

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTH GLENGARRY  
BY-LAW 2025-30**

***BEING A BY-LAW TO ESTABLISH AN ADMINISTRATIVE MONETARY  
PENALTY SYSTEM IN THE TOWNSHIP OF SOUTH GLENGARRY.***

**WHEREAS** the *Municipal Act, 2001*, c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;

**AND WHEREAS** Section 102.1 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, (the "Municipal Act") and Ontario Regulation 333/07 (the "Regulation") authorize The Corporation of the Township of South Glengarry (the "Township") to require a Person to pay an administrative penalty for a contravention of any by-law respecting the parking, standing or stopping of vehicles;

**AND WHEREAS** Section 434.1 of the *Municipal Act* authorizes the Township of South Glengarry to require a Person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the Person has failed to comply with a by-law of the municipality;

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

**AND WHEREAS** The Council of the Township of South Glengarry considers it desirable and necessary to provide for a system of Administrative Penalties and Administrative fees for designated Township By-laws;

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

**AND WHEREAS** the Council of the Township of South Glengarry is of the opinion that the delegations of legislative power under this By-law to the General Manager, the Clerk, to Hearing Officers and to Screening Officers are of a minor nature having regard to the number of people, the size of the geographic area, and the time period acted by the exercise of such delegated power;

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

**AND WHEREAS** The Council of the Township of South Glengarry considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for the designated Township by-laws, or portions of the designated Township by-laws;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY ENACTS AS FOLLOWS:**

**1.0 SHORT TITLE**

- 1.1 This by-law may be referred to as the “Administrative Monetary Penalty System By-law” or the “*AMPS* By-law”.

**2.0 DEFINITIONS**

- 2.1 “Administrative fee” means any fee specified in this by-law or set out in Schedule “B”;
- 2.2 “Administrative penalty” means an administrative penalty established by this by-law or set out in the attached Schedule “A” for a contravention of a Designated By-law;
- 2.3 “Adjudication Fee” means the amount the recipient is liable to pay as specified under Subsection 7.18 of the by-law and listed in Schedule “B”;
- 2.4 “AMPS” means Administrative Monetary Penalty System;
- 2.5 “Authorized Representative” means someone appearing on behalf of a Person in accordance with a written authorization provided upon request to the General Manager of Planning, Building and Enforcement, and who is not required to be licensed by any professional body;
- 2.6 “Clerk” means the Township Clerk, or any Person designated by them;
- 2.7 “Council” means the Council of the Township of South Glengarry;
- 2.8 “Day” means any calendar day;
- 2.9 “Designated By-law” means a by-law, or a part or provision of a by-law, that is designated under this or any other by-law, and listed in the attached Schedule “A” to which the AMPS applies;
- 2.10 “General Manager” means the General Manager of Planning, Building and Enforcement or any Person delegated by them;
- 2.11 “Hearing Decision” means a notice that contains a decision made by a Hearings Officer;
- 2.12 “Hearing Non-appearance Fee” means an Administrative fee established by Council from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Hearing Officer and listed in Schedule “B”;
- 2.13 “Hearing Officer” means a Person who performs the functions of a Hearing Officer in accordance with this By-law and pursuant to the Township’s Hearing Officer By-law, as amended;

- 2.14 “Holiday” means a Saturday, Sunday, any statutory Holiday in the Province of Ontario, or any Day the offices of the Township are officially closed for business;
- 2.15 “Late Payment Fee” means an Administrative fee established by Council from time to time in respect of a Person’s failure to pay an Administrative penalty within the time prescribed in this By-law, and listed in Schedule “B”;
- 2.16 “MTO Fee” means an Administrative fee established by Council from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, and listed in Schedule “B”;
- 2.17 “NSF Fee” means an Administrative fee established by Council from time to time in respect of payment by negotiable instrument or credit card received by the Township from a Person for payment of any Administrative penalty or Administrative fee, which has insufficient funds available in the account on which the instrument was drawn, and is listed in Schedule “B”;
- 2.18 “Officer” means a Municipal By-law Enforcement Officer, Provincial Offences Officer, and any other Person authorized by the Township to enforce by-laws;
- 2.19 “Penalty Notice” means a notice given to a Person pursuant to this By-law;
- 2.20 “Penalty Notice Date” means the date of the contravention specified on the Penalty Notice in accordance with this By-law;
- 2.21 “Penalty Notice Number” means the reference number on the Penalty Notice that is unique to the Penalty Notice in accordance with this By-law;
- 2.22 “Person” includes an individual or a business name, sole proprietorship, corporation, partnership or limited partnership, or an Authorized Representative thereof, and, in relation to vehicle, parking or traffic-related contraventions, whose name appears on the vehicle permit as provided by the Ontario Ministry of Transportation. If the vehicle permit consists of a vehicle portion and license plate portion, and different Persons are named on each portion, the Person whose name appears on the license plate portion, as provided by the Ontario Ministry of Transportation, is the Person for the purposes of this By-law;
- 2.23 “Plate Denial Fee” means an Administrative fee established by Council from time to time in respect of a Person’s failure to pay within the time prescribed prior to a request for plate denial and listed in Schedule “B”;
- 2.24 “Regulation” means Ontario Regulation 333/07 as amended under the Municipal Act;

- 2.25 “Request for Review by Hearing Officer” means the request which is made in accordance with this By-law for the review of a Penalty Notice;
- 2.26 “Request for Review by Screening Officer” means the request made in accordance with which is made in accordance with this By-law for the review of a Screening Decision;
- 2.27 “Review by Hearing Officer” means the process set out in this By-law;
- 2.28 “Review by Screening Officer” means the process set out in this By-law;
- 2.29 “Screening Decision” means a notice which contains the decision of a Screening Officer;
- 2.30 “Screening Non-Appearance Fee” means an Administrative fee established by Council from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Screening Officer and listed in Schedule “B”;
- 2.31 “Screening Officer” means a Person who performs the functions of a Screening Officer in accordance with the By-law, appointed by the General Manager; and,
- 2.32 “Township” means the Corporation of the Township of South Glengarry.

### **3.0 APPLICATION OF THIS BY-LAW**

- 3.1 The Township by-laws, or portions of Townships by-laws, listed in Schedule “A” of this by-law shall be Designated By-laws for the purposes of Sections 102.1 and 151 of the Municipal Act and paragraph 3(1)(b) of the Regulation. The attached Schedule “A” sets out the Administrative penalty and may include short form language to be used on Penalty Notices, for the contraventions of Designated Bylaws.
- 3.2 Schedule “B” of this By-law shall set out Administrative fees imposed for the purposes of this By-law.
- 3.3 The Provincial Offences Act, R.S.O. 1990, c. P.33, as amended, will continue to apply to contraventions of a Designated By-law except that 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 of the same contravention under the Provincial Offences Act.

### **4.0 PENALTY NOTICE**

- 4.1 Every Person who contravenes a provision of a Designated By-law shall, upon issuance of a Penalty Notice, be liable to pay the

Township an Administrative penalty in the amount specified in the attached Schedule "A" to this By-law.

- 4.2 An Officer who has reason to believe that a Person has contravened any Designated By-law may issue a Penalty Notice as soon as reasonably practicable.
- 4.3 A Penalty Notice shall include the following information, as applicable:
  - a) The Penalty Notice Date;
  - b) A Penalty Notice Number;
  - c) The date on which the Administrative penalty is due and payable;
  - d) The identification number and signature of the Officer;
  - e) The contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
  - f) The amount of the Administrative penalty;
  - g) Such additional information as the General Manager determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative penalty; and
  - h) A statement advising that an unpaid Administrative penalty, including any applicable Administrative fee(s), will constitute a debt of the Person to the Township unless cancelled pursuant to Screening Review of Hearing Process.
- 4.4 The amount due for a Penalty Notice is:
  - a) The set penalty amount date on which the Administrative penalty is due and payable fifteen (15) days from service of the Penalty Notice;
  - b) The second offence Administrative penalty set out in Schedule "A" for the related contravention if the same violation is repeated by the same Person within three hundred and sixty-five (365) days of the previous Penalty Notice being issued in accordance with this By-law; or
  - c) The third offence Administrative penalty set out in Schedule "A" for the related contravention if the same violation is repeated by the same Person, three (3) or more times, within three hundred and sixty-five (365) days of the previous Penalty Notice being issued in accordance with this By-law.
- 4.5 In addition to the service methods provided in section 8.0 "Service of Documents" of this By-law, an Officer may serve the Penalty Notice of a Person by:
  - a) Affixing it to the vehicle in a conspicuous place at the time of a parking or traffic-related contravention; or
  - b) Delivering it Personally to the Person,
    - i. When relating to a parking or traffic-related contravention, the Person having care and control of the

vehicle at the time of the contravention. Within seven (7) days of the contravention; or

- ii. For all other contraventions, within thirty (30) days of the contravention.

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

4.7 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Township any applicable Administrative fee(s) as specified in the attached Schedule "B" to this by-law.

## **5.0 VOLUNTARY PAYMENT OF PENTALTY NOTICE**

5.1 Where a Penalty Notice has been paid, the Penalty Notice shall not be subject to further review.

5.2 A Penalty Notice shall be deemed to have been paid when the amount and all fees prescribed in Schedule "B" have been paid.

## **6.0 REVIEW BY A SCREENING OFFICER**

6.1 A Person who is served with a Penalty Notice may request that the Administrative penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative penalty is due and payable, as defined in Section 4.3 c), and in accordance with the process set out in Section 6.4.

6.2 If a Person has not requested a Review by a Screening Officer on or before the date on which the Administrative penalty is due and payable, the Person may request that the General Manager extend the time to request a Screening Review to a date that is no later than forty-five (45) days after the Penalty Notice Date, in accordance with the process set out in Section 6.4.

6.3 A Person's right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before forty-five (45) days after the Penalty Notice Date. At which time:

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

6.4 A Person's request for a Review by Screening Officer or request for an extension of time to request a Review by a Screening Officer shall be exercised by a submission by email, mail or fax transmission, using the Request for Review Form, attached hereto

a Schedule "C" or Schedule "D" and in accordance with the directions included therein.

a) Requests for a Review by a Screening Officer that are not in the prescribed format shall be deemed to be invalid.

- 6.5 A request for Review by a Screening Officer or request for an extension of time to request a Review by a Screening Officer shall be served in accordance with the provisions of Section 8.5 of this By-law.
- 6.6 A Request for Review by a Screening Officer or request for an extension of time to request a Review by a Screening Officer shall only be scheduled by the General Manager if the Person makes the request on or before the dates established by Sections 6.1 or 6.2 of this By-law.
- 6.7 The General Manager may grant a request to extend the time to request a Review by a Screening Officer where the Person demonstrates, to the satisfaction of the General Manager in their sole discretion, that the existence of extenuating circumstances prevented the filing of the request within the prescribed timeline.
- 6.8 Where an extension of time to request a Review by a Screening Officer is not granted by the General Manager, the Administrative penalty, and any applicable Administrative fee(s) shall be deemed to be confirmed. Notice of this decision will be provided by the General Manager to the Person in accordance with Section 8.0.
- 6.9 Where an extension of time to request a Review by a Screening Officer is granted by the General Manager, or when a Review by a Screening Officer has been requested in accordance with this Section, confirmation of said extension or receipt of said request shall be provided in accordance with Section 8.0
- 6.10 On a Review by a Screening Officer of an Administrative penalty, the Township will direct that the Review by a Screening Officer to proceed by way of a written screening unless, in the Township's discretion, an in Person or telephone appointment is required.
- 6.11 Where a Person fails to attend at the time and place Scheduled for a Screen Review of an Administrative penalty, or fails to provide requested documentation in accordance with a request by a Screening Officer:
- a) The Person shall be deemed to have abandoned the request for a Review by a Screening Officer of the Administrative penalty;
  - b) The Administrative penalty as set out in the Penalty Notice shall be deemed to be confirmed;
  - c) The Administrative penalty shall not be subject to any further review, including a review by and Court; and
  - d) The Person shall pay to the Township the Administrative penalty, and any other applicable Administrative fee(s).

- 6.12 On a Review by a Screening Officer of an Administrative penalty, the Screening Officer may:
- a) Affirm the Administrative penalty if the Person has not established on a balance of probabilities that the Designated By-law(s) was not contravened as described in the Penalty Notice; or
  - b) Cancel, reduce the penalty and/or extend the time for payment of the Administrative penalty, including any Administrative fee(s), where, in the sole discretion of the Screening Officer, doing so would maintain the general intent and purpose of the Designated By-law, and/or any of the following circumstances exist:
    - i. Defective form or substance on the Penalty Notice;
    - ii. Service of the Penalty Notice did not occur in accordance with Section 8.0; or
    - iii. Undue financial hardship.
- 6.13 After a Review by the Screening Officer, the Screening Officer shall issue a Screening Decision to the Person, delivered in accordance with Section 8.0 of this By-law.
- 6.14 A Screening Officer has no authority to consider questions relating to the validity of a statute, Regulation or by-law or the constitutional applicability or operability of any statute, Regulation, or by-law.
- 6.15 A Person's Request for a Review by a Screening Officer shall take place within forty-five (45) days upon receipt of the Request for Review form.

## **7.0 REVIEW BY A HEARING OFFICER**

- 7.1 A Person may Request a Review by a Hearing Officer within thirty (30) days of issuance of a Screening Decision in accordance with the Township's Hearing Officer By-law, as amended time to time.
- 7.2 If a Person has not requested a Review by a Hearing Officer on or before the date on which the Administrative penalty is due and payable, the Person may request that the General Manager extend the time to Request for a Review by a Hearings Officer to a date that is no later than forty-five (45) days after the Screen Decision date, in accordance with the process set out in Section 7.4
- 7.3 A Person's right to request an extension of time to Request for a Review by a Hearing's Officer expires, if it has not been exercised, on or before forty-five (45) days after the Screening Decision date, at which time:
- a) The Person shall be deemed to have waived the right to request a Review by a Hearing Officer or request an extension of time for a Review by a Hearing Officer;
  - b) The Screening Decision is confirmed; and
  - c) The Administrative penalty shall not be subject to any further review, including a review by any Court.

- 7.4 A Person's Request for a Review by a Hearing Officer or request for an extension of time to request a Review by a Hearing Officer is exercised by a submission by email, mail, or fax transmission, using the Request for Review Form, attached hereto as Schedule "C", or Schedule "E", and in accordance with the directions included therein.
- a) Requests for a Review by a Hearing Officer that are not in the prescribed format shall be deemed to be invalid.
- 7.5 A Request for a Review by a Hearing Officer or request for an extension of time to request a Review by a Hearing Officer shall be served in accordance with the provisions of Section 8.5 of this By-law.
- 7.6 A Request for a Review by a Hearing Officer or a request for an extension of time to request a Review by a Hearing Officer shall only be scheduled by the General Manager if the Person makes the request on or before the dates established by Section 7.1 or 7.2 of this By-law.
- 7.7 The General Manager may grant a request to extend the time to request a Review by a Hearing Officer only where the Person demonstrates, to the satisfaction of the General Manager in his/her sole discretion, that they were not served in accordance with Section 8.0 of this By-law.
- 7.8 Where an extension of time to request a Review by a Hearing Officer is granted by the General Manager or when a Review by a Hearing Officer has been requested in accordance with this Section, a Notice of a Hearing will be provided in accordance with Section 8.0 of this By-law.
- 7.9 Where a Person fails to appear at the time and place scheduled for a Hearing:
- a) The Person shall be deemed to have abandoned the Request for a Review by a Hearing Officer;
- b) The Screening Decision and the Administrative penalty and any Administrative fee(s) shall be deemed to be confirmed;
- c) The Screening Decision and the Administrative penalty and any Administrative fee(s) shall not be subject to any further review, including a review by any Court; and
- d) The Person shall pay to the Township a Hearing Non-appearance Fee, Late Payment Fees, MTO Fee if applicable and any other applicable Administrative fee(s).
- 7.10 A Review by a Hearing Officer de novo shall be conducted in accordance with the Statutory Powers and Procedures Act, R.S.O. 1990, c. S.22, as amended, Hearings Officer By-law as amended time to time.
- 7.11 The parties to a Review by a Hearings Officer shall be the Person seeking review and the Township, who may attend through the

General Manager, a Screening Officer, an Officer, the Township Solicitor, or a delegate of any of the above Persons.

- 7.12 Any information contained in the Penalty Notice is admissible in evidence as proof of the facts certified in it, in the absence of evidence to the contrary. If a Person wishes to challenge the facts contained in the Penalty Notice, they shall mark the Request for Review Form accordingly.
- 7.13 Upon the conclusion of a Review by Hearing Officer, the Hearing Officer may:
- a) Confirm the Screening Decision; or
  - b) Cancel, reduce the penalty and/or extend the time for payment of the Administrative fee(s), on the following grounds:
    - i. Where the Person establishes on a balance of probabilities that the Designated By-law(s) as described in the Penalty Notice was not contravened; or
    - ii. Where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative fee(s), is necessary to relieve any undue financial hardship.
- 7.14 A Hearing Officer has no authority to consider questions relating to the validity of a statute, Regulation or by-law or the constitutional applicability or operability of any statute, Regulation, or by-law.
- 7.15 After a Review by a Hearing Officer is complete, the Hearing Officer shall issue a Hearing Decision to the Person and deliver it in accordance with the Hearing Officer By-law.
- 7.16 The decision of a Hearing Officer is final.
- 7.17 A Person's Request for a Review by a Hearing Officer shall take place within 45 days upon receipt of the Request for Review form.
- 7.18 Every Person who receives an upheld decision in a review by a Hearing Officer in relation to a Penalty Notice issued through the Administrative Monetary Penalty System established by this By-law shall be responsible for an additional Adjudication Fee as prescribed in Schedule "B" for the purpose of the Township recovering administrative costs associated to the Hearing Officer Review.

## **8.0 SERVICE OF DOCUMENTS**

- 8.1 Any notice or decision, including a Penalty Notice, made pursuant to this By-law, when served in any of the following ways, is deemed effective:
- a) Immediately, when a copy is delivered by Personal service to the Person to whom it is addressed or, in the case of a Penalty Notice relating to a parking or traffic-related contravention, by

affixing it to the vehicle in a conspicuous place at the time of the contravention;

- b) On the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the Person's last known address;
- c) Immediately upon the conclusion of a copy by facsimile transmission to the Person's last known facsimile transmission number; or
- d) Immediately upon sending a copy by electronic mail (i.e. email) to the Person's last known electronic mail address.

8.2 For the purposes of subsections 8 (1) (b), (c) and (d) of this By-law, a Person's last known address, facsimile number, and electronic mail address includes an address, facsimile number and electronic mail address provided by the Person to the Township as may be required by a form, practice or policy under this By-law.

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

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

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

8.5 Where this By-law requires service by a Person on the Township, service shall be addressed to the General Manager, and shall be deemed effective:

- a) Immediately, when a copy is delivered by Personal service to the General Manager at the location prescribed on the applicable form or notice;
- b) On the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the location prescribed on the applicable form or notice; or
- c) Immediately, with respect to electronic mail or upon the conclusion of a copy by facsimile transmission to the facsimile number listed on the applicable form or notice.

## 9.0 ADMINISTRATION

- 9.1 The General Manager shall administer this By-law and establish any additional practices, policies, and procedures necessary to implement this By-law and may amend such practices, policies, and procedures from time to time as the General Manager deems necessary, without amendment to this By-law.
- 9.2 The General Manager shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may amend such forms and notice from time to time as the General Manager deems necessary, without amendment to this By-law.
- 9.3 Any Administrative fee(s) prescribed in Schedule "B" of this By-law shall be added to and be deemed part of the penalty amount unless otherwise rescinded by the Hearing Officer.
- 9.4 Where an Administrative penalty is not paid by the date on which the Administrative penalty is due and payable, the Person shall pay to the Township a Late Payment Fee, in addition to the Administrative penalty and any applicable Administrative fee(s).
- 9.5 Where a Person makes payment to the Township of any Administrative penalty, Administrative fee(s) or Late Payment Fee(s), by negotiable instrument or credit card, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Township the NSF Fee set out in the Township's Fees and Charges By-law.
- 9.6 An Administrative penalty, including any Administrative fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Township by the Person.
- 9.7 Where an Administrative penalty involved a vehicle, the Township may notify the Registrar of Motor Vehicles, resulting in plate denial. At the time that plate denial is requested a Plate Denial Fee will be added in accordance with Schedule "B" of this By-law and shall be added to the total debt owed to the Township.
- 9.8 Where an Administrative penalty, including any applicable Administrative fee(s) or Late Payment Fee(s), are not paid within fifteen (15) days after it becomes due and payable shall be deemed to be unpaid taxes and may be collected in the same manner as taxes in accordance with Section 432.2 of the Municipal Act, 2001.
- 9.9 Where an Administrative penalty is cancelled by a Screening Officer or Hearing Officer, any Administrative fee(s) are also cancelled.
- 9.10 An Authorized Representative is permitted to appear on behalf of a Person at a Review by a Hearing Officer, or to communicate with

the Township on behalf of a Person in accordance with a written authorization satisfactory to the General Manager.

- 9.11 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
- 9.12 A Person claiming financial hardship under this By-law shall provide documented proof of the financial hardship to the General Manager, the Screening Officer or the Hearing Officer, as applicable.
- 9.13 Any Schedule attached to this By-law forms part of this By-law.

#### **10.0 SEVERABILITY**

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

#### **11.0 INTERPRETATION**

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

#### **12.0 EFFECTIVE DATE**

- 12.1 This By-law shall come into force and effect on January 1, 2026.

***READ A FIRST AND SECOND TIME THIS 23<sup>RD</sup> DAY OF JUNE 2025.***

***READ A THIRD AND FINAL TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 28<sup>TH</sup> DAY OF JULY 2025.***

***MAYOR:***

***CLERK:***

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**Schedule “A”**  
**Administrative Monetary Penalty System**  
***Designated By-law Provisions***

The following By-laws shall be considered *Designated By-laws* as defined in the Administrative Monetary Penalty System By-law (AMPS):

<b><i>Designated By-law</i></b>	<b>Appendix</b>	<b>By-law Number</b>
Animal Control	1	23-2022
Clean Yards	2	11-2020
Fence	3	13-2020
Mobile Food Premise	4	16-2021
Nuisance	5	20-2016
Pool Enclosure	6	16-18
Property Standards	7	39-2024
Open Burning	8	13-15
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>

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