

**CORPORATION OF THE TOWN OF HAWKESBURY**

**BY-LAW N° 8-2024**

**A by-law to establish an  
Administrative Monetary Penalty System in the Town of Hawkesbury**

(Consolidated with by-law N°21-2024, 27-2024, 32-2024, 33-2024, 40-2024, 42-2024,  
44-2024, 45-2024)

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**WHEREAS** Section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, (the “*Municipal Act, 2001*”) as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Subsection 11(1) of the *Municipal Act, 2001*, as amended, provides that a lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** Sections 102.1 (1) of the *Municipal Act 2001*, as amended, provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

**AND WHEREAS** Section 434.1 (1) of the *Municipal Act, 2001*, provides that a municipality may 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 the *Municipal Act, 2001*;

**AND WHEREAS** Sections 23.2, 23.3 and 23.5 of the *Municipal Act, 2001* provides that a municipality may delegate its administrative and hearing powers;

**AND WHEREAS** Section 15.4.1(1) of the *Ontario Building Code Act, 1992*, S.O. 1992, c. 23 as amended, authorizes the municipality to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a By-law of the municipality;

**AND WHEREAS** Section 15 of the *Police Services Act, R.S.O.1990*, c.P15 of the police services Act, R.S.O.1990, c.P.15 as amended (or any successor thereof), the Council of the municipality may appoint Municipal

By-law Enforcement Officers who shall be Peace Officers for the purpose of enforcing by-laws of the municipality;

**AND WHEREAS** Section 391 of the *Municipal Act, 2001* authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it;

**AND WHEREAS** the Council for the Town of Hawkesbury deems expedient and necessary to provide for a system of Administrative Monetary Penalties System and administrative fees for its designated by-laws, or portions of its designated by-laws;

**THEREFORE**, the Council of the Corporation of the Town of Hawkesbury hereby enacts as follows:

## 1. Definitions

In this By-law:

- a) “**Administrative Fee**” means any administrative fee specified in this By-law or set out in schedule B of this By-law;
- b) “**Administrative Penalty**” means an administrative penalty established by this By-law or set out in Schedule A of this By-law;
- c) “**AMPS**” means Administrative Monetary Penalty System;
- d) “**Authorized Representative**” means someone appearing on behalf of a Person in accordance with a written authorization provided upon request to the Director of Municipal By-law Enforcement Services, and who is not required to be licensed by any professional body;
- e) “**Director**” means the Town’s Director responsible of the By-law Enforcement Officers, or any person delegated by them;
- f) “**Town**” means The Corporation of the Town of Hawkesbury;
- g) “**Clerk**” means the Town Clerk and Deputy Clerk, or any person delegated by them;
- h) “**Council**” means the Council of the Corporation of the Town of Hawkesbury;
- i) “**Day**” means any calendar day;
- j) “**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;

- k) “**Hearing Non-appearance Fee**” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to appear at the date, the time and the place scheduled for a review before a Hearing Officer and listed in the attached schedules;
- l) “**Hearing Decision**” means a notice that contains a decision made by a Hearing Officer;
- m) “**Hearing Officer**” means a person who performs the functions of a Hearing Officer in accordance with Section 6 of this By-law, and pursuant to the Town’s Hearing Officer By-law, as amended from time to time;
- n) “**Holiday**” means a Saturday, Sunday, any statutory holiday in the Province of Ontario or any Day the offices of the Town are officially closed for business;
- o) “**Late Payment Fee**” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-law and listed in the attached schedules;
- p) “**MTO Fee**” or “**SAAQ Fee**” means an Administrative Fee established by Council from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation (MTO), or Société de l’assurance automobile du Québec (SAAQ), or related authority, and listed in Schedule B;
- q) “**NSF Fee**” means an Administrative Fee established by Council from time to time in respect of payment by negotiable instrument or credit card received by the Town from a Person for payment of any Administrative Penalty or Administrative Fee, for which there are insufficient funds available in the account on which the instrument was drawn, as listed in the Town’s By-law to impose fees for services or activities rendered by the Town of Hawkesbury ;
- r) “**Officer**” means a By-law Enforcement Officer of the Town of Hawkesbury or other person appointed by or under the authority of a by-law to enforce municipal by-laws;
- s) “**Penalty Notice**” means a notice given to a Person pursuant to section 3.0 of this By-law;

- t) **“Penalty Notice Date”** means the date of the contravention specified on the Penalty Notice, in accordance with section 3.3 of this By-law;
- u) **“Penalty Notice Number”** means the reference number specified on the Penalty Notice that is unique to that Penalty Notice, in accordance with section 3.3 of this By-law;
- v) **“Person”** includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof, and, in relation to vehicle, parking or traffic-related contraventions, whose name appears on the vehicle permit as provided by the MTO or the SAAQ. If the vehicle permit consists of a vehicle portion and licence plate portion, and different Persons are named on each portion, the Person whose name appears on the licence plate portion, as provided by the MTO or the SAAQ, is the Person for the purposes of this By-law;
- w) **“Plate Denial”** means a provincial legislation that allows municipalities to collect unpaid parking infractions through the Ministry of Transportation by requesting plate denial. The Town of Hawkesbury is connected to such system and your license plate may not be issued by the Ministry of Transportation if there are outstanding fines. Also, at such time, an additional \$25.00 is levied to each outstanding ticket in addition to already imposed fees and fines.
- x) **“Plate Denial Fee”** means an Administrative Fee established by Council from time to time in respect of a Person’s failure to pay within the time prescribed prior to a request for plate denial and listed in the attached schedule;
- y) **“Regulation”** means Ontario Regulation 333/07 *Administrative Penalties* under the *Municipal Act, 2001*, as amended;
- z) **“Request for Review by a Hearing Officer (review of Screening decision)”** means a request which may be made in accordance with section 6 of this By-law for the review of a Screening Decision;
- aa) **“Request for Review by a Screening Officer (review of Administrative Penalty)”** means a request made in accordance with section 5 of this By-law for the review of a Penalty Notice;
- bb) **“Review by a Hearing Officer”** means the process set out in section 6 of this By-law;

- cc) “**Review by Screening Officer**” means the process set out in section 5 of this By-law;
- dd) “**Screening Decision**” means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 5.13 of this By-law;
- ee) “**Screening Non-appearance Fee**” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to appear at the date, time and place scheduled for a review before a Screening Officer and listed in the attached schedule; and,
- ff) “**Screening Officer**” means any person who performs the functions of a Screening Officer in accordance with section 5 of this By-law, as designated by the Director appointed as per definition 1.e).

## 2. Application of this By-law

- 2.1 The Town 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 sections 102.1 and 151 of the *Municipal Act*, 2001 and paragraph 3(1)(b) of the Regulation. The attached Schedule A sets out the short form language to be used on Penalty Notices, for the contraventions of Designated By-laws.
- 2.2 The *Provincial Offences Act*, R.S.O. 1990, c.P.33, as amended, does not apply to a contravention of a Designated By-law.

## 3. Penalty Notice

- 3.1 Every Person who contravenes a provision of a Designated By-law shall, upon issuance of a Penalty Notice, be liable to pay the Town an Administrative Penalty in the amount specified in the attached schedules. Where the contravention is in relation to property that is jointly owned, all registered property owners shall be jointly liable for the Penalty.
- 3.2 An Officer who has reason to believe that a Person has contravened any Designated By-law may issue a Penalty Notice as soon as reasonably practicable.
- 3.3 A Penalty Notice shall include the following information, as applicable:
  - i. The Penalty Notice Date;
  - ii. A Penalty Notice Number;
  - iii. The date on which the Administrative Penalty is due and

- payable, fifteen (15) days from service of the Penalty Notice;
- iv. The identification number and signature of the Officer;
- v. The contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
- vi. The amount of the Administrative Penalty;
- vii. Such additional information as the Director determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty; and
- viii. A statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Town unless cancelled pursuant to Screening Review or Hearing process.

3.4 In addition to the service methods provided in section 7 “Service of Documents” of this By-law, an Officer may serve the Penalty Notice on a Person by:

- i. Affixing it to the vehicle in an obvious place at the time of a parking or traffic-related contravention; or
- ii. Delivering it personally to the Person; or
- iii. When relating to a parking or traffic-related contravention, to the person having care and control of the vehicle at the time of the contravention, within seven (7) days of the contravention; or
- iv. For all other contraventions, within thirty (30) days of the contravention.

3.5 No Officer may accept payment of an Administrative Penalty or Administrative Fee.

3.6 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Town any applicable Administrative Fee(s).

#### **4. Voluntary payment of penalty notice**

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

4.2 A Penalty Notice shall be deemed to have been paid when the amount and all fees prescribed in the attached schedule have been paid.

## **5. Review by Screening Officer (review of Administrative Penalty)**

- 5.1 A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative Penalty is due and payable, and in accordance with the process set out in Section 5.4.
- 5.2 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 make a request to the Screening Officer or Director to extend the time to request a Screening Review to a date that is no later than forty-five (45) days after the Penalty Notice Date, in accordance with the process set out in Section 5.4.
- 5.3 A Person's right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before forty-five (45) days after the Penalty Notice Date, at which time:
  - a) The Person shall be deemed to have waived the right to request a Screening Review or request an extension of time for a Screening Review;
  - b) The Administrative Penalty shall be deemed to be confirmed; and
  - c) The Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 5.4 A Person's Request for Review by Screening Officer or request for an extension of time to request a Screening Review are exercised by a submission in writing, in the prescribed form (as per Schedule C) and in accordance with the directions on the prescribed form.
- 5.5 A Request for Review by Screening Officer or request for an extension of time to request a Screening Review shall be served in accordance with the provisions of Section 7 of this By-law.
- 5.6 A Request for Review by Screening Officer or a request for an extension of time to request a Screening Review shall only be scheduled by the Director of the Municipal By-law Enforcement Services or the Screening Officer if the Person makes the request on or before the dates established by Sections 5.1 or 5.2 of this By-law.
- 5.7 The Director or the Screening Officer may grant a request to extend the time to request a Screening Review where the person demonstrates that the existence of extenuating circumstances

prevented the filing of the request within the prescribed timeline.

- 5.8 Where an extension of time to request a Screening Review is not granted, the Administrative Penalty and any applicable Administrative Fee(s) are deemed to be confirmed. Notice of this decision will be provided by the Screening Officer to the Person in accordance with Section 7.
- 5.9 Where an extension of time to request a Screening Review is granted by the Director or Screening Officer, or when a Screening Review has been requested in accordance with this Section, a Notice of an extension for Screening Review will be provided in accordance with Section 7.
- 5.10 On a Screening Review of an Administrative Penalty, the Screening Review shall proceed by way of written screening unless, at the discretion of the Director or the Screening Officer, an in-person or telephone appointment is required.
- 5.11 Where a Person fails to attend at the date, time and place scheduled for a Screening Review of an Administrative Penalty, or fails to provide requested documentation in accordance with a request by a Screening Officer:
  - i. The Person shall be deemed to have abandoned the request for a Screening Review of the Administrative Penalty;
  - ii. The Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed;
  - iii. The Administrative Penalty shall not be subject to any further review, including a review by any Court; and
  - iv. The Person shall pay to the Town a Screening Non-appearance Fee, MTO or SAAQ fee, if applicable, and any other applicable Administrative Fee(s).
- 5.12 Upon a review of an Administrative Penalty, the Screening Officer may:
  - a) Affirm the Administrative Penalty if the Person has not established on a balance of probabilities that Designated By-law(s) was not contravened as described in the Penalty Notice; or
  - b) Cancel, reduce the penalty, and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), where, in the sole discretion of the Screening Officer that doing so would maintain the general intent and purpose of the Designated By-law,



and/or any of the following circumstances exist:

- i. Defective form or substance on the Penalty Notice;
  - ii. Service of the Penalty Notice did not occur in accordance with Section 7;
  - iii. Undue financial hardship;
- 5.13 After a Review by Screening Officer, the Screening Officer shall issue a Screening Decision to the Person, delivered in accordance with Section 7 of this By-law.
- 5.14 A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law, or the constitutional applicability or operability of any statute, regulation or by-law.

## **6. Review by Hearing Officer (review of Screening Decision)**

- 6.1 A Person may Request a Review by a Hearing Officer within thirty (30) days of issuance of a Screening Decision in accordance with the Hearings Officer By-law, as amended from time to time.
- 6.2 If a Person has not requested a Review by a Hearing Officer on or before the date on which the Administrative Penalty is due and payable, the Person may make a request to the Director, or Screening Officer to extend the time to request a Review by a Hearing Officer to a date that is no later than forty-five (45) days after the Screening Decision date, in accordance with the process set out in Section 6.4.
- 6.3 A Person's right to request an extension of time for a Hearing Review expires, if it has not been exercised, on or before forty-five (45) days after the Screening Decision date, at which time:
- a) The Person shall be deemed to have waived the right to request a Review by a Hearing Officer or request an extension of time for a Review by a Hearing Officer;
  - b) the Screening Decision is confirmed; and
  - c) The Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 6.4 A Person's Request for Review by a Hearing Officer or request for an extension of time to request a Review by a Hearing Officer are exercised by a submission in writing, in the prescribed form (as per Schedule D) and in accordance with the directions on the prescribed form.

- 6.5 A Request for Review by Hearing Officer or request for an extension of time to request a Screening Decision Review shall be served in accordance with the provisions of Section 7 of this By-law.
- 6.6 A Request for Review by a Hearing Officer or a request for an extension of time to request a Review by a Hearing Officer shall only be scheduled by the Director, or Screening Officer if the Person makes the request on or before the dates established by Sections 6.1 or 6.2 of this By-law.
- 6.7 The Director or Screening Officer, may grant a request to extend the time to request a Review by a Hearing Officer only where the Person demonstrates, to the satisfaction of the Director, in their sole discretion that they were not served in accordance with Section 7.
- 6.8 Where an extension of time to request a Review by a Hearing Officer is granted by the Director, or Screening Officer when a Review by a Hearing Officer has been requested in accordance with this Section, Notice of a Hearing will be provided in accordance with Section 7.
- 6.9 Where a Person fails to appear at the date, time and place scheduled for a Hearing:
  - a) The Person shall be deemed to have abandoned the Request for review of a Hearing;
  - b) The Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;
  - c) The Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and
  - d) The Person shall pay to the Town a Hearing Non-appearance Fee, Late Payment Fee, MTO or SAAQ Fee, if applicable and any other applicable Administrative Fee(s).
- 6.10 A Hearing Officer shall conduct a Hearing in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended, and the Hearings Officer By-law, as amended-from time to time.
- 6.11 The Parties to a Hearing shall be the Person seeking review and the Town, who may attend through the Director, the Screening Officer, the Hearing Officer, the Officer, the Town Solicitor, or a delegate of any of the above persons.

- 6.12 Any information contained in the Penalty Notice is admissible in evidence as proof of the facts certified in it, in the absence of evidence to the contrary. If a Person wishes to challenge the facts contained in the Penalty Notice, they will be required to mark the prescribed form accordingly.
- 6.13 Upon the conclusion of a Hearing, the Hearing Officer may:
- a) Affirm the Administrative Penalty if the Person has not established on a balance of probabilities that the Designated By-law(s) was not contravened as described in the Penalty Notice; or
  - b) Cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
    - i. where the Person establishes on a balance of probabilities that the Designated By-law(s) as described in the Penalty Notice was not contravened; or
    - ii. where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue financial hardship.
- 6.14 A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.
- 6.15 After a Hearing is completed, the Hearing Officer shall issue a Hearing Decision to the Person and deliver in accordance with section 7.
- 6.16 The decision of a Hearing Officer is final.

## **7. Service of documents**

- 7.1 The service of any document, notice or decision, including a Penalty Notice, pursuant to this By-law, when served in any of the following ways, is deemed effective:
- a) Immediately, when a copy is delivered by personal service to the Person to whom it is addressed or, in the case of a Penalty Notice relating to a parking or traffic-related contravention, by affixing it to the vehicle in an obvious place at the time of the contravention;
  - b) On the seventh (7) Day following the date a copy is sent

by registered mail or by regular mail to the Person's last known address;

- c) Immediately upon sending a copy by electronic mail (i.e. email) to the Person's last known electronic mail address.

7.2 For the purposes of subsections 7.1. b), c) and d) of this By-law, a Person's last known address, and electronic mail address includes an address, and electronic mail address provided by the Person to the Town as may be required by a form, practice or policy under this By-law.

7.3 If a notice document that is to be given or delivered to a Person under this By-law is mailed to the Person at the Person's last known address appearing on the records of the Town as part of a proceeding under this By-law, or sent electronically to an email address that was provided by the Person, there is an irrebuttable presumption that the notice or document is given or delivered to the person.

7.4 A Person shall keep their contact information for service current by providing any change in address, or electronic mail address to the Director, immediately. Failure to comply with this section will negate consideration for an extension of time to Request a Review by a Hearing Officer pursuant to Section 6.4.

7.5 Where this By-law requires delivery of documents to the Town, the documents shall be addressed to the Director, or Screening Officer, and shall be deemed effective:

- a) Immediately, when a copy is delivered by personal courier to the Director or Screening Officer at the location prescribed on the applicable form or notice;
- b) On the seventh (7) Day following the date a copy is sent by registered mail or by regular mail to the location prescribed on the applicable form or notice;
- c) Immediately with respect to electronic mail listed on the applicable form or notice.

## **8. Administration**

8.1 The Director administers this By-law and establishes any additional practices, policies and procedures necessary to implement this By-law and may amend such practices, policies and procedures from time to time as the Director deems necessary, without amendment to this By-law.

8.2 The Director shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may

amend such forms and notices from time to time as the Director deems necessary, without amendment to this By-law.

- 8.3 Any Administrative Fee(s) prescribed in the attached schedules shall be added to and be deemed part of the penalty amount unless otherwise rescinded by the Hearing Officer.
- 8.4 Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable, the Person shall pay to the Town a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s) listed in Schedule B.
- 8.5 Where a Person makes payments to the Town of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument or credit card, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Town the NSF Fee set out in the Town's Fees and Charges By-law.
- 8.6 An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Town owed by the Person.
- 8.7 Where an Administrative Penalty, and any applicable Administrative Fee(s) or Late Payment Fee(s), are not paid by the date on which they are due and payable, the Town shall enforce the payment of such fees in accordance with the applicable legislation and regulations, including but not limited to the ability to notify the Registrar of Motor Vehicles, resulting in plate denial. At the time that plate denial is requested a Plate Denial Fee will be added in accordance with the attached schedule and shall be added to the total debt owed to the Town.
- 8.8 Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any Administrative Fee(s) shall also be cancelled.
- 8.9 An Authorized Representative is permitted to appear on behalf of a Person at a Screening Review or Review by a Hearing Officer, or to communicate with the Town on behalf of a Person in accordance with a written authorization that is satisfactory to the Director or Screening Officer.

- 8.10 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
- 8.11 A Person claiming financial hardship under this By-law shall provide documented proof of the financial hardship to the Director, or the Screening Officer, or the Hearing Officer, as applicable.
- 8.12 Any schedule attached to this By-law forms part of this By-law.

## 9. Severability

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

## 10. Interpretation

- 10.1 Where words and phrases used in this By-law are defined in the *Highway Traffic Act* R.S.O, 1990, c. H. 8, but not defined in this By-law, the definitions in the *Highway Traffic Act* shall apply to such words and phrases.
- 10.2 The provisions in Part VI of the *Legislation Act*, 2006, S.O. 2006, c.21, Schedule “F”, shall apply to this By-law.

## 11. Short Title

- 11.1 This By-law may be referred to as the Administrative Monetary Penalties System or AMPS By-law.

## 12. Effective date

- 12.1 This By-law shall come into force and effect on May 1<sup>st</sup> , 2024.

**READ, A FIRST, SECOND, AND ADOPTED UPON THIRD READING  
THIS 12 DAY OF FEBRUARY 2024.**

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**Robert Lefebvre, Mayor**

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**Sonia Girard, Clerk**

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## By-law N° 8-2024

### Schedule A

The following by-laws shall be considered Designated by-laws as defined in the AMPS by-law N° 8-2024:

Designated By-law	Schedule	By-law Number
Traffic By-law	A-1	28-2005
Parking By-law	A-1	27-2005
By-law prohibiting the keeping of certain animals	A-2	18-2024
By-law prohibiting the feeding of wild animals	A-2	6-2012
Animal Control By-law	A-2	36-2020
Waste Management By-law	A-3	51-2022
Littering and Dumping By-law	A-3	25-2020
By-law requiring properties to be maintained and kept clear of waste (Clean yard)	A-4	33-2024
By-law providing standards for the maintenance and occupancy of property	A-5	32-2024
By-law for the licensing, regulating and governing Refreshment Vehicles	A-6	27-2024
By-law to regulate Garage Sales	A-7	40-2024
By-law respecting fireworks and firecrackers	A-8	42-2024
By-law regulating parks & municipal properties	A-9	44-2024
By-law respecting fires	A-10	45-2024

<u>Column 1</u> Item#	<u>Column 2</u> Short form wording	<u>Column 3</u> Provision creating or defining offence	<u>Column 4</u> Set fines
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For the purposes of all of Schedule A of this By-law, the tables will be set out as follows:

Column 1 sets out the item number.

Column 2 sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.

Column 3 lists the sections where the provisions can be found in the designated by-law, as amended.

Column 4 sets out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 3.

## Schedule “A-1”

### By-law N° 27-2005 (Parking) as amended

Item#	Parking Infractions	BY-LAW No. 27 -2005	Penalty Amount
1.	Two-way street - parked facing wrong way	Sec 8.1	85.00
2.	Park more than 15 cm from the edge of the highway	Sec 8.3	85.00
3.	Park in angled parking space - improper angle	Sec 8.4	85.00
4.	One way street - parked facing wrong way	Sec 8.5 a)	85.00
5.	One way street – Park on left-hand side on any street or highway	Sec 8.5 b)	85.00
6.	Park or leave standing an abandoned vehicle on any street or highway	Sec 9 a)	150.00
7.	Double park	Sec 9 b)	85.00
8.	Park on or over sidewalk	Sec 9.1	85.00
9.	Park in front of public or private driveway	Sec 9.2	85.00
10.	Park within 15 meters of an intersection	Sec 9.3	85.00
11.	Park within 3 meters of a fire hydrant	Sec 9.4	100.00
12.	Park within 9 meters of a crosswalk	Sec 9.5	85.00
13.	Park on or over a crosswalk	Sec 9.6	100.00
14.	Park on any bridge or the approaches thereto	Sec 9.7	100.00
15.	Park so as to obstruct the free flow of traffic	Sec 9.8	200.00
16.	Park - prevent removal of previously parked vehicle	Sec 9.9	100.00
17.	Park in front of entrance to hotel	Sec 9.10	85.00
18.	Park in front of entrance to office building	Sec 9.11	85.00
19.	Park in front of entrance to any merchant store	Sec 9.12	85.00
20.	Park in front of entrance to an hospital	Sec 9.13	300.00
21.	Park in front of entrance to theatre or auditorium	Sec 9.14	85.00
22.	Park in front of entrance to any church	Sec 9.15	85.00
23.	Park in front of entrance to any arena	Sec 9.16	85.00
24.	Park in front of entrance to a place of amusement	Sec 9.17	85.00
25.	Park on private property without consent of owner or occupant	Sec 9.18	200.00
26.	Obstruct the visibility or safe egress to or from private or public driveway or highway	Sec. 9.19	85.00
27.	Park within 24 meters of any point designated bus or coach stop	Sec 10.1	85.00
28.	Stop within 30 meters of a school crossing zone	Sec 10.2	85.00
29.	Stop at signalized intersection within 20 meters of the intersecting street lines	Sec 10.3	85.00



30.	Park in NO parking area	Sec 10.4	150.00
31.	Park in excess of posted time limits	Sec 10.4	85.00
32.	Stop in a school bus loading zone	Sec 10.5	150.00
33.	No parking - Parking Pass not displayed	Sec. 10.6	150.00
34.	Park between 00:00 / 07:00 local time between Nov.15 to April 15	Sec 12	150.00
35.	Stand illegally in a designated disabled person parking space	Sec 13.1	400.00
36.	Park, stop or leave standing a vehicle in a designated disabled person parking space	Sec 13.4	400.00
37.	Park or leave standing a vehicle on a Fire Route (except if loading or unloading)	Sec 14.2	200.00
38.	Stand in a designated taxicab parking space	Sec 15.1	85.00
39.	Parking meter - failure to use	Sec 16.1	85.00
40.	Park in space where the time allotted in the parking meter has expired	Sec 16.2 a)	40.00
41.	Park in space where parking meter is covered	Sec 16.2 b)	40.00
42.	Park in a space where meter is defective	Sec 16.2 c)	40.00
43.	Park in space where meter is removed from its standard	Sec 16.2 d)	40.00
44.	Parallel park in metered space - front wheels of vehicle not opposite meter - single meter standard	Sec 16.4 a)	40.00
45.	Parallel park in metered space - vehicle rear not close to forward meter - double meter standard	Sec 16.4 b)	40.00
46.	Park in metered space - vehicle front not opposite or close to parking meter	Sec 16.4 c)	40.00
47.	Park - not wholly within metered parking space	Sec 16.5	85.00
48.	Park oversize vehicle in more than one parking space - insufficient coin deposited for meters used	Sec 16.6	85.00
49.	Park in a loading zone	Sec 18	100.00
50.	Stop in a loading zone	Sec 18	75.00
51.	Park on sidewalk during loading or unloading of goods, wares or merchandise	Sec 20	150.00
52.	Park a vehicle that interferes with snow or ice removal	Sec 23	150.00
53.	Park a heavy truck on any streets	Sec 24.1	150.00
54.	Storing of a recreational vehicle including boats in a residential area	Sec 24.4	150.00
55.	Park a trailer without being attached to a motor vehicle	Sec 25	100.00
56.	Stop in no stopping area	Sec 25 A.1	150.00

## Schedule “A-1”

### By-law N° 28-2005 (Traffic) as amended

Item#	TRAFFIC	BY-LAW 28-2005	Penalty Amount
1.	Drive a heavy truck on a highway where prohibited	Sec 17.1	250.00
2.	Drive a heavy truck not respecting the reduced load period	Sec 17.3 (1)	250.00
3.	Drive vehicle transporting dangerous material	Sec 18	400.00
4.	Drive a heavy load in excess of lawful limits without a special permit issued by the Director of Technical Services	Sec 19	300.00
5.	Drive a vehicle using Jake brakes	Sec 20	300.00
6.	Fail to yield right-of-way to pedestrian upon sidewalk	Sec 21	200.00
7.	Drive vehicle within 90 m of a fire, fire apparatus, or fire fighting equipment	Sec 23.1	150.00
8.	Drive vehicle over fire hose on highway	Sec 23.2	400.00
9.	Drive a vehicle in a race	Sec 24	400.00
10.	Drive a vehicle on a bet or a wager	Sec 24	400.00
11.	Drive vehicle – fail to clear intersection	Sec 25.1	200.00
12.	Drive or operate vehicle in contravention of sign or signal – special regulations	Sec 26	100.00
13.	Drive or operate vehicle – interrupt funeral procession/cortege while in motion	Sec 27.1	300.00
14.	Fail to drive near right-hand edge of roadway while in a funeral procession/cortege	Sec 27.2	90.00
15.	Fail to follow vehicle ahead close as practicable – while in a funeral procession/cortege	Sec 27.2	90.00
16.	Fail to safely follow vehicle ahead while in funeral procession/cortege	Sec 27.2	90.00
17.	Drive a vehicle on a sidewalk	Sec 28.1	300.00
18.	Ride a skateboard on a sidewalk	Sec 28.1	30.00
19.	Roller-skate on a sidewalk	Sec 28.1	30.00
20.	Ride a scooter on sidewalk	Sec 28.1	100.00
21.	Drive vehicle over raised curb or over a sidewalk	Sec 28.2	100.00
22.	Drive bicycle on a sidewalk – fail to yield to pedestrian	Sec 28.4	100.00
23.	Drive bicycle on sidewalk – fail to give audible signal before overtaking or passing pedestrian	Sec 28.4	100.00
24.	Board vehicle in motion	Sec 29	90.00
25.	Alight from vehicle in motion	Sec 29	90.00
26.	Disobey traffic control signal or device	Sec 30	100.00

27.	Disobey authorized sign	Sec 30	100.00
28.	Disobey official sign	Sec 30	100.00
29.	Disobey directions by police officer	Sec 30	300.00
30.	Disobey directions by a regulating traffic officer	Sec 30	300.00
31.	Pedestrian fail to yield to vehicle on roadway	Sec 33	150.00
32.	Walk on the roadway	Sec 34	100.00
33.	Disobey pedestrian barrier	Sec 35	200.00
34.	Play on a roadway	Sec 36.1	50.00
35.	Take part in a game/sport on a roadway	Sec 36.1	50.00
36.	Ride on a children's wagon or toboggan on a roadway	Sec 36.2	150.00
37.	Drive bicycle – fail to drive near right-hand side of roadway	Sec 38.1 a)	150.00
38.	Drive bicycle – pass parked or stopped vehicle – unsafely	Sec 38.1 b)	150.00
39.	Drive bicycle – pass standing vehicle – unsafely	Sec 38.1 b)	150.00
40.	Drive bicycle -unsafely overtake moving vehicle	Sec 38.1 b)	150.00
41.	Drive bicycle – fail to drive near side of roadway – one way traffic	Sec 38.2 a)	150.00
42.	Drive bicycle – pass parked or stopped vehicle – not in safety – one way traffic	Sec 38.2 b)	150.00
43.	Drive bicycle – pass standing vehicle – not in safety – one way traffic	Sec 38.2 b)	150.00
44.	Drive bicycle - overtake moving vehicle - unsafely - one way traffic	Sec 38.2 b)	150.00
45.	Drive bicycle on roadway – not in single file	Sec 38.3	150.00
46.	Drive bicycle – fail to keep both hands on handlebars	Sec 38.4	150.00
47.	Ride bicycle – fail to keep feet on pedals while in motion	Sec 38.5	150.00
48.	Place bicycle on a highway - obstruct pedestrian traffic	Sec 38.6	150.00
49.	Place bicycle on a highway – obstruct vehicular traffic	Sec 38.6	150.00
50.	Move authorized sign or official sign	Sec 43	150.00
51.	Move traffic control signal, marking control device, or traffic control device	Sec 43	150.00
52.	Remove authorized sign or official sign	Sec 43	150.00
53.	Remove traffic control signal, marking control device, or traffic control device	Sec 43	150.00
54.	Interfere with authorized sign or official sign	Sec 43	150.00
55.	Interfere with traffic control signal, marking control device, or traffic control device	Sec 43	150.00
56.	Drive over freshly applied roadway marking material	Sec 44.1	150.00
57.	Drive over or into roadway marker	Sec 44.2	150.00

## Schedule "A-2"

### By-law N°18-2024 (exotic animals)

Item#	Prohibiting the Keeping of Certain Animals	BY-LAW 18 -2024	Penalty Amount
1.	No person shall own, harbour, possess, sell or offer for sale any animal listed in section 2 of By-law N° 18-2024	Sec. 2	300.00
2.	No person shall keep more than six (6) guinea pigs of three months and older in any residential dwelling unit within the Town with a maximum of two (2) such guinea pigs being fully-grown.	Sec. 6	150.00
3.	No person shall keep more than six (6) rodents in any residential dwelling unit within the Town.	Sec. 7	150.00
4.	No person shall keep more than two (2) rabbits in a fenced cage in any outside area of any residential unit within the Town.	Sec. 8	150.00
5.	Failure to keep any animal enclosure clear and sanitary and shall dispose of excrement in a sanitary manner.	Sec. 8, 9, 10 and 11	150.00

### By-law N°6-2012 (feeding wild animals) as amended

Item#	Prohibiting the Feeding of Wild Animals	BY-LAW 6-2012	Penalty Amount
6.	Feeding of wild animals within the town of Hawkesbury	Sec. 2	150.00
7.	Deliberately leave garbage, leftovers, compost, and any other debris outdoors and unprotected that could potentially attract wild animals and birds.	Sec. 3	300.00
8.	Feed, or cause to be fed pest birds in any way that it attracts such a number as to cause a nuisance to neighboring properties and potential health hazards.	Sec. 4	500.00

### By-law N°36-2020 (Animal Control) as amended

Item#	Animal Control	BY-LAW 36-2020	Penalty Amount
9.	Keep more than four domestic animals in a residential dwelling unit	Sec. 3.1	100.00
10.	Keep more than two dogs in a residential dwelling unit	Sec. 3.1	100.00
11.	Own or keep offspring for a period exceeding twenty weeks	Sec. 3.2	100.00
12.	Exceed the limit of dogs or domestic animals while harboring a dog or a domestic animal	Sec. 3.3	100.00

13.	Exceed the limit of dogs or domestic animals while fostering a dog or a domestic animal	Sec. 3.4	100.00
14.	Board a dog that does not have a valid license, registration, or tag	Sec. 5.1	100.00
15.	Board domestic animals for financial compensation	Sec. 5.2	200.00
16.	Board same domestic animal on a repetitive basis	Sec. 5.3	200.00
17.	Allow a domestic animal to trespass on any private or public property or within any prohibited area	Sec. 6.2	150.00
18.	Fail to keep domestic animal contained on property	Sec. 6.3	150.00
19.	Permit a domestic animal to attack a person or another animal	Sec. 6.4	800.00
20.	Permit a domestic animal to bite a person or another animal	Sec. 6.4	800.00
21.	Permit a domestic animal to chase a person or another animal	Sec. 6.4, 9.4	500.00
22.	Engage in activity or conduct causing a domestic animal to bite or attack a person or animal	Sec. 6.5	1000.00
23.	Fail to remove and properly dispose of any excrement left by domestic animal on any private or public property	Sec.6.6	350.00
24.	Walk a domestic animal on a leash exceeding 1.22 meters in length	Sec. 6.7	100.00
25.	Fail to carry necessary supplies to remove and dispose of any excrement left by said domestic animal	Sec. 6.7	250.00
26.	Keep a domestic animal tethered on a rope, chain or similar device of inappropriate length	Sec. 6.8.1	500.00
27.	Keep a domestic animal tethered on a rope, chain or similar device	Sec. 6.8.2	500.00
28.	Keep a domestic animal tethered on a rope, chain or similar device not permitting access to water, food and shelter	Sec. 6.8.3	500.00
29.	Keep a domestic animal tethered on a rope, chain or similar device permitting injuries to animal	Sec. 6.8.4	500.00
30.	Keep dog tethered on a rope, chain or similar device of less than 3 meters in length	Sec. 6.9	500.00
31.	Keep domestic animal tethered with a choke collar, choke chain or on pronged collar forming part of the tether	Sec. 6.11	500.00
32.	Fail to register the dog and pay the fee upon adoption or arrival in the Town	Sec. 7.1	300.00
33.	Fail to pay the annual fee for registering	Sec. 7.1	250.00
34.	Fail to inform of any changes to address, contact information or anything pertaining to the dog	Sec. 7.2	200.00
35.	Fail to register and pay the fee before using a dog off-leash area	Sec. 7.3	100.00
36.	Fail to pay the annual fee for a fostering person	Sec. 7.4	125.00
37.	Fail to keep the dog tag securely fixed on the dog at all times	Sec. 7.7	100.00
38.	Use a tag upon a dog other than the one it was issued	Sec. 7.8	350.00
39.	Allow domestic animal to run at large	Sec. 8.2	125.00
40.	Allow dog to persistently bark, howl, or cause excessive noise so as to disturb the peace or quiet of any residence or any persons in the vicinity	Sec. 9.1	300.00

41.	Allow dog to cause damage to public or private property	Sec. 9.2	200.00
42.	Allow dog to interfere with or scatter garbage or trash	Sec. 9.3	200.00
43.	Bring a dog to the dog off-leash area between 8:00 p.m. and 7:00 a.m.	Sec. 11.3	100.00
44.	Bring a dog required to be muzzled, or deemed dangerous, to a dog off-leash area	Sec. 11.4	350.00
45.	Bring more than two dogs in one dog off-leash area at any time	Sec. 11.5.1	100.00
46.	Fail to ensure dog is leashed when entering and leaving the dog off-leash area	Sec. 11.5.2	150.00
47.	Fail to supervise dog at any time in dog off-leash area	Sec. 11.5.3	100.00
48.	Fail to pick up and dispose of dogs' feces in dog off-leash area	Sec. 11.5.4	350.00
49.	Fail to fill holes dogs have dug in dog off-leash area	Sec. 11.5.5	100.00
50.	Allow dog in heat or that is under four months old within a dog off-leash area	Sec. 11.5.6	200.00
51.	Eat food or feed dogs within a dog off-leash area	Sec. 11.5.7	100.00
52.	Fail to keep dangerous dog under effective control on a leash of less than 1.22 meters in length and muzzled	Sec. 14.1.1	500.00
53.	Fail to keep dangerous dog within an enclosed and locked pen	Sec. 14.1.2	500.00
54.	Fail to keep dangerous dog within a fenced yard with locked gates	Sec. 14.1.3	500.00
55.	Fail to keep dangerous dog under effective control	Sec. 14.2.1	500.00
56.	Fail to keep dangerous dog on a leash of less than 1.22 meters in length	Sec. 14.2.2	500.00
57.	Fail to display a sign indicating presence of dangerous dog	Sec. 14.4	350.00
58.	Fail to obtain a veterinary certificate	Sec. 15.1	200.00
59.	Hinder, obstruct, or attempt to hinder or obstruct the Municipal By-law Enforcement Officers or the Police Officer while exercising a power or performing a duty under this by-law	Sec. 19.2	500.00
60.	Fail to comply with an order	Sec. 20.4	300.00

## **Schedule “A-3”**

### **By-law N°51-2022 (waste management) as amended**

<b>Item#</b>	<b>Waste Management</b>	<b>BY-LAW 51-2022</b>	<b>Penalty Amount</b>
1.	Fail to remove or place for removal all waste material which must be removed from said property.	Sec. 3.2.1	200.00
2.	Disposal of any waste material in a container other than the designated container for this material.	Sec. 3.4.1	100.00
3.	Removal of a grey bin from the property to which it is assigned.	Sec. 8.2.4	100.00
4.	Leave upon any street or public place any container destined for collection before 5:00 p.m. on the day preceding the next scheduled collection.	Sec. 11.4.3	150.00
5.	Fail to remove from the street or public place any container after 11:00 p.m. on the collection day.	Sec. 11.4.3	150.00
6.	Place any container destined for collection curbside on a day other than the scheduled collection day, unless after 5:00 p.m. on the day preceding the next scheduled collection day.	Sec. 11.4.3	150.00
7.	Pick over, interfere with, remove or scatter any waste material placed at the curb for removal.	Sec. 14.1	100.00
8.	Disposal of waste materials in a waste basket on the street, in a park or other public property, other than small refuse or recyclable materials of a passer-by.	Sec. 14.1.iii.	500.00
9.	Disposal of waste materials in a bin, a container or recipient belonging to another person without their approval.	Sec. 14.1.iv.	300.00
10.	Disposal of household hazardous waste with curbside waste material.	Sec. 14.1.v.	350.00
11.	Having modified or altered a grey bin, a blue bin or the serial number or Town logo on a bin.	Sec. 14.1.xi.	150.00
12.	Hindering, obstructing, or attempting to hinder or obstruct the Municipal By-law Enforcement Officers or the Police Officers while exercising a power or performing a duty under this by-law.	Sec. 15.6	500.00

### **By-law N°25-2020 (littering and dumping) as amended**

<b>Item#</b>	<b>Littering and Dumping</b>	<b>BY-LAW 25-2020</b>	<b>Penalty Amount</b>
13.	Abandon any material in a place, manner, receptacle or wrapping such that it is likely that it will become litter.	Sec. 2.1	300.00
14.	Throw, place or deposit any refuse, debris or sewage on any properties, highways, ditches, or watercourses.	Sec. 2.2	300.00
15.	Use any land, private property, highways, sidewalks, ditches, watercourses for dumping or disposing of refuse, domestic/industrial waste, sewage or waste material of any kind.	Sec. 2.3	500.00

16.	Permit or allow any refuse, debris, domestic waste or advertising material to be blown from private property on to a highway and sidewalk.	Sec. 2.4	400.00
17.	Distribute any advertising material by depositing them on motor vehicles, by hand to pedestrians, or by posting on public utility posts.	Sec. 2.5	300.00
18.	Distribute or cause to be distributed any unaddressed advertising material or promotional bags on private property other than described in this subsection.	Sec. 3.1	250.00
19.	Distribute or cause to be distributed any unaddressed advertising material on private property other than by using the driveway and sidewalks of private residences and apartment dwellings.	Sec. 3.2	250.00
20.	Distribute or cause to be distributed any unaddressed advertising material on private property between the hours of 9:00 p.m. and 8:00 a.m.	Sec. 3.3	400.00
21.	Hinder or obstruct or attempt to hinder or obstruct the Police Officers or Municipal By-law Enforcement Officers while exercising a power or performing a duty under this by-law.	Sec. 42.	500.00



## Schedule “A-4”

### By-law N° 33-2024 (Clean Yard)

Item#	Clean Yard	BY-LAW 33 -2024	Penalty Amount
1.	Store, keep, dump, throw or blow waste on any property.	Sec. 5	300.00
2.	Cause or allow any snow to be dumped, thrown, placed, pushed or deposited onto any property without prior written authorization.	Sec. 6	300.00
3.	Place for disposal refrigerators, freezers or similar appliances or containers without having removed all doors and all locks or taking other measures.	Sec. 7	300.00
4.	Fail to keep locked at all times refrigerators or freezers kept outside	Sec. 8	300.00
5.	Keeping outside in the front yard or the exterior side yard a refrigerator or freezer	Sec. 8	300.00
6.	Fail to maintain on a regular basis hedges and bushes	Sec. 9	200.00
7.	Fail to keep all yards clean and free any dead, decayed or damaged trees, bushes or hedges and branches	Sec. 10	250.00
8.	Fail to keep and maintain water in a swimming pool in such a condition that it is unhealthy, unsanitary	Sec. 11	350.00
9.	Fail to ensure that their land is free and clear of infestation	Sec. 12	350.00
10.	Fail to keep clean and the grass maintained on a property of less than 929 m <sup>2</sup> ,	Sec. 13	350.00
11.	Fail to keep clean and the grass maintained on a depth of 30 m of lots abutting a residential dwelling.	Sec. 14	350.00
12.	Fail to grade and to cover with grass any property in a Residential Zone.	Sec. 15	300.00
13.	Keep or store any used motor vehicles for the purpose of wrecking or dismantling them or salvaging parts from them.	Sec. 16	350.00
14.	fail to keep his/her property free of holes or excavations which may create health or accident hazards.	Sec. 17	300.00
15.	Fail to eliminate noxious plants from any property.	Sec. 18	300.00
16.	Failure to keep a balcony, porch, deck or landing free from accumulation of refuse, debris or rubbish.	Sec. 20	300.00
17.	Cause or permit graffiti to be placed on any property.	Sec. 21	300.00
18.	Failure to remove, properly install a temporary vehicle enclosure.	Sec. 22	300.00
19.	Interfere, obstruct or hinder By-law Enforcement Officers	Sec. 23	500.00

## Schedule “A-5”

### By-law N° 32-2024 (Property Standards)

Item#	Property Standards	BY-LAW 32-2024	Penalty Amount
1.	Any person who contravenes any provision of this By-law shall be liable to pay the Town an Administrative Monetary Penalty, upon issuance of a penalty notice in accordance with the Town of Hawkesbury’s Administrative Monetary Penalties System (AMPS) By-law, as may be amended from time to time.	Sec. 7.3.1.	500.00

## Schedule “A-6”

### By-law N° 27-2024 (licensing, regulating and governing Refreshment Vehicles)

Item#	Food & Beverage Truck	BY-LAW 27-2024	Penalty Amount
1.	No licensee can fail to follow the required health regulations, hinder public safety or become a nuisance.	Sec. 2, 2.1, 2.3, 2.5, 2.6, 2.7, 2.8, 2.12	500.00
2.	No person shall operate a refreshment vehicle within the Town without a Refreshment Vehicle Business Licence displayed.	Sec. 2.2, 2.9	500.00
3.	No operator shall fail to use proper garbage, litter (grease) and recycling containers kept in a clean and sanitary condition.	Sec. 2.10, 2.11	500.00
4.	The owner of a Refreshment vehicle shall ensure that washroom facilities are available for patrons and staff.	Sec. 2.4	500.00
5.	No person shall obstruct the By-law Enforcement Officer, Chief Building Official and Fire Chief carrying out an inspection under this By-law.	Sec. 8.4, 8.5	500.00

## **Schedule A-7**

### **By-law N° 40-2024 (to regulate Garage Sales)**

<b>Item#</b>	<b>GARAGE SALES</b>	<b>BY-LAW 40-2024</b>	<b>Penalty Amount</b>
1.	Hold a garage sale without a permit	Sec. 2	100.00
2.	Hold more than two garage sales per year	Sec. 4	100.00
3.	Hold a garage sale not at the location on permit	Sec. 7	150.00
4.	Sale of non-personal property	Sec. 9	150.00
5.	Hold a garage sale on more than two consecutive days or three for holiday weekends	Sec. 10	100.00
6.	Hold a garage sale outside the authorized hours	Sec. 11	150.00
7.	Advertise a garage sale elsewhere than on the property	Sec. 12	75.00
8.	Advertise a garage sale in or on a motor vehicle on a highway	Sec. 13	75.00
9.	Failure to clearly display permit	Sec. 14	75.00
10.	Encroach on a sidewalk, a street or public space	Sec. 15	150.00
11.	Hinder or obstruct, or attempt to hinder or obstruct the Chief of Police or the By-law Officers	Sec. 18	500.00

## **Schedule A-8**

### **By-law N° 42-2024 (being a by-law respecting fireworks and firecrackers)**

<b>Item#</b>	<b>FIREWORKS / FIRECRACKERS</b>	<b>BY-LAW 42-2024</b>	<b>Penalty Amount</b>
1.	Sale of fireworks and firecrackers when prohibited	Sec 2	500.00
2.	Discharge of firecrackers, sky lanterns and prohibited fireworks	Sec 3	500.00
3.	Setting off of consumer fireworks when and where it is prohibited	Sec 4	500.00
4.	Holding public fireworks displays without required permit	Sec 5	500.00
5.	No person or group of persons shall discharge any pyrotechnic special effect fireworks without required permit	Sec 6	500.00
6.	No permit holder shall discharge pyrotechnic special effect fireworks except in accordance with the conditions of the permit.	Sec 7	500.00
7.	Hinder or obstruct or attempt to hinder or obstruct the Fire Chief or other individual duly appointed to inspect or enforce this By-law.	Sec 8	500.00

## **Schedule A-9**

### **By-law N° 44-2024 (regulating Parks and Municipal Properties)**

<b>Item#</b>	<b>PARKS AND MUNICIPAL PROPERTIES</b>	<b>BY-LAW 44-2024</b>	<b>Penalty Amount</b>
1.	Remain in or enter a park between 10:00 p.m. and 6:00 a.m.	Sec. 3 (1) a.	100.00
2.	Remain in park after activity between 10:00 p.m. and 6:00 a.m.	Sec. 3 (1) b.	100.00
3.	Enter prohibited area of park	Sec. 3 (1) c.	150.00
4.	Bring an animal in a park	Sec. 4 (1)	75.00
5.	Participate or play an organized team sport outside of an area designated for that purpose	Sec. 5 (1)	75.00
6.	Possess or discharge bows or arrows in a park outside of an area designated for that purpose	Sec. 5 (3)	500.00
7.	Ride a bicycle, skateboard or rollerblade in a park or in a prohibited portion of a park	Sec. 6 (2)	100.00
8.	Drive a motorized vehicle in a park outside of an area designated for that purpose or outside authorized hours	Sec. 6 (3)	200.00
9.	Drive a motorized snow or all-terrain vehicle in a park or municipal property or in a prohibited portion of a park or municipal property or during a prohibited time	Sec. 6 (4)	300.00
10.	No person shall use a remote-controlled device on any municipal owned property.	Sec. 6 (6)	150.00
11.	Sell, offer, expose or advertise for sale food, drink, newspapers, magazine or publication goods, wares or merchandise, art, skill or services or the like in a park or municipal property	Sec 7 (1) a.	300.00
12.	Distribute flyers, circulars or the like or posting any bills, notices or advertising devices, including signs in a park or municipal property	Sec 7 (1) c.	150.00
13.	Have in possession alcoholic beverage in a park or municipal property	Sec 7 (1) f.	150.00
14.	Ignite, discharge or set off fireworks in a park or municipal property	Sec 7 (1) g.	500.00
15.	Light an open fire in a park or municipal property	Sec 7 (1) h.	300.00
16.	Camp in an authorized park or municipal property	Sec. 7 (1) i.	150.00
17.	Feed a wild animal or bird in a park	Sec. 8 (4) c.	100.00
18.	Leave or deposit waste in a park or on municipal property	Sec. 8 (5) a.	200.00
19.	Deposit or leave paint or grease, oil, offal or any dangerous matter in a park or on municipal property	Sec. 8 (5) b.	300.00
20.	Scatter paper or the like in a park or on a municipal property	Sec. 8 (5) c.	150.00
21.	Failure to use park skating rinks in a safe manner.	Sec. 9	100.00
22.	Failure to use a swimming pool/splash pad in a safe and appropriate manner during designated times.	Sec. 10 a. b. c.	150.00
23.	Swim, bathe, wade in or enter the waters of a fountain, pond, lake, river or stream in a park, except in an area or at a time designated.	Sec. 10 d.	250.00

24.	Permit a child in his or her care, custody or charge, to swim, bathe, wade in or enter into the waters of any ornamental pool or fountain;	Sec. 10 e.	250.00
25.	Throw any dangerous or pollutant article in any pool, splash pad, fountain, pond, lake or stream.	Sec. 10 f.	300.00
26.	Bring into or possess in a bathing area or swimming area of a park, any bottles, glassware, metal, or other material which may cause injury.	Sec. 10 g.	100.00
27.	No person shall camp in any parks or on any municipal properties within the Town without authorization from the Director.	Sec. 11. (1) (2)	250.00
28.	No person shall, hook a camper, a recreational vehicle, a recreational trailer to an electrical outlet, unless authorization has been granted by the Director	Sec. 11. (4)	250.00
29.	No person shall, discharge any water, or wastewater from a recreational vehicle or recreational trailer.	Sec. 11. (5)	400.00
30.	Park a heavy vehicle in a park	Sec. 12	225.00
31.	Park without displaying parking pass	Sec. 13. (1)	125.00
32.	Park a trailer without being attached to a motorized vehicle	Sec. 13. (2)	150.00
33.	Park in a designated area reserved for motorized vehicles with trailer	Sec. 13. (3)	85.00
34.	Moor overnight at the Confederation dock without paying the fee	Sec. 14(1)	250.00
35.	No person shall engage in loud, boisterous, threatening, abusive, insulting or indecent language, or engage in any disorderly conduct or behaviour in a park.	Sec. 15 (1)	300.00
36.	Become a nuisance to the general public using the park	Sec. 15 (2)	200.00
37.	No person shall remain in or enter a closed area on a municipal property	Sec. 16 (1) (2)	250.00
38.	Loiter, loaf, lounge, and linger around to pass the time or hang about on any municipal property	Sec. 17 (1)	90.00
39.	Stay put in a motorized vehicle on a municipal property	Sec.17 (2)	150.00
40.	Loiter on a public place	Sec. 18 (1)	85.00
41.	Stay put in a motorized vehicle on a public place	Sec. 18 (2)	150.00

## **Schedule “A-10”**

### **By-Law N° 45-2024 (regulate the setting of fires)**

<b>Item#</b>	<b>SETTING OF FIRES</b>	<b>BY-LAW 45-2024</b>	<b>Penalty Amount</b>
1.	Failure to obtain a burning permit from the fire chief.	Sec. 3.1	500.00
2.	Failure to supervise the open air burning	Sec. 3.4	150.00
3.	Failure to burn wood or by-products of wood unless otherwise specified and approved.	Sec. 3.5	150.00
4.	Failure to comply with a permit cancellation or suspension notice.	Sec. 3.6	300.00
5.	Open air burning outside daylight hours	Sec. 3.7 4.3	150.00
6.	Setting an open air fire in the business section or in urban area where development is complete.	Sec. 3.8	200.00
7.	Allowing more than one (1) cubic metre of material to be burned at any one time.	Sec. 4.1	150.00
8.	Failure to have required means of extinguishment on site during the fire.	Sec. 4.2	150.00
9.	Failure to notify the Fire Department	Sec. 4.4	150.00
10.	Failure to notify the occupant(s) of adjacent properties.	Sec. 4.5	150.00
11.	Maintain an open air fire when the wind is too strong and/or in wrong direction	Sec. 4.6	200.00
12.	Open air fire closer than thirty (30) metres from buildings or standing timbers	Sec. 4.7	300.00
13.	Failure to keep a radius of 15 m from the open-air fire where combustible material other than a building are present.	Sec. 4.8	300.00
14.	Failure to use exterior fireplaces made of metal, brick, ceramic or pottery equipped with fireguard(s)	Sec. 4.9 (a)	150.00
15.	Exterior fireplace closer than five (5) metres from any combustible material, trees and shrubs or structure and three (3) metres of the property lines.	Sec. 4.9 (b)	150.00
16.	Exterior fireplace installed on something other than a non-combustible surface.	Sec. 4.9 (c)	150.00
17.	Failure to burn only dry clean wood in an exterior fireplace.	Sec. 4.9 (e)	100.00
18.	Failure to have required means of extinguishment within close distance to the exterior fireplace.	Sec. 4.9 (g)	200.00
19.	At no time must natural conditions allow smoke to disturb the neighbours	Sec. 4.9 (h)	200.00
20.	Patio heaters and open-flame appliances units shall be used outside and installed according to the manufacturer's instructions	Sec. 4.9 (i)	200.00
21.	Hinder or obstruct or attempt to hinder or obstruct the Chief of Police or the By-law Officers while exercising a power or performing a duty under this by-law.	Sec 6.2	500.00

## **Schedule B**

### **By-law N° 8-2024**

The following Administrative Fees shall be considered Administrative Fees as defined in the Administrative Monetary Penalty System By-Law (AMPS):

<b>Administrative Fee Description</b>	<b>Fee Amount</b>
Adjournment Fee	15.00
Late Payment Fee	15.00
Adjudication Fee	25.00
Hearing Non-Appearance Fee	100.00
MTO fee or SAAQ Fee	20.00
Plate Denial Request Fee	25.00
Screening Non-Appearance Fee	50.00
Service by Mail Fee	15.00
Property Search	40.00

## Schedule C By-law N° 8-2024

### Prescribed Form for Request for Screening Review



**Request for Screening Review**  
 info@bylaw@hawkesbury.ca  
 Tel: 613-632-1105  
 600, rue Higginson Street, Hawkesbury, ON K6A 1H1

All requests for screening must include a factual and detailed explanation of the reason(s) for your request. If you wish to support your Screening request with images or other documents, please include them with this request form. Applicants are responsible for completion and content on this form. For more information on AMPS: [www.hawkesbury.ca/en/amps/](http://www.hawkesbury.ca/en/amps/)

Penalty Notice Recipient			
Name (first and last)		Home Number	
Address		Cell Number	
City		Province	
Postal Code		Email Address	

Penalty Notice (infraction) (Please provide the information found on the Penalty Notice)		
Penalty Notice No.	Penalty Offence Date	Plate Number or Name on the Penalty Notice
Location where the infraction Occurred (complete for non-parking Penalty Notices only)		
Infraction		Section Number

Reason For Screening (you are required to provide specific reason(s))
<ul style="list-style-type: none"> <li>- Please provide a factual and detailed explanation of your reason(s) for your Screening request.</li> <li>- If you wish to support your Screening with images or other documentation, please bring them with you at your scheduled In-Person Screening or attach them to this request.</li> </ul>

Attachment(s) included (please check relevant box):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Statement of Penalty Notice Recipient	
I represent and warrant that:	
<input type="checkbox"/> - I am the registered owner of the vehicle bearing the numbered plate specified in the Penalty Notice (for Parking Penalty Notices only); or <input type="checkbox"/> - I am the person named on the Penalty Notice (for Non-Parking Penalty Notices only); or <input type="checkbox"/> - I am a third-party agent authorized in writing to act on behalf of the vehicle owner named in the penalty notice and I will provide written authorization of such to the Screening Officer. <a href="#">Consent Form</a> (only if using a third-party agent)	
I acknowledge that if I fail to appear and to remain at my scheduled In-Person Screening until my matter has been determined by the Screening Officer, I will be deemed to have abandoned my request for a Screening, the Administrative Penalty will be affirmed, and I will be liable for an additional <b>non-appearance fee</b> as per the AMPS By-Law, and Personal information obtained through use of this form is collected and used for the purpose of administering legal process pursuant to the <i>Municipal Act</i> .	
<b>Signature mandatory for a Screening Review</b>	
Signature	Date

Instructions for Submitting In-Person Screening Request Form
Please submit your completed form to the Town of Hawkesbury by:
a) In person at Town Hall, Door 1, 600 Higginson Street, Hawkesbury, ON K6A 1H1 b) Emailed scanned copy to: <a href="mailto:infobylaw@hawkesbury.ca">infobylaw@hawkesbury.ca</a> c) By fillable form available online at <a href="http://www.hawkesbury.ca/en/amps/">www.hawkesbury.ca/en/amps/</a>

Screenings will be held every Tuesday, Thursday, and Friday at the times specified below.

Complete this section to attend an In-Person Screening	
<ul style="list-style-type: none"> <li>Please check your preferred Screening appointment day and time below. (please choose at least 2) Screenings will be scheduled for the next available day selected.</li> <li>Your preference for a date and time will be considered but cannot be guaranteed.</li> <li>If submitting your request by email, a notice will be sent to you confirming the date and time of your Screening appointment.</li> <li>In-Person Screening appointments cannot be rescheduled or adjourned.</li> <li>If you fail to attend your Screening Review, an administration fee will be added to the Penalty amount.</li> </ul>	
Please check off your desired day and time	
Tuesday	<input type="checkbox"/> 11:30 a.m. <input type="checkbox"/> 11:45 a.m. <input type="checkbox"/> 12:00 p.m. <input type="checkbox"/> 12:15 p.m. <input type="checkbox"/> 12:30 p.m. <input type="checkbox"/> 12:45 p.m.
Thursday	<input type="checkbox"/> 1:30 p.m. <input type="checkbox"/> 1:45 p.m. <input type="checkbox"/> 2:00 p.m. <input type="checkbox"/> 2:15 p.m. <input type="checkbox"/> 2:30 p.m. <input type="checkbox"/> 2:45 p.m.
Friday	<input type="checkbox"/> 9:00 a.m. <input type="checkbox"/> 9:15 a.m. <input type="checkbox"/> 9:30 a.m. <input type="checkbox"/> 9:45 a.m. <input type="checkbox"/> 10:00 a.m. <input type="checkbox"/> 10:15 a.m.

FOR INTERNAL USE ONLY		
Application Received		Appointment Information
Date Stamp:	Appointment Date	Appointment Time
	Notified by: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> In Person	Date Notified
Screening Decision		
Screening Officer's Signature	Date	

Personal information contained on this form is collected and will be used for the purpose of administering the Town's Administrative Penalty process. Questions about this collection should be directed to the Town of Hawkesbury at 613-632-1105 or emailed to: [infobylaw@hawkesbury.ca](mailto:infobylaw@hawkesbury.ca)

## Schedule D

### By-law N° 8-2024

#### Prescribed Form for Request for Hearing Review



#### Request for Hearing Review

infobylaw@hawkesbury.ca

Tel: 613-632-1105

600, rue Higginson Street, Hawkesbury, ON K6A 1H1

All requests for a Hearing must include a factual and detailed explanation of the reason(s) for your request. If you wish to support your Hearing request with images or other documents, please include them with this request form. Applicants are responsible for completion and content on this form.

Penalty Notice Recipient	
Name (first and last)	Home Number
Address	Cell Number
City	Province
Postal Code	Email Address

Penalty Notice (infraction) (Please provide the information found on the Penalty Notice)		
Penalty Notice No.	Penalty Offence Date	Plate Number or Name on the Penalty Notice
Location where the infraction Occurred (complete for non-parking Penalty Notices only)		
Infraction	Section Number	

Reason For Hearing (you are required to provide specific reason(s))
<ul style="list-style-type: none"> <li>- Please provide a factual and detailed explanation of your reason(s) for your Hearing request.</li> <li>- If you wish to support your Hearing with images or other documentation, please bring them with you at your scheduled In-Person Hearing or attach them to this request.</li> </ul>

Attachment(s) included (please check relevant box): Yes <input type="checkbox"/> No <input type="checkbox"/>
--------------------------------------------------------------------------------------------------------------

Statement of Penalty Notice Recipient	
I represent and warrant that:	
<input type="checkbox"/>	I am the registered owner of the vehicle bearing the numbered plate specified in the Penalty Notice (for Parking Penalty Notices only); or
<input type="checkbox"/>	I am the person named on the Penalty Notice (for Non-Parking Penalty Notices only); or
<input type="checkbox"/>	I am a third-party agent authorized in writing to act on behalf of the vehicle owner named in the penalty notice and I will provide written authorization of such to the Hearing Officer. <a href="#">Consent Form</a> (only if using a third-party agent)
I acknowledge that if I fail to appear and to remain at my scheduled In-Person Hearing until my matter has been determined by the Hearing Officer, I will be deemed to have abandoned my request for a Hearing, the Administrative Penalty will be affirmed, and I will be liable for an additional nonappearance fee as per the AMPS By-Law, and Personal information obtained through use of this form is collected and used for the purpose of administering legal process pursuant to the <i>Municipal Act</i> .	
SIGNATURE MANDATORY FOR HEARING REVIEW	
Signature	Date

Instructions for Submitting In-Person Hearing Request Form
Please submit your completed form to the Town of Hawkesbury by:
a) In person at Town Hall, Door 1, 600 Higginson Street, Hawkesbury, ON K6A 1H1
b) Emailed scanned copy to: <a href="mailto:infobylaw@hawkesbury.ca">infobylaw@hawkesbury.ca</a>
c) By fillable form available online at <a href="http://www.hawkesbury.ca/en/amps/">www.hawkesbury.ca/en/amps/</a>

Hearings will be held with the availability of the Hearing Officer
<ul style="list-style-type: none"> <li>Hearings will be scheduled for the next available date.</li> <li>A Notice will be sent to you confirming the date and time of your Hearing appointment.</li> <li>If submitting your request by mail, or an email scanned copy, a notice will be sent to you confirming the date and time of your Hearing appointment.</li> <li>In-Person Hearing appointments cannot be rescheduled or adjourned.</li> <li>If you fail to attend your Hearing Review, additional administrative fees will be added to the Penalty amount.</li> </ul>

FOR INTERNAL USE ONLY			
Application Received		Appointment Information	
Date Stamp:	Appointment Date	Appointment Time	
	Notified by:	Date Notified	
	<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> In Person		
Hearing Decision			
Hearing Officer's Signature		Date	

Personal information contained on this form is collected and will be used for the purpose of administering the Town's Administrative Penalty process. Questions about this collection should be directed to the Town of Hawkesbury at 613-632-1105 or emailed to: [infobylaw@hawkesbury.ca](mailto:infobylaw@hawkesbury.ca)