



THE CORPORATION OF THE CITY OF RICHMOND HILL

BY-LAW NO. 69 - 16, as amended.

A By-law to establish a system of administrative penalties
in the City of Richmond Hill

DISCLAIMER – This By-law is consolidated for convenience only. The City does not warrant that the information contained in this consolidation is current and or accurate. It is the responsibility of the person using this consolidation to ensure that it accurately reflects current by-law provisions. For more information, please contact the Clerk’s Division, Legislative Services Section (905) 771-8800.

Consolidated as of March 24, 2021

TABLE OF CONSOLIDATION	
BYLAW	SUBJECT MATTER
Administrative Penalty By-law, No. 69-16, September 12, 2016	A By-law to establish a system of administrative penalties in the Town of Richmond Hill for failing to comply with any by-law respecting the parking, standing or stopping of vehicles.
Amendment By-law No. 71-17, July 10, 2017	A By-law to prohibit or regulate parking and stopping on Regional (York) Roads and to enable its enforcement through an AMPS.
Amendment By-law No. 8-19, February 11, 2019	A By-law to expand AMPS to promote compliance with any by-law passed pursuant to the <i>Municipal Act</i> , 2001.
Amendment By-law No. 19-19, February 25, 2019	A By-law to amend Schedule A to include the Waste By-law No. 18-19 as a designated by-law to be enforced using an AMPS.
Amendment By-law No. 79-19, June 25, 2019	A By-law to amend Schedule A to include the Tow Truck Licensing By-law No. 78-19, as amended, as a designated by-law to be enforced using an AMPS.

Table Continued

<p>Amendment By-law No. 115-19, October 16, 2019</p>	<p>A By-law to amend Chapter 1116 of the City's Municipal Code being By-law 402-89 to provide for a prohibition for parking on highways during winter events (the "Winter Event Parking Prohibition").</p> <p>A By-law to amend the City's AMPS By-law 69-16, as amended, Schedule A to add an administrative penalty in connection with contravention of the Winter Event Parking and to adjust the penalty amounts for various parking contraventions.</p>
<p>Amendment By-law No. 18-20, May 27, 2020</p>	<p>A By-law to add offences to Table 1 of Schedule A in relation to Pay Parking, and replace Schedule B in accordance with York Region By-law 2017-47.</p>
<p>Amendment By-law 55-20, June 24, 2020</p>	<p>A By-law to amend Schedule A to include the Idling By-law No. 44-20 as a designated by-law to be enforced using an AMPS.</p>
<p>Amendment By-law 57-20, June 24, 2020</p>	<p>A By-law to amend Schedule A to include the Noise By-law No. 43-20 as a designated by-law to be enforced using an AMPS.</p>
<p>Amendment By-law 4-21, March 24, 2021</p>	<p>A By-law to amend Schedule A to include the Sign By-law No. 52-09, as amended, as a designated by-law to be enforced using an AMPS.</p>
<p>Amendment By-law 23-22 February 23, 2022</p>	<p>A By-law to amend Schedule A by repealing and replacing Table 7, the Noise By-law No. 43-20.</p>

THE CORPORATION OF THE CITY OF RICHMOND HILL

BY-LAW NO. 69 - 16, as amended

A By-law to establish a system of administrative penalties
in the City of Richmond Hill

WHEREAS pursuant to section 102.1 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "*Municipal Act, 2001*") a municipality may require a person to pay an administrative penalty for failing to comply with any by-laws respecting the parking, standing or stopping of vehicles;

AND WHEREAS any by-law that establishes a system of administrative penalties with respect to parking, standing or stopping of vehicles must comply with the requirements set out in O. Reg. 333/07, as amended, made pursuant to the *Municipal Act, 2001*;

AND WHEREAS pursuant to O. Reg. 333/07 and Sections 391 of the *Municipal Act, 2001*, the City may also impose fees or charges in connection with the administration of a system of administrative penalties;

AND WHEREAS the Council of the City considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for certain by-laws, or portions thereof.

THE COUNCIL OF THE CORPORATION OF THE CITY OF RICHMOND HILL ENACTS AS FOLLOWS:

1.0 TITLE

1.1 This By-law shall be known and cited as the "Administrative Penalty By-law."

2.0 DEFINITIONS

2.1 In this By-law:

- (a) "Administrative Fee" means any fee specified in this By-law or set out in the Tariff of Fees By-law;
- (b) "Administrative Penalty" means an administrative penalty established by this By-law or set out in the attached Schedules "A" and "B" to this By-law for a contravention of a Designated By-law; **By-law 71-17, July 10, 2017.**
- (c) "AMPS" means administrative monetary penalty system; **By-law 8-19, February 11, 2019.**
- (d) "Commissioner" means the person from time to time occupying the office of the Commissioner of Community Services of the Corporation of the City of Richmond Hill, or such successor office as the case may be, and includes any individual who has been authorized to temporarily act during that person's absence or a vacancy in the office; **By-law 8-19, February 11, 2019.**
- (e) "Council" means the Council of the City;
- (f) "Day" means any calendar day;
- (g) "Designated By-law" means a by-law, or a part or provision of a by-law, that is designated for the purposes of this by-law;
- (h) "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 the Tariff of Fees By-law;

- (i) "Hearing Decision" means a notice that contains a decision made by a Hearing Officer;
- j) "Hearing Officer" means a person who performs the functions of a Hearing Officer in accordance with Part 6 of this By-law, and pursuant to the Screening and Hearing Officer By-law;
- (k) "Holiday" means a Saturday, Sunday, any statutory holiday in the Province of Ontario or any Day the offices for the City are officially closed for business;
- (l) "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 by this By-law and listed in the Tariff of Fees By-law;
- (m) "Ministry" means the Ontario Ministry of Transportation and any successor ministry;
- (n) "Mitigating or Extenuating Circumstances" means situations that do not provide an excuse or justify the infraction, but which in fairness and mercy may be considered as reducing the degree of responsibility.
- (o) "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 the Tariff of Fees By-law;
- (p) "*Municipal Act, 2001*" means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended;
- (q) "NSF Fee" means an Administrative Fee established by Council from time to time in respect of payment by negotiable instrument received by the City from a Person for payment of any Administrative Penalty or Administrative Fee, for which there are insufficient funds available in the account on which the instrument was drawn, as listed in the Tariff of Fees By-law;
- (r) "Officer" means:
 - (i) any individual appointed by a City by-law, or pursuant to the delegated authority to appoint under a City by-law, to enforce a City by-laws; or
 - (ii) a police officer employed by York Regional Police, Ontario Provincial Police or the Royal Canadian Mounted Police;
- (s) "Parking Regulation By-law" means any by-law of the City or of the Regional Municipality of York respecting the parking, standing or stopping of vehicles that is a Designated By-law; **By-law 8-19, February 11, 2019.**
- (t) "Penalty Due Date" means a date which is the fifteenth (15th) day following the Penalty Notice Date; **By-law 8-19, February 11, 2019.**
- (u) "Penalty Notice" means a notice given to a Person pursuant to Part 4 of this By-law;
- (v) "Penalty Notice Date" means the date of the contravention specified on the Penalty Notice, in accordance with section 4.3 of this By-law;
- (w) "Penalty Notice Number" means the reference number specified on the Penalty Notice that is unique to that Penalty Notice, in accordance with section 4.3 of this By-law;

- (x) "Person" includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof; **By-law 8-19, February 11, 2019.**
- (x) "Regulation" means Ontario Regulation 333/07, as amended, made pursuant to the *Municipal Act, 2001*;
- (y) "Request for Review by Hearing Officer" means the request which may be made in accordance with Part 6 of this By-law for the review of a Screening Decision;
- (z) "Request for Review by Screening Officer" means the request made, in accordance with Part 5 of this By-law for the review of a Penalty Notice;
- (aa) "Review by Hearing Officer" and "Hearing" mean the review of a Screening Decision pursuant to the Regulation and as set out in Part 6 of this By-law;
- (bb) "Review by Screening Officer" and "Screening Review " mean a review of an Administrative Penalty pursuant to the Regulation and as set out in Part 5 of this By-law;
- (cc) "Screening and Hearing Officer By-law" means a by-law enacted by the City for the purpose of providing for the appointment of a Screening Officer and Hearing Officer;
- (dd) "Screening Decision" means a notice which contains the decision of a Screening Officer, delivered in accordance with section 5.12 of this By-law;
- (ee) "Screening Non-appearance Fee" means an Administrative Fee established by Council from time to time and set out in the Tariff of Fees By-law in respect of a Person's failure to appear at the time and place scheduled for a Screening Review; **By-law 8-19, February 11, 2019.**
- (ff) "Screening Officer " means a person who performs the functions of a Screening Officer in accordance with Part 5 of this By-law, and pursuant to the Screening and Hearing Officer By-law; and,
- (gg) "Tariff of Fees By-law" means the by-law of the City that authorizes fees and charges, being Chapter 684 of the City's Municipal Code, as amended or superseded.
- (hh) "City" means the Corporation of the City of Richmond Hill.

3.0 APPLICATION OF THIS BY-LAW

- 3.1 The by-laws, or portions of by-laws, listed in the attached Schedule "A" and Schedule "B" of this By-law shall be Designated By-laws. **By-law 8-19, February 11, 2019.**
- 3.2 The attached Schedule "A" and Schedule "B" set out the Administrative Penalty, and, include short form language to be used on Penalty Notices, for the contraventions of Designated By-laws. **By-law 71-17, July 10, 2017.**
- 3.3 The Tariff of Fees By-law shall set out Administrative Fees imposed for the purposes of this By-law.

4.0 PENALTY NOTICE

- 4.1 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. **By-law 8-19, February 11, 2019.**
- 4.2 Every Person in contravention of a Designated By-law shall, upon issuance of a Penalty Notice, be liable to pay to the City an Administrative Penalty in the amount specified in Schedule "A" or Schedule "B" to this By-law, as applicable. **By-law 8-19, February 11, 2019.**
- 4.3 A Penalty Notice shall include the following information:
- (a) if applicable, the vehicle licence plate number or vehicle identification number; **By-law 8-19, February 11, 2019.**
 - (b) the Penalty Notice Date;
 - (c) a Penalty Notice Number;
 - (d) the Penalty Due Date; **By-law 8-19, February 11, 2019.**
 - (e) the identification number and signature of the Officer;
 - (f) the short form wording describing the contravention wording as listed in Schedule "A" or Schedule "B" of this by-law or other particulars reasonably sufficient to indicate the contravention; **By-law 71-17, July 10, 2017.**
 - (g) the amount of the Administrative Penalty;
 - (h) information respecting the process by which the person may exercise the right to request a Screening Review of the Administrative Penalty; and
 - (i) a statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the City unless cancelled pursuant to Screening Review or Hearing process.
- 4.4 In addition to service methods provided for in Part 8, for a contravention pursuant to the a Parking Regulation By-law, an Officer may serve the Penalty Notice on a Person who is the deemed owner of a vehicle as set out in the Regulation by:
- (a) affixing it to the vehicle in a conspicuous place at the time of contravention; or
 - (b) delivering it personally to the person having care and control of the vehicle at the time of the contravention. **By-law 8-19, February 11, 2019.**
- 4.5 No Officer may accept payment of an Administrative Penalty or Administrative Fee.
- 4.6 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Penalty is due and payable, as set out on the Penalty Notice, shall also pay the City any applicable Administrative Fee(s). **By-law 8-19, February 11, 2019.**

5.0 REVIEW BY SCREENING OFFICER

- 5.1 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 Penalty Due Date, and in accordance with the process set out in Section 5.4. **By-law 8-19, February 11, 2019.**
- 5.2 If a Person has not requested a Screening Review on or before the Penalty Due Date, the Person may request that the Screening Officer 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 5.4. **By-law 8-19, February 11, 2019.**

- 5.3 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 Screening Review or request an extension of time for a screening review;
 - (b) the Administrative Penalty shall be deemed to be confirmed on the sixteenth (16th) day following the Penalty Notice Date; and
 - (c) the Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 5.4 A Person's Request for Review by Screening Officer or a request for an extension of time to request a Screening Review are exercised by:
- (a) a submission in writing to the Screening Officer of a Request for Review by Screening Officer or a request for an extension of time to request a Screening Review; or
 - (b) attending in person at the location listed on the Penalty Notice to make a Request for Review by Screening Officer or a request for an extension of time to request a Screening Review; or
 - (c) calling the telephone number listed on the Penalty Notice to make a Request for Review by Screening Officer or a request for an extension of time to request a Screening Review.
- 5.5 A Request for Review by Screening Officer or a request for an extension of time to request a Screening Review shall include the Penalty Notice Number and the Person's contact information.
- 5.6 A Screening Review shall only be scheduled, and an extension of time to request a Screening Review shall only be granted, by the Screening Officer if the Person makes the request within the time limits set out in Sections 5.1 or 5.2 of this By-law.
- 5.7 On a request for an extension of time to request a Screening Review, the Screening Officer may only extend the time to request a Screening Review where the Person demonstrates, on a balance of probabilities, the existence of Mitigating or Extenuating Circumstances that warrant the extension of time.
- 5.8 Where an extension of time to request a Screening Review is not granted by the Screening Officer, the Administrative Penalty and any applicable Administrative Fee(s) are deemed to be confirmed.
- 5.9 Where a notice of the scheduling of a time and place for a Screening Review has been served in accordance with Part 8 and a Person fails to attend at the time and place set out in such notice:
- (a) the Person shall be deemed to have abandoned the Request for Review by Screening Officer;
 - (b) the Administrative penalty as set out in the Penalty Notice shall be deemed to be confirmed on the sixteenth (16th) day following the Penalty Notice Date;
 - (c) the Administrative penalty shall not be subject to any further review, including a review by any Court; and,
 - (d) the Person shall pay to the City a Screening Non-appearance Fee, MTO Fee, if applicable, and any other applicable Administrative Fee(s). **By-law 8-19, February 11, 2019.**

- 5.10 On review of an Administrative Penalty, the Screening Officer may decide to:
- (a) affirm the Administrative Penalty; or
 - (b) cancel, reduce or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds if established by the Person on the balance of probabilities:
 - (i) the Person did not contravene the Designated By-law(s) as described in the Penalty Notice;
 - (ii) the existence of Mitigating or Extenuating Circumstances; or
 - (iii) the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any financial hardship. **By-law 8-19, February 11, 2019.**
- 5.11 After a Screening Review by Screening Officer, the Screening Officer shall deliver a Screening Decision to the Person, in accordance with Part 8 of this By-law. **By-law 8-19, February 11, 2019.**
- 5.12 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.

6.0 REVIEW BY HEARING OFFICER

- 6.1 A person may make a Request for Review by Hearing Officer during the Screening Review.
- 6.2 If a Person has not made a Request for Review by Hearing Officer at the time of the Screening Review, the Person may make a Request for Review by Hearing Officer before the Penalty Due Date as set out in the Penalty Notice or, if the Screening Officer extended the time for payment, on the Screening Decision. **By-law 8-19, February 11, 2019.**
- 6.3 A Person's right to a Request for Review by Hearing Officer expires if it has not been exercised on or before the due and payable date for the Administrative Penalty listed on the Screening Decision, at which time:
- (a) the Person shall be deemed to have waived the right to Request for Review by Hearing Officer;
 - (b) the Screening Decision and the Administrative Penalty and any Administrative Fee(s), if applicable, as modified in the Screening Decision, shall be deemed to be confirmed; and
 - (c) the Screening Decision and the Administrative Penalty shall not be subject to any further review, including review by any Court.
- 6.4 A Person's Request for Review by a Hearing Officer is exercised by:
- (a) a submission in writing to the Hearing Officer for a Request for Review by Hearing Officer or a request for an extension of time to request a Hearing; or
 - (b) attending in person at the location listed on the Screening Decision to make a Request for Review by Hearing Officer or a request for an extension of time to request a Hearing; or
 - (c) calling the telephone number listed on the Screening Decision to make a Request for Review by Hearing Officer or a request for an extension of time to request a Hearing.

- 6.5 A Request for Review by Hearing Officer shall only be scheduled by the Hearing Officer if the Person makes the request within the time limits set out in Sections 6.2 or 6.3 of this By-law.
- 6.6 Where a notice of the scheduling of a time and place for a Hearing has been served in accordance with Part 8 of this by-law and a Person fails to attend at the time and place set out in such notice:
- (a) the Person shall be deemed to have abandoned the Request for Review by Hearing Officer and any Administrative Fee(s) shall be deemed to be confirmed;
 - (b) the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and,
 - (c) the Person shall pay to the City a Hearing Non-appearance Fee, Late Payment Fee, MTO Fee, if applicable, and any other applicable Administrative Fee(s). **By-law 8-19, February 11, 2019.**
- 6.7 On review of a Screening Decision, the Hearing Officer may:
- (a) confirm the Screening Decision; or
 - (b) cancel, reduce or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - (i) where the Person establishes on the balance of probabilities that a contravention of the Designated By-law(s) as described in the Penalty Notice did not occur; **By-law 8-19, February 11, 2019.**
 - (ii) the existence of Mitigating or Extenuating Circumstances; or
 - (iii) where the Person establishes on the balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any financial hardship.
- 6.8 A Hearing Officer shall not make any decision respecting a review of a Screening Decision unless the Hearing Officer has given the Person and a representative of the City an opportunity to be heard at the time and place schedule for the Hearing.
- 6.9 All Hearings by a Hearing Officer shall be conducted in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended.
- 6.10 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.
- 6.11 After a Hearing is complete, the Hearing Officer shall deliver a Hearing Decision to the Person, in accordance with Part 8 of this By-law. **By-law 8-19, February 11, 2019.**
- 6.12 The decision of the Hearing Officer is final.

7.0 PROHIBITED COMMUNICATION AND UNDUE INFLUENCE

- 7.1 No Person shall attempt to directly or indirectly , communicate with or influence a Screening Officer or a Hearing Officer respecting the determination of an issue in a proceeding that is or will be pending before the Screening Officer or Hearing Officer, except the Person who is entitled to be heard in the proceeding or the Person's lawyer or licensed representative and only by the Person or the Person's lawyer or licensed representative during the hearing of the proceeding in which the issue arises. **By-law 8-19, February 11, 2019.**
- 7.2 Nothing in Section 7.1 prevents a Screening Officer or Hearing Officer from seeking or receiving legal advice.

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 in any of the following ways, is deemed effective:
- (a) immediately, when a copy is delivered to the Person to whom it is addressed;
 - (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; or
 - (c) 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 administration of this this By-law or any Designated 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 City as may be required by a form, practice or policy under this By-law.

9.0 ADMINISTRATION

- 9.1 The Commissioner, or any individual designated by the Commissioner for this purpose in writing, shall administer this By-law and establish any additional practices and procedures necessary to implement this By-law and may amend such practices and procedures from time to time as the Commissioner deems necessary, without amendment to this By-law provided that such practices and procedures are not in conflict, or inconsistent with this by-law.
- 9.2 The Commissioner, or any individual designated by the Commissioner for this purpose in writing, 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 Commissioner deems necessary, without amendment to this By-law, provided that the contents of such forms and notices are not in conflict, or inconsistent with this by-law.
- 9.3 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 City owed by the Person.
- 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 City a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).

- 9.5 Where an Administrative Penalty for contravention of a Parking Regulation By-law, and any applicable Administrative Fee(s) or Late Payment Fee(s), are not paid within thirty (30) Days after becoming due and payable, the City may notify the Ministry of the default and the Ministry shall 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 any applicable Administrative Fee(s) and Late Payment Fee(s) are paid to the City. **By-law 8-19, February 11, 2019.**
- 9.6 Without limiting Section 9.5 of this By-law, pursuant to subsection 434.2(2) of the Municipal Act, where an Administrative Penalty and any Administrative Fees remain unpaid within 15 days after the day they become payable, the Administrative Penalty, including any Administrative Fees shall be deemed to be unpaid taxes and the outstanding amount shall be added to the tax roll and collected in the same manner as municipal taxes. **By-law 8-19, February 11, 2019.**
- 9.7 Where the City notifies the Ministry of a default under this By-law, the Person shall pay any applicable administrative fee(s) imposed by the Ministry.
- 9.8 Where a Person makes payments to the City of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument, for which there are insufficient funds available in the account on which the instrument is drawn, the Person shall pay to the City the NSF Fee set out in the Tariff of Fees By-law.
- 9.9 Where an Administrative Penalty is cancelled by a Screening Officer or Hearing Officer, any Administrative Fee(s) are also cancelled.
- 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 financial hardship under this By-law shall provide documented proof of the financial hardship to the Screening Officer or the Hearing Officer, as applicable.
- 9.12 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 to be declared invalid, or to be of no force and effect, by a court of competent jurisdiction, it is the intent of the Council that a such provision, or any 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 provisions in Part VI of the Legislation Act, 2006, S.O. 2006, c.21, Sched. F, shall apply to this By-law.

12.0 EFFECTIVE DATE

- 12.1 This By-law shall come into force and effect on July 1, 2017.

SCHEDULE "A"

ADMINISTRATIVE PENALTY BY-LAW

1. The headings of the following tables identify the Designated By-laws for the purposes of this By-law.
2. For the purposes of Part 3 of this By-law, Column 2 in the following tables list the applicable provisions in each Designated By-law.
3. Column 3 in the following tables set out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
4. Column 4 in the following tables set out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 2.

**Table 1 – Parking Regulation By-law – By-law 115-19 October 16, 2019; By-law 18-20 May 27, 2020.
Municipal Code, Chapter 1116, being By-law No. 402-89, Parking Regulations**

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	1116.3.1	Park on highway, left wheels to curb.	\$40.00
2	1116.3.2	Park on highway more than 30cm (12 inches) from the Curb or boundary	\$40.00
3	1116.3.6 (a)	Park on a highway within 9m of Intersection.	\$50.00
4	1116.3.6 (b)	Park on a highway within 3m of a fire hydrant.	\$100.00
5	1116.3.6 (c)	Park obstruct private Roadway	\$50.00
6	1116.3.6 (d)	Park so as to obstruct sidewalk	\$50.00
7	1116.3.6 (e)	Park so as to obstruct pedestrian crosswalk.	\$40.00
8	1116.3.6 (f)	Park interfere with traffic	\$40.00
9	1116.3.6 (g)	Park on a highway during any winter event	\$100.00
10	1116.3.6(h)	Park on a highway so as to interfere with winter operations	\$100.00
11	1116.3.6 (i)	Park on boulevard	\$40.00
12	1116.3.7 (b)	Park on highway within 24 metres of a designated bus stop.	\$40.00
13	1116.3.7 (d)	Park in areas designated emergency parking.	\$40.00
14	1116.3.7 (e)	Park in a School Bus Loading Zone - Schedule "D"	\$40.00
15	1116.3.7 (f)	Park on highway within 15 metres of an intersection.	\$50.00
16	1116.3.7 (g)	Park on a highway within 30 metres (100 ft.) of an intersection.	\$40.00

17	1116.3.7 (h)	Park on a highway designated prohibited parking - signs displayed - Schedule "A"	\$50.00
18	1116.3.7 (i)	Stop on a highway designated prohibited stopping - signs displayed - Schedule "B"	\$50.00
19	1116.3.7 (j)	Park on a highway designated limited parking - signs displayed - Schedule "C"	\$40.00
20	1116.3.7 (n)	Park in excess of 3 hours	\$30.00
21	1116.3.7(o)	Park on a highway between the hours of 3a.m. and 6 a.m.	\$50.00
22	1116.3.7(p)	Park on a highway between the hours of 1:00 a.m. and 7:00 a.m. from December 1 st to March 31 st	\$75.00
23	1116.3.6(q)	Park in a Cul-de-Sac	\$30.00
24	1116.3.8	Park in a fire route	\$200.00
25	1116.3.9	Park in a designated disabled parking space without permit	\$350.00
26	1116.3.11	Park on private property	\$40.00
27	1116.3.14	Park on Municipal Property not authorized.	\$40.00
28	1116. 3.15	Park on Municipal Property	\$40.00
29	1116.3.18	Park on highway at times and days not as specified Schedule "G"	\$40.00
30	1116.3.20	Park in Pay Parking Area - Unauthorized	\$60.00
31	1116.3.21	Park in Pay Parking Area - not wholly within one parking space	\$60.00
32	1116.4.2	Park in designated permit parking area without permit -Schedule "E"	\$60.00

Table 2 – Waste By-law

Municipal Code, Chapter 715, being By-law No. 18-19, Waste By-law			
Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	5.1(a)	Set out for Collection any Non-Collectible Waste – Low/Medium Density Residential	\$50.00
2	5.1(a)	Set out for Collection any Non-Collectible Waste – Multi-Residential	\$150.00
3	5.1(b)	Set out for Collection Recyclable Material as Garbage – Low/Medium Density Residential	\$30.00
4	5.1(b)	Set out for Collection Recyclable Material as Garbage – Multi-Residential	\$100.00
5	5.1(c)	Set out for Collection Organics as Garbage – Low/Medium Density Residential	\$30.00
6	5.1(c)	Set out for Collection Organics as Garbage – Multi-Residential	\$100.00
7	5.1(d)	Set out for Collection Yard Waste as Garbage	\$30.00
8	5.1(e)	Set out for Collection Christmas Trees as Garbage	\$30.00
9	5.1(f)	Set out for Collection Metal Items and Large Appliances as Garbage	\$30.00
10	5.1(g)	Sweep, throw or deposit Waste or Non-Collectible Waste on public property	\$40.00
11	5.1(h)	Fail to remove empty Approved Containers after 9:00 p.m. on the Scheduled Collection Day	\$30.00
12	5.1(i)	Fail to remove uncollected material after 9:00 p.m. on the Scheduled Collection Day	\$30.00
13	5.1(j)	Accumulate or store Waste or Non-Collectible Waste so that it becomes a public nuisance – Low/Medium Density Residential	\$50.00
14	5.1(j)	Accumulate or store Waste or Non-Collectible Waste so that it becomes a public nuisance – Multi-Residential or I.C. & I. Property	\$150.00
15	5.1(k)	Allow any Approved Container to emit offensive odours or to attract pests, vermin or insects	\$40.00
16	5.1 (l)	Set out Waste so as to endanger public health or safety	\$100
17	5.1(m)	Disturb any Waste set out for Collection without prior consent from the Property Owner	\$30.00
18	5.1(n)	Set out items or materials on public property for private collection	\$100.00
19	5.1(o)	Set out Waste so as to impede or interfere with traffic or maintenance	\$50.00
20	5.1(p)	Deposit Waste generated from a Dwelling Unit in the Town’s Waste receptacles	\$50.00
21	5.1(q)	Deposit Non-Collectible Waste in public receptacles	\$70.00
22	5.1(r)	Set out Waste onto any other Person’s property without their consent	\$40.00

23	5.1(s)	Set out Waste onto the curb abutting any other Person's property without their consent	\$40.00
24	5.1(t)	Set out for Collection Waste that is not in an Approved Container	\$30.00
25	5.1(u)	Collect Waste without the necessary license(s)	\$200.00
26	5.1(v)	Collect Waste in contravention of any applicable laws	\$200.00
27	5.1(w)	Set out more than the maximum permitted Garbage Items without a Garbage Tag	\$30.00
28	5.1(x)	Remove a Garbage Tag affixed to a Garbage item	\$50.00
29	5.1(y)	Directly deposit Waste into a Collection vehicle	\$50.00
30	5.1(z)	Set out Waste in a manner that allows it to be frozen to the ground	\$30.00
31	5.1(aa)	Set out Waste behind snow banks or windrows	\$30.00
32	5.1(bb)	Allow any Waste set out for Collection to blow away or to litter	\$40.00
33	5.1(cc)	Fail to pick up Waste set out for Collection that has blown or littered	\$40.00
34	5.1(dd)	Fail to comply with any Work Order – Low/Medium Density Residential	\$40.00
35	5.1(dd)	Fail to comply with any Work Order – Multi-Residential or I.C. & I. Property	\$150.00
36	4.2(b)	Fail to ensure all Occupants of a Multi-Residential Property have the ability to participate in applicable Diversion Programs	\$150.00
37	4.2(c)	Fail to maintain Multi-Residential Waste Collection Infrastructure in good working order	\$150.00
38	6.4	Owner/Occupant set out for Collection waste before 6 pm the day prior to scheduled pick-up	\$30.00

Table – 3 Tow Truck Licensing By- law

Designated By-law 78-19 – Tow Truck Licensing By-law			
Column 1 Item	Column 2 Designated Provisions	Column 3 By-law 78-19 Short Form Wording	Column 4 Administrative Penalty Amount
1	3.3	Own/Operate a tow truck/brokerage without a valid licence	\$500
2	4.1(b)	Driver fail to comply with instructions from hirer	\$300
3	4.1(c)	Driver fail to be civil and behave courteously	\$200
4	4.1(d)	Owner/Driver fail to keep daily record of work performed	\$200
5	4.1(e)	Owner/Driver fail to keep tow truck and all equipment clean, in good repair, and free from damage	\$200
6	4.1(f)	Owner/Driver fail to provide itemized invoice based on the schedule of rates to hirer	\$300
7	4.1(h)	Fail to register name of licensed vehicle pound facility	\$200
8	4.2(b)	Driver fail to clean up debris, glass fragments, motor vehicle parts or other materials from any highway	\$100
9	4.2(d)	Driver fail to retain/produce Permission to Tow	\$150
10	4.3(b)	Owner fail to charge flat rate for collision Tow (as set out in section 6.3)	\$300
11	4.3(e)	Owner fail to produce Tariff Card to Hirer	\$150
12	4.3(i)	Owner fail to use the service of a licensed Tow Truck driver under this by-law	\$250
13	4.3(j)	Owner fail to affix owner's plate to the tow truck	\$200
14	4.4	Owner permit to/operate a tow truck that is found to be mechanically defective	\$400
15	5.1(a)(i)	Owner/Driver permit to/operate a tow truck without a winching/hoisting device	\$200
16	5.1(a)(iv)	Owner/Driver permit to/operate a tow truck without 2 dry chemical fire extinguishers	\$100
17	5.1(a)(v)	Owner/Driver permit to/operate a tow truck without a minimum of 2 required safety chains	\$100
18	5.1(a)(vi)	Owner/Driver permit to/operate a tow truck without 4 safety pylons	\$30
19	5.1(a)(vii)	Owner/Driver permit to/operate a tow truck without an intermittent amber warning light system	\$100
20	5.1(a)(viii)	Owner/Driver permit to/operate a tow truck without a broom	\$30
21	5.1(a)(ix)	Owner/Driver permit to/operate a tow truck without a shovel	\$30
22	5.1(a)(x)	Driver operate a tow truck without a general purpose first aid kit	\$30
23	5.1(a)(xi)	Owner/Driver permit to/operate a tow truck without a crowbar/pry bar of at least 152.4 cm (60 inches) in length	\$30
24	5.1(a)(xii)	Owner/Driver permit to/operate a tow truck without at least 2 wheel blocks	\$30
25	5.1(a)(xiii)	Owner/Driver permit to/operate a tow truck without flares or reflector kits	\$30
26	5.1(a)(xiv)	Owner/Driver permit to/operate a tow truck without wheel wrenches	\$30

Designated By-law 78-19 – Tow Truck Licensing By-law			
Column 1 Item	Column 2 Designated Provisions	Column 3 By-law 78-19 Short Form Wording	Column 4 Administrative Penalty Amount
27	5.1(a)(xvi)	Owner/Driver permit to/operate a tow truck without a dolly	\$300
28	5.1(c)	Driver induce person to employ tow truck by making false representation	\$300
29	5.1(f)	Driver demand/receive a drop fee	\$300
30	5.1(h)	Driver suggest/recommend to a hirer a particular salvage yard/body shop/storage yard/public garage without request	\$250
31	5.1(i)	Driver permit passenger in tow truck	\$200
32	5.1(j)	Owner/Driver permit to/operate a tow truck with a G.V.W.R of less than 10,000 lbs	\$400
33	5.1(l)	Owner/Driver operate/permit to operate a tow truck without an owner's plate	\$200
34	5.2(a)	Commence to tow/convey/hook/lift/connect a motor vehicle to a tow truck unless directed by the hirer/police officer/municipal fire department/municipal by-law officer	\$400
35	5.2(b)	Driver fail to complete permission to tow form prior to move/hook/lift/connect motor vehicle at collision	\$100
36	5.2(c)	Driver alter/provide any information on the Permission to Tow form	\$300
37	5.2(e)	Driver ask/seek out/direct to ask/seek out a hirer at a collision scene/within 200 metres of the collision location where the actions constitute a nuisance	\$300
38	5.2(f)	Driver tow/convey a vehicle outside the boundary of Richmond Hill unless requested to do so	\$350
39	5.3(a)	Owner permit owner's plate to be affixed to unlicensed tow truck	\$350
40	5.3(c)	Owner alter/amend Schedule of Rates without notice to the Licensing Section	\$300
41	6.2	Owner/Driver charge more than set tow rates	\$500
42	6.3(a)	Owner/Driver charge other than prescribed collision fee	\$500
43	6.3(c)	Owner/Driver charge other than prescribed winch fee	\$500
44	10.1	Fail to produce documents, certificates, cards in relation to tow truck licence upon request	\$300
45	10.3	Fail to notify licensing section within 72 hours of a change in information relating to a licence	\$300
46	11.3	Owner/Operator fail to submit tow truck for inspection/obstruct inspection	\$400
47	11.4	Driver fail to provide driver's licence upon request	\$200
48	11.5	Fail to produce licences/permits for inspection	\$200
49	11.6	Hinder/obstruct any person authorized to enforce the provisions of this By-law from entering/inspecting any tow truck/premises	\$600
50	14.7	Fail to return licence within 24 hours of receiving written notice to do so	\$300

Table – 4 Idling By- law

Designated By-law 44-20 – Idling By-law			
Column 1 Item	Column 2 Designated Provisions	Column 3 By-law 78-19 Short Form Wording	Column 4 Administrative Penalty Amount
1	3.1	Cause/Permit/Allow Vehicle to Idle for more than 3 minutes	\$60
2	3.4	Hinder/obstruct any Municipal By-law Enforcement Officer	\$500

Table – 5 Noise By-law - By-law 23-22 February 23, 2022

Designated By-law 43-20– Noise By-law			
Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	2.1 (a)	Emit/Cause/Permit Persistent/Continuous Unreasonable Noise	\$300
2	2.1 (b)	Emit/Cause/Permit Persistent/Continuous Noise with a difference of more than 15 dB	\$300
3	2.2 (a)	Emit/Cause/Permit outdoor Amplified Sound exceeding 55 dB(A) 8am -10pm	\$300
4	2.2 (b)	Emit/Cause/Permit outdoor Amplified Sound clearly audible 10pm - 8am	\$300
5	2.3 (a)	Emit/Cause/Permit indoor Amplified Sound exceeding 55 dB(A) 8am - 10pm	\$300
6	2.3 (b)	Emit/Cause/Permit indoor Amplified Sound clearly audible 10pm - 8am	\$300
7	2.4 (a)	Emit/Cause/Permit Construction Noise 7pm – 7am	\$400
8	2.4 (b)	Emit/Cause/Permit Construction Noise on Sunday/stat holiday	\$400
9	2.5 (a)	Emit/Cause/Permit Noise from a Domestic Tool 9pm - 7am	\$300
10	2.5 (b)	Emit/Cause/Permit Noise from a Domestic Tool 9pm - 9am Saturday/Sunday	\$300
11	2.6 (a)	Emit/Cause/Permit Noise from loading/unloading/delivering/packing/unpacking/handling any materials 9pm - 7am	\$400
12	2.6 (b)	Emit/Cause/Permit Noise from loading/unloading/delivering/packing/unpacking/otherwise handling any materials Sunday/stat holiday	\$400
13	2.7 (a)	Emit/Cause/Permit Noise resulting from Lawn Maintenance Equipment 9pm - 7am	\$300
14	2.7 (b)	Emit/Pause/Permit Noise resulting from Lawn Maintenance Equipment 9pm - 9am Saturday/Sunday	\$300
15	2.8	Emit/Cause/Permit Noise from a residential air conditioner, pump, filter, or similar equipment that exceeds ambient plus 5dB/50 dB(A).	\$300
16	2.9	Emit/Cause/Permit Noise from a Stationary Source that exceeds 50 dB(A).	\$300
17	2.10 (a)	Emit/Cause/Permit Noise from unnecessary Motor Vehicle operation on private property in a Residential Area	\$300
18	2.10 (b)	Emit/Cause/Permit Noise from the repair/rebuilding/modifying/testing of a vehicle in a Residential Area 9pm – 7am	\$300
19	2.11	Cause/Permit Persistent Noise to be made by any animal	\$150
20	4.3	Hinder/obstruct a Municipal By-law Enforcement Officer	\$500
21	5.4	Fail to comply with an Order	\$500

Table – 7 Sign By-law

Designated By-law 52-09 – Sign By-law			
Column 1 Item	Column 2 Designated Provisions	Column 3 By-law 78-19 Short Form Wording	Column 4 Administrative Penalty Amount
1	5.1 (a)	Display/Locate sign without a permit	\$100
2	5.1 (c)	Display/Locate sign not in conformity with the sign by-law/a variance	\$100
3	5.1 (d)	Display/Locate sign that has been directed to be removed	\$750
4	5.1 (e)	Display/Locate a sign on public property	\$100
5	5.1 (f)	Display/Locate sign obstructing view or interferes with traffic	\$200
6	5.1 (g)	Display/Locate a sign not in a proper state of repair	\$200
7	5.1 (i)	Display/Locate a sign with less than 50% English/French language	\$100
8	5.1 (j)	Display/Locate a sign within a daylight triangle	\$200
9	5.1 (l)	Display/Locate sign on a vehicle/trailer for advertising	\$100

SCHEDULE "B"

ADMINISTRATIVE PENALTY BY-LAW

DESIGNATED PROVISIONS FOR REGIONAL MUNICIPALITY OF YORK BY-LAW

2017-37, as amended

1. For the purposes of Part 3 of this By-law, Column 2 in the following table lists the provisions in the Designed By-law identified in the Schedule, as amended.
2. Column 3 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
3. Column 4 in the following table sets out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 2.

RICHMOND HILL-ADMINISTRATIVE PENALTIES

Column 1	Column 2 Designated	Column 3 Short Form Wording	Administrative Penalty Amount
1	3.1(a)	in such a manner as to obstruct a sidewalk, or private entrance	\$30.00
2	3.(a)	in such a manner so as to obstruct a crosswalk	\$40.00
3	3.1(b)	within three (3) metres of a fire hydrant	\$30.00
4	3.1(c)	on or within 100 metres of a highway overpass or underpass bridge	\$30.00
5	3.1(d)	within nine (9) metres of an intersection	\$30.00
6	3.1(e)	within fifteen (15) metres of a signalized intersection	\$30.00
7	3.1(f)	within fifteen (15) metres of a rail or a level railway crossing	\$50.00
8	3.1(h)	for greater than three (3) hours	\$40.00
9	3.2	interfere with the clearing of snow	\$150.00
10	4.1(a)	disobey a "no parking" sign	\$40.00
11	4.1(b)	in a fire route	\$150.00
12	4.1(c)	in a school zone at prohibited times	\$30.00
13	5.1(a)	on the wrong side of a highway	\$30.00
14	6.1	park on highway during prohibited times	\$40.00
15	6.2	park on highway in excess of the maximum time permitted	\$40.00
16	7.1	park on a highway during restricted time	\$40.00
17	8.1	stop on a highway during prohibited time	\$40.00

Tariff of Fees By-law 65-18 The Corporation of the City of Richmond Hill

Administrative Fees - effective January 1, 2019	2019 Fees	HST (Y/N)
MTO Registered Owner Search Fee	\$10.00	N
Late Payment Fee	\$26.00	N
Screening Review Non-Appearance Fee	\$51.00	N
Hearing Review Non-Appearance Fee	\$102.00	N
Returned NSF cheque fee	\$43.00	N