



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 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.

TABLE OF CONSOLIDATION

Consolidated as of December 10, 2025

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, 2001</i> .
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.

BYLAW	SUBJECT MATTER
Amendment By-law No. 115-19, October 16, 2019	<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>
Amendment By-law No. 18-20, May 27, 2020	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.
Amendment By-law 55-20, June 24, 2020	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.
Amendment By-law 57-20, June 24, 2020	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.
Amendment By-law 4-21, March 24, 2021	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.
Amendment By-law 23-22 February 23, 2022	A By-law to amend Schedule A by repealing and replacing Table 5, the Noise By-law No. 43-20.
Amendment By-law 44-22 April 13, 2022	A By-law to amend Schedule A, Table 1 by replacing Item #26 in regards to Park on non-municipal/private property, amending By-law 18-22

BYLAW	SUBJECT MATTER
Amendment By-law 35-22 June 8, 2022	A By-law to amend Schedule A to include the Site Alteration By-law No. 166-07, as amended, as a designated by-law to be enforced using an AMPS, Table 6.
Amendment By-law 20-22 June 8, 2022	A By-law to amend Schedule A to include the Park Use By-law No. 19-22, as a designated by-law to be enforced using an AMPS, Table 8.
Tariff of Fees By-law 83-22	A By-law to amend fees charged for services effective January 1, 2023
Amendment By-law 21-23 February 8, 2023	A By-law to amend Schedule A, Table 1 to include a parking violation provision for Pedestrian Crossovers pursuant to amending By-law 17-23.
Amendment By-law 69-23 June 14, 2023	A By-law to amend Schedule A, to include the Refreshment Vehicle By-law No. 194-05, as a designated by-law to be enforced using an AMPS, Table 9.
Amendment By-law 70-23 June 28, 2023	A By-law to amend Schedule B to replace in accordance with York Region By-law 2017-47, as amended.
Amendment By-law 137-23 December 13, 2023	A By-law to amend Schedule A to remove Table 3 Tow Truck By-law violations and fines from Administrative Penalties effective January 1, 2024.
Tariff of Fees By-law 94-23	A By-law to amend fees charged for services effective January 1, 2024.
Amendment By-law 64-24 June 5, 2024	A By-law to add Schedule C, to include the Property Standards By-law No. 62-24 Municipal Code Chapter 1010, as a designated by-law to be enforced using an AMPS, Table 1.
Amendment By-law 65-24 June 5, 2024	A By-law to amend Schedule A, to include the Clean Neighbourhoods By-law No. 63-24, as a designated by-law to be enforced using an AMPS, Table 10.

BYLAW	SUBJECT MATTER
Tariff of Fees By-law 121-24	A By-law to amend fees charged for services effective January 1, 2025.
Amendment By-law 23-25 March 26, 2025	A By-law to amend Schedule A, to include the Responsible Pet Ownership and Animal Regulation By-law No. 22-25, as a designated by-law to be enforced using an AMPS, Table 11.
Amendment By-law 25-25 March 26, 2025	A By-law to amend Schedule A, to include the Kennel By-law No. 188-05 Municipal Code Chapter 321, as a designated by-law to be enforced using an AMPS, Table 12.
Amendment By-law 48-25 April 23, 2025	A By-law to amend Schedule A, to include the Tree Preservation By-law No. 19-25, Municipal Code Chapter 1015, as a designated by-law to be enforced using an AMPS, Table 13.
Amendment By-law 49-25 April 23, 2025	A By-law to amend Schedule A, to include the Trees on City Lands By-law No. 20-25, Municipal Code Chapter 821, as a designated by-law to be enforced using an AMPS, Table 14.
Amendment By-law 70-25 May 14, 2025	A By-law to amend Schedule A, to include the Site Alteration By-law No. 47-25, Municipal Code Chapter 967, which repealed and replaced Site Alteration By-law No. 166-07, as a designated by-law to be enforced using an AMPS, Table 6.
Amendment By-law 91-25 September 24, 2025	A By-law to amend Schedule A, to include the Active Transportation and Micromobility By-law No. 90-25, as a designated by-law to be enforced using an AMPS, Table 15.
Amendment By-law 154-25 December 10, 2025	A By-law to amend Schedule A, Table 1 to include administrative penalties in relation to parking or stopping vehicles in Electric Vehicle Charging Spaces pursuant to amending By-law 142-25.

BYLAW	SUBJECT MATTER
Amendment By-law 155-25 December 10, 2025	A By-law to amend Schedule A, Table 8 to include administrative penalties in relation to the use of Electric Vehicle Charging Spaces outside of Park hours pursuant to amending By-law 143-25.
Tariff of Fees By-law 61-25	A By-law to amend fees charged for services effective January 1, 2026

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 15.4.1(1) of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended (the "*Building Code Act, 1992*") a municipality may require a person to pay an administrative penalty for failing to comply with a by-law of the municipality passed pursuant to section 15.1 or an order of an officer issued under section 15.2(2) or an order deemed confirmed by a committee or judge under section 15.3 of the *Building Code Act, 1992*;

AND 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.**
- (y) "Regulation" means Ontario Regulation 333/07, as amended, made pursuant to the *Municipal Act, 2001*;
- (z) "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;
- (aa) "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;
- (bb) "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;
- (cc) "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;
- (dd) "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;
- (ee) "Screening Decision" means a notice which contains the decision of a Screening Officer, delivered in accordance with section 5.12 of this By-law;
- (ff) "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.**
- (gg) "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,
- (hh) "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.
- (ii) "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 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 No. 402-89 Municipal Code Chapter 1116

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

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
18	1116.3.7 (i)	Stop on a highway designated prohibited stopping - signs displayed -	\$50.00
19	1116.3.7 (j)	Park on a highway designated limited parking - signs displayed - Schedule	\$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 non-municipal/private property without consent.	\$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
33	1116.3.7(s)	Park on a highway within 30 metres (100 feet) of a pedestrian crossover	\$50.00
34	1116.5.1 (a)	Park/stop Motor Vehicle in designated electric vehicle charging space	\$125.00
35	1116.5.1 (b)	Park/stop Electric Vehicle in charging space unless charging	\$125.00
36	1116.5.1 (c)	Park Electric Vehicle in charging space for more than ten hours	\$125.00
37	1116.5.3 (a)	Fail to pay all applicable user fees	\$125.00

Table 2 - Waste By-law No. 18-19 Municipal Code Chapter 715

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

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
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 ick-up	\$30.00

Table 3 - Tow Truck Licensing By-law No. 78-19 – Rescinded January 1, 2024

Table 4 - Idling By-law No. 44-20

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 No. 43-20 Municipal Code Chapter 1055

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 6 - Site Alteration By-law No. 47-25 Municipal Code Chapter 967

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	2.1	Cause/Permit/Perform Site Alteration without a Permit	\$300
2	2.4	Cause/Permit/Perform Site Alteration not in conformity with City By-laws and Legislation	\$300
3	2.5	Cause/Permit/Perform Site Alteration not in conformity with Permit	\$300
4	2.6	Fail to post Permit in conspicuous place on site	\$50
5	2.7	Fail to obey Order	\$500
6	2.9	Cause/Permit the ponding of water	\$300
7	2.10	Dump/Permit dumping of fill	\$300
8	7.1	Perform or Permit Site Alteration without Owner's consent	\$500
9	7.2 (a)	Fail to notify Commissioner within 48 hours	\$150
10	7.2 (b)	Fail to notify Commissioner of completed control measures in Schedule C	\$150
11	7.2 (c)	Fail to obtain permission from Commissioner within 48 hours	\$150
12	7.2 (d)	Fail to install and maintain erosion and sediment control measures prescribed by Permit	\$150
13	7.2 (e)	Fail to inspect control measures identified in Schedule C	\$150
14	7.2 (f)	Fail to install Tree Protection Measures	\$150
15	7.2 (g)	Interfere with municipal drainage system	\$500
16	7.2 (h)	Fail to repair damage to abutting property from site alteration	\$500
17	7.2 (i)	Fail to comply with City by-laws	\$300
18	7.2 (j)	Fail to maintain copy of approved Site Alteration Documents	\$150
19	7.2 (k)	Fail to protect finished grade	\$150
20	7.2 (l)	Fail to ensure fill is reasonably clean	\$300
21	7.2 (m)	Fail to ensure fill placed or used meets Ministry standards	\$300
22	7.2 (n)	Fail to ensure fill is not placed around buildings to an elevation higher than 150 mm	\$300
23	7.2 (o)	Fail to comply with all applicable laws	\$300
24	8.4	Provide false information, fail to cease alteration and restore site.	\$500
25	8.6	Fail to restore site after Permit expired or was revoked.	\$500
26	9.7	Hinder/obstruct or attempt to hinder/obstruct Officer	\$750

Table 7 - Sign By-law No. 52-09 Municipal Code Chapter 740

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

Table 8 – Park Use By-law No. 19-22 Municipal Code Chapter 942

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	3.1 a)	Disobey posted regulation	\$50
2	3.1 b)	Fail to comply with directions of Municipal By-law Enforcement Officer	\$100
3	3.1 c)	Engage in behavior/language which interferes with the enjoyment of a park	\$50
4	3.1 d)	Engage in activity that may cause injury/damage	\$250
5	3.1 e)	Interfere with a permitted activity/event	\$100
6	3.1 g)	Carry/fire/use firearm/bow/air gun or similar mechanism	\$500
7	3.1 h)	Set off fireworks/rocket/torpedoes without a permit	\$250
8	3.1 i)	Operate remote controlled or other powered device not in designated area	\$50
9	3.1 j)	Erect tent without a permit	\$50
10	3.1 k)	Possess/consume/serve/sell alcoholic beverages without a	\$150
11	3.1 m)	Urinate/defecate other than in a designated washroom	\$125
12	3.2 a) i	Enter/remain in park after close	\$100
13	3.2 a) ii	Enter/remain in area prohibited by sign	\$100
14	3.2 b)	Enter/access through a park to complete work without a permit	\$250
15	3.3 a)	Hold/engage in a gathering without a permit	\$100
16	3.3 b)	Camp/lodge without a permit	\$100
17	3.3 c)	Enjoy/portray to enjoy exclusive use of a park amenity without a permit	\$100
18	3.4 a)	Lead/carry/take animal other than dog or cat into park without a permit	\$50
19	3.4 b)	Allow cat in a park without a leash of less than 2m	\$100
20	3.4 c)	Allow dog in a Park without a leash of less than 2m	\$100
21	3.4 d)	Fail to remove and dispose of excrement in a timely manner	\$100
22	3.4 e)	Allow animal to be within 3 metres of a body of water	\$50
23	3.4 f)	Allow dog/cat to enter prohibited area	\$50
24	3.4.1.1	Permit an prohibited dog in an off leash dog area	\$100
25	3.4.1.2 a)	Accompany more than 3 dogs in an off leash area	\$50
26	3.4.1.2 b)	Permit dog to be unsupervised in an off leash area	\$50
27	3.4.1.2 c)	Possess food/glass/breakable substance in off leash area	\$75
28	3.5 a)	Light/build/stoke a fire without a permit	\$250
29	3.5 b)	Use a cooking vessel in a prohibited area	\$250
30	3.5 c)	Use a cooking vessel fueled by other than a 1 pound fuel cylinder	\$150

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
31	3.5 d)	Leave cooking vessel unattended without extinguishing fire	\$250
32	3.6 a)	Remove/injure/climb/destroy/burn any plant without permit	\$250
33	3.6 b)	Damage any facility/structure	\$500
34	3.6 c)	Damage/remove any lifesaving/emergency equipment/sign/notices	\$250
35	3.6 d)	Hunt/disturb/attempt to maim/kill, any animal	\$150
36	3.6 e)	Disturb animal nest/den	\$150
37	3.6 f)	Feed wildlife	\$50
38	3.7	Operate any Motor Vehicle in a park	\$250
39	3.8 a)	Park Motor Vehicle in Parking Area beyond Park hours	\$50
40	3.8 b)	Park Motor Vehicle not in accordance with permit	\$50
41	3.8 c)	Park Electric Vehicle not Actively Charging or in a Charging Session	\$125
42	3.9 a)	Operate a bike/pedal-assisted bike on a prohibited facility	\$100
43	3.9 b)	Operate a bike/pedal-assisted bike at a speed greater than 25 km/h	\$250
44	3.9 c)	Fail to give right of way to any pedestrian	\$50
45	3.9 d)	Fail to dismount in accordance with sign	\$100
46	3.10 a)	Place/permit to place any encroachment	\$250
47	3.10 b)	Pump/permit to pump water from any source of water located in a Park without a Permit	\$250
48	3.10 c)	Install gate in park property line	\$250
49	3.11 a)	Dispose of garbage in other than appropriate receptacle	\$250
50	3.11 b)	Throw/dispose of/place any waste/fill/ashes/materials	\$250
51	3.11 c)	Abandon/dispose/bury any animal in any park	\$250
52	3.11 d)	Discharge water from sewage/roof drainage/hot tub/swimming pool/pond into a park	\$250
53	3.12.1	Play any sport/game for more than 1 hour without a permit	\$50
54	3.12.2	Play golf in a park	\$100
55	3.13 a)	Solicit/conduct/practice any business/profession/charity without a permit	\$200
56	3.13 b)	Hold sporting event, provide lessons without a permit	\$200
57	3.13 c)	Provide/sell/offer for sale/display for sale any merchandise/service	\$150
58	3.13 d)	Take wedding/event photos without a permit	\$100

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
59	3.13 e)	Film without a permit	\$100
60	3.13 f)	Distribute/display any notice/sign/advertisement/promotion/s amples without a Permit	\$100
61	5.3	Hinder/obstruct a Municipal By-law Enforcement Officer	\$500
62	6.4	Fail to comply with an Order	\$500
63	7.3.1	Fail to supply requested information to an officer	\$500
64	7.3.2	Provide false statement to an officer	\$500

Table 9 - Refreshment Vehicle By-law No. 194-05 Municipal Code Chapter 875

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	875.2.1	Refreshment Vehicle Operator fail to obtain a licence for the current year.	\$450
2	875.2.2	Refreshment Cart Operator fail to obtain a licence for the current year.	\$450
3	875.2.3	Refreshment Vehicle Driver fail to obtain a licence for the current year.	\$200
4	875.2.9	Fail to provide officer with unobstructed access to vehicle/cart	\$500
5	875.2.12	Fail to report change of information relating to a licensee.	\$150
6	875.2.15	Sell Refreshments from device drawn by animal	\$250
7	875.7.3	Advertising/Promoting business other than name endorsed on their licence certificate.	\$250
8	875.7.4	Fail to attach a vehicle/cart licence plate validation sticker.	\$65
9	875.7.5 (a)	Fail to keep in vehicle HTA vehicle permit	\$65
10	875.7.5 (b)	Fail to keep in vehicle refreshment vehicle license	\$65
11	875.7.10	Operator Permit unlicensed Driver to operate refreshment vehicle	\$250
12	875.8.2	Driver fail to provide license/driver's license/insurance	\$250
13	875.9.7	Fail to provide container for refuse	\$250
14	875.9.8	Fail to make refuse container accessible	\$250
15	875.9.13	Fail to post on vehicle/cart name of operating business endorsed upon their licence certificate.	\$250
16	875.10.2	Sell refreshments from other than a four-wheeled motor vehicle.	\$250
17	875.10.4	Fail to clearly date wrapper of prepared food	\$250
18	875.10.5	Fail to operate between the hours of sunrise and sunset of the same day.	\$250
19	875.10.6	Fail to operate in restricted area without authorization.	\$250
20	875.10.7	Remain in one place in excess of fifteen minutes without written permission.	\$250

Table 10 – Clean Neighbourhoods By-law No. 63-24

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	4.5.1	Owner fail to comply with Work Order	\$350.00
2	5.6.1	Hinder/obstruct or attempt to hinder/obstruct Officer	\$750.00
3	6.3.1	Fail to comply with Work Order continuing offence	\$200.00

Table 11 – Responsible Pet Ownership and Animal Regulation By-law No. 22-25

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	3.8.1	Hinder/obstruct or attempt to hinder/obstruct Officer	\$750
2	3.9.5	Owner fail to comply with Work Order	\$350
3	3.10.5	Owner fail to comply with Order	\$350
4	4.1.1	Keep/possess/harbor more than three dogs	\$250
5	4.1.3	Walk or transport more than six (6) dog(s)	\$250
6	4.1.4	Fail to have care and control while walking or transporting a dog(s)	\$250
7	4.2.1	Fail to obtain annual dog license	\$150
8	4.2.2	Fail to obtain annual dangerous dog license	\$200
9	4.2.3	Fail to provide required dog licensing information	\$100
10	4.4.1	Fail to affix dog tag	\$100
11	4.4.2	Affix dog tag upon a dog other than the dog for which it was issued	\$100
12	4.4.3	Fail to replace dog tag	\$100
13	4.4.4	Fail to report change of dog/owner information	\$100
14	4.5	Permit use of security or guard dog without posting a warning notice at every entrance	\$100
15	5.1.1	Permit dog to bite, attack, or menace	\$350
16	5.2.1	Fail to comply with Dangerous Dog Notice restrictions	\$350
17	6.1.1	Keep/possess/harbour more than four cats	\$250
18	6.2.1	Fail to obtain annual cat license	\$150
19	6.2.2	Fail to provide required cat licensing information	\$100
20	6.3.1	Fail to affix cat tag	\$100
21	6.3.2	Affix cat tag upon a cat other than the cat for which it was issued	\$100
22	6.3.3	Fail to replace cat tag	\$100
23	6.3.4	Fail to report change of cat/owner information	\$100
24	7.1.1	Allow animal to be at large or trespass on private or public property	\$300
25	8.1.1	Fail to provide animal with basic care	\$300
26	8.2.1	Fail to provide animal with adequate enclosure in accordance with requirements	\$300
27	8.3.1	Fail to tether an animal in accordance with requirements	\$200
28	8.4.1	Leave animal unattended and/or not properly restrained in a motor vehicle	\$300
29	8.4.2	Permit or cause animal to be abandoned	\$300
30	8.5.1	Permit animal to remain outdoors during extreme weather	\$300
31	8.6.1	Fail to clean up and dispose of excrement left by animal	\$250
32	8.7.1	Fail to keep unspayed animal confined when in heat	\$200
33	8.8.1	Permit animal to be distressed for entertainment	\$300
34	8.8.2	Fail to comply with filming conditions	\$200
35	8.9.1	Intentionally breed an animal.	\$300
36	9.1.1	Keep livestock on lands not zoned for agricultural or farming use	\$300

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
37	9.1.2 a)	Fail to diagnose livestock for suspected animal-related disease	\$300
38	9.1.2 b)	Fail to vaccinate horse/cow/bull/steer/calf/sheep in accordance with regulations	\$300
39	9.1.2 c)	Fail to dispose of dead farm animal in accordance with regulations	\$300
40	10.1.1	Keep/harbour/possess wildlife	\$150
41	10.1.2	Relocate or disturb wildlife	\$300
42	10.1.3	Injure/maim/kill/harass or permit animal to injure/maim/kill/harass wildlife	\$300
43	10.2.1	Feed wildlife or leave attractants	\$200
44	10.3.1	Use killer, leg-hold, or snare trap to capture wildlife	\$300
45	10.3.2	Permit wild animal to remain in trap causing distress	\$300
46	11.1.1	Keep pigeons without membership	\$150
47	11.1.2	Permit pigeons to nest/perch/stray/feed upon another property	\$250
48	11.1.3	Keep more than the maximum number of pigeons	\$250
49	11.1.4	Fail to diagnose pigeon for suspected animal-related disease	\$200
50	12.1.1	Keep animal not permitted in Schedule A	\$400
51	12.1.4	Owner fail to abide by additional terms in keeping an animal	\$400
52	12.1.5	Fail to surrender prohibited animal to municipal animal shelter	\$400
53	12.1.6	Fail to report change of animal information within forty-eight (48) hours	\$400
54	12.2.1	Keep a combination of more than seven permitted animals	\$400
55	12.2.2	Fail to surrender excess animals	\$400
56	13.2.1	Fail to comply with Work Order continuing offence	\$200

Table 12 – Kennel Licensing By-law No. 188-05, Municipal Code Chapter 321

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	321.2.2	Operate a kennel without a license	\$250
2	321.2.3	Fail to have appropriate floor/drainage/ cages with impermeable bottoms	\$200
3	321.2.5	Fail to have fence/gate with minimum requirements	\$200
4	321.3.2	Fail to inspect animal for infectious disease before admission	\$300
5	321.3.4	Fail to keep kennel sanitary/clean/well ventilated	\$200
6	321.3.5	Fail to wash kennel/cage floors daily	\$200
7	321.3.6	Fail to keep animals in prescribed quarters at a healthful temperature	\$200
8	321.3.7	Fail to provide animals with adequate food/water	\$300
9	321.3.8	Fail to be open for inspection	\$300

Table 13 – Tree Preservation By-law No. 19-25, Municipal Code Chapter 1015

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	4.1	Injure Tree without Permit	\$750.00
2	4.6	Injure Tree not in accordance with Exemption Permit	\$500.00
3	5.2	Submit false/misleading information	\$200.00
4	6.6	Fail to post/keep Permit in a conspicuous place	\$50.00
5	8.5	Fail to comply with Written Compliance Order	\$350.00
6	9.3	Hinder/obstruct or attempt to hinder/obstruct Officer	\$750.00
7	10.2	Fail to comply continuing offence	\$200.00

Table 14 – Trees on City Lands By-law No. 20-25, Municipal Code Chapter 821

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	3.1a	Prune City Tree	\$350.00
2	3.1b	Injure City Tree	\$750.00
3	3.1c	Destroy City Tree	\$1,000.00
4	3.1d	Peel, deface, bury or cut roots or attach in any manner any object or thing to a City Tree or any part of a City Tree	\$350.00
5	3.3	Fail to report injured/destroyed City Tree to Commissioner	\$150.00
6	3.4	Deposit/store material within Tree Protection Zone without approval	\$350.00
7	3.5	Transplant, remove/attach, burn or allow any harmful substance to contact a City Tree	\$350.00
8	3.6	Interfere with structures delineating a Tree Protection Zone	\$750.00
9	3.7 a)	Plant Trees without approval	\$350.00
10	3.7 b)	Plant Trees not in accordance with the City 's standards and specifications	\$350.00
11	4.1	Fail to carry out work in accordance with City's standards and specifications	\$750.00
12	4.2	Fail to make an application for permission to carry out work within Tree Protection Zone	\$750.00
13	4.3	Fail to cease work and apply for Commissioner instructions	\$750.00
14	5.5	Fail to comply with Work Order	\$350
15	5.7	Hinder/obstruct or attempt to hinder/obstruct an Enforcement Officer	\$750

Table 15 - Active Transportation and Micromobility By-law No. 90-25

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	2.1 (1)	Walk along Highway where there is a Sidewalk/Multi-Use Path	\$50.00
2	2.1 (2)	Fail to walk on leftmost side of Highway facing oncoming traffic	\$50.00
3	2.1 (3)	Walk on Bicycle Lane or Cycle Track	\$50.00
4	2.1 (4)	Cross Highway without using shortest route	\$50.00
5	2.1 (5)	Proceed over/under railing or barrier along Sidewalk or Multi-Use Path	\$50.00
6	2.1 (6)	Impede Pedestrians or Vehicles	\$50.00
7	2.2 (1)	Operate E-Scooter on prohibited area	\$100.00
8	2.2 (2)	Operate E-Scooter on Highway contrary to permitted conditions	\$100.00
9	2.2 (3)	Ride E-Scooter without riding as close as practical to right hand curb	\$100.00
10	2.2 (5)	Ride/push E-Scooter alongside Bicycle or other E-Scooter on Highway	\$50.00
11	2.2 (6)	Operate/use E-Scooter within a Pedestrian Crosswalk	\$100.00
12	2.2 (7)	Park/leave E-Scooter anywhere except designated parking space	\$100.00
13	2.2 (8)	Operate E-Scooter under the age of sixteen	\$100.00
14	2.2 (9)	Fail to wear helmet while riding E-Scooter under the age of eighteen	\$100.00
15	2.2 (10)	Carry Person while operating E-Scooter	\$100.00
16	2.2 (11)	Tow Person/Vehicle/device while operating E-Scooter	\$100.00
17	2.2 (12)	Attach to another E-Scooter while operating E-Scooter	\$50.00
18	2.2 (13)	Operate E-Scooter while not in standing position	\$100.00
19	2.2 (14)	Fail to maintain control of E-Scooter	\$100.00
20	2.2 (15)	Carry cargo on E-Scooter	\$100.00
21	2.2 (16)	Fail to keep safe distance from Pedestrians/other users	\$100.00
22	2.2 (17)	Fail to give way to Pedestrian/Bicycle	\$100.00
23	2.2 (18)	Operate E-Scooter at speed markedly greater than nearby Pedestrians	\$100.00
24	2.2 (19)	Fail to maintain E-Scooter in good working order	\$100.00
25	2.2 (20)	Operate/Keep E-Scooter exceeding a weight of 45 kg	\$100.00
26	2.2 (21)	Fail to equip E-Scooter with a bell/horn in good working order	\$100.00
27	2.2 (22)	Fail to carry lamp where Persons/Vehicles are not discernable	\$100.00
28	2.2 (23)	Fail to have at least one battery that is the sole power of motor	\$100.00
29	2.2 (24)	Fail to ensure battery/motor is securely fastened to E-Scooter	\$100.00
30	2.2 (25)	Fail to insulate and cover electric terminals on E-Scooter	\$100.00
31	2.2 (26)	Operate E-Scooter with prohibited components	\$100.00
32	2.2 (27)	Modify E-Scooter to increase maximum speed beyond 24 km/hr	\$250.00
33	2.2 (28)	Fail to ensure E-Scooter stops when brakes are applied/accelerator is released	\$250.00
34	2.2 (29)	Fail to ensure brakes can bring E-Scooter to a full stop at 24 km/hr	\$250.00

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
35	2.2 (30)	Injure/damage any Person or Property while operating E-Scooter	\$350.00
36	2.3 (1)	Operate Bicycle on prohibited area	\$75.00
37	2.3 (2)	Ride Bicycle without riding as close as practical to right hand curb	\$75.00
38	2.3 (4)	Ride/push Bicycle alongside another Bicycle/E-Scooter on Highway	\$50.00
39	2.3 (5)	Operate/use Bicycle within a Pedestrian Crosswalk	\$75.00
40	2.3 (6)	Park/leave Bicycle anywhere except designated parking space	\$75.00
41	2.3 (7)	Operate Bicycle at speeds markedly greater than nearby Pedestrians	\$75.00
42	2.3 (8)	Fail to maintain control of Bicycle	\$100.00
43	2.3 (9)	Fail to maintain Bicycle in good working order	\$50.00
44	2.3 (10)	Injure/damage any Person or Property while operating Bicycle	\$350.00
45	2.4 (1)	Operate Bicycle/E-Scooter over or upon a Sidewalk	\$100.00
46	2.5 (1)	Operate a Vehicle in a Bicycle Lane	\$100.00
47	2.5 (2)	Stop Vehicle in a Bicycle Lane	\$100.00
48	2.6 (1)	Operate Vehicle in a Cycle Track or Multi-Use Path	\$100.00
49	2.6 (2)	Stop Vehicle in any Cycle Track or Multi-Use Path	\$100.00
50	2.7 (1)	Pass/approach public transit vehicle taking on/discharging passengers	\$100.00
51	3.2 (1)	Fail to provide required information to an Officer	\$350.00
52	3.2 (2)	Provide false information to an Officer	\$350.00

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 Designated 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 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	3.1(a)	park in such a manner as to obstruct a sidewalk	\$30.00
2	3.1(a)	park in such a manner so to obstruct a crosswalk	\$40.00
3	3.1(a)	park in such a manner as to obstruct a private entrance	\$30.00
4	3.1(b)	park within three (3) metres of a fire hydrant	\$100.00
5	3.1(c)	park on or within 100 metres of a highway overpass or underpass bridge	\$30.00
6	3.1(d)	park within nine (9) metres of an intersection	\$30.00
7	3.1(e)	park within fifteen (15) metres of a signalized intersection	\$30.00
8	3.1(f)	park within fifteen (15) metres of level railway crossing	\$50.00
9	3.1(g)	park within 30 metres of a roundabout or traffic circle	\$50.00
10	3.1(h)	park in any lane designated for the exclusive use of certain classes of vehicles	\$50.00
11	3.1(i)	park in a dedicated cycling facility	\$50.00
12	3.1(j)	park within twelve metres of a location designated as a bus stop	\$40.00
13	3.1(k)	park within 15 metres of a pedestrian crossover	\$30.00
14	3.1(l)	park on boulevard	\$40.00
15	3.1(m)	park on a median	\$50.00
16	3.1(n)	park within one metre of a driveway, laneway or private roadway	\$50.00
17	3.1(o)	park in a position or place that prevents or is likely to prevent the removal of any vehicle already parked on the highway – double parked	\$50.00
18	3.1(p)	park over three-hour time limit	\$40.00
19	3.2(a)	stop in any lane designated for the exclusive use of certain classes of vehicles	\$50.00
20	3.2(b)	stop in a dedicated cycling facility	\$50.00

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
21	3.2(c)	stop within twelve metres of a location designated as a bus stop	\$40.00
22	3.2(d)	stop within 15 metres of a pedestrian crossover	\$30.00
23	3.2(e)	stop on a median	\$50.00
24	3.3	interfere with winter operations	\$150.00
25	4.1(a)	park within 100 metres of an intersection on the highway	\$50.00
26	4.1(b)	park in a fire route	\$150.00
27	4.1(c)	park in a school zone at prohibited times	\$30.00
28	4.1(d)	park within 100 metres of a roundabout or traffic circle	\$50.00
29	4.1(e)	park within twenty-five metres of a location designated as a bus stop	\$40.00
30	4.1(f)	park within 30 metres of a pedestrian crossover	\$30.00
31	4.2(a)	stop within twenty-five metres of a location designated as a bus stop	\$40.00
32	4.2(b)	stop within 30 metres of a pedestrian crossover	\$30.00
33	4.2(c)	stop in a school zone at prohibited times	\$30.00
34	5.1(a)	park on the wrong side of a highway	\$30.00
35	5.1(b)	park more than 30 centimetres out from the edge of the roadway	\$40.00
36	6.1	park on highway during prohibited time	\$40.00
37	7.1	park on highway during restricted time	\$40.00
38	8.1	stop on highway during prohibited time	\$40.00
39	9.1	accessible parking	\$300.00

SCHEDULE "C"

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 – Property Standards By-law No. 62-24 Municipal Code Chapter 1010

Column 1 Item	Column 2 Designated Provisions	Column 3 Short Form Wording	Column 4 Administrative Penalty Amount
1	3.1.1	Use/occupy/permit use/occupation of Property not conforming to Standards	\$350.00
2	3.1.2	Fail to maintain Property in conformity with Standards	\$350.00
3	3.1.3	Fail to provide identification to Officer	\$500.00
4	3.1.4	Hinder/obstruct or attempt to hinder/obstruct Officer	\$750.00
5	3.1.5	Fail to obtain permit for compliance with Order prior to Repairs/Demolition	\$500.00
6	3.1.6	Alter/permit alteration of Heritage Property without Council consent	\$500.00
7	8.2.11	Fail to Comply with Order to Comply	\$500.00
8	8.3.1	Fail to Comply with Emergency Order to Comply	\$500.00

Tariff of Fees By-law 61-25 The Corporation of the City of Richmond Hill

Administrative Fees - effective January 1, 2026	2026 Fees	HST (Y/N)
MTO Registered Owner Search Fee	\$11.00	N
Mail Service of a Parking Penalty Notice	\$15.00	N
Late Payment Fee	\$28.00	N
Screening Review Non-Appearance Fee	\$53.00	N
Hearing Review Non-Appearance Fee	\$106.00	N
Returned NSF cheque fee	\$10.00	N
Land Registry Title Ownership Search Fee	\$33.00	N
Hearing Review Transcription Service	\$8.20 + cost	Y
Audio or Video Hearing Review Recording	\$39.00	Y
AMPS Plate Denial Fees	\$21.00	N