



**Agenda**  
**Council - Public Meeting**

**Monday, June 23, 2025, 7:00 p.m.**

**Electronic and In-Person Participation - Council**

**The Corporation of the Town of Orangeville**

**(Mayor and Clerk at Town Hall - 87 Broadway)**

**Orangeville, Ontario**

**NOTICE**

Members of the public who have an interest in a matter listed on the agenda may, up until 10:00 a.m. on the day of a scheduled Council meeting, email [councilagenda@orangeville.ca](mailto:councilagenda@orangeville.ca) indicating their request to speak to a matter listed on the agenda. There will be an option to provide comments to Council either in person or virtually. Correspondence submitted will be considered public information and entered into the public record.

Members of the public wishing to view the Council meeting or raise a question during the public question period will have the option to attend in-person in Council Chambers, located at Town Hall, 87 Broadway, Orangeville; or by calling 1-289-801-5774 and entering Conference ID: 197 652 830. The Council meeting will also be livestreamed, for members of the public that wish to view the meeting online, please visit: <https://www.youtube.com/c/OrangevilleCouncil>

**Accessibility Accommodations**

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 x 2276 or via email at [clerksdept@orangeville.ca](mailto:clerksdept@orangeville.ca)

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**Pages**

1. **Call To Order**
2. **Approval of Agenda**  
Recommendations:  
That the agenda for the June 23, 2025 Council Public Meeting, be approved.
3. **Disclosure of (Direct and Indirect) Pecuniary Interest**
4. **Singing of National Anthem**
5. **Land Acknowledgement**  
We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.
6. **Community Recognition**

## **6.1 Senior of the Year Award Presentation**

### **7. Announcements by Chair**

This meeting is being aired on public television and/or streamed live and may be taped for later public broadcast or webcast. Your name is part of the public record and will be included in the minutes of this meeting.

Any member of the public connecting via telephone is reminded to press \*6 to mute and unmute. Please remain muted until the Chair requests comments or questions from the public.

### **8. Statutory Public Meeting - 54-56 and 60 Third Street, INS-2025-031**

8.1 Presentation - Angela Mariani, Wellings of Orangeville Inc. 3 - 17

8.2 54-56 and 60 Third Street, Public Meeting Information Report, OPZ-2025-02, PM-2025-008 18 - 20

### **9. Statutory Public Meeting - Edgewood Valley Phase 2B, Redline Revision to Plan of Subdivision and ZBL**

9.1 Edgewood Valley Phase 2B Plan of Subdivision, Redline Revisions and Zoning By-law Amendment, Public Meeting Information Report, RZ-2025-01, PM-2025-007 21 - 24

### **10. Public Meeting - Clean Yards By-law**

10.1 Presentation - James Bramley, Licensing and By-law Enforcement Supervisor 25 - 46

10.2 Proposed Clean Yards By-law, PM-2025-005 47 - 57

### **11. Public Meeting - Administrative Penalties**

11.1 Presentation - James Bramley, Licensing and By-law Enforcement Supervisor 58 - 78

11.2 Proposed Administrative Penalty System By-law, PM-2025-006 79 - 109

### **12. By-Laws**

Recommendations:

That the confirming by-law listed below be read three times and finally passed.

### **13. Adjournment**

Recommendations:

That the meeting be adjourned.

# WELLINGS OF ORANGEVILLE

Owner: CP REIT Ontario Properties Limited

Developer: Wellings of Orangeville Inc.

54 - 60 Third Street, Orangeville

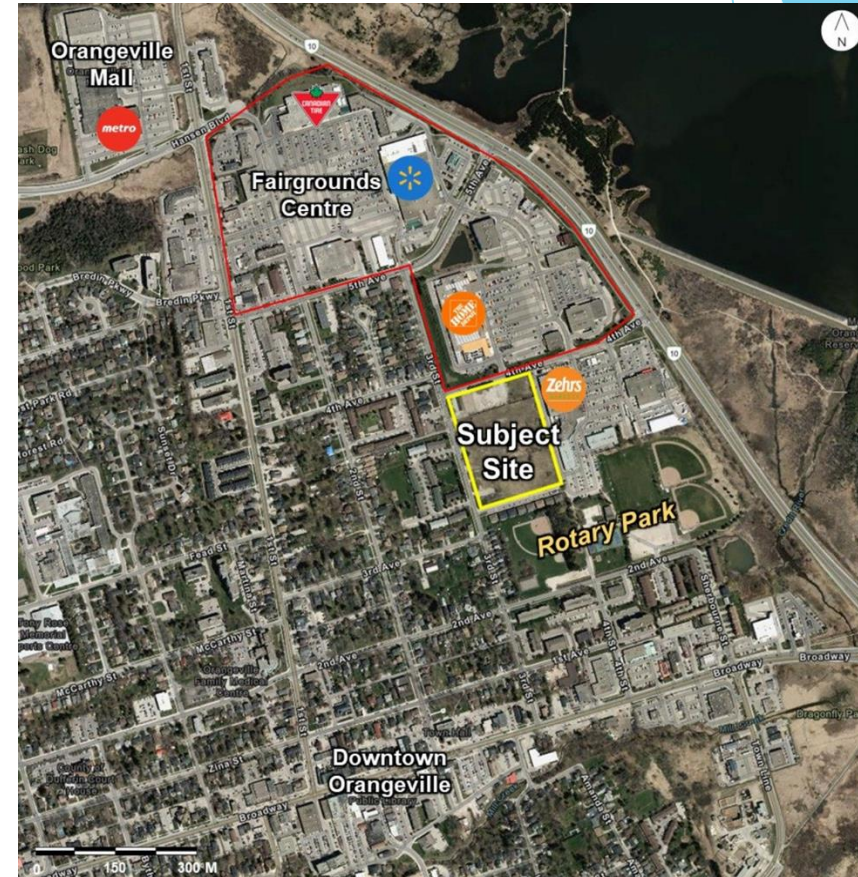
Official Plan and Zoning Bylaw Amendment

June 23, 2025



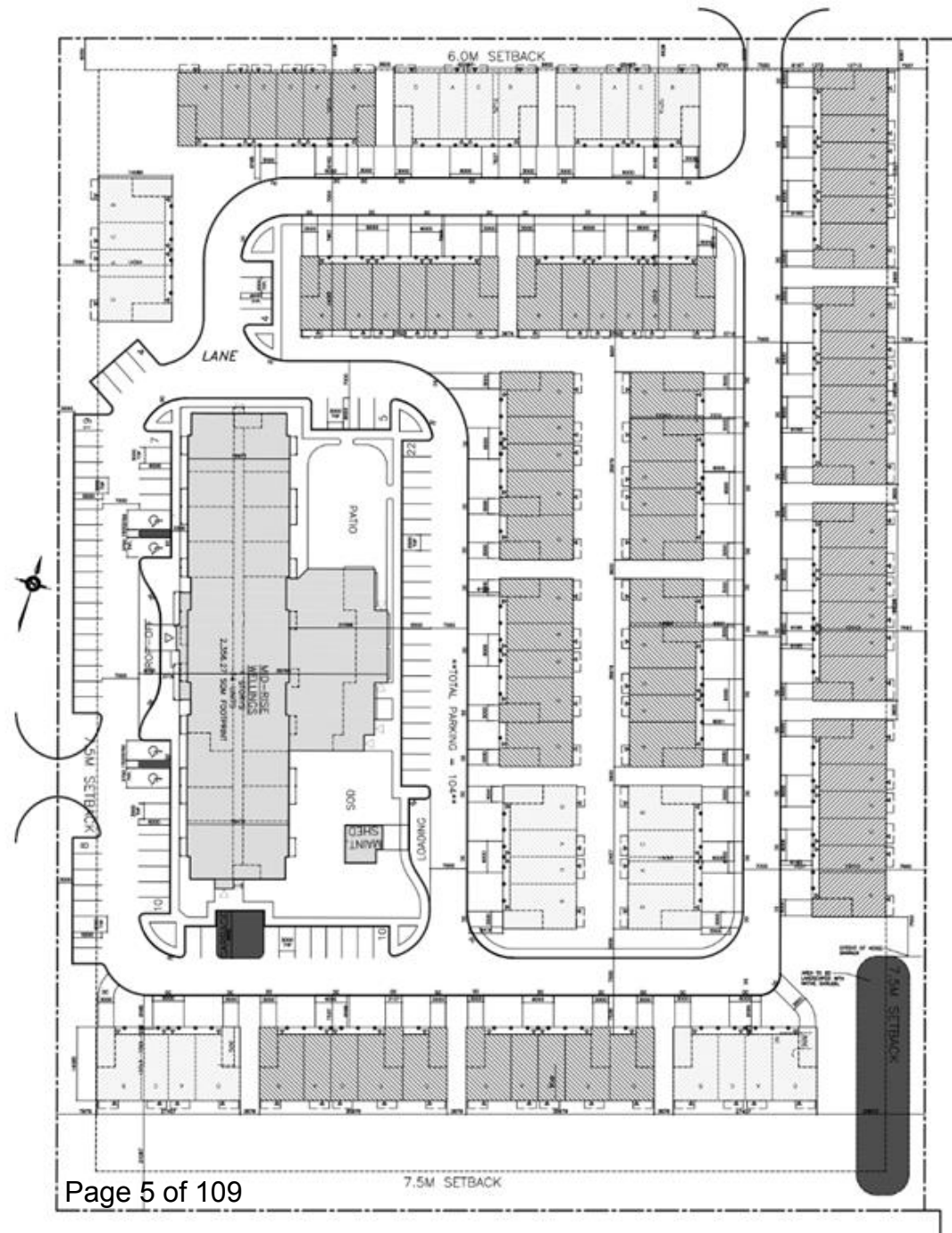
# Site Characteristics

- ▶ The subject site is located at the South-East intersection of Third Street and Fourth Avenue
- ▶ The subject site is under the ownership of CP REIT Ontario Properties Limited (“Choice”), forming part of a larger commercial land holding
- ▶ The subject site is a 9.2 acres (3.7 hectares) in size
- ▶ The existing site is currently vacant
- ▶ The subject site is surrounded by commercial and residential uses:
  - ▶ Commercial Plaza (Home Depot) to the North
  - ▶ Commercial Plaza (Loblaws) to the West
  - ▶ Residential and Idlewyld Park to the South
  - ▶ Residential to the East



# Site Plan

- The proposal is for one four-storey, 76-unit apartment, and 100 townhouse units
- Indoor recreational space is located on the ground floor of the apartment building
- The site plan includes a community garden, wandering garden and landscaped areas
- pedestrian connections to the north, south and east to allow for pedestrian mobility
- The Site is located adjacent to the Loblaws grocery store



# Site Plan Continued

- ▶ 231 total surface parking spaces would be provided for the development, including 85 spaces for the midrise building and 146 spaces for the townhouse units
- ▶ 42 bike spaces are proposed, with 22 being short-term and 20 being long-term
- ▶ The community will be independent seniors living; all units will have full kitchens, laundry and outdoor space
- ▶ The indoor amenity space will include restaurant, bar, health club and common area



East-facing view of proposed development



North-facing view of proposed development



# Zoning Bylaw Amendment

## Zoning By-law Amendment

That the Site be rezoned from General Commercial (C1) With Special Provisions to Site Specific Multiple Residential Medium Density (RM1) Zone with the following provisions:

- ▶ Minimum rear yard for townhouses be 7.548m
- ▶ Maximum height for apartment be 15.6m
- ▶ Driveways and garages be included in totals for townhouse parking
- ▶ Parking for apartment be 1.12 spaces per unit (85 spaces total)
- ▶ Parking for townhouses be 1.46 spaces per unit (146 spaces total)

# Zoning Bylaw Amendment Justification

## Land Use Justification

- ▶ Precedent exists for residential use in the area
- ▶ Precedent exists for apartment use and height in the area (apartment buildings along 2<sup>nd</sup> Avenue)
- ▶ Maximized mobility options by being walking distance to many retail and commercial uses, as well as being adjacent to several bus lines
- ▶ Adds a needed housing typology to the community

# Official Plan Amendment

- ▶ The proposed Official Plan amendment would amend the Orangeville Official Plan to redesignate the subject lands as Residential.

## Justification

- ▶ Introduces residential typology that is identified as needed in Orangeville
- ▶ 30 to 40 employment positions will be generated
- ▶ Residential uses would complement the existing adjacent commercial uses, transit and parks

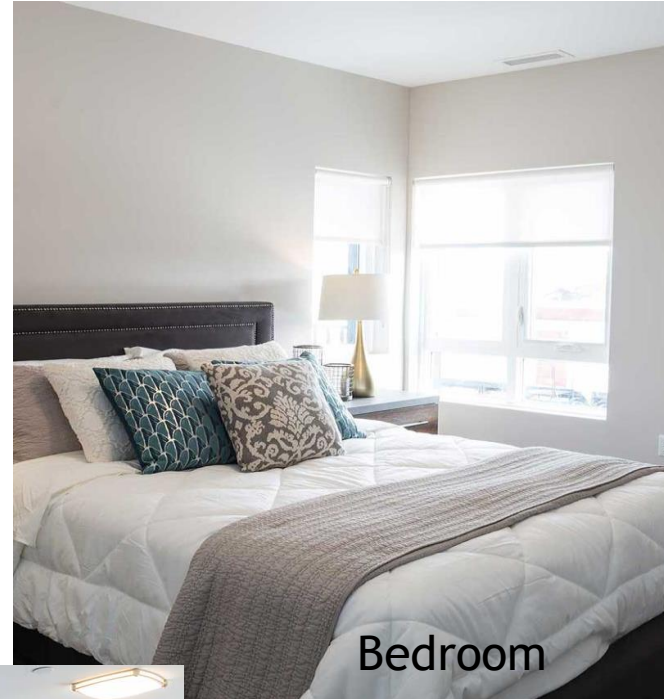


# Building Elevations

# Wellings Suite Design



Full kitchen



Bedroom



Apartment view

# Wellings Amenity Space



Restaurant and Bar



Atrium



Fitness Room

Amenity space from  
Wellings of Stittsville

# Benefits of the Development

- ▶ Provides desirable, carefree seniors independent living rental apartment units
- ▶ Fills a need for this type of housing typology in Orangeville
- ▶ Provides living options for independent seniors, allowing them to remain in their communities and “age in place”, without paying for services that are not needed
- ▶ Ideally located with pedestrian access to grocery, retail, and restaurants as well as bus lines
- ▶ Indoor amenities such as restaurant, bar, fitness area and common area
- ▶ Outdoor amenities such as patio, community garden and wondering garden
- ▶ Approximately 30 to 40 full and part-time employment positions will be generated from the development
- ▶ Experience - Over the past 30 years, Nautical Lands Group has built a proven model for Wellings communities, which has been successful in many municipalities across Ontario and Alberta

# Thank you





## Public Meeting Cover Sheet

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**Subject:** 54-56 and 60 Third Street, Public Meeting Information Report, OPZ-2025-02

**Department:** Infrastructure Services

**Report #:** PM-2025-008

**Public Meeting Date:** 2025-06-23

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**Previous Council Meeting Date:** None

**Link to Access Previous Council Report:** N/A

### Background and Analysis

On May 3, 2025, the owners (“Wellings of Orangeville Inc.” or the “Developer”) of land located at the southeast corner of Third Street and Fourth Avenue submitted an application to amend the Town’s Official Plan and Zoning By-law, to facilitate future development on their lands.

The land subject to this application consists of two properties known municipally as 54-56 and 60 Third Street. The subject lands are approximately 3.7 hectares (9.2 acres) in area and have frontage on Third Street and Fourth Avenue.

The proposed development features a four-storey apartment building containing 76 units, which will be oriented facing Third Street. In addition, there are 20 townhouse blocks containing a total of 100 units proposed to be situated internally within the site, for a total of 176 units combined. Access to the apartment building and townhouse dwellings will be provided via an internal private road, with proposed access points on Third Street and Fourth Avenue.

The developer is proposing this to be a senior’s-oriented development geared towards residents aged 55 years and older. The apartment building would contain internal amenities such as dining, fitness and personal service facilities. The development is proposed to be phased, with construction of the apartment building commencing first, followed by construction of the townhouse blocks proceeding incrementally.

The application submission follows a series of pre-consultation meetings held between Town staff and the developer’s project team in July 2021, April 2023 and June 2024. This submission was deemed complete by Town staff on May 23, 2025.

## **Official Plan Amendment**

The subject lands are designated as “General Commercial” on Schedule ‘A’ (Land Use Plan) in the Town of Orangeville Official Plan, with Site Specific Special Policy E8.60. This is part of a broader General Commercial area described by the Official Plan as applying to the Highway 10 corridor north of Fourth Avenue. This area intends to accommodate the most significant of the Town’s non-Central Business District commercial activities and provides for commercial uses that are less diverse and primarily of a retail nature, including comparison shopping (Policy E2.5.1). Permitted uses include retail and wholesale outlets, along with personal and business services such as banks, restaurants and offices. Residential uses are also permitted on upper floors of buildings containing other permitted uses (Policy E2.5.2).

Site specific Policy E8.60 states that the subject lands are intended to be developed for a shopping centre that will strengthen the role of Orangeville as a sub-regional centre. This special policy also applies to adjacent lands to the east, which are occupied by an existing shopping centre anchored by a Zehr’s grocery store. The special policy E8.60 further states that the area is to incorporate holding provisions that will be detailed in the zoning by-law, ensuring that matters related to design, pedestrian access and land use compatibility (among other matters) are satisfactory addressed prior to development.

To facilitate the proposed development, an official plan amendment is required. The proposed amendment seeks to re-designate the subject lands to “Residential” and amend the site-specific special policy E8.60 in order to permit the development as proposed.

## **Zoning By-law Amendment**

Consistent with the Official Plan designation, the lands are zoned “General Commercial” (C1 Zone) on Schedule “A” to the Town’s Zoning By-law no. 22-90, as amended. The lands are also subject to a site-specific special provision 24.128, which also applies to the adjacent shopping centre east of the site. Special provision 24.128 provides several specific retail use permissions and related provisions that regulate the size and extent of such uses that may be situated in this area. There is also a Holding (H) zone symbol applicable to the lands, which provides a series of conditions to be fulfilled for any permitted uses to be developed on the lands:

- a) The Town allocates water supply and sewage treatment capacity;
- b) A site plan has been submitted and has been found by the Town to be satisfactory;
- c) The improvements to Third Street and Fourth Avenue, as contemplated by the finalized environmental assessment, will be in place prior to occupancy of the food and general merchandise store;
- d) Satisfactory arrangements have been made for the signalization of the intersection of the middle driveway and Fourth Avenue;

- e) A Record of Site condition, in relation to the lands on Third Street, has been acknowledged by the Ministry of the Environment; and,
- f) The site plan incorporates noise attenuation measures to meet Ministry of the Environment guidelines, as recommended in a study prepared by a qualified acoustical consultant to the satisfaction of the Town.

The Developer's application seeks to rezone the lands to Multiple Residential Medium Density (RM1) Zone, with site-specific special provisions to permit and regulate the development as proposed. A Holding (H) Zone symbol would be maintained on the site through this rezoning, which would include revised conditions through the amendment process to facilitate the development proposal.

### **Notice Provisions**

In accordance with the requirements of the Planning Act, a notice of this public meeting was:

- i. circulated to all property owners within 120 metres of the subject property on June 2, 2025;
- ii. advertised in the Orangeville Citizen on June 5, 2025;
- iii. published to the Town website on June 4, 2025; and
- iv. posted via signage installed on the subject property on June 11, 2025.

**Attachment(s):** None.

Respectfully submitted

Tim Kocialek, P.Eng., PMP  
General Manager, Infrastructure Services

Prepared by

Brandon Ward, MCIP, RPP  
Manager of Planning,  
Infrastructure Services



## Public Meeting Cover Sheet

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**Subject:** Edgewood Valley Phase 2B Plan of Subdivision, Redline Revisions and Zoning By-law Amendment, Public Meeting Information Report, RZ-2025-01

**Department:** Infrastructure Services

**Report #:** PM-2025-007

**Public Meeting Date:** 2025-06-23

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### Previous related Council meeting dates:

**May 12, 2025:** [Edgewood Valley Phase 2B, Development Charges Credit Agreement for Constructing Hanse Boulevard \(INS-2025-010\)](#)

**February 5, 2024:** [Edgewood Valley Phase 2B Plan of Subdivision, Draft Approval Extension \(INS-2024-003\)](#)

**April 17, 2023:** [Edgewood Valley Phase 2B Rezoning, Decision Recommendation, RZ-2023-01 \(INS-2023-023\)](#)

**March 6, 2023:** [Edgewood Valley Phase 2B Rezoning, Public Meeting Report, RZ-2023-01 \(INS-2023-016\)](#)

**February 17, 2021:** [Edgewood Valley Phase 2B, Recommendation Report \(INS-2021-011\)](#)

### Background and Analysis

On February 17, 2021, Council granted draft approval to a plan of subdivision known as the Edgewood Valley Phase 2B Plan of Subdivision (the “2B Plan”). The lands subject to this subdivision development are generally located southwest of the Blind Line and Hansen Boulevard intersection, immediately to the west of the Meyer Drive and Mason Street residential area.

The draft-approved 2B Plan will permit the lands to be subdivided into the following:

- 51 single detached dwelling lots
- 17 on-street townhouses
- Low-density multiple residential block containing approximately 50 condominium townhouses

- Open space conservation lands associated with the Lower Monora Creek South tributary
- Stormwater management pond block at the northwest corner of Hansen Boulevard and Blind Line.

The 2B Plan serves as an extension of the existing subdivision development immediately to the east, being the Meyer Drive and Mason Street residential area. This development was approved and constructed in 2008 through a subdivision development known as the Edgewood Valley Phase 2A Subdivision (the “2A Plan”).

In 2022, the 2B Plan lands were acquired by a new (and current) owner, NG Citrus Limited (“NG Citrus” or the “Developer”) which proceeded with satisfying the conditions of draft approval in order to finalize their subdivision approval and begin construction. The draft-plan approval period expired three (3) years from the draft approval date (i.e. February 17, 2024), and was extended by Council on February 5, 2024 for another two (2) year period.

Concurrent with the draft-approved plan of subdivision, the lands were rezoned in 2021 to residential and open space conservation zones, to permit the proposed plan. In 2023, a subsequent zoning by-law amendment (file no. RZ-2023-01) was approved to facilitate specific dwelling types and layouts to be built within the 2B Plan.

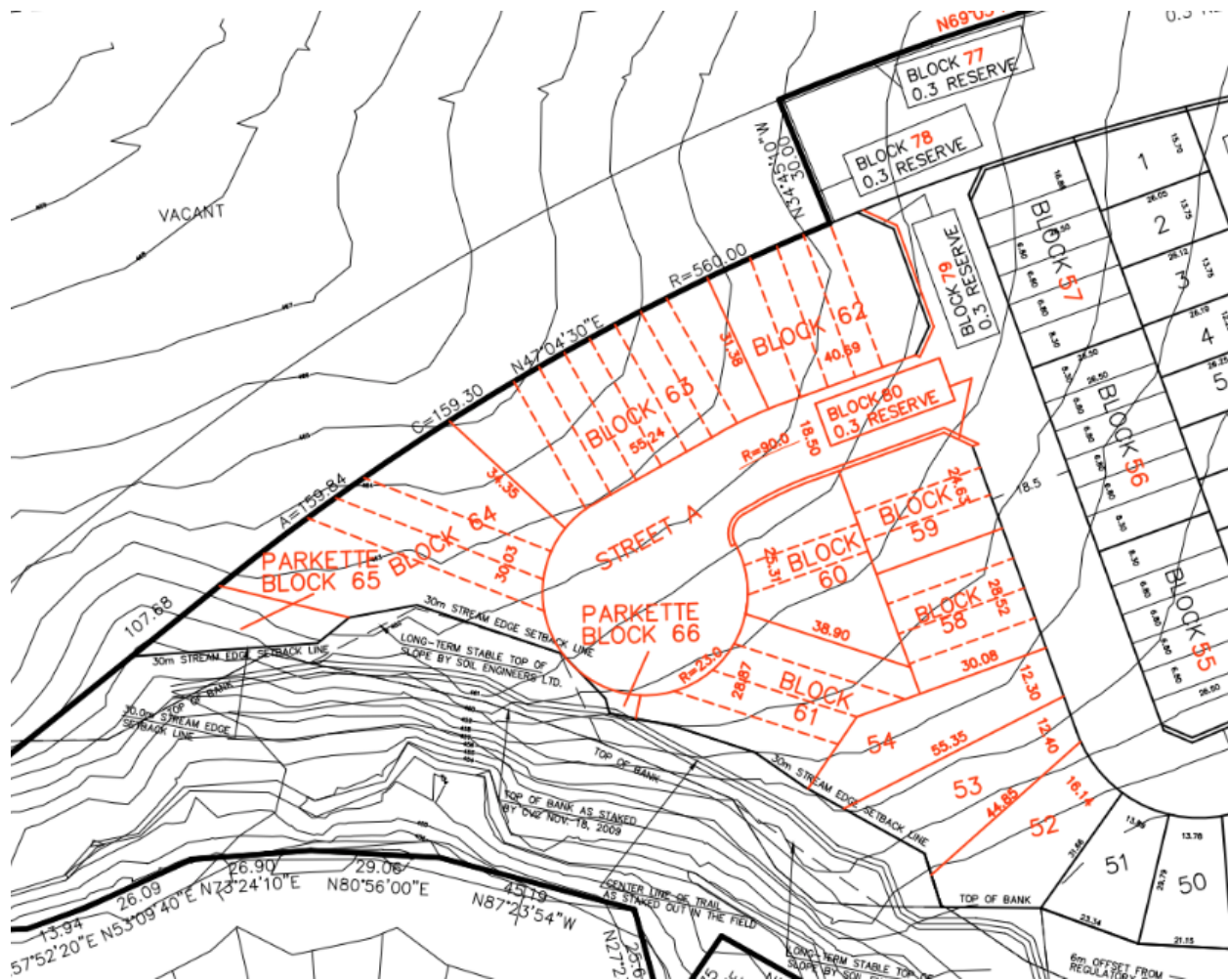
Most recently, on May 12, 2025, Council authorized execution of a development charges credit agreement that would facilitate the Developer’s construction of the Hansen Boulevard extension concurrent with their construction of the roads and services within the 2B Plan.

## **Proposal**

On May 20, 2025, NG Citrus submitted applications to permit redline revisions to their draft-approved plan, and to amend the zoning by-law to facilitate same.

The draft-approved plan contains a low density multiple residential future development block (“Block 55”). This block is approximately 1.48 hectares (3.66 acres) in area and is situated on the western part of the plan, immediately south of Hansen Boulevard and to the west of the Meyer Drive extension. This block has been identified in the 2B Plan for a future residential development in the form of condominium townhouse units or a similar housing form. It is estimated to contain approximately 50 units, depending on the future dwelling unit form and configuration. Future residential development blocks like this are common within subdivision plans, as they are set aside to facilitate future development within through a subsequent design and approval process.

NG Citrus is proposing redline revisions to the 2B Plan to replace this Block 55 with a new public cul-de-sac road and freehold unit lots. Below is an excerpt illustrating the proposed redline changes to the 2B Plan:



The proposed redline changes specifically include the following:

- A new public street cul-de-sac (Street “A”)
- 17 rear-access, or dual-frontage townhouse dwelling units adjacent to Hansen Boulevard (Blocks 64, 65 and 66). The front door face of the units will face Hansen Boulevard, the driveway and garage will face the cul-de-sac.
- 14 street townhouse/linked semi-detached units oriented on the cul-de-sac and the Meyer Drive Extension (Blocks 58, 59, 60 and 61).
- Three new single-detached lots will also be created along the Meyer Drive extension, towards the southeast corner of the former Block 55 lands (Lots 52, 53 and 54)
- New parkette/trailhead blocks will be created adjacent to Hansen Boulevard (Block 65) and at the end of the cul-de-sac adjacent to the Monora Creek open space area (Block 66).

The former Block 55 lands would now contain 34 units, whereas the lands were formerly estimated to contain approximately 50 condominium townhouse units, which would be confirmed through a subsequent site plan approval process.

### **Zoning By-law Amendment**

The changes proposed through the zoning by-law amendment application are limited to the Block 55 lands and are solely to facilitate the revised subdivision layout. These proposed changes include:

1. Rezoning the 3 new single detached lots 52 to 54 to Residential Fourth Density (R4)(H) Zone S.P. 24.236, so that they are consistent with the adjacent single detached lots within the subdivision.
2. Rezoning the new parkette Blocks 65 and 66 to Open Space - Recreation (OS1) Zone, to reflect their function as an enhanced trailhead/access to the natural heritage trail system.
3. Revisions to the Multiple Residential Medium Density (RM1)(H) Zone S.P. 24.266 provisions to permit the new rear access townhouse dwelling type (Blocks 62, 63 and 64) and include site-specific clarifications to facilitate the construction of these units.

### **Notice Provisions**

In accordance with the requirements of the Planning Act, a notice of this public meeting was:

- i. circulated to all property owners within 120 metres of the subject property on June 2, 2025;
- ii. advertised in the Orangeville Citizen on June 5, 2025;
- iii. published to the Town website on June 4, 2025; and
- iv. posted via signage installed on the subject property on June 11, 2025.

**Attachment(s):** None.

Respectfully submitted

Tim Kocialek, P.Eng., PMP  
General Manager, Infrastructure Services

Prepared by

Brandon Ward, MCIP, RPP  
Manager of Planning,  
Infrastructure Services

# Clean Yards By-law

Public Meeting Presentation

June 23, 2025

# Timeline

Dec 12, 2024, Council passed Resolution 2024-253 to review existing by-laws and consider creating a Clean Yards By-law

June 23, 2025, public meeting to present new proposed Clean Yards By-law

April 26, 2025, staff submitted Report CPS-2025-042 Clean Yards By-law Proposal, Council Directed staff to draft By-law

July 2025, staff will report to Council on feedback received in relation to the proposed Clean Yards By-law By-law

# Overview

- The purpose of this presentation is to identify efficiencies by creating a standalone Clean Yards By-law, specifically to separate minor, exterior property maintenance concerns from the broader scope of building/property standards enforcement.
- The new Clean Yards By-law would aim to enable faster compliance for common complaints (such as long grass, refuse, debris and snow removal) while allowing the Property Standards By-law to focus on critical issues affecting occupant safety and structural matters.

# Analysis/Current Situation

# Property Standards By-law

## Purpose and Scope

- Ensures properties are **safe, clean and structurally sound**
- Applies to **all property types** (residential, commercial, industrial)
- Covers building conditions, yard maintenance and occupancy standards
- Enabled by sections 15.1-15.8 of the Building Code Act

# Property Standards By-law - Overview

## Enforcement Process Overview

- **Inspection:** Conducted after a complaint or observation
- **Order to Comply:** issued if a violation is found
  - Includes property information, required work, violation and deadline (14-19 minimum)
- **Service:** Delivered personally or by registered mail
- **Appeal:** The Owner may appeal to the Property Standards Committee
- **Enforcement:** The Town may act or prosecute if compliance is not achieved

# Property Standards By-law - Enforcement

## Enforcement Options

- **During appeal:** The Order is suspended
- **After appeal:** The New deadline is set out
  - If compliance has not been achieved
    - The Town may complete the work (recover costs via invoicing or property tax)
    - Or pursue charges in court (part III summons under the Provincial Offences Act)

# Property Standards By-law - Appeals

## Appeal Process

- **Right to appeal:** Anyone affected by the Order
- **Timeline:** Appeal must be filed within **14** (19 days if mailed) of service
  - Can confirm, modify, rescind, or extend the Order
- Final decisions can be appealed to the **Superior Court (within 14 days)**

# Property Standards By-law - Timelines

## Timeline Summary & Challenges

<u>Step</u>	<u>Timeframe</u>
Inspection & Order	1-3 business days
Compliance Period	14-19 days (minimum)
Appeal Window	14-19 days
Committee Hearing	30-60 days post-appeal
Court Appeal	14 days from the decision
<u>Trial Process</u>	<u>4-14 months from the date of the summons issued</u>

- All cases require the full legal process, even for minor issues
- High administrative workload

# Clean Yards By-law - New

# Clean Yards By-law - Overview

## Purpose and Scope

- Maintain neat, safe and presentable properties
- Reduce health, safety and visual nuisance risks
- Applies only to **exterior conditions**, such as:
  - Long grass and weeds
  - Debris and refuse
  - Derelict vehicles
  - Standing water
  - Parking areas and walkways

# Clean Yards By-law - Enforcement

## Enforcement Process Overview

- **Inspection:** Conducted after a complaint or observation
- **Order to Comply:** issued if a violation is found
  - Includes property information, required work, violation and deadline (no minimum)
- **Service:** Delivered personally, by mail, email, or posting on site
- **Appeal:** There is no appeal function
- **Enforcement:** The Town may act or prosecute if compliance is not achieved

# Clean Yards By-law – Enforcement cont.

## Enforcement Options

- The town can complete remedial work
- Costs invoiced to the property owner
- Fees may be added to the tax roll under Section 446 of the Municipal Act
- A Charge or Penalty Notice may also be issued

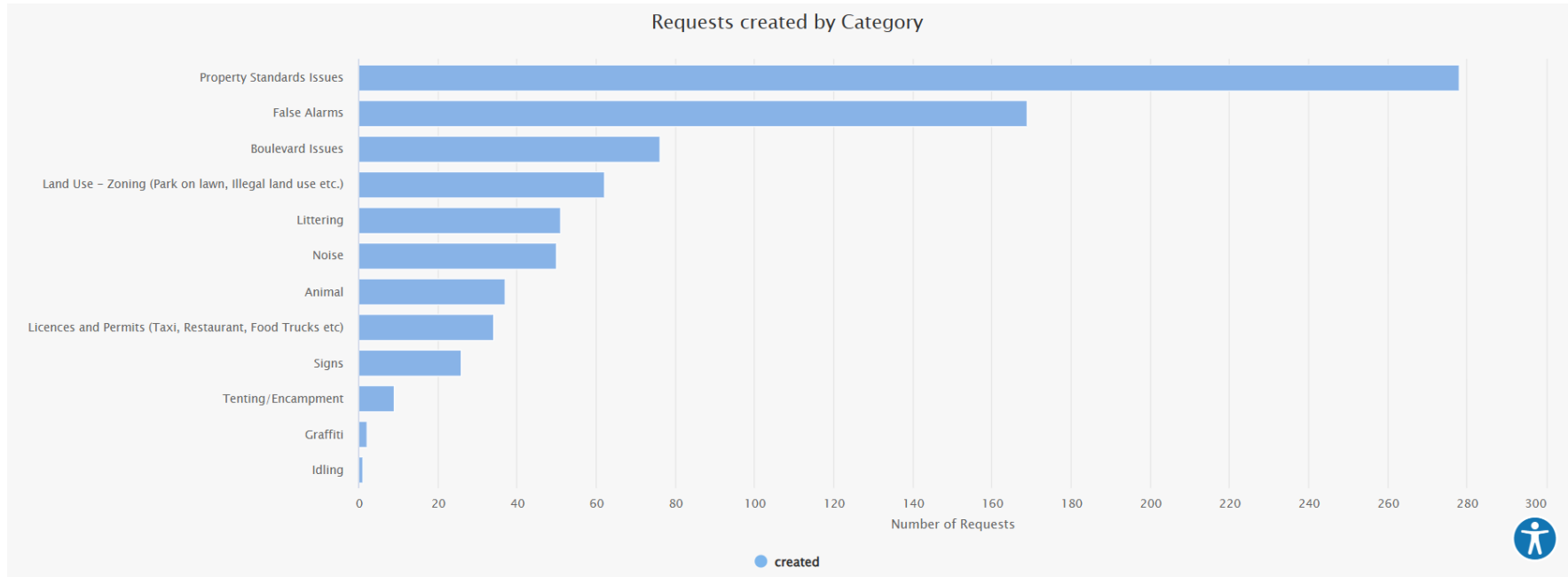
# Clean Yards & Property Standards

## Comparison

Aspect	Property Standards	Clean Yards
Enabling Statute	Building Code Act	Municipal Act
Focus	Structural & aesthetic	Nuisance/exterior only
Notice / Order Timelines	Required – statutory Compliance – 14+ days, often longer Can be months for final compliance after appeals and legal	Required – simplified Compliance 24-72 hours typical Can be within a couple of weeks for final compliance
Appeal Process	Mandatory (committee/court) High complexity (hearings and legal rights) Significant staff resources	Discretionary / Administrative Low complexity Minimal staff resources per incident
Common Issues	Housing, safety, exterior standards	Exterior standards only

# Statistics

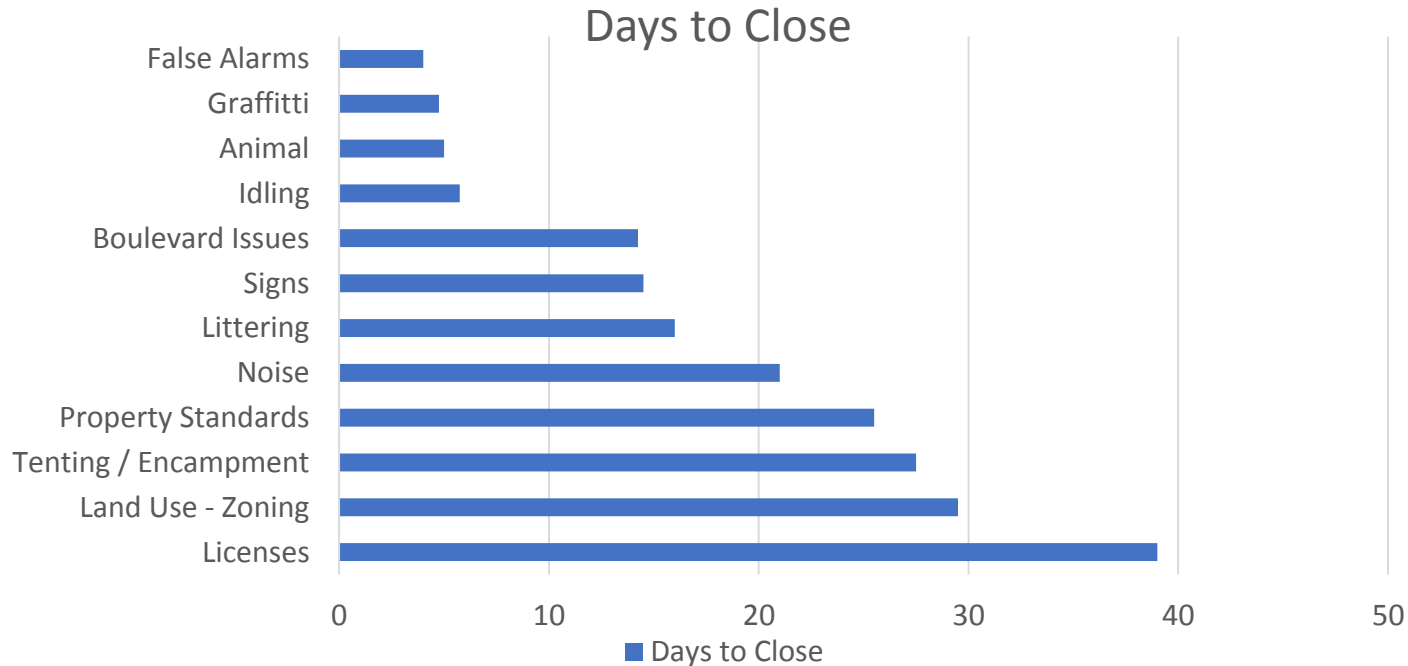
## Number of complaints filed - 2024



- 278 Property standards complaints

# Statistics – Days to Close

## Days to close file- 2024



- The average days to close a file is 26 days.

# Clean Yards By-law – Key Sections 1

## Maintenance Standards - Vegetation

### **Grass and Vegetation**

- Must be trimmed to a maximum height of 6 inches

### **Weed Control**

- All weeds under the Noxious Weed Act must be removed

### **Property Cleanliness**

- Property must be free of dead and unsafe trees, natural debris, and pest infestations

### **Trees and Shrub Maintenance**

- Must not obstruct roads, sidewalks, sewers, traffic signs, sightlines

# Clean Yards By-law – Key Sections 2

## Maintenance Standards - Refuse

### General Requirements:

- Properties must be kept free of **refuse, garbage, and debris**.
- Accessory structures must be clean and free of health or safety hazards.

### Prohibited Dumping: *(will replace Littering By-law 1999-056)*

- No person may deposit refuse on private or public property without consent.
- Refuse remains classified as refuse even if it's recyclable or saleable.

### Owner Responsibilities:

- Must promptly remove any refuse deposited on their property.
- Compliance with Dufferin County Waste Collection By-law is recognized.

# Clean Yards By-law – Key Sections 3

## Maintenance Standards - Refuse

### Storage of Refuse:

- Refuse not set out for collection must be stored:
  - In rigid, watertight containers with tight-fitting lids.
  - In side or rear yards, or screened from public view.
  - Arranged neatly and securely.

### Fill Restrictions:

- Fill must not remain unleveled for more than **7 days** unless:

### Derelict Vehicle Standards:

- Properties must be kept free of **derelict vehicles**.
- Exception: Allowed if fully contained **inside a building**.

# Clean Yards By-law – Key Sections 4

## Maintenance Standards – Standing Water

### Standing Water Prevention:

- Properties must be kept **free of standing water** and containers/refuse that can collect water and breed insects.
- Pools, hot tubs, and water features must be **maintained and operational**.

### Excavations:

- Properties must not have open excavations capable of holding standing water.

### Sump Pump Discharge:

- Discharge must be at least **4 feet from the building face** into front, rear, or side yards.
- Cannot discharge onto or impact adjacent properties.

### Downspouts & Gutters:

- Discharge must also be at least **4 feet from the building face**.
- If connected to underground systems, water must be directed to an on-property catch basin, swale, or ditch, and not within 4 feet of adjoining properties or public lands.

# Conclusion

Adopting the Clean Yards By-law will streamline enforcement, reduce the procedural and resource burden associated with the statutory requirements of the Property Standards By-law for minor violations, and enhance both community responsiveness and resident satisfaction

# Questions and Feedback

Thank you



## Public Meeting Cover Sheet

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**Subject:** Proposed Clean Yards By-law

**Department:** Corporate Services

**Report #:** PM-2025-005

**Public Meeting Date:** 2025-06-23

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**Previous Council Meeting Date:** May 12, 2025

**Link to Access Previous Council Report:** [CPS-2025-042](#)

**Attachment(s):** Clean Yards By-law – Draft

Respectfully submitted,

Antonietta Minichillo  
General Manager, Corporate Services

Reviewed by

Raylene Martell  
Town Clerk, Corporate Services

Prepared by:

James Bramley  
Supervisor, Licensing and By-law Enforcement



## **The Corporation of the Town of Orangeville**

### **By-law Number 2025-XXX**

#### **A By-law to regulate the maintenance of land in the Town of Orangeville**

**WHEREAS** Section 11 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended hereinafter referred to as the "*Municipal Act*", provides a municipality may pass by-laws respecting the health, safety and well-being of persons; and

**WHEREAS** Section 127 of the *Municipal Act* authorizes a municipality may pass by-laws requiring an owner or occupant of land to clean and clear the land, not including buildings; and

**WHEREAS** Section 128 of the *Municipal Act* authorizes a municipality to pass by-laws prohibiting and regulating with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause nuisances; and

**WHEREAS** Section 131 of the *Municipal Act* authorizes a municipality may prohibit and regulate the use of any property for the storage of used motor vehicles for the purpose of wrecking or dismantling them or salvaging parts from them for sale or other disposition; and

**WHEREAS** Section 431 of the *Municipal Act* authorizes that where any by-law of a municipality under the *Municipal Act* is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted and requiring the person convicted to correct the contravention; and

**WHEREAS** section 436 of the *Municipal Act* authorizes a municipality to pass a by-law providing that the municipality may enter on land to conduct inspections; and

**WHEREAS** sections 444 and 445 of the *Municipal Act* authorize a municipality to make orders to discontinue, or to correct, the contravention of a by-law;

**NOW THEREFORE**, the Council of the Corporation of the Town of Orangeville hereby enacts as follows:

## 1. DEFINITIONS

### 1.1 In this By-law:

**“Administrative Penalty By-law”** means the **Administrative Penalty By-law** of the **Town**, as amended from time to time, or any successor thereof

**“Corporation”** includes a company, **corporation**, cooperative, partnership, firm, sole proprietorship, association, society, organization, or any other legal entity that is not an Individual;

**“County”** means the **Corporation** of the **County** of Dufferin;

**“Derelict”** means, with respect to any vehicle (other than a motor vehicle as defined in the *Highway Traffic Act*, R.S.O. 1990, c. H. 8, as amended), machinery, trailer, boat, or vessel;

- i. Which has broken or missing parts of such sufficiency so as to render it incapable of being licensed to operate where such licensing is necessary in its current condition, but shall not include a motor vehicle actively being repaired by the owner or;
- ii. Which is in a wrecked, dismantled, discarded, inoperative or abandoned condition.

**“Derelict Vehicle”** means a motor vehicle as defined in the Highway Traffic Act that is;

- i. Is not licensed or eligible to be licensed by virtue of a current valid Safety Standards Certificate having been issued for that vehicle.
- ii. Is in a state of disrepair by reason of missing doors, glass or body parts;
- iii. Is inoperative by reason of removed wheels, battery, motor, transmission or other parts or equipment

**“Fill”** means any type of material capable of being removed from or deposited on **property**, such as soil, stone, sod, turf, concrete, and asphalt either singly or combination.

**“Highway”** includes a common and public **highway**, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any portion of which is intended for or used by the general public for the passage of vehicles and includes the lateral **property** lines thereof;

**“Industrial Waste”** means any debris, **refuse**, sewage, effluent, discard or garbage of a type arising from industrial or commercial operations, or belonging to or associated with industry, commerce, industrial or commercial **property** including, but not limited to, garbage, discarded material or things, broken or dismantled things, and materials or things exposed to the elements, deteriorating or decaying on a **property** due to exposure to the weather;

**“Infestation”** means the overrunning of a **property** by vermin, rodents and/or insects;

**“Litter”** means debris, rubbish, filth, garbage or waste of any kind whatsoever and without limiting the generality of the foregoing shall include animal carcasses and droppings,

ashes, bottles, cans, cartons, construction material, discarded appliances, clothing, furniture and household effects, **derelict** mechanical equipment, kitchen wastes, lumber, packing materials, paper, soil, soot, tree trimmings and pruning's, garden waste, stumps, branches, worn automobile tires, used oil and automobile parts;

**"Noxious Weed"** means, as defined in the Weed Control Act, R.S.O. 1990, c. W. 5, as amended, a plant that is deemed to be a **noxious weed** under subsection 10(1) or designated as a **noxious weed** under section 24(a) of the Weed Control Act, R.S.O. 1990, c. W. 5, as amended;

**"Occupant"** means any **person** over the age of eighteen (18) years in possession of the **property**;

**"Officer"** means a municipal law enforcement **officer**, inspector or other **person** appointed or employed by the Municipality to enforce by-laws, statutes and/or regulations;

**"Owner"** includes:

- i. The registered **owner** of the **property** as revealed in the Land Registry Office;
- ii. The **person**, for the time being, managing or receiving the rent from a building on the **property**, whether on the **person's** own account or as agent or trustee of any other **person**, or who would receive the rent if the building on the **property** were let; and,
- iii. A lessee or **occupant** of a **property** who, under the terms of a lease, is required to repair and maintain the **property** in accordance with the standards for the maintenance and occupancy of the **property**;

**"Person"** includes an **owner**, an individual, a **corporation** and its heirs, executors, administrators, or other representatives of a **person** to whom the context can apply according to law;

**"Pests"** means rodents, vermin or insects;

**"Property"** means a yard, building, accessory building, and includes all mobile homes, mobile buildings, mobile structures, outbuildings, structures, a fence, vacant **property** and heritage **property**;

**"Refuse"** means and includes:

- i. Debris, junk rubbish, or effluent belonging to or associated with a house or household or industry, trade or business, and without limiting, all garbage, discarded material or things, broken or dismantled things, and materials or things exposed to the elements;
- ii. **Litter**;
- iii. **Industrial waste**;
- iv. **Derelict** machinery, trailers or boats;
- v. **Derelict vehicles**;
- vi. Accumulations of broken concrete or asphalt pavement, brick or stone pavers,

- sidewalk slabs, rubble, inert **fill**, and all other used building materials;
- vii. Waste lumber, construction and demolition waste, skids or pallets
  - viii. Indoor furniture, dilapidated outdoor furniture, household appliances and electronic equipment;
  - ix. Furnaces, furnace parts, ducting, plumbing, pipes, fittings to pipes, water or fuel tanks, cables, wire or wire fencing;
  - x. Wrecked, incomplete, dismantled, partially dismantled, inoperative, discarded or abandoned mechanical equipment, mechanical parts, accessories, or adjuncts to piping, tubing, conduits, or cable;
  - xi. Containers of any size, type or composition not being used;
  - xii. Organic waste, other than organic waste placed in a composting container
  - xiii. Uncut wood in its natural state, including but not limited to logs, branches, tree trunks, or limbs, that have not been split or cut into lengths and stacked neatly to be used as firewood or to be collected by a waste management facility;
  - xiv. Sewage
  - xv. Ashes
  - xvi. Excrement
  - xvii. Any article, product, or goods of manufacture, that by reason of its state, condition or excessive accumulation:
    - a. Has been cast aside, discharged or abandoned
    - b. Is disused from its usual and intended use, or
    - c. Is used up, in whole or in part, or expanded or worn out in whole or in part.
  - xviii. **Refuse** as defined by this by-law does not cease to be **refuse** by reason only that it may be commercially saleable or recyclable.

**“Standing Water”** means any water, other than a natural body of water that exists on a permanent basis, that is found either on the ground or in or on **refuse** or debris as defined in this by-law, but shall not include any of the following maintained in good repair:

- i. Swimming pool;
- ii. Hot tub
- iii. Water feature; or
- iv. Artificial pond.

**“Town”** means the **Corporation** of the **Town** of Orangeville or the land within the geographic limits of the **Corporation** of the **Town** of Orangeville, as the context requires.

**“Weed”** means a **noxious weed** or **weeds** designated by or under the *Weed Control Act*, R.S.O. c.W.5, as amended or replaced, including any **weed** designated as a local or **noxious weed** under a by-law of the **Town** passed under the Act.

## 2. MAINTENANCE STANDARDS – VEGETATION

2.1. Every Owner shall ensure that turf grass or similar vegetation is kept trimmed to a

maximum length of 15 cm (6 inches), in front of, alongside, or at the rear of any **property**;

2.2. Every Owner shall ensure that **weeds** are controlled by:

- a) Pulling or otherwise removing the plants from the soil;
- b) Cutting the roots or stalks of the plants before the seeds have developed sufficiently to ripen after cutting;
- c) Turning the soil in which the plants were growing so as to kill the **weeds**; or
- d) In the case of poison ivy, treating it with a herbicide that causes the plant to be destroyed, or prevents the growth of plants or the ripening of its seeds, provided that nothing in this clause authorizes the use of any herbicide contrary to any law in force in the Province of Ontario.

2.3. Every owner shall keep their land and structures clean and free from:

- a) Dead, decaying, felled, fallen or damaged trees, or other natural growth, and the branches or limbs thereof which may create an unsafe condition, and
- b) **Infestation**, injurious insects, termites, rodents, vermin or other **pests** or other conditions which may result in the harbouring of such **pests**;

2.4. Every owner shall ensure that trees or shrubs on their land do not interfere with:

- a) The **Town's** or **County's** **highways**, works, including sewer and water pipes;
- b) Pedestrian or vehicular traffic on a **highway** and/or sidewalk;
- c) Motorists or pedestrians' view of directional signs or traffic control devices on a **highway**;
- d) The sightline of motorists or pedestrians;

### 3. MAINTENANCE STANDARDS – REFUSE

3.1. Every owner of **property** shall keep their **property** free and clear of all **refuse**.

3.2. Every owner shall ensure that accessory structures are kept clean and free from conditions that create health or safety hazards.

3.3. No **person** shall deposit or allow to be deposited **refuse** either deliberately or accidentally onto private **property** or **property** owned by the **Town** or **County**, for the purpose of dumping or disposing of **refuse**, unless consent is given by the **property** owner.

3.4. **Refuse** as defined by this by-law does not cease to be **refuse** by reason only that it may be commercially saleable or recyclable

3.5. Every owner of **property** on which **refuse** has been thrown, placed, dumped, stored, or deposited shall remove the **refuse** from their **property** so that the **property** is in a clean and tidy condition.

- 3.6. A **person** shall be deemed not to have breached Sections ..... above by placing **refuse** out for collection in accordance with Dufferin **County** Waste Collection By-law 2012-36 as amended;
- 3.7. Every owner shall ensure that all **refuse** accumulated on their **property**, when not placed out for collection, is stored in containers which are:
- a) Made of rigid, watertight construction, and in good condition;
  - b) Have a tight-fitting cover, which may be removed only when the container is empty or is being actively loaded; and located only in the side or rear yard or screened from public view against a building, structure, fence or retaining wall and arranged in an orderly manner.
- 3.8. No **fill** shall be allowed to remain in an unlevelled state on any **property** longer than seven (7) days unless the **property** is:
- a) A **property** on which a building permit or site alteration permit is in effect;
  - b) A **property** being subdivided under a subdivision agreement with the **Town**;
  - c) **Property** upon which material is being stored is with the approval of the **Town** or **County** in connection with a public works contract;
  - d) Zoned for such use pursuant to the **Town's** Zoning By-law.

#### 4. FIREWOOD STORAGE

- 4.1. An owner or **occupant** may only store firewood for domestic use on a **property** in a location that is not adjacent to a public **highway**, subject to the following conditions:
- a) Firewood stored in a side or rear yard of a **property** shall be at least 60 cm (24 inches) from every **property** line;
  - b) No piece of firewood shall exceed 60 cm (24 inches) in length;
  - c) All firewood shall be stacked in an orderly pile;
  - d) No firewood piles shall exceed 1.5 metres (60 inches) in height or cover more than 15% of the area of the yard;
  - e) No firewood shall be piled along a fence that borders a **property** containing a swimming pool.

#### 5. DERELICT VEHICLES

- 5.1. Every Owner shall keep their **property** free and clear of **derelict vehicles**;
- 5.2. The restriction in section 5.1 shall not apply to a **derelict vehicle** that is wholly contained within a building.

#### 6. STANDING WATER, WATER DISCHARGE AND DRAINAGE

- 6.1. Every owner shall keep their **property** free of **standing water**
- 6.2. Every owner shall keep their land free of containers or **refuse** capable of holding **standing water** in such a manner as to be exposed to the breeding of and/or larval growth of insects.

- 6.3. Every owner shall ensure that a swimming pool, hot tub, wading pool or residential ornamental landscaped water feature does not become stagnant or abandoned, and is maintained in a proper operating condition and good repair;
- 6.4. Every owner shall ensure that their **property** is free and clear of excavations capable of holding **standing water**
- 6.5. Every owner shall ensure that sump pump water is discharged into the front, rear or side yard a minimum of 4 feet from the building face;
- 6.6. Every owner shall ensure that where downspouts or roof gutters are provided, roof water shall be discharged via a downspout into the front, rear or side yard a minimum of 4 feet from the building face;
- 6.7. Where a sump pump discharge pipe or downspout has been connected to an underground discharge piping system, the water discharge shall be directed to a catch basin, swale, or ditch located on the **property**, or shall not be discharged within 4 feet of adjoining properties, including **Town** sidewalks or **highways**;
- 6.8. Notwithstanding, where a sump pump discharge or downspout discharge, they shall not be discharged onto or impact adjacent properties;

## **7. PARKING AREAS AND WALKWAYS**

- 7.1. Every owner shall ensure the steps, walkways, driveways, parking spaces and other similar areas are maintained so as to afford safe passage in all weather conditions, including:
  - a) Steps, walkways, driveways, parking spaces, and other similar areas are free and clear of snow and ice.

## **8. ADMINISTRATION AND ENFORCEMENT**

- 8.1. The enforcement of this By-law shall be conducted by an **Officer**

## **9. INSPECTION**

- 9.1. An **Officer** may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
  - a) This by-law; or
  - b) An order made under Section 431 of the Municipal Act, 2001
- 9.2. For the purposes of conducting an inspection pursuant to Section 9.1 of this by-law, the **Town** may, in accordance with the provisions of s. 436 of the Municipal Act, 2001;
  - a) Require the production for inspection of documents or things relevant to the inspection;
  - b) Inspect or remove documents or things relevant to the inspection for the purpose of

- making copies or extracts;
- c) Require information from any **person** concerning a matter related to the inspection; and,
- d) Alone or in conjunction with a **person** possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

## 10. ORDERS

- 10.1. An **Officer** may give an owner an Order to Comply in accordance with Section 435 of the Municipal Act, 2001, requiring the owner, within the time specified in the Order, to clean, clear or remedy any contraventions indicated within this By-law
- 10.2. Every Order issued by the **Officer** shall:
  - a) Give the address of the **property** or vacant lot (or the legal description of the **property**) where the offence has occurred;
  - b) Define with reasonable particularity and detail the material on the **property** that is subject of the offence;
  - c) Prescribe a time period within which the owner is required to remedy the offence;
  - d) Notice regarding the fees and charges.
- 10.3. Every Order to an Owner shall be sent to the address shown on the last revised assessment roll or to the last known address of such owner
- 10.4. Method of delivery of an Order: the order, and any subsequent written order amending or withdrawing the order, may be delivered by any one or more of the following methods:
  - a) Personal delivery to the **person** to whom it is addressed;
  - b) Personal or couriered delivery to either an adult **person** or to the mailbox of the residential address of the addressee;
  - c) Delivery by regular, registered or certified mail;
  - d) Delivery by facsimile transmission
  - e) Delivery by email; or
  - f) Posted in a conspicuous location on the **property** which is the subject matter of the Order.
- 10.5. Deemed service:
  - a) Where an Order is personally delivered, it is considered to have been served at the date and time at which it was handed to the addressee;
  - b) Where an Order is personally delivered to the residential address of the addressee, it is considered to have been served at the date and time at which it was delivered;
  - c) Where an Order is delivered by mail, it is deemed to have been served on the fifth day after the day of mailing;
  - d) Where an Order is posted on a **property** in accordance with Section 10.4(f), it is considered served at the date and time at which it was posted on the **property**.

## 11. REMEDIAL ACTION

- 11.1. Where an Order has been issued and compliance has not been achieved within the required time period set out in the Order, the **Town** may, through its employees, agents or **persons** acting on its behalf, enter upon the **property** to take the steps required to obtain compliance, with the Order and all expenses incurred shall invoice back to the **property** owner and may be added to the tax roll and collected from the Owner in the same manner as municipal taxes.

## 12. OFFENCES

- 12.1. No **person** shall fail to comply with an Order issued under this By-law
- 12.2. No **person** shall hinder or obstruct an **Officer** appointed to enforce this By-law, nor shall any **person** obstruct any employee or agent authorized to carry out work for the **Town**, specified in an Order hereunder.

## 13. PENALTIES

- 13.1. Every **person** who contravenes any provisions of this By-law is guilty of an offence and, pursuant to section 429 of the Municipal Act, 2001, all contraventions of this By-law are designated as continuing offences.
- 13.2. Every **person**, excluding a **corporation**, who is convicted of an offence, is liable to a maximum fine of Twenty-Five Thousand Dollars (\$25,000.00) for the first offence and a maximum of Fifty Thousand Dollars (\$50,000.00) for a subsequent offence.
- 13.3. Every **corporation** which is convicted of an offence is liable to a maximum fine of Fifty Thousand Dollars (\$50,000.00) for the first offence and One Hundred Thousand Dollars (\$100,000.00) for a subsequent offence.
- 13.4. In addition to the fine amounts set out in sections 13.2 and 13.3 of this by-law, for each day or part of a day that an offence continues, the maximum fine shall be Ten Thousand Dollars (\$10,000.00). The total of all daily fines for the offence is not limited to One Hundred Thousand Dollars (\$100,000.00)
- 13.5. Sections....., inclusive of all subsections thereunder, of this by-law are hereby designated as parts of this by-law to which the **Administrative Penalty By-law** applies.
- 13.6. Any **person** who contravenes any Designated Provision of this by-law shall, upon issuance of a penalty notice in accordance with the Administrative Penalties By-law, be liable to pay an administrative penalty and all associated administrative fees.

## 14. SEVERABILITY

- 14.1. If a court of competent jurisdiction declares any section or part of this By-law invalid, it is the intention of **Council** that the remainder of this By-law shall continue in force unless the court makes an order to the contrary.

## **15.INTERPRETATION**

15.1. References in this By-law to any statute or statutory provision include references to that statute or statutory provision as it may from time to time be amended, extended or re-enacted.

15.2. In this By-law, unless the context otherwise requires, words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable.

## **16.REPEAL**

16.1. That By-law 1999-056 is hereby repealed.

## **17.EFFECTIVE DATE**

17.1. This By-law shall come into effect on Month, XX, 20XX.

Read a first, second and third time and finally passed this XX day of XXXXX, 20XX.

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Lisa Post, Mayor

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Raylene Martell, Clerk

# Administrative Penalty System By-law

Public Meeting Presentation

June 23, 2025

# Timeline

Sept 9, 2024, staff presented CPS-2024-056 to council, directed staff to begin implementation of APS

June 23, 2025, public meeting is held to receive feedback on the proposed APS By-law

Q1 2025, staff drafted APS By-law

On July 14, 2025, staff will report back to Council on the feedback received. Council to decide on the proposed APS By-law

# Overview

## **What is an Administrative Penalty By-law**

An Administrative Penalty System By-law provides municipalities with a framework to enforce by-laws using monetary penalties rather than traditional court processes. This system simplifies the enforcement of regulations such as parking, zoning, and property standards, offering faster and more efficient resolution methods. By immediately imposing penalties, it encourages compliance and reduces the backlog in the court system. Designed to be fair and transparent, it includes a review process for contesting penalties. This approach not only enhances enforcement efficiency but also is cost-effective, saving resources for both municipalities and citizens.

# Background - Introduction

## Introduction to By-law Enforcement

- **Current System:** Provincial Offences Act (POA)
- **Purpose:** Procedural framework for regulatory, non-criminal offences
- **Classification:**
  - Part I: Minor offences
  - Part II: Parking offences
  - Part III: Serious violations

# Background - Transition

## Transitioning to the Administrative Penalty System (APS)

- **APS Legislation**

- Bill 130 (2007): Allowed APS for parking offences
- Bill 68 (2017): Authorized APS for general by-law infractions
- Bill 177 (2017): Extended APS to property standards enforcement

- **APS Benefits:**

- Shifts from court-based to an administrative model
- Provides a fair and efficient process for issuing and reviewing penalty notices

# Background - Process

## APS Process

- **Penalty Notice Issuance:** Becomes an amount due to the municipality
- **Defendant Options:**
  - **Pay:** Settle the penalty amount
  - **Dispute:** Screened by a Screening Officer
- **Appeal Process:**
  - If Screening Review fails, appeal to a Hearing Officer
  - Hearing Officer's decision is final and binding
- **Efficiency:**
  - Quick resolution, circumventing court backlog
  - Maintaining fairness and natural justice principles

# Background - Insight

## Insights from the Law Commission of Ontario

### 2022 Report Objectives:

- Review POA System for modern relevance
- Explore Alternatives like APS

### Findings

- High volume of minor cases burdening POA courts
- High court administration costs
- Recommendation to adopt APS for minor infractions, reserving courts for serious cases

# Background - Benifits

## Benefits of Implementing APS

- **Customer Experience**
  - Resolves matters online or at Town facilities
  - Eliminates court appearances
- **Efficiency:**
  - Reduces wait times for hearings
  - Frees court resources for critical cases
- **Financial Impact:**
  - Increases revenue from penalty notices
  - Balances additional staffing/resource costs
  - Support effective municipal operations

# Proposed APS By-law Details

# Application of this By-law - Framework

## By-law Designation and Enforcement Strategy

- **APS Framework**

- Implements enforcement for designated by-laws in Schedules “A” and “B” under the Municipal Act, 2001 and Building Code Act, 1992
- Prevents charges under the Provincial Offences Act for the same contravention
- Allows penalties for different, repeated, or ongoing violations
- Excludes certain vehicle-related bylaws from the POA application

# Application of this By-law - Flexibility

## Legal Flexibility and Enforcement Approach

- **Legal Flexibility**

- APS allows the pursuit of additional legal actions beyond administrative penalties
- Aims to deter and address continuous or repeated violations
- Enhances enforcement efficiency while preserving legal rights

# Proposed Updates

## Structures, Schedules, and Transparency

- **Detailed Schedules of designated by-laws**
  - **Schedule “A”:** Outlines administrative penalties and short form wording for penalty notices for the Traffic By-law and vehicle-related offences
  - **Schedule “B”:** Outlines administrative penalties and short form working for penalty notices for non-parking related offences
  - **Schedule “C”:** Details administrative fees
- **Transparency**
  - Provide a clear understanding of the penalty and fee structure for enforcement and compliance efforts

# APS By-law

## Issuance and Contents of a Penalty Notice

- **Issuance**
  - Officers issue penalty notices for violations of designated by-laws
- **Contents**
  - Penalty notice date and number
  - Short-form wording for the contravention
  - Amount and time for payment of the administrative penalty
  - Information on the payment or review process
  - Statement on penalties as debt to the Town
  - Officer's name and badge number

# Appeal Process - Screening

## Review by Screening Officer

- **Requesting a Review**

- Must be requested within 30 days, with possible extension up to 60 days
- Request includes penalty notice number, contact information, and must use the specified forms

- **Screening Officer's Role**

- Can extend review time only for extenuating circumstances
- If no review or extension is requested, penalties are affirmed

- **Decision Outcomes**

- Screening Officer may, affirm, cancel, reduce, or extend payment of penalties based on factors like undue hardship and balance of probabilities that an offence took place
- Decision provided within 15 days of screening

# Appeal Process - Hearing

## Review by Hearing Officer

- **Request Process**

- Can be requested within 30 days of a screening decision; extension available up to 60 days
- Must submit with prescribed documentation

- **Hearing Process**

- Hearing officer reviews the evidence presented by the officer and the appellant
- Hearing Officer considers extenuating circumstances for time extension
- Reviews adhere to the Statutory Powers Procedure Act
- Decisions are based on evidence and may provide the same options as a Screening Officer

# Appeal Process - Decisions

## Hearing Officer Decisions and Implications

- **Final Decision**

- Decisions by the Hearing Officer are final and binding
- Decisions provided within 15 days post-hearing

- **Non-attendance Consequences**

- Failure to appear results in abandonment
- Screening decision is affirmed
- Non-appearance fee is applied

# Penalty Payment and Administrative Fees

## Finality and Payment

- **Finality of Payment**

- Penalty payments made before review are final unless there's a clerical error

- **Payment Due Dates**

- Standard due in 30 days from notice service
- Adjusted due dates based on review decisions or extensions

### Late Payment and Collection Actions

- **Late Payment Penalties**

- Late payment fee applies if overdue by 30 days
- After 75 days, for vehicle penalties, a plate denial fee can restrict vehicle registration

- **Collection Mechanism**

- Unpaid penalties can be added to the tax roll
- Other collection methods are available; NSF fee applies for insufficient funds

# Penalty Payment and Administrative Fees - Rights

## Right and Payment Processing

- **Clerk's Authority and Refunds**
  - Clerk can cancel penalties/fees from Town errors
  - Related fees cancelled with penalties; refunds issued
- **Rights and Payment Processing**
  - Owners exercise rights for penalties affecting their vehicles
  - Officers cannot accept payments; payments credited upon Town receipt
  - Deadline of Holidays move to the next business day

# Designated By-laws

- **Schedule “A”** – Parking-related offences
  - Traffic By-law, Fire Route
- **Schedule “B”** – Non-parking related offences
  - Animal Control, Boulevard Maintenance, Clean Yards, Driving School Instruction, Site Alteration, Idling, Noise, Parks, Property Standards, Kite Fighting, Restaurants, Sale of Goods on Highway, Signs, Vehicle for Hire, Mobile Food Vender, Fireworks

# Questions and Feedback

Thank you



## Public Meeting Cover Sheet

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**Subject:** Proposed Administrative Penalty System By-law

**Department:** Corporate Services

**Report #:** PM-2025-006

**Public Meeting Date:** 2025-06-23

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**Previous Council Meeting Date:** 2024-09-09

**Link to Access Previous Council Report:** [CPS-2024-056](#)

**Attachment(s):** By-law – APS Draft

Respectfully submitted

Antonietta Minichillo  
General Manager, Corporate Services

Reviewed by

Raylene Martell  
Town Clerk, Corporate Services

Prepared by:

James Bramley  
Supervisor, Licensing and By-law Enforcement



## **The Corporation of the Town of Orangeville**

### **By-law Number 2025-XXX**

#### **A by-law to establish an Administrative Penalty System – Parking and non-parking**

**WHEREAS** Sections 8, 9, and 11 of the *Municipal Act 2001*, S.O. 2001, c 25, as amended ("*Municipal Act, 2001*") authorize the Corporation of the Town of Orangeville to pass by-laws necessary or desirable for municipal purposes; and

**WHEREAS** Section 102.1 of the *Municipal Act* and O. Reg.333/07, as amended, authorize municipalities to establish an administrative penalty system requiring a person to pay an administrative penalty for a contravention of any designated by-law respecting the parking, standing or stopping of vehicles; and

**WHEREAS** Section 434.1 of the *Municipal Act* authorizes the Town to require a person, subject to such conditions as the municipality considers appropriate, to pay an Administrative Penalty if the municipality is satisfied the person has failed to comply with a by-law of the Town; and

**WHEREAS** Section 434.2 of the *Municipal Act* provides that an administrative monetary penalty imposed by a municipality on a person constitutes a debt of the person to the municipality and may be added to the tax roll of a property located in the municipality if not paid within fifteen (15) days after the date it becomes due and payable; and

**WHEREAS** Section 15.4.1 of the *Building Code Act, 1992*, S.O., c.23 ("*Building Code Act, 1992*") authorizes a municipality 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* or an order made under Section 15.2(2) of the *Building Code Act*; and

**WHEREAS** the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S. 22, as amended, applies to all hearings conducted under this By-law; and

**WHEREAS** the purpose of the system of administrative penalties established by the municipality shall be to assist the municipality in promoting compliance with its designated by-laws; and

**WHEREAS** the Council of the Corporation of the Town of Orangeville deems it desirable to establish a system of administrative penalties to promote compliance with Town By-laws,

including penalties for continuing contraventions and escalating penalties for repeat contraventions; and

**WHEREAS** the Council of the Corporation of the Town of Orangeville deems it desirable to provide for a system of administrative penalties and administrative fees for the designated Town by-laws, or portions of the designated Town by-laws set out herein;

**NOW THEREFORE** the Council of the Corporation of the Town of Orangeville hereby enacts as follows:

## **1. Definitions**

1.1. For the purposes of this by-law:

**“Administrative Fee”** means any fee(s) of this by-law, as may be amended from time to time/as set out in the **Towns** User Fees By-law;

**“Administrative Penalty”** means an administrative monetary penalty as set out in Schedule (C) for a contravention of a **Designated By-law**;

**“Clerk”** means the Clerk for the **Town**, or any **person** designated by the Clerk;

**“Corporation”** includes a company, corporation, cooperative, partnership, firm, sole proprietorship, association, society, organization, or any other legal entity that is not an Individual;

**“Council”** means the Council of the **Town**;

**“County”** means the **Corporation** of the County of Dufferin;

**“Designated By-law”** means the **Town** by-law, or part or provision of a **Town** by-law, to which this Administrative Penalty By-law applies, as designated under this by-law and listed in the attached Schedules (A&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;

**“Hearing Decision”** means the decision of a **Hearing Officer**;

**“Hearing Non-Appearance Fee”** means an **administrative fee** established by the **Town** in respect of a **person’s** failure to appear at the time and place scheduled for a review before a **Hearing Officer**, as listed in Schedule (C);

**“Hearing Officer”** means any person appointed by the **Town**

**“Town”** means the **Corporation** of the **Town** of Orangeville and land within the geographic limits of the **Town** of Orangeville as the context requires;

“**Officer**” means any person authorized by the **Town** to enforce by-laws and includes Municipal Law Enforcement **Officers**, Provincial Offences **Officers** and Police **Officers**;

“**Penalty Notice**” means a notice as described in Section 4 of this By-law;

“**Penalty Notice Date**” means the date of the contravention of a **Designated By-law**;

“**Penalty Notice Number**” means the reference number specified on the **penalty notice** that is unique to that **penalty notice**;

“**Person**” includes an individual, sole proprietorship, partnership, limited partnership, trust, **Corporation**, and an individual in his or her capacity as a trustee, executor, administrator, or other legal representative;

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

“**Screening and Hearing Officer By-law**” means the **Screening and Hearing Officer By-law** of the **Town**, as amended from time to time, or any successor thereof;

“**Screening Decision**” means a decision or disposition made by a **Screening Officer**;

“**Screening Officer**” means any person appointed by the **Town** 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 Act*, R.S.O. 1990, c.S. 22. as amended from time to time, or any successor thereof;

“**Town**” means The **Corporation** of the **Town** of Orangeville and/or the geographical limits of the **Town** of Orangeville, depending on the context of the provision in which the term appears.

## **2. GENERAL ADMINISTRATION AND EXEMPTIONS**

2.1 The Short Title of this By-law is the “**Administrative Penalty By-law**”.

2.2 The provisions of this By-law do not apply to activities or matters undertaken by the **Town** or the **County** or a local board of the **Town** or the **County**.

## **3. APPLICATION OF THIS BY-LAW**

3.1. The **Town’s** By-laws, or portions of the **Town** 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)

3.2. The **Town’s** By-laws, or portions of the **Town** 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* or Section 15.4.1 of the *Building Code Act, 1992*, as applicable.

- 3.3. No **person** that is required to pay an **administrative penalty** under this By-law in respect of a contravention of a **Designated By-law** shall be charged with an offence in respect to the same contravention under the **Provincial Offences Act**, as amended. For clarity, a **person** may be charged for a different contravention of a **Designated By-law**, a repetition of a contravention, or, in the case of a continuing contravention, a continuation of the contravention after the date of the **penalty notice**. Likewise, a **person** may be issued a **penalty notice** for a different contravention of this By-law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention.
- 3.4. Other than set out in Section 3.3, the imposition of an **administrative penalty** does not limit the **Town's** ability to initiate any other proceeding or seek any other remedy permitted by law as the **Town** deems appropriate to prevent the continuation or repetition of the contravention.
- 3.5. The **Provincial Offences Act**, as amended, applies to all **Designated By-laws** except a **Designated By-law** respecting the parking, standing, or stopping of vehicles.
- 3.6. The attached Schedules "A" and "B" of this by-law set out the **administrative penalty** and include short form wording to be used on **penalty notices** for the contraventions of **Designated By-laws**.
- 3.7. The attached Schedule "C" of this by-law sets out the **administrative fees** imposed for the purposes of this by-law.

#### **4. Penalty Notice**

##### **4.1. (a) Schedule "A" By-laws (Parking)**

If a vehicle has been left parked, standing or stopped in contravention of a **Designated By-law** in Schedule "A", the owner of the vehicle shall, upon issuance of a **penalty notice** in accordance with the By-law, be liable to pay to the **Town** and **administrative penalty** in the amount specified in Schedule "A", and be liable to pay to the **Town** and **administrative fees** in accordance with this By-law.

##### **(b) Schedule "B" By-laws (Non-Parking)**

If a **person** is found in contravention of a **Designated By-law** in Schedule "B", the **person** shall, upon issuance of a **penalty notice** in accordance with this By-law, be liable to pay the **Town** an **administrative penalty** in the amount specified in Schedule "B", and shall be liable to pay the **Town** any **administrative fees** in accordance with this By-law.

- 4.2. 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.
- 4.3. 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;
  - d) The amount of the **administrative penalty**;
  - e) The time for payment 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**, including any **administrative fee**, will constitute a debt of the Owner or **person** to the **Town**;
  - h) The name and identification number of the **Officer** issuing the **penalty notice**.
- 4.4. Where an **Officer** becomes aware of an error in a **penalty notice** before the review by a **Screening Officer**, the **Officer** may amend or void and reissue the **penalty notice**.

## **5. REVIEW BY SCREENING OFFICER**

- 5.1. A **person** who is served a **penalty notice** may, within thirty (30) calendar days after the **effective date of service**, request, in accordance with section 5.3, that the **administrative penalty** be reviewed by a **Screening Officer**.
- 5.2. A **person** who is served a **penalty notice** may, in accordance with Section 5.3, request that the **Screening Officer** extend the time to request a review, within sixty (60) calendar days after the **effective date of service**, failing which the **administrative penalty** shall be affirmed in accordance with Section 5.6 of this By-law.
- 5.3. A Request for a review, or for an extension of time to request a review, shall be in the form and manner as determined by the **Clerk** from time to time, and shall include the **penalty notice number** and the **person's** contact information. Where a request is made by a **person** who is not the Owner, the **person** shall submit with the request an authorized agent/representative form, in the form as determined by the **Clerk** from time to time. Incomplete forms or forms not submitted in the form and manner as determined by the **Clerk** may not be accepted or processed at the discretion of the **Clerk**.
- 5.4. The **Screening Officer** may only extend the time to request a review of the **administrative penalty** when the **person** requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The **Screening Officer** will consider the request for an extension before reviewing the **administrative penalty**.

- 5.5. 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.
- 5.6. Where neither a review nor an extension of time for review is 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 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.
- 5.7. On a review of an **administrative penalty**, the **Screening Officer** may affirm the **administrative penalty**, including any applicable **administrative fees**, or the **Screening Officer** may cancel or reduce the **administrative penalty** or extend the time for payment of the **administrative penalty**, including any applicable **administrative fees**, on the following grounds:
- a) 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** set out in the **penalty notice**; or
  - b) Where the **Screening Officer** is satisfied, on a balance of probabilities, that a contravention of a **Designated By-law** was not proven as set out in the **penalty notice**; or
  - c) Where the **Screening Officer** is satisfied, on a balance of probabilities, that the cancellation, reduction or extension of time for payment of the **administrative penalty**, including any applicable **administrative fees**, is necessary to reduce any undue hardship.
- 5.8. A **person** that requested a review, or an extension to the time to request a review, by the **Screening Officer** shall be served with a copy of the **screening decision** within fifteen (15) calendar days of the screening review conducted by the **Screening Officer**, in accordance with Section 7.3, of this by-law.

## **6. REVIEW BY HEARING OFFICER**

- 6.1. Any **person** subject to a **screening decision** may request a review of the **screening decision** by a **Hearing Officer**, in accordance with Section 6.3, within thirty (30) calendar days after the date on which the **screening decision** was issued.

- 6.2. A **person** subject to a **screening decision** may, in accordance with Section 6.3, request that the **Hearing Officer** extend the time to request a review of the **screening decision** within sixty (60) calendar days after the date on which the **screening decision** was issued, failing which, the **screening decision** shall be deemed to be affirmed in accordance with section 6.6 of this By-law.
- 6.3. A request for a review by the **Hearing Officer**, or for an extension of time to request a review before the **Hearing Officer**, shall be in the form and manner as determined by the **Clerk** from time to time, and shall include the **penalty notice number** and the **person's** contact information. Where a request is made by a **person** who is not the **Owner**, the **person** shall submit with the request an authorized agent/representative for, in the form as determined by the **Clerk** from time to time. Incomplete forms or forms not submitted in accordance with the form and manner as determined by the **Clerk** may not be accepted or processed at the discretion of the **Clerk**.
- 6.4. The **Hearing Officer** may only extend the time to request a review of 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 an extension before reviewing the **screening decision**.
- 6.5. Where an extension of time for a hearing review is not granted by the **Hearing Officer** and no request is made to have the **screening decision** reviewed in accordance with Section 6.1, the **screening decision** shall be deemed to be affirmed and shall not be subject to review.
- 6.6. Where neither a hearing review nor an extension of time for a hearing review is requested in accordance with the By-law, or where the **person** fails to request a hearing review within any extended period of time granted by the **Hearing Officer**:
- a) The **person(s)** served with the **penalty notice** shall be deemed to have waived the right to a hearing review in relation to such notice;
  - b) The **screening decision** shall be deemed to be affirmed; and
  - c) The **screening decision** shall not be subject to review.
- 6.7. A **person** requesting a review by the **Hearing Officer** in accordance with this By-law shall be given a least thirty (30) calendar days' notice of the date, time and place for the review by the **Hearing Officer**.
- 6.8. On a review of the **screening decision**, 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:

- a) 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
  - b) Where the **Hearing Officer** is satisfied, on a balance of probabilities, that the **person** is not in contravention of one of the **Designated By-laws** set out in the **penalty notice**; or
  - c) 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.
- 6.9. A **Hearing Officer** shall not make any decision respecting a review of the **screening decision** unless the **Hearing Officer** has given the **person** subject to the **screening decision** and the **Town** an opportunity to be heard.
- 6.10. The hearing shall be subject to the *Statutory Powers Procedure Act*.
- 6.11. 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**.
- 6.12. In addition to anything else that is admissible as evidence in accordance with the *Statutory Powers Procedure Act*, the materials referred to in Section 6.11 are admissible as evidence as proof of the facts contained therein, in the absence of evidence to the contrary.
- 6.13. If evidence referred to in Section 6.11 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.
- 6.14. The **person** requesting the hearing, and any **person** and **owner** subject to the related **penalty notice** if different from the **person** that requested the hearing, shall be served with a copy of the **hearing decision** within fifteen (15) calendar days of the hearing review.
- 6.15. The decision of the **Hearing Officer** is final and binding.
- 6.16. 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 **Town** a **hearing non-appearance fee**, in addition to any

other fees payable pursuant to this by-law.

## 7. SERVICE OF PENALTY NOTICE AND OTHER DOCUMENTS

- 7.1. Service of a **penalty notice** pursuant to Paragraph (a) of Section 4.1 in any of the following ways, with respect to a contravening vehicle, 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 or registered mail to the Owner of the vehicle at the address as set out on the ownership as soon as reasonably practicable after the contravention; or
  - d) Delivering it to an occupant at the address of the Owner of the vehicle as set out on the ownership, who appears to be at least sixteen (16) years of age, as soon as reasonably practicable after the contravention.
- 7.2. Service of a **penalty notice** pursuant to Paragraph (b) of Section 4.1 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 or registered mail to the **person** named in the **penalty notice** at their last known address, as soon as reasonably practicable after the contravention; or
  - c) Delivering it to an occupant, who appears to be at least sixteen (16) years of age, at the last known address of the **person** named in the **penalty notice**, as soon as reasonably practicable after the contravention.
- 7.3. Service of any document other than a **penalty notice** may be made by;
- a) Delivering it personally;
  - b) Delivering it to an occupant, who appears to be at least sixteen (16) years of age, at the last known address of the **owner** or the **person** to whom the documents apply;
  - c) Delivering it by regular or registered mail to the last known address of the **owner** or the **person** to whom the documents apply; or
  - d) By email, to the email provided by the **owner** or **person** to whom the documents apply.

- 7.4. For the purposes of this By-law, with respect to any matters subject to a by-law designated under section 102.1 of the *Municipal Act, 2001*, 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 of the **Town** at the time of service, such updated address.
- 7.5. Any **penalty notice** or document sent in writing to the **person** named in the **penalty notice** by regular or registered mail, as set out in this By-law, is deemed to have been served on the fifth (5<sup>th</sup>) calendar day after the date of mailing.
- 7.6. 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.
- 7.7. Service on a **person** who is not the Owner, in accordance with this By-law, including service of a **penalty notice**, **screening decision** or **hearing decision** by handing it to a **person**, shall be deemed to be service on the Owner.
- 7.8. Any document served via email pursuant to the provisions of this by-law shall be considered officially served on the date that confirmation of email receipt is received from the recipient.

## **8. ADMINISTRATION**

- 8.1. The **Clerk** shall administer this By-law and designate locations within the **Town** and times for conducting reviews and hearings under this By-law; and
- 8.2. Prescribe all forms, notices, including the **penalty notice**, guidelines, practices, and processes and procedures necessary to implement this By-law and the Administrative Penalty System, and to amend the same from time to time as the **Clerk** deems necessary.
- 8.3. The **Council** shall appoint such **Screening Officers** and **Hearing Officers** as are necessary for the administration of this By-law.
- 8.4. An authorized representative is permitted to appear on behalf of a **person** who has been issued a **penalty notice** at a Screening Review meeting or hearing, or to communicate with the **Town** on behalf of that **person** upon producing written authorization.

## **9. PENALTY PAYMENT AND ADMINISTRATIVE FEES**

- 9.1. A **penalty notice** that is paid prior to a review by a **Screening Officer** or **Hearing Officer** shall be deemed as final and will not be subject to screening or a hearing, unless there is an error on the face of the **penalty notice** as determined by the **Clerk**.
- 9.2. Unless otherwise stated in this by-law, upon issuance of a **penalty notice** pursuant to Section 4.1, the **administrative penalty** set out in such notice shall be due and payable to

the **Town** thirty (30) calendar days from the **effective date of service** of the **penalty notice**.

- 9.3. Notwithstanding Section 9.2, where an **administrative penalty**, including any **administrative fees**, are 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, or if no such date is specified, thirty (30) calendar days after the service of the **screening decision** or the **hearing decision**.
- 9.4. Notwithstanding Section 9.2, 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 such an extension of time.
- 9.5. Where an **administrative penalty**, with respect to a **penalty notice** issued pursuant to Paragraph (a) of Section 4.1, is not paid on or before the date it is due and payable, in addition to the **administrative penalty** and any other fees that may be payable pursuant to the By-law, the Owner of the vehicle subject to the **penalty notice** shall be liable to pay the **Town** the MTO Search Fee.
- 9.6. Where an **administrative penalty** is not paid within thirty (30) calendar days after it becomes due and payable, in addition to the **administrative penalty** and any other fees that may be payable pursuant to the By-law:
  - a) With respect to a **penalty notice** issued pursuant to Paragraph (a) of Section 4.1, the Owner of the vehicle subject to the **penalty notice** shall be liable to pay the **Town** the Late Payment Fee;
  - b) With respect to a **penalty notice** issued pursuant to Paragraph (b) of Section 4.1, the **person** subject to the **penalty notice** shall be liable to pay the **Town** the Late Payment Fee.
- 9.7. Where an **administrative penalty**, and any applicable **administrative fees**, with respect to a **penalty notice** issued pursuant to Paragraph (b) of Section 4.1, are not paid by the **person** to whom the **penalty notice** was issued to within thirty (30) calendar days on which they are due and payable, the **Town** may:
  - a) Add the **administrative penalty** and any applicable **administrative fees** to the tax roll and collect it in the same manner as municipal taxes; or
  - b) Pursue any other collection mechanisms available to the **Town**.
- 9.8. Where an **administrative penalty** was issued pursuant to Paragraph (a) of Section 4.1 and any **administrative fees** are not paid within seventy-five (75) calendar days after they become due and payable, the **Town** may;

- a) Notify the Registrar of 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 of a that **person**, in respect of the vehicle to which the **administrative penalty** and **administrative fees** apply, until the penalty and any applicable fees are paid, in which case the Owner of the vehicle in respect of which the **penalty notice** was issued shall, in addition to the **administrative penalty** and any other fees that may be payable pursuant to the By-law, pay the **Town** a Plate Denial Fee; and
  - b) Pursue any other collection mechanisms available to the **Town** pursuant to the Regulation or at law.
- 9.9. Where a **person** provides a method of payment to the **Town** for payment of any **administrative penalty** or **administrative fees**, which has insufficient funds available in the account on which the instrument was drawn, the Owner shall in addition to the **administrative penalty** and any other fees that may be payable pursuant to this By-law, be liable to pay the **Town** an NSF Fee.
- 9.10. All amounts due and payable to the **Town** pursuant to this By-law constitute a debt to the **Town**.
- 9.11. The **Clerk** may cancel an **administrative penalty**, and any applicable **administrative fees**, where a **penalty notice** was issued to a **person** because an error was made by the **Town**.
- 9.12. The **Clerk** may cancel an **administrative fee**, without cancelling the **administrative penalty**, where the **administrative fee** was imposed as a result of an error made by the **Town**.
- 9.13. Where an **administrative penalty** is cancelled by a **Screening Officer** or a **Hearing Officer**, any related **administrative fees** are also cancelled.
- 9.14. Where a **person** has paid an **administrative penalty** or an **administrative fee** that is cancelled or reduced pursuant to this By-law, the **Town** shall refund the amount cancelled or reduced.
- 9.15. Where the **person** served with a **penalty notice** issued pursuant to Paragraph (a) of Section 4.1, or issued a **screening decision**, is not the Owner, the Owner may exercise any right that such **person** may exercise under this By-law.
- 9.16. No **Officer** may accept payment in respect of an **administrative penalty** or **administrative fee**.
- 9.17. Payment of any **administrative penalty** or **administrative fees** must be received on or before the date on which it is due and payable, or any extended due date in accordance with the By-law, and will not be credited until received by the **Town**.

9.18. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

## 10. OFFENCES

10.1. No **person** shall:

- a) Make a false, misleading statement or fraudulent statement in relation to a **penalty notice**, or on any form submitted to the **Town** in relation to a **penalty notice**; or
- b) Obstruct an **Officer** exercising any authority under this By-law.

10.2. 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 a **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.

10.3. Any **person** who contravenes Section 10.1 or Section 10.2 is guilty of an offence and, upon conviction, is liable to a fine as provided for in the *Provincial Offences Act*.

10.4. If a **Corporation** has contravened Section 10.1 or Section 10.2, every director and officer who knowingly concurred in such contravention is guilty of an offence.

## 11. INTERPRETATION

11.1. Nothing in this By-law prevents a **Screening Officer** or a **Hearing Officer** from seeking or receiving legal advice.

11.2. Unless otherwise specified, references in this By-law to parts, sections, subsections, clauses and schedules are references to parts, sections, subsections, clauses, and schedules in this By-law.

11.3. The part and section headings contained throughout this document are for reference purposes only and do not form a part of this by-law. This By-law is to be interpreted without reference to such headings.

11.4. References in this By-law to any statute or statutory provision include references to that statute or statutory provision as it may from time to time be amended, extended, or re-enacted.

11.5. This By-law shall be read with all changes in gender or number as the context requires.

11.6. References in this By-law to items in the plural include the singular, and references to the singular include the plural, as applicable.

11.7. The words “include”, “includes”, and “including” are not to be read or interpreted as limiting works, phrases, or descriptions that precede them.

## 12. SEVERABILITY

12.1. 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 a provision, or part of a provision, be severed from this By-law and every other provision of the By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

## 13. EFFECTIVE DATE

13.1. This By-law shall come into effect on Month, XX, 20XX.

Read a first, second and third time and finally passed this XX day of XXXXX, 20XX.

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Lisa Post, Mayor

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Raylene Martell, Clerk

## SCHEDULE “A”

### DESIGNATED BY-LAWS SHORT FORM WORDING AND ADMINISTRATIVE PENALTIES – PARKING BY-LAWS

#### TRAFFIC BY-LAW 78-2005 AS AMENDED

Item	Violation	Section	Pentalty
1	Parked left wheels, facing wrong way	Section 3.1	\$ 35.00
2	Parked not entirely in a single angled parking space	Section 3.2.1	\$ 35.00
3	Parked front right wheel exceeding 15cm from edge of roadway	Section 3.2.2	\$ 35.00
4	Parked on one way street wheels exceeding 15cm from curb	Section 3.3	\$ 35.00
5	Parked on sidewalk	Section 3.4.1	\$ 35.00
6	Parked on boulevard	Section 3.4.2	\$ 35.00
7	Parked obstructing entranceway	Section 3.4.3	\$ 35.00
8	Parked within 15 metres of an intersection	Section 3.4.4	\$ 35.00
9	Parked within 9 metres of a crosswalk	Section 3.4.5	\$ 35.00
10	Parked within 9 metres of any stop sign	Section 3.4.6	\$ 35.00
11	Parked within 15 metres of any bridge	Section 3.4.7	\$ 35.00
12	Parked within 15 metres of rail crossing	Section 3.4.7	\$ 35.00
13	Parked obstructing traffic	Section 3.4.8	\$ 35.00
14	Parked obstructing snow removal	Section 3.4.9	\$ 35.00
15	Parked within 1.5 metres of fire hydrant	Section 3.4.10	\$ 75.00
16	Parked on the inside radius in the bend of the road	Section 3.4.11	\$ 35.00
17	Parking in a municipally owned parking facility between 11:30 p.m. and 7:30 a.m.	Section 3.4.12	\$ 35.00
18	Parked on Municipal Property not in a designated parking zone	Section 3.4.13	\$ 35.00
19	Parked in a municipal parking lot between 11:30 p.m. and 7:30 a.m. without permit	Section 3.4.14	\$ 35.00
20	Parked in any public park, trailway or open space	Section 3.4.15	\$ 35.00
21	Parked in a designated accessible parking space	Section 3.4.16	\$ 325.00
22	Parked within 15 metres of intersection	Section 3.5.1	\$ 35.00
23	Parked on road adjacent to school property between 8:30 a.m. and 4:30 p.m.	Section 3.5.2	\$ 35.00
24	Parked in excess of posted time limit	Section 3.5.3	\$ 35.00
25	Parked in prohibited area	Section 3.6	\$ 35.00
26	Stopped in prohibited area	Section 3.6	\$ 35.00

27	Parked between 2:00 a.m. and 7:00 a.m. from December 1 to March 31	Section 3.7	\$ 35.00
28	Parked vehicle in excess of 7 metres in length on highway in a residential zone	Section 3.9	\$ 35.00
29	Parked vehicle in excess of 3.5 metres high on highway in a residential zone	Section 3.9	\$ 35.00
30	Parked in school bus loading zone between hours of 8:00 a.m. and 4:00 p.m.	Section 3.10.2	\$ 35.00
31	Parked parallel not wholly within designated parking spot	Section 4.1.1	\$ 35.00
32	Parked on highway or municipal lots for a period longer than 2 hours	Section 4.2.2	\$ 35.00
33	Parked on municipally owned or controlled property in excess of 24 hours	Section 4.3.2	\$ 35.00
34	Parked without permit displayed in a Municipal recreation center	Section 4.3.3	\$ 35.00
35	Parked wrecked vehicle on municipally owned or controlled property	Section 4.3.4	\$ 35.00
36	Parked dismantled vehicle on municipally owned or controlled property	Section 4.3.4	\$ 35.00
37	Parked discarded vehicle on municipally owned or controlled property	Section 4.3.4	\$ 35.00
38	Parked inoperative vehicle on municipally owned or controlled property	Section 4.3.4	\$ 35.00
39	Parked unplatd vehicle on municipally owned or controlled property	Section 4.3.4	\$ 35.00
40	Parked non-electric vehicle in electric vehicle parking space	Section 4.3.7	\$ 35.00
41	Parked a vehicle not actively connected to electric vehicle charging stations	Section 4.3.8	\$ 35.00
42	Parked in designated accessible parking space on private property	Section 5.1	\$ 325.00
43	Stopped in intersection	Section 9.4	\$ 35.00
44	Operate motorized vehicle in public park	Section 9.10	\$ 35.00

#### **FIRE ROUTE BY-LAW 2019-011 AS AMENDED**

Item	Violation	Section	Penalty
1	Vehicle parked in designated fire route	Section 5.1	\$ 125.00

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## SCHEDULE “B”

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

#### ANIMAL CONTROL BY-LAW 2024-026 AS AMENDED

Item	Violation	Section	Penalty
1	Own, keep or harbour or permit more than 3 dogs	Section 2.2	\$ 350.00
2	Own, keep or harbour or permit more than 4 cats	Section 2.3	\$ 350.00
3	Own or keep an unlicensed dog	Section 2.5	\$ 350.00
4	Fail to keep tag affixed to dog	Section 2.6	\$ 350.00
5	Own or keep a prohibited animal	Section 2.8	\$ 350.00
6	Own, keep or harbour an unregistered grandparented animal	Section 2.9	\$ 350.00
7	Dispose of or bury an animal of Town Land	Section 2.14	\$ 350.00
8	Allow animal to be in Town facilities	Section 2.15	\$ 350.00
9	Dog at large	Section 6.1	\$ 350.00
10	Fail to remove excrement	Section 7.1	\$ 350.00
11	Permit unvaccinated dog to enter leash-free park	Section 8.1(a)	\$ 350.00
12	Permit dog younger than 4 months to enter leash-free park	Section 8.1(b)	\$ 350.00
13	Permit dog displaying aggressive behavior to enter leash-free park	Section 8.2(b)	\$ 350.00
14	Permit dog subject to dangerous dog Order to enter leash-free park	Section 8.2(c)	\$ 350.00
15	Permit dog subject to Interim Order to enter leash-free park	Section 8.2(d)	\$ 350.00
16	Permit dog to enter leash-free park when prohibited	Section 8.2(e)	\$ 350.00
17	Permit Pit Bull to enter leash-free park	Section 8.2(f)	\$ 350.00
18	Permit female dog in heat to enter leash-free park	Section 8.2(g)	\$ 350.00
19	Fail to remove dog from leash-free park when directed	Section 8.3(b)	\$ 350.00
20	Fail to accompany dog within leash-free park	8.4(b)	\$ 350.00
21	Fail to remove excrement from leash-free park	8.4(d)	\$ 350.00
22	Bring more than 3 dogs to leash free park	8.4(e)	\$ 350.00
23	Fail to microchip ID cat	10.1	\$ 350.00
24	Keep more than 3 hens	11.1(a)	\$ 350.00
25	Keep more than 1 hen coop	11.1(b)	\$ 350.00
26	Keep a rooster	11.1(c)	\$ 350.00
27	Permit hen to be outside of hen coop	11.2	\$ 350.00
28	Fail to keep Hen coop in compliance with by-law	12	\$ 350.00

29	Feed wildlife on private property	15.1(a)	\$ 350.00
30	Feed wildlife on Town property	15.2	\$ 350.00
31	Fail to comply with Order	19.3	\$ 500.00
32	Hinder, obstruct or attempt to hinder or obstruct an officer	19.4	\$ 500.00

### **BOULEVARD MAINTENANCE BY-LAW 2019-014, AS AMENDED**

Item	Violation	Section	Penalty
1	Grass, weeds and/or undergrowth exceed 15 cm in height on boulevard	2.1.1	\$ 350.00
2	Refuse on boulevard	2.1.2	\$ 350.00
3	Hazardous object, materials or conditions on boulevard	2.1.3	\$ 350.00
4	Hedges, shrubs, or flowers encroach on to highway or sidewalk	2.2.1	\$ 350.00
5	Hedges, shrubs, or flowers affect sight lines	2.2.2	\$ 350.00
6	Hedges, shrubs, or flowers obstruct sight triangle	2.2.3	\$ 350.00
7	Fail to keep fixture free from graffiti	2.3	\$ 350.00
8	Fail to keep boulevard curbs, blocks and driveway edging flush with ground	2.4	\$ 350.00
9	Fail to keep boulevard free of obstructions	2.5	\$ 350.00
10	Hinder, obstruct or attempt to hinder or obstruct an Officer	5.2	\$ 500.00
11	Fail to Comply with Order		\$ 500.00

### **DRIVING SCHOOL INSTRUCTION BY-LAW 2017-003, AS AMENDED**

Item	Violation	Section	Penalty
1	Cause or permit driving instruction within 150 metres of a school	2.1	\$ 350.00
2	Hinder or obstruct or attempt to hinder or obstruct an Officer	4.1	\$ 350.00

### **SITE ALTERATION BY-LAW 2024-001, AS AMENDED**

Item	Violation	Section	Penalty
1	Fail to comply with an Order	12.1	\$ 500.00
2	Obstruct an Officer	12.3	\$ 500.00

### IDLING CONTROL BY-LAW 2007-074, AS AMENDED

Item	Violation	Section	Penalty
1	Cause or permit vehicle to idle for more than 3 minutes	3.1	\$ 350.00

### LITTERING BY-LAW 1999-056, AS AMENDED

Item	Violation	Section	Penalty
1	Throw, place or deposit refuse on property	1	\$ 350.00

### NOISE BY-LAW 2024-023, AS AMENDED

Item	Violation	Section	Penalty
1	Emit, cause or permit noise	3.1	\$ 350.00
2	Emit, cause or permit noise from an electronic device	3.2	\$ 350.00
3	Emit, cause or permit noise from an electronic device from a vehicle	3.2	\$ 350.00
4	Emit, cause or permit persistent noise made by any animal	3.2	\$ 350.00
5	Emit, cause or permit noise from construction equipment without exhaust in good working order	3.2	\$ 350.00
6	Emit, cause or permit noise from vehicle while on private property	3.2	\$ 350.00
7	Emit, cause or permit noise from vehicle while on private property with modified exhaust	3.2	\$ 350.00
8	Emit, cause or permit noise from vehicle horn or warning device	3.2	\$ 350.00
9	Emit, cause or permit noise from an air conditioner, water pump, heat pump not in proper working order	3.2	\$ 350.00
10	Emit, cause or permit noise of ringing bells, horns, yelling, shouting, hooting, whistling or singing	3.2	\$ 350.00
11	Emit, cause or permit noise from all selling or advertising by shouting or outcry or amplified sound	3.2	\$ 350.00
12	Emit, cause, or permit noise from a vehicle	3.3	\$ 350.00
13	Emit, cause or permit noise from construction & operation of equipment Monday to Friday between the hours of 7 pm to 7 am	4.1	\$ 350.00

14	Emit, cause or permit noise from construction & operation of equipment Saturday to Sunday between the hours of 7 pm to 9 am	4.1	\$ 350.00
15	Emit, cause or permit noise from construction & operation of equipment on Statutory holidays between the hours of 5 pm to 9 am	4.1	\$ 350.00
16	Emit, cause or permit noise from the operation of domestic tools Monday to Friday between the hours of 9 pm to 7 am	4.1	\$ 350.00
17	Emit, cause or permit noise from the operation of domestic tools Saturday to Sunday between the hours of 9 pm to 9 am	4.1	\$ 350.00
18	Emit, cause or permit noise from the operation of domestic tools on Statutory Holidays between the hours of 5 pm to 9 am	4.1	\$ 350.00
19	Emit, cause or permit noise from the operation of lawn maintenance equipment Monday to Saturday between the hours of 9 pm to 7 am	4.1	\$ 350.00
20	Emit, cause or permit noise from the operation of lawn maintenance equipment on Statutory Holidays and Sunday between the hours of 9 pm to 9 am	4.1	\$ 350.00
21	Fail to comply with an Order	7.3	\$ 500.00
22	Hinder, obstruct, attempt to hinder or obstruct an officer	7.6	\$ 500.00

## PARKS & EVENTS BY-LAW 2023-021, AS AMENDED

Item	Violation	Section	Penalty
1	special event without permit	5.1(a)	\$ 350.00
2	Organized team sport without permit	5.1(b)	\$ 350.00
3	Instructional activity without permit	5.1(c)	\$ 350.00
4	Film production without permit	5.1(d)	\$ 350.00
5	Organize, conduct, hold or permit film production on private lands with pyrotechnics, special effects or fireworks without permit	5.2	\$ 350.00
6	Organize, conduct, hold or permit gathering for more than fifteen (15) persons in a park without permit	5.3	\$ 350.00
7	Operate or cause to operate a remote-controlled device on Town lands without permit	5.4	\$ 350.00
8	Handle, set off, or discharge fireworks, special effects, or pyrotechnics on Town land without a permit.	5.5	\$ 350.00

9	Exclusive use of sports field or Town facility without permit	5.6	\$ 350.00
10	Operate or use loudspeakers or sound-amplifying equipment in a park without permit		\$ 350.00
11	Conduct, solicit, sell, offer, display or advertise any business or trade for food or drink in a park without permit	5.8(a)	\$ 350.00
12	Conduct, solicit, sell, offer, display or advertise any business or trade for newspaper, magazine or publication in a park without permit	5.8(b)	\$ 350.00
13	Conduct, solicit, sell, offer, display or advertise any business or trade for goods, wares or merchandise in a park without permit	5.8(c)	\$ 350.00
14	Conduct, solicit, sell, offer, display or advertise any business or trade for art, skill or service without permit	5.8(d)	\$ 350.00
15	Engage in activity that interferes or causes a nuisance to the general public in park	5.9(a)	\$ 350.00
16	Conduct endangering health and safety of self or others in park	5.9(b)	\$ 350.00
17	Cast, throw or propel object to endanger or cause harm to any person in park	5.9(c)	\$ 350.00
18	Engage in golf activities or operate golf cart in park	5.9(d)	\$ 350.00
19	Obstruct, inconvenience or endanger others while operating a bicycle, roller skates, skateboard or like conveyance in park	5.9(e)	\$ 350.00
20	scatter remains from cremation or alkaline hydrolysis in park	5.9(f)	\$ 350.00
21	Urinate or defecate in park	5.9(g)	\$ 350.00
22	Contravene the rules and regulations of a posted sign in park	5.9(h)	\$ 350.00
23	Engage in kite fighting in park	5.9(j)	\$ 350.00
24	Fail to vacate Townlands in favour of a permit holder	5.11	\$ 350.00
25	Fail to produce permit	5.12	\$ 350.00
26	Remove, relocate or conceal posted sign in park	5.13	\$ 350.00
27	Fail to comply with an Order	5.14	\$ 350.00
28	Use sports field between October 15 to April 30 without approval	6.1	\$ 350.00
29	Kill, trap, injure or disturb any animal in park	7.2(a)	\$ 350.00
30	remove or injure nest or eggs in a park	7.2(b)	\$ 350.00
31	Feed waterfowl or wildlife in a park	7.2(c)	\$ 350.00

32	Permit animal in splashpad, landscaping, playground, or sportsfield	7.2(d)	\$ 350.00
33	Consume, serve, possess or sell alcohol on Town lands	8.1	\$ 350.00
34	Use barbeque outside designated areas on Town lands	9.1	\$ 350.00
35	Use barbeque without permit in park	9.2	\$ 350.00
36	Leave barbeque unattended in a park	9.3(a)	\$ 350.00
37	Leave unextinguished embers after barbeque use in a park	9.3(b)	\$ 350.00
38	improper disposal of cylinder, charcoal or embers in a park	9.3(c)	\$ 350.00
39	Have open flame under tent or pop-up structure in a park	9.3(d)	\$ 350.00
40	Camp, dwell or lodge in a park	10.1	\$ 350.00
41	Operate vehicle off designated roadways in a park	11.1(a)	\$ 350.00
42	Instruct, teach or coach any persons to drive a vehicle in a park	11.1(b)	\$ 350.00
43	Wash, clean polish, service or repair a vehicle in a park	11.1(c)	\$ 350.00
44	Operate or drive offroad vehicle on a hiking trail	12.1(a)	\$ 350.00
45	Operate or drive a vehicle on a hiking trail	12.1(b)	\$ 350.00
46	Operate or drive offroad vehicle on multi-use trail	12.2(a)	\$ 350.00
47	Operate or drive vehicle on multi-use trail	12.2(b)	\$ 350.00
48	Dump, deposit or dispose of refuse in park outside of provided receptacle	13.1	\$ 350.00
49	Dump, deposit or dispose of household refuse in park outside of provided receptacle	13.2	\$ 350.00
50	Dump, deposit or dispose of snow, fill or soil in park	13.3	\$ 350.00
51	Dump or drain pool or hot tub water in a park	13.4	\$ 350.00
52	Dump reptile, fish, animal or organism in body of water	13.5	\$ 350.00
53	Damage, alter or remove Park property or landscaping	14.1(a)	\$ 350.00
54	Erect, construct or place object without approval in a park	14.1(b)	\$ 350.00
55	Operate or use machinery, equipment or construction equipment in a park without approval	14.1(c)	\$ 350.00
56	Install gate to park without approval	14.2	\$ 350.00
57	Hinder or obstruct an officer	28.9	\$ 500.00

## PROPERTY STANDARDS BY-LAW 2022-021, AS AMENDED

Item	Violation	Section	Penalty
1	Fail to comply with Order	44.1	\$ 500.00
2	Hinder or obstruct an Officer	45.1	\$ 500.00

## SALE OF GOODS/SERVICE FROM HIGHWAYS 2007-73, AS AMENDED

Item	Violation	Section	Penalty
1	Unauthorized sale of goods/services on highways or adjacent vacant lots	2	\$ 500.00

## SIGN BY-LAW 2013-028, AS AMENDED

Item	Violation	Section	Penalty
1	Cause, permit or erect sign to obstruct view, creating hazardous condition	4.9(a)	\$ 350.00
2	Cause, permit or erect sign within 9 metres of a traffic light	4.9(b)	\$ 350.00
3	Cause, permit, or erect sign obstructing/impeding flue, exit, access or fire operations	4.9(c)	\$ 350.00
4	Cause, permit or erect sign projecting under 2.5 metres in pedestrian area	4.9(d)	\$ 350.00
5	Cause, permit or erect sign not in compliance with Building Code	4.9(e)	\$ 350.00
6	Cause, permit or erect sign no in compliance with safety or government regulations	4.9(f)	\$ 350.00
7	Cause, permit or erect sign not in compliance with by-law	4.9(g)	\$ 350.00
8	Cause, permit or erect sign encroaching on fire route without approval	4.9(h)	\$ 350.00
9	Cause, permit or erect sign on public property without permission	4.9(i)	\$ 350.00
10	Cause, permit or erect sign on median, traffic island or boulevard without permission	4.9(j)	\$ 350.00
11	Cause, permit or erect sign on public utility or interfering with utility service	4.9(k)	\$ 350.00
12	Cause, permit or erect sign on fence, tree, natural object or noise wall	4.9(l)	\$ 350.00

13	Cause, permit or erect a roof sign	4.9(m)	\$ 350.00
14	Cause, permit or erect sign with violent, nude or sexually explicit content	4.9(n)	\$ 350.00
15	Cause, permit or erect off-premises/billboard sign	4.9(o)	\$ 350.00
16	Cause, permit or erect illuminated sign affecting neighbouring properties	4.9(p)	\$ 350.00
17	Cause, permit or erect illuminated sign in Residential, C5 or Institutional zones	4.9(q)	\$ 350.00
18	Cause, permit or erect sign at Town recreation center without approval	4.9(r)	\$ 350.00
19	Cause, permit, or erect sign with flashing, moving or balloon/flag features	4.9(s)	\$ 350.00
20	Cause, permit or erect sandwich board sign for home occupation in Residential zone	4.9(t)	\$ 350.00
21	Cause, permit or erect ground sign in Residential zone	4.9(u)	\$ 350.00
22	Cause, permit, or erect readograph/electronic display as part of wall sign	4.9(v)	\$ 350.00
23	Cause, permit or erect portable sign in Heritage, C5 or Residential zone	4.9(w)	\$ 350.00
24	Cause, permit or erect temporary sign not meeting by-law exemptions	4.9(x)	\$ 350.00

### VEHICLE FOR HIRE BY-LAW 2022-038, AS AMENDED

Item	Violation	Section	Penalty
1	Own, operate or permit operation of a TNC without a licence	3.1(a)	\$ 500.00
2	Own, operate or permit operation of brokerage without a licence	3.1(b)	\$ 500.00
3	Own, operate or permit operation of a vehicle for hire without a licence	3.1(c)	\$ 500.00
4	Transfer licence without approval of Licence issuer	3.2	\$ 500.00
5	Carry on business under name not appearing on licence	3.3	\$ 500.00
6	Alter, erase or modify licence or permit such alteration	3.4	\$ 500.00
7	Represent as licensed under by-law without valid licence	3.5	\$ 500.00

8	Employ or engage in service of TNC driver not meeting by-law requirements	3.6	\$ 500.00
9	Employ or engage the service of a Driver without a valid licence	3.7	\$ 500.00
10	Own, operate or permit operation of TNC vehicle not meeting by-law requirements	3.8	\$ 500.00
11	Carry more passengers than manufacture's seating capacity allows	3.9	\$ 500.00
12	Operate, TNC, broker, or vehicle for hire outside terms of licence/by-law	3.1	\$ 500.00
13	Drive vehicle for hire without vehicle ownership	3.11(a)	\$ 500.00
14	Drive vehicle for hire without valid insurance	3.11(b)	\$ 500.00
15	Drive vehicle for hire without Ontario driver's licence	3.11(c)	\$ 500.00
16	Drive vehicle for hire without required documents	3.11(d)	\$ 500.00
17	Operate or permit vehicle for hire requiring mechanical/exterior repair	3.12	\$ 500.00
18	Remove or tamper with taxicab meter or meter seal	3.13	\$ 500.00
19	Operate taxi/limousine without valid place as per by-law	3.14	\$ 500.00
20	Charge fare greater than prescribed by by-law	3.15	\$ 500.00
21	Permit, accept or condone hail with TNC or limousine	3.16	\$ 500.00
22	Permit or accept cash payment for TNC or TNC driver service	3.17	\$ 500.00
23	Operate as TNC driver/vehicle without valid ID card issued by TNC	3.18	\$ 500.00
24	Own or operate TNC vehicle without valid TNC identifier displayed	3.19	\$ 500.00
25	Smoke in a vehicle for hire	3.2	\$ 500.00
26	Fail to pay fare	3.21	\$ 500.00
27	Fail to comply with Order	16.8	\$ 500.00
28	Hinder or obstruct an Officer	16.11	\$ 500.00

### FIREWORKS BY-LAW 2004-115, AS AMENDED

Item	Violation	Section	Penalty
1	Sell or offer fireworks for sale without required licence	3.1	\$ 500.00

2	Sell or retail fireworks on days other than Victoria Day or Canada Day, or 7 days prior	3.2	\$ 500.00
3	Sell or retail fireworks to anyone under 18 years old	3.3	\$ 500.00
4	Sell fireworks without displaying required by-law provisions in-store	3.4	\$ 500.00
5	Sell fireworks without proof they weren't assembled with child labour	3.5	\$ 500.00
6	Store fireworks for sale in quantities over 25 kg per bin, lot or bundle	3.6	\$ 500.00
7	Store fireworks exposed to direct sunlight	3.7	\$ 500.00
8	Exhibit fireworks in a store/shop window	3.8	\$ 500.00
9	Set off fireworks on highway, sidewalk, public park, or shopping plaza	3.9	\$ 500.00
10	Set off fireworks outside permitted days without a display permit	3.1	\$ 500.00
11	Hold firework display within 183 metres of sensitive location without consent	3.11	\$ 500.00
12	hold firework display without a permit	3.12	\$ 500.00
13	Hold firework display assembled with child labour	3.13	\$ 500.00
14	Sell or retail firecrackers within the Town	3.14	\$ 500.00
15	Sell off firecrackers within the Town	3.15	\$ 500.00

### KITE FIGHTING BY-LAW 2024-063, AS AMENDED

Item	Violation	Section	Penalty
1	Engage in kite fighting on private or public property	3.1	\$ 350.00
2	Fly kite with hazardous string on private or public property	3.2	\$ 350.00
3	Obstruct or hinder Officer	3.3	\$ 500.00

### CLEAN YARDS BY-LAW 2025-XX

Item	Violation	Section	Penalty
1	Fail to keep grass/vegetation below 15cm in height	2.1	\$ 350.00
2	Fail to remove weeds by the approved method	2.2(a)	\$ 350.00
3	Fail to control weed growth/spread	2.2(b)	\$ 350.00
4	Fail to remove hazardous trees/branches	2.3(a)	\$ 350.00

5	Fail to keep property free from infestation or pests	2.3(b)	\$ 350.00
6	Tree/Shrubs interference with Town Works	2.4(a)	\$ 350.00
7	Trees/Shrubs pedestrian/vehicle traffic	2.4(b)	\$ 350.00
8	Trees/Shrubs obstruct traffic/directional signs	2.4(c)	\$ 350.00
9	Trees/Shrubs obstruct motorist/pedestrian sightline	2.4(d)	\$ 350.00
10	Fail to keep property free of refuse	3.1	\$ 350.00
11	Fail to keep accessory structure free of refuse and hazard-free	3.2	\$ 350.00
12	Deposit refuse without consent	3.3	\$ 350.00
13	Fail to remove dumped/placed refuse from the property	3.5	\$ 350.00
14	Store refuse not in a rigid/watertight container	3.7(a)	\$ 350.00
15	Refuse container without a tight-fitting cover	3.7(b)	\$ 350.00
16	Refuse container improperly located on the property	3.7(c)	\$ 350.00
17	Unlevel fill on property exceeding 7 days	3.8	\$ 350.00
18	Store firewood adjacent to a public highway	4.1	\$ 350.00
19	Firewood stored less than 24 inches from the property line	4.1(a)	\$ 350.00
20	Firewood exceeding 24 inches in length	4.1(b)	\$ 350.00
21	Firewood not stacked orderly	4.1(c)	\$ 350.00
22	Firewood exceeds the height/area limit	4.1(d)	\$ 350.00
23	Firewood piled along the fence with a pool	4.1(e)	\$ 350.00
24	Fail to remove derelict vehicle from the property	5.1	\$ 350.00
25	Fail to remove standing water from the property	6.1	\$ 350.00
26	Fail to remove container/refuse capable of allowing standing water	6.2	\$ 350.00
27	Pool/water feature is not maintained	6.3	\$ 350.00
28	Excavation on property capable of holding standing water	6.4	\$ 350.00
29	Sump pump water discharge less than 4 ft from building	6.5	\$ 350.00
30	Downspout water discharge less than 4 ft from building	6.6	\$ 350.00
31	Underground drain discharge less than 4 ft from the adjacent property	6.7	\$ 350.00
32	Sump Pump/Downspout water impacting adjacent property	6.8	\$ 350.00
33	Fail to keep steps/walkway/driveway/parking maintained	7.1	\$ 350.00
34	Steps/walkway/driveway/parking are not free of snow and ice	7.1(a)	\$ 350.00
35	Fail to comply with an Order	12.1	\$ 500.00
36	Hinder, obstruct or attempt to hinder or obstruct an officer	12.2	\$ 500.00

## RESTAURANT BY-LAW 2023-093, AS AMENDED

Item	Violation	Section	Penalty
1	Own, operate, or permit operation of restaurant without a valid licence	3.1	\$ 500.00
2	Transfer restaurant licence contrary to by-law	3.2	\$ 500.00
3	Carry on a business under a name not on the licence	3.4	\$ 500.00
4	Alter, erase or modify restaurant licence or permit such modifications	3.5	\$ 500.00
5	Falsely represent as licensed under this by-law	3.6	\$ 500.00
6	Own, operate or permit operation of restaurant not in accordance with licence or by-law	3.7	\$ 500.00
7	Fail to comply with Order	15.8	\$ 500.00
8	Obstruct or hinder Officer	15.1	\$ 500.00

## **SCHEDULE “C”**

### **ADMINISTRATIVE FEES**

<b>Item</b>	<b>Description</b>	<b>Fee</b>
1	Late Payment - Parking	\$ 25.00
2	Late Payment - Non-Parking	25% of penalty notice fee
3	MTO Search	\$ 12.00
4	Plate Denial	\$ 30.00
5	Screening Non-Appearance	\$ 50.00
6	Hearing Non-Appearance	\$ 100.00
7	Title Search	\$ 82.00
8	Corporate Search	\$ 30.00
9	NSF Check	\$ 45.00