BY-LAW NUMBER 118-26
-OF-
THE CORPORATION OF THE COUNTY OF BRANT

A By-law to repeal and replace By-law No. 74-24, Being a By-law to Establish and Operate an Administrative Penalties System for Violations of By-laws Constituted Under the Municipal Act and other statutes as permitted by law.

WHEREAS Sections 23.2, 23.3 and 23.5 of the Municipal Act, 2001*, S*.O. 2001, c. 25 (the "Municipal Act, 2001") authorize the County to delegate its administrative and hearing powers;

AND WHEREAS section 102.1 of the *Municipal Act, 2001* and O. Reg. 333/07, authorizes the County to require a person to pay an Administrative Penalty for a contravention of any by-law respecting the parking, standing, or stopping of vehicles;

AND WHEREAS section 391 of the *Municipal Act, 2001* authorizes the County to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it;

AND WHEREAS section 434.1 of the *Municipal Act, 2001* authorizes the County to require a Person, subject to such conditions as the municipality considers appropriate, to pay an Administrative Penalty if the municipality is satisfied that the Person has failed to comply with a by-law of the County**;**

AND WHEREAS, section 434.2(1) of the *Municipal Act*, *2001* provides than an administrative penalty imposed by a municipality on a person constitutes a debt of the person to the municipality;

AND WHEREAS subsection 434.2(2) of the *Municipal Act, 2001,* provides that if an administrative penalty imposed under section 434.1 is not paid within 15 days after the day that it becomes due and payable, the treasurer of a local municipality may, and upon the request of its upper-tier municipality, if any, shall, add the administrative penalty to the tax roll for any property in the local municipality for which all of the owners are responsible for paying the administrative penalty, and collect it in the same manner as municipal taxes"

AND WHEREAS section 15.4.1 of the *Building Code Act, 1992,* authorizes the County to require a Person, subject to such conditions as the municipality considers appropriate, to pay an Administrative Penalty if the municipality is satisfied that the Person has failed to comply with a by-law passed under section 15.1 of the *Building Code Act, 1992*; or an order of an officer under subsection 15.2 (2) as deemed confirmed or as confirmed or modified by the committee or a judge under section 15.3 of the *Building Code Act, 1992*;

AND WHEREAS, Section 12(1)3 of Ontario Regulation 333/07 of the *Municipal Act, 2001* provides that a municipality may charge administrative fees in the amount specified in the administrative penalty system by-law for any other fee or charge imposed by the municipality in respect of the administration of the administrative penalty system under section 391 of the Act.

AND WHEREAS the Council for the County considers it desirable and necessary to provide for a system of Administrative Penalties and Administrative Fees for the designated by-laws set out herein;

NOW THEREFORE the Council of the Corporation of the County of Brant enacts as follows:

Interpretation and Definitions

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

2. Where words and phrases used in this by-law are not defined herein but are defined in the *Highway Traffic Act, R.S.O. 1990, c. H. 8*, the definitions in the *Highway Traffic Act* shall apply.

3. For the purpose of this By-law:

   “Administrative Penalty” means an administrative penalty as set out in Schedules “A” and “B” of this By-law, for a contravention of a Designated By-law;

   “Clerk” means the County Clerk, or anyone designated by the County Clerk to perform their duties pursuant to this By-law;

   “County” means the Corporation of the County of Brant and includes the geographical area within the County;

   “Court” means any court of law of the Province of Ontario, including but not limited to the Ontario Court of Justice, the Superior Court of Justice, and the Court of Appeal for Ontario;

   “Designated By-law” means a by-law, or a part or provision of a by-law, that is designated under this or any other by-law, and is listed in the attached Schedules “A” and “B”;

   “Director” means the Director of Enforcement and Regulatory Services for the County of Brant.

"Effective Date of Service" means the date on which service of a Penalty Notice is deemed to be effective in accordance with this By-law;

"Fees" includes the following:

(a) "Administrative Fee" means any fee(s) listed in Schedule "C" of this By-law;

(b) "Hearing Non-Appearance Fee" means an Administrative Fee established by the County from time to time, as listed in Schedule "C" in respect of a Person's failure to appear at the time and place scheduled for a hearing before a Hearing Officer;

(c) "Late Payment Fee" means an Administrative Fee established in Schedule "C" of this By-law in respect of a Person's failure to pay an Administrative Penalty within the time prescribed;

(d) "MTO Plate Denial Fee" means an Administrative Fee listed in Schedule "C", as represented by the Ontario Ministry of Transportation, for notifying the Registrar of Motor Vehicles for the purpose of denying renewal of a vehicle permit;

(e) "MTO Search Fee" means an Administrative Fee established by the County from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, for the purposes of this By-law;

(f) "Screening Non-Appearance Fee" means an Administrative Fee established by the County from time to time, as listed in Schedule "C" in respect of a Person's failure to appear at the time and place scheduled for a review by a Screening Officer.

"Hearing Decision" means a notice that contains the decision of a Hearing Officer;

"Hearing Officer" means any person appointed by the County from time to time consistent with the APS conflict of interest policy and pursuant to the Screening and Hearing Officer By-law, to perform the functions of a Hearing Officer in accordance with this By-law and pursuant to the County's applicable policies.

"Hearing Request Form" means the form that may be filed by a Person under this By-law to request a hearing following a Screening Decision;

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

“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.

“Non-Parking By-law Penalty Notice” means a Penalty Notice issued pursuant to section 9 of this By-law in respect of a contravention of a provision of a Designated By-law listed in Schedule “B” of this By-law;

“Officer” means a person appointed/authorized by the County to enforce a Designated By-law, or a police officer employed by the Ontario Provincial Police;

“Owner" means a Person who is the registered owner, occupant or tenant of a property, or a Person who, for the time being or permanently, is managing or receiving the rent from a property, whether on his own account or on account of an agent, trustee or any other Person, or are one or more of the aforesaid. An Owner may include a Registered Owner as defined in this by-law.

“Registered Owner” means the Person whose name appears on the permit for the vehicle as provided by the Ontario Ministry of Transportation, and if the vehicle permit consists of a vehicle portion and a plate portion and different Persons are named on each portion, the Person whose names appears on the plate portion;

“Parking Penalty Notice” means a Penalty Notice issued pursuant to section 8 of this By-law in respect of a contravention of a contravention of a provision of a Designated By-Law listed in Schedule “A” of this By-law;

“Penalty Notice” means a notice as described in this By-law, and for greater certainty includes both a Non-Parking By-law Penalty Notice and a Penalty Notice;

“Penalty Notice Date” means the date of the contravention;

“Penalty Notice Number” means the reference number specified on the Penalty Notice that is unique to that Penalty Notice, pursuant to this By-law;

“Person” includes an Owner, a Registered Owner, an individual, a corporation, a partnership, an association or an authorized representative thereof;

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

"Regulation" means O. Reg. 333/07, made under the *Municipal Act, 2001* and any regulation enacted with respect to section 434.1 of the *Municipal Act, 2001*;

"Screening and Hearing Officer By-law" means a by-law of the County or delegated authority to appoint screening and hearing officers, as amended from time to time, or any successor thereof;

"Screening Decision" means a notice which contains the decision of a Screening Officer;

"Screening Officer" means any person appointed by the County from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer pursuant to this By-law;

"*Statutory Powers Procedure Act*" means the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S. 22.

Application

4. The By-laws, or portions of By-laws, listed in the attached Schedule "A" of this By-law shall be Designated By-laws for the purposes of Section 102.1 of the *Municipal Act, 2001* and paragraph 3(1)(b) of the Regulation.

5. The By-laws, or portions of By-laws, listed in the attached Schedule "B" of this By-law shall be Designated By-laws for the purposes of Section 434.1 of the *Municipal Act, 2001*.

6. Schedules "A" and "B" set out the Administrative Penalty and include short form wording to be used on Penalty Notices, for the contraventions of By-laws listed in Schedules "A" and "B", respectively.

Administration

7. The *Clerk* may:

   (a) designate areas within the County, or at another location, as approved, and determine times, for conducting reviews and hearings under this By-law;

   (b) prescribe all forms, notices, including the Penalty Notice, guidelines, processes, policies, and procedures, necessary to implement the By-law and the administrative penalty system, and to amend such forms, notices, guidelines, policies, procedures, and processes from time to time as the

Clerk deems necessary without amendment to this by-law; and

(c) amend the Administrative Fees, as may be necessary to reflect changes in fees imposed by the Province of Ontario in relation to the administration of the administrative penalty system.

Penalty Notice – Parking

8. If a vehicle has been left parked, standing or stopped in contravention of a provision of a Designated By-Law listed in Schedule “A” the Owner of the vehicle shall, upon issuance of a Parking Penalty Notice in accordance with this By-Law, be liable to pay to the County an Administrative Penalty in the amount specified in Schedule “A”, and shall be liable to pay to the County any Administrative Fees in accordance with this By-Law.

Penalty Notice – Non-Parking By-law

9. If a Person is found to have contravened a provision of Designated By-Law listed in Schedule “B”, the Person shall, upon issuance of a Non-Parking By-law Penalty Notice in accordance with this By-Law, be liable to pay to the County an Administrative Penalty in the amount specified in Schedule “B” and shall be liable to pay to the County any Administrative Fees in accordance with this By-Law.

10.

(a) If a Person is found to have contravened the same provision of a Designated By-law listed in Schedule “B” for a second time within a twenty-four (24) month period commencing on the date that the first Non-Parking By-law Penalty Notice is deemed to be affirmed, the Person shall, upon issuance of a subsequent Non-Parking By-law Penalty Notice, be liable to pay an administrative penalty to the County in the amount of $100 more than the amount specified in Schedule “B”, and shall be liable to pay to the County any Administrative Fees in accordance with this By-law.

(b) If a *Person* is found to have contravened the same provision of a Designated By-law listed in Schedule “B” for a third time and any subsequent time thereafter within a twenty-four (24) month period commencing on the date that the first Non-Parking Penalty Notice is deemed to be affirmed, the Person shall, upon issuance of a subsequent Non-Parking By-law Penalty Notice, be liable to pay an administrative penalty to the County in the amount of $200 more than the amount specified in Schedule “B”, and shall be liable to pay to the County any Administrative Fees in accordance with this By-law.

(c) Where a contravention of a Designated By-law listed in Schedule “B” continues for more than one day, each day or part of a day shall constitute a separate contravention.

(d) For greater certainty, the conviction of a Person for a contravention of a Designated By-law listed in Schedule “B” shall not operate to prevent further prosecutions for the continuing contravention of the By-law.

Officer to Issue Penalty Notice

11. An Officer who has reason to believe that a Person has contravened a Designated By-Law may issue a Penalty Notice in accordance with this By-Law.

Penalty Notice – Information required

12. The Penalty Notice shall include the following information:

(a) the Penalty Notice Date;

(b) the Penalty Notice Number;

(c) the short form wording for the contravention listed in Schedule “A” (Parking) or Schedule “B” (Non-Parking By-law), as the case may be which describes the particulars of the contravention;

(d) the amount of the Administrative Penalty;

(e) information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;

(f) a statement advising that an Administrative Penalty, including any Administrative Fee, will, unless cancelled or reduced pursuant to a review, constitute a debt of the *Person*, to the County; and

(g) the name or identification number of the Officer issuing the Penalty Notice.

Payment Deadline – Parking Penalty Notice

13. (a) Payment of an Administrative Penalty payable pursuant to a Parking Penalty Notice is due within thirty (30) days from the Effective Date Service of the Penalty Notice in accordance with this By-law.

(b) Where a *Person* pays or appeals the Administrative Penalty within seven (7) business days of the Effective Date of Service, the Person may pay the Early Payment Amount set out in Schedule “A” of this By-law.

(c) If the *Person* fails to make payment of the Administrative Penalty on or before payment due date set out in subsection (a), the Registered Owner shall be liable to pay, in addition to the amount of the Administrative Penalty, the designated Late Payment Fee set out in Schedule “C” of this By-law.

(d) If the *Person* fails to make payment of the Administrative Penalty pursuant to Screening or Hearing Decision, the Registered Owner shall be liable to pay the original set penalty amount and any other applicable fees as set out in this By-law.

Payment Deadline – Non-Parking Penalty Notice

14. (a) Payment of an Administrative Penalty payable pursuant to a Non-Parking By-law Penalty Notice is due within thirty (30) days from the Effective of Service of the Penalty Notice in accordance with this By-law.

(b) If the *Person* fails to make payment of the Administrative Penalty before payment due date set out in subsection (a), the Person shall be liable to pay, in addition to the amount of the Administrative Penalty, the designated Late Payment Fee set out in Schedule “C” of this By-law.

(c) If the *Person* fail to make payment of the Administrative Penalty pursuant to Screening or Hearing Decision, the Person shall be liable to pay the original set penalty amount and any other applicable fees as set out in this By-law.

Review by Screening Officer

15. A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer within thirty (30) days of the Effective Date of Service and shall do so on or before the date on which the Administrative Penalty is due and payable.

16. If a Person has not requested a Screening Review on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Screening Officer extend the time to request a review for a period up to fifteen (15) days after the Penalty Notice due date.

17. In order to request a Screening Review pursuant to Section 15 or to request an extension of time to request Screening Review pursuant to Section 16, a Person shall, using the prescribed forms, deliver to the County written notice of the request that includes:

    (a) the Penalty Notice Number;

    (b) the Person's mailing address and, if applicable, telephone number, and e-mail address;

    (c) in the case of a request to extend time to request a review, the reasons, if any, for having failed to exercise the right to request a review within thirty (30) days from the date the Penalty Notice was served; and

    (d) the Person's preference of the following options for a Screening Review meeting format:

        (i) in-person;

        (ii) by telephone;

        (iii) remotely by videoconference; or

        (iv) in writing.

18. Upon receipt of the request for review, the Screening Officer shall determine the format to be used for the review, including but not limited to in-person, by telephone, remotely by videoconference or in writing.

19. Unless the screening review proceeds in writing, if the Person fails to appear at the time and place scheduled for a screening review, or fails to remain at such place until the Screening Officer has made a Screening Decision respecting the Administrative Penalty,

    (a) the Person shall be deemed to have abandoned the request for the review;

    (b) the Administrative Penalty shall be deemed to be final;

    (c) the Administrative Penalty shall not be subject to further review by a Hearing Officer or review by any Court; and

    (d) the Person shall pay to the County a Screening Non-Appearance Fee as set out in Schedule "C".

20. Every Person who has requested a review by a Screening Officer shall be served with a copy of the Screening Decision within fifteen (15) days of the Screening Review.

21. When dealing with a request to extend the time to request a screening review pursuant to Section 16, the Screening Officer may only extend the time to request a review of the Administrative Penalty where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Screening Officer shall consider the request for extension before reviewing the Administrative Penalty.

22. Where an extension of time to request a review is not granted by the Screening Officer, the Administrative Penalty and any applicable Administrative Fees shall be deemed to be affirmed and shall not be subject to review.

23. Where neither a review nor an extension of time for review are requested in accordance with this By-law, or where the person fails to request a review within any extended period of time granted by the Screening Officer:

    (a) the Person shall be deemed to have waived the right to a screening and a hearing;

    (b) the Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and

    (c) the Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.

24. On a review of an Administrative Penalty, the Screening Officer may:

    (a) affirm the Administrative Penalty (including any applicable Administrative Fees, or the Screening Officer); or

    (b) cancel, reduce, or extend the time for payment of the Administrative Penalty (including any applicable Administrative Fees), on the following grounds:

        (i) in a review of a Parking Penalty Notice, where the Screening Officer is satisfied, on a balance of probabilities, that the vehicle was not parked, standing, or stopped in contravention of the Designated By-law as set out in the Penalty Notice;

        (ii) in a review of a Non-Parking By-law Penalty, where the Screening Officer is satisfied, on a balance of probabilities, that the Person did not contravene a Designated By-law as set out in the Penalty Notice.

(iii) Where the Screening Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any applicable Administrative Fees, is necessary to reduce any undue hardship.

(iv) Where the Screening Officer determines that Mitigating or Extenuating Circumstances exist and that such circumstances warrant the cancellation, reduction, or extension of time for payment of the Administrative Penalty.

25. 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.

Review by Hearing Officer

26. A Person may request a review of a Screening Decision by a Hearing Officer by filing an appeal in the prescribed manner within 30 days of the Effective Date of Service of the Screening Decision.

27. If a Person has not requested a Hearing Review with 30 days of the Screening Decision, the Person may request that the Hearing Officer extend the time to request a hearing review for a period up to forty-five (45) days from the Effective Date of Service of the Screening Decision.

28. A Person's right to appeal the Screening Decision to a Hearing Officer, or request an extension of time to appeal, shall be exercised by giving to the County written notice of the request to appeal that includes:

(a) the Penalty Notice Number;

(b) the Person's mailing address and, if applicable, telephone number, and email address;

(c) in the case of a request to extend time to appeal, the reasons, if any, for having failed to exercise the right to appeal within thirty (30) days from the date the Screening Decision was served; and

(d) the reasons for which the appeal has been requested.

29. Written notice of the request to appeal or to request an extension of time to appeal shall be provided by completing the Hearing Officer Appeal Form and delivering it to the County.

30. (a) The Person shall be given at least thirty (30) days notice of date, time, and place of the hearing of the appeal by the Hearing Officer.

(b) The (30) days notice in subsection (a) may be waived by the Person in writing and upon approval by the Director.

31. If the Person fails to appear at the time and place scheduled for the hearing of the appeal:

(a) the Person shall be deemed to have abandoned the appeal;

(b) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be final and shall not be subject to any further review, including review by any Court; and

(c) the Person shall pay to the County a Hearing Non-Appearance Fee.

32. The Hearing Officer shall conduct hearings in an impartial manner and shall not make a determination with respect to a review of the Screening Decision where a Person appears unless he or she has given the Person an opportunity to be heard.

33. The Hearing Officer may only extend the time to appeal the Screening Decision where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Hearing Officer will consider the request for extension before reviewing the Screening Decision.

34. Where an extension of time to appeal is not granted by the Hearing Officer, the Screening Decision shall be deemed to be affirmed and shall not be subject to review.

35. Where neither an appeal hearing nor an extension of time to appeal are requested in accordance with this By-law, or where the person fails to appeal within any extended period of time granted by the Hearing Officer:

(a) the person shall be deemed to have waived the right to an appeal hearing;

(b) the Screening Decision shall be deemed to be affirmed; and

(c) the Screening Decision shall not be subject to review.

36. (a) On a review of a Screening Decision relating to a Parking Penalty Notice, the Hearing Officer may affirm the Screening Decision, or the

Hearing Officer may cancel, reduce, or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:

(i) Where the Hearing Officer is satisfied, on a balance of probabilities, that the vehicle was not parked, standing, or stopped in contravention of the Designated By-law set out in the Penalty Notice; or

(ii) Where the Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any Administrative Fees, is necessary to reduce any undue hardship in accordance with the undue hardship policy.

(iii) Where the Hearing Officer determines that Mitigating or Extenuating Circumstances exist and that such circumstances warrant the cancellation, reduction, or extension of time for payment of the Administrative Penalty.

(b) On a review of the Screening Decision relating to a Non-Parking By-law Penalty Notice, the Hearing Officer may affirm the Screening Decision, or the Hearing Officer may cancel, reduce, or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:

(i) Where the Hearing Officer is satisfied, on a balance of probabilities, that the Person did not contravene a Designated By-law as set out in the Penalty Notice; or

(ii) Where the Hearing Officer is satisfied, on a balance of probabilities, that the cancellation, reduction, or extension of the time for payment of the Administrative Penalty, including any Administrative Fees, is necessary to reduce any undue hardship in accordance with the undue hardship policy.

(iii) Where the Hearing Officer determines that Mitigating or Extenuating Circumstances exist and that such circumstances warrant the cancellation, reduction, or extension of time for payment of the Administrative Penalty.

37. 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.

38. A Hearing Officer shall not make any decision respecting a review of the Screening Decision unless the Hearing Officer has given the Person, and the County an opportunity to be heard.

39. The hearing shall be subject to the *Statutory Powers Procedure Act*.

40. The Hearing Officer may consider and rely on a certified statement of an Officer, including but not limited to, certified photographs taken by an Officer. For this purpose, the Penalty Notice, signed by the Officer, shall constitute a certified statement of the Officer.

41. In addition to anything else that is admissible as evidence in accordance with the *Statutory Powers Procedure Act,* the materials referred to in Section 40 are admissible as evidence as proof of the facts contained therein, in the absence of evidence to the contrary.

42. If evidence referred to in Section 40 is being admitted at a hearing, the Hearing Officer shall not adjourn the hearing for the purpose of having the Officer attend to give evidence unless the Hearing Officer is satisfied that the oral evidence of the Officer is necessary to ensure a fair hearing.

43. The Person requesting the hearing shall be served with a copy of the Hearing Decision within fifteen (15) days of the hearing review.

44. The decision of the Hearing Officer is final.

45. Where notice has been given in accordance with this By-law, and the person fails to appear at the time and place scheduled for a review by the Hearing Officer:

    (a) the Person shall be deemed to have abandoned the hearing;

    (b) the Screening Decision shall be deemed to be affirmed; and

    (c) the Person shall pay to the County a Hearing Non-Appearance Fee, in addition to any other fees payable pursuant to this By-law.

Service of Documents

46. Service of a Parking Penalty Notice, in any of the following ways is deemed effective by:

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

(b) delivering it personally to the operator of the vehicle or the person having care and control of the vehicle at the time of the contravention;

(c) mailing it by regular mail to the Registered Owner at the address as set out on the ownership as soon as reasonably practicable after the contravention; or

(d) delivering it personally to an occupant at the address of the Registered Owner as set out on the ownership, who appears to be at least 16 years of age, as soon as reasonably practicable after the contravention.

47. Service of a Non-Parking Penalty Notice, in any of the following ways is deemed effective by:

(a) delivering it personally to the Person named in the Penalty Notice at the time of the contravention;

(b) mailing it by regular mail to the person named in the Penalty Notice at their last known address, as soon as reasonably practicable after the contravention;

(c) delivering it personally to an occupant at the last known address of the Person named in the Penalty Notice, who appears to be at least 16 years of age, as soon as reasonably practicable after the contravention;

(d) sending it by email to an email address that the Person to whom the Penalty Notice is directed has provided for the purpose of receiving electronic documents or at which the person is known to receive email communications. Service by email is effective only if the person provides a written response to the email.

48. Service of any document other than a Penalty Notice may be effected by:

(a) in the case of a Screening Decision or Hearing Decision, by delivering it personally to the Person who requested the screening or hearing review;

(b) for any document, including a Screening Decision or Hearing Decision:

(i) delivering it personally to an occupant at the last known address of the Person named in the Penalty Notice, who appears to be at least 16 years of age; or

(ii) delivering it by regular mail to the Person named in the Penalty Notice, at their last known address; or

(iii) by email to the email address provided by the Person named in the Penalty Notice.

49. For purposes of this By-Law, the last known address of the Registered Owner shall be the address as set out on the vehicle ownership or, where an updated address has been provided in writing by the Registered Owner to the By-law Enforcement Division of the County at the time of service, such updated address.

50. Any Penalty Notice or document sent in writing to the Person named in the Penalty Notice, by regular mail, as set out in this By-Law, is deemed to have been served on the fifth (5^{th}) day after the date of mailing.

51. Any Penalty Notice affixed to the vehicle to which it applies, or any Penalty Notice or document delivered personally in accordance with this By-Law, is deemed to have been served on the date and time of such delivery.

52. Service on a Person who is not the Registered Owner, in accordance with this By-Law, including service of a Screening Decision or Hearing Decision by handing it to the Person, shall be deemed to be service on the Owner.

53. Where the Person served with a Penalty Notice or issued a Screening Decision is not the Registered Owner, the Registered Owner may exercise any right that such Person may exercise under this By-law.

54. Service of a document on the County may be made by:

(a) sending it by regular or registered mail to the County of Brant By-law Enforcement Office;

(b) sending a copy by email to the email address indicated on the Penalty Notice; or

(c) by delivering it personally to the County of Brant By-Law Enforcement Office.

General Provisions

55. A Penalty Notice that is paid prior to a screening review shall be deemed to be final and will not be subject to screening, unless there is an error on the face of the Penalty Notice as determined by the Clerk.

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

    (a) Subject to subsection (b), where an Administrative Penalty issued pursuant to a Parking Penalty Notice is not paid within thirty (30) days of the Effective Date of Service, the Registered Owner of the vehicle in respect of which the Penalty Notice was issued, shall pay to the County an MTO Search Fee as set out in Schedule “C” to this By-law.

    (b) Where an Administrative Penalty issued pursuant to a Parking Penalty Notice is not paid within fifteen (15) days after it becomes due and payable in accordance with a Screening Decision or Hearing Decision, the Registered Owner of the vehicle in respect of which the Penalty Notice was issued, shall pay to the County, in addition to any other fees, a Late Fee, as set out in Schedule “C” to this By-law.

57. Where an Administrative Penalty issued pursuant to a Parking Penalty Notice and any Administrative Fees are not paid within fifteen (15) days after they become due and payable, the County may:

    (a) notify the Registrar of Motor Vehicles of the default and the Registrar shall not validate the permit of a person name in the default notice nor issue a new permit to that person, in respect of the vehicle to which the Administrative Penalty and Administrative Fees apply, until the penalty is paid, and the Registered Owner of the vehicle in respect of which the Penalty Notice was issued shall, in addition to any other fees, pay to the County a Plate Denial Fee; and

    (b) pursue any other collection mechanisms available to the County pursuant to the Regulation or law.

58. Where a Person provides a method of payment to the County for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, the Person shall, in addition to any other fees, be liable to pay to the County a Non-Sufficient Funds (NSF) Fee in accordance with the Fees and Charges By-law as amended.

59. All amounts due and payable to the County pursuant to this By-law constitute a debt to the County.

60. Where a person makes a request for an extension of time for payment, and the request is granted, the date on which the Administrative Penalty is due and payable shall be the date established in accordance with the extension of time, and,

(a) the Administrative Penalty will not be subject to the Late Payment Fee or the MTO Search Fee, until the time for payment has expired, and then in accordance with the provisions herein; and

(b) the enforcement mechanisms available to the County shall be suspended until the extension of time has expired and then shall apply in accordance with the provisions herein.

61. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any Administrative Fee is also cancelled.

62. Where a Person has paid an Administrative Penalty or an Administrative Fee that is cancelled or reduced by a Screening Officer or Hearing Officer, the County shall refund the amount cancelled or reduced.

63. Where the Person served with a Non-Parking By-law Penalty Notice or issued a Screening Decision is not the Owner, the Owner may exercise any right that such Person may exercise under this By-law.

64. No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.

65. Payments of an Administrative Penalty or Administrative Fee must be received by the date on which they are due and payable, or any extended due date in accordance with this By-law and will not be credited until received by the County.

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

Severability

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

Offences

68. No Person shall attempt, directly or indirectly, to communicate with a Screening Officer or Hearing Officer for the purpose of influencing or interfering, financially, politically, or otherwise, with the Screening Officer or Hearing Officer respecting a Penalty Notice and/or respecting a Power of Decision in a proceeding that is or will be pending before a Screening Officer or Hearing Officer, except:

(a) a Person who is entitled to be heard in the proceeding or the Person's lawyer, licensed paralegal, or authorized representative; and

(b) only by that Person or the Person's lawyer, licensed paralegal or authorized representative during the hearing of the proceeding in which the issues arise.

69. Nothing in Section 68 prevents a Screening Officer or a Hearing Officer from seeking or receiving legal advice.

70. Any Person, who:

(a) makes a false, misleading, or fraudulent statement in relation to a Penalty Notice, or on any form submitted to the County in relation to a Penalty Notice;
(b) obstructs an Officer exercising any authority under this By-law; or

(c) contravenes Section 68 of this By-law, is guilty of an offence and, upon conviction, is subject to a penalty as provided for in the *Provincial Offences Act*.

Short Title

71. This By-law may be cited as the "Administrative Penalty By-law".

Schedules and Effective Date

72. The following schedules attached form part of this By-law:

(a) Schedule "A" – Designated By-laws and Penalties – Parking

(b) Schedule "B" – Designated By-laws and Penalties – Non-Parking By-laws

(c) Schedule "C" – Administrative Fees

73. This By-law shall come into force and effect upon the execution and delivery of the Authorized Requester Agreement between the Corporation of the County of Brant and the Ontario Ministry of Transportation being an agreement governing the processing of Administrative Penalties for municipal parking violations.

Repeals

74. By-law No.74-24 is hereby repealed and replaced upon passage of this by-law.

READ for a first and second time on this this day of 22nd day of September, 2026.

READ and third time and enacted by Council this 22nd day of September, 2026.

THE CORPORATION OF THE COUNTY OF BRANT

_____
David Bailey, Mayor

_____
Sunayana Katikapalli, Clerk

Schedule "A"

Administrative Penalty System - Parking

Designated By-law, Short Form Wordings and Administrative Penalties

1. The provisions of each by-law listed in Column 3 of the following tables are Designated By-laws.

2. Column 2 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 3.

3. Column 5 in the following table sets out the Administrative Penalty Amount that is payable for a contravention of the designated provision listed in Column 3 for the matter(s) identified in Column 2.

4. The penalties shown in Column 4 below set out the Administrative Penalty Amount that is payable for contraventions of the designated provisions in cases where payment is made to the County within the Early Payment Amount timeline set out in this by-law

	BY-LAW #004-19 **COUNTY OF BRANT PARKING BY-LAW**			
Column 1 Item	**Column 2** Short Form Wording	**Column 3** Designated Provision	**Column 4** Early Payment Amount	**Column 5** Set Penalty Amount
1	Failure to park in compliance with parking control device	4	$25.00	$35.00
2	Park vehicle – contrary to direction of travel	5 (a)	$20.00	$25.00
3	Park vehicle – over 0.15 metres from curb	5 (b)	$20.00	$25.00
4	Park vehicle – wheels not parallel to curb	5 (b)	$20.00	$25.00
5	Park vehicle –wheels not parallel to right hand limit of highway	5 (b)	$20.00	$25.00
6	Park vehicle improper angle	6	$20.00	$25.00
7	Park vehicle outside designated parking space	7	$20.00	$25.00
8	Park vehicle obstruct sidewalk	8 (a) (i)	$30.00	$45.00
9	Park vehicle obstruct crosswalk	8 (a) (ii)	$30.00	$45.00
10	Park vehicle within 1.5 metres of entrance to highway	8(a)(iii)	$25.00	$35.00

11	Park vehicle obstruct traffic	8(a)(iv)	$30.00	$45.00
12	Park vehicle obstruct road repairs	8(a)(iv)	$30.00	$45.00
13	Park vehicle obstruct maintenance	8(a)(iv)	$30.00	$45.00
14	Park vehicle obstruct snow removal	8(a)(iv)	$30.00	$45.00
15	Park vehicle within 3 metres fire hydrant	8 (b)	$40.00	$55.00
16	Park vehicle within 100 metres bridge	8 (c)	$25.00	$35.00
17	Park vehicle within 6 metres public entrance to Hotel	8 (d)(i)	$25.00	$35.00
18	Park vehicle within 6 metres public entrance to Theatre	8 (d)(ii)	$25.00	$35.00
19	Park vehicle within 6 metres public entrance Public Hall	8 (d)(iii)	$25.00	$35.00
20	Park vehicle within 9 metres intersection	8 (e)	$25.00	$35.00
21	Park vehicle within 15 metres signalised intersection	8 (f)	$25.00	$35.00
22	Park vehicle within 15 metres level railway crossing	8 (g)	$25.00	$35.00
23	Park vehicle prevent removal of previously parked vehicle	8 (h)	$20.00	$25.00
24	Parked vehicle in excess of 24 hours	8 (i)	$35.00	$45.00
25	Park vehicle on boulevard, not improve for parking purposes	8 (j)	$25.00	$35.00
26	Park unlicensed vehicle	8(k)	$35.00	$45.00
27	Park vehicle having tire(s) off apron	8.1(a)	$25.00	$35.00
28	Park vehicle off apron on landscaped boulevard	8.1(a)	$25.00	$35.00
29	Park vehicle off apron on hardscaped boulevard	8.1(a)	$25.00	$35.00
30	Park vehicle off apron on grassy portion of boulevard	8.1(a)	$25.00	$35.00
31	Park vehicle on apron overhang sidewalk	8.1(b)	$25.00	$35.00
32	Park vehicle on apron overhang roadway	8.1(b)	$25.00	$35.00
33	Park vehicle on apron overhang curbline	8.1(b)	$25.00	$35.00

34	Park vehicle on apron not parallel to roadway	8.1(c)	$25.00	$35.00
35	Park vehicle on apron contrary to direction of traffic	8.1(d)	$25.00	$35.00
36	Park within 30 m of pedestrian crossover or pedestrian signal	8.1 (l)	$25.00	$35.00
37	Park vehicle on shared apron	8.2	$25.00	$35.00
38	Park vehicle on apron abut another apron	8.2	$25.00	$35.00
39	Park vehicle on apron without consent of owner	8.3	$25.00	$35.00
40	Park vehicle on apron without consent of occupant	8.3	$25.00	$35.00
41	Parked oversized vehicle over 2 hours	10	$30.00	$45.00
42	Park Heavy truck in residential area	10.1	$75.00	$85.00
43	Park unattached trailer – highway / municipal lot	11	$30.00	$45.00
44	Park vehicle in electric charging station not attached to charging equipment	11.1	$45.00	$55.00
45	Stop vehicle near entrance to fire hall	12	$205.00	$305.00
46	Stop vehicle when prohibited	13	$40.00	$55.00
47	Park vehicle when prohibited	14	$30.00	$45.00
48	Park vehicle during posted prohibited day or time	15	$25.00	$35.00
49	Park vehicle over time limit	16	$20.00	$25.00
50	Stop vehicle school bus loading zone	18	$40.00	$55.00
51	Park vehicle on highway during Significant Weather Event	19	$35.00	$45.00
52	Unauthorized parking– Loading Zone	20	$25.00	$35.00
53	Unauthorized stopping– Loading Zone	20	$25.00	$35.00
54	Park vehicle over time limit – municipal lot	21	$20.00	$25.00
55	Park oversized vehicle – municipal lot over 2 hours	22	$30.00	$45.00
56	Park on municipal property without consent	25	$25.00	$35.00
57	Park accessible parking space without accessible parking permit	27	$300.00	$300.00
58	Park posted fire route	30	$40.00	$55.00
59	Park in municipal permit only area without a permit	32(b)	$95.00	$110.00

60	Park in private permit parking lot without a permit	34	$30.00	$45.00
61	Park in private parking lot contrary to posted restrictions	35	$30.00	$45.00

SCHEDULE "B"

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

1. The provisions of each by-law listed in Column 3 of the following tables are Designated By-laws.

2. Column 2 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 3.

3. Column 4 in the following table sets out the Administrative Penalty Amount that is payable for a contravention of the designated provision listed in Column 3 for the matter(s) identified in Column 2.

4. The penalties shown in Column 4 below set out the Administrative Penalty Amount that is payable for contraventions of the designated provisions in cases where payment is made to the County.

5.Column 5 in the following tables sets out the Administrative Penalty for a second offence that is payable for a contravention of the designated provision listed in Column 3.

6.Column 6 in the following tables sets out the Administrative Penalty for a third and subsequent offence that is payable for a contravention of the designated provision listed in Column 3.

	COUNTY OF BRANT ANIMAL CONTROL AND DOG LICENSING BY-LAW NO. 174-10				
Column 1 Item	**Column 2** Short Form Wording	**Column 3** Designated Provision	**Column 4** Set Penalty Amount	**Column 5** Set Penalty amount for second offence	**Column 6** Set Penalty amount for third and subsequent offence
1.	Keep or permit keeping of more than three dogs per premises	3.1 (a)	$205.00	$305.00	$405.00

2.	Keep or permit keeping of more than three dogs per dwelling unit – multiple dwelling	3.1 (b)	$205.00	$305.00	$405.00
3.	Permit dog to run at large	3.5	$205.00	$305.00	$405.00
4.	Fail to take reasonable precautions to prevent dog from running at large	3.6	$205.00	$305.00	$405.00
5.	Permit dog to enter private property without property owner's consent	3.7	$205.00	$305.00	$405.00
6.	Fail to license dog	3.8	$200.00	$300.00	$400.00
7.	Fail to license pit bull	3.9	$205.00	$305.00	$405.00
8.	Fail to notify death of dog	3.10	$80.00	$180.00	$280.00
9.	Fail to notify change of ownership	3.10	$80.00	$180.00	$280.00
10.	Fail to notify change of address	3.10	$80.00	$180.00	$280.00
11.	Fail to replace lost dog tag	3.11	$55.00	$155.00	$255.00
12.	Fail to keep dog tag securely affixed to dog of issue	3.12	$55.00	$155.00	$255.00
13.	Fail to License kennel	3.13	$500.00	$600.00	$700.00
14.	Fail to remove and dispose of dog excrement	3.14	$205.00	$305.00	$405.00

15.	Fail to exercise reasonable precautions to prevent dog from biting or attacking person or domestic animal	3.15	$350.00	$450.00	$550.00
16.	Fail to exercise reasonable precautions to prevent dog from posing a menace to safety of persons or domestic animals	3.15	$350.00	$450.00	$550.00
17.	Keep or permit keeping of prohibited animal	3.16	$350.00	$450.00	$550.00
18.	Sell, offer to sell, permit, sale or make available prohibited animal	3.17	$225.00	$325.00	$425.00
19.	Keep livestock or backyard hens – not permitted use zoning by-law	3.18	$225.00	$325.00	$425.00
20.	Keep or permit keeping of more than three cats per premises	3.19(a)	$225.00	$325.00	$425.00
21.	Keep or permit keeping of more than three cats per dwelling unit – multiple dwelling	3.19(b)	$225.00	$325.00	$425.00
22.	Permit livestock to run at large	3.19.1	$300.00	$400.00	$500.00
23.	Permit backyard hens run st large	3.19.2	$225.00	$325.00	$425.00
24.	Keep or permit keeping more than three of any species of household pet per premises	3.20(a)	$225.00	$325.00	$425.00

25.	Keep or permit keeping more than three of any species of household pet per dwelling unit – multiple dwelling	3.20(b)	$225.00	$325.00	$425.00
26.	Feed or leave food outside in manner accessible to wild, feral or stray animals	3.22	$225.00	$325.00	$425.00
27.	Contravene order to discontinue	9.9	$500.00	$600.00	$700.00
28.	Contravene work order	9.11	$500.00	$600.00	$700.00
29.	Hinder or obstruct, or attempt to hinder or obstruct person exercising an authorized power or duty	9.13	$500.00	$600.00	$700.00

	COUNTY OF BRANT BACKYARD HENS BY-LAW NO. 14-25				
Column 1 Item	**Column 2** Short Form Wording	**Column 3** Designated Provision	**Column 4** Set Penalty Amount	**Column 5** Set Penalty amount for second offence	**Column 6** Set Penalty amount for third and subsequent offence
1.	No person shall keep more than 4 backyard hens on residential property	6.2	$250.00	$350.00	$450.00
2.	No person shall keep backyard hens on residential property without a valid license	6.3	$750.00	$850.00	$950.00

3.	No Person shall keep a rooster on residential property	6.7(a)	$250.00	$350.00	$450.00
4.	No Person shall keep backyard hens under (4) months old	6.7 (b)	$250.00	$350.00	$450.00
5.	No Person shall sell eggs from backyard hens	6.8	$250.00	$350.00	$450.00
6.	No person shall sell chicken by-products from backyard hens	6.8	$250.00	$350.00	$450.00
7.	Fail to provide feed	6.9	$250.00	$350.00	$450.00
8.	Fail to provide water	6.9	$250.00	$350.00	$450.00
9.	Fail to comply with Biosecurity measures	6.10	$500.00	$600.00	$700.00
10.	Fail to ensure backyard hens kept securely in backyard hen coop	6.12	$300.00	$400.00	$500.00
11.	Fail to maintain sanitary conditions	6.13	$250.00	$350.00	$450.00
12.	Fail to comply with an Order	6.14	$500.00	$600.00	$700.00
13.	Fail to meet required setback	7.1	$250.00	$350.00	$450.00
14.	Fail to ensure backyard hen coop fully enclosed	7.2	$250.00	$350.00	$450.00
15.	Fail to keep backyard hens in hen house during designated times	7.5	$300.00	$400.00	$500.00
16.	No person shall slaughter any backyard hen on property	9.1	$300.00	$400.00	$500.00
17.	No person shall permit the slaughter of any backyard hen on the property	9.1	$300.00	$400.00	$500.00

18.	Fail to dispose of deceased backyard hen in prescribed manner	9.2	$250.00	$350.00	$450.00
19.	No person shall hinder person exercising a power or performing a duty	14.1	$500.00	$600.00	$700.00
20.	No person shall obstruct person exercising a power or performing a duty	14.1	$500.00	$600.00	$700.00
21.	No person shall attempt to hinder person exercising a power or performing a duty	14.1	$500.00	$600.00	$700.00
22.	No person shall attempt to obstruct person exercising a power or performing a duty	14.1	$500.00	$600.00	$700.00

	COUNTY OF BRANT ENTRANCE BY-LAW NO. 123-24				
Column 1 Item	**Column 2** Short Form Wording	**Column 3** Designated Provision	**Column 4** Set Penalty Amount	**Column 5** Set Penalty amount for second offence	**Column 6** Set Penalty amount for third and subsequent offence
1.	Construct, modify, relocate entrance without a permit	6.1	$200.00	$300.00	$400.00
2.	Cause construction, modification, or relocation of an entrance without a permit	6.1	$200.00	$300.00	$400.00
3.	Permit construction, modification, or relocation of an	6.1	$200.00	$300.00	$400.00

	entrance without a permit				
4.	Obstruct roadside ditch or culvert upon a highway	6.2	$200.00	$300.00	$400.00
5.	Permit obstruction of roadside ditch or culvert upon a highway	6.2	$200.00	$300.00	$400.00
6.	Hinder or obstruct officer or person exercising a power or performing a duty	8.7	$250.00	$350.00	$450.00
7.	Attempt to hinder or obstruct officer or person exercising a power or performing a duty	8.7	$250.00	$350.00	$450.00

	COUNTY OF BRANT FENCE BY-LAW NO. 135-23				
Column 1 Item	**Column 2** Short Form Wording	**Column 3** Designated Provision	**Column 4** Set Penalty Amount	**Column 5** Set Penalty amount for second offence	**Column 6** Set Penalty amount for third and subsequent offence
1.	Erect Fence not in compliance with By-Law	4.1	$210.00	$310.00	$410.00
2.	Permit fence to be erected not in compliance with By-law	4.1	$210.00	$310.00	$410.00
3.	Erect fence comprised of sheet metal in residential zone	4.2	$210.00	$310.00	$410.00
4.	Erect fence comprised of	4.2	$210.00	$310.00	$410.00

	corrugated metal in residential zone				
5.	Permit fence comprised of sheet metal to be erected in residential zone	4.2	$210.00	$310.00	$410.00
6.	Permit fence comprised of corrugated metal to be erected in residential zone	4.2	$210.00	$310.00	$410.00
7.	Erect barbed wire fence	4.3	$210.00	$310.00	$410.00
8.	Permit barbed wire fence to be erected	4.3	$210.00	$310.00	$410.00
9.	Erect electric fence where prohibited	4.4	$210.00	$310.00	$410.00
10.	Permit electric fence to be erected where prohibited	4.4	$210.00	$310.00	$410.00
11.	Erect fence on County property	4.5	$210.00	$310.00	$410.00
12.	Permit fence to be erected on county property	4.5	$210.00	$310.00	$410.00
13.	Erect fence that poses risk or hazard to persons or property	4.6	$210.00	$310.00	$410.00
14.	Permit fence to be erected that poses risk or hazard o persons or property	4.6	$210.00	$310.00	$410.00
15.	Damage County fence without a permit	4.7	$210.00	$310.00	$410.00
16.	Alter county fence without permit	4.7	$210.00	$310.00	$410.00
17.	Permit damage of County fence without permit	4.7	$210.00	$310.00	410.00
18.	Permit alteration of county Fence without permit	4.7	$210.00	$310.00	$410.00

19.	Erect fence within visibility triangle	4.8	$210.00	$310.00	$410.00
20.	Permit fence to be erected within visibility triangle	4.8	$210.00	$310.00	$410.00
21.	Hinder or obstruct officer	4.9	$320.00	$420.00	$520.00
22.	Attempt to hinder or obstruct officer	4.9	$320.00	$420.00	$520.00
23.	Fail to comply with Order	4.10	$320.00	$420.00	$520.00

	COUNTY OF BRANT MUNICIPAL SWIMMING POOL ENCLOSURE BY-LAW NO. 134-23				
Column 1 Item	**Column 2** Short Form Wording	**Column 3** Designated Provision	**Column 4** Set Penalty Amount	**Column 5** Set Penalty amount for second offence	**Column 6** Set Penalty amount for third and subsequent offence
1.	Place swimming pool without a swimming pool enclosure permit	3.3	$245.00	$345.00	$445.00
2.	Erect swimming pool without a swimming pool enclosure permit	3.3	$245.00	$345.00	$445.00
3.	Construct swimming pool without a swimming pool enclosure permit	3.3	$245.00	$345.00	$445.00
4.	Install swimming pool without a swimming pool enclosure permit	3.3	$245.00	$345.00	$445.00
5.	Permit swimming pool to be placed without a	3.3	$245.00	$345.00	$445.00

	swimming pool enclosure permit				
6.	Permit swimming pool to be erected without a swimming pool enclosure permit	3.3	$245.00	$345.00	$445.00
7.	Permit swimming pool to be constructed without a swimming pool enclosure permit	3.3	$245.00	$345.00	$445.00
8.	Permit swimming pool to be installed without a swimming pool enclosure permit	3.3	$245.00	$345.00	$445.00
9.	Place water in swimming pool without approved permit	3.7	$320.00	$420.00	$520.00
10.	Allow water to remain in swimming pool without approved permit	3.7	$320.00	$420.00	$520.00
11.	Permit gate or door of swimming pool enclosure to be unlocked when not supervised	3.8	$200.00	$300.00	$400.00
12.	Fail to lock cover of hydro-massage pool when not supervised	3.12	$200.00	$300.00	$400.00
13.	Swimming pool enclosure less than 1.53m in height	4.1	$160.00	$260.00	$360.00
14.	Swimming pool enclosure	4.1	$160.00	$260.00	$360.00

	exceed maximum height				
15.	Swimming pool enclosure distance from bottom of fence to ground exceed 76.01mm	4.7	$160.00	$260.00	$360.00
16.	Swimming pool enclosure have element or attachment which aids facilitates climbing exterior allowing access	4.9	$160.00	$260.00	$360.00
17.	Fail to keep wall entrance locked to swimming pool when not supervised	4.10	$160.00	$260.00	$360.00
18.	Construct swimming pool – fail to construct temporary swimming pool enclosure	6.1	$160.00	$260.00	$360.00
19.	Place water in swimming pool without swimming pool enclosure	7.2	$245.00	$345.00	$445.00
20.	Cause water to be placed in swimming pool without swimming pool enclosure	7.2	$245.00	$345.00	$445.00
21.	Hinder or obstruct Municipal Law Enforcement Officer carrying out inspection	11.4	$320.00	$420.00	$520.00

22.	Hinder or obstruct Municipal Law Enforcement Officer entering lands to carry out remedial action	11.5	$320.00	$420.00	$520.00
23.	Hinder or obstruct agent of Municipal Law Enforcement Officer entering lands to carry out remedial action	11.5	$320.00	$420.00	$520.00
24.	Hinder or obstruct Municipal Law Enforcement Officer – fail to identify	11.6	$320.00	$420.00	$520.00

	COUNTY OF BRANT ROAD USE BY-LAW NO. 33-12				
Column 1 Item	**Column 2** Short Form Wording	**Column 3** Designated Provision	**Column 4** Set Penalty Amount	**Column 5** Set Penalty amount for second offence	**Column 6** Set Penalty amount for third and subsequent offence
1.	Obstruct, encumber, injure or foul a Highway	4.1	$450.00	$550.00	$650.00
2.	Permit obstruction, encumbering, injuring, or fouling of a Highway	4.1	$450.00	$550.00	$650.00
3.	Fail to comply with conditions of lawful authority to work on Highway	4.2	$450.00	$550.00	$650.00

4.	Permit failure to comply with conditions of lawful authority to work on Highway	4.2	$450.00	$550.00	$650.00
5.	Make excavation upon Highway without authority	4.3	$450.00	$550.00	$650.00
6.	Place, construct, or maintain any object or structure, upon, under or over Highway	4.4	$200.00	$300.00	$400.00
7.	Permit placement, construction, or maintenance of any object or structure upon	4.4	$250.00	$350.00	$450.00
8.	Deposit dirt, gravel, water, or other material on Highway	4.5	$250.00	$350.00	$450.00
9.	Permit deposit of dirt, gravel, water, or other material on Highway	4.5	$250.00	$350.00	$450.00
10.	Remove any plant, earth, or other material from Highway	4.6	$450.00	$550.00	$650.00
11.	Permit removal of any plant, earth, or other material from Highway	4.6	$450.00	$550.00	$650.00
12.	Plant tree, shrub or vegetation on Highway	4.7	$200.00	$300.00	$400.00
13.	Permit the planting of any tree, shrub, or vegetation on Highway	4.7	$200.00	$300.00	$400.00
14.	Cause public nuisance on Highway – fire, water, vapour,	4.8	$250.00	$350.00	$450.00

	noise or other means				
15.	Permit public nuisance on Highway – fire, water, vapour, noise or other means	4.8	$250.00	$350.00	$450.00
16.	Construction or maintenance of gate or door that opens or swings over Highway	4.9	$450.00	$550.00	$650.00
17.	Permit construction or maintenance of gate or door that opens or swings over Highway	4.9	$450.00	$550.00	$650.00
18.	Construct or maintain object projecting into or over Highway	4.10	$450.00	$550.00	$650.00
19.	Permit construction or maintenance of object projecting into or over Highway	4.10	$450.00	$550.00	$650.00
20.	Conduct activity that interferes with public travel or use of Highway	4.11	$200.00	$300.00	$400.00
21.	Permit activity that interferes with public travel or use of Highway	4.11	$200.00	$300.00	$400.00
22.	Sell, display, or offer for sale, goods on Highway	4.12	$550.00	$650.00	$750.00
23.	Permit selling, displaying or offering for sale	4.12	$550.00	$650.00	$750.00

	any goods on Highway				
24.	Operate crane, boom, or other equipment above Highway without authorization	4.13	$450.00	$550.00	$650.00
25.	Permit authorization of crane, boom or other equipment above Highway without authorization	4.13	$400.00	$500.00	$600.00
26.	Deposit snow or ice on sidewalk or roadway	4.14	$250.00	$350.00	$450.00
27.	Permit deposit snow or ice on sidewalk or roadway	4.14	$250.00	$350.00	$450.00
28.	Move or cause to be moved snow or ice from private	4.15	$250.00	$350.00	$450.00
29.	Alter boulevard without authority	4.16	$450.00	$550.00	$650.00
30.	Permit alteration of boulevard without authority	4.16	$450.00	$550.00	$650.00
31.	Permit waster, soil or other material to be spilled or tracked onto Highway	4.17	$450.00	$550.00	$650.00
32.	Fail to maintain boulevard grass and/or vegetation (excluding	4.19	$140.00	$240.00	$340.00

	municipal trees) adjacent to all property lines to a height of 20cm or less				
33.	Fail to remove any accumulation of Organic Debris from the sidewalk adjacent to property	4.21	$200.00	$300.00	$400.00
34.	Contravene order to discontinue	8.5	$450.00	$550.00	$650.00
35.	Contravene work order	8.7	$450.00	$550.00	$650.00
36.	Hinder or obstruct person exercising a lawful-power or duty	8.9	$550.00	$650.00	$750.00
37.	Attempt to hinder or obstruct any person exercising a lawful power or duty	8.9	$450.00	$550.00	$650.00

	COUNTY OF BRANT SIDEWALK SNOW REMOVAL BY-LAW NO. 54-24				
Column 1 Item	**Column 2** Short Form Wording	**Column 3** Designated Provision	**Column 4** Set Penalty Amount	**Column 5** Set Penalty amount for second offence	**Column 6** Set Penalty amount for third and subsequent offence
1.	Owner fail to remove accumulation of	2.1	$250.00	$350.00	$450.00

	snow from sidewalk within 24 hrs.				
2.	Owner fail to remove accumulation of slush from sidewalk within 24hrs.	2.1	$250.00	$350.00	$450.00
3.	Owner fail to remove accumulation of ice from sidewalk within 24 hrs.	2.1	$250.00	$350.00	$450.00
4.	Owner fail to maintain sidewalk to be free of slippery surfaces	2.3	$250.00	$350.00	$450.00
5.	Owner fail to maintain sidewalk to be free of snow, slush or ice	2.3	$250.00	$350.00	$450.00
6.	Owner fail to remove ice or snow from roof abutting highway	2.4	$250.00	$350.00	$450.00
7.	Owner fail to remove ice or snow from roof overhanging highway	2.4	$250.00	$350.00	$450.00
8.	Owner fail to remove ice or snow from eves abutting sidewalk	2.4	$250.00	$350.00	$450.00
9.	Owner fail to remove ice or snow from eaves overhanging sidewalk	2.4	$250.00	$350.00	$450.00
10.	Fail to comply with an Order	2.5	$250.00	$350.00	$450.00

11.	Remove snow, slush or ice in manner to damage highway	2.6	$250.00	$350.00	$450.00
12.	Place snow, slush or ice on a highway	2.7	$250.00	$350.00	$450.00
13.	Cause snow, slush or ice to be placed on a highway	2.7	$250.00	$350.00	$450.00
14.	Obstruct person exercising power or performing duty	7.1	$250.00	$350.00	$450.00
15.	Hinder person exercising power or performing duty	7.1	$250.00	$350.00	$450.00
16.	No person shall attempt to obstruct person exercising power or performing duty	7.1	$250.00	$350.00	$450.00
17.	Attempt to hinder person exercising power or performing duty	7.1	$250.00	$350.00	$450.00

SCHEDULE "C"

ADMINISTRATIVE FEES

ITEM	FEE
Service by Mail Fee	**$12**
Late Payment Fee (Parking By-law Contraventions)	**$25**
MTO Search Fee (Parking By-law Contraventions)	**$11**
Plate Denial Fee (Parking By-law Contraventions)	**$20**
Screening Non-Appearance Fee	**$25**
Hearing Non-Appearance Fee	**$50**
Late Payment Fee (Non-Parking By-law Contraventions)	**25% of administrative penalty**
Land Title Search Fee (Non-Parking By-law Contraventions)	**$35**
Title Deed Fee (Non-Parking By-law Contraventions)	**$20**
Corporate Search Fee (Non-Parking By-law Contraventions)	**$35**