	Section 9.1 (b)	\$250
19	Owner of dog – Fail to (confine/control) potentially dangerous dog in the presence of children	Section 9.1 (c)	\$250
20	Owner of dog – Fail to muzzle potentially dangerous dog	Section 9.1 (d)	\$250
21	Owner of dog – Fail to microchip potentially dangerous dog	Section 9.1 (e)	\$250
22	Owner of dog – Fail to advise City of moving potentially dangerous dog	Section 9.1 (f)	\$250
23	Owner of dog – Fail to advise City of information of new owner of potentially dangerous dog	Section 9.1 (g)	\$200
24	Owner of dog – Fail to City that potentially dangerous dog has (bitten/attacked) a person	Section 9.1 (i)	\$250
25	Owner of dog – Fail to display warning sign for potentially dangerous dog	Section 9.1 (j)	\$200
26	Owner of dog – Fail to sterilize potentially dangerous dog	Section 9.1 (k)	\$200
27	Owner of dog – Fail to immunize potentially dangerous dog against rabies	Section 9.1 (k)	\$200
28	Owner of dog – Fail to provide copy of potentially dangerous dog designation to a person who is keeping or harboring the dog	Section 9.1(l)	\$200
29	Owner of dog – Fail to cause potentially dangerous dog to wear tag	Section 9.1(m)	\$200
30	Owner of dog – Fail to provide City with proof of liability insurance for potentially dangerous dog	Section 9.1(n)	\$200
31	Owner of dog – Fail to confine dangerous dog	Section 9.1(a)	\$250
32	Owner of Dog – Fail to keep dangerous dog under control and under leash	Section 9.1(b)	\$250
33	Owner of dog – Fail to (confine/control) dangerous dog in the presence of children	Section 9.1(c)	\$250
34	Owner of dog – Fail to muzzle dangerous dog	Section 9.1(d)	\$250
35	Owner of dog – Fail to microchip dangerous dog	Section 9.1(e)	\$250

36	Owner of dog – Fail to advise City of moving dangerous dog	Section 9.1(f)	\$250
37	Owner of dog – Fail to advise City of information of new owner of dangerous dog	Section 9.1(g)	\$250
38	Owner of dog – Fail to advise City of death of dangerous dog	Section 9.1(h)	\$250
39	Owner of dog – Fail to advise City that dangerous dog has (bitten/attacked) a person	Section 9.1(i)	\$250
40	Owner of Dog – Fail to advise City that dangerous dog has (bitten/attacked) an animal	Section 9.1(i)	\$250
41	Owner of dog – Fail to display warning sign for dangerous dog	Section 9.1(j)	\$250
42	Owner of dog – Fail to sterilize dangerous dog	Section 9.1(k)	\$250
43	Owner of dog- Fail to immunize dangerous dog against rabies	Section 9.1(k)	\$250
44	Owner of dog- Fail to provide copy of dangerous dog designation to a person who is keeping or harboring the dog	Section 9.1(l)	\$250
45	Owner of dog- Fail to cause dangerous dog to wear tag	Section 9.1(m)	\$250
46	Owner of dog – Fail to provide City with proof of liability insurance for dangerous dog	Section 9.1(n)	\$250
47	Owner of dog – Fail to confine restricted dog	Section 9.1(a)	\$250
48	Owner of dog – Fail to keep restricted dog under leash	Section 9.1(b)	\$250
49	Owner of dog – Fail to (confine/control) restricted dog in the presence of children	Section 9.1(c)	\$250
50	Owner of Dog – Fail to muzzle restricted dog	Section 9.1(d)	\$250
51	Owner of dog – Fail to microchip restricted dog	Section 9.1(e)	\$250
52	Owner of dog – Fail to advise City of moving restricted dog	Section 9.1(f)	\$250
53	Owner of dog – Fail to advise City of information of new owner of restricted dog	Section 9.1(g)	\$250
54	Owner of dog- Fail to advise City of death of restricted dog	Section 9.1(h)	\$250
55	Owner of dog- Fail to advise City that restricted dog has (bitten/attacked) a person	Section 9.1(i)	\$250

56	Owner of dog- Fail to advise City that restricted dog has (bitten/attacked) an animal	Section 9.1(i)	\$250
57	Owner of dog – Fail to display warning sign for restricted dog	Section 9.1(j)	\$250
58	Owner of dog – Fail to sterilize restricted dog	Section 9.1(k)	\$250
59	Owner of dog – Fail to immunize restricted dog against rabies	Section 9.1(k)	\$250
60	Owner of dog – Fail to provide copy of restricted dog designation to a person who is keeping or harboring the dog	Section 9.1(l)	\$250
61	Owner of Dog – Fail to cause restricted dog to wear tag	Section 9.1(m)	\$250
62	Owner of dog – Fail to provide City with proof of liability insurance for restricted dog	Section 9.1(n)	\$250
63	Owner of dog – Keep dangerous dog in (multiple dwelling/lodging house)	Section 9.2(a)	\$250
64	Owner of dog – Keep restricted dog in (multiple dwelling/lodging house)	Section 9.3(a)(i)	\$250
65	Owner of dog- Fail to advise City within two working days of birth of puppies from restricted dog	Section 9.3(a)(ii)	\$250
66	Owner of dog- Fail to deliver offspring of restricted dog to City within seven days of birth of puppies	Section 9.3(a)(iii)	\$250
67	Keep prohibited dog	Section 10.1	\$250

**By-Law 22-044
TRAFFIC AND PARKING BY-LAW**

Item	Violation	Section	Penalty
1	Roller skate, roller blade, skateboard, or ride in or by means of any coaster, toy vehicles, go-cart, Segway, scooter, or similar transportation device upon roadway.	PART IV, section 2, (b) (l)	\$25
2	Operator of e-scooter fail to stay on shoulder close to right edge	Part XX.2, Section 2 (a)	\$25
3	Operator of e-scooter fail to stay on roadway close to right edge	Part XX.2, Section 2 (b)	\$25
4	Operate e-scooter on highway not in compliance	Part XX.2, Section 3 (a)	\$50

5	Operate e-scooter on highway without helmet and chin strap	Part XX.2, Section 3 (b)	\$50
6	Operate e-scooter on sidewalk	Part XX.2, Section 3 (c)	\$150
7	Operate e-scooter on multi-use trail at speed markedly greater than speed of pedestrians	Part XX.2, Section 3 (d)	\$50
8	Operate e-scooter at bus stop	Part XX.2, Section 3 (e)	\$50
9	Operate e-scooter on railway track	Part XX.2, Section 3 (f)	\$150
10	Leave e-scooter on railway track	Part XX.2, Section 3 (f)	\$150
11	Leave e-scooter on highway (including sidewalk)	Part XX.2, Section 3 (g)	\$150
12	Operate e-scooter on multi-use trail that is unpaved	Part XX.2, Section 3 (h)	\$25
13	Operate e-scooter on multi-use trail that is closed	Part XX.2, Section 3 (h)	\$25
14	Operate e-scooter on a reserved cycling lane that is unpaved	Part XX.2, Section 3 (h)	\$25
15	Operate e-scooter on reserved cycling lane that is closed	Part XX.2, Section 3 (h)	\$50
16	Operate e-scooter on roadway that is unpaved	Part XX.2, Section 3 (h)	\$25
17	Operate e-scooter on roadway that is closed	Part XX.2, Section 3 (h)	\$50
18	Operator of e-scooter fail to keep safe distance from pedestrians	Part XX.2, Section 4 (a)	\$150
19	Operator of e-scooter fail to give way to pedestrian	Part XX.2, Section 4 (b)	\$150
20	Operator of e-scooter fail to give way to bicycle	Part XX.2, Section 4 (b)	\$150

SCHEDULE "C"

ADMINISTRATIVE FEES

ITEM	FEE
Service by Mail Fee	\$12
Late Payment Fee (Parking By-law Contraventions)	\$25
MTO Search Fee (Parking By-law Contraventions)	\$12
Plate Denial Fee (Parking By-law Contraventions)	\$25
Screening Non-Appearance Fee	\$25
Hearing Non-Appearance Fee	\$50
Late Payment Fee (Non-Parking By-law Contraventions)	\$50 (24-024)
Land Title Search Fee (Non-Parking By-law Contraventions)	\$35
Title Deed Fee (Non-Parking By-law Contraventions)	\$35
Corporate Search Fee (Non-Parking By-law Contraventions)	\$35