

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NO. 2014-67

(amended by By-law 2017-24, and 2024-22)

BEING A BY-LAW TO ESTABLISH A SYSTEM FOR ADMINISTRATIVE PENALTIES RESPECTING THE STOPPING, STANDING AND PARKING OF VEHICLES

WHEREAS sections 8, 9 and 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, ("*Municipal Act, 2001*") authorize The Corporation of the Township of West Lincoln to pass by-laws necessary or desirable for municipal purposes;

AND WHEREAS subsection 102.1(1) of the *Municipal Act, 2001* 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 the Province adopted the "Administrative Penalties" regulation, O. Reg. 333/07 pursuant to the *Municipal Act, 2001* which applies to administrative penalties in respect of the parking, standing or stopping of vehicles;

AND WHEREAS section 391 of the *Municipal Act, 2001* authorizes a municipality to pass by-laws imposing fees or charges for costs payable by it for services or activities, and services or activities provided or done by or on behalf of the municipality and the Council of the Corporation of the Township of West Lincoln enacted Bylaw 2002-115 to confirm fees and charges for the Corporation of the Township of West Lincoln;

AND WHEREAS The Corporation of the Township of West Lincoln has enacted a number of by-laws regulating the parking, standing or stopping of vehicles, namely By-law No. 89- 2000, as amended, being a By-law regulating traffic, standing, stopping and parking on Township Roads. By-law No 97-2030, as amended, being a By-law to establish fire routes, and By-law No. 97-2020 and being a By-law to regulate handicapped parking, pursuant to the *Municipal Act, 2001*, as amended, and the *Fire Protection and Prevention Act*, 1997, S.O. 1997, c.4, as amended;

AND WHEREAS the Township of West Lincoln will designate portions of By-law No. 89-2000, as amended, By-law 97-2030, as amended, to be applicable to the administrative monetary penalty system established through this By-law;

AND WHEREAS the Township of West Lincoln 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 Council of the Corporation of the Township of West Lincoln deems it expedient to update the binder of fees and charges as confirmed under By-law 2002-115, to establish administrative fees.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN ENACTS AS FOLLOWS:

PART 1 – SHORT TITLE

1. This By-law may be referred to as the “Administrative Penalty By-law”.

PART II - DEFINITIONS

2. For the purposes of this By-law:

“Administrative Fee” means any fee specified in this by-law and listed in Schedule “E”

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

“By-law” means this by-law and any schedule to this by-law as they may from time to time be amended;

“Township” mean The Corporation of the Township of West Lincoln;

“Township Clerk” means the Clerk for the Township of West Lincoln and includes each person from time to time employed therein; and

“Council” means the elected Council of the Township;

“Designated By-law” means a by-law or provision of a by-law that is designated under this or any other by-law, as a by-law or provision of a by-law to which this By-law applies and is listed in Schedules “A”, “B” ,“C” and “D” attached to this By-law;

“Director” means the Director of Planning and Building Department or his or her designate;

“Fee – Appeal No-Show” means an administrative fee from time to time established by Council in respect of of a Person’s failure to pay an Administrative Penalty within the time prescribed in this By-law and listed in Schedule “E”;

“Fee – Late Payment” means an administrative fee from time to time established by Council in respect of a Person’s failure to appear at the time and place scheduled for a hearing before a Hearings Officer and listed in Schedule “E”;

“Fee – MTO Plate Denial” means an administrative fee from time to time established by Council for notifying the Registrar of Motor Vehicles for the purpose of plate permit denial and listed in Schedule “E”;

“Fee – MTO Search” means an administrative fee from time to time established by Council for searching the records of the Ontario Ministry of Transportation and listed in Schedule “E”;

“Fee – Review No-Show” means an administrative fee from time to time established by Council in respect of a Person’s failure to appear at the time and place scheduled for a review by a Reviewing Officer and listed in Schedule “E”;

“Hearing Officer” means each Hearing Officer from time to time appointed by Council pursuant to the Screening and Hearings Officer By-law and from time to time amended;

“Officer” means each of

- (a) the Director;
- (b) a Municipal Law Enforcement officer appointed by or under the authority of a Township by-law to enforce a Designated By-law; and
- (c) a police officer employed by a Niagara Regional Police, by the Ontario Provincial Police or by the Royal Canadian Mounted Police.

“Owner” means the registered owner of a motor vehicle as provided by the Ministry of Transportation of Ontario (MTO);

“Penalty Notice” means a notice given pursuant to sections 6 and 7;

“Penalty Notice Date: means the date specified on the Penalty Notice pursuant to subsection 7.2;

“Penalty Notice Number” means the number specified on the Penalty notice pursuant to subsection 7.3;

“Person” includes an individual, partnership, association, firm or corporation;

“Request for Screening Form” means the form that must be filed by the Person under subsection 12(a) and (b);

“Request for Parking Hearing Appeal Form” means the form that must be filed by the Person under subsection 23(a) and (b);

“Screening Decision” means a decision made by a Screening Officer pursuant to section 16;

“Screening Decision Date” means the date on which a Screening Decision is made pursuant to section 16;

“Screening Officer” means a person from time to time appointed by Council pursuant to the Screening Officer and Hearing Officer By-law.

“Traffic By-law” means the Township’s Traffic and Parking By-law 89-2000 as from time to time amended.

PART III – DESIGNATED BY-LAWS

3. Township By-law, or portions of Township by-laws, that are listed in Schedules “A”, “B”, “C”, “D”, “F” and “G” to this By-law shall be Designated By-laws and are hereby designated for the purpose of section 3(1)(b) of the Regulation and the provisions of this By-law shall apply to any contravention of a Designated By-law. Schedules “A”, “B”, “C”, “D”, “F” and “G” shall set out the short form working to be used for the contraventions of Designated By-laws and also set out the Administrative Penalties imposed for the contraventions.” (amended by By-law 2024-22)
4. The Provincial Offences Act, R.S.O. 1990, c.P.33, as amended, does not apply to a contravention of a Designated By-law.

PART IV – PENALTY NOTICE

5. Each Person who contravenes a provision of a Designated By-law shall, when given a Penalty Notice in accordance with section 6, be liable to pay to the Township an Administrative Penalty in the amount specified in Schedules “A”, “B”, “C”, “D”, “F” and “G” for each day or part of a day on which the contravention continues.” (amended by By-law 2024-22)
6. An Officer who has reason to believe that a person has contravened any provision of a Designated By-law may issue a penalty Notice to the Person.
 - (a) The Director may, before 4:30 pm of the tenth (10th) day after the Penalty Notice Date, cancel the Administrative Penalty.
7. The Penalty Notice shall be given to the Person as soon as is reasonably practicable and shall include the following information;
 - 7.1 the vehicles licence plate number or vehicle identification number;
 - 7.2 the date of the penalty Notice;
 - 7.3 a reference number that is unique to that penalty Notice;
 - 7.4 particulars of the contravention;
 - 7.5 the amount of the Administrative Penalty;

7.6 such information as the Director determines is appropriate respecting the process by which the person may exercise the Person's right to request a review of the Administrative Penalty; and

7.7 a statement advising that an Administrative penalty will, unless cancelled or reduced pursuant to the review and appeal processes, constitute a debt of the Person to the Township.

8. A person who is given a Penalty Notice and who does not pay to the Township the amount of the Administrative Penalty within fifteen (15) days of the penalty Notice Date shall pay to the Township a Fee – MTO Search.

PART V – REVIEW BY SCREENING OFFICER

9. A person who is given a penalty Notice may request that the Administrative penalty be reviewed by a Screening Officer.

10. A person's right to request a review expires if it has not been exercised in the manner prescribed in subsection 12(a) and 12(b) before 4:00 p.m. on the fifteenth (15th) day after the Penalty Notice Date.

11. A person's right to request an extension of the time to request a review expires if it has not been exercised in the manner prescribed in section 12 before 4:00 p.m. on the Thirtieth (30th) day after the Penalty Notice Date at which time:

(a) The Person shall be deemed to have waived the right to request a review;

(b) the Administrative Penalty shall be deemed to be affirmed; and

(c) the Administrative Penalty shall not be subject to review, including review by any Court.

12. A Person's rights to request a review or to request an extension of time to request a review are exercised by: giving to the Township written notice of the request to review by:

(a) submitting a Request for Screening Form available at the Township's web page as set out in the Penalty Notice by mail, fax or email and scheduling the time and place for the review; or

(b) attending in person at the location listed in the Penalty Notice to complete a Request for Screening Form and scheduling the time and place for the review.

13. The Request for Screening Form must include the following Information:

(a) the Penalty notice Number;

- (b) the Person's mailing address and, if applicable, facsimile transmission number and e-mail address;
 - (c) in the case of a request to extend the time to request a review, the reasons, if any, for having failed to exercise the right to request a review within the time limited by section 10;
 - (d) particulars of all grounds upon which the request to review is based; and
 - (e) the Person's election to:
 - (I) meet with a Screening Officer for the review, or to
 - (II) have the review undertaken by a Screening Officer in writing in respect of the particulars provided by the Person pursuant to section 10.4(d).
14. Where the Person elects to meet with a Screening Officer pursuant to clause 13.(e)(I), the Person shall be given notice of the date, time and place of the review by, facsimile, in-person, e-mail or mailing address as provided by the person in the Request for Screening Form.
15. Where the Person elects to meet with a Screening Officer pursuant to clause 13.(e)(I) and the Person fails to appear at the time and place scheduled for a review or fails to remain at such place until the Screening Officer has made a Decision respecting the Administrative Penalty, the subject of the Person's request for the review,
- (a) the person shall be deemed to have abandoned the request for the review;
 - (b) the Administrative Penalty shall be deemed to be affirmed;
 - (c) the Administrative Penalty shall not be subject to review, including review by any Court; and
 - (d) the person shall pay to the Township a Fee – Screening No-Show.
16. Subject to sections 11 and 15 the Screening Officer may;
- (a) deny an extension of time for a review in which case the Administrative Penalty is deemed to be affirmed.
 - (b) grant an extension of time for a review;
 - (i) For the purposes of Section 16(b) the Screening Officer may only extend the time to request a review of an Administrative

Penalty where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.

(c) cancel, reduce or extend the time for payment of the Administrative Penalty and any administrative fees respecting that Administrative Penalty where the Screening Officer is satisfied that doing so would maintain the general intent and purpose for the Designated By-law and that;

(i) there is reason to doubt that the person contravened the Designated By-law;

(II) the person took all reasonable steps to prevent the contravention; or that

(III) the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship.

17. After a Review is complete, the Screening Officer shall serve the Person with a Screening Decision.

18. A Screening Officer has no jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability of operability of any statute, regulation or by-law.

PART VI – APPEAL TO HEARINGS OFFICER

19. The Person who has received a decision from a Screening Officer may appeal to a Hearings Officer against the Screening Decision.

20. The right to appeal is limited to the following:

(a) a person who has been given a Screening Decision pursuant to section 17; and

(b) the Director.

21. A Person's right to appeal expires if it has not been exercised in the manner prescribed in section 23 before 4:00 p.m. on the fifteenth (15th) day after the Screening Decision Date.

22. A Person's right to request an extension of the time to appeal expires if it has not been exercised in the manner prescribed in section 23 before 4:00 p.m. on the thirtieth (30th) day after the Screening Decision Date at which time:

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

- (b) the Screening Decision and the Administrative penalty as it may have been affected by the Screening Decision shall be deemed to be affirmed; and
 - (c) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be final and not subject to any further review, including review by any Court.
- 23. A Person's rights to request an Appeal of a Screening Officer's decision or to request an extension of time to Request for Review by Hearings Officer are exercised by giving to the Township written notice by:
 - (a) submitting a Request for Review Hearing Form available at the Township's web page as set out in the Penalty Notice by mail, fax or email and scheduling the time and place for the review; or
 - (b) attending in person at the location listed in the Penalty Notice to complete a Request for Review Hearing Form and scheduling the time and place for the review.
- 24. The Request for Review Hearing Form must include the following Information:
 - (b) the Penalty Notice Number;
 - (b) the Person's mailing address and, if applicable, facsimile transmission number and email address;
 - (c) In the case of a request to extend the time to appeal, the reasons, if any, for having failed to exercise the right to appeal within the time limited by sections;
 - (d) particulars of all grounds upon which the appeal is made; and
 - (e) A copy of the Person's completed Request for Screening Form showing the decision of the Screening Officer.
- 25. The Person shall be given no fewer than seven (7) days' notice of the date, time and place of the hearing of the appeal.
- 26. A Review request or a request for an extension of time to request an Appeal shall only be scheduled by the Township if the Person has exercised his or her right to request a Review or an extension of time to request an Review within the time limits set out in sections 21 and 22.
- 27. Where the Person fails to appear at the time and place scheduled for a hearing of the appeal:

- (a) the person shall be deemed to have abandoned the appeal;
 - (b) the Screening Decision and the Administrative penalty as it may have been affected by the Screening Decision shall be deemed to be affirmed;
 - (c) the Screening Decision and the Administrative penalty as it may have been affected by the Screening Decision shall be deemed to be final and are not subject to any further review or appeal, including review or appeal by any Court; and
 - (d) the Person shall pay to the Township a Fee – Hearing No-Show.
28. A Hearings Officer shall not make any decision respecting an appeal unless the hearings officer has given each of the Person, the Director, and the Officer who gave the Penalty Notice an opportunity to be heard at the time and place scheduled for the hearing of the appeal.
29. Subject to subsections 22 and 27 the Hearing Officer may;
- (a) deny an extension of time for an Hearing in which case the Administrative Penalty including any Administrative Fees are deemed to be affirmed.
 - (b) grant an extension of time for an Hearing;
 - (i) for the purposes of Section 29(b) the Hearing Officer may only extend the time to request a Hearing of an Administrative Penalty where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.
 - (c) Affirm, cancel, or vary the Screening Officers decision and extend the time for payment of the Administrative Penalty, including any Administrative Fee, on the following grounds:
 - (i) where the person establishes a balance of probabilities, that he or she did not contravene the Designated By-law as described in the penalty Notice; or
 - (II) where the Person establishes on a balance of probabilities, that the reduction or extension of time for payment of the Administrative Penalty including any Administrative Fee, is necessary to relieve any undue hardship.
30. All hearings 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.

31. After a hearing is complete, the Hearing Officer shall immediately serve the Person with a Hearing Decision.
32. The decision of a Hearings Officer is final and not subject to any further review including review by any Court.
33. A Hearings Officer has no jurisdiction to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability of operability of any statute, regulation or by-law.

PART VII – SERVICE OF DOCUMENTS OR NOTICE

34. Service of any document or notice, including a Penalty Notice, respecting this By-law may be given in writing in any of the following ways and is effective;
 - (a) affixing it to the vehicle in a conspicuous place at the time of the violation;
 - (b) when a copy is served on the owner or operator of the vehicle by delivering it personally to the person having care and control of the vehicle at the time of the contravention of the Designated By-law;
 - (c) when a copy is delivered to the Person to whom it is addressed;
 - (d) on the fifth (5th) day after a copy is sent by registered mail or by regular letter mail to the person's last known address;
 - (e) upon the conclusion of the transmission of a copy by facsimile transmission to the Person's last known facsimile transmission number or;
 - (f) upon the sending of the notice or document or a copy thereof by e-mail transmission to the Person's last known e-mail address.
35. For the purpose of section 34(d), (e) and (f), a Person's last known address, last known facsimile transmission number and last known e-mail address are deemed to include those provided by the Person pursuant to sections 13 and 24.
36. Any notice or document respecting this by-law to be given to the Township shall be in writing, shall be given in any of the following ways and is effective:
 - (a) when a copy is delivered to the "Township Clerk, Township of West Lincoln Municipal Building, 318 Canborough Street, Box 400, Smithville, Ontario, L0R 2A0" during normal business hours;

- (b) on the fifth (5th) day after a copy is sent by registered mail or by regular letter mail to “Parking Administrative Penalties, Att: Township Clerk, Township of West Lincoln Municipal Building, 318 Canborough , Box 400, Smithville, Ontario, L0R 2A0”
- (c) upon conclusion of the transmission of a copy by facsimile transmission to (905) 957-3219; or
- (d) upon the sending of the notice or document or a copy thereof by e-mail transmission to clangley@westlincoln.ca.

PART VIII - FINANCIAL ADMINISTRATION

- 37. No Officer who gives a Penalty Notice may accept payment of the Administrative Penalty respecting the penalty Notice.
- 38. An Administrative Penalty that is affirmed or reduced or in respect of which the time for payment has been extended pursuant to this By-law is due and payable and constitutes a debt to the Township of each Person to whom or to which the Penalty Notice was given.
- 39. Where a person has paid an Administrative Penalty or an administrative fee that is then cancelled or reduced pursuant to this By-law, the Township shall refund the amount cancelled or reduced.
- 40. Where an Administrative Penalty or any administrative fees respecting that Administrative Penalty are not paid within fifteen (15) days after the date that they become due and payable, each Person to whom the penalty Notice was give shall pay to the Township a Fee – Late Payment.
- 41. Where an Administrative Penalty or any administrative fees respecting that Administrative Penalty are not paid within thirty (30) days after the date that they become due and payable, each Person to whom the Penalty Notice was given shall pay to the Township a Fee – MTO Plate Denial.
- 42. Where a person provides a demand for payment to the Township for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, shall pay to the Township any applicable charges.

PART IX – ADMINISTRATION OF THE BY-LAW

- 43. The Director shall administer the By-law and establish any practices, policies and procedures necessary to implement the By-law and may amend such practices, policies and procedures from time to time as the Director deems necessary.

44. The Director shall prescribe all forms and notices, including the penalty Notice, necessary to implement the By-law and may amend such forms and notices from time to time as the Director deems necessary.
45. The Director may designate areas within the Township for conducting screening reviews and hearings under this By-law.

PART X – GENERAL PROVISIONS

46. Where an Administrative Penalty is not paid within 30 days after it becomes due and payable, the Township shall notify the Registrar of Motor Vehicles of the default and the Registrar shall not validate the permit of a person named in the default notice nor issue a new permit to that person until the penalty is paid.
47. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any Administrative Fee is also cancelled.
48. Any time limit that would otherwise expire on a holiday is extended to the next day that is not a holiday.
49. Any schedule attached to this by-law forms part of this by-law.
50. That, By-law 2002-115 be and is hereby amended to update the binder of fees and charges as confirmed under By-law 2002-115, to include Administrative Fees as outlined in Schedule E to this by-law.

PART XI – COMPLAINTS AND COMMENTS

51. Complaints and comments respecting the administration of the Township's system of parking administrative penalties may be given to the Director of Planning and Building Department. The Director shall consider each such complaint or comment in relation to the Director's consideration of opportunities for improvements to the Township's system of parking administrative penalties.

PART XII – VALIDITY

52. If a Court or Tribunal of competent jurisdiction declares any provision or part of a provision of this By-law to be illegal or unenforceable, then that particular provision or provisions or part of the provision shall be severed and the remainder of this By-law shall continue to remain in full force and shall be valid and enforceable to the fullest extent permitted by law.

PART XIII – EFFECTIVE DATE

53. This By-law shall come into force on September 1, 2014.

**READ A FIRST, SECOND AND THIRD
TIME AND FINALLY PASSED THIS
21st DAY OF JULY, 2014.**

MAYOR DOUGLAS JOYNER

CAROLYN LANGLEY, CLERK

SCHEDULE "A"

TOWNSHIP OF WEST LINCOLN ADMINISTRATIVE PENALTY BY-LAW DESIGNATED BY-LAW PROVISIONS – TRAFFIC BY-LAW

NO. 89-2000

1. For the purposes of section 3 of this By-law, Column 1 in the following table lists the provisions in the Traffic By-law No. 89-2000, as amended that are hereby designated for the purposes of 3(1)(b) of the Regulation.

2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.

3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
1.	201.01	(Stop/stand/park) facing wrong way	\$30.00
2.	201.02	(Stop/stand/park) too far from edge of road	\$30.00
3.	201.03	(Stop/stand/park) too far from edge of shoulder	\$30.00
4.	201.04	(Stop/stand/park) facing wrong way on left side of one-way highway	\$30.00
5.	201.05	(Stop/stand/park) too far from left edge of a one-way highway	\$30.00
6.	201.06	(Stop/stand/park) too far from the left shoulder edge of one-way highway	\$30.00
7.	201.07	(Stop/stand/park) contrary to designated angle	\$30.00
8.	201.08	(Stop/stand/park) not within designated space	\$30.00
9.	201.09	Double (stopping/standing/parking)	\$40.00
10.	202.01	Park on (shoulder/boulevard) where prohibited	\$30.00
11.	202.02	Park repeatedly (at/near) one location	\$30.00
12.	202.03	Park/Stop/Stand Large Motor vehicle	\$75.00
13.	203.01.01	Stop on sidewalk	\$50.00
14.	203.01.02	Stop in intersection or crosswalk	\$50.00

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
15.	203.01.03	Stop so as to impede traffic	\$50.00
16.	203.01.04	Stop in/near tunnel or bridge	\$50.00
17.	203.01.05	Stop on/adjacent to median	\$50.00
18.	203.01.06	Stop on outer boulevard	\$50.00
19.	203.02.01	Stop near/at school crossing or crosswalk where prohibited by sign	\$50.00
20.	203.02.02	Stop near/at railway crossing where prohibited by sign.	\$50.00
21.	203.02.03	Stop near school or playground where prohibited by sign	\$50.00
22.	203.02.04	Stop within 15m of intersection where prohibited by sign	\$50.00
23.	203.02.05	Stop within 60m of intersection controlled by traffic signal where prohibited by sign	\$50.00
24.	203.03	Stop where prohibited by sign	\$50.00
25.	204.01	Stand near designated bus stop	\$40.00
26.	204.02	Stand where prohibited by sign	\$40.00
27.	205.01.01	Park within 10m of intersection	\$30.00
28.	205.01.02	Park within 3m of fire hydrant	\$60.00
29.	205.01.03	Park on an inner boulevard	\$25.00
30.	205.01.04	Park on driveway too close to roadway	\$25.00
31.	205.01.05	Park within 1.5m of driveway	\$25.00
32.	205.01.06	Park obstructing driveway	\$25.00
33.	205.01.07	Park so as to block vehicle	\$25.00
34.	205.01.08	Park for sale/display	\$25.00
35.	205.01.09	Park for servicing	\$25.00
36.	205.01.10	Park for longer than 12 hours	\$25.00
37.	205.01.11	Park at location prohibited by Township Engineer where prohibited by sign	\$50.00
38.	205.01.12	Park as to interfere with snow removal from highway	\$75.00
39.	205.01.12	Park as to interfere with street cleaning measures	\$50.00
40.	205.01.12	Park as to interfere with the movement of traffic	\$50.00
41.	205.02.01	Park near fire hall where prohibited by sign	\$40.00
42.	205.02.02	Park near intersection where prohibited by sign	\$25.00
43.	205.02.03	Park near signaled intersection where prohibited by sign	\$25.00
44.	205.02.04	Park near entrance of public building where prohibited by sign	\$25.00
45.	205.02.05	Park near driveway where prohibited by sign	\$25.00
46.	205.02.06	Park on narrow roadway where prohibited by sign	\$25.00

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
47.	205.02.07	Park near cross-walk where prohibited by sign	\$25.00
48.	205.02.08	Park so as to interfere with funeral procession where prohibited by sign	\$25.00
49.	205.02.09	Park within turning circle or basin of cul- de-sac where prohibited by sign	\$25.00
50.	205.02.10	Park within 15m of the termination of dead end roadway where prohibited by sign	\$25.00
51.	205.02.11	Park where parking temporarily prohibited	\$40.00
52.	205.03	Park where prohibited by sign	\$30.00
53.	205.04	Park (trailer/commercial vehicle) where prohibited by sign	\$30.00
54.	207.01	Park over time limit where prohibited by sign	\$25.00
55.	209.01.01	Park not adjacent to meter	\$20.00
56.	209.01.02	Park at meter - wrong wheels adjacent	\$20.00
57.	209.01.03	Angle park at meter - wrong direction	\$20.00
58.	209.02	Park outside metered space	\$20.00
59.	209.03	Park (at covered meter/in occupied meter space)	\$20.00
60.	209.06.01	Park over time limit - metered zone	\$20.00
61.	209.06.02	Park at expired meter	\$20.00
62.	301.02	Park where prohibited - public vehicle parking zone	\$20.00
63.	301.03	Stand where prohibited - public vehicle bus stop	\$30.00
64.	301.01	Stop vending vehicle - obstructing traffic	\$40.00
65.	303.03	Stop a mobile canteen where prohibited	\$40.00
66.	304.01	Stand at taxi stand	\$30.00
67.	305.01	Stop to (load/unload) where prohibited	\$40.00
68.	305.02	Stop in loading zone	\$50.00

SCHEDULE "B"

TOWNSHIP OF WEST LINCOLN ADMINISTRATIVE PENALTY

BY-LAW DESIGNATED BY-LAW PROVISIONS – FIRE ROUT

BY-LAW 97-2000

1. For the purposes of section 3 of this By-law, Column 1 in the following table lists the provisions in the Fire Route By-law No. 97-2030, as amended that are hereby designated for the purposes of 3(1)(b) of the Regulation.

2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.

3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
1	5	Park in designated fire route	\$90

SCHEDULE "C"

TOWNSHIP OF WEST LINCOLN ADMINISTRATIVE PENALTY
 BY-LAW DESIGNATED BY-LAW PROVISIONS – MUNICIPAL
 PARKING LOT BY-LAW NO. 89-2000

1. For the purposes of section 3 of this By-law, Column 1 in the following table lists the provisions in the Municipal Parking Lot By-law No. 89-2000 as amended that are hereby designated for the purposes of 3(1)(b) of the Regulation.

2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.

3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
1.		Park not within designated space	\$20.00
2		Park within 3m of fire hydrant	\$40.00
3.		Parked obstructing driveway	\$20.00
4		Double Standing	\$30.00
5		Stopped on sidewalk	\$40.00
6.		Stop/Stand/Park in prohibited area	\$30.00
7.		Stop/Stand/Park in reserved space	\$40.00
8		Stop/Stand/Park without a permit	\$60.00
9		Stop/Stand/Park during restricted times	\$30.00

SCHEDULE "D"

TOWNSHIP OF WEST LINCOLN ADMINISTRATIVE PENALTY
 BY-LAW DESIGNATED BY-LAW PROVISIONS – MUNICIPAL PARKS
 BY-LAW NO. 89-2000

1. For the purposes of section 3 of this By-law, Column 1 in the following table lists the provisions in the Municipal Parks By-law No. 89-2000 as amended that are hereby designated for the purposes of 3(1)(b) of the Regulation.

2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.

3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
1.		Park not within Designated Area for parking	\$50.00
2.		Park during restricted times	\$40.00
3.		Park not within designated space	\$20.00
4.		Park in prohibited area	\$30.00
5.		Stop in prohibited area	\$40.00
6.		Stop/Park in reserved space	\$50.00
7.		Park not properly display disabled person parking permit	\$75.00
8.		Stop/Park interfere with other parking space	\$60.00
9.		Park over time sign	\$30.00
10.		Stop/Stand/Park contrary to Officer instructions	\$30.00

SCHEDULE "E"

TOWNSHIP OF WEST LINCOLN ADMINISTRATIVE
PENALTY BY-LAW ADMINISTRATIVE FEES

ITEM	FEE
Fee – MTO Search: Each search of the records of the Ministry of Transportation	\$10.00
Fee – Screening – No-Show Each failure to attend a screening before a Screening Officer	\$50.00
Fee – Hearing No-Show Each failure to attend hearing before a Hearing Officer	\$100.00
Fee – Late Payment Each late payment of a parking administrative penalty	\$15.00
Fee – MTO Plate Denial Each notification to Registrar of Motor Vehicles for plate permit denial	\$22.00

Note:

The fees and charges as listed in this Schedule "E" to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.

Schedule “F”
(Amends by By-Law 2017 – 24)

TOWNSHIP OF WEST LINCOLN ADMINISTRATIVE PENALTY
BY-LAW DESIGNATED BY-LAW PROVISIONS
– ACCESSIBLE PARKING BY-LAW 97-2020

1. For the purposes of section 3 of this By-law, Column 1 in the following table lists the provisions in the Accessible Parking By-law No. 97-2020, as amended that are hereby designated for the purposes of 3(1)(b) of the Regulation.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

No.	column 1 OFFENCE	column 2 BY-LAW 97-2020 REFERENCE	column 3 SET FINE
1	Unauthorized Vehicle in <i>Accessible Parking</i>	3.1.1	\$300.00

Schedule "G"
By-Law 2024 - 22

**TOWNSHIP OF WEST LINCOLN ADMINISTRATIVE PENALTY
BY-LAW DESIGNATED BY-LAW PROVISIONS
BY-LAW TO REGULATE PARKING NOT ON HIGHWAYS 2024-22**

1. For the purposes of section 3 of this By-law, Column 1 in the following table lists the provisions in the By-law to Regulate Parking Not on Highways No. 2024-xx, as amended that are hereby designated for the purposes of 3(1)(b) of the Regulation.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty
1	4.4	Stop/Stand/Park in parking space contrary to posted sign.	\$35.00
2	4.5	Stop/Stand/Park not within marked parking space.	\$35.00
3	4.6	Stop/Stand/Park in parking space occupied by another vehicle.	\$35.00
4	4.7	Stop/Stand/Park in closed parking space.	\$35.00
5	4.8	Stop/Stand/Park as to interfere with maintenance or snow removal.	\$55.00
6	4.9	Stop/Stand/Park as to interfere with flow of traffic.	\$35.00
7	4.10	Stop/Stand/Park in parking space contrary to designated sign.	\$35.00
8	4.11	Stop/Stand/Park in excess of twenty-four (24) hours.	\$35.00
9	4.12	Stop/Stand/Park unauthorized vehicle in Electric Vehicle Charging Station.	\$125.00