

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NUMBER 064-2024

A BY-LAW TO ESTABLISH AN ADMINISTRATIVE PENALTIES SYSTEM RESPECTING NON- PARKING VIOLATIONS

WHEREAS section 391 of the *Municipal Act, 2001*, S.O. 2001, c. 25 (“*Municipal Act*”) provides that a municipality may impose fees or charges on persons for services or activities provided or done by or on behalf of it;

WHEREAS subsection 434.1(1) of the *Municipal Act* provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that a person has failed to comply with a by-law of the municipality passed under the *Municipal Act*;

WHEREAS subsection 434.1(2) of the *Municipal Act* provides that the purpose of a system of administrative penalties established by a municipality shall be to assist the municipality in promoting compliance with its by-laws;

WHEREAS subsection 434.1(3) of the *Municipal Act* provides that the amount of an administrative penalty established by a municipality shall not be punitive in nature and shall not exceed the amount reasonably required to promote compliance with a by-law of the municipality;

WHEREAS Council is satisfied that the system of administrative penalties provided for herein, are not punitive in nature and are in amounts reasonably required to promote compliance with a by-law of the Town;

WHEREAS subsection 434.2 of the *Municipal Act* provides that an administrative penalty imposed by a municipality on a person constitutes a debt of the person to the municipality and may be added to the tax roll of a property located within the Town if not paid within 30 days of the due date;

WHEREAS the *Building Code Act 1992*, S.O. 1992, c. 23 provides that a municipality may require a person to pay an administrative penalty for non-compliance with a property standards by-law or order under that act;

WHEREAS the *Statutory Powers and Procedure Act*, R.S.O. 1990, c. S.22, as amended, applies to all hearings held under this By-law; and

WHEREAS to promote compliance with Town by-laws the Town wishes to establish a system of administrative penalties, including penalties for continuing contraventions and escalating penalties for repeat contraventions;

COUNCIL ENACTS AS FOLLOWS:

1. DEFINITIONS

For the purposes of this By-law, the following definitions shall apply:

“Administrative Penalty” means an administrative penalty as set out in the Schedules to this By-law for contravention of a Designated By-law, which may be amended from time to time with the approval of Council;

“Administrative Fee” means any fee specified in this By-law and listed in the Town’s User Fee By-law, which may be amended from time to time with the approval of Council;

“Adjournment” means to temporally end a Hearing review, where no decision will be reached until the Hearing review resumes and not for a period no longer than 45 days;

“Appear for Screening or Hearing” means:

- (a) in the case of a telephone, videoconference or in person screening or hearing, failure to appear by telephone, videoconference or in person as the case may be within 10 minutes of the start telephone, videoconference or in person screening or hearing; or
- (b) in the case of a screening or hearing in writing, failure to respond in writing to a request for information, documents or submissions by the Screening or Hearing Officer on the date set by the Screening or Hearing Officer for responding.

“Business Day” means a day from Monday to Friday, other than a holiday as defined in section 87 of the *Legislation Act, 2006*, S.O. 2006, c. 21, Schedule F, as amended from time to time;

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

“Certified Document Fee” means an Administration Fee levied for obtaining records of the Ontario Ministry of Transportation, Land registry Office or Service Ontario for the purpose of administering this by-law

“Council” means the Council of the Town of Milton;

“Continues” or **“Continued”** with respect to a contravention, means where a requirement or provision of this By-Law is not complied with for more than one day, and without limiting the generality of the forgoing:

- (a) in the case of an order, direction or notice that is required to be complied with under the Designated By-Law, a contravention continues or until compliance is achieved; or
- (b) in the case of a permit, licence or authorisation, required under a Designated By-Law, a contravention continues until the activity, business or enterprise occurring without a permit, licence or authorisation permanently ceases.

“Designated By-law” means a by-law that is designated by the Town as a by-law to which this By-law applies and, if only a part of a by-law is designated, includes only the designated part of the by-law;

“Director” means the Town Clerk, or a designate of the Town Clerk;

“Hearing Decision” means a decision made by a Hearing Officer;

“Hearing Fail to Appear Fee” means an Administrative Fee in respect of a person’s failure to appear at the time and place scheduled for a review before a Hearing Officer;

“Hearing Officer” means each person appointed from time to time to perform the functions of a Hearing Officer pursuant to this By-law;

“Officer” means any person authorized by the Town of Milton to enforce a Designated By-Law.

“Penalty Notice” means a notice issued pursuant to section 4;

“Penalty Notice Date” means the date specified on the Penalty Notice;

“Penalty Notice Number” means the reference number specified on the Penalty Notice that is unique to that Penalty Notice;

“Person” includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

“Requestor” means the Person requesting a review of an Administrative Penalty or a Screening Decision.

“Screening Decision” means a decision made by a Screening Officer;

“Screening Fail to Appear Fee” means an Administrative Fee levied in respect of a person’s failure to appear at the time and place scheduled for a review by a Screening Officer;

“Screening Officer” means each person designated to perform the functions of a Screening Officer pursuant to this By-law;

“Town” means The Corporation of the Town of Milton: and

“User Fee By-Law” means the Town by-law or by-laws setting out fees for use of Town services and other matters, as amended.

2. INTERPRETATION

2.1 This By-law and all Designated By-Laws are remedial in nature and shall be given a broad and purposeful interpretation and the words of each By-law shall be read in their entire context and in their grammatical and ordinary sense harmoniously with the scheme of each By-Law, the object of each By-Law, and the intention of Council.

2.2 The intent of this By-Law and the Administrative Penalty provisions in all Designated By-Laws is to promote compliance with Town by-laws.

3. APPLICATION, AMENDMENTS, SCHEDULES AND SEVERABILITY

3.1. The following are Designated By-Laws:

- (a) Adult Entrainment By-law No. 54-2003
- (b) Adult Videotape Licensing By-law No. 53-2003
- (c) Animal Control By-law No. 90-2004
- (d) Anti-chasing and Tow Truck Licensing By-law No. 34-2006
- (e) Body Rub Parlor Licensing By-law No. 37-2003
- (f) Business Licensing By-law No. 024-2018
- (g) House Numbering By-law No. 26-2010
- (h) Community Standards By-law No. 042-2020
- (i) Election Sign By-law No. 011-2018
- (j) Firearms By-law No. 062-2016
- (k) Fireworks By-law 88-2023

- (l) Noise By-law No. 133-2012
- (m) Parks By-law No. 072-2006
- (n) Portable Sign By-law No 87-2009
- (o) Property Standards By-law No. 131-2012
- (p) Road Occupancy, Fouling, and Entrance Permit Bylaw 035-2020
- (q) Short Term Rental By-law No. 062-2022
- (r) Signage By-law No. 120-2017
- (s) Site Alteration By-Law No. 094-2022
- (t) Stormwater Infrastructure By-law No. 095-2022
- (u) Snow Removal By-law No. 106-2019
- (v) Swimming Pool Fences By-law No. 77-2010
- (w) Farm Animals By-Law No. 42-87
- (x) Vehicle For Hire By-Law No. 050-2023

3.2. If a person is issued a Penalty Notice, the person shall not be charged with an offence in respect of the same contravention. For clarity, an Officer may charge a person for a different contravention of a Designated By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.

3.3. Other than as set out in section 3.2 of this by-law, the imposition of an administrative penalty does not limit the Town's ability to initiate any other proceeding or seek any other remedy the Town deems appropriate to prevent the continuation or repetition of the contravention.

4. PENALTY NOTICE

4.1. An Officer who is satisfied that a Person has contravened any provision of a Designated By-law, including without limitation, any requirement or condition

of a licence, permit, order or direction, may issue a Penalty Notice to that Person in respect of each contravention.

4.2. Each Person shall, when issued a Penalty Notice, be liable to pay to the Town an Administrative Penalty in the amount specified in the Designated By-law.

4.3. The Penalty Notice issued to the person shall include the following information:

- (a) the name of the Person(s);
- (b) the date of the Penalty Notice;
- (c) the Penalty Notice Number;
- (d) the identity and signature of the Issuing Officer;
- (e) particulars of the contravention;
- (f) the amount of the Administrative Penalty;
- (g) information respecting the process by which the person may exercise the Person's right to request a review of the Administrative Penalty; and
- (h) a statement advising that an Administrative Penalty will, unless cancelled or reduced pursuant to the review process, constitute a debt of the Person to the Town.

4.4. Where an Officer becomes aware of an error in a Penalty Notice before the review by a Screening Officer, the Officer may amend or withdraw and re-issue the Penalty Notice.

5. PAYMENT OF AN ADMINISTRATIVE PENALTY

5.1. No Officer may accept payment of an Administrative Penalty.

5.2. Every Person who has been issued a Penalty Notice shall:

- (a) pay the Administrative Penalty in the Penalty Notice within 30 days after the date the Penalty Notice is deemed served; or
- (b) request that the Administrative Penalty be reviewed by a Screening Officer in accordance with Section 8 of this By-law.

5.3. Payment of an Administrative Penalty or an administrative fee can be made through a Town approved payment system. Partial payments or payment plans will not be accepted.

5.4. Payment of an Administrative Penalty must be received by the due date and will not be credited until received by the Town.

5.5. Once an Administrative Penalty has been paid, it shall not be subject to a review by a Screening Officer or a Hearing Officer or to any further review.

6. NON-PAYMENT OF AN ADMINISTRATIVE PENALTY

6.1. Where a request for review has not been made in accordance with subsection 8.1, and the Administrative Penalty is not paid within 30 days of the date of service of the Penalty Notice:

- (a) the Administrative Penalty shall be deemed to be affirmed, final and not subject to further review except as provided in section 9;
- (b) notwithstanding subsection 9.1 of this By-law, the Person shall pay a late payment administrative fee as set out in the Town's User Fee By-law; and
- (c) a Notice of Penalty and Due Date shall be served to the Person to whom the Penalty Notice was issued.

7. SERVICE OF NOTICE OR DOCUMENTS

7.1. In addition to any method of service provided in a Designated By-Law, a Penalty Notice, Order or any other notice or document under this by-law or a Designated by-law may be served by any of the following means:

- (a) delivered personally;
- (b) emailed to the last known email address of the person to whom the order is directed;
- (c) deposited in the mailbox or mail slot of the last known address of the person to whom the order is directed;
- (d) sent by regular or registered mail to the last known address of the person to whom the order is directed; or
- (e) in the case of a Penalty Notice in respect of non-compliance with a Designated By-Law related to a property, posted on the property.

7.2. Where service is effected by:

- (a) regular mail, it shall be deemed to be made on the fifth (5th) day after the date of mailing;

- (b) registered mail, it shall be deemed to be made on the second (2nd) day after the date of mailing;
- (c) any other means, it shall be deemed effective on the day the document served was delivered, posted, emailed or deposited as the case may be; or
- (d) by multiple means, it shall be deemed effective on the earliest applicable date set out in this subsection.

8. REVIEW OF AN ADMINISTRATIVE PENALTY BY A SCREENING OFFICER

8.1. A Person who is subject to an Administrative Penalty may request in writing that an Administrative Penalty be reviewed by a Screening Officer within 30 days of service of the Penalty Notice. A request for review shall include the Penalty Notice number and the Person's contact information, and shall be made in the format provided by the Town for that purpose.

8.2. Subject to section 9, if a review of the Administrative Penalty by a Screening Officer is not requested within the time set out in subsection 8.1, the Administrative Penalty shall be deemed to be affirmed, final and not subject to further review.

8.3. A Requestor shall be notified by email:

- (a) that their request for a review has been received;
- (b) of the date and time of the review;
- (c) a timeline for the provision of a short summary of the reasons for the request together with any relevant documents, including without restriction relevant photographs or videos, and
- (d) the format of the review, as determined by the Screening Officer, including but not limited to in-person, over the telephone or remotely by videoconference.

8.4. Where requests for review have been received:

- (a) regarding multiple Penalty Notices issued to the same Person; or
- (b) multiple Penalty Notices have been issued to multiple Persons regarding the same or related contraventions;
- (c) the Screening Officer may hear the review requests together, if it is reasonably practical to do so, and would not result in significant

unfairness. Any objections to hearing Penalty Notices together may be made to and dealt with by the Screening Officer at the outset of the review.

8.5. The Screening Officer may request such information, documents or materials from the Requestor or the Town as the Screening Officer considers relevant to the request and may set timelines for the production of information, documents or materials.

8.6. The Screening Officer may amend the Penalty Notice as may be necessary if it appears that it fails to state or states defectively anything that is required to be stated. In considering whether an amendment should be made, the Screening Officer shall consider whether the Requestor has been misled or prejudiced by the error or omission and whether the proposed amendment can be made without injustice being done.

9. EXTENSION OF TIME TO REQUEST A SCREENING REVIEW

9.1. A Person may request in writing an extension by a Screening Officer of the time set out in subsection 8.1. A request for an extension of time to review an Administrative Penalty shall be made in the format provided for by the Town for that purpose and shall include the Penalty Notice number and the Person's contact information, together with:

- (a) reasons for the request of an extension of time and any relevant documents; and
- (b) reasons for the request for review.

9.2. The Screening Officer may request such information, documents or materials from the Requestor as the Screening Officer considers relevant to the request and may set timelines for the production of information, documents or materials.

9.3. A Screening Officer shall consider the request for an extension and make a determination as to whether to grant or deny the request.

9.4. The Screening Officer may only grant the request to an extension of time to request a review of the Administrative Penalty where the Screening Officer is satisfied:

- (a) the Requestor demonstrates extenuating circumstances for failing to request a review; and

- (b) acted as expeditiously as reasonably possible to request a review, given the extenuating circumstances.

9.5. Where an extension of time is not granted by the Screening Officer, the Administrative Penalty is deemed to be affirmed.

10. SCREENING DECISION

10.1. On a review of the Administrative Penalty, the Screening Officer:

- (a) may cancel, reduce or extend the time for payment of the Administrative Penalty, including any late payment of Administrative Fees, if the Requestor demonstrates on a balance of probability that the applicable test for cancellation, reduction or extension set out in subsections 10.4, 10.5, 10.8 or 10.9 is met; or
- (b) if the Requestor fails to demonstrate a balance of probability that the applicable test is met, shall affirm the Administrative Penalty.

10.2. Where a Screening Officer reduces an Administrative Penalty under subsection 10.5. the Screening Officer:

- (a) shall not reduce the Administrative Penalty below the minimum penalty set out in the Designated By-law. Where the contravention occurred on or continued for more than one day, the minimum penalty shall be calculated by multiplying the number of days by the minimum set out in the Designated By-Law; and
- (b) may make the reduction conditional on the Person correcting any non-compliance with the applicable Designated By-Law at issue by a specified date, and for the purpose of determining whether compliance has been achieved, may set an additional review date.

10.3. Subsections 8.3, 8.4, 8.5 and 11.1 apply to the additional review date provided for under subsection 10.2(b) with necessary modifications.

10.4. Cancellation: the Administrative Penalty may only be cancelled where:

- (a) the Requestor did not contravene the provision of the Designated By-law, or the requirement or condition of a licence, permit, order or direction set out in the Penalty Notice; or
- (b) the Officer otherwise failed to meet the requirements for issuing a Penalty Notice in a manner that could not be cured pursuant to subsection 8.6 of this By-law.

- 10.5. Reduction: other than a reduction under subsection 10.8, a reduction may only be granted where a lesser Administrative Penalty would be sufficient to promote compliance.
- 10.6. In determining whether a reduction should be granted, and if granted the amount of the reduction, the Screening Officer shall have regard to the relevant circumstances and the following factors:
- (a) whether, by the date of the Screening Review, the Requestor
 - (1) has complied with the Designated By-Law; or
 - (2) has made significant progress toward compliance and has provided a detailed plan with clear steps and reasonable timelines to achieve compliance;
 - (b) whether Requestor's history and actions indicate a lesser Administrative Penalty will provide sufficient incentive for compliance, including:
 - (1) any prior history of non-compliance with the applicable Designated By-law or other by-laws of the Town; and
 - (2) how the Requestor responded to any efforts by the Town to promote compliance were made (such as warnings, notices, directions, orders etc.);
 - (c) whether the lesser Administrative Penalty will be sufficient to counteract any incentives the Requestor may have for continued non-compliance, such as earning revenues or avoiding the costs associated with compliance; and
 - (d) evidence of impecuniosity resulting in undue financial hardship, where applicable.
- 10.7. With respect to the factors in subsections 10.6 (c) and where applicable 10.6 (d), where the Requestor has failed to provide sufficient evidence for the Screening Officer to evaluate these factors, the Screening Officer may draw a negative inference.
- 10.8. Reduction (for Previously Cancelled Penalty): with respect to a graduated Administrative Penalty, where the prior Penalty Notice had been cancelled and as a consequence a lower Administrative Penalty is payable under the Administrative Penalty provisions of the Designated By-law, the Administrative Penalty may be reduced to the lower number provided for in the Designated By-Law.

- 10.9. Extension: an extension of the time for payment of the Administrative Penalty, including any Administrative Fees, may only be granted where an extension of time is necessary to prevent undue financial hardship.
- 10.10. The Screening Officer may issue a decision to the Requestor orally at the time of the review which shall be confirmed thereafter in writing to be delivered, by email. If applicable, the decision shall include the amount of the Administrative Penalty, any administrative fees to be paid and the final due date for payment.

11. FAIL TO APPEAR FOR SCREENING REVIEW

- 11.1. Where the Person requesting a review fails to Appear for the Screening Review of an Administrative Penalty by the Screening Officer:
- (a) the person shall be deemed to have abandoned the review;
 - (b) the Administrative Penalty and any administrative is affirmed, final and not subject to further review; and
 - (c) the person shall pay to the Town the prescribed Screening Fail to Appear Fee as identified in the Town's User Fee By-law.

12. REVIEW OF SCREENING DECISION BY HEARING OFFICER

- 12.1. A Person who has received a Screening Decision may request in writing a review of the Screening Decision by a Hearing Officer within 30 days after the Screening Decision is deemed to be served. The request shall be made in the format provided for by the Town for that purpose.
- 12.2. Subject to section 13, where no request for a review of the Screening Decision by a Hearing Officer is received within 30 days after the date the Screening Decision is deemed to be served, the Administrative Penalty is affirmed, final and not subject to further review.
- 12.3. The Requestor shall be notified:
- (a) that their request for a review has been received;
 - (b) of the date and time of the review;
 - (c) a timeline for the provision of a short summary of the reasons for the request together with any relevant documents, including without restriction relevant photographs or videos not previously provided, and

- (d) the format of the hearing, as determined by the Hearing Officer which may include in-person, over the telephone, or remotely by videoconference.
- 12.4. The Hearing Officer may request such information, documents or materials from the Requestor or the Town as the Hearing Officer considers relevant to the request and may set timelines for the production of information, documents or materials.
- 12.5. The Hearing Officer may amend the Penalty Notice as may be necessary if it appears that it fails to state or states defectively anything that is required to be stated. In considering whether or not an amendment should be made, the Hearing Officer shall consider whether the Requestor has been misled or prejudiced by the error or omission and whether the proposed amendment can be made without injustice being done.

13. EXTENSIONS OF TIME TO REQUEST A HEARING REVIEW

- 13.1. A Person may request in writing an extension by a Hearing Officer of the time set out in subsection 12.1. A request for an extension of time to review a Screening Decision shall be made in the format provided by the Town for that purpose and shall include the Penalty Notice number and the Person's contact information, together with:
 - (a) reasons for the request of an extension of time and any relevant documents; and
 - (b) reasons for the request for review and any relevant documents.
- 13.2. The Hearing Officer may request such information, documents or materials from the Requestor as the Hearing Officer considers relevant to the request and may set timelines for the production of information, documents or materials.
- 13.3. A Hearing Officer shall consider the request for an extension and make a determination as to whether to grant or deny the request.
- 13.4. The Hearing Officer may only grant the request to an extension of time to request a review of the Screening Decision where the Hearing Officer is satisfied:
 - (a) the Requestor demonstrates extenuating circumstances for failing to request a review; and

- (b) acted as expeditiously as reasonably possible to request a review, given the extenuating circumstances.

13.5. Where an extension of time is not granted by the Screening Officer, the Administrative Penalty is deemed to be affirmed.

14. DECISION OF THE HEARING OFFICER

14.1. On a review of a Screening Decision by a Hearing Officer, the Hearing Officer is not bound by, and need not have regard for, any decision of the Screening Officer with respect to cancellation, reduction, or extension.

14.2. On a review of a Screening Decision, the Hearing Officer:

- (a) may cancel, reduce or extend the time for payment of the Administrative Penalty, including any late payment of Administrative Fees, if the Requestor demonstrates on a balance of probability that the applicable test for cancellation, reduction or extension set out in subsections 14.5, 14.6, 14.9 or 14.10 is met; or
- (b) if the Requestor fails to demonstrate a balance of probability that the applicable test is met, shall affirm the Administrative Penalty.

14.3. Where a Hearing Officer reduces an Administrative Penalty under subsection 14.6, the Hearing Officer:

- (a) shall not reduce the Administrative Penalty below the minimum penalty set out in the Designated By-law. Where the contravention occurred on or continued for more than one day, the minimum penalty shall be calculated by multiplying the number of days by the minimum set out in the Designated By-Law; and
- (b) may make the reduction conditional on the Person correcting any non-compliance with the applicable Designated By-Law at issue by a specified date, and for the purpose of determining whether compliance has been achieved, may set an additional review date.

14.4. Subsections 12.3, 12.4 and 15.1 apply to the additional review date provided for under subsection 14.4(b) with necessary modifications.

14.5. **Cancellation:** the Administrative Penalty may only be cancelled where:

- (a) the Requestor did not contravene the provision of the Designated By-law, or the requirement or condition of a licence, permit, order or direction set out in the Penalty Notice; or

- (b) the Officer otherwise failed to meet the requirements for issuing a Penalty Notice in a manner that could not be cured pursuant to subsection 12.5 of this By-law.
- 14.6. **Reduction:** other than a reduction under subsection 14.9, a reduction may only be granted where a lesser Administrative Penalty would be sufficient to promote compliance,
- 14.7. In determining whether a reduction should be granted, and if granted the amount of the reduction, the Hearing Officer shall have regard to the relevant circumstances and the following factors:
 - (a) whether, by the date of the Screening Review, the Requestor
 - (1) has complied with the Designated By-Law; or
 - (2) has made significant progress toward compliance and has provided a detailed plan with clear steps and reasonable timelines to achieve compliance;
 - (b) whether Requestor's history and actions indicate a lesser Administrative Penalty will provide sufficient incentive for compliance, including:
 - (1) any prior history of non-compliance with the applicable Designated By-law or other by-laws of the Town; and
 - (2) how the Requestor responded to any efforts by the Town to promote compliance were made (such as warnings, notices, directions, orders etc.);
 - (c) whether the a lesser Administrative Penalty will be sufficient to counteract any incentives the Requestor may have for continued non-compliance, such as earning revenues or avoiding the costs associated with compliance; and
 - (d) evidence of undue financial hardship, where applicable.
- 14.8. With respect to the factors in subsections 14.6 (c) and where applicable 14.6(d), where the Requestor has failed to provide sufficient evidence for the Screening Officer to evaluate these factors, the Screening Officer may draw a negative inference.
- 14.9. **Reduction (for Previously Cancelled Penalty):** with respect to a graduated Administrative Penalty, where the prior Penalty Notice had been cancelled and as a consequence a lower Administrative Penalty is payable under the Administrative Penalty provisions of the Designated By-law, the

Administrative Penalty may be reduced to the lower number provided for in the Designated By-Law.

- 14.10. **Extension:** an extension of the time for payment of the Administrative Penalty, including any Administrative Fees, may only be granted where an extension of time is necessary to prevent undue financial hardship.
- 14.11. The Screening Officer may issue a decision to the Requestor orally at the time of the review which shall be confirmed thereafter in writing to be delivered by mail, or email using the contact information provided by the Requestor. If applicable, the decision shall include the amount of the Administrative Penalty, any administrative fees to be paid and the final due date for payment.
- 14.12. The decision of the Hearing Officer is final and not subject to further review.

15. FAIL TO APPEAR FOR A HEARING

- 15.1. Where the Person requesting a Hearing fails to Appear for the Hearing:
 - (a) the person shall be deemed to have abandoned the review;
 - (b) the Administrative Penalty and any administrative is affirmed, final and not subject to further review; and
 - (c) the person shall pay to the Town the prescribed Screening Fail to Appear Fee as identified in the Town's User Fee By-law.

16. JURISDICTION OF SCREENING AND HEARING OFFICER

- 16.1. Neither a Screening Officer nor a Hearing Officer has jurisdiction to consider questions relating to the validity of a statute, regulation or bylaw or the constitutional applicability or operability of any statute, regulation or by-law.

17. GENERAL ADMINISTRATION

- 17.1. The Director may:
 - (a) appoint such Screening Officers and Hearing Officers for reviewing contraventions in accordance with this By-law as the Director considers appropriate;
 - (b) designate locations within the Town for conducting reviews and hearings under this By-law;

- (c) prescribe forms, notices, applications and documents to assist in the orderly operation of the administrative penalty system established by this By-law, including screenings and hearings or requests for same; and
 - (d) establish rules, practices, policies or guidelines for the orderly operation of the administrative penalty system established by this By-law, including screenings and hearings or requests for same.
- 17.2. An Administrative Penalty that is deemed to be affirmed is due and payable and constitutes a debt to the Town.
- 17.3. If an Administrative Penalty is not paid within 30 days after the day that it becomes due and payable, the treasurer of the Town may add the administrative penalty together with any applicable administrative fees to the tax roll for any property in the Town for which all of the owners are responsible for paying the Administrative Penalty, and collect it in the same manner as municipal taxes.
- 17.4. Where an Administrative Penalty and any applicable administrative fees are past due and have not been paid:
- (a) renewal or issuance of any licence, business licence or permit under a Town by-law will be denied until payment is received by the Town; and
 - (b) the Town may suspend or revoke any issued licence, business licence or permit until such time as the Administrative Penalty and any applicable administrative fees have been paid in full.
- 17.5. Where an Administrative Penalty is cancelled by a Screening Officer or Hearing Officer, any administrative fees are also cancelled.

18. TRANSITION AND LIMITATION

- 18.1. Subject to subsection 3.2, a Penalty Notice may be issued for a contravention of a Designated By-Law that occurred before the coming into force of this By-Law.
- 18.2. An Officer shall not issue a Penalty Notice in respect of a contravention later than one year after the day on which the evidence of the contravention first came to the attention of an Officer of the Town, or in case of a contravention that occurred or continued for more than one day, the day on which the

evidence of the last day of contravention first came to the attention of an Officer or the Town.

19. SHORT TITLE

The short title of this By-law is the “Administrative Penalties By-law”.

20. CONSEQUENTIAL AMENDMENTS

- (a) Adult Entrainment By-law No. 54-2003 is hereby amended by Schedule A of this By-law.
- (b) Adult Videotape Licensing By-law No. 53-2003 is hereby amended by Schedule B of this By-law.
- (c) Animal Control By-law No. 90-2004 is hereby amended by Schedule C of this By-law.
- (d) Anti-chasing and Tow Truck Licensing By-law No. 34-2006 is hereby amended by Schedule D of this By-law.
- (e) Body Rub Parlor Licensing By-law No. 37-2003 is hereby amended by Schedule E of this By-law.
- (f) Business License By-law No. 024-2018 is hereby amended by Schedule F of this By-law.
- (g) House Numbering By-law No. 26-2010 is hereby amended by Schedule G of this By-law.
- (h) Community Standards By-law No. 042-2020 is hereby amended by Schedule H of this By-law.
- (i) Election Sign By-law No. 011-2018 is hereby amended by Schedule I of this By-law.
- (j) Firearms By-law No. 062-2016 is hereby amended by Schedule J of this By-law.
- (k) Fireworks By-law 088-2023 is hereby amended by Schedule K of this By-law.
- (l) Noise By-law No. 133-2012 is hereby amended by Schedule L of this By-law.
- (m) Parks By-law No. 072-2006 is hereby amended by Schedule M of this By-law.

- (n) Portable Sign By-law No 87-2009 is hereby amended by Schedule N of this By-law.
- (o) Property Standards By-law No. 131-2012 is hereby amended by Schedule O of this By-law.
- (p) Road Occupancy, Fouling, and Entrance By-law No. 035-2020 is hereby amended by Schedule P of this By-law.
- (q) Short Term Rental By-law No. 062-2022 is hereby amended by Schedule Q of this By-law.
- (r) Signage By-law No. 120-2017 is hereby amended by Schedule R of this By-law.
- (s) Site Alteration By-Law No. 094-2022 is hereby amended by Schedule S of this By-law.
- (t) Stormwater Infrastructure By-law No. 095-2022 is hereby amended by Schedule T of this By-law.
- (u) Snow Removal By-law No. 106-2019 is hereby amended by Schedule U of this By-law.
- (v) Swimming Pool Fences By-law No. 77-2010 is hereby amended by Schedule V of this By-law.
- (w) Farm Animals By-Law No. 42-87 is hereby amended by Schedule X of this By-law.
- (x) Vehicle For Hire By-Law No. 050-2023 is hereby amended by Schedule & of this By-law.

21. BY-LAW IN FORCE

- 21.1. If a court of competent jurisdiction should determine that a provision or part of a provision of this by-law is reasonably capable an interpretation which would render that provision to be unenforceable, invalid or void and an alternative interpretation would not have one of those consequences, then that provision shall be interpreted or construed so far as is possible, to be limited and read down such that its meaning is that which does not render it unenforceable, invalid or void. In the event a court of competent jurisdiction should declare any provision or part of a provision to be invalid, the remainder of this By-law shall continue in force.

21.2. This By-law shall come into full force and effect on February 1, 2025.

PASSED IN OPEN COUNCIL ON July 15, 2024.

_____ Mayor

Gordon A. Krantz

_____ Town Clerk

Schedule A of By-law No. x-2024

By-law No. 54-2003 Adult Entertainment Licensing being a By-law to regulate, license and govern adult entertainment establishments is hereby amended as follows:

1. by adding the following definitions to section 2:

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or *"continued"* with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the Town's *APS By-Law*;

2. by replacing the definition of "person" in Section 2 with the following:

"person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

3. by adding the following new heading and sections after section 77 and renumbering subsequent sections accordingly:

ADMINISTRATIVE PENALTIES

78. This By-law is a designated by-law under the Town's *APS By-Law*.

79. An *Officer* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	Contravention of sections 3 or 4 (licences)	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$100.00 for each day that the contravention

			occurred or <i>continued</i>
	All other contraventions	\$300.00 for each day that the contravention occurred or <i>continued</i>	\$75.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of sections 3 or 4 (licences)	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$500.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$125.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of sections 3 or 4 of (licences)	\$1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

80. Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30 days of the date of issuance.

81. Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of section 79 of this By-Law.
82. If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.
83. Other than as set out in section 82 of this By-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule B of By-law No. x-2024

By-law No. 53-2003 Adult Videotape Licensing being a By-law to license, regulate and govern businesses which offer adult video tapes for sale, rent, trade or exchange is hereby amended as follows:

1. by adding the following definitions to section 2:

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or *"continued"* with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the Town's *APS By-Law*;

2. by replacing the definition of "Person" in Section 2 with the following:

"Person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

3. by adding the following new heading and sections after section 50 and renumbering subsequent sections accordingly:

ADMINISTRATIVE PENALTIES

51. This By-law is a designated by-law under the Town's *APS By-Law*.

52. An *Officer* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	Contravention of sections 3 or 4 (licences)	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$100.00 for each day that the contravention occurred or <i>continued</i>

	All other contraventions	\$300.00 for each day that the contravention occurred or <i>continued</i>	\$75.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of sections 3 or 4 (licences)	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$500.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$125.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of sections 3 or 4 of (licences)	\$1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

53. Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30days of the date of issuance.

54. Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of section 52 of this By-Law.

55. If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.
56. Other than as set out in section 55 of this By-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule C of By-law No. x-2024

By-law No. 090-2004 Animal Control being a By-law to regulate licensing and identification of domestic animals and to prohibit the keeping of certain animals is hereby amended as follows:

1. by adding the following definitions to section 1:

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or *"continued"* with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the Town's *APS By-Law*;

"person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

2. by adding the following new heading and sections after section 72 and renumbering subsequent sections accordingly:

PART 9 - ADMINISTRATIVE PENALTIES

73. This By-law is a designated by-law under the Town's *APS By-Law*.

74. An *Animal Control Officer* or *Licensing Officer* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	Failure to comply with Muzzle Order or Interim Muzzle Order under Part 6	\$ 500.00 for each day that the contravention occurred or <i>continued</i>	\$ 125.00 for each day that the contravention occurred or <i>continued</i>

	All other contraventions	\$300.00 for each day that the contravention occurred or <i>continued</i>	\$ 75.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Failure to comply with Muzzle Order or Interim Muzzle Order under Part 6	\$ 750.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$ 93.75 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$ 450.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$ 112.50 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Failure to comply with Muzzle Order or Interim Muzzle Order under Part 6	\$ 1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$ 600.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 150.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

75. Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30 days of the date of issuance.
76. Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of section 74 of this By-Law.
77. If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.
78. Other than as set out in section 77 of this By-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule D of By-law No. x-2024

By-law No. 34-2006 Anti-Chasing – Tow Trucks is hereby amended as follows is hereby amended as follows:

1. by adding the following definitions to section 1 and revising the numbering accordingly:

"APS By-Law" shall mean the Administrative Penalties System Respecting Non-Parking Violations By-Law as amended or any successor thereto;

"*continues*" or "*continued*" with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the Town's APS By-Law;

"person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

2. by adding the following new heading and sections after section 4 and renumbering subsequent sections accordingly:

5. ADMINISTRATIVE PENALTIES

- a) This By-law is a designated by-law under the Town's *APS By-Law*.
- b) An *Officer* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 1 of the following table for the applicable contravention:

Column	1	2
Occurrence	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$ 100 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	\$ 700.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the <i>First Penalty Notice</i>	\$ 175 for each day that the contravention occurred or <i>continued</i> to

		occur after the date in the First <i>Penalty Notice</i>
Third and subsequent <i>Penalty Notice</i>	\$ 1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

- c) Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30 days of the date of issuance.
- d) Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of subsections b))of this By-Law.
- e) If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.
- f) Other than as set out in subsection e) of this by-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule E of By-law No. x-2024

By-law No. 37-2003 Body Rub Parlor Licensing being a By-law to regulate license and govern body -rub parlors within the Town of Milton is hereby amended as follows:

1. by adding the following definitions to section 2:

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or *"continued"* with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the *Town's APS By-Law*;

"person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

2. by adding the following new heading and sections after section 75 and renumbering subsequent sections accordingly:

ADMINISTRATIVE PENALTIES

76. This By-law is a designated by-law under the Town's *APS By-Law*.

77. An *Officer* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	Contravention of section 3 (licence requirements)	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$100.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$300.00 for each day that the contravention occurred or <i>continued</i>	\$75.00 for each day that the contravention

			occurred or <i>continued</i>
Second Penalty Notice	Contravention of section 3 (licence requirements)	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$500.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$125.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of section 3 (licence requirements)	\$1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

78. Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30days of the date of issuance.

79. Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of section 77 of this By-Law.

80. If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.
81. Other than as set out in section 80 of this by-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule F of By-law No. x-2024

By-law No. 024-2018 Business Licensing being a By-law to license, regulate and govern businesses within the Town of Milton is hereby amended as follows:

1. by adding the following definitions to section 1:

"APS By-Law" shall mean the Administrative Penalties System Respecting Non-Parking Violations By-Law as amended or any successor thereto;

"*continues*" or "*continued*" with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Officer" includes a Municipal Law Enforcement Officer, a Licensing Officer, or an Animal Services Officer;

"Penalty Notice" means a notice issued pursuant to the Town's APS By-Law;

2. by replacing the definition of "Person" in Section 1 with the following:

"Person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

3. by adding the following new heading and sections after section 27 and renumbering subsequent sections accordingly:

28. ADMINISTRATIVE PENALTIES

28.1 This By-law is a designated by-law under the Town's APS By-Law.

28.2 An Officer who is satisfied that a person has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty <i>per</i> Contravention	Minimum Penalty <i>per</i> Contravention
First Penalty Notice	Contravention of subsection 4.3 (licence requirements) or a Direction under section	\$ 500.00 for each day that the contravention occurred	\$125.00 for each day that the contravention occurred or <i>continued</i>

	18.1 of this By-law		
	All other contraventions	\$300.00 for each day that the contravention occurred	\$75.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of subsection 4.3 (licence requirements) or a Direction under section 18.1 of this By-law	\$1000.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$600.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$150.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of subsection 4.3 (licence requirements) or a Direction under section 18.1 of this By-law	\$2,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$500.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$1,200.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$300.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

28.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Town within 30days of the date of issuance.

28.4 Where a Penalty Notice has been canceled under the Town's APS By-Law it shall not be considered a Penalty Notice for the purposes of subsection 28.2 of this By-Law.

28.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

28.6. Other than as set out in subsection 28.5 of this by-law, the issuing of a Penalty Notice does not limit the Town's ability to initiate any other proceeding or seek any other remedy the Town deems appropriate to prevent the continuation or repetition of the contravention.

Schedule G of By-law No. x-2024

By-law No. 26-2010 House Numbering being a By-law to provide for the numbering of lots and buildings within the Town of Milton is hereby amended as follows:

1. by adding the following definitions to section 1.1:

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or *"continued"* with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the Town's *APS By-Law*;

"person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

2. by adding the following new heading and sections after section 7 and renumbering subsequent sections accordingly:

8. ADMINISTRATIVE PENALTIES

8.1 This By-law is a designated by-law under the Town's APS By-Law.

8.2 A *Chief Fire Official*, a Municipal Law Enforcement Officer or such other persons as *Council* may designate who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 1 of the following table for the applicable contravention:

Column	1	2
Occurrence	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$ 100 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	\$ 700.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the <i>First Penalty Notice</i>	\$ 175 for each day that the contravention occurred or <i>continued</i> to

		occur after the date in the First <i>Penalty Notice</i>
Third and subsequent <i>Penalty Notice</i>	\$ 1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

8.3 Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30 days of the date of issuance.

8.4 Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of subsection 8.2 of this By-Law.

8.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

8.6 Other than as set out in subsection 8.5 of this By-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule H of By-law No. x-2024

By-law No. 042-2020 Community Standards being a By-law respecting litter, waste and property maintenance is hereby amended as follows:

1. by adding the following definitions to section 3:

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or *"continued"* with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Corporation" includes a company, corporation, cooperative, partnership, firm, sole proprietorship, association, society, organization or any other legal entity that is not a natural *person*;

"Penalty Notice" means a notice issued pursuant to the Town's *APS By-Law*;

2. by adding the following new heading and sections after section 14 and renumbering subsequent sections accordingly:

15 ADMINISTRATIVE PENALTIES

15.1 This By-law is a designated by-law under the Town's *APS By-Law*.

15.2 An *Municipal Law Enforcement Officer* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	Contravention of an Order under s.13.7 of this By-Law	\$ 300.00 for each day that the contravention occurred or <i>continued</i>	\$ 75.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$ 200.00 for each day that the contravention	\$ 50.00 for each day that the contravention

		occurred or <i>continued</i>	occurred or <i>continued</i>
Second Penalty Notice	Contravention of an Order under s.13.7 of this By- Law	\$ 600.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$ 150.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions under s.13.7 of this By-Law	\$ 400.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$ 100.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of an Order under s.13.7 of this By- Law	\$ 1,200.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 300.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$ 800.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 200.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

15.3 Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30 days of the date of issuance.

15.4 Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of subsection 15.2 of this By-Law.

15.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, an *Officer* may charge a *person* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

15.6 Other than as set out in subsection 15.5 of this By-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule I of By-law No. x-2024

By-law No. 011-2018 Election Sign being a By-law to manage and regulate election signs is hereby amended as follows:

1. by adding the following definitions to section 2:

“APS By-Law” shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

“continues” or “continued” with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

“Penalty Notice” means a notice issued pursuant to the Town’s *APS By-Law*;

2. by replacing the definition of “person” in Section 2 with the following:

“person” includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

3. by adding the following new heading and sections after section 11 and renumbering subsequent sections accordingly:

12. ADMINISTRATIVE PENALTIES

12.1 This By-law is a designated by-law under the Town’s APS By-Law.

12.2 A Municipal Law Enforcement Officer who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2
Occurrence	Administrative Penalty <i>per</i> Contravention	Minimum Penalty <i>per</i> Contravention
First Penalty Notice	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$ 100 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	\$ 700.00 for each day that the contravention occurred or	\$ 175 for each day that the contravention occurred or <i>continued to</i>

	<i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	occur after the date in the First <i>Penalty Notice</i>
Third and subsequent <i>Penalty Notice</i>	\$ 1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

12.3 Each person who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the Town within 30days of the date of issuance.

12.4 Where a *Penalty Notice* has been canceled under the Town’s APS By-Law it shall not be considered a *Penalty Notice* for the purposes of subsection 12.2 of this By-Law.

12.5 If a person is issued a *Penalty Notice*, the person shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the person may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a person may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

12.6 Other than as set out in subsection 12.5 of this by-law, the issuing of a *Penalty Notice* does not limit the Town’s ability to initiate any other proceeding or seek any other remedy the Town deems appropriate to prevent the continuation or repetition of the contravention.

Schedule J of By-law No. x-2024

By-law No. 062-2016 Firearms being a By-law to regulate the discharge of firearms is hereby amended as follows:

1. by adding the following definitions to section 2:

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or "continued" with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the Town's *APS By-Law*;

"person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

2. by adding the following new heading and sections after section 9 and renumbering subsequent sections accordingly:

10. ADMINISTRATIVE PENALTIES

10.1 This By-law is a designated by-law under the Town's APS By-Law.

10.2 A Law Enforcement Officer who is satisfied that a person has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2
Occurrence	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$ 100 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	\$ 700.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the <i>First Penalty Notice</i>	\$ 175 for each day that the contravention occurred or <i>continued</i> to occur after the date in the <i>First Penalty Notice</i>

Third and subsequent Penalty Notice	\$ 1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
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10.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Town within 30days of the date of issuance.

10.4 Where a Penalty Notice has been canceled under the Town’s APS By-Law it shall not be considered a Penalty Notice for the purposes of subsection 10.2 of this By-Law.

10.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence in respect of the same contravention. For clarity, the Town may charge a person for a repetition of a contravention or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a *person* may be issued a *Penalty Notice* for a repetition or continuation of a contravention that occurred after the date of the offence set out in any charges that have been issued.

10.6 Other than as set out in subsection 10.5 of this by-law, the issuing of a Penalty Notice does not limit the Town’s ability to initiate any other proceeding or seek any other remedy the Town deems appropriate to prevent the continuation or repetition of the contravention.

Schedule K of By-law No. 088-2024

By-law No. 088-2024 Fireworks being a By-law to prohibit and regulate the sale, storage, display and discharge of fireworks is hereby amended as follows:

1. by adding the following definitions to section 1:

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or "continued" with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the Town's *APS By-Law*;

"person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

2. by adding the following new heading and sections after section 20 and renumbering subsequent sections accordingly:

15. ADMINISTRATIVE PENALTIES

15.1 This By-law is a designated by-law under the Town's APS By-Law.

15.2 A Law Enforcement Officer who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2
Occurrence	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	\$ 400.00 for each day that the contravention occurred or continued to occur	\$ 100 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	\$ 800.00 for each day that the contravention occurred or continued to occur	\$ 200 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	\$ 1,000.00 for each day that the contravention occurred or continued to occur	\$ 250.00 for each day that the contravention occurred or <i>continued</i>

		after the date in the Second or subsequent <i>Penalty Notice</i>
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15.3 Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30days of the date of issuance.

15.4 Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of subsection 21.2 of this By-Law.

15.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

15.6 Other than as set out in subsection 21.5 of this By-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule L of By-law No. x-2024

By-law No. 133-2012 Noise being a By-law to prohibit and regulate noise within the Town of Milton is amended as follows:

1. by adding the following definitions to section 2:

“APS By-Law” shall mean the Administrative Penalties System Respecting Non-Parking Violations By-Law as amended or any successor thereto;

“*continues*” or “*continued*” with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

“Penalty Notice” means a notice issued pursuant to the Town’s APS By-Law;

“Corporation” includes a company, corporation, cooperative, partnership, firm, sole proprietorship, association, society, organization or any other legal entity that is not a natural person;

2. by replacing the definition of “person” with the following:

“person” includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

3. by adding the following new heading and sections after section 7 and renumbering subsequent sections accordingly:

8 ADMINISTRATIVE PENALTIES

8.1 This By-law is a designated by-law under the Town’s *APS By-Law*.

8.2 A Municipal Law Enforcement Officer or a police officer who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of Table 1 (where the *person* is a natural *person*) or Table 2 (where the *person* is a *corporation*) for the applicable contravention:

Table 1: Administrative Penalties for Natural Persons			
Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty <i>per</i> Contravention	Minimum Penalty <i>per</i> Contravention

First Penalty Notice	Contravention of an Order under s.7.2 of this By-Law	\$ 500.00 for each day that the contravention occurred	\$125.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$ 200.00 for each day that the contravention occurred	\$50.00 for each day that the contravention occurred
Second Penalty Notice	Contravention of an Order under s.7.2 of this By-Law	\$ 1,000.00 for each day that the contravention occurred	\$ 250.00 for each day that the contravention occurred
	All other contraventions under s.13.7 of this By-Law	\$ 400.00 for each day that the contravention occurred	\$ 100.00 for each day that the contravention occurred or <i>continued to occur</i>
Third and subsequent Penalty Notice	Contravention of an Order under s.7.2 of this By-Law	\$ 1,000.00 for each day that the contravention occurred	\$ 250.00 for each day that the contravention occurred
	All other contraventions	\$ 800.00 for each day that the contravention occurred	\$ 200.00 for each day that the contravention occurred

Table 2: Administrative Penalties for Corporations			
Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty <i>per</i> Contravention	Minimum Penalty <i>per</i> Contravention

First Penalty Notice	Contravention of an Order under s.7.2 of this By-Law	\$ 500.00 for each day that the contravention occurred or <i>continued</i>	\$ 125 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$ 100.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of an Order under s. 7.2 of this By-Law	\$ 1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$ 250.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions under s.7.2 of this By-Law	\$ 800.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$ 200.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of an Order under s.7.2 of this By-Law	\$ 2,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 500.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$ 1,600.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second	\$ 400.00 for each day that the contravention occurred or <i>continued</i> after

		or subsequent <i>Penalty Notice</i>	the date in the Second or subsequent <i>Penalty Notice</i>
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8.3 Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30 days of the date of issuance.

8.4 Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of subsection 8.2 of this By-Law.

8.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

8.6 Other than as set out in subsection 8.5 of this by-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule M of By-law No. x-2024

By-law No. 072-2006 Parks being a By-law to regulate parks within the Town of Milton is hereby amended as follows:

1. by adding the following definitions to section 1.1:

"*APS By-Law*" shall mean the Administrative Penalties System Respecting Non-Parking Violations By-Law as amended or any successor thereto;

"*continues*" or "*continued*" with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"*Penalty Notice*" means a notice issued pursuant to the Town's APS By-Law;

2. by replacing the definition of "person" in Section 2 with the following:

"*person*" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

3. by replacing section 22.1 with the following:

22.1 This By-law shall be enforced by Municipal Law Enforcement Officers, Police Officers, officers of the Burlington Humane Society and Conservation Halton or such other persons as the Director or Council may designate

4. by adding the following new heading and sections after section 22 and renumbering subsequent sections accordingly:

23. ADMINISTRATIVE PENALTIES

23.1 This By-law is a designated by-law under the Town's APS By-Law.

23.2 A *Municipal Law Enforcement Officer, Police Officers*, officers of the Burlington Humane Society and Conservation Halton, or such other persons as the Director or Council may designate, who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention

First Penalty Notice	Failure to Comply with Direction under s.22.3 of this By-Law	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$100.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$300.00 for each day that the contravention occurred or <i>continued</i>	\$75.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Failure to Comply with Direction under s.22.3 of this By-Law	\$800.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$200.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$500.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$125.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Failure to Comply with Direction under s.22.3 of this By-Law	\$1,600.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$400.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

23.3 Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30days of the date of issuance.

23.4 Where a Penalty Notice has been canceled under the Town's APS By-Law it shall not be considered a Penalty Notice for the purposes of subsection 9.2 of this By-Law.

23.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

23.6 Other than as set out in subsection 9.5 of this by-law, the issuing of a Penalty Notice does not limit the Town's ability to initiate any other proceeding or seek any other remedy the Town deems appropriate to prevent the continuation or repetition of the contravention.

Schedule N of By-law No. x-2024

By-law No. 087-2009 Signage (Portable) being a By-law to regulate the size use, location and maintenance of portable signs on private property is amended as follows:

1. by adding the following definitions to section 21

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or *"continued"* with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the Town's *APS By-Law*;

2. by replacing the definition of "person" in Section 1 with the following:

"person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

3. by adding the following new heading and sections after section 11 and renumbering subsequent sections accordingly:

12. ADMINISTRATIVE PENALTIES

12.1 This By-law is a designated by-law under the Town's APS By-Law.

12.2 A *Municipal Law Enforcement Officer* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	Contravention s. 3.1 (permit requirements)	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$100.00 for each day that the contravention occurred or <i>continued</i>

	All other contraventions	\$300.00 for each day that the contravention occurred or <i>continued</i>	\$75.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention s. 3.1 (permit requirements)	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$500.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$125.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention s. 3.1 (permit requirements)	\$1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

12.3 Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30days of the date of issuance.

12.4 Where a Penalty Notice has been canceled under the *Town's* APS By-Law it shall not be considered a Penalty Notice for the purposes of subsection 12.2 of this By-Law.

12.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

12.6 Other than as set out in subsection 12.5 of this by-law, the issuing of a Penalty Notice does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule O of By-law No. x-2024

By-law No. 131-2012 Property Standards being a By-law to prescribe the standards for maintenance and occupancy of properties in the Town of Milton is amended as follows:

1. by adding the following definitions to section 5:

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or *"continued"* with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the Town's *APS By-Law*;

"Corporation" includes a company, corporation, cooperative, partnership, firm, sole proprietorship, association, society, organization or any other legal entity that is not a natural person;

2. by replacing the definition of *"Person"* in Section 5 with the following:

"Person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

3. by adding the following new heading and sections after section 58 and renumbering subsequent sections accordingly:

59. ADMINISTRATIVE PENALTIES

59.1 This By-law is a designated by-law under the Town's *APS By-Law*.

59.2 An *Officer* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of Table 1 (where the *person* is a natural *person*) or Table 2 (where the *person* is a *corporation*) for the applicable contravention:

Table 1: Administrative Penalties for Natural Persons			
Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention

First Penalty Notice	Contravention of an Order under s.49.1 of this By-Law	\$ 300.00 for each day that the contravention occurred or <i>continued</i>	\$ 75.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$ 200.00 for each day that the contravention occurred or <i>continued</i>	\$ 50.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of an Order under s.49.1 of this By-Law	\$ 500.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$ 125.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$ 400.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$ 100.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of an Order under s.49.1 of this By-Law	\$ 1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$ 800.00 for each day that the contravention occurred or <i>continued</i> after the	\$ 200.00 for each day that the contravention occurred or

		date in the Second or subsequent <i>Penalty Notice</i>	<i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
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Table 2: Administrative Penalties for Corporations			
Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty <i>per</i> Contravention	Minimum Penalty <i>per</i> Contravention
First Penalty Notice	Contravention of an Order under s.49.1 of this By-Law	\$ 500.00 for each day that the contravention occurred or <i>continued</i>	\$ 125.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$ 100.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of an Order under s.49.1 of this By-Law	\$ 1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$ 250.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$ 800.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$ 200.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>

Third and subsequent Penalty Notice	Contravention of an Order under s.49.1 of this By-Law	\$ 2,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 500.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$ 1,600.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 400.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

59.3 Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30days of the date of issuance.

59.4 Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of subsection 59.2 of this By-Law.

59.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence in respect of the same contravention. For clarity, the *Town* may charge a person for a repetition of a contravention or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a repetition or continuation of a contravention that occurred after the date of the offence set out in any charges that have been issued.

59.6 Other than as set out in subsection 59.5 of this by-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule P of By-law No. x-2024

Road Occupancy, Fouling, and Entrance Permit Bylaw No. 035-2020 being a By-law to regulate the construction, installation, widening, altering of entrances to and the occupation or fouling of road allowances under the jurisdiction of the Town is hereby amended as follows:

1. by adding the following definitions to section 1:

"APS By-Law" shall mean the Administrative Penalties System Respecting Non-Parking Violations By-Law as amended or any successor thereto;

"*continues*" or "*continued*" with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Officer" includes a Municipal Law Enforcement Officer, Police Officer or such other person as may designated by the *Director* for the enforcement of this By-law;

"Penalty Notice" means a notice issued pursuant to the Town's APS By-Law;

2. by adding the following new heading and sections after Part XII and renumbering subsequent sections accordingly:

Part XIII ADMINISTRATIVE PENALTIES

52. This By-law is a designated By-law under the Town's APS By-Law.

53. An Officer who is satisfied that a person has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 2 of Table 1 (where the person is an individual) or Table 2 (where the person is a corporation) for the applicable contravention:

Table 1: Administrative Penalties for Individuals			
Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	Contravention of section 2, 3 or 5 (permits)	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$100.00 for each day that the contravention

			occurred or <i>continued</i>
	All other contraventions	\$300.00 for each day that the contravention occurred or <i>continued</i>	\$75.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of section 2, 3 or 5 (permits)	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$500.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$125.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of section 2, 3 or 5 (permits)	\$1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or

			subsequent <i>Penalty Notice</i>
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Table 2: Administrative Penalties for Corporations			
Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty <i>per</i> Contravention	Minimum Penalty <i>per</i> Contravention
First Penalty Notice	Contravention of section 2, 3 or 5 (permits)	\$ 500.00 for each day that the contravention occurred or <i>continued</i>	\$ 125.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$ 100.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of section 2, 3 or 5 (permits)	\$ 1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$ 250.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$ 800.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$ 200.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>

Third and subsequent Penalty Notice	Contravention of section 2, 3 or 5 (permits)	\$ 2,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 500.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$ 1,600.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 400.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

54. Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Town within 30 days of the date of issuance.

55. Where a Penalty Notice has been canceled under the Town's APS By-Law it shall not be considered a Penalty Notice for the purposes of section 53 of this By-Law.

56. If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

57. Other than as set out in section 56 of this By-law, the issuing of a Penalty Notice does not limit the Town's ability to initiate any other proceeding or seek any other remedy the Town deems appropriate to prevent the continuation or repetition of the contravention.

Schedule Q of By-law No. x-2024

By-law No. 062-2022 Short Term Rental being a By-law to license short term rentals and to regulate all related activity is hereby amended as follows:

1. by adding the following definitions to subsection 3.1:

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or *"continued"* with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the Town's *APS By-Law*;

2. by changing the subsection referred to in subsection 14.6 from "subsection 14.4" to "subsection 14.5";
3. by repealing the text of subsection 16.3 and replacing the text of subsection 16.3 with the following:

16.3 Any Person who is charged with an offence under this By-law by the laying of an information under Part III of the Provincial Offences Act and is found guilty of the offence is liable, pursuant to the *Municipal Act, 2001*, would be subject to the following fines:

- (a) Except in the case of a continuing offence, a minimum fine of \$500 and a maximum fine of \$100,000; and
- (b) In the case of a continuing offence, for each day or part of a day that the offence continues, a minimum fine of \$500, and a maximum fine of \$10,000, but the total of all daily fines for the offence is not limited to \$100,000,

4. by adding the following new heading and sections after section 16 and renumbering subsequent sections accordingly:

17. ADMINISTRATIVE PENALTIES

17.1 This By-law is a designated by-law under the Town's *APS By-Law*.

17.2 An *Officer* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3

Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	Contravention of s. 4.1 or 14.5	\$ 500.00 for each day that the contravention occurred or <i>continued</i>	\$125.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$300.00 for each day that the contravention occurred or <i>continued</i>	\$75.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of s. 4.1 or 14.5	\$1000.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$600.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$150.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of s. 4.1 or 14.5	\$2,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$500.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$1,200.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$300.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

17.3 Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30 days of the date of issuance.

17.4 Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of subsection 17.2 of this By-Law.

17.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

17.6 Other than as set out in subsection 17.5 of this By-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule R of By-law No. x-2024

By-law No. 120-2017 Signage being a By-law to regulate the size, use, location, and maintenance of sign and advertising devices on private property within the Town of Milton is amended as follows:

1. by adding the following definitions to section 2:

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or *"continued"* with respect to a contravention, shall have the same meaning as in the *APS By-Law*.

"Penalty Notice" means a notice issued pursuant to the Town's *APS By-Law*;

2. by replacing the definition of "Person" in Section 2 with the following:

"Person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

3. by adding the following new heading and sections after section 10 and renumbering subsequent sections accordingly:

11. ADMINISTRATIVE PENALTIES

11.1 This By-law is a designated by-law under the Town's APS By-Law.

11.2 A Municipal Law Enforcement Officer or Chief Building Official who is satisfied that a person has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a Penalty Notice to the person for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	Contravention of a direction under subsection 10.1.2 or contravention of subsections 3.7, 5.4 or 5.9 (permits/approvals)	\$ 400.00 for each day that the contravention occurred or continued	\$100.00 for each day that the contravention occurred or continued

	All other contraventions	\$300.00 for each day that the contravention occurred or continued	\$75.00 for each day that the contravention occurred or continued
Second Penalty Notice	Contravention of a direction under subsection 10.1.2 or contravention of subsections 3.7, 5.4 or 5.9 (permits/approvals)	\$700.00 for each day that the contravention occurred or continued after the date in the First Penalty Notice	\$175.00 for each day that the contravention occurred or continued after the date in the First Penalty Notice
	All other contraventions	\$500.00 for each day that the contravention occurred or continued to occur after the date in the First Penalty Notice	\$125.00 for each day that the contravention occurred or continued to occur after the date in the First Penalty Notice
Third and subsequent Penalty Notice	Contravention of a direction under subsection 10.1.2 or contravention of subsections 3.7, 5.4 or 5.9 (permits/approvals)	\$1,000.00 for each day that the contravention occurred or continued after the date in the Second or subsequent Penalty Notice	\$250.00 for each day that the contravention occurred or continued after the date in the Second or subsequent Penalty Notice
	All other contraventions	\$700.00 for each day that the contravention occurred or continued after the date in the Second or subsequent Penalty Notice	\$175.00 for each day that the contravention occurred or continued after the date in the Second or subsequent Penalty Notice

11.3 Each person who has been issued a Penalty Notice shall, be liable to pay the administrative penalty set out in the Penalty Notice to the Town within 30days of the date of issuance.

11.4 Where a Penalty Notice has been canceled under the Town's APS By-Law it shall not be considered a Penalty Notice for the purposes of subsection 11.2 of this By-Law.

11.5 If a person is issued a Penalty Notice, the person shall not be charged with an offence or issued an additional Penalty Notice in respect of the same contravention. For clarity, the person may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the Penalty Notice. Likewise, a person may be issued a Penalty Notice for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the Penalty Notices that have been issued.

11.6 Other than as set out in subsection 11.5 of this by-law, the issuing of a Penalty Notice does not limit the Town's ability to initiate any other proceeding or seek any other remedy the Town deems appropriate to prevent the continuation or repetition of the contravention.

Schedule S of By-law No. x-2024

By-law No. 094-2022 Site Alteration being a By-law to prohibit and regulate the placing, depositing, cutting or removal of fill or the altering of grades or drainage on any lands is hereby amended as follows:

1. by adding the following definitions to section 1:

"*APS By-Law*" shall mean the Administrative Penalties System Respecting Non-Parking Violations By-Law as amended or any successor thereto;

"*continues*" or "*continued*" with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"*Penalty Notice*" means a notice issued pursuant to the Town's *APS By-Law*;

2. by adding the following new heading and sections after section 13 and renumbering subsequent sections accordingly:

14. ADMINISTRATIVE PENALTIES

14.1 This By-law is a designated by-law under the Town's *APS By-Law*.

14.2 The *Director* or an *Inspector* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a *permit*, or *order*, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of Table 1 (where the *person* is an *individual*) or Table 2 (where the *person* is a *corporation*) for the applicable contravention:

Table 1: Administrative Penalties for Individuals			
Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty <i>per</i> Contravention	Minimum Penalty <i>per</i> Contravention
First Penalty Notice	Contravention of ss.2.3 or 2.11 (permits) or ss. 2.4, 12.6, 12.7 or 12.8 (orders)	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$100.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$300.00 for each day that the contravention	\$75.00 for each day that the

		occurred or <i>continued</i>	contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of ss.2.3 or 2.11 (permits) or ss. 2.4, 12.6, 12.7 or 12.8 (orders)	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$500.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$125.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of ss.2.3 or 2.11 (permits) or ss. 2.4, 12.6, 12.7 or 12.8 (orders)	\$1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

Table 2: Administrative Penalties for Corporations			
Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty <i>per</i> Contravention	Minimum Penalty <i>per</i> Contravention
First Penalty Notice	Contravention of ss.2.3 or 2.11 (permits) or ss. 2.4, 12.6, 12.7 or 12.8 (orders)	\$ 500.00 for each day that the contravention occurred or <i>continued</i>	\$ 125.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$ 100.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of ss.2.3 or 2.11 (permits) or ss. 2.4, 12.6, 12.7 or 12.8 (orders)	\$ 1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$ 250.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$ 800.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$ 200.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of ss.2.3 or 2.11 (permits) or ss. 2.4, 12.6, 12.7 or 12.8 (orders)	\$ 2,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 500.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or

			subsequent <i>Penalty Notice</i>
	All other contraventions	\$ 1,600.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 400.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

14.3 Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30days of the date of issuance.

14.4 Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of subsection 14.2 of this By-Law.

14.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

14.6 Other than as set out in subsection 14.5 of this by-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule T of By-law No. x-2024

By-law No. 095-2022 Stormwater Infrastructure being a By-law to regulate the use of municipal stormwater infrastructure in the Town of Milton is hereby amended as follows:

1. by adding the following definitions to section 1:

"*APS By-Law*" shall mean the Administrative Penalties System Respecting Non-Parking Violations By-Law as amended or any successor thereto;

"*continues*" or "*continued*" with respect to a contravention, shall have the same meaning;

"*Penalty Notice*" means a notice issued pursuant to the Town's APS By-Law;

2. by adding the following new heading and sections after section 9 and renumbering subsequent sections accordingly:

10. ADMINISTRATIVE PENALTIES

10.1 This By-law is a designated by-law under the Town's APS By-Law.

10.2 The *Director* or a Municipal Law Enforcement Officer who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a *permit*, or *order*, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of Table 1 (where the *person* is an *individual*) or Table 2 (where the *person* is a *corporation*) for the applicable contravention:

Table 1: Administrative Penalties for Individuals			
Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty <i>per</i> Contravention	Minimum Penalty <i>per</i> Contravention
First Penalty Notice	Contravention of s. 3.1 (discharge) or 6.1 (permits) or failure to comply with an <i>order</i> contrary to s.8.4 or s.8.5.	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$100.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$300.00 for each day that the contravention	\$75.00 for each day that the

		occurred or <i>continued</i>	contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of s. 3.1 Discharge or s.6.1 (permits) or failure to comply with an <i>order</i> contrary to s.8.4 or s.8.5.	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$500.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$125.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of s. 3.1 (discharge) s.6.1 (permits) or failure to comply with an <i>order</i> contrary to s.8.4 or s.8.5.	\$1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

Table 2: Administrative Penalties for Corporations			
Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty <i>per</i> Contravention	Minimum Penalty <i>per</i> Contravention
First Penalty Notice	Contravention of s. 3.1 (discharge) s.6.1 (permits) or failure to comply with an <i>order</i> contrary to s.8.4 or s.8.5.	\$ 500.00 for each day that the contravention occurred or <i>continued</i>	\$ 125.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$ 100.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of s. 3.1 (discharge) s.6.1 (permits) or failure to comply with an <i>order</i> contrary to s.8.4 or s.8.5.	\$ 1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$ 250.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$ 800.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$ 200.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of s. 3.1 (discharge) s.6.1 (permits) or failure to comply with an <i>order</i> contrary to s.8.4 or s.8.5.	\$ 2,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 500.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or

			subsequent <i>Penalty Notice</i>
	All other contraventions	\$ 1,600.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$ 400.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

10.3 Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30days of the date of issuance.

10.4 Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of subsection 10.2 of this *By-Law*.

10.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this *By-Law*, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this *By-Law*, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

10.6 Other than as set out in section 10.5 of this by-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule U of By-law No. x-2024

By-law No. 106-2019 Removal of Snow and Ice being a By-law to provide for the removal of snow and ice from sidewalks within the Town of Milton is hereby amended as follows:

1. by adding the following definitions to section 1:

"APS By-Law" shall mean the Administrative Penalties System Respecting Non-Parking Violations By-Law as amended or any successor thereto;

"continues" or "continued" with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the Town's APS By-Law;

2. by adding the following new heading and sections after section 3 and renumbering subsequent sections accordingly:

4. ADMINISTRATIVE PENALTIES

4.1 This By-law is a designated by-law under the Town's APS By-Law.

4.2 A Municipal Law Enforcement Officer who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2
Occurrence	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$ 100.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	\$ 700.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$ 175.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	\$ 1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the	\$ 250.00 for each day that the contravention occurred or <i>continued</i> after the date in the

	Second or subsequent <i>Penalty Notice</i>	Second or subsequent <i>Penalty Notice</i>
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4.3 Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30days of the date of issuance.

4.4 Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of subsection 4.2 of this *By-Law*.

4.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this *By-Law*, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this *By-Law*, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

4.6 Other than as set out in subsection 4.5 of this *by-law*, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule V of By-law No. x-2024

By-law No. 077-2010 Swimming Pool Fences being a By-law to require the owners of privately owned swimming pools to erect and maintain fences and gates around such swimming pools is hereby amended as follows:

1. by adding the following definitions to section 2:

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or *"continued"* with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the Town's *APS By-Law*;

2. by replacing the definition of *"person"* in Section 2 with the following:

2.1.8 *"person"* includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

3. by adding the following new heading and sections after section 8 and renumbering subsequent sections accordingly:

SECTION 9 ADMINISTRATIVE PENALTIES

9.1 This By-law is a designated by-law under the Town's APS By-Law.

9.2 A *Municipal Law Enforcement Officer* or *Chief Building Official* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	Contravention of s. 6.1 or failure to comply with an order under s. 7.1.2.	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$100.00 for each day that the contravention occurred or <i>continued</i>

	All other contraventions	\$300.00 for each day that the contravention occurred or <i>continued</i>	\$75.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of s. 6.1 or failure to comply with an order under s. 7.1.2.	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$500.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$125.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of s. 6.1 or failure to comply with an order under s. 7.1.2.	\$1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

9.3 Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30 days of the date of issuance.

9.4 Where a *Penalty Notice* has been canceled under the Town's *APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of subsection 9.2 of this By-Law.

9.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

9.6 Other than as set out in subsection 9.5 of this By-law, the issuing of a *Penalty Notice* does not limit the Town's ability to initiate any other proceeding or seek any other remedy the Town deems appropriate to prevent the continuation or repetition of the contravention.

Schedule X of By-law No. x-2024

By-law No. 42-87 Being a By-law to provide for the keeping of pounds and prohibiting the running at large or trespassing of domestic farm animals, other than dogs, in the Town of Milton is hereby amended as follows:

1. by adding the following definitions to section 1:

"APS By-Law" shall mean the Administrative Penalties System Respecting Non-Parking Violations By-Law as amended or any successor thereto;

"*continues*" or "*continued*" with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Officer" includes the Poundkeeper, a Municipal Law Enforcement Officer, Police Officer or such other person as may be designated for the enforcement of this By-law;

"Penalty Notice" means a notice issued pursuant to the Town's APS By-Law;

"Person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;

2. by capitalising the word "Person" and deleting the words "or corporation" from sections 2 and 3.
3. by capitalising the word "Person" and deleting the words "or corporation," from sections 11.
4. by adding the following new section after section 12 and renumbering subsequent sections accordingly:

12. No person who, without the permission of the Poundkeeper, or other person who has impounded any animals running at large or trespassing, shall remove or free such animal or animals from where impounded, without the written authorization of the Poundkeeper,

5. by adding the following new sections and subheading after section 12 and renumbering subsequent sections accordingly:

ADMINISTRATIVE PENALTIES

13. This By-law is a designated by-law under the *Town's APS By-Law*.

14. An *Officer* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty*

Notice to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty <i>per</i> Contravention	Minimum Penalty <i>per</i> Contravention
First Penalty Notice	Contravention of section 11 (removing or freeing impounded animal)	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$100.00 for each day that the contravention occurred or <i>continued</i>
	All other contraventions	\$300.00 for each day that the contravention occurred or <i>continued</i>	\$75.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of section 11 (removing or freeing impounded animal)	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$500.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$125.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of section 11 (removing or freeing impounded animal)	\$1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$700.00 for each day that the	\$175.00 for each day that the

		contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
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15. Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30 days of the date of issuance.

16. Where a *Penalty Notice* has been canceled under the *Town's* *APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of section 14 of this *By-Law*.

17. If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this *By-Law*, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this *By-Law*, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

18. Other than as set out in section 17 of this *By-law*, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.

Schedule Y of By-law No. x-2024

By-law No. 050-2023 being a by-law to regulate and license vehicles for hire is hereby amended as follows:

1. by adding the following definitions to section 3:

"APS By-Law" shall mean the *Administrative Penalties System Respecting Non-Parking Violations By-Law* as amended or any successor thereto;

"continues" or *"continued"* with respect to a contravention, shall have the same meaning as in the *APS By-Law*;

"Penalty Notice" means a notice issued pursuant to the Town's *APS By-Law*;

2. by deleting the definition of *"Officer"* in sections 3 and replacing it with the following:

"Officer" includes a Municipal Law Enforcement Officer, Licensing Officer, Police Officer or such other person as may designated for the enforcement of this By-law;

3. by adding the following new heading and sections after section 12 and renumbering subsequent sections accordingly:

13. ADMINISTRATIVE PENALTIES

13.1 This By-law is a designated by-law under the *Town's APS By-Law*.

13.2 An *Officer* who is satisfied that a *person* has contravened any provision of this By-law, which includes without limitation any requirement or condition of a licence, permit, order or direction, may issue a *Penalty Notice* to the *person* for each contravention in the amount set out in Column 2 of the following table for the applicable contravention:

Column	1	2	3
Occurrence	Contravention Type	Administrative Penalty per Contravention	Minimum Penalty per Contravention
First Penalty Notice	Contravention of sections 5.1, 5.2, 5.5, 5.6 or 5.7 (Licencing, etc.) or contravention of section 10.6 (Orders)	\$ 400.00 for each day that the contravention occurred or <i>continued</i>	\$100.00 for each day that the contravention occurred or <i>continued</i>

	All other contraventions	\$300.00 for each day that the contravention occurred or <i>continued</i>	\$75.00 for each day that the contravention occurred or <i>continued</i>
Second Penalty Notice	Contravention of sections 5.1, 5.2, 5.5, 5.6 or 5.7 (Licencing, etc.) or contravention of section 10.6 (Orders)	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the First <i>Penalty Notice</i>
	All other contraventions	\$500.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>	\$125.00 for each day that the contravention occurred or <i>continued</i> to occur after the date in the First <i>Penalty Notice</i>
Third and subsequent Penalty Notice	Contravention of sections 5.1, 5.2, 5.5, 5.6 or 5.7 (Licencing, etc.) or contravention of section 10.6 (Orders)	\$1,000.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$250.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>
	All other contraventions	\$700.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>	\$175.00 for each day that the contravention occurred or <i>continued</i> after the date in the Second or subsequent <i>Penalty Notice</i>

13.3 Each *person* who has been issued a *Penalty Notice* shall, be liable to pay the administrative penalty set out in the *Penalty Notice* to the *Town* within 30days of the date of issuance.

13.4 Where a *Penalty Notice* has been canceled under the *Town's APS By-Law* it shall not be considered a *Penalty Notice* for the purposes of subsection 13.2 of this By-Law.

13.5 If a *person* is issued a *Penalty Notice*, the *person* shall not be charged with an offence or issued an additional *Penalty Notice* in respect of the same contravention. For clarity, the *person* may be charged for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date in the *Penalty Notice*. Likewise, a *person* may be issued a *Penalty Notice* for a different contravention of this By-Law, a repetition of a contravention, or in the case of a continuing contravention, a continuation of the contravention after the date(s) of the offence set out in any charges or the contravention set out in the *Penalty Notices* that have been issued.

13.6 Other than as set out in subsection 13.5 of this By-law, the issuing of a *Penalty Notice* does not limit the *Town's* ability to initiate any other proceeding or seek any other remedy the *Town* deems appropriate to prevent the continuation or repetition of the contravention.