Town of East Gwillimbury

The Corporation of the Town of East Gwillimbury

By-law 2023-062

Being a By-law to implement an Administrative Penalty System in the Town of East Gwillimbury

Whereas Section 434.1 of the *Municipal Act, 2001*, S.O. 2001, c 25, as amended (the "**Municipal Act, 2001**") 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 of the municipality passed under the Municipal Act, 2001; and

Whereas Section 102.1 of the Municipal Act, 2001 authorizes a municipality 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 15.4.1 of the *Building Code Act, 1992*, S.O. 1992, c.23 (the "**Building Code Act**") 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 of the municipality 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 Subsection 391(1)(a) of the Municipal Act, 2001 authorizes a municipality to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it; and

Whereas The Corporation of the Town of East Gwillimbury considers it desirable to operate one administrative penalty system for offences of its municipal by-laws or offences under the Building Code Act.

Now therefore the Municipal Council of The Corporation of the Town of East Gwillimbury enacts as follows:

1.0 DEFINITIONS

1.1 In this By-law:

“Administrative Fee” means an administrative fee that the Town may impose in respect of administration of this By-law as more particularly set out in Schedule “B”, and for greater clarity, is separate and distinct from an Administrative Penalty;

“Administrative Penalty” means an administrative penalty set out in Schedule “A” for contravention of an Applicable By-law, and for greater clarity, is separate and distinct from an Administrative Fee;

“Applicable By-law” means a by-law to which the Town’s APS applies, in accordance with the provisions of this By-law and as more particularly defined in Section 2.2;

“APS” means Administrative Penalty System;

“Authorized Representative” means an individual appearing on behalf of a Person;

“Council” means the Council of the Town of East Gwillimbury;

“Designated By-law” means a by-law with respect to parking, standing or stopping of vehicles that is designated by a municipality pursuant to Section 102.1 of the Municipal Act, 2001 and the Regulation, as a by-law to which the municipality’s system of administrative penalties applies and, if only a part of a by-law is designated, includes only the designated part of the by-law;

“Early Payment Amount” means a discounted amount payable in respect of an Administrative Penalty if paid before the eighth (8th) day following the date that the Penalty Notice was issued;

“General Manager” means the Town’s General Manager of Development Services;

“Hearing Decision” means a decision made by a Hearing Officer;

“Hearing Non-Appearance Fee” means an Administrative Fee in respect of a Person’s failure to appear at a Hearing Officer Review;

“Hearing Officer” means an individual who performs the functions of a Hearing Officer in accordance with Section 7;

“Hearing Officer Review” means the process set out in Section 7;

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

“Late Payment Fee” means an Administrative Fee payable if an Administrative Penalty is not paid in accordance with Section 4.4(a) or (b);

“Manager” means the Town’s Manager, By-law Enforcement Services;

“MTO” means the Ministry of Transportation of Ontario;

“MTO Plate Denial Fee” means an Administrative Fee in respect of the Town notifying the Registrar of Motor Vehicles of the MTO for the purpose of denying the validation of a vehicle permit or the issuance of a new permit until the Administrative Penalty is paid;

“MTO Search Fee” means an Administrative Fee in respect of amounts paid by the Town to obtain documents or information from the MTO about the vehicle or owner of the vehicle;

“Officer” means a person appointed by Council as a Municipal Law Enforcement Officer, the Chief Building Official, the Deputy Chief Building Official, or other individual duly appointed under applicable law to enforce Town by-laws;

“Penalty Notice” means a ticket issued pursuant to Section 4;

“Penalty Notice Date” means the date on which the Penalty Notice was issued;

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

“Person” includes an individual or a sole proprietorship, corporation, partnership, or limited partnership, or an Authorized Representative thereof, and, in relation to vehicle, parking or traffic-related contraventions, is the Person whose name appears on the vehicle permit as provided by the MTO. If the vehicle permit consists of a vehicle portion and licence plate portion, and different Persons are named on each portion, the Person whose name appears on the licence plate portion is the Person for the purposes of this By-law;

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

“Regulation” means the Administrative Penalties Regulation under the Municipal Act, 2001 being O. Reg. 333/07, amended to O. Reg. 149/15;

“Request for Hearing Officer Review” means a request to review a Screening Decision;

“Request for Screening Officer Review” means a request to review a Penalty Notice;

“Screening Decision” means a decision made by a Screening Officer;

“Screening Non-Appearance Fee” means an Administrative Fee in respect of a Person’s failure to appear at a Screening Officer Review;

“Screening Officer” means an individual who performs the functions of a Screening Officer in accordance with Section 6;

“Screening Officer Review” means the process set out in Section 6; and

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

2.0 APPLICATION OF THIS BY-LAW

2.1 The Traffic and Parking By-law 2019-136, or part thereof, as shown in Schedule “A” shall be and is hereby designated as a Designated By-law for the purposes of Sections 102.1 and 151 of the Municipal Act, 2001 and paragraph 3(1)(b) of the Regulation in respect of the parking, standing and stopping of vehicles.

2.2 The APS shall apply to all by-laws, or parts thereof, listed in Schedule “A”. Where a by-law in Schedule “A” has been enacted under Section 15.1 of the Building Code Act, the APS shall apply to any contravention thereunder as well as any orders made under Section 15.2(2) of the Building Code Act. For the purposes of this By-law, all by-laws set out in Schedule “A” are collectively referred to herein as the “**Applicable By-laws**”.

2.3 Schedule “A” sets out the Administrative Penalty and the short form language to be included in the Penalty Notice for the Applicable By-law.

2.4 The following fees constitute an Administrative Fee that may be charged by the Town in respect of the APS, in the amounts that are set out in Schedule “B”:

(i) Hearing Non-Appearance Fee;
(ii) Late Payment Fee;
(iii) MTO Plate Denial Fee;
(iv) MTO Search Fee; and
(v) Screening Non-Appearance Fee.

3.0 ADMINISTRATIVE PENALTIES

3.1 An Officer may issue an Administrative Penalty to a Person who has contravened (i) an Applicable By-law, (ii) an order made under Section 15.2(2) of the Building Code Act, (iii) a work order, or (iv) any other order issued pursuant to this By-law rather than laying a charge under the Provincial Offences Act.

3.2 The Officer has the discretion to proceed by way of an Administrative Penalty or by laying a charge under the Provincial Offences Act. If an Administrative Penalty is issued to a Person for a contravention under Section 3.1, no charge shall be laid against that Person for the same contravention. Subject to Section 10.3, where the Officer decides to proceed by way of an Administrative Penalty, the Provincial Offences Act shall be deemed to have no application in respect of that contravention.

3.3 The Administrative Penalties designated in Schedule "A" may be issued by way of a Penalty Notice to the Person alleged to have committed a contravention of an Applicable By-law.

4.0 PENALTY NOTICE

4.1 Every Person who contravenes an Applicable By-law shall, upon issuance of a Penalty Notice, be liable to pay the Town an Administrative Penalty in the amount specified in Schedule "A".

4.2 An Officer who has reason to believe that a Person has contravened an Applicable 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 date that the Penalty Notice was issued by the issuing Officer;
(b) a Penalty Notice Number;
(c) the Early Payment Amount, the Administrative Penalty, and the Late Payment Fee the Administrative Penalty;
(d) the identification number and signature of the Officer who issued the Penalty Notice;
(e) the short form wording as set forth in Schedule "A" to describe the contravention; and
(f) such additional information as the Manager determines is appropriate.

4.4 The amount due for a Penalty Notice is:

(a) the Early Payment Amount set out in Schedule “A” for the applicable contravention if payment is received by the Town before the eighth (8th) day following the Penalty Notice Date; or

(b) the Administrative Penalty set out in Schedule “A” for the applicable contravention if payment is received by the Town on and following the eighth (8th) day and on or before the thirtieth (30th) day from the Penalty Notice Date; or

(c) the Administrative Penalty set out in Schedule “A” for the applicable contravention plus the Late Payment Fee if the Administrative Penalty is not paid on or before the thirtieth (30th) day from the Penalty Notice Date; or

(d) 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

(e) the third or subsequent 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.

5.0 VOLUNTARY PAYMENT OF PENALTY NOTICE

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

5.2 A Penalty Notice shall be deemed to have been paid when the Administrative Penalty and any applicable Administrative Fees have been paid.

6.0 SCREENING OFFICER REVIEW

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 fifteenth (15th) day following the date of the Penalty Notice, and in accordance with the process set out in Section 6.4.

6.2 If a Person has not requested a Screening Officer Review on or before the date set out in Section 6.1, the Person may request during the period commencing on the sixteenth (16th) day and ending on the thirtieth (30th) day following the Penalty Notice Date that the Manager extend the time to request a Screening Officer Review, in accordance with the process set out in Section 6.4.

6.3 If a Person does not exercise their rights under Sections 6.1 or 6.2 within the applicable period set out in those Sections, then:

(a) the Person shall be deemed to have waived their rights under Section 6.1 or Section 6.2, as applicable;
(b) the Administrative Penalty shall be deemed to be confirmed; and
(c) the Person shall be estopped from taking further action, including legal action, to dispute their obligations in respect of the applicable Penalty Notice.

6.4 A Request for Screening Officer Review or request for an extension of time to request a Screening Officer Review are exercised by submitting on the prescribed form (on the Town's website or available in hard copy at the Town's Civic Centre Customer Service) a completed Screening Officer Review Form that includes:

(a) the Penalty Notice Number;
(b) the Person's mailing address, email address, and telephone number, and any other relevant contact information;
(c) the manner in which the Person wishes to be notified of the Screening Decision;
(d) in the case of a request to extend time to request a Screening Officer Review, the reasons, if any, for having failed to exercise the right to request a Screening Officer Review within the applicable period set out in Section 6.2;
(e) the reasons for which the Screening Officer Review has been requested; and
(f) the Person's preference that the Screening Officer Review proceed by way of written screening or by way of an in-person meeting, virtual meeting, or telephone appointment.

6.5 The Manager may grant a request for an extension of time to request a Screening Officer Review where the Person demonstrates to the Manager's satisfaction, that the existence of extenuating circumstances prevented the filing of the request within the applicable period.

6.6 Where the Manager does not grant an extension of time in respect of a request for a Screening Officer Review, the Administrative Penalty and any applicable Administrative Fee(s) are deemed to be confirmed. Notice of this decision which will include a brief explanation for denying the request shall be provided by the Manager to the Person in accordance with Section 8.

6.7 Where the Manager grants an extension of time in respect of a request for a Screening Officer Review, or when a Screening Officer Review has been requested in accordance with this Section 6, a notice of an appointment for the Screening Officer Review shall be provided by the Manager to the Person in accordance with Section 8.

6.8 The Manager shall decide, in the Manager's sole discretion, the way the Screening Officer will conduct the Screening Officer Review.

6.9 Where the Person requests an in-person meeting with the Screening Officer, the Person shall be provided with not less than seven (7) days' advance notice of the date, time, and place of the Screening Officer Review. Where the Person requests a virtual meeting, the Person shall be provided with not less than seven (7) days' advance notice of the date, time and electronic address link of the Screening Officer Review. Where the Person requests a telephone meeting, the Person shall be provided with not less than seven (7) days' advance notice of the date, time and telephone number of the Screening Officer Review.

6.10 Where the Person requests a meeting (eg. in-person, virtual, or by telephone) for the Screening Officer Review and the Person fails to appear at the meeting, or fails to remain at the meeting until the Screening Officer has made a Screening Decision respecting the Administrative Penalty, then:

(a) the Person shall be deemed to have abandoned the request for the Screening Officer Review;
(b) the Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed;
(c) the Person shall be estopped from requesting a Hearing Officer Review and from taking further action, including legal action, to dispute their obligations in respect of the applicable Penalty Notice; and
(d) in addition to paying the Administrative Penalty, the Person shall pay to the Town a Hearing Non-Appearance Fee as well as any other applicable Administrative Fee(s).

6.11 On a review of the Administrative Penalty, the Screening Officer may in a Screening Decision:

(a) confirm the Administrative Penalty if the Person has not established on a balance of probabilities that the Applicable By-law was not contravened as described in the Penalty Notice;
(b) cancel the Administrative Penalty, in accordance with Section 6.12;
(c) reduce the Administrative Penalty, in accordance with Section 6.13;

(d) extend the time for payment of the Administrative Penalty, in accordance with Section 6.13.

6.12 A Screening Officer may cancel an Administrative Penalty if the Screening Officer is satisfied that (a) the Person has established, on a balance of probability, that the contravention did not occur as alleged on the Penalty Notice, or (b) the payment of the Administrative Penalty would constitute undue hardship.

6.13 A Screening Officer may reduce an Administrative Penalty or extend the time for payment of an Administrative Penalty if the Screening Officer believes it is necessary to reduce undue hardship.

6.14 After a Screening Officer Review, the Screening Officer shall issue a Screening Decision to the Person, delivered in accordance with Section 8.

6.15 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.

7.0 HEARING OFFICER REVIEW

7.1 A Person may request a review by a Hearing Officer of a Screening Decision on or before the fifteenth (15th) day following the date of issuance of a Screening Decision.

7.2 If a Person has not requested a Hearing Officer Review on or before the date set out in Section 7.1, the Person may request during the period commencing on the sixteenth (16th) day and ending on the thirtieth (30th) day following the date of issuance of the Screening Decision that the Hearing Officer extend the time to request a Hearing Officer Review, in accordance with the process set out in Section 7.4.

7.3 If a Person does not exercise their rights under Sections 7.1 or 7.2 within the applicable period set out in those Sections, then the Screening Decision shall be deemed to be confirmed and the Person shall be estopped from taking further action, including legal action, to dispute their obligations in respect of the applicable Penalty Notice and Screening Decision.

7.4 A Request for Hearing Officer Review or request for an extension of time to request a Hearing Officer Review, are exercised by submitting on the prescribed form (on the Town’s website or available in hard copy at the Town’s Civic Centre Customer Service) a completed Hearing Officer Review Form that includes:

(a) the Penalty Notice Number;
(b) the Person's mailing address, email address, and telephone number and any other relevant contact information;
(c) the manner in which the Person wishes to be notified of the Hearing Decision;
(d) in the case of a request for an extension of time to request a Hearing Officer Review, the reasons, if any, for having failed to exercise the right to request a Hearing Officer Review within the applicable period set out in Section 7.2;
(e) the reasons for which the Hearing Officer Review has been requested; and
(f) the Person's preference that the Hearing Officer Review proceed by way of an in-person meeting, virtual meeting, or telephone appointment.

7.5 The Hearing Officer may grant a request for an extension of time to request a Hearing Officer Review only where the Person demonstrates to the Hearing Officer's satisfaction, that the existence of extenuating circumstances prevented the filing of the request within the applicable period. The Hearing Officer shall consider a request for an extension of time before reviewing the Screening Decision on its merits.

7.6 If the Person fails to appear at the meeting- (eg. in-person, virtual, or by telephone) for the Hearing Officer Review or the Person fails to remain at the meeting until the Hearing Officer has made a decision in respect of the matter, then:

(a) the Person shall be deemed to have abandoned the request for the Hearing Officer Review;
(b) the Screening Decision, and the Administrative Penalty found due and owing under the Screening Decision, and any Administrative Fees shall be deemed to be confirmed;
(c) the Person shall be estopped from taking further action, including legal action, to dispute their obligations in respect of the applicable Penalty Notice; and
(d) in addition to paying the Administrative Penalty, the Person shall pay to the Town a Hearing Non-Appearance Fee as well as any other applicable Administrative Fee(s).

7.7 The Hearing Officer shall give the Person the opportunity to make submissions in respect of a Screening Decision before making a decision in respect of the matter.

7.8 A Hearing Officer may in a Hearing Decision:

(a) affirm or deny the request to extend the time to request a Hearing Officer Review in accordance with Section 7.4;
(b) affirm the Screening Decision;
(c) reduce or cancel the amount payable under the Screening Decision; or
(d) extend the time for payment of any amount payable under the Screening Decision.

7.9 Where neither a Hearing Officer Review nor an extension of time for a Hearing Officer Review are requested in accordance with this By-law, or where the Person fails to request a Hearing Officer Review within any extended period of time granted by the Hearing Officer:

(a) the Person shall be deemed to have waived the right to a Hearing Officer Review;
(b) the Screening Decision, and the Administrative Penalty found due and owing under the Screening Decision and any Administrative Fees shall be deemed to be confirmed; and
(c) the Person shall be estopped from taking further action, including legal action, to dispute their obligations under the Screening Decision.

7.10 The Hearing Officer may consider and rely on a certified statement from 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.

7.11 In addition to anything else that is admissible as evidence in accordance with the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22, as amended, (the "**Statutory Powers Procedure Act**") the materials referred to in Section 7.12 are admissible as evidence as proof of the facts contained therein, in the absence of evidence to the contrary.

7.12 If evidence referred to in Section 7.11 is being admitted at a Hearing Officer Review, 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.

7.13 The decision of a Hearing Officer is deemed to be final, and the Person shall be estopped from taking further action, including legal action, to dispute their obligations in respect of the matter. The Hearing Officer shall serve the Person with a written copy of the Hearing Decision, in accordance with Section 8.

7.14 All hearings by a Hearing Officer shall be conducted in accordance with the Statutory Powers Procedure Act.

7.15 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.

8.0 SERVICE OF DOCUMENTS

8.1 The service of any document, notice or decision, including a Penalty Notice, pursuant to this By-law, when served by the Town 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; or
(b) immediately upon delivering it personally to the Person driving the vehicle or the Person having care and control of the vehicle at the time of the contravention; or
(c) immediately upon delivering it personally to an occupant at the last known address of the Person named in the Penalty Notice, who appears to be at least 16 years of age; or
(d) on the fifth (5th) day after the date of mailing, if mailed by regular mail or registered mail to the Person named in the Penalty Notice at his/her last known address; or
(e) immediately upon sending a copy by electronic mail (email) to the Person's last known electronic mail address save and except where it was emailed on a Holiday in which case service will be deemed effective on the next (non-Holiday) day after the Holiday.

8.2 For the purposes of Subsections 8.1 (c), (d) and (e), a Person's last known address or electronic mail address includes an address and electronic mail address provided by the Person to the Town.

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

(a) immediately, when a copy is delivered by personal service to the Manager at the location prescribed on the applicable form or notice; or
(b) on the fifth (5th) 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 save and except where it was emailed on a Holiday in which case service will be deemed effective on the next (non-Holiday) day after the Holiday.

9.0 ADMINISTRATION

9.1 The General Manager shall administer this By-law. The General Manager may establish, and amend from time to time, any additional practices, policies, and procedures necessary to implement this By-law, 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 notices from time to time, as the General Manager deems necessary, without amendment to this By-law.

9.3 The General Manager has the authority to appoint Screening Officers. Hearing Officers must be appointed by Council.

9.4 Municipal Enforcement Officers shall not accept payment by a Person in respect of an Administrative Penalty or an Administrative Fee.

9.5 Where an Administrative Penalty and any applicable Administrative Fee(s) are not paid by the date on which they are due, the Town, in the case of a contravention of a by-law respecting the parking, standing or stopping of vehicles, may notify the MTO of the default after thirty (30) days of such due date, at which time the MTO will not validate the permit of the Person named in the notice of default nor issue a new permit to the Person until the Administrative Penalty and any applicable Administrative Fee(s) are paid to the Town.

9.6 If an amount referred to in Section 9.5 is payable by a property owner in the Town, the Town may deem the outstanding amount to be unpaid taxes, add this amount to the tax roll, and collect it in the same manner as municipal taxes.

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

9.8 Where an Administrative Penalty, including any applicable Administrative Fees, is confirmed or reduced by a Screening Officer or a Hearing Officer, the Administrative Penalty and Administrative Fees shall be due and payable on the date specified in the Screening Decision or Hearing Decision, as the case may be.

9.9 An Authorized Representative is permitted to appear on behalf of a Person at a Screening Officer Review or Hearing Officer Review, or to communicate with the Town on behalf of a Person, in accordance with a written authorization satisfactory to the Manager.

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

9.11 A Person claiming undue hardship under this By-law shall provide, upon request, documented proof of the undue hardship to the Manager, the Screening Officer or the Hearing Officer, as applicable.

10.0 OFFENCES

10.1 No Person shall:

(a) make a false, misleading 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 officers or employees of the Town, Municipal Councillors, or individuals performing duties related to the administration of APS for the purpose of influencing or interfering in the administration of APS.

10.3 Any Person who contravenes Sections 10.1 and 10.2 is guilty of an offence and, upon conviction, is liable to a fine under the Provincial Offences Act.

11.0 SEVERABILITY

11.1 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.

12.0 INTERPRETATION

12.1 The provisions in Part VI of the *Legislation Act, 2006*, S.O. 2006, c.21. Sched. F, shall apply to this By-law.

12.2 A reference to any legislation, by-law, or any provision thereof in this By-law shall include reference to any amendment to, modification or re-enactment thereof, any legislative provision substituted thereof, any regulation made thereunder, and any successor legislation or by-law.

12.3 Unless otherwise indicated, any reference in this By-law to a section, subsection or clause, or to a schedule, refers to the specified section, subsection or clause of, or a schedule to, this By-law.

12.4 The recitals and the schedules attached to this By-law form part of this By-law.

12.5 A reference to a Person in this By-law includes the Person's delegate.

12.6 Where in this By-law the context is required, words in the singular include plural and words in the plural include singular, and words importing the masculine gender include the feminine and neuter genders.

12.7 The following schedules (the "**Schedules**"), which are attached hereto, form part of this By-law:

Schedule "A": Applicable By-laws
Schedule "B": Administrative Fees for Administrative Penalty System

13.0 SHORT TITLE

13.1 This By-law may be referred to as the APS By-law.

14.0 EFFECTIVE DATE

14.1 This By-law shall come into effect on the date of its enactment.

Enacted and passed this 17th day of October, 2023.

Virginia Hackson, Mayor

Tara Lajevardi, Municipal Clerk

SCHEDULE “A”

APPLICABLE BY-LAWS

1. Column 2 in the following tables lists the provisions in the Applicable By-law that may give rise to a Penalty Notice being issued in respect of a contravention or alleged contravention under the APS.

2. Column 3 in the following tables sets out the short form wording to be used in a Penalty Notice for a contravention or alleged contravention under the APS of the designated provision listed in Column 2.

3. Column 4 in the following tables sets out the Early Payment Amount that is payable for a contravention of the designated provision listed in Column 2.

4. Column 5 in the following tables sets out the Administrative Penalty that is payable for a contravention of the designated provision listed in Column 2.

5. Column 6 in the following tables sets out the Administrative Penalty for a second offence that is payable for a contravention of the designated provision listed in Column 2.

6. Column 7 in the following tables sets out the Administrative Penalty for a third and subsequent offence that is payable for a contravention of the designated provision listed in Column 2.

Traffic and Parking By-law 2019-136

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount
1	3.1 (a) (i)	Improper parallel parking more than 30cm from curb	$35.00	$50.00
2	3.1 (a) (ii)	Improper parallel parking – rolled curb/no curb	$35.00	$50.00
3	3.2 (a) (i)	Park in front or within 2m of the intersection of a private roadway	$35.00	$50.00
4	3.2 (a) (ii)	Park for more than three (3) consecutive hours	$50.00	$75.00
5	3.2 (a) (iii)	Park between 2 a.m. and 6 a.m.	$50.00	$75.00
6	3.2 (a) (iv)	Park within 60cm of a driveway	$35.00	$50.00
7	3.2 (a) (v)	Park within 3m of fire hydrant	$75.00	$100.00
8	3.2 (a) (vi)	Park within 15m of an intersecting roadway	$35.00	$50.00
9	3.2 (a) (vii)	Park within 15m of any level crossing of railway	$35.00	$50.00
10	3.2 (a) (viii)	Park displaying vehicle for sale	$35.00	$50.00
11	3.2 (a) (ix)	Park washing/greasing/repairing vehicle	$35.00	$50.00
12	3.2 (a) (x)	Park alongside tracks of railway	$35.00	$50.00
13	3.2 (a) (xi)	Park preventing removal of another vehicle	$35.00	$50.00
14	3.2 (a) (xii)	Park obstruct a crosswalk or crossover	$35.00	$50.00
15	3.2 (a) (xiii)	Park on median strip	$35.00	$50.00
16	3.2 (a) (xiv)	Park interfere with traffic	$35.00	$50.00
17	3.2 (a) (xv)	Park within 152m of firefighting apparatus	$35.00	$50.00
18	3.2 (a) (xvi)	Park on bridge	$35.00	$50.00
19	3.2 (a) (xvii)	Park in centre of cul-de-sac	$35.00	$50.00
20	3.2 (a) (xviii)	Park on boulevard	$35.00	$50.00
21	3.2 (a) (xix)	Park interfere with snow clearing operations	$75.00	$100.00
22	3.2 (a) (xx)	Park interfere with highway cleaning operations	$50.00	$75.00
23	3.2 (a) (xxi)	Park on municipal property without authorization	$35.00	$50.00
24	3.2 (a) (xxii)	Park on private property without authorization	$35.00	$50.00
25	3.2 (a) (xxiii)	Park trailer not attached to motor vehicle	$35.00	$50.00
26	3.2 (a) (xxvi)	Park within 8m of fire hall	$35.00	$50.00
27	3.2 (a) (xxvi)	Park within 30m of fire hall on opposite side of highway	$35.00	$50.00
28	3.2 (b)	Park commercial motor vehicle on highway	$50.00	$75.00
29	3.2 (d)	Park/stand vehicle on roadway designated as closed	$50.00	$75.00
30	3.2 (e)	Park a motor vehicle in an unauthorized area	$75.00	$100.00
31	3.3 (a) (i)	Park within 30m of an intersection controlled by traffic signals	$35.00	$50.00
32	3.3 (a) (ii)	Park within turning basin	$35.00	$50.00
33	3.3 (a) (iii)	Park on divided portion of highway	$35.00	$50.00
34	3.4 (a) (i)	Stop on or over sidewalk or footpath	$35.00	$50.00
35	3.4 (a) (ii)	Stop on or over curb	$35.00	$50.00
36	3.4 (a) (iii)	Stop within an intersection, crosswalk or crossover	$35.00	$50.00
37	3.4 (a) (iv)	Stop within 9m of pedestrian crossover –opposite direction	$35.00	$50.00
38	3.4 (a) (v)	Stop within 9m of pedestrian crossover – same direction	$35.00	$50.00
39	3.4 (a) (vi)	Stop alongside/across highway – impede traffic	$35.00	$50.00

40	3.4 (a) (vii)	Double parked	$35.00	$50.00
41	3.4 (a) (viii)	Stop on bridge or within underpass	$35.00	$50.00
42	4.1	Park contrary to posted sign	$35.00	$50.00
43	5.2	Park in a designated accessibility parking space	$300.00	$350.00
44	6.7	Park in a fire route	$100.00	$150.00
45	7.1	Park on municipal property between 2 a.m. and 6 a.m.	$35.00	$50.00
46	7.2	Park on municipal property outside space provided	$35.00	$50.00
47	8.1	Stop contrary to posted sign	$50.00	$75.00
48	9.2	Stop in a school bus loading zone	$50.00	$75.00
49	20.2 (b)	Park on bicycle lane	$35.00	$50.00
50	26.1	Park in taxi stand	$35.00	$50.00

Property Maintenance By-law 2018-084

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	2.1	Fail to cut grass or weeds over twenty centimeters in height	$187.50	$250.00	$375.00	$500.00
2	2.5	Permit ground cover to contain invasive plant species	$187.50	$250.00	$375.00	$500.00
3	2.7	Fail to maintain all hedges, ivy, bushes and shrubs on their property	$187.50	$250.00	$375.00	$500.00
4	2.8	Fail to remove any domesticated animal excrement on their property	$187.50	$250.00	$375.00	$500.00
5	2.9	Fail to maintain property clear of waste material	$187.50	$250.00	$375.00	$500.00
6	2.10	Fail to store waste material in rigid covered container	$187.50	$250.00	$375.00	$500.00
7	2.10	Store waste material in front yard	$187.50	$250.00	$375.00	$500.00
8	2.11	Fail to maintain property clear of all inoperable vehicles	$187.50	$250.00	$375.00	$500.00
9	2.12	Park, store, keep or place recreational vehicle, trailer or boat contrary to Zoning By-law	$187.50	$250.00	$375.00	$500.00
10	2.13	Park, store or drive vehicle on unpaved or inappropriate finished surface	$187.50	$250.00	$375.00	$500.00
11	2.14	Fail to remove graffiti, stains or other defacement	$187.50	$250.00	$375.00	$500.00
12	2.15	Erect, install or permit to be erected, installed outdoor light fixture, not shielded	$187.50	$250.00	$375.00	$500.00
13	3.1	Fail to keep property clear of objects or conditions that create or might create a health, fire or accident hazard	$187.50	$250.00	$375.00	$500.00
14	3.2	Cause of permit an unfenced or unprotected pit, excavation or other downward slope which causes a safety hazard	$187.50	$250.00	$375.00	$500.00

15	3.3	Permit a well which is unprotected or the presence of which creates a risk of accident or injury	$187.50	$250.00	$375.00	$500.00
16	3.4	Fail to remove all standing water	$187.50	$250.00	$375.00	$500.00
17	3.5	Fail to comply with Order to remedy standing water	$300.00	$400.00	$600.00	$800.00
18	3.6	Keep a swimming pool, hot tub, wading pool or artificial pond not in good repair and working condition	$187.50	$250.00	$375.00	$500.00
19	3.7	Fail to remove snow and ice from exterior walkways, steps, landings and ramps	$187.50	$250.00	$375.00	$500.00
20	3.8	Fail to remove snow and ice from the roofs of building(s) or structure(s) that pose a risk	$187.50	$250.00	$375.00	$500.00
21	4.1	Dump, throw, place, deposit or permit to be dumped, thrown, placed or deposited waste material	$187.50	$250.00	$375.00	$500.00
22	4.3	Dump, throw, place, deposit or permit to be dumped, thrown, placed or deposited waste material on a highway	$187.50	$250.00	$375.00	$500.00
23	5.2	Locate compost heap or structure contrary to by-law provisions	$187.50	$250.00	$375.00	$500.00
24	6.1	Keep firewood on a property not used for wood burning on the property	$187.50	$250.00	$375.00	$500.00
25	6.2	Fail to store firewood in accordance to provisions of by-law	$187.50	$250.00	$375.00	$500.00
26	7.2	Alter or permit to be altered heritage property without approval	$187.50	$250.00	$375.00	$500.00
27	7.3	Fail to protect vacant heritage property against the risk of fire, storm, neglect, intentional damage and pests	$187.50	$250.00	$375.00	$500.00
28	9.5(a)	Fail to post “No Trespassing” signs on a vacant heritage property	$187.50	$250.00	$375.00	$500.00
29	10.1	Fail to affix street number	$187.50	$250.00	$375.00	$500.00
30	10.9	Fail to maintain street number in good order and repair	$187.50	$250.00	$375.00	$500.00
31	16.2	Fail to comply to an Order	$300.00	$400.00	$600.00	$800.00
32	19.1	Obstructing an Officer or Agent	$300.00	$400.00	$600.00	$800.00

Property Standards By-law 2018-083

Column 1 Item	Column 2 Designated Provisions	Column 2 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	2.1	Fail to maintain a dwelling or property in accordance with this By-law	$187.50	$250.00	$375.00	$500.00
2	2.2	Fail to abide by and conform with terms of an Order	$300.00	$400.00	$600.00	$800.00
3	2.6	Fail to abide by and conform with terms of Order to demolish	$300.00	$400.00	$600.00	$800.00

4	4.2(a)	Fail to keep property clean and free of brush, waste material and debris	$187.50	$250.00	$375.00	$500.00
5	4.2(b)	Fail to keep property clean and free of machinery or parts thereof	$187.50	$250.00	$375.00	$500.00
6	4.2(c)	Fail to keep property clean and free of dilapidated, collapsed or unfinished structures and materials that create nuisance or safety issues	$187.50	$250.00	$375.00	$500.00
7	4.2(d)	Fail to keep property clean and free of injurious insects or rodents	$187.50	$250.00	$375.00	$500.00
8	4.2(e)	Fail to keep property clean and free of dead, dying, diseased or hazard trees	$187.50	$250.00	$375.00	$500.00
9	4.3	Fail to cut grass and weeds exceeding twenty centimetres	$187.50	$250.00	$375.00	$500.00
10	4.8	Use of vehicle for the storage of waste material	$187.50	$250.00	$375.00	$500.00
11	4.12(b)	Discharge roof drainage, storm water, swimming pool or sump pump onto walkways, stairs or neighbouring property	$187.50	$250.00	$375.00	$500.00
12	4.14	Fail to contain storm water run-off from downspouts or impervious surfaces within the limits of the premises	$187.50	$250.00	$375.00	$500.00
13	4.15	Fail to keep property graded, cultivated and protected with a natural or artificial ground cover	$187.50	$250.00	$375.00	$500.00
14	4.17	Fail to maintain all fixtures and structures supporting artificial lights and exterior lighting	$187.50	$250.00	$375.00	$500.00
15	4.18	Cause of permit any exterior lighting to shine directly into any dwelling unit windows	$187.50	$250.00	$375.00	$500.00
16	4.25(a)	Keep a building or structure in a condition that is structurally unsound	$187.50	$250.00	$375.00	$500.00
17	4.25(d)	Keep a building or structure in a condition that contains loose, rotten, warped and broken materials and objects	$187.50	$250.00	$375.00	$500.00
18	4.31	Permit a building or structure damaged by fire, storm or by other causes to remain on property without being demolished or repaired	$187.50	$250.00	$375.00	$500.00
19	4.34	Alter or demolish or permit the alteration or demolition of heritage property without approval	$187.50	$250.00	$375.00	$500.00
20	4.35	Fail to maintain exterior walls in good repair	$187.50	$250.00	$375.00	$500.00
21	4.36	Fail to remove objectionable markings, graffiti or other defacement	$187.50	$250.00	$375.00	$500.00
22	4.38(a)	Fail to maintain exterior surfaces in good repair	$187.50	$250.00	$375.00	$500.00
23	4.38(b)	Fail to maintain metal eaves troughs, roof gutters, rainwater pipes and flashing in good repair	$187.50	$250.00	$375.00	$500.00
24	4.38(g)	Fail to maintain roof in good repair	$187.50	$250.00	$375.00	$500.00
25	4.38(h)	Fail to maintain chimney in good repair	$187.50	$250.00	$375.00	$500.00

26	4.39(a)	Fail to maintain stairs, porches and landings, all guard and handrails	$187.50	$250.00	$375.00	$500.00
27	4.40(e)	Fail to maintain floors in a clean and sanitary condition	$187.50	$250.00	$375.00	$500.00
28	4.41	Cause or permit a nuisance.	$187.50	$250.00	$375.00	$500.00
29	4.42	Cause or permit the accumulation of litter in or around property	$187.50	$250.00	$375.00	$500.00
30	4.43	Keep property used for temporary storage and disposal of waste material in manner that attracts or likely to attract insects, rodents or creates health and safety hazard	$187.50	$250.00	$375.00	$500.00
31	4.44(a)	Fail to protect an unoccupied building against risk of fire, storm, neglect or other danger/damage and prevent entrance of unauthorized persons	$187.50	$250.00	$375.00	$500.00
32	4.49	Permit foundation, waste material, masonry, or lumber to remain after fire or demolition	$187.50	$250.00	$375.00	$500.00
33	5.2	Fail to keep dwelling free of rodents and insects	$187.50	$250.00	$375.00	$500.00
34	5.3	Fail to disinfect garbage storage area to maintain a clean condition with minimum odours	$187.50	$250.00	$375.00	$500.00
35	5.4	Keep, occupy or permit the use of non-habitable room as a habitable room	$187.50	$250.00	$375.00	$500.00
36	5.10(d)	Fail to maintain interior wall and ceiling free of holes, cracks, and damage	$187.50	$250.00	$375.00	$500.00
37	5.10(g)	Fail to keep interior wall, ceiling, staircase and landing, furniture, fixture and appliance free from waste material	$187.50	$250.00	$375.00	$500.00
38	5.14	Fail to maintain windows in good repair	$187.50	$250.00	$375.00	$500.00
39	5.18	Fail to provide adequate ventilation	$187.50	$250.00	$375.00	$500.00
40	5.19(a)	Fail to provide suitable heating	$187.50	$250.00	$375.00	$500.00
41	6.1(a)	Fail to provide containers for waste disposal	$187.50	$250.00	$375.00	$500.00
42	6.4	Fail to maintain mechanical ventilating equipment	$187.50	$250.00	$375.00	$500.00
43	7.2(a)	Fail to maintain, preserve, and protect the heritage attributes	$187.50	$250.00	$375.00	$500.00
44	9.5	Obstructing an Officer	$300.00	$400.00	$600.00	$800.00

Fence By-law 2019-130

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	2.1	Cause, erect, maintain or permit Fence, Privacy Screen or Division Fence not in compliance with by-law	$187.50	$250.00	$375.00	$500.00
2	2.2 (a)	Erect, maintain or permit to be erected or maintain snow fence	$187.50	$250.00	$375.00	$500.00
3	2.2 (f)	Erect, maintain or permit to be erected or maintain a Fence on lands owned by the Town	$187.50	$250.00	$375.00	$500.00
4	2.5	Erect a Fence over a drainage easement or watercourse without constructing a Water Gate	$187.50	$250.00	$375.00	$500.00
5	2.7	Erect a Fence , Privacy Screen or Division Fence so as to obstruct access to any hydro or water meter or meter reading	$187.50	$250.00	$375.00	$500.00
6	2.8	Erect a Fence, Privacy Screen or Division Fence within 45 centimetres (18 inches) of a sidewalk	$187.50	$250.00	$375.00	$500.00
7	2.9	Erect a Fence, Privacy Screen or Division Fence greater than 200 millimetres (8 inches) wide	$187.50	$250.00	$375.00	$500.00
8	2.10	Erect a Fence or cause a Fence to be erected within a Sight Triangle	$187.50	$250.00	$375.00	$500.00
9	2.11	Erect a Fence or cause a Fence to be erected within a Driveway Sight Triangle	$187.50	$250.00	$375.00	$500.00
10	2.18	Erect a Fence which contains a gate or opening structure that abuts Town property	$187.50	$250.00	$375.00	$500.00
11	10.1	Obstructing an Officer or Agent	$300.00	$400.00	$600.00	$800.00

Pool Enclosure By-law 2019-131

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	2.1	Construct a pool without permit	$262.50	$350.00	$525.00	$700.00
2	2.2	Have or keep a pool without permit	$262.50	$350.00	$525.00	$700.00
3	2.8	Have or keep a pool not completely enclosed by a pool fence	$262.50	$350.00	$525.00	$700.00
4	2.13	Place, cause or permit water to be placed in pool, fence not in compliance with by-law	$262.50	$350.00	$525.00	$700.00
5	2.15	Alter or replace a pool fence without permit	$262.50	$350.00	$525.00	$700.00

6	2.16	Place, pile, attach or lean an object or material against or near pool fence to facilitate climbing	$262.50	$350.00	$525.00	$700.00
7	2.17	Fail to keep gate of pool fence closed, latched and locked when not in use	$262.50	$350.00	$525.00	$700.00
8	2.18	Place or allow water to remain in pool without inspection	$262.50	$350.00	$525.00	$700.00
9	7.7	Fail to lock Hot Tub/Swim Spa cover	$262.50	$350.00	$525.00	$700.00
10	13.1	Obstructing an Officer or Agent	$300.00	$400.00	$600.00	$800.00

Fireworks By-law 2012-088

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	2(a)	Possess, offer for sale, cause or permit to be sold firecrackers or prohibited fireworks	$187.50	$250.00	$375.00	$500.00
2	2(b)	Discharge firecrackers or prohibited fireworks	$187.50	$250.00	$375.00	$500.00
3	3(a)	Sell or offer for sale fireworks outside designated days	$187.50	$250.00	$375.00	$500.00
4	3(b)	Sell fireworks to person under eighteen years of age	$187.50	$250.00	$375.00	$500.00
5	3(d)	Set off fireworks in or on any public highway without written approval	$187.50	$250.00	$375.00	$500.00
6	4(c)	Set off family fireworks outside designated days	$187.50	$250.00	$375.00	$500.00
7	4(m)	Set off family fireworks in a manner that creates or may create nuisance, unsafe condition, danger from fire, injury or damage	$187.50	$250.00	$375.00	$500.00
7	4(o)	Set off family fireworks after 11 p.m. on designated days	$187.50	$250.00	$375.00	$500.00
8	5(a)	Offer for sale, cause or permit to be sold Display Fireworks not on authorized explosives list	$187.50	$250.00	$375.00	$500.00
9	5(d)	Set off or hold a display of Display Fireworks without permit	$187.50	$250.00	$375.00	$500.00

Animal Care and Control By-law 2020-085

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	2.1	Fail to licence dog for current year	$187.50	$250.00	$375.00	$500.00

2	3.1	Keep more than three dogs	$187.50	$250.00	$375.00	$500.00
3	4.1	Allow dog to run at large	$187.50	$250.00	$375.00	$500.00
4	4.3	Allow dog in off leash dog park without current dog tag affixed	$187.50	$250.00	$375.00	$500.00
5	4.4	Allow dog to trespass on private property	$187.50	$250.00	$375.00	$500.00
6	4.5	Allow a leash to extend to a point owner cannot control dog	$187.50	$250.00	$375.00	$500.00
7	4.10	Fail to microchip working/livestock guardian dog	$187.50	$250.00	$375.00	$500.00
8	4.11	Permit dog to bark or howl likely to disturb	$187.50	$250.00	$375.00	$500.00
9	4.12	Fail to remove animal excrement on public or private lands	$187.50	$250.00	$375.00	$500.00
10	4.13	Fail to remove excrement on own property	$187.50	$250.00	$375.00	$500.00
11	4.15	Permit dog to attack any person or domestic animal	$187.50	$250.00	$375.00	$500.00
12	5.1	Allow cat to cause damage, create a nuisance or disturbance	$187.50	$250.00	$375.00	$500.00
13	6.1	Keep more than four cats	$187.50	$250.00	$375.00	$500.00
14	8.4	Fail to comply with a training order	$187.50	$250.00	$375.00	$500.00
15	8.7 (f)	Fail to comply with muzzle order	$300.00	$400.00	$600.00	$800.00
16	10.1	Operate a kennel without licence	$187.50	$250.00	$375.00	$500.00
17	10.1	Operate an animal daycare center without licence	$187.50	$250.00	$375.00	$500.00
18	10.1	Operate a pet store without a licence	$187.50	$250.00	$375.00	$500.00
19	12.1	Allow animal to run at large	$187.50	$250.00	$375.00	$500.00
20	12.2	Fail to erect a perimeter fence allowing livestock to leave property	$187.50	$250.00	$375.00	$500.00
21	12.2	Fail to keep perimeter fence or enclosure in good repair	$187.50	$250.00	$375.00	$500.00
22	12.3	Keep animal contrary to Schedule A of this By-law	$187.50	$250.00	$375.00	$500.00
23	12.5	Keep, own or harbour a wild animal	$187.50	$250.00	$375.00	$500.00
24	12.6	Keep, own or harbour a protected and/or endangered animal	$187.50	$250.00	$375.00	$500.00
25	12.7	Keep more than 6 animals	$187.50	$250.00	$375.00	$500.00
26	12.8	Keep any animal in condition likely to disturb any Person	$187.50	$250.00	$375.00	$500.00
27	12.9	Keep any animal in a condition that endangers the health of any person or animal	$300.00	$400.00	$600.00	$800.00
28	12.12	Treat animal contrary to conditions	$300.00	$400.00	$600.00	$800.00
29	12.13 (c)	Failure to allow tethered animal unrestricted movement	$300.00	$400.00	$600.00	$800.00
30	12.13 (e)	Failure to provide tethered animal water, food, shelter, or shade	$300.00	$400.00	$600.00	$800.00
31	12.14	Tether an animal for more than 3 hours	$300.00	$400.00	$600.00	$800.00
32	12.15	Leave animal unattended while tethered in public	$187.50	$250.00	$375.00	$500.00
33	12.16	Leave animal in vehicle contrary to conditions	$300.00	$400.00	$600.00	$800.00
34	13.1	Keep more than 6 pigeons in residential zone	$187.50	$250.00	$375.00	$500.00
35	13.3 (c)	Failure to keep a bird enclosure in a sanitary condition	$187.50	$250.00	$375.00	$500.00

36	13.3 (d)	Locate bird enclosure contrary to set back requirements	$187.50	$250.00	$375.00	$500.00
37	13.3 (e)	Allow pigeon to stray, perch, roost, nest or rest on premises other than premises of owner	$187.50	$250.00	$375.00	$500.00
38	13.3 (h)	Failure to dispose of pigeon waste in a sanitary manner	$187.50	$250.00	$375.00	$500.00
39	14.1	Keep a hen on lot area less than 1 acre	$187.50	$250.00	$375.00	$500.00
40	14.3	Failure to keep hen coop in a sanitary condition	$187.50	$250.00	$375.00	$500.00
41	14.5	Keep more than 6 hens	$187.50	$250.00	$375.00	$500.00
42	14.6	Locate hen coop contrary to set back requirements	$187.50	$250.00	$375.00	$500.00
43	14.8	Permit the slaughter of hens	$187.50	$250.00	$375.00	$500.00
44	14.10	Keep a rooster in a residential zone	$187.50	$250.00	$375.00	$500.00
45	15.1	Keep an apiary on lot area less than 1 acre	$187.50	$250.00	$375.00	$500.00
46	16.1	Feed a wild animal	$187.50	$250.00	$375.00	$500.00
47	16.1	Leave food as to attract wild animals or stray domestic animals	$187.50	$250.00	$375.00	$500.00
48	25.2	Obstructing an officer or agent	$300.00	$400.00	$600.00	$800.00
49	25.3	Fail to comply with an Order	$300.00	$400.00	$600.00	$800.00

Water Use By-law 2015-104

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	3.12	Tap a watermain without authorization	$187.50	$250.00	$375.00	$500.00
2	5.3	Operate a fire hydrant without authorization	$187.50	$250.00	$375.00	$500.00
3	5.4	Open or close a valve in the waterworks distribution system	$187.50	$250.00	$375.00	$500.00
4	6.10	Operate shut-off valve without authorization	$187.50	$250.00	$375.00	$500.00
5	7.16	Open or tamper with water meter without authorization	$187.50	$250.00	$375.00	$500.00
6	8.12	Remove cross connection control or backflow prevention device- no permission	$187.50	$250.00	$375.00	$500.00
7	10.1(b)	Discharge water so that water runs waste out of waterworks	$187.50	$250.00	$375.00	$500.00
8	10.1(c)	Lend, sell, giveaway or dispose of water from waterworks	$187.50	$250.00	$375.00	$500.00
9	10.1(e)	Alter meter placed upon any service pipe	$187.50	$250.00	$375.00	$500.00
10	10.1(f)	Obtain or use the water without the consent of the corporation	$187.50	$250.00	$375.00	$500.00

Smoking By-law 2019-071

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	3.1	Smoke where prohibited	$187.50	$250.00	$375.00	$500.00
2	3.2	Permit smoking where prohibited	$187.50	$250.00	$375.00	$500.00
3	7.2	Hinder or obstruct an Officer	$300.00	$400.00	$600.00	$800.00

Accessory Dwelling Unit By-law 1998-33

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	1	Operate or permit occupancy in unregistered two-unit house	$450.00	$600.00	$900.00	$1200.00
2	3(a)	Failure to register two-unit house	$450.00	$600.00	$900.00	$1200.00

Noise By-law 2022-018

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	2.1	Emit, cause or permit the emission of noise, likely to disturb	$187.50	$250.00	$375.00	$500.00
2	3.1	Emit, cause or permit the emission of noise outlined in Schedule “A”	$187.50	$250.00	$375.00	$500.00
3	4.1	Ring bell, sound any horn or shout in a manner likely to disturb	$187.50	$250.00	$375.00	$500.00
4	5.1	Operate or cause to be operated or use sound reproduction device between 2300hrs and 0700hrs	$187.50	$250.00	$375.00	$500.00
5	5.2	Operate or cause to be operated or use sound reproduction device so as to disturb	$187.50	$250.00	$375.00	$500.00
6	5.3	Operate or use or cause to be operated or use sound reproduction in residence between 0700hrs and 2300hrs sound level greater than 45 dB(A)	$187.50	$250.00	$375.00	$500.00
7	5.4	Operate or use or cause to be operated or use sound reproduction device on highway or public space	$187.50	$250.00	$375.00	$500.00
8	5.5	Operate or use or cause to be operated or use sound reproduction device between 0700hrs and 2300hrs sound level greater than 55 dB(A)	$187.50	$250.00	$375.00	$500.00

9	5.7	Operate or cause to be operated vehicle radio, stereo speaker clearly audible 8 m from vehicle	$187.50	$250.00	$375.00	$500.00
10	6.1	Use or operate or cause to be used or operated any air conditioner, heat pump or similar device sound level greater than 50 dB(A)	$187.50	$250.00	$375.00	$500.00
11	7.1	Use or operate or cause to be used or operated any exhaust system, generator or similar device, sound level greater than 50 dB(A)	$187.50	$250.00	$375.00	$500.00
12	8.1	Use or operate or cause to be used or operated any pump, sound level greater than 50 dB(A)	$187.50	$250.00	$375.00	$500.00
13	9.1	Operate or cause to be operated any power equipment between 2100hrs and 0700hrs	$187.50	$250.00	$375.00	$500.00
14	9.2	Operate or cause to be operated any power equipment before 0900hrs on Saturday, Sunday or Holiday	$187.50	$250.00	$375.00	$500.00
15	10.1	Use or operate or cause to be used or operated high vacuum devices, street sweeping equipment between 1900hrs and 0700hrs	$187.50	$250.00	$375.00	$500.00
16	10.2	Operate heavy equipment on Saturday, Sunday or Holiday	$187.50	$250.00	$375.00	$500.00
17	11.1	Cause or permit the operation of refuse compacting equipment or waste bulk lift equipment between 2300hrs and 0700hrs	$187.50	$250.00	$375.00	$500.00
18	11.2	Cause or permit the loading or unloading of containerized waste before 0900hrs on Saturday, Sunday or Holiday	$187.50	$250.00	$375.00	$500.00
19	12.1	Cause or permit delivery of any goods from vehicle between 2300hrs and 0700hrs	$187.50	$250.00	$375.00	$500.00
20	13.1	Cause or permit loading or unloading between 2300hrs and 0700hrs	$187.50	$250.00	$375.00	$500.00
21	14.1	Operate or cause to be operated construction vehicle or equipment between 1900hrs and 0700hrs	$187.50	$250.00	$375.00	$500.00
22	14.2	Operate or cause to be operated construction vehicle or equipment before 0900hrs on Sunday or Holiday	$187.50	$250.00	$375.00	$500.00
23	15.1	Operate or cause to be operated an aggregate site between 1900hrs and 0700hrs	$187.50	$250.00	$375.00	$500.00
24	15.2	Operate or cause to be operated an aggregate site before 0700hrs or after 1300hrs on Saturday	$187.50	$250.00	$375.00	$500.00
25	15.3	Operate or cause to be operated an aggregate site on Sunday or Holiday	$187.50	$250.00	$375.00	$500.00
26	16.1	Discharge exhaust without effective muffler	$187.50	$250.00	$375.00	$500.00
27	17.1	Emit or cause or permit emission of noise from motor vehicle	$187.50	$250.00	$375.00	$500.00

28	17.2	Emit or cause or permit emission of noise from vehicle with trailer	$187.50	$250.00	$375.00	$500.00
29	17.3	Emit or cause or permit emission of noise from repair, rebuilding, modifying or testing of vehicle between 2100hrs and 0700hrs	$187.50	$250.00	$375.00	$500.00
30	18.1	Operate or permit operation of engine more than three minutes	$187.50	$250.00	$375.00	$500.00
31	19.1	Cause or permit persistent noise by any animal	$187.50	$250.00	$375.00	$500.00
32	31.2	Obstructing an Officer or Agent	$300.00	$400.00	$600.00	$800.00
33	31.3	Fail to comply with any Order	$300.00	$400.00	$600.00	$800.00

Firearm Discharge By-law 2023-040

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	2.1	Discharge a firearm or bow not in accordance with By-law	$187.50	$250.00	$375.00	$500.00
2	2.2	Discharge, cause or allow to be discharged a firearm in prohibited area	$187.50	$250.00	$375.00	$500.00
3	2.3(a)	Discharge, cause or allow to be discharged a firearm outside permitted hunting dates and times	$187.50	$250.00	$375.00	$500.00
4	2.3(b)	Discharge, cause or allow to be discharged a firearm in a prohibited area while hunting, property less than 50 acres	$187.50	$250.00	$375.00	$500.00
5	2.3(c)	Discharge, cause or allow to be discharged a firearm in a prohibited area while hunting on privately owned land without permission	$187.50	$250.00	$375.00	$500.00
6	2.4(a)	Discharge, cause or allow to be discharged a firearm on property less than 5 acres	$187.50	$250.00	$375.00	$500.00
7	2.4(b)	Discharge, cause or allow to be discharged a firearm within 100 metres of a building	$187.50	$250.00	$375.00	$500.00
8	2.4(c)	Discharge, cause or allow to be discharged on privately owned land without permission	$187.50	$250.00	$375.00	$500.00
9	2.4(d)	Discharge, cause or allow to be discharged a firearm within 150 metres of a park or open space	$187.50	$250.00	$375.00	$500.00
10	2.4(e)	Discharge, cause or allow to be discharged a firearm within 16 metres of highway or public trail	$187.50	$250.00	$375.00	$500.00
11	2.4(f)	Discharge, cause or allow to be discharged a firearm on Town lands	$187.50	$250.00	$375.00	$500.00
12	2.5(a)	Discharge a bow on land less than 5 acres	$187.50	$250.00	$375.00	$500.00

13	2.5(b)	Allow bow to pass over boundary of the property	$187.50	$250.00	$375.00	$500.00
14	2.5(c)	Discharge bow within 100 metres of a building	$187.50	$250.00	$375.00	$500.00
15	2.5(d)	Discharge bow on privately owned land without permission	$187.50	$250.00	$375.00	$500.00
16	2.5(e)	Discharge bow within 150 metres of a park	$187.50	$250.00	$375.00	$500.00
17	2.5(f)	Discharge bow within 16 metres of a highway or public trail	$187.50	$250.00	$375.00	$500.00
18	2.5(g)	Discharge bow on Town lands	$187.50	$250.00	$375.00	$500.00
19	2.6	Allow bullet or shot to pass over boundary	$187.50	$250.00	$375.00	$500.00
20	2.9	Use binary targets	$187.50	$250.00	$375.00	$500.00
21	2.10	Discharge firearm not in compliance with Noise By-law	$187.50	$250.00	$375.00	$500.00
22	10.1	Fail to comply with order	$300.00	$400.00	$600.00	$800.00
23	10.3	Obstructing an officer or agent	$300.00	$400.00	$600.00	$800.00

Snowmobile By-law 2021-099

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	2.1	Operate a motorized snow vehicle on a sidewalk	$187.50	$250.00	$375.00	$500.00
2	2.2	Operate a motorized snow vehicle on municipal property	$187.50	$250.00	$375.00	$500.00
3	2.3	Operate a motorized snow vehicle on a boulevard	$187.50	$250.00	$375.00	$500.00
4	2.4	Operate a motorized snow vehicle on private property with authorization	$187.50	$250.00	$375.00	$500.00
5	2.5	Operate a motorized snow vehicle between 11:00 p,m, and 7:00 a.m.	$187.50	$250.00	$375.00	$500.00
6	6.1	Obstructing an officer or agent	$300.00	$400.00	$600.00	$800.00

Waste Collection By-law 2010-073

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	4.1	Deposit or permit to be deposited refuse for collection not in compliance with by-law	$187.50	$250.00	$375.00	$500.00
2	4.11	Pick over, interfere with, disturb, remove or scatter refuse	$187.50	$250.00	$375.00	$500.00

3	5.17	Place containers at curb or pavement before 8:00 p.m. on day immediately preceding day of collection	$187.50	$250.00	$375.00	$500.00
4	5.17	Fail to remove container from curb or pavement before 8:00 p.m. on day of collection	$187.50	$250.00	$375.00	$500.00

Burning By-law 2002-20

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	Part 1 (2)	Set or maintain, or permit a fire in open air without a permit	$187.50	$250.00	$375.00	$500.00
2	Part 1 (4)(a)	Burn or permit to burned more than one (1) cubic metre of material	$187.50	$250.00	$375.00	$500.00
3	Part 1 (4)(b)	Set or maintain, or permit a fire before sunrise or after sunset	$187.50	$250.00	$375.00	$500.00
4	Part 1 (4)(c)	Set or maintain, or permit a fire in open air without means of extinguishing	$187.50	$250.00	$375.00	$500.00
5	Part 1 (5)	Set or maintain, or permit a fire in open air - person under 18 years of age	$187.50	$250.00	$375.00	$500.00
6	Part 1 (6)	Set or maintain, or permit an uncontained fire	$187.50	$250.00	$375.00	$500.00
7	Part 1 (7)(a)	Set or maintain, or permit a fire on a street or public property	$187.50	$250.00	$375.00	$500.00
8	Part 1 (7)(c)	Set or maintain, or permit a fire less than 10 metres from a building, vehicle, hedge, fence or any obstruction that may burn	$187.50	$250.00	$375.00	$500.00
9	Part 1 (8) (a)	Set or maintain, or permit a fire when wind may cause fire to spread	$187.50	$250.00	$375.00	$500.00
10	Part 1 (8) (b)	Set or maintain, or permit fire that cause smoke resulting in decreased visibility on highway	$187.50	$250.00	$375.00	$500.00
11	Part 1 (8) (c)	Set or maintain, or permit fire to cause unpleasant odour or smoke causing discomfort	$187.50	$250.00	$375.00	$500.00
12	Part 1 (9)	Set or maintain fire during rain or fog	$187.50	$250.00	$375.00	$500.00
13	Part 1 (12)	Set or maintain fire involving prohibited materials	$187.50	$250.00	$375.00	$500.00

Obstructing or Encumbering By-law 96-31

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	Part 2 (1)	Obstruct or encumber any highway or bridge without lawful authority	$187.50	$250.00	$375.00	$500.00
2	Part 2 (2)	Failure to remove any obstruction or encumbrance from any highway, bridge, ditch, or culvert	$187.50	$250.00	$375.00	$500.00
3	Part 2 (3)	Permit to be thrown, placed, deposited, or let fall any dirt, filth, glass, handbills, debris, paper, or other rubbish or refuse or the carcass of an animal on any highway or bridge	$187.50	$250.00	$375.00	$500.00
4	Part 2 (4)	Allow or permit any class of item such as dirt, filth, glass, handbills, debris, paper, or other rubbish or refuse, or the carcass of any animal to be tracked or blown from his/her land onto a highway, bridge, ditch, or culvert	$187.50	$250.00	$375.00	$500.00
5	Part 2 (5)	Permit or operate a vehicle on a highway or bridge in such a condition or in such a manner as to permit material being carried by the vehicle, earth or mud to fall or be tracked onto the highway or bridge	$187.50	$250.00	$375.00	$500.00
6	Part 2 (6)	Fail to remove any material, mud or earth tracked onto a highway or bridge	$187.50	$250.00	$375.00	$500.00
7	Part 2 (7)	Throw, place, or deposit snow or ice onto a bridge or highway	$187.50	$250.00	$375.00	$500.00
8	Part 2 (8)	Fail to remove any snow, ice, debris, rubbish from a highway bridge, ditch, or culvert	$187.50	$250.00	$375.00	$500.00

Parks By-law 2001-102

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	5	Use or display of fireworks in the park without permit	$187.50	$250.00	$375.00	$500.00
2	6(b)	Break, injure or deface any building, structure, equipment or municipal property	$187.50	$250.00	$375.00	$500.00
3	6(b)	Break, injure, deface or remove any flowers, plants, trees or other vegetation	$187.50	$250.00	$375.00	$500.00
4	6(c)	Climb or remove the whole or any part of rocks, boulders, rock faces or remove any soil, sand or wood	$187.50	$250.00	$375.00	$500.00

5	6(d)	Disturb ground, prepared for planting, has been newly seeded or sodded	$187.50	$250.00	$375.00	$500.00
6	13	Use of amplifier and loudspeakers without a permit	$187.50	$250.00	$375.00	$500.00
7	15	Erect a tent or other structure without permit	$187.50	$250.00	$375.00	$500.00
8	18(1)(a)	Arranging or engaging in a sport activity without a permit	$187.50	$250.00	$375.00	$500.00
9	18(1)(b)	Interfere with organized sport or activity authorized by permit	$187.50	$250.00	$375.00	$500.00
10	20	Playing golf in a park	$187.50	$250.00	$375.00	$500.00
11	35(1)(a)	Allow dog to run at large in park	$187.50	$250.00	$375.00	$500.00
12	38(1)(a)	Selling or offering or displaying for sale food, drink, or refreshments in park without permit	$187.50	$250.00	$375.00	$500.00
13	38(1)(b)	Selling or offering or displaying for sale any goods, wares, or merchandise without permit	$187.50	$250.00	$375.00	$500.00
14	38(1)(c)	Selling or offering or displaying for sale any art, skill, service or work without a permit	$187.50	$250.00	$375.00	$500.00
15	39	Filming or videotaping in park without permit	$187.50	$250.00	$375.00	$500.00

Boulevard By-law 2016-119

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	2.1(a)	Plant or permit to be planted herbaceous plant on boulevard exceeding 45 centimeters	$187.50	$250.00	$375.00	$500.00
2	2.1(b)	Plant or permit to be planted herbaceous plant on boulevard to impair drainage	$187.50	$250.00	$375.00	$500.00
3	2.1(c)	Plant or permit to be planted herbaceous plant on boulevard that contain vegetables or grains	$187.50	$250.00	$375.00	$500.00
4	2.1(d)	Plant or permit to be planted herbaceous plant on boulevard interferes with pruning, removal or replacement of Town Trees	$187.50	$250.00	$375.00	$500.00
5	2.1(e)	Plant or permit to be planted herbaceous plant on boulevard within 3m or less from the base/trunk of town tree	$187.50	$250.00	$375.00	$500.00
6	2.2	Plant or permit to be planted a tree on boulevard without written permission	$187.50	$250.00	$375.00	$500.00
7	3.1(a)	Permit anything on boulevard that is protruding, sharp, dangerous or cause damage/injury	$187.50	$250.00	$375.00	$500.00
8	3.1(b)	Permit anything on boulevard that restricts sight lines	$187.50	$250.00	$375.00	$500.00
9	3.1(c)	Permit anything on boulevard that inhibits or obstructs snow removal operations	$187.50	$250.00	$375.00	$500.00

10	3.1(d)	Permit anything on boulevard that obscures or obstructs access to fire hydrant, pot office boxes or utility provider	$187.50	$250.00	$375.00	$500.00
11	3.1(e)	Permit anything on boulevard located within 0.6 metres of sidewalk	$187.50	$250.00	$375.00	$500.00
12	3.1(f)	Permit anything on boulevard located within 1.8 metres of the curb	$187.50	$250.00	$375.00	$500.00
13	3.1(g)	Permit anything on boulevard located within 1.8 metres of roadway	$187.50	$250.00	$375.00	$500.00
14	3.1(h)	Permit anything on boulevard more than 20 centimeters in height	$187.50	$250.00	$375.00	$500.00
15	3.1(i)	Permit anything on boulevard that overflows onto sidewalk, roadway or adjacent property	$187.50	$250.00	$375.00	$500.00
16	3.1(j)	Permit anything on boulevard located within 3 metres of base/trunk of town tree	$187.50	$250.00	$375.00	$500.00
17	3.3	Alter an area of boulevard	$187.50	$250.00	$375.00	$500.00
18	4.1	Damage, construct or re-construct sidewalk, curb, driveway apron or boulevard without permission	$187.50	$250.00	$375.00	$500.00

Refreshment Vehicle By-law 2005-26

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	Part 2 (4)	Fail to be in possession of a license	$225.00	$300.00	$450.00	$600.00

Outdoor Water Use By-law 2002-100

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	Part 2 (c)	Water or wash outside of the permitted use	$187.50	$250.00	$375.00	$500.00
2	Part 4	Water or wash during an outdoor water use ban	$187.50	$250.00	$375.00	$500.00

Sign By-law 1999-044

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	2.1	Erect or cause to be erected a sign or advertising device without a permit	$187.50	$250.00	$375.00	$500.00
2	14.7	Fail to comply with an Order to Comply	$300.00	$400.00	$600.00	$800.00

Election Sign By-law 2018-044

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	3.1	Place or permit to be placed election sign not in compliance with by-law	$187.50	$250.00	$375.00	$500.00

SCHEDULE B

Administrative Fees for

Administrative Penalty System

1. The table below lists the amount payable in respect of the following Administrative Fees:

Administrative Fee Description	**Fee Amount**
Hearing Non-Appearance Fee	$100.00
Late Payment	$25.00
MTO Plate Denial Fee	$25.00
MTO Search Fee	$10.00
Screening Non-Appearance Fee	$50.00
Note: Fees listed in this Schedule “B” will be subject to Harmonized Sales Tax (H.S.T.) where applicable.	

Town of East Gwillimbury

The Corporation of the Town of East Gwillimbury

By-law 2025-037

Being a By-law to amend the Administrative Penalty System By-law

Whereas on October 17th, 2023, the Municipal Council of The Corporation of the Town of East Gwillimbury ("**Council**") enacted By-law 2023-062 the Administrative Penalty System ("**APS**") By-law; and

Whereas on November 19th, 2024, Council enacted By-law 2024-077 the Tree Protection By-law; and

Whereas subsection 434.1(1) of the Municipal Act 2001, S.O. 2001, c.25, as amended (the "Municipal Act") authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the Municipal Act;

Now therefore Council enacts as follows:

1. That the following By-law be added to Schedule A - Applicable By-laws

   By-law 2024-077 (Tree Protection By-law; a By-law to regulate or prohibit the injury of destruction of trees within the Town of East Gwillimbury)

Tree Protection By-law 2024-077

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	3.1	Injure or destroy a tree or cause the injury or destruction of a tree	$450.00	$600.00	$1500.00	$2250.00
2	3.1	Cause the injury or destruction of a tree by a corporation	$4500.00	$5000.00	$10,000.00	$50,000.00
3	3.2 (a)	Contravene the terms or conditions of a Tree Permit	$450.00	$600.00	$750.00	$1125.00
4	3.2 (b)	Fail to comply with an Order	$400.00	$500.00	$750.00	$1125.00

2. AND THAT this By-law shall come into force and take effect immediately after the final passing thereof.

Enacted and passed this 24th day of June, 2025.

Virginia Hackson, Mayor

Tara Lajevardi, Municipal Clerk

Town of East Gwillimbury

The Corporation of the Town of East Gwillimbury

By-law 2025-053

Being a By-law to amend the Administrative Penalty System By-law

Whereas on October 17, 2023, the Municipal Council of The Corporation of the Town of East Gwillimbury ("**Council**") enacted By-law 2023-062 the Administrative Penalty System ("**APS**") By-law; and

Whereas on October 7, 2025, Council enacted By-law 2025-052 the Sign By-law; and

Whereas subsection 434.1(1) of the Municipal Act 2001, S.O. 2001, c.25, as amended (the "Municipal Act") authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the Municipal Act;

Now therefore the Municipal Council of The Corporation of the Town of East Gwillimbury enacts as follows:

1. That the following by-law be added to Schedule A - Applicable By-laws

   By-law 2025-052 (Sign By-law; a by-law to regulate the placement, size, use, location and maintenance of Signs and Advertising Devices within the Town of East Gwillimbury)

Sign By-law 2025-052

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	3.1	Erect or cause to be erected a sign or advertising device without a permit	$187.50	$250.00	$375.00	$500.00
2	6.1	Erect prohibited sign	$187.50	$250.00	$375.00	$500.00
3	8	Erect or allow sign not in accordance with by-law (Residential Zone)	$187.50	$250.00	$375.00	$500.00
4	9	Erect or allow sign not in accordance with by-law (Commercial/Industrial Zone)	$187.50	$250.00	$375.00	$500.00
5	11	Erect or allow sign used for agricultural/recreational purposes not in accordance with by-law	$187.50	$250.00	$375.00	$500.00
6	12	Erect sign on industrial property not in accordance with by-law	$187.50	$250.00	$375.00	$500.00
7	14.1	Erect, install sign on public property not in accordance with by-law	$187.50	$250.00	$375.00	$500.00

8	17.1	Erect or allow development sign not in accordance with by-law	$187.50	$250.00	$375.00	$500.00
9	26.6	Fail to Comply with an Order to Comply	$300.00	$400.00	$600.00	$800.00
10	26.7	Remove any Order that is posted	$300.00	$400.00	$600.00	$800.00

2. That this By-law shall come into force and take effect immediately after the final passing thereof.

Enacted and passed this 7th day of October, 2025.

Brian Johns, Acting Mayor

Tara Lajevardi, Municipal Clerk

Town of East Gwillimbury

The Corporation of the Town of East Gwillimbury

By-law 2026-029

Being a by-law to amend the Administrative Penalty System By-law

Whereas on October 17, 2023, the Municipal Council of The Corporation of the Town of East Gwillimbury ("Council") enacted By-law 2023-062 the Administrative Penalty System ("APS") By-law; and

Whereas on October 20, 2020, Council enacted the Animal Care and Control By-law 2020-085; and

Whereas on January 16, 2024, Council enacted By-law 2024-004 being a by-law to amend the Animal Care and Control By-law to include Backyard Hen Licensing; and

Whereas subsection 434.1(1) of the Municipal Act 2001, S.O. 2001, c.25, as amended (the "Municipal Act") authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the Municipal Act;

Now therefore Council enacts as follows:

1. That the following applicable by-law in Schedule A of By-law 2023-062 be revoked and the following substituted:

By-law 2020-85 (Animal Care and Control By-law; being a by-law to prohibit or regulate the keeping and licensing of animals within the Town of East Gwillimbury)

Animal Care and Control By-law 2020-085 as amended

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	2.1	Fail to licence dog for current year	$187.50	$250.00	$375.00	$500.00
2	3.1	Have more than three dogs	$187.50	$250.00	$375.00	$500.00
3	4.1	Allow dog to run at large	$187.50	$250.00	$375.00	$500.00
4	4.3	Allow dog in off leash dog park without current dog tag affixed	$187.50	$250.00	$375.00	$500.00
5	4.4	Allow dog to trespass on private property	$187.50	$250.00	$375.00	$500.00
6	4.5	Allow a leash to extend to a point owner cannot control dog	$187.50	$250.00	$375.00	$500.00

7	4.10	Fail to microchip working/livestock guardian dog	$187.50	$250.00	$375.00	$500.00
8	4.11	Permit dog to bark or howl likely to disturb	$187.50	$250.00	$375.00	$500.00
9	4.12	Fail to remove animal excrement on public or private lands	$187.50	$250.00	$375.00	$500.00
10	4.13	Fail to remove excrement on own property	$187.50	$250.00	$375.00	$500.00
11	4.15	Permit dog to attack any person or domestic animal	$187.50	$250.00	$375.00	$500.00
12	5.1	Allow cat to cause damage, create a nuisance or disturbance	$187.50	$250.00	$375.00	$500.00
13	6.1	Have more than four cats	$187.50	$250.00	$375.00	$500.00
14	8.4	Fail to comply with a training order	$187.50	$250.00	$375.00	$500.00
15	8.7 (f)	Fail to comply with muzzle order	$300.00	$400.00	$600.00	$800.00
16	10.1	Operate a kennel without licence	$187.50	$250.00	$375.00	$500.00
17	10.1	Operate an animal daycare center without licence	$187.50	$250.00	$375.00	$500.00
18	10.1	Operate a pet store without a licence	$187.50	$250.00	$375.00	$500.00
19	12.1	Allow animal to run at large	$187.50	$250.00	$375.00	$500.00
20	12.2	Fail to erect a perimeter fence allowing livestock to leave property	$187.50	$250.00	$375.00	$500.00
21	12.2	Fail to keep perimeter fence or enclosure in good repair	$187.50	$250.00	$375.00	$500.00
22	12.3	Keep animal contrary to Schedule A of this By-law	$187.50	$250.00	$375.00	$500.00
23	12.5	Keep, own or harbour a wild animal	$187.50	$250.00	$375.00	$500.00
24	12.6	Keep, own or harbour a protected and/or endangered animal	$187.50	$250.00	$375.00	$500.00
25	12.7	Keep more than 6 animals	$187.50	$250.00	$375.00	$500.00
26	12.8	Keep any animal in condition likely to disturb any Person	$187.50	$250.00	$375.00	$500.00
27	12.9	Keep any animal in a condition that endangers the health of any person or animal	$300.00	$400.00	$600.00	$800.00
28	12.12	Treat animal contrary to conditions	$300.00	$400.00	$600.00	$800.00
29	12.13 (c)	Failure to allow tethered animal unrestricted movement	$300.00	$400.00	$600.00	$800.00
30	12.13 (e)	Failure to provide tethered animal water, food, shelter, or shade	$300.00	$400.00	$600.00	$800.00
31	12.14	Tether an animal for more than 3 hours	$300.00	$400.00	$600.00	$800.00
32	12.15	Leave animal unattended while tethered in public	$187.50	$250.00	$375.00	$500.00
33	12.16	Leave animal in vehicle contrary to conditions	$300.00	$400.00	$600.00	$800.00
34	13.1	Keep more than 6 pigeons in residential zone	$187.50	$250.00	$375.00	$500.00
35	13.3 (c)	Failure to keep a bird enclosure in a sanitary condition	$187.50	$250.00	$375.00	$500.00
36	13.3 (d)	Locate bird enclosure contrary to set back requirements	$187.50	$250.00	$375.00	$500.00

37	13.3 (e)	Allow pigeon to stray, perch, roost, nest or rest on premises other than premises of owner	$187.50	$250.00	$375.00	$500.00
38	13.3 (h)	Failure to dispose of pigeon waste in a sanitary manner	$187.50	$250.00	$375.00	$500.00
39	14.1	Keep hens on Residential property without licence	$187.50	$250.00	$375.00	$500.00
40	14.9	Keep more than four (4) hens	$187.50	$250.00	$375.00	$500.00
41	14.16	Sell eggs, manure or other products associated with the keeping of hens	$187.50	$250.00	$375.00	$500.00
42	14.23	Keep a rooster in any residential zone	$187.50	$250.00	$375.00	$500.00
43	14.26	Fail to confine hen	$187.50	$250.00	$375.00	$500.00
44	14.28	Fail to provide hen appropriate food, water and space	$187.50	$250.00		
45	14.29	Fail to regularly clean feeders and water containers	$187.50	$250.00	$375.00	$500.00
45	15.1	Keep an apiary on lot area less than 1 acre	$187.50	$250.00	$375.00	$500.00
46	16.1	Feed a wild animal	$187.50	$250.00	$375.00	$500.00
47	16.1	Leave food as to attract wild animals or stray domestic animals	$187.50	$250.00	$375.00	$500.00
48	25.2	Obstructing an officer or agent	$300.00	$400.00	$600.00	$800.00
49	25.3	Fail to comply with an Order	$300.00	$400.00	$600.00	$800.00

2. That this By-law shall come into force and take effect immediately after the final passing thereof.

Enacted and passed this 24th day of March, 2026.

Virginia Hackson, Mayor

Tara Lajevardi, Municipal Clerk

Town of East Gwillimbury

The Corporation of the Town of East Gwillimbury

By-law Number 2026-058

Being a by-law to amend the Administrative Penalty System By-law

Whereas on October 17th, 2023, the Municipal Council of The Corporation of the Town of East Gwillimbury ("**Council**") enacted By-law 2023-062 the Administrative Penalty System ("**APS**") By-law; and

Whereas on March 24, 2026, Council enacted By-law 2026-030 the Site Alteration By-law; and

Whereas subsection 434.1(1) of the Municipal Act 2001, S.O. 2001, c.25, as amended (the "Municipal Act") authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the Municipal Act;

Now therefore the Municipal Council of The Corporation of the Town of East Gwillimbury enacts as follows:

1. That the following by-law be added to Schedule A - Applicable By-laws of By-law 2023-062:

   By-law 2026-030 (Site Alteration By-law; being a by-law to prohibit and regulate Site Alteration and Movement of Fill in the Town of East Gwillimbury)

Site Alteration By-law 2026-030

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Early Payment Amount	Column 5 Administrative Penalty Amount	Column 6 Second Offence	Column 7 Third and Subsequent Offence
1	3.1	Conduct, undertake, cause, permit or carry out Site Alteration without Permit	$375.00	$500.00	$700.00	$900.00
2	3.2	Have or allow to remain, Fill not authorized	$375.00	$500.00	$700.00	$900.00
3	3.3	Conduct, undertake, cause, permit or carry out Site Alteration that could injure or destroy a Tree	$450.00	$600.00	$750.00	$1125.00
4	3.4	Conduct, undertake, cause, permit or carry out a Site Alteration that may adversely affect the quality or quantity or any surface water or groundwater	$600.00	$800.00	$1000.00	$1200.00

5	3.5	Conduct, undertake, cause, permit or carry out a Site Alteration that could adversely affect any watercourse, swale and/or drainage on any Property	$600.00	$800.00	$1000.00	$1200.00
6	3.6	Conduct, undertake, cause, permit or carry out a Site Alteration resulting in an Unapproved Grade	$375.00	$500.00	$700.00	$900.00
7	3.7	Conduct, undertake, cause, permit or carry out a Site Alteration resulting in an Adverse Effect	$750.00	$1000.00	$1200.00	$1400.00
8	3.8	Conduct, undertake, cause, permit or carry out a Site Alteration in non-compliance	$600.00	$800.00	$1000.00	$1200.00
9	3.9	Conduct, undertake, cause, permit or carry out Site Alteration activity not in accordance with by-law	$600.00	$800.00	$1000.00	$1200.00
10	7.9	Hinder or obstruct an Officer	$375.00	$500.00	$700.00	$900.00
11	7.10	Provide false information to an Officer	$375.00	$500.00	$700.00	$900.00
12	7.11	Fail to comply with an Order	$637.50	$850.00	$1050.00	$1250.00

2. That this By-law shall come into force and take effect immediately after the final passing thereof.

Enacted and passed this 20th day of May, 2026.

Tara Roy-DiClemente, Acting Mayor

Tara Lajevardi, Municipal Clerk