

**THE CORPORATION
OF THE
TOWN OF NIAGARA ON THE LAKE
BY-LAW 4744-14**

**A BY-LAW TO ESTABLISH A SYSTEM OF ADMINISTRATIVE
PENALTIES AND ADMINISTRATIVE FEES**

WHEREAS subsection 8(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Act") provides that the powers of a municipality under any act shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

AND WHEREAS section 9 of the Act provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purposes of exercising its authority under the Act;

AND WHEREAS section 23.1 of the Act authorizes a municipality to delegate its powers and duties subject to certain restrictions;

AND WHEREAS section 102.1 of the Act provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-law respecting the parking, standing or stopping of vehicles;

AND WHEREAS the *Administrative Penalties*, O. Reg. 333/07 regulation to the Act requires by-laws respecting parking, standing, or stopping of vehicles, or parts of such by-laws, to be designated pursuant to the Regulation for a system of administrative penalties to apply;

AND WHEREAS The Corporation of the Town of Niagara-on-the-Lake (the "Town") has enacted a number of by-laws regulating the parking, standing, or stopping of vehicles, namely By-Law 4308-09, as amended, being a by-law to regulate parking and traffic in the Town (the "Parking and Traffic By-Law"), By-Law 4309-09, as amended, being a by-law to prohibit the parking or leaving of motor vehicles on private property without the consent of the owner or occupant of the property (the "Private Property Parking By-Law") and By-Law 4710-14, as amended, being a by-law regulating the parking of vehicles on fire routes and emergency access points (the "Fire Route By-Law") pursuant to the Act and the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended;

AND WHEREAS section 391 of the Act authorizes a municipality to pass by-laws imposing fees or charges for costs payable by it for services or activities, and services or activities provided or done by or on behalf of the municipality;

AND WHEREAS the Council for the Town considers it desirable and necessary to provide for a system of administrative penalties and administrative fees and to designate portions of the Parking and Traffic By-Law, the Private Property Parking By-Law, and the Fire Route By-Law so the system of administrative penalties and administrative fees applies to those designated portions.

NOW THEREFORE the Council for the Town hereby enacts as follows:

PART ONE – SHORT TITLE

1. This By-Law may be referred to as the “Administrative Penalty By-Law”.

PART TWO – SCHEDULES

2. The following schedules are attached to and form part of this By-Law:

Schedule	Description
Schedule “A”	Designated By-Law Provisions of the Parking and Traffic By-Law
Schedule “B”	Designated By-Law Provisions of the Private Property Parking By-Law
Schedule “C”	Designated By-Law Provisions of the Fire Route By-Law
Schedule “D”	Administrative Fees

PART THREE – DEFINITIONS

3. In addition to the terms defined elsewhere in this By-Law, including in the preamble, in this By-Law:
 - a. “**Administrative Fee**” means any fee specified in this By-Law and listed in Schedule “D”.
 - b. “**Administrative Penalty**” means a monetary penalty as set out in Schedules “A”, “B”, and “C” to this By-Law for contravention of a Designated By-Law.
 - c. this “**By-Law**” means this by-law and any schedule to this by-law, as they may be amended from time to time;
 - d. “**Clerk**” means the clerk or deputy clerk of the Town, and their authorized delegate;
 - e. “**Designated By-Law**” means a by-law or portion of a by-law that is designated under this By-Law or any other by-law, as a by-law or portion of a by-law to which the system of Administrative Fees and Administrative Penalties set out herein applies.
 - f. “**Director**” means the person from time to time performing the function of the Town’s Director of Community and Development Services, or their designate.
 - g. “**Extension Period**” means sixty (60) days after the Penalty Notice Date.
 - h. “**Hearing No-Show Fee**” means an Administrative Fee from time to time established by Council in respect of a Person’s failure to appear at the time and place scheduled for a review before a Hearing Officer and as listed in Schedule “D”.
 - i. “**Hearing Officer**” means a Person from time to time appointed by Council pursuant to the Screening and Hearing Officer By-Law, as amended.
 - j. “**Hearing Decision**” means a notice that contains the decision of a Hearing Officer.

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- k. **"Holiday"** means a Saturday, Sunday, any statutory holiday in the Province of Ontario, or any day the offices of the Town are officially closed for business.
- l. **"Late Payment Fee"** means an Administrative Fee from time to time established by Council in respect of a Person's failure to pay an Administrative Penalty within the time prescribed by this By-Law and as listed in Schedule "D".
- m. **"MTO Plate Denial Fee"** means an Administrative Fee from time to time established by Council in respect of notifying the Registrar of Motor Vehicles of a default in payment under this By-Law and as listed in Schedule "D".
- n. **"MTO Search Fee"** means an Administrative Fee from time to time established by Council in respect of searching the records of the Ontario Ministry of Transportation and as listed in Schedule "D".
- o. **"NSF Fee"** means an Administrative Fee from time to time established by Council in respect of receipt of a payment instrument drawn on an account with insufficient funds and as listed in Schedule "D".
- p. **"Officer"** means each of:
 - i. a Municipal By-Law Enforcement Officer;
 - ii. a person authorized by Council with the responsibility for enforcing and administering this By-Law, the Parking and Traffic By-Law, the Private Property Parking By-Law, and/or the Fire Route By-Law; and
 - iii. a police officer employed by the Niagara Regional Police, the Ontario Provincial Police, or the Royal Canadian Mounted Police.
- q. **"Owner"** means the Person whose name appears on the permit for the vehicle, or if the vehicle permit consists of a vehicle portion and plate portion and different Persons are named on each portion, the Person whose name appears on the plate portion.
- r. **"Penalty Notice"** means a notice given to a Person pursuant to sections 12 and 13 of this By-Law.
- s. **"Penalty Notice Date"** means the date of the contravention specified on the Penalty Notice.
- t. **"Penalty Notice Number"** means a reference number specified on the Penalty Notice.
- u. **"Person"** means an individual, partnership, limited partnership and corporation.
- v. **"Regulation"** means *Administrative Penalties*, O. Reg. 333/07.
- w. **"Request for Review by Hearing Officer"** means the form attached to the Notice of Decision which may be filed by a person under section 24 of this By-Law.

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- x. **“Request for Screening”** means the form available on the Town’s website which may be filed by a person pursuant to section 16 of this By-Law.
 - y. **“Screening Decision”** means a notice which contains the decision of the Screening Officer.
 - z. **“Screening No-Show Fee”** means an Administrative Fee from time to time established by Council in respect of a Person’s failure to appear at the time and place scheduled for a review by a Screening Officer and as listed in Schedule “D”.
 - aa. **“Screening Officer”** means a person from time to time appointed by Council pursuant to the By-Law 4745-14, being a by-law to establish the positions of Screening Officer and Hearing Officer and to appoint persons as Screening Officers and Hearing Officers.
4. Where words and phrases used in this By-law are defined in the *Highway Traffic Act*, R.S.O. 1990, c. H. 18, as amended (the “Highway Traffic Act”) but are not defined in this By-Law, the definitions in the Highway Traffic Act shall apply to such words and phrases.
5. Defined terms importing a singular number include the plural and vice versa and words importing the masculine include the feminine and neuter and vice versa.

PART FOUR – COMPUTATION OF TIME

6. In the computation of time under this By-Law:
- a. where there is a reference to a number of days between two events, the days shall be counted by excluding the day on which the first event happens and including the day on which the second event happens; and
 - b. where the time for doing an act expires on a Holiday, the act may be done on the next day that is not a Holiday.
7. Time referred to in this By-Law shall be taken as the time observed locally in the Town.

PART FIVE – DESIGNATED BY-LAWS

8. The Town By-Laws or portions of Town By-Laws, as applicable, listed in Schedules “A”, “B”, and “C” to this By-Law shall be Designated By-Laws and are hereby designated for the purposes of section 3(1)(b) of the Regulation, as amended.
9. This By-Law shall apply to any contravention of a Designated By-Law.
10. The short form wording to be used for the contravention of a Designated By-Law and the Administrative Penalties imposed for a convention are set out on Schedules “A”, “B”, and “C”.
11. The *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, does not apply to a contravention of a Designated By-Law.

PART SIX – PENALTY NOTICE

12. An Officer who has reason to believe that a Person has contravened a provision of a Designated By-Law may issue a Penalty Notice to that Person.

13. Every Person who contravenes a provision of a Designated By-Law shall, when given a Penalty Notice, be liable to pay the Town an Administrative Penalty in the amount specified in Schedule "A", "B", and/or "C".

14. A Penalty Notice shall include the following information:

- a. the vehicle licence plate number or vehicle identification number;
- b. the Penalty Notice Date;
- c. a Penalty Notice Number;
- d. the short form wording for the contravention listed in Schedule "A", "B", and "C", which describes the particulars of the contravention;
- e. the amount of the Administrative Penalty;
- f. information respecting the process by which the Person may pay the Administrative Penalty or request a review of the Administrative Penalty;
- g. a statement advising that an Administrative Penalty and any Administrative Fees will, unless cancelled or reduced pursuant to a review under this By-Law, will constitute a debt of the Person to the Town.

15. A Person who is given a Penalty Notice and who does not pay the amount of the Administrative Penalty within fifteen (15) days of the Penalty Notice Date shall pay to the Town an MTO Search Fee.

PART SEVEN – REVIEW BY A SCREENING OFFICER

16. A Person who is given a Penalty Notice may request that the Penalty Notice and/or Administrative Penalty be reviewed by a Screening Officer and shall do so within fifteen (15) days of the Penalty Notice Date.

17. If a Person has not requested a review of the Penalty Notice and/or Administrative Penalty within the time limit set out in section 16, a Person may request that the Screening Officer extend the time to request a review. A Person's right to request an extension of time expires if it has not been exercised within the Extension Period at which time:

- a. the Person shall be deemed to have waived the right to request a review;
- b. the Administrative Penalty shall be deemed to be affirmed on the fifth (5th) day after the Extension Period has passed; and
- c. the Administrative Penalty shall not be subject to any further review, including review by any Court.

18. A Person's right to request a review or to request an extension of time to request a review are exercised by:

- a. delivering a completed Request for Screening by mail, fax, or e-mail to the Town at the address, fax number, or e-mail address provided on the Request for Screening, and scheduling the time for the review which may take place in person or by way of a telephone conference; or

- b. attending in person at the location listed in the Penalty Notice to complete a Request for Screening and scheduling the time and place for review.
- 19. A review or request for an extension of time to request a review shall only be scheduled by the Town if the Person has exercised his or her right to request a review or an extension of time to request a review within the time limits set-out in sections 16 and 17.
- 20. The Screening Officer may only extend the time to request a review of a Penalty Notice and/or Administrative Penalty if the Screening Officer is satisfied that the Person has demonstrated, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time. Where an extension of time is not granted by the Screening Officer, the Administrative Penalty is deemed to be affirmed.
- 21. Where a Person fails to attend at the time and place scheduled for a review of the Penalty Notice and/or Administrative Penalty:
 - a. the Person shall be deemed to have abandoned the request for a review of the Penalty Notice and Administrative Penalty;
 - b. the Administrative Penalty as set out in the Penalty Notice shall be deemed to be affirmed on the sixteen (16th) day after the Penalty Notice Date and is not subject to any further review, including by any Court; and
 - c. the Person shall pay to the Town a Screening No-Show Fee.
- 22. On a review of the Penalty Notice and/or Administrative Penalty, the Screening Officer shall either:
 - a. affirm the Penalty Notice and/or Administrative Penalty; or
 - b. cancel, vary, or extend the time for payment of the Administrative Penalty, including any Administrative Fee on the following grounds:
 - i. where the Person establishes on a balance of probabilities, that he or she did not contravene the Designated By-Law as described in the Penalty Notice; or
 - ii. where the Person establishes on a balance of probabilities that the reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee, is necessary to relieve any undue hardship.
- 23. After a review has been held, the Screening Officer shall deliver the Screening Decision to the Person.

PART EIGHT – REVIEW BY A HEARING OFFICER

- 24. A Person may request a review of a Screening Decision by a Hearing Officer and shall do so within fifteen (15) days of delivery of the Screening Decision.
- 25. If a Person has not requested a review of a Screening Decision within the time limit set out at section 24, a Person may request that the Hearing Officer extend the time to request a review within thirty (30) days of the Screening Decision being delivered to the Person. A Person's right to request an extension of time expires if it has not been exercised within thirty (30) days after the Screening Decision has been delivered at which time:

- a. the Person shall be deemed to have waived the right to request review of a Screening Decision by a Hearing Officer;
 - b. the Screening Decision and the Administrative Penalty, if applicable as modified in the Screening Decision, shall be deemed to be affirmed; and
 - c. the Screening Decision and the Administrative Penalty shall not be subject to any further review, including review by any Court.
26. A Person's right to request a review of a Screening Decision or to request an extension of time to request a review of a Screening Decision shall be exercised by filing a completed Request for Review by Hearing Officer form by the Person or their lawyer or paralegal ("Representative") in person at the place specified in the Request for Review by Hearing Officer form.
27. A review of a Screening Decision or a request for an extension of time to request a review of a Screening Decision shall only be scheduled by the Town if the Person has exercised their right to request a review of an extension of time to request a review within the time limits set out in sections 24 and 25.
28. The Hearing Officer may only extend the time to request a review of a Screening Decision where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time. Where an extension of time is not granted by the Hearing Officer the Screening Decision and Administrative Penalty set out in the Penalty Notice or as modified by the Screening Decision, shall be deemed to be affirmed.
29. Where a Person fails to attend at the time and place scheduled for a review by the Hearing Officer:
- a. the Person shall be deemed to have abandoned the request for a review of the Screening Decision;
 - b. the Screening Decision and the Administrative Penalty set out in the Penalty Notice or as modified by the Screening Decision, shall be deemed to be final and are not subject to any further review, including by any Court.
 - c. the Administrative Penalty set out in the Penalty Notice or as modified by the Screening Decision, shall be deemed to be affirmed on the date the Screening Decision was delivered to the person pursuant to section 36.
 - d. the Person shall pay to the Town a Hearing No-Show Fee.
30. A Hearing Officer shall not make any decision respecting a review of a Screening Decision unless the Hearing Officer has given the Person and the Town an opportunity to be heard at the time and place scheduled for the hearing of the review.
31. On a review of the Screening Decision, the Hearing Officer shall either:
- a. affirm the Screening Decision; or
 - b. cancel, vary or extend the time for payment of the Administrative Penalty, including any Administrative Fee, on the following grounds:

- i. where the Person establishes on a balance of probabilities, that he or she did not contravene the Designated By-Law as described in the Penalty Notice; or
 - ii. where the Person establishes on a balance of probabilities that the reduction or extension of time for payment of the Administrative Penalty including any Administrative Fee, is necessary to relieve any undue hardship.
- 32. All hearings conducted by the Hearing Officer shall be in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S. 22, as amended.
- 33. After a hearing is complete, the Hearing Officer shall serve the Person with a Hearing Decision.
- 34. Any decision by a Hearing Officer is final.
- 35. Neither a Screening Officer nor a Hearing Officer has jurisdiction to consider questions relating to the validity of a statute, regulation, or by-law or the constitutional applicability or operability of any statute, regulation, or by-law.

PART NINE – SERVICE OF DOCUMENTS

- 36. Any document given, served or delivered pursuant to this By-Law is sufficiently given, served, or delivered by:
 - a. affixing it to the vehicle to which a Penalty Notice relates, in a conspicuous place at or shortly after the time of the violation;
 - b. hand delivering it to the operator of the vehicle or the Person in care and control of the vehicle at the time or shortly after the contravention;
 - c. hand delivering a copy to the Person to whom it is addressed or to their Representative;
 - d. sending a copy to the last known address by registered mail or by regular mail of the Owner or their Representative;
 - e. sending a copy by fax to the last known fax number of the Person to whom it is addressed or to their Representative, if a fax confirmation sheet is produced by the sending fax machine indicating that the fax was successfully transmitted; or
 - f. sending a copy by e-mail to the last known e-mail address of the Person to whom it is address, or to their Representative, if the sender or the Town receives a reply e-mail indicating the e-mail had been received.
- 37. The giving, serving or delivering of a document pursuant to subsection 36(d) shall be effective on the fifth (5th) day after the copy is sent.
- 38. For the purposes of section 36, the last known address, fax number, and e-mail address of a Person or their Representative may include an address, fax number or e-mail address provided by the Person to the Town as may be required by a form, practice, or policy pursuant to this By-Law.

PART TEN – ADMINISTRATION OF THE BY-LAW

39. Authority is hereby delegated to the Director, and the Director shall:

- a. administer the By-Law and establish any practices, policies, and procedures necessary to implement the By-Law and may amend such practices, policies and procedures from time to time as the Director deems necessary; and
- b. prescribe all forms, notices, applications and other documents necessary to implement the By-Law and may amend such forms and notices from time to time as the Director deems necessary.

40. Authority is hereby delegated to the Director, and the Director may:

- a. designate areas within the Regional Municipality of Niagara for conducting screening reviews and hearings under this By-Law; and
- b. make and implement practices, policies and procedures with respect to forms, notices, applications and documents not otherwise prescribed by this By-Law to satisfy the requirements of, or to provide other information required under this By-Law, the Act, or the *Statutory Powers and Procedure Act*, R.S.O. 1990, c.S.22;
- c. make regulations and impose conditions for the orderly operation of the Administrative Penalty and Administrative Fee system established in this By-Law.

PART ELEVEN – GENERAL PROVISIONS

41. An Administrative Penalty and any Administrative Fees, that is affirmed or reduced or in respect of which the time for payment has been extended is due and payable and constitutes a debt to the Town owed by the Person to whom the Penalty Notice was given.

42. Where an Administrative Penalty is not paid within fifteen (15) days after it becomes due and payable, the Person to whom the Penalty Notice was given shall pay to the Town a Late Payment Fee.

43. Where an Administrative Penalty is not paid within thirty (30) days after it becomes due and payable, the Town may notify the Registrar of Motor Vehicles of the default and the Registrar shall not validate the permit of a Person named in a Default Notice nor issue a new permit to that Person until the penalty is paid.

44. Where an Administrative Penalty or any Administrative Fees are not paid within thirty (30) days after the date that they become due and payable, and the Town has notified the Registrar of Motor Vehicles pursuant to section 43, each Person to whom the Penalty Notice was given or issued to, shall pay to the Town an MTO Plate Denial Fee.

45. Where a Person provides payment to the Town for an Administrative Penalty and/or Administrative Fee and the account on which the payment instrument was drawn has insufficient funds, that Person shall pay to the Town an NSF Fee.

46. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any Administrative Fee is also cancelled.

47. No Officer may accept payment in respect of an Administrative Penalty.

PART TWELVE – VALIDITY

48. This By-Law shall come into force on July 1st, 2014.

49. If a Court of competent jurisdiction declares any provision, or any part of a provision, of this By-Law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-Law that each and every other provision of this By-Law authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS 23RD DAY OF JUNE 2014



LORD MAYOR DAVE EKE



TOWN CLERK HOLLY DOWD

SCHEDULE "A"
ADMINISTRATIVE PENALTIES

**DESIGNATED BY-LAW PROVISIONS OF THE
PARKING AND TRAFFIC BY-LAW**

1. For the purposes of section 8 of this By-Law, Column Two in the following table lists the provisions in the Parking and Traffic By-Law that are hereby designated for the purposes of section 3(1)(b) of the Regulation.
2. Column One in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column One.
3. Column Three in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column Two.

COLUMN ONE	COLUMN TWO	COLUMN THREE
Offence	Section	Administrative Penalty
Stop/Stand/Park facing the wrong way	201.01	\$30.00
Stop/Stand/Park too far from edge of road	201.02	\$30.00
Stop/Stand/Park too from edge of shoulder	201.03	\$30.00
Stop/Stand/Park facing wrong way on the left side of a one-way highway	201.04	\$30.00
Stop/Stand/Park too far from left edge/curb of a one-way highway	201.05	\$30.00
Stop/Stand/Park too far from left shoulder edge of a one-way highway	201.06	\$30.00
Stop/Stand/Park contrary to designated angle	201.07	\$30.00
Stop/Stand/Park not within designated space	201.08	\$30.00
Stop/Stand/Park on roadway side of other vehicle	201.09	\$50.00
Stop/Stand/Park on shoulder / boulevard	202.01	\$50.00
Park repeatedly at/near one location	202.02	\$30.00
Park large motor vehicle / truck-trailer in residential zone	202.04	\$50.00
Stop on sidewalk	203.01.01	\$50.00
Stop within intersection / crosswalk	203.01.02	\$50.00
Stop adjacent to obstruction so as to impede traffic	203.01.03	\$50.00
Stop on/in or within 30M of bridge/structure/tunnel	203.01.04	\$50.00
Stop on or beside median	203.01.05	\$50.00
Stop on outer boulevard	203.01.06	\$50.00
Stop within 30M of school crossing or crosswalk	203.02.01	\$50.00
Stop within 30M of railway crossing where prohibited by sign	203.02.02	\$50.00
Stop near school or playground where prohibited by sign	203.02.03	\$50.00
Stop within 15M of intersection where prohibited by sign	203.02.04	\$50.00
Stop within 60M of intersection controlled by a traffic signal	203.02.05	\$50.00
Stop where prohibited by sign	203.03	\$50.00

COLUMN ONE	COLUMN TWO	COLUMN THREE
Offence	Section	Administrative Penalty
Stand near designated bus stop	204.01.01	\$40.00
Stand where prohibited by sign	204.02	\$50.00
Park within 10M of an intersection	205.01.01	\$40.00
Park within 3M of fire hydrant	205.01.02	\$50.00
Park on an inner boulevard	205.01.03	\$40.00
Park on driveway too close to roadway	205.01.04	\$40.00
Park within 1.5M of driveway or laneway	205.01.05	\$40.00
Park obstructing use of driveway	205.01.06	\$40.00
Park as to block vehicle	205.01.07	\$40.00
Park on highway for sale or lease display	205.01.08	\$40.00
Park for servicing other than an emergency	205.01.09	\$40.00
Park for longer than 12 hours	205.01.10	\$40.00
Park on highway between 2:00am and 6:00am	205.01.11	\$40.00
Park on highway as to interfere with removal of snow	205.01.12	\$50.00
Park near fire hall where prohibited	205.02.01	\$40.00
Park within 22M of intersection where prohibited by sign	205.02.02	\$40.00
Park within 60M of intersection where prohibited by sign	205.02.03	\$40.00
Park within 3M of public building where prohibited by sign	205.02.04	\$30.00
Park within 3M of driveway where prohibited by sign	205.02.05	\$30.00
Park on roadway less than 8M wide	205.02.06	\$30.00
Park within turning basin of a cul-de-sac	205.02.09	\$30.00
Park – location prohibited by Chief of Police or Traffic Coordinator	205.02.14	\$30.00
Park where prohibited by sign	205.03	\$30.00
Park trailer / commercial vehicle where prohibited by sign	205.04	\$30.00
Park exceeding time limit	207.01	\$25.00
Park not within designated metered space	209.02	\$30.00
Park at covered meter	209.03.01	\$30.00
Park in occupied meter space	209.03.02	\$30.00
Park exceeding meter time limit	209.06.01	\$25.00
Park without meter in operation	209.06.02	\$25.00
Overnight sleeping in a parking space	209.11	\$30.00
Park at a public vehicle parking zone	301.02	\$40.00
Parking bus not in designated area	301.03	\$50.00
Stand at a public vehicle bus stop	301.05	\$50.00
Stop for the purpose of conducting business – interfere with traffic	303.01	\$50.00
Stop a mobile canteen in prohibited area	303.03	\$40.00
Stand at a taxi stand	304.01	\$30.00

COLUMN ONE	COLUMN TWO	COLUMN THREE
Offence	Section	Administrative Penalty
Stop to load or unload in a prohibited area	305.01	\$50.00
Stop in a loading zone	305.02	\$50.00

SCHEDULE "B"
ADMINISTRATIVE PENALTIES

**DESIGNATED BY-LAW PROVISIONS OF THE
PRIVATE PROPERTY PARKING BY-LAW**

1. For the purposes of section 8 of this By-Law, Column Two in the following table lists the provisions in the Private Property Parking By-Law that are hereby designated for the purposes of section 3(1)(b) of the Regulation.
2. Column One in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column One.
3. Column Three in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column Two.

COLUMN ONE	COLUMN TWO	COLUMN THREE
Offence	Section	Penalty
Park on private property without owners consent	2.2	\$30.00
Park without / expired permit	3.2	\$25.00
Park in restricted area	3.3	\$30.00
Park with ticket facing down	4.3	\$25.00
Park without / expired meter ticket	4.4	\$25.00
Park while parking lot closed	4.6	\$30.00
Park public vehicle without paying fee	5.1	\$50.00
Park not within designated space	6.2	\$30.00
Park in reserved space	6.3a	\$30.00
Stop in loading zone	6.3b	\$50.00
Park in prohibited area	6.3c	\$30.00
Stand in bus stop	6.3f	\$50.00
Park within 3M of fire hydrant	6.4a	\$50.00
Park on boulevard	6.4b	\$50.00
Stop/Stand/Park facing wrong way	6.4c	\$30.00
Stop/Stand/park impeding traffic	6.4d	\$50.00
Stop as to prevent removal of previously parked vehicle	6.4e	\$30.00
Stop on sidewalk	6.4f	\$50.00
Park obstructing driveway or laneway	6.4g	\$40.00

SCHEDULE “C”
ADMINISTRATIVE PENALTIES

**DESIGNATED BY-LAW PROVISIONS OF THE
FIRE ROUTE BY-LAW**

1. For the purposes of section 8 of this By-Law, Column Two in the following table lists the provisions in the Fire Route By-Law that are hereby designated for the purposes of section 3(1)(b) of the Regulation.
2. Column One in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column One.
3. Column Three in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column Two.

COLUMN ONE	COLUMN TWO	COLUMN THREE
Offence	Section	Penalty
Park on designated fire route	4(1)	\$100.00
Stop on designated fire route	4(2)	\$100.00

**SCHEDULE “D”
ADMINISTRATIVE FEES**

Description	Fee
Screening No-Show Fee	\$25.00
Hearing No-Show Fee	\$50.00
Late Payment Fee	\$16.00
MTO Search Fee	\$10.00
MTO Plate Denial Fee	\$20.00
NSF Fee	\$25.00

The Administrative Fees listed in this Schedule “D” will be subject to Harmonized Sales Tax (H.S.T.) where applicable.