

By-Law No. 2023-36

Being a By-law to implement an Administrative Monetary Penalty System (AMPS) in the Corporation of the Township of Dubreuilville, as permitted under the Municipal Act and will be referred to as the “AMPS By-Law”

WHEREAS the Council of the Township of Dubreuilville, pursuant to Sections 8, 9 and 10 of the *Municipal Act*, is implementing an Administrative Monetary Penalty System (referred to as the AMPS Program) that will allow the municipality to govern its affairs, respond to municipal issues; while at the same time – ensuring accountability, transparency and protection of persons and property within the Municipality; and

WHEREAS Sections 23.1, 23.2, 23.3 and 23.5 of the *Municipal Act, 2001* authorizes the municipality to delegate its administrative and hearing powers; and

WHEREAS Section 391 of Part XII of the *Municipal Act* enables a municipality to pass By-laws for imposing fees or charges to permits and services provided or done by them; and

WHEREAS Section 434.1 of the *Municipal Act* allows a municipality to impose a system of administrative monetary penalties and fees as a means of encouraging compliance with Designated By-laws; and

WHEREAS pursuant to Section 434.2 of the *Municipal Act*, provides that an Administrative Penalty imposed by the municipality on a person constitutes a debt of the person to the municipality; and

WHEREAS pursuant to O. Reg. 333/07: Administrative Penalties, under the *Municipal Act*, a municipality may establish a system of administrative penalties respecting the parking, standing, or stopping of vehicles; and

WHEREAS Section 102.1 of the *Municipal Act*, a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any by-laws respecting the parking, standing, or stopping of vehicles; and

WHEREAS Section 391 of the *Municipal Act*, authorizes a municipality to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it;

WHEREAS the Council of the Corporation of the Township of Dubreuilville deems it desirable to implement an Administrative Monetary Penalty System (AMPS) Program including penalties and fees for designated Municipal By-laws, or portions of designated Municipal By-laws.

NOW THEREFORE the Council of the Corporation of the Township of Dubreuilville, a municipal corporation pursuant to the *Municipal Act, 2001*, as amended enacts as follows:

1. SHORT TITLE

1. This By-law may be referred to as the “AMPS by-law” for Designated By-laws and approved Administrative Penalties.

2. DEFINITIONS

For the purposes of this By-law:

2.1. **Administrative Fee** refers to any fee defined in a Designated By-law, or set out in the Fees & Charges By-law, as amended from time to time;

2.2. **Administrative Penalty (AMP)** refers to a financial penalty set out in Schedule 'A' attached to this By-law, as amended from time to time, as authorized under section 434.1 (1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, issued to a person, property, vehicle, or owner of a vehicle, where there has been a contravention of or failure to comply with any provision of a Designated By-law;

2.3. **Administrative Monetary Penalty System (AMPS Program)** refers to the program that the Township has implemented to encourage compliance with Designated By-laws and provide accountability, which includes financial penalties, administrative fees, review for penalties received, and policies and procedures administered by the Township;

2.4. **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 licenced by any professional body;

2.5. **By-law Enforcement Officer** means a municipal law enforcement officer of the Corporation of the Township of Dubreuilville who is dually appointed by Council of the Corporation for the purpose of enforcing the provisions of the Corporation's By-laws.

2.6. **CAO-Clerk** means the Municipal Clerk, their delegate, or anyone designated by the CAO-Clerk to perform duties for the Corporation of the Township of Dubreuilville;

2.7. **Council** means the Council of the Township of Dubreuilville;

2.8. **Corporation** means a body incorporated pursuant to the *Business Corporations Act*, R.S.O. 1990 c. B. 16, or the *Corporations Act*, R.S.O. 1990 c. C. 38;

2.9. **Date or Day** means any calendar day;

2.10. **Date of Contravention** means the date on which there was an alleged contravention of a Designated By-law, which may be different from the date of issuance and/or the effective date if the Penalty Notice is served on a date that is after the date of contravention;

2.11. **Date of Issuance** means the date on which the Penalty Notice was completed and served according to subsection 8 of this By-law;

2.12. **Designated By-law** means a By-law, or part or provision of a by-law, that is designated under this or another by-law, and is listed in Schedule “A” attached to this By-law to which the AMP applies;

2.13. **Director** means the Director of Building & By-law Services for the Township and his or her designate or successor;

2.14. **Effective Date** means the date on which service of a Penalty Notice is deemed to be effective in accordance with Section 8 of this By-law;

2.15. **Fee** means a fee payable under the Fees & Charges By-law, as amended from time to time, and is not prorated;

2.16. **Hearing Decision** means a notice which contains the decision made by a Hearing Officer;

2.17. **Hearing Non-Appearence Fee** means an Administrative Fee under the User Fees & Charges By-law, as amended from time to time, in respect of Person’s failure to appear at the time and place scheduled for a hearing before the Hearing Officer;

2.18 **Hearing Officer** means any person appointed by the Township, from time to time, to perform the functions of a Hearing Officer in accordance with this By-law;

2.19. **Holiday** means a Saturday, Sunday and any statutory holiday in the Province of Ontario or any day on which the office of the Township is officially closed for business;

2.20. **Late Payment Fee** means an Administrative Fee under the User Fees & Charges By-law, as amended from time to time, in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-law;

2.21. **NSF Fee** means an Administrative Fee under the User Fees & Charges By-law, as amended from time to time, in respect or any payment to the Township from a Person, for which there are insufficient funds available, or the transaction is declined;

2.22 **Officer** means a Police Officer, Fire Inspector, Building Official, Municipal Law Enforcement Officer or their authorized designate to enforce Township By-laws;

2.23. **Owner** means the person whose name appears on one or more of the following:

- a) Property Roll Number or Land registry document;
- b) Corporation ownership documents;
- c) Vehicle permit as licenced by the Ontario Ministry of Transportation;

2.24. **Penalty Notice** means a notice given to a Person as described in this By-law;

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

2.26. **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 By-law;

2.27. **Plate Denial Fee** means an Administrative Fee under the User Fees & Charges By-law as amended from time to time, in respect to a Person's failure to pay within the time prescribed prior to a request for plate denial, in accordance with this By-law;

2.28. **Regulation** means Ontario Regulation 333/07 under the *Municipal Act*;

2.29. **Request for Review by Hearing Officer** means the request which may be made in accordance with this By-law for the review of a Screening Decision;

2.30. **Request for Review by Screening Officer** means the request made in accordance with this By-law for the review of a Penalty Notice;

2.31. **Screening Decision** means a notice which contains the decision of a Screening Officer, as set out in Section 6 in this By-law;

2.32. **Screening Non-Appearance Fee** means an Administrative Fee under the User Fees & Charges By-law, as amended from time to time, in respect of a Person's failure to appear at the time and place scheduled for a screening before a Screening Officer;

2.33. **Screening Officer** means any person appointed by the Township for time to time, to perform the functions of a Screening Officer pursuant to this By-law;

2.34. **Township** means the Corporation of the Township of Dubreuilville in the District of Algoma.

3.1. The Designated By-laws, or portions of Designated By-laws, listed in Schedule “A” of the By-law sets out the Administrative Penalties and may include short form language used on Penalty Notices for the contravention of Designated By-laws.

3.2. Fees imposed for the purposes of this By-law shall be set out in the User Fees & Charges By-law, as amended from time to time.

3.3. Any Designated By-law respecting the parking, standing, or stopping of vehicles is designated for the purposes of paragraph 3(1)(b) of Ontario Regulation 333/07, and Section 102.1 of the *Municipal Act, 2001*.

3.4. The *Provincial Offences Act* applies to all Designated By-laws except to a Designated By-law respecting the parking, standing, or stopping of vehicles.

3.5. Screening Officers and Hearing Officers conducting a review or appeal under this By-law do not have jurisdiction to consider any question relating to the validity of a statute, regulation or by-law including but not limited to the constitutional applicability or operability of any statute, regulation, or By-law.

4. PENALTY NOTICE

4.1. Every person who contravenes a Designated By-law shall, upon issuance of a Penalty Notice, be liable to pay the Township an Administrative Penalty in an amount specified in Schedule 'A' to this By-law.

4.2. An Officer who has reason to believe that a Person has contravened any Designated By-laws may issue a Penalty Notice to that Person.

4.3. A Penalty Notice shall include the information, as applicable:

- a) Date of violation;
- b) The Penalty Notice date;
- c) A Penalty Notice Reference Number;
- d) The date on which the Administrative Penalty is due and payable, fifteen (15) days from service of the Penalty Notice;
- e) The identification number and signature of the Officer;

- f) The contravention working as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
- g) The amount of the Administrative Penalty;
- h) Payment options;
- i) Timelines for payment of Administrative Penalty or applicable Administrative Fee(s);
- j) 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
- k) 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 or Hearing process.

4.4. In addition, to the service methods provided in Section 8 "Service of Documents" of this

By-law, an Officer may serve the Penalty Notice on a Person by:

- a) Affixing it to the vehicles in a conspicuous place at the time of a parking or traffic-related contravention; or
- b) Delivering it personally to the Person;
 - i. 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
 - ii. For all other contraventions, within fifteen (15) days of the contravention.

4.5. No Officer may accept payment of an Administrative Penalty or Administrative Fee.

4.6. 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).

4.7. A person who has been issued a penalty notice shall:

- a) pay the Administrative Penalty within fifteen (15) days; or
- b) no later than fifteen (15) days after the Effective Date, request the Administrative Penalty be reviewed by a Screening Officer in accordance with Section 6.

5. 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 this By-law have been paid.

6. REVIEW BY 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 before the effective date which the Administrative Penalty is due and payable.

6.2. 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 a Screening Officer extends the time to request a Screening Review to a date no later than forty-five (45) days after the Penalty Notice Date.

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 fifteen days after the effective date, at which time:

- a) The Person shall be deemed to have waived the right to request a Screening Review or request an extension of time for a Screening Review;
- b) The Administrative Penalty shall be deemed to be confirmed; and
- c) The Administrative Penalty shall not be subject to any further review, including a review by any Court.

6.4. A Person's request for Review by a Screening Officer or request for an extension of Time to request a Screening Review are exercised by a submission in writing, in the prescribed form and in accordance with the directions on the prescribed form.

6.5. A request for review by Screening Officer or request for an extension of time to request a Screening Review shall be served in accordance with the provisions of Section 8 of this By law.

6.6. The Officer may grant a request to extend the time to request a Screening Review where a Person demonstrates, to the satisfaction of the officer, that the existence of extenuating circumstances prevented the filing of the request within the prescribed timeline.

6.7. Where an extension of time to request a Screening Review is not granted by the Officer, the Administrative Penalty and any applicable Administrative Fee(s) are deemed to be confirmed. Notice of this decision will be provided by the director to the Person in accordance with Section 8.

6.8. Where an extension of time to request a Screening Review is granted by the Officer, or when a Screening Review has been requested in accordance with this Section, Notice of an Appointment for Screening Review will be provided in accordance with Section 8.

6.9. Where a Person fails to attend at the time and place scheduled for a Screening Review of an Administrative Penalty, or fails to provide requested documentation in accordance with a request by a Screening Officer:

- a) The Person shall be deemed to have abandoned the request for a Screening Review of the Administrative Penalty;
- b) The Administrative Penalty as set in the Penalty Notice shall be deemed to be confirmed, and is payable no later than:
 - i. The date scheduled; or
 - ii. Thirty (30) days after the Penalty Notice's Effective Date, whichever date is later;
- c) The Administrative Penalty shall not be subject to any further review, including a review by any Court; and
- d) The Person shall pay the Township a Screening Non-Appearance Fee, MTO fee, if applicable, and any other applicable Administrative Fee(s).

6.10. After considering a request to review, a Screening Officer may:

- a) Affirm the Administrative Penalty;
- d) Cancel, reduce, or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), where the Screening Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law, and/or any of the following circumstances exist:

- i. Defective form or substance on the Penalty Notice;
- ii. Service of the Penalty Notice did not occur in accordance with Section 8; or
- ii. Undue financial hardship.

6.11. The Screening Officer may request such information from a person as the Screening Officer considers relevant to a request to review.

6.12. A Screening Officer shall inform a person of his or her decision at the conclusion of a review.

7. APPEAL TO HEARING OFFICER

7.1. A person may request an appeal of a Screening Officer's decision by attending at the location or locations as specified on the Penalty Notice no later than fifteen (15) days after the date on which the Screening Officer's decision is given to them.

7.2. Despite subsection 7.1, a person may request that a Hearing Officer extend the time to appeal from sixteen (16) days to no later than thirty (30) days after the Screening Officer's decision has been given to them, if the person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that prevented the person from appealing in accordance with subsection 7 .1.

7.3. The Hearing Officer may request such information for a person as the Hearing Officer considers relevant to a request to extend the time to appeal.

7.4. A Person's right to request an extension of time for a Hearing Appeal expires, if it has not been exercised, on or before thirty (30) days after the Screening Decision date, at which time:

- a) The Person shall be deemed to have waived the right to request an appeal by a Hearing Officer or request an extension of time for an appeal by a Hearing Officer;
- b) The Screening Decision is confirmed; and
- c) The Administrative Penalty shall not be subject to any further review, including a review by any Court.

7.5. A Person's request for appeal by a Hearing Officer or request for an extension of time to request a review by a Hearing Officer are exercised by a submission in writing, in the prescribed form and in accordance with the directions on the prescribed form.

7.6. A request for an appeal by a Hearing Officer or a request for an extension of time to request an appeal by a Hearing officer shall only be scheduled by the Officer if the Person makes the request on or before the dates established by Section 7(1) of this By-law.

7.7. The Officer may grant a request to extend the time to request an appeal by a Hearing Officer only where the Person demonstrates, to the satisfaction of the Officer in his/her sole discretion that they were not served in accordance with Section 8.

7.8. Where a Person fails to attend at the date, time and place scheduled in accordance with subsection 7.1 for a Hearing:

- a) The Person shall be deemed to have abandoned the request for an appeal of the Hearing;
- b) The Screening Officer's decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;
- c) The Administrative Penalty and any Administrative Fee(s) is payable no later than:
 - i. The date as determined by the Screening Officer;
 - ii. The date scheduled; or
 - iii. Thirty (30) days after the date of the Screening Officer's decision, whichever date is later.
- d) 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).
- e) The Administrative Penalty is not subject to any further review or appeal by any Court.

7.9. The *Statutory Powers Procedure Act* applies to the consideration of an appeal by a Hearing Officer.

7.10. The Hearing Officer may request such information from a person as the Hearing Officer considers relevant to considering an appeal.

7.11 After considering an appeal, including hearing from the parties, a Hearing Officer may decide to:

- a) Affirm the Administrative Penalty;
- b) cancel, reduce or extend the time for payment of the Administrative Penalty, including Administrative Fee(s), on the following grounds:
 - i. There is reason to doubt the person contravened the Designated By law;

- ii. The person took all reasonable steps to prevent the contravention; or
- iii. The cancelation, reduction, or extension of time for payment is necessary to relieve undue financial hardship.

7.12. In addition to anything else that is admissible as evidence at an appeal in accordance with the *Statutory Powers Procedure Act*, the following are admissible evidence as proof of the facts certified in them, in the absence of evidence to the contrary:

- a) A statement of an Officer respecting a contravention;
- b) A copy of a document, including but not limited to a photograph taken by an Officer, respecting a contravention;
- c) A statement from an Officer that he or she served a document, with the date and method of service indicated.

7.13. If certified evidence referred to in subsection 7.9 is being admitted as evidence at an appeal, the Hearing Officer shall not adjourn the appeal 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 appeal.

7.14. A Hearing Officer shall give the written decision to the Person at the conclusion of the Hearing.

7.15. If a Hearing Officer's decision affirms, reduces, or extends the time to pay an Administrative Penalty, the Administrative Penalty and any Administrative Fee(s) is payable no later than:

- a) The date as determined by the Hearing Officer;
- b) The date of the Hearing Officer's decision; or
- c) Thirty (30) days after the Screening Officer's decision, whichever date is later.

7.16. If a person who has been given a Screening Officer's decision has not acted in accordance with subsections 7.1, 7.2, and 7.3, then:

- a) They are deemed to have waived their right to appeal;
- b) The Screening Officer's decision is affirmed;
- c) The Administrative Penalty and any Administrative Fee(s) is payable no later than:
 - i. The date as determined by the Screening Officer; or
 - ii. Thirty (30) days after the date of the Screening Officer's decision, whichever date is later; and

- d) The Administrative Penalty is not subject to any further review or appeal to the Township (reference to *Statutory Powers Procedure Act, R.S.O. 1990, c. S.22.*)

7.17. If a Hearing Officer does not extend a person's time to appeal under subsections 7.2 and 7.3, then:

- a) The Screening Officer's decision is affirmed;
- b) The Administrative Penalty and any Administrative Fee(s) is payable no later than:
- i. The date as determined by the Screening Officer;
 - ii. The date of the Hearing Officer's decision; or
 - iii. Thirty (30) days after the date of the Screening Officer's decision, whichever date is later; and
- c) The Administrative Penalty is not subject to any further review or appeal by any Court.

8. SERVICE OF DOCUMENTS

8.1. The Township may serve any document, notice or decision, including a Penalty Notice pursuant to this By-law, including but not limited to a penalty notice, within thirty (30) days of becoming aware of an alleged offence of a Designated By-law, by one (1) or more of the following:

Method of Service	Date of Issuance	Effective Date
Personally	Date given to person	Same as Date of Issuance
Leave / post at address	Date left at address	Same as Date of Issuance
Fax / Email	Date fax/email is sent	Same as Date of Issuance
Regular / Registered Mail	Date of mailing	Five (5) days after date of mailing

8.2. A Person's last known number or address includes the number or address provided by the Person to the Township during any transaction between the Township and the Person, or the information included in the property tax file.

8.3. If a notice document that has been given or delivered to a Person under this By-law 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 By-law, or sent electronically to an email address that was provided by the Person, there is a irrebuttable presumption that the notice or document is given or delivered to the person.

8.4. In addition to the service of documents provided for under subsection 8.1, an Officer may serve the penalty notice for a contravention of a Designated By-law respecting the parking, standing, or stopping of vehicles on the person who is the owner of the vehicle by:

- a) Affixing the penalty notice to the vehicle in a conspicuous place; or
- b) Giving it personally to the person who has care or control of the vehicle, at the time of contravention.

8.5. When a Penalty Notice is served under subsection 6.4, the date of issuance and effective date shall be one in the same.

9. ADMINISTRATION

9.1. The Officer, their delegate, or anyone designated by the Township shall administer this By-law and establish any additional policies and procedures necessary to implement this By-law and may amend such policies and procedures from time to time as they deem necessary, without amendment to this By-law.

9.2. The Officer, their delegate, or anyone designated by the Township shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may amend such forms and notices from time to time as they deem necessary, without amendment to this By-law.

9.3. The Officer, their delegate, or anyone designated by the Township shall establish and approve any additional policies, procedures, or by-laws for the appointment of Screening Officer(s) and Hearing Officer(s) for the purposes of the administration of this By-law, its Designated By-laws, or portions thereof.

9.4. An Officer may issue an Administrative Penalty to a Person, owner, corporation, agent, or their representative found in contravention of any provision of a Designated By-law.

9.5. An Administrative Penalty shall be issued according to Section 6 of this By-law, and shall include the following information:

- a) Information found in Schedule 'B' of this By-law;
- b) Particulars of the contravention, including to which Premises it applies;
- c) Amount of the Administrative Penalty;
- d) Timelines for appeal of the Administrative Penalty;
- e) Timelines for payment of the Administrative Penalty; and
- f) Statement advising that Administrative Penalties constitute a debt to the Municipality.

9.6. A person who has been issued an Administrative Penalty shall pay the Administrative Penalty within thirty (15) days from the Effective date.

9.7. An Administrative Penalty is deemed late on the sixteenth (16th) day after the Effective Date and shall be subject to fees referred to in this By-law, and found in the User Fees By-law, as amended from time to time.

9.8. An Administrative Penalty is deemed to be confirmed on the thirty-first (31) day after the Effective Date and is not subject to any further appeal by any Court.

9.9. Where a Person makes payments to the Township of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Township the NSF Fee set out in the Township's current User Fees By-law.

9.10 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.

9.11. Pursuant to *Section 434.2 of the Municipal Act*, where an Administrative Penalty, including any Administrative Fees(s) remain unpaid after the final date on which it is payable as specified in the Penalty Notice, the Administrative Penalty, including any Administrative Fees(s) shall be deemed to be unpaid taxes and the outstanding amount shall be added to the tax roll and collected in the same manner as municipal taxes.

9.12. Where an Administrative Penalty is cancelled by a Screening Officer or Hearing Officer, any Administrative Fee(s) are also cancelled.

9.13. An authorized representative is permitted to appear on behalf of a Person at a Screening Review of Appeal by a Hearing Officer, or to communicate with the Township on behalf of a Person in accordance with written authorization.

9.14. An Officer cannot accept payment of an Administrative Penalty or any fee(s).

9.15. Any time limit that would otherwise expire, is extended to the next day if the expiry date occurs on:

- a) a Holiday/Statutory holiday; or
- b) a day on which the Township's offices are not open for business.

9.16. A person, owner or corporation claiming financial hardship under this By-law shall provide documented proof of the financial hardship to the Officer, their delegate, or anyone designated by the Township, the Screening Officer, or the Hearing Officer, as applicable.

9.17. Any schedule attached to this By-law forms part of this By-law.

10. SEVERABILITY

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

11. SCHEDULES

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

- a) Schedule 'A' Designated By-laws and Administrative Penalties
- b) Schedule 'B' AMPS Screening Review Request Form
- c) Schedule 'C' AMPS Hearing Review Request Form
- d) Schedule 'D' AMPS Time Extension Request for Screening Review Form
- e) Schedule 'E' AMPS Authorization to Act as Agent Form

12. EFFECTIVE DATE

12.1 That this By-Law shall come into force and take effect on the 14th day of June 2023.

READ a first and a second time on the 24th day of May 2023.

READ a third time and be finally passed this 10th day of June 2023.

MAYOR

CAO-CLERK

SCHEDULE "A"

Designated By-law Administrative Penalties under the AMP By-law

ANIMAL CONTROL BY-LAW 2023-30

Item	Column 1	Column 2	Column 3
	Short Form Wording	Provision creating or	Penalty Amount
1	Failure to register dog or cat	5.1	\$60.00
2	Failure to obey muzzle order	12.2 (a)	\$100.00
3	Failure to pay permit and registration fee	7.1 & 7.2	\$50.00
4	Failure to keep tag securely fixed on dog or	5.7	\$50.00
5	Fail to notify the Municipal By-Law Enforcement Officer of changes to owner	12.2 (f)	\$50.00
6	Failure to remove excrement	9.1	\$50.00
7	Failure to restrain a dog in public	9.3	\$75.00
8	Allowing dog or cat to run at large or create nuisance	11.1	\$75.00
9	Owner fails to tether dog or cat	10.3	\$50.00
10	Unlawfully have dog or cat on a tether more than two (2) meters in length	10.3 (c)	\$50.00
11	Allowing a dog or cat to trespass on private Property	11.1	\$50.00

12	Allowing a dog within a municipal beach area when prohibited	9.3 (e)	\$75.00
13	Allowing a dog to damage public or private Property	9.3 (b)	\$75.00
14	Failure to restrain a dog in a municipal Park or on a municipal trail	9.3 (f)	\$75.00
15	Allowing dog into a municipal operated facility or building	9.3 (g)	\$75.00
16	Allowing a dog to persistent barking, calling or whining or other similar noises	9.3 (a)	\$75.00
17	Allowing a dog to scatter garbage	9.3 (c)	\$75.00
18	Allowing a dog to interfere with waste management activities	9.3 (c)	\$75.00
19	Allowing a dog to chase person	9.3 (d)	\$100.00
20	Allowing a dog to chase vehicle	9.3 (d)	\$100.00
21	Failure to obtain a hen coop permit	6.1	\$50.00
22	Owner fails to maintain hen coop & hen run	Schedule "B" 7.3	\$50.00
23	Unlawfully having more then the maximum allowance of hens (10)	Schedule "B" 6. (a)	\$75.00
24	Allowing hen to make noise	Schedule "B" 6	\$75.00
25	Allowing hen to be at large	11.1	\$75.00
26	Unlawfully keep a rooster	Schedule "B" 6	\$75.00
27	Hinder or obstruct an Officer/appointed person lawfully carrying out duties	13.1	\$300.00
28	Failure to identify themselves to an Officer/ appointed person while in contravention of this By-law	13.2	\$200.00
29	Failure to comply with order	15.1	\$175.00

SCHEDULE "A" - Designated By-law (continued)

REGULATE NOISE BY-LAW 2023-29

Item	Column 1	Column 2	Column
	Short Form Wording	Provision creating or defining offence	Set fine
1	Emit/cause/permit noise from amplified sound	Section 9 Schedule "A",	\$50
2	Emit/cause/permit noise from fireworks	Section 9 Schedule "A",	\$50
3	Permit dog to create noise	Section 9 Schedule "A",	\$50

4	Permit noise from equipment without muffling device	Section 9 Schedule "A",	\$50
5	Cause or Permit noise from domestic work activity	Section 9 Schedule "A",	\$50
6	Permit noise from engine idling longer than five (5) minutes	Section 9 Schedule "A",	\$50
7	Cause or Permit noise from revving an engine	Section 9 Schedule "A",	\$50
8	Yelling when prohibited	Section 10 Schedule "B", item	\$50
9	Cause or permit amplified sound when prohibited	Section 10 Schedule "B", item	\$50
10	Cause or permit noise from construction equipment or activity when prohibited	Section 10 Schedule "B", item	\$50
11	Cause or permit noise from tool or equipment when prohibited	Section 10 Schedule "B", item	\$50
12	Emit, cause or permit noise from handling material for non-essential purposes when prohibited	Section 10 Schedule "B", item 5	\$50
13	Cause or permit noise from a toy, model or replica when prohibited	Section 10 Schedule "B", item	\$50
14	Emit, cause or permit noise from auditory signaling devices when prohibited	Section 10 Schedule "B", item	\$50
15	Cause or permit noise from the discharge of fireworks during a fire ban	Section 10 Schedule "B", item	\$100
16	Cause or permit noise from the discharge of fireworks when prohibited	Section 10 Schedule "B", item	\$100
17	Cause or permit noise without an approved exemption	Section 12	\$100
18	Providing false/misleading information on application form	Section 15	\$100
19	Cause or permit the breach of approved noise exemption	Section 26	\$100
20	Hinder or obstruct an Officer/appointed person lawfully carrying out duties	Section 32	\$300
21	Failure to identify themselves to an Officer/appointed person while in contravention of this By-law	Section 33	\$200

SCHEDULE "A" - Designated By-law (continued)

PROPERTY STANDARDS BY-LAW 2023-28

Item	Column 1	Column 2	Column 3
	Short Form Wording	Provision creating or	Penalty Amount
1	Owner fails to keep ground cover to less than 15 centimeters (about 5.91 in) in height	3.4 a)	\$75.00
2	Owner fails to keep property clear of garbage/refuse/domestic or industrial waste	3.4 b)	\$75.00
3	Owner fails to keep property clear of any refrigerator/freezer having unlocked lid	3.4 c)	\$75.00
4	Owner fails to keep property clear of a wrecked/dismantled/abandoned/inoperable appliance/machine	3.4 d)	\$75.00
5	Owner fails to keep property clear of a derelict motor vehicle	3.4 e)	\$75.00
6	Owner fails to maintain hedge/tree/branch on property to not hinder pedestrian traffic on public sidewalks	3.4 f)	\$75.00
7	Owner fails to keep property clear of accumulation of animal excrement	3.4 g)	\$75.00
8	Owner fails to keep property clear of dead/decayed/damaged trees/natural growth/branches/limbs which create unsafe	3.4 h)	\$75.00
9	Owner fails to ensure steps/pedestrian walkway/driveway/parking space/similar area on land is properly maintained	3.5 a)	\$75.00
10	Owner fails to remove hazardous ice/snow from the roof of building	3.5 b)	\$75.00
11	Owner fails to ensure naturalized area does not encroach above or onto adjacent property	3.5 c)	\$75.00
12	Owner fails to maintain landscaped feature in good repair	3.5 d)	\$75.00
13	Owner fails to properly store household	3.6	\$75.00
14	Deposit garbage/refuse/domestic or industrial waste on Township/District	3.9	\$200.00
15	Use land/structure for dumping/burying/disposing of garbage/refuse/domestic or	3.10	\$200.00
16	Owner fails to take necessary action to prevent open pit/excavation/well/hazard on	3.11	\$100.00
17	Owner fails to maintain accessory building, retaining wall, sign, fence or required	4.1 a)	\$75.00
18	Owner fails to prevent or remove any condition that may endanger person/property after a fire, storm, or other event	4.2 a) (i)	\$75.00

19	Owner fails to demolish the building after a	4.2.a) (v)	\$75.00
20	Owner fails to keep dwellings free of rodents and vermin	4.4 a)	\$75.00
21	Owner fails to maintain surface conditions of a yard	4.6 a)	\$75.00
22	Owner fails to secure the vacant building from entry by trespassers	4.7 b) (i)	\$75.00
23	Owner fails to provide a heating source suitable to maintain indoor temperature of 20	4.12 a)	\$75.00
24	Owner fails to provide a safe and adequate water supply	4.19 a)	\$75.00
25	Owner fails to maintain barrier-free design standards	5.1 a)	\$75.00
26	Hinder or obstruct an Officer/appointed person lawfully carrying out duties	6.4	\$300.00
27	Failure to properly identify themselves to an Officer/appointed person while in contravention of this By-law	6.4	\$200.00
28	Owner fails to comply with a notice	6.7	\$150.00
29	Owner fails to comply with emergency order	6.7	\$150.00