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CITY OF TORONTO

BY-LAW 799-2017

To adopt a new City of Toronto Municipal Code Chapter 610, Penalties, Administration of.

Whereas subsection 81(1) of the *City of Toronto Act, 2006*, as amended, provides that sections 7 and 8 of the *City of Toronto Act, 2006* authorize the City to require a person to pay an administrative penalty if the City is satisfied that the person has failed to comply with any by-laws respecting the parking, standing or stopping of vehicles; and

Whereas the Province adopted the "Administrative Penalties" regulation, O. Reg. 611/06, as amended, pursuant to the *City of Toronto Act, 2006* which applies administrative penalties in respect of the parking, standing or stopping of vehicles; and

Whereas the *City of Toronto Act, 2006* authorizes the City to pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control; and

Whereas section 240 of the *City of Toronto Act, 2006* authorizes, if the City uses a registered collection agency in good standing to recover a debt payable to the City, including taxes imposed under the *City of Toronto Act, 2006*, the collection agency to recover its reasonable costs of collecting the debt where those costs do not exceed an amount approved by the City; and

Whereas the City of Toronto considers it desirable to have an administrative penalty system for all parking, standing or stopping by-laws, or portions thereof, to which administrative penalties may apply; and

Whereas the City of Toronto is passing this by-law pursuant to clause 3 of Ontario Regulation 611/06 to *City of Toronto Act, 2006*; and

Whereas the City of Toronto considers it desirable to designate certain portions of City of Toronto Municipal Code Chapter 608, Parks, City of Toronto Municipal Code Chapter 743, Streets and Sidewalks, Use of, City of Toronto Municipal Code Chapter 880, Fire Routes, City of Toronto Municipal Code Chapter 886, Footpaths, Pedestrian Ways, Bicycle Paths, Bicycle Lanes and Cycle Tracks, City of Toronto Municipal Code Chapter 903, Parking for Persons with Disabilities, City of Toronto Municipal Code Chapter 910, Parking Machines and Meters, City of Toronto Municipal Code Chapter 915, Parking on Private or Municipal Property, City of Toronto Municipal Code Chapter 918, Parking on Residential Front Yards and Boulevards, City of Toronto Municipal Code Chapter 925, Permit Parking, City of Toronto Municipal Code Chapter 950, Traffic and Parking, and former Metropolitan Toronto By-law 45-84, Respecting the Regulation of Traffic in Exhibition Place, that deal with parking, standing, or stopping of vehicles as the portions to which the City of Toronto's system of administrative penalties will apply; and

Whereas the purpose of the system of administrative penalties established by the City of Toronto shall be to assist the City of Toronto in regulating the flow of traffic and use of land, including highways, by promoting compliance with its by-laws respecting the parking, standing or stopping of motor vehicles; and

Whereas the City of Toronto considers it desirable to enforce and seek compliance with the designated by-laws, or portions of those by-laws, through the administrative penalty system; and

Whereas the amount of the administrative penalties established are not punitive in nature nor do they exceed the amount reasonably required to promote compliance; and

Whereas it is desirable to adopt a Municipal Code Chapter to provide for and to consolidate the administrative penalty system;

The Council of the City of Toronto enacts:

1. The City of Toronto Municipal Code is amended by adding the following Chapter:

CHAPTER 610, PENALTIES, ADMINISTRATION OF

ARTICLE 1

General

§ 610-1.1. Definitions.

- A. A term not defined in this chapter but defined in the *Highway Traffic Act* shall have the same meaning as the term has in the *Highway Traffic Act*.
- B. Where a period of time is prescribed in this chapter, the time shall be counted by excluding the first day and including the last day of the period; if the last day of the period of time falls on a holiday, the period ends on the next day that is not a holiday.
- C. The City Solicitor is authorized to establish forms for the purposes of this chapter, with the exception of forms for the proceedings of the administrative penalty tribunal.
- D. A form referenced in this chapter, with the exception of forms for the proceedings of the administrative penalty tribunal, shall be as established by the City Solicitor.
- E. As used in this chapter, the following terms shall have the meanings indicated:

ADMINISTRATIVE FEES - the fee amounts as set out in Schedule B.

ADMINISTRATIVE PENALTY - the monetary penalty amount as set out in Column 3 of Schedule A for the contravention of the corresponding designated by-law provision in Column 1 of Schedule A.

CITY SOLICITOR - the City Solicitor for the City, or his or her designate.

DESIGNATED BY-LAW - means designated by-law provisions.

DESIGNATED BY-LAW PROVISIONS - as listed in Column 1 of Schedule A, the parts of the Code Chapters or By-laws which are designated for the purposes of clause 3(1)(b) of Regulation 611/06 to the *City of Toronto Act, 2006* to which the system of administrative penalties applies.

ENFORCEMENT OFFICER - each of:

- (1) A municipal law enforcement officer appointed as such under Chapter 150, Municipal Law Enforcement Officers; and
- (2) a police officer or police cadet employed by the Toronto Police Service.

EXTENUATING CIRCUMSTANCES - a special or specified circumstance, including such types of extenuating circumstances established by the City Solicitor, that partially or fully exempts a person from performance of a legal obligation so as to avoid an unreasonable or disproportionate burden or obstacle.

FINANCIAL HARDSHIP - a significant difficulty or expense and focuses on the resources and circumstances of the person owing an administrative penalty, including administrative fees, in relationship to the cost or difficulty of paying the administrative penalty or any administrative fees.

HEARING DECISION - a written decision of the hearing officer.

HEARING NON-APPEARANCE FEE - an administrative fee set out in Schedule B in respect of a person's failure to appear at the time and place scheduled for a review before a hearing officer.

HEARING OFFICER - a person from time to time appointed in accordance with Article 5 of this chapter.

HEARING REVIEW - a review of the screening decision by a hearing officer.

HOLIDAY - New Year's Day, Family Day, Good Friday, Easter Sunday, Easter Monday, Victoria Day, Canada Day, August Civic Holiday (Simcoe Day), Labour Day, Thanksgiving Day (Canada), Remembrance Day, Christmas Day, Boxing Day, and any day designated by City Council as a designated holiday.

LATE PAYMENT FEE - an administrative fee set out in Schedule B in respect of a failure to pay an administrative penalty within the time prescribed by this chapter.

NON-SUFFICIENT FUND FEE - an administrative fee set out in Schedule B imposed in relation to a payment being returned when there are insufficient funds available in the account on which the instrument was drawn.

PARKING VIOLATION NOTICE - the form established by the City Solicitor for purposes of providing notice to a recipient pursuant to § 610-2.1.

PENALTY NOTICE - includes a parking violation notice and is a notice given to a recipient pursuant to § 610-2.1.

PENALTY NOTICE DATE - the date of effective service of the penalty notice in accordance with § 610-3.2B.

PLATE DENIAL ENFORCEMENT FEE - an administrative fee set out in Schedule B in respect of notifying the Registrar of Motor Vehicles in the jurisdiction where the permit (vehicle licence plate) is registered of the default in payment.

RECIPIENT - the vehicle owner and/or a person who receives either: a penalty notice, the screening decision, or the hearing decision in accordance with the provisions of this chapter.

SCREENING DECISION - a written decision containing the decision of the screening officer.

SCREENING OFFICER - a person from time to time appointed by the City Solicitor for the purposes of this chapter.

SCREENING REVIEW - review of the penalty notice, including the administrative penalty and any administrative fee, by a screening officer.

SHORT FORM WORDING - as listed in Column 2 of Schedule A, the wording to be used in a penalty notice to describe the contravention of the corresponding designated by-law provision as found in Column 1 of Schedule A.

UNDUE HARDSHIP - circumstances in which payment of administrative penalties and/or administrative fees would cause undue hardship for purposes of O. Reg. 611/06 and contains the following two classes of circumstances:

- (1) extenuating circumstances; and
- (2) financial hardship.

VEHICLE - any item defined as a vehicle in any of the following Municipal Code Chapters or By-law containing a designated by-law provision: Chapter 608, Parks, Chapter 743, Streets and Sidewalks, Use of, Chapter 880, Fire Routes, Chapter 886, Footpaths, Pedestrian Ways, Bicycle Paths, Bicycle Lanes and Cycle Tracks, Chapter 903, Parking for Persons with Disabilities, Chapter 910, Parking Machines and Meters, Chapter 915, Parking on Private or Municipal Property, Chapter 918, Parking on Residential Front Yards and Boulevards, Chapter 925, Permit Parking, Chapter 950, Traffic and Parking, and former Metropolitan Toronto By-law 45-84, Respecting the Regulation of Traffic in Exhibition Place.

VEHICLE OWNER - shall be deemed to be:

- (1) the person whose name appears on the permit for the vehicle; and
- (2) if the vehicle permit consists of a vehicle portion and plate portion and different persons are named on each portion, the person whose name appears on the plate portion.

VEHICLE OWNER/ADDRESS SEARCH FEE – an administrative fee set out in Schedule B in respect of searching the records of the Ontario Ministry of Transportation.

§ 610-1.2. General.

- A. This chapter applies to the designated by-law provisions.
- B. Despite anything in any City of Toronto Municipal Code Chapter or by-law to the contrary, the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended, does not apply to a contravention of a designated by-law provision.
- C. Neither a screening officer nor a hearing officer has jurisdiction 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.
- D. Any time limit in this chapter that would otherwise expire on a weekend or holiday is extended to the next business day that is not a holiday.
- E. All information collected by the City, or a party authorized for the purpose of issuing a penalty notice, or otherwise on the City's behalf in relation to any aspect of the administrative penalty program, including all information collected in the context of a meeting with a screening officer and a hearing conducted by the hearing officer, is collected specifically for the purpose of creating and maintaining a record available to the general public respecting the issuance of a penalty notice and review of administrative penalties and administrative fees.
- F. The penalty notice shall constitute a certified statement of an enforcement officer.
- G. Any document indicating the manner of service of the penalty notice shall constitute a certified statement of an enforcement officer.
- H. Where an administrative penalty is either partially or fully paid, any right under this chapter to request a review, an extension of time to request a review, or to request an extension of time to pay is automatically waived.
- I. Despite Subsection H, where an administrative penalty in respect of a particular penalty notice is either partially or fully paid in error or by accident with respect to the specific penalty notice intended to be paid, the payment may be allocated to another penalty notice.

- J. Where a re-allocation occurs in accordance with or as a result of Subsection I, a penalty notice may be re-issued and any timelines in this chapter shall then run from the penalty notice date as re-issued and not from the original penalty notice date.
- K. Any time limit under this chapter that would otherwise expire on a day on which the City's administrative buildings are not open for business is extended to the next day on which the City's administrative buildings are open for business.
- L. An administrative penalty is due and payable upon effective service of the penalty notice in accordance with § 610-3.2B, unless otherwise indicated within the screening decision, the hearing decision, and/or any decision regarding a request for an extension of time to pay.
- M. Where any decision is issued varying the date or amount which is due and payable, the administrative penalty and any administrative fees will be deemed to be due and payable in accordance with that decision.
- N. Every person is guilty of an offence under the *City of Toronto Act, 2006* who:
- (1) Makes, participates in, assents to or acquiesces in the provision of an assertion of fact in a statement, document or form under this chapter or before a screening officer or hearing officer knowing that the assertion is false or misleading;
 - (2) Hinders or obstructs or attempts to hinder or obstruct any person exercising a power or performing a duty under this chapter; or
 - (3) Is a director or officer of a corporation and knowingly concurs with actions taken by or on behalf of the corporation in relation to an offence described in Subsections N(1) and (2).
- O. Every person who is guilty of an offence described in Subsection N is on conviction liable to a minimum fine of not less than \$500.00 and a maximum fine of no more than \$100,000.00.
- P. Every person who contravenes any provision of this chapter may be liable, in addition to the fine provided for in Subsection O, to a special fine of not less than \$15.00 designed to eliminate or reduce any economic advantage or gain from contravening this chapter.
- Q. Despite § 610-1.1A, the use of "park", "parked", "parking", "stand", "standing", "stop" or "stopped" in this chapter shall have the meaning in accordance with the use of said term in the applicable designated by-law provision.

ARTICLE 2
Administrative Penalty System

§ 610-2.1. Penalty notice.

- A. An enforcement officer who has reason to believe that a vehicle has been left parked, standing or stopped in contravention of a designated by-law provision may issue a penalty notice.
- B. If a vehicle has been left parked, standing or stopped in contravention of a designated by-law provision, the vehicle owner shall, upon issuance of a penalty notice, be liable to pay to the City an administrative penalty.
- C. A penalty notice shall include the following information:
- (1) the date of issuance of the penalty notice;
 - (2) the penalty notice number;
 - (3) the vehicle licence plate number;
 - (4) particulars of the contravention;
 - (5) the amount of the administrative penalty;
 - (6) information respecting the process by which the recipient may pay the administrative penalty or request a review of the administrative penalty;
 - (7) a statement advising that an administrative penalty will constitute a debt of the vehicle owner to the City; and
 - (8) the name and identification number of the enforcement officer issuing the penalty notice.
- D. In addition to service methods provided for in § 610-3.2, an enforcement officer may serve the penalty notice on the vehicle owner with respect to a contravention of a designated by-law provision by:
- (1) affixing the penalty notice to the vehicle in a conspicuous place; or
 - (2) giving it personally to the person who, in the opinion of the enforcement officer, appears to have care or control of the vehicle at the time of the contravention.
- E. Where service of the penalty notice is made pursuant to Subsection D, service shall be deemed to have been made at the time the penalty notice was affixed to the vehicle or given to the person, as applicable.

- F. The enforcement officer is not permitted to accept payment in respect of the administrative penalty.

§ 610-2.2. Review by a screening officer.

- A. A recipient may request that the administrative penalty be reviewed by a screening officer but must make such a request within 15 calendar days after the penalty notice date.
- B. If a recipient has not requested a review of an administrative penalty by a screening officer within 15 calendar days after the penalty notice date, a recipient may, within 30 calendar days after the penalty notice date, request that the screening officer extend the time to request a review by a screening officer.
- C. The right to request a review of an administrative penalty by a screening officer or to request an extension of time to request a review of an administrative penalty by a screening officer are exercised by:
- (1) electronically submitting, in the method specified on the form, a fully completed form; or
 - (2) attending in person or by an authorized representative at the location listed in the penalty notice, and submitting a fully completed form.
- D. Where no request for an extension of time to request a review by a screening officer is filed within 30 calendar days after the penalty notice date, the right to request an extension of time expires and:
- (1) the right to request a review by a screening officer shall be deemed to have been waived by all recipients;
 - (2) The administrative penalty, including any administrative fees, shall be deemed to be affirmed on the 16th calendar day after the penalty notice date; and
 - (3) The administrative penalty, including any administrative fees, shall not be subject to any further review or appeal.
- E. If a request for a screening review is not received by the City within the timelines of Subsection B, a notice will be served on the vehicle owner informing them of the amount of the administrative penalty now owing.
- F. The screening officer may only extend the time to request a review of an administrative penalty by a screening officer where a recipient demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.

- G. Despite anything else to the contrary in § 610-2.2, a screening officer may, where exceptional circumstances have been established on the balance of probabilities, extend the time to request a review subsequent to the passing of the timeline in Subsection D.
- H. For purposes of Subsection G, exceptional circumstances means severe circumstances of extended durations that would significantly or materially impact an individual's ability to exercise procedural rights established under this chapter.
- I. Where an extension of time to request a review of an administrative penalty is not granted by the screening officer, the administrative penalty is deemed to be affirmed.
- J. A vehicle owner may, up to one time only, request an adjournment of the screening review by filing with the City a request for adjournment in the form and manner established by the City Solicitor no later than 4:00 p.m. on the day 2 business days in advance of the date set for review by the screening officer.
- K. The screening officer may request such information from a recipient or other individual as the screening officer considers relevant and may rely upon the information from the recipient or other individual without the need for the attendance of the recipient or other individual.
- L. The screening officer may request, consider and rely on information from an enforcement officer, other City/Agency staff, or staff of the Toronto Police Service as the screening officer deems relevant, without the need for the attendance of the individual, including but not limited to: a certified statement of an enforcement officer, other documents respecting a contravention created by an enforcement officer including but not limited to a photograph taken by an enforcement officer, and any other written document prepared by an enforcement officer, other City/Agency staff, or staff of the Toronto Police Service.
- M. After a review has been held by a screening officer, the screening officer shall make a screening decision and serve it on the recipient in accordance with § 610-3.2.
- N. On a review of the administrative penalty, a screening officer may:
- (1) affirm the administrative penalty, administrative fees, or both;
 - (2) cancel the administrative penalty, including administrative fees, if the recipient establishes on the balance of probabilities that the vehicle was not parked, standing or stopped contrary to the designated by-law provision as described in the penalty notice;
 - (3) cancel the administrative penalty, administrative fees, or both, if the recipient establishes on the balance of probabilities the existence of undue hardship;
 - (4) vary the administrative penalty, administrative fees, or both if the recipient establishes on the balance of probabilities the existence of undue hardship;

- (5) extend the time for payment of the administrative penalty, administrative fees, or both if the recipient establishes on the balance of probabilities:
 - (a) the existence of undue hardship; and
 - (b) that the extension of time to pay is necessary to relieve the undue hardship established.
- O. The recipient can only request an extension of time to pay the administrative penalty and any applicable administrative fees by submitting an application in the requisite form:
- (1) at the same time as submitting a request for review of a penalty notice by a screening officer;
 - (2) at the same time as submitting a request for a review of a screening decision by a hearing officer;
 - (3) at the same time as making a request for an extension of time to request a review by a screening officer;
 - (4) at the same time as making a request for an extension of time to request a review by a hearing officer;
 - (5) where no request for review by a screening officer and/or no request for an extension of time to request a review by a screening officer is made, within 15 calendar days after the penalty notice date; or
 - (6) where no request for review by a hearing officer and/or no request for an extension of time to request a review by a hearing officer is made, within 15 calendar days of the screening decision issuance date.
- P. Having rendered a decision that included payment of an administrative penalty and/or administrative fees, or in the circumstances of Subsection Q, the screening officer may consider a request for additional time to pay the administrative penalty and administrative fees payable and can only approve such an extension based on the following considerations:
- (1) the amount of the administrative penalty and administrative fees payable; and
 - (2) undue hardship.
- Q. If only a request for an extension of time to pay the administrative penalty has been filed, then:
- (1) all recipients are deemed to have waived their right to request a review of the penalty notice; and

- (2) The administrative penalty, including any administrative fee, is not subject to any further review or appeal.
- R. A recipient may cancel the screening review by paying to the City the administrative penalty amount in full no later than 4 pm on the date scheduled for the screening review.
- S. Where a recipient fails to attend at the time and place scheduled for an in-person review by a screening officer:
 - (1) All recipients shall be deemed to have abandoned the request for a review of the administrative penalty;
 - (2) The administrative penalty as set out in the penalty notice shall be deemed to be affirmed on the 16th day after the penalty notice date and is not subject to any further review or appeal; and
 - (3) The vehicle owner shall pay, with the exception of cancellation under Subsection R, to the City a screening non-appearance fee in the amount set out in Schedule B.
- T. The screening officer remains responsible for matters surrounding the administrative penalty until such time as a recipient requests, in accordance with this chapter, a review of a screening decision by a hearing officer or until such time as a recipient requests that a hearing officer extend the time to request a review of a screening decision.

§ 610-2.3. Review by a hearing officer.

- A. Where an administrative penalty has not been cancelled, a recipient may request a review by a hearing officer of a screening decision by giving notice in accordance with the process outlined on the screening decision within 15 calendar days of the screening decision issuance date.
- B. If a request for a review of a screening decision has not been filed within 15 calendar days of the screening decision issuance date, a recipient may, within 30 calendar days of the screening decision issuance date, request that the hearing officer extend the time to request a review.
- C. The right to request an extension of time in Subsection B expires if not exercised within 30 calendar days of the screening decision issuance date, at which time:
 - (1) All recipients shall be deemed to have waived the right to request a review;
 - (2) The screening decision and the administrative penalty included in the screening decision, including any administrative fees, shall be deemed to be affirmed on the screening decision issuance date; and
 - (3) The screening decision and the administrative penalty, including any administrative fees, shall not be subject to any further review or appeal.

- D. The right to request a review of a screening decision by a hearing officer or to request an extension of time to request a review of a screening decision by a hearing officer are exercised by attending in person or by an authorized representative at the place or in the manner specified in the applicable form and by filing a completed form.
- E. The hearing officer may only extend the time to request a review of a screening decision where the recipient demonstrates on a balance of probabilities the existence of extenuating circumstances that warrant the extension of time.
- F. Where an extension of time to request a review of a screening decision is not granted by the hearing officer, the screening decision shall be deemed to be a screening decision subject to disposition in accordance with Subsection C.
- G. A hearing officer shall not make any decision respecting a review of a screening decision unless the hearing officer has given a recipient and the City an opportunity to be heard at the time and place scheduled for the hearing of the review or, having given this opportunity to be heard, the parties have consented to a disposition of some or all issues respecting a screening decision without a hearing.
- H. A recipient may request an adjournment of the hearing review in accordance with the administrative penalty tribunal's rules of procedure by filing with the City the applicable form.
- I. A recipient may cancel the hearing review by paying to the City the administrative penalty and all administrative fees in full prior to the hearing review.
- J. On a review of a screening decision, the hearing officer may:
 - (1) affirm the screening decision;
 - (2) cancel the screening decision, if the recipient establishes on the balance of probabilities that the vehicle was not parked, standing or stopped contrary to the designated by-law provision as described in the penalty notice:
 - (3) vary the screening decision by:
 - (a) cancelling the administrative penalty, administrative fees, or both if the recipient establishes on the balance of probabilities the existence of undue hardship;
 - (b) varying the administrative penalty, administrative fees, or both if the recipient establishes on the balance of probabilities the existence of undue hardship;
 - (c) extending the time for payment of the administrative penalty, administrative fees, or both if the recipient establishes on the balance of probabilities:

- [1] the existence of undue hardship; and
- [2] that the extension of time to pay is necessary to relieve the undue hardship established.
- K. All reviews conducted by the hearing officer shall be in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended.
- L. The hearing officer may request such information from a person as the hearing officer considers relevant.
- M. The hearing officer may request, consider and rely on information from an enforcement officer, other City/Agency staff, or staff of the Toronto Police Service as the hearing officer deems relevant, including a certified statement of an enforcement officer, other documents respecting a contravention created by an enforcement officer including, but not limited to, a photograph taken by an enforcement officer, any other written document prepared by an enforcement officer, other City/Agency staff, or staff of the Toronto Police Service, and materials prepared by, or presented to, a hearing officer.
- N. In addition to anything else that is admissible as evidence at a hearing review in accordance with the *Statutory Powers Procedure Act*, the materials referred to in Subsection M are admissible as evidence as proof of the facts contained in them, in the absence of evidence to the contrary.
- O. If evidence referred to in Subsection M is being admitted at a hearing review, the hearing officer shall not adjourn the hearing review for the purpose of having an individual attend to give evidence unless the hearing officer is satisfied that the oral evidence of the individual is necessary to ensure a fair hearing.
- P. Any decision by a hearing officer is final.
- Q. After a hearing has been held by a hearing officer, the hearing officer shall make a hearing decision and serve it upon a recipient.
- R. Having rendered a decision that included payment of an administrative penalty and/or administrative fee, or in the circumstances of Subsection S, the hearing officer may consider a request for additional time to pay the administrative penalty and administrative fees payable and can only approve such an extension based on the following considerations:
- (1) the amount of the administrative penalty and administrative fees payable;
 - (2) undue hardship.
- S. If only a request for an extension of time to pay the administrative penalty contained in the screening decision has been filed, then:
- (1) All recipients are deemed to have waived the right to request a review and have

consented to a disposition of the amount owing under the screening decision without a hearing by the hearing officer; and

- (2) The administrative penalty, including any administrative fee, is not subject to any further review or appeal.

T. Where a recipient fails to attend at the time and place scheduled for a review by the hearing officer:

- (1) All recipients shall be deemed to have abandoned the request for a review of the screening decision and have consented to a disposition of the amount owing under the screening decision without a hearing by the hearing officer;
- (2) The screening decision and the administrative penalty shall be deemed to be final and are not subject to any further review or appeal;
- (3) The administrative penalty is deemed to be affirmed on the screening decision issuance date; and
- (4) The vehicle owner shall, with the exception of cancellation under Subsection I, pay to the City a hearing non-appearance fee in the amount set out in Schedule B.

U. Where an administrative penalty is deemed to be affirmed under Subsection T, the hearing officer shall, without a hearing as permitted by section 4.1 of the *Statutory Powers and Procedures Act*, affirm the screening decision. A hearing decision affirming the screening decision and establishing the liability to pay to the City a hearing non-appearance fee shall be served upon the vehicle owner.

§ 610-2.4. Excusal from administrative penalty and administrative fees.

A. Where a recipient wishes to assert undue hardship as a basis to be excused from paying all or part of the administrative penalty, including any administrative fees, the recipient must complete the applicable form and attach, if applicable, evidence of undue hardship. Examples of evidence relevant to the financial hardship category of undue hardship include, but are not limited to:

- (1) Old Age Security;
- (2) Canada Pension, CRA tax assessment information;
- (3) Guaranteed Income Supplement;
- (4) Disability Pension;
- (5) Ontario Student Assistance Program; and
- (6) Any other form of social assistance.

- B. The screening officer or the hearing officer:
- (1) may excuse a vehicle owner from paying all or part of the administrative penalty, including any administrative fees, in accordance with the policies, practices and procedures approved by the City Solicitor, Treasurer and Director of Court Services, that may cause undue hardship; and
 - (2) will satisfy themselves at the screening review or hearing review as to the authenticity/credibility of the oral or documentary evidence and will refer to that evidence in their decision.

ARTICLE 3
Enforcement and Service

§ 610-3.1. Enforcement.

- A. Where a screening review or a hearing review, an extension of time for such a review, or an extension of time to pay, has been filed, the timelines as set out in Subsections E, F and G and §§ 610-4.1A, B and C of this chapter are suspended until the decision is issued and served.
- B. Despite Subsection A, where an extension of time to request a review is granted, enforcement mechanisms will be suspended until the extension of time to request a review has expired.
- C. Despite Subsection A, where an extension of time to pay the administrative penalty is granted pursuant to this chapter, enforcement mechanisms will be suspended until after the extension of time has expired.
- D. An administrative penalty, including any administrative fees, that is affirmed or reduced in respect of which the time for payment has been extended is due and payable and constitutes a debt to the City owed by the vehicle owner.
- E. Where an administrative penalty is not paid within 60 calendar days after it becomes due and payable to the City, the City Solicitor may notify the Registrar of Motor Vehicles in the jurisdiction where the permit (vehicle licence plate) is registered of the default.
- F. Where any amount owed to the City under this chapter has not been paid within 15 days after the date that it becomes due and payable to the City, the City Solicitor may have a certificate of default filed with a court of competent jurisdiction, in accordance with section 9 of O.Reg. 611/06, pursue civil enforcement of any certificate of default so filed, initiate any other court action to collect the outstanding amount, may appeal any decision where warranted, may discontinue or settle such claim or action where it is concluded by the City Solicitor that it is reasonable to do so and may execute any documents as required to discontinue or settle the claim or action.
- G. Where any amount owed to the City under this chapter has not been paid within 15 days after the date that it becomes due and payable to the City, the City Solicitor may pursue

any other enforcement measures permitted under section 11 of O.Reg. 611/06, including, without limiting the generality of the foregoing, the placement of debts with collection agencies in good standing under the *Collection and Debt Settlement Services Act*; and where the City Solicitor places a debt with collection agencies in good standing under the *Collection and Debt Settlement Services Act*, the collection agency may also recover its reasonable costs of collecting the debt, as approved by the City.

§ 610-3.2. Service of documents.

- A. Service of any document or notice, including but not limited to a penalty notice, may be made:
- (1) personally to the recipient;
 - (2) by facsimile transmission to the recipient to the recipient's last known facsimile number;
 - (3) by e-mail to the recipient at the recipient's last known e-mail address; or
 - (4) by registered or regular mail addressed to the recipient at the recipient's last known address.
- B. Service in accordance with Subsection A shall be deemed to be effective:
- (1) on the date it is personally delivered;
 - (2) on the date on which the facsimile transmission is sent;
 - (3) on the date that the e-mail is sent; or
 - (4) on the fifth day after the date of mailing either by registered or regular mail.
- C. For the purposes of Subsections A(2), (3) and (4), the recipient's last known facsimile number, e-mail address, or address includes the facsimile number, e-mail address, or address provided by the recipient to the City in the course of any transaction between the City and the recipient and includes the address provided to the City by the Ontario Ministry of Transportation or other Province/State indicated on the vehicle licence plate where an agreement to share this information is in place.
- D. Service on a recipient, including service on any person to whom a screening decision or a hearing decision is handed, shall be deemed to be service on the vehicle owner.

ARTICLE 4
Administrative fees

§ 610-4.1 Administrative fees.

- A. Where an administrative penalty and all administrative fees are not paid within

- 30 calendar days after the date that an administrative penalty and any administrative fees become due and payable to the City, the vehicle owner shall pay to the City a late payment fee in the amount set out in Schedule B.
- B. Where an administrative penalty is not paid within 15 calendar days after it becomes due and payable to the City, the vehicle owner shall pay to the City a vehicle owner/address search fee in the amount set out in Schedule B.
- C. Where an administrative penalty and all administrative fees are not paid within 60 calendar days after an administrative penalty and any administrative fees become due and payable to the City and the City notifies the Registrar of Motor Vehicles in the jurisdiction where the permit is registered of the default, the vehicle owner shall then pay to the City a plate denial enforcement fee in the amount set out in Schedule B.
- D. Where a recipient provides a cheque or other demand for payment to the City for payment of any administrative penalty or administrative fee and there are insufficient funds available in the account on which the instrument was drawn, the recipient shall pay to the City a non-sufficient fund (NSF) fee in the amount set out in Schedule B.
- E. Where a recipient provides a cheque or other demand for payment to the City for payment of any administrative penalty or administrative fee and there are insufficient funds available in the account on which the instrument was drawn or where a recipient provides payment to the City via credit card for payment of any administrative penalty or administrative fee and a fee reversal of the credit charge has taken place, the administrative penalty and any administrative fees are deemed to not have been paid and any or any additional administrative fees will be applied in accordance with this chapter.
- F. Where an administrative penalty is cancelled by a screening officer or a hearing officer, any associated administrative fee is also cancelled.
- G. If a person has paid any administrative fee in Schedule B in respect of an administrative penalty and the administrative penalty is subsequently cancelled by a screening officer or a hearing officer, the City shall refund the administrative fee paid in full to the person who paid the administrative fee.
- H. Where a refund of a payment is made under this chapter for any reason, the refunded amount shall be paid to the person who initially made that payment.

ARTICLE 5
Administrative Penalty Tribunal

§ 610-5.1. Creation of tribunal.

- A. An administrative penalty tribunal is constituted for the City.
- B. Each hearing shall be conducted by a tribunal panel comprised of one member.
- C. Business meetings shall be conducted by the tribunal panel comprised of all members.

§ 610-5.2. Composition.

- A. The administrative penalty tribunal shall consist of 25 members appointed by Council.
- B. Members shall be at least 18 years old and residents of the City.
- C. Any person who served as a member of Council in the term of Council immediately preceding the appointment of members to the administrative penalty tribunal is ineligible for appointment.
- D. Council shall appoint the chair of the administrative penalty tribunal from among its members.
- E. Members shall not act as agents for any person for any proceeding before the administrative penalty tribunal or a City administrative tribunal.

§ 610-5.3. Quorum.

The majority of panel members constitute a quorum for the administrative penalty tribunal.

§ 610-5.4. Term of appointment.

The members of the administrative penalty tribunal shall be appointed for a term specified by Council, and serve at pleasure of Council until their successors are appointed.

§ 610-5.5. Authority to review.

- A. On a review of screening decision, a tribunal panel member may, as provided in § 610-2.3:
 - (1) affirm the screening decision;
 - (2) cancel the screening decision, if the recipient establishes on the balance of probabilities that the vehicle was not parked, standing or stopped contrary to the designated by-law provision as described in the penalty notice;
 - (3) vary the screening decision by:
 - (a) cancelling the administrative penalty, administrative fees, or both if the recipient establishes on the balance of probabilities the existence of undue hardship;
 - (b) varying the administrative penalty, administrative fees, or both if the recipient establishes on the balance of probabilities the existence of undue hardship;

(c) extending the time for payment of the administrative penalty, administrative fees, or both if the recipient establishes on the balance of probabilities:

[1] the existence of undue hardship; and

[2] that the extension of time to pay is necessary to relieve the undue hardship established.

B. A tribunal panel member may, as provided in § 610-2.3, extend the time to request a review of a screening decision if the recipient demonstrates on a balance of probabilities the existence of extenuating circumstances that warrant the extension of time.

§ 610-5.6. Responsibilities.

The responsibilities of the administrative penalty tribunal include:

- A. Reviewing materials filed with each application;
- B. Conducting mediations, where appropriate;
- C. Presiding over hearings and rendering a written decision based on the information presented;
- D. Attending business meetings of the administrative penalty tribunal;
- E. Attending training sessions, as required; and
- F. Conducting hearings in an impartial manner and in accordance with this chapter.

§ 610-5.7. Chair responsibilities.

In addition to the member responsibilities identified in § 610-5.6, the chair of the administrative penalty tribunal is responsible for:

- A. Ensuring that hearing practices of the administrative penalty tribunal are fair and effective;
- B. Ensuring quality and consistency of administrative penalty tribunal decisions;
- C. Acting as the lead representative and spokesperson for the administrative penalty tribunal;
- D. Obtaining external legal advice as needed;
- E. Preparing the Annual Report to City Council on the administrative penalty tribunal activities;

- F. Chairing the business meetings of the administrative penalty tribunal;
- G. Liaising with City staff on administrative support matters;
- H. Coordinating member training and professional development; and
- I. Responding to information and privacy related matters respecting the administrative penalty tribunal.

§ 610-5.8. Procedures.

The administrative penalty tribunal is a local board that shall conduct itself in accordance with its procedures by-law.

§ 610-5.9. Staff support.

The Court Services Division shall provide meeting management support to the administrative penalty tribunal and a tribunal panel.

2. This by-law shall take effect on August 28, 2017.

Enacted and passed on July 7, 2017.

Frances Nunziata,
Speaker

Ulli S. Watkiss,
City Clerk

(Seal of the City)

Schedule A
Designated By-law Provisions

Table 1 Chapter 608, Parks		
Column 1 Designated Part of Chapter	Column 2 Short Form Wording	Column 3 Penalty Amount
§ 608-27A	Park vehicle in area of park not designated for parking	\$100.00
§ 608-27B	Park vehicle in park between 12:01 a.m. and 5:30 a.m. without permit	\$100.00
§ 608-27C	Park vehicle in park (not in designated space/contrary to posted conditions)	\$100.00
§ 608-27D	(Stop/Park) in accessible parking space in park without displaying permit	\$300.00
§ 608-27E.1	Park vehicle in park while not using park	\$100.00
§ 608-27F	Park vehicle in park for longer than 24 hours	\$100.00
§ 608-30.1	Park motorized recreational vehicle in non-designated area of park	\$175.00

Table 2: Chapter 743, Streets and Sidewalks, Use of		
Column 1 Designated Part of Chapter	Column 2 Short Form Wording	Column 3 Penalty Amount
§743-29I(5)	Park Private Vehicle on Site – Not Engaged in (Work/Temporary Occupation)	\$500.00
§743-8D(4)	Street Promotion Activity – (Stop/Park/Stand) Vehicle on Street	\$500.00

Table 3: Chapter 880, Fire Routes		
Column 1 Designated Part of Chapter	Column 2 Short Form Wording	Column 3 Penalty Amount
§ 880-14A	Park in a Fire Route	\$250.00
§ 880-14A	Leave a Vehicle in a Fire Route	\$250.00

Column 1 Designated Part of Chapter	Column 2 Short Form Wording	Column 3 Penalty Amount
§ 886-3A.1	Park Prohibited Vehicle on Footpath	\$60.00
§ 886-5A.1	Park Prohibited Vehicle on Pedestrian Way	\$60.00
§ 886-6D	Park Prohibited Vehicle on Bicycle Path	\$60.00
§ 886-10C	Stop Vehicle other than a (Bicycle/Power-Assisted Bicycle) in Bicycle Lane	\$150.00
§ 886-15B	Stop Vehicle other than Bicycle in Cycle Track	\$150.00

Column 1 Designated Part of Chapter	Column 2 Short Form Wording	Column 3 Penalty Amount
§ 903-4A	(Park/Stand) vehicle in accessible parking space without proper display of valid permit	\$450.00
§ 903-4B	(Park/Stand) vehicle in accessible parking space while not transporting, picking up or dropping off current valid accessible parking permit holder	\$450.00
§ 903-7A	(Park/Stand) vehicle in loading zone for persons with disability without proper display of valid permit	\$450.00
§ 903-7A	(Park/Stand) vehicle in loading zone for persons with disability while not boarding or discharging valid accessible parking permit holder	\$450.00
§ 903-8A	(Park/Stand/Stop) vehicle in on-street accessible parking space without proper display of valid permit	\$450.00
§ 903-9	(Park/Stand) vehicle in on-street loading zone for persons with a disability without proper display of valid permit	\$450.00
§ 903-9	(Park/Stand) vehicle in on-street loading zone for persons with a disability while not boarding or discharging valid accessible parking permit holder	\$450.00

Table 6: Chapter 910, Parking Machines and Meters		
Column 1 Designated Part of Chapter	Column 2 Short Form Wording	Column 3 Penalty Amount
§ 910-4A(1)	Park Bus – Designated Bus Parking Space – Parking Machine – Required Fee Not Paid	\$300.00
§ 910-4A(1)	Park Bus – Designated Bus Parking Space – Fail to Activate Parking Machine	\$300.00
§ 910-4A(2)	Park Bus – Designated Bus Parking Space – Parking Machine – Prohibited Time	\$300.00
§ 910-4A(1)	Parking Machine – Required Fee Not Paid	\$30.00
§ 910-4A(1)	Park – Fail to Activate Parking Machine	\$30.00
§ 910-4A(2)	Park – Parking Machine Space – Not Within Permitted Time	\$30.00
§ 910-4C	Park – Parking Machine Space – Fail to Display Receipt in Windshield	\$30.00
§ 910-5	Park – Other Than Parking Machine Parking Space	\$30.00
§ 910-5.1	Park Motorcycle – Parking Machine Space – At Angle less than 45 Degrees to Curb	\$30.00
§ 910-5.1	Park Motorcycle – Parking Machine Space – At Angle greater than 60 Degrees to Curb	\$30.00
§ 910-6	Parking – Parking Machine Space – Exceeds Maximum Time	\$30.00
§ 910-6.1	Park Non-bus Vehicle – Designated Bus Parking Space – Parking Machine	\$30.00
§ 910-6.2	Park Non-electric Vehicle – Designated Electric Vehicle Parking Space	\$60.00
§ 910-6.2	Park Electric Vehicle – Designated Electric Vehicle Parking Space – Not Actively Connected	\$60.00
§ 910-6.2	Park Electric Vehicle – Designated Electric Vehicle Parking Space – Exceeds Maximum Time	\$60.00
§ 910-13A(1)	Park Bus – Designated Bus Parking Space – Parking Meter – No Fee Deposited	\$300.00
§ 910-13A(1)	Park Bus – Designated Bus Parking Space – Fail to Activate Parking Meter	\$300.00
§ 910-13A(2)	Park Bus – Designated Bus Parking Space – Parking Meter – Prohibited Time	\$300.00
§ 910-13A(1)	Park – Fail to Deposit Fee in Parking Meter	\$30.00
§ 910-13A(1)	Park – Fail to Activate Parking Meter	\$30.00
§ 910-13A(2)	Park – Parking Meter Space – Not Within Permitted Time	\$30.00
§ 910-14	Park – Other Than Parking Meter Parking Space	\$30.00

§ 910-15	Park Motorcycle – Parking Meter Space – At Angle less than 45 Degrees to Curb	\$30.00
§ 910-15	Park Motorcycle – Parking Meter Space – At Angle greater than 60 Degrees to Curb	\$30.00
§ 910-16	Park – Parking Meter Space – Exceeds Maximum Time	\$30.00
§ 910-17	Park Non-bus Vehicle – Designated Bus Parking Space – Parking Meter	\$30.00

Column 1 Designated Part of Chapter	Column 2 Short Form Wording	Column 3 Penalty Amount
§ 915-2A	Park Vehicle on Municipal Property Without Consent	\$30.00
§ 915-2A	Leave Vehicle on Municipal Property Without Consent	\$30.00
§ 915-2B	Park Vehicle on Private Property Without Consent	\$30.00
§ 915-2B	Leave Vehicle on Private Property Without Consent	\$30.00

Column 1 Designated Part of Chapter	Column 2 Short Form Wording	Column 3 Penalty Amount
§ 918-2B	Unauthorized Parking on Boulevard	\$50.00
§ 918-2C	Park on Boulevard Between Roadway and Sidewalk	\$50.00
§ 918-2E	Park on Boulevard Without Currently Valid Numbered Plates	\$50.00
§ 918-3A	Unauthorized Front Yard Parking	\$50.00
§ 918-3B	Park in Front Yard Without Currently Valid Numbered Plates	\$50.00
§ 918-10F(1)	Park Less than 0.3 m From Public Sidewalk	\$50.00
§ 918-10F(2)	Park Less than 0.3 m from Residential Building Door	\$50.00
§ 918-10F(3)	Park Less than 0.3 m From Bottom Step	\$50.00
§ 918-10F(4)	Park Less than 0.3 m from Window	\$50.00
§ 918-10F(5)	Park Less than 0.3 m From Wall	\$50.00

Table 9: Chapter 925, Permit Parking		
Column 1 Designated Part of Chapter	Column 2 Short Form Wording	Column 3 Penalty Amount
§ 925-5N(1)	Park in Permit Parking Location Without a Valid Permit	\$30.00
§ 925-5N(3)	Continuously Park More Than 7 Consecutive Days in Permit Parking Area	\$30.00
§ 925-5N(4)	Park and Fail to Properly Display Parking Permit	\$30.00
§ 925-5N(5)(a)	Park Motorcycle and Fail to Properly Affix Parking Permit	\$30.00
§ 925-5N(5)(b)	Park Motorcycle – At Angle Less than 45 Degrees to Curb	\$30.00
§ 925-5N(5)(b)	Park Motorcycle – At Angle Greater than 60 Degrees to Curb	\$30.00

Table 10: Chapter 950, Traffic and Parking		
Column 1 Designated Part of Chapter	Column 2 Short Form Wording	Column 3 Penalty Amount
§ 950-400A(1)(a)	(Park/Stop) with right front and right rear wheels more than 30 cm from right curb	\$30.00
§ 950-400A(1)(b)	Fail to (Park/Stop) Parallel to Curb	\$30.00
§ 950-400A(1)(b)	Fail to (Park/Stop) Parallel – Right-Hand Limit of Highway	\$30.00
§ 950-400A(1)(b)	Fail to (Park/Stop) as Near as Practicable Right-Hand Limit of Highway	\$30.00
§ 950-400A(3)(a)	(Park/Stop) with left front and left rear wheels more than 30 cm from left-side Curb of One-Way Highway	\$30.00
§ 950-400A(3)(b)	Fail to (Park/Stop) with left front and left rear wheels Parallel to left limit of One-Way Highway	\$30.00
§ 950-400A(3)(b)	Fail to (Park/Stop) with left front and left rear wheels as Close as practicable to Left Limit of One-Way Highway	\$30.00
§ 950-400B(1)	Stop – (on/over) (Sidewalk/Footpath)	\$150.00
§ 950-400B(2)	Stop – within (Intersection/Pedestrian Crossover)	\$60.00
§ 950-400B(3)(a)	Stop – Within 15 m of Pedestrian Crossover – approach side	\$60.00
§ 950-400B(3)(b)	Stop – Within 9 m of Pedestrian Crossover – beyond crossover	\$60.00

§ 950-400B(4)	Stop – Beside Safety Zone	\$60.00
§ 950-400B(4)	Stop – Within 15 m of Safety Zone	\$60.00
§ 950-400B(5)	Stop – Alongside (Excavation/Obstruction) in Roadway – Impede Traffic	\$60.00
§ 950-400B(5)	Stop – Across from (Excavation/Obstruction) in Roadway – Impede Traffic	\$60.00
§ 950-400B(6)	Stop – Road Side – (Stopped/Parked) Vehicle	\$150.00
§ 950-400B(7)	Stop – On Bridge	\$60.00
§ 950-400B(7)	Stop – On Elevated Structure	\$60.00
§ 950-400B(7)	Stop – in Tunnel	\$60.00
§ 950-400B(7)	Stop – in Underpass	\$60.00
§ 950-400B(9)	Stop – on Middle Boulevard	\$60.00
§ 950-400B(9)	Stop – on Centre Strip	\$60.00
§ 950-400B(9)	Stop – Adjacent to Side of Middle Boulevard	\$60.00
§ 950-400B(9)	Stop – Adjacent to End of Middle Boulevard	\$60.00
§ 950-400B(9)	Stop – Adjacent to Side of Centre Strip	\$60.00
§ 950-400B(9)	Stop – Adjacent to End of Centre Strip	\$60.00
§ 950-400B(10)	Stop – Non-School Bus in School Bus Loading Zone	\$60.00
§ 950-400B(11)	Stop – Within 9 m of School Crossing	\$60.00
§ 950-400C(1)	Stop – more than 3 hours on any one highway while (offering for sale/taking orders for) (goods/wares/merchandise/produce/refreshments/beverages/other food)	\$60.00
§ 950-400C(1)	Stop – more than 1 hour at any one location during 3-hour period while (offering for sale/taking orders for) (goods/wares/merchandise/produce/refreshments/beverages/other food)	\$60.00
§ 950-400D(1)	Park – Obstruct (Driveway/Laneway)	\$50.00
§ 950-400D(1)	Park – (In front/Within 60 cm) of (Driveway/Laneway)	\$50.00
§ 950-400D(2)	Park - Within 3 m of Fire Hydrant	\$100.00
§ 950-400D(3)	Park – Within 9 m of Intersecting Roadway	\$50.00
§ 950-400D(4)	Park – Within 15 m of (Railway Tracks/Level Railway Crossing)	\$40.00
§ 950-400D(4)	Park – Alongside (Railway Tracks/Level Railway Crossing)	\$40.00
§ 950-400D(5)	Park – Longer than 3 Hours	\$15.00
§ 950-400D(6)	Park Vehicle – For Sale	\$15.00
§ 950-400D(7)	Park Vehicle – To (Wash/Grease/Repair)	\$15.00
§ 950-400D(8)	Park – Prevent Removal of Vehicle	\$40.00
§ 950-400D(9)	Park – former City of North York highway – 2:00 a.m. to 6:00 a.m. Dec.1 to Mar. 31	\$40.00

Table 10: Chapter 950, Traffic and Parking		
§ 950-400D(10)(a)	Park – Vehicle Without Valid Ontario Number Plate Properly Displayed	\$40.00
§ 950-400D(10)(b)	Park – Vehicle Without Valid Non-Ontario Number Plate Properly Displayed	\$40.00
§ 950-400E(1)	Park – Signed Highway – Within 15 m of Intersection	\$50.00
§ 950-400E(3)	Park – Signed Highway – Within 30.5 m of Signalized Intersection	\$50.00
§ 950-400E(5)	Park – Signed Highway – In front of (Entrance to/Exit from) (Building/Enclosed Space)	\$40.00
§ 950-400E(6)	Park – Signed Highway – Within 7.5 m of Fire Hall – Same Side	\$40.00
§ 950-400E(6)	Park – Signed Highway – Within 30.5 m of Fire Hall – Opposite Side	\$40.00
§ 950-400E(7)(a)	Park – Signed Highway – Within 15 m of far side of Signalized Crosswalk	\$40.00
§ 950-400E(7)(b)	Park – Signed Highway – Within 30.5 m of approach to Signalized Crosswalk	\$40.00
§ 950-400E(8)	Park – Signed Highway - Within Turning Basin	\$40.00
§ 950-400E(9)	Park – Signed Highway – Interfere with Formation of Funeral Procession	\$40.00
§ 950-400E(10)	Park – Signed Highway – Within 15 m of Termination of Dead End Street	\$40.00
§ 950-400E(11)	Park – Signed Highway – Within "T-type" Intersection	\$40.00
§ 950-400E(12)	Park - Signed Highway - Public Lane	\$40.00
§ 950-400E(12)	Park - Signed Highway – Less than 6m Wide	\$40.00
§ 950-400E(13)	Park Signed Highway – Within 15 m of Canada Post Mailbox – same side	\$40.00
§ 950-400F(1)	Stand Vehicle – Signed Highway – Transit Stop Zone	\$150.00
§ 950-400G(2)	Park vehicle other than Motorcycle in Designated Motorcycle Parking Space	\$40.00
§ 950-400H	(Park/Stand) Unauthorized Vehicle in Car-Share Vehicle Parking Area	\$60.00
§ 950-400H	(Park/Stand) Car-Share Vehicle – Parking Permit not properly affixed	\$60.00
§ 950-400I	Park Unauthorized Vehicle in Electric Vehicle Charging Station Parking Space	\$60.00
§ 950-400I	Park Electric Vehicle in Electric Vehicle Charging Station Parking Space – not actively connected to charging station	\$60.00
§ 950-400I	Park Electric Vehicle in Electric Vehicle Charging Station Parking Space – in excess of permitted time	\$60.00
§ 950-401A(1)	Park Taxicab for Hire – Unauthorized Location	\$40.00

Table 10: Chapter 950, Traffic and Parking		
§ 950-401A(2)	Stand Non-Taxicab Vehicle – Signed Taxicab Stand	\$60.00
§ 950-401A(2)	Stand Taxicab Vehicle – Signed Taxicab Stand – not waiting for hire	\$60.00
§ 950-402A(1)	Park Vehicle – Commercial Loading Zone - Contrary to Permitted (Day/Time)	\$40.00
§ 950-402A(1)	Park Vehicle – Commercial Loading Zone – not actively engaged in loading/unloading passengers/merchandise	\$40.00
§ 950-402A(3)	Stand Vehicle – Passenger Loading Zone - Contrary to Permitted (Day/ Time)	\$60.00
§ 950-402A(3)	Stand Vehicle – Passenger Loading Zone – not actively engaged in loading/unloading passengers	\$60.00
§ 950-402B(1)	Park Non-Bus vehicle – Bus Parking Zone – Prohibited (Day/Time)	\$150.00
§ 950-402B(2)	Park Non-Delivery vehicle – Delivery Vehicle Parking Zone – Prohibited (Day/Time)	\$40.00
§ 950-402B(3)	Park Bus – Bus Parking Zone – In excess of Permitted Time	\$300.00
§ 950-402B(3)	Park Delivery Vehicle – Delivery Vehicle Parking Zone – In excess of Permitted Time	\$300.00
§ 950-402C(1)	Stop Non-Bus Vehicle – Bus Loading Zone	\$300.00
§ 950-402C(2)	Park Bus – Bus Loading Zone	\$300.00
§ 950-404B(1)	Fail to Angle (Park/Stop) at 45° Angle from (Curb/Roadway Boundary) with front end of vehicle at curb	\$30.00
§ 950-404B(2)	Park Motorcycle in Angle Space at Angle Less Than 45° to Curb	\$15.00
§ 950-404B(2)	Park Motorcycle in Angle Space at Angle More Than 60° to curb	\$15.00
§ 950-404C	Fail to (Park/Stop) Within Designated Angle Space	\$30.00
§ 950-405A	Park – Signed Highway – During Prohibited (Day/Time)	\$50.00
§ 950-405B	Park Bus – Signed Highway – During Prohibited (Days/Times)	\$300.00
§ 950-405D	Stop – Signed Highway – During Prohibited (Time/Day)	\$60.00
§ 950-405D.1	Stop – Signed Highway – During Rush Hour Period	\$150.00
§ 950-405E	Stop Bus – Signed Highway – Prohibited (Days/Times)	\$300.00
§ 950-405F(1)	Park – Signed Highway – in Excess of Permitted Time	\$40.00

Table 10: Chapter 950, Traffic and Parking		
§ 950-405G	Stand Vehicle – Signed Highway During Prohibited (Times/Days)	\$60.00
§ 950-405G.1	Stand Vehicle – Signed Highway – During Rush Hour Period	\$150.00
§ 950-405H	Stand Bus – Signed Highway -Prohibited (Days/Times)	\$300.00
§ 950-406A	Park Vehicle - Snow Route	\$60.00
§ 950-406A	Stand Vehicle - Snow Route	\$60.00
§ 950-406B	Park Vehicle - Streetcar Track on Snow Route	\$200.00
§ 950-406B	Stand Vehicle - Streetcar Track on Snow Route	\$200.00
§ 950-406B	Park Vehicle - so as to Block Passage of Streetcar on Snow Route	\$200.00
§ 950-406B	Stand Vehicle - so as to Block Passage of Streetcar on Snow Route	\$200.00
§ 950-407A	Park Vehicle - Prohibited Area During Snow Removal Operations	\$60.00
§ 950-503D(2)	Stop Vehicle – Reserved/Designated Lane – Prohibited (Time/Day)	\$150.00
§ 950-508A.1	Park Heavy (Truck/Vehicle) – Signed Highway –Prohibited (Time/Day)	\$90.00
§ 950-601C(1)	Car-Park - Parallel Park – Metered Space - Front Wheels Not Opposite Meter	\$30.00
§ 950-601C(1)	Car-Park - Parallel Park – Metered Space - Rear of Forward Vehicle Not Opposite Forward Meter – Two Meters on same standard	\$30.00
§ 950-601C(1)	Car Park – Parallel Park – Metered Space - Rear of Forward Vehicle Not as Close as Practicable to forward meter – Two Meters on Same Standard	\$30.00
§ 950-601C(1)	Car- Park - Parallel Park – Metered Space – Front of Rear Vehicle Not Opposite Rear Meter – Two Meters on Same Standard	\$30.00
§ 950-601C(1)	Car-Park – Parallel Park – Metered Space - front of rear vehicle not as close as practicable to rear meter – Two Meters on Same Standard	\$30.00
§ 950-601C(2)	Car-Park - Angle Park – Metered Space - Front of Vehicle Not as Close as Practicable to Meter	\$30.00
§ 950-601C(3)	Car-Park –Park – Part of Vehicle Outside Designated Metered Space	\$30.00
§ 950-601C(3)	Car-Park - Park – Two Parking Spaces – Fees Not Paid for Both Spaces	\$30.00
§ 950-601C(3)	Car-Park - Park – Two Parking Spaces – Fees Not Paid for (Meter/Machine) for Both Spaces	\$30.00
§ 950-601F(1)	Car-Park - Park – Meter Not Used/Fee Not Paid	\$30.00

§ 950-601G(1)	Car-Park - Park – Parking Machine (Not Used/Required Fee Not Paid)	\$30.00
§ 950-601G(1)	Car-Park – Park - Fail to Activate Parking Machine	\$30.00
§ 950-601G(1)	Car Park – Parking Machine - Park – Not Within Permitted Period	\$30.00
§ 950-601G(2)	Car-Park – Parking Machine - Park – Issued Card Not Properly Displayed	\$30.00
§ 950-601O	Car-Park - (Park/Leave) Vehicle – Contrary to Posted Sign	\$30.00
§ 950-601P	Car-Park - (Park/Leave) Bus – Contrary to Posted Sign	\$150.00

Column 1 Designated Part of By-law	Column 2 Short Form Wording	Column 3 Penalty Amount
Section 3(1)	Stand vehicle where prohibited	\$55.00
Section 4(1)	Park – Signed Roadway – longer than 20 minutes – at prohibited time	\$55.00
Section 4(2)	Stand – Signed Roadway – during prohibited time	\$55.00
Section 4(3)	Stop – Signed Roadway – during prohibited time	\$55.00

Schedule B

Administrative Fees

Description	Proposed Fee
Late payment fee	\$25.00
Vehicle owner / address search fee	\$10.00
Plate denial enforcement fee	\$25.00
Screening non-appearance fee	\$50.00
Hearing non-appearance fee	\$75.00
Non-sufficient fund (NSF) fee	\$40.00
Photocopy/screen print fee (per page)	\$1.00
For a copy on compact disc (CD) of a digital recording of a hearing before a hearing officer, if such a recording exists and a copy is available:	
i. For a single day's recording	\$20.00
ii. For each additional day's recording, if the request is made at the same time as a request under sub-item (i)	\$10.00
A paper copy of a transcript fee(per page)	\$6.00