



**TOWNSHIP OF WEST LINCOLN
CORPORATE SERVICES COMMITTEE
AGENDA**

MEETING NO. TWO

Monday, March 9, 2026, 6:30 p.m.

Township Administration Building

318 Canborough Street, Smithville, Ontario

NOTE TO MEMBERS OF THE PUBLIC: All Cell Phones, Pagers and/or PDAs to be turned off. Members of the public who are attending and participating virtually are reminded to keep their microphones muted until they are acknowledged to speak. Additionally, for your information, please be advised that this meeting will be livestreamed as well as recorded and will be available on the Township's website.

Pages

1. CHAIR - Councillor Shelley Bradaric

Prior to commencing with the Corporate Services Committee meeting agenda, Chair Bradaric will note the following:

1. Comments can be made from members of the public for a matter that is on the agenda by advising the Chair during the "Request to Address an Item on the Agenda" Section of the agenda.
2. The public may submit written comments for matters that are on the agenda to jpaylove@westlincoln.ca before 4:30 p.m. on the day of the meeting for consideration by the Committee. Comments received after 4:30 p.m. on the day of the Committee meeting will be considered at the following Council meeting. Comments submitted are included in the record.
3. This meeting will be livestreamed as well as recorded and available on the Township's website.

2. LAND ACKNOWLEDGEMENT STATEMENT

The Township of West Lincoln, being part of Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit from across Turtle Island that live and work in Niagara today. The Township of West Lincoln, as part of the Regional Municipality of Niagara, stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

3. CHANGE IN ORDER OF ITEMS ON AGENDA

4. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST

5. APPOINTMENTS

There are no appointments/presentations.

6. REQUEST TO ADDRESS ITEMS ON THE AGENDA

NOTE: Procedural By-law Section 10.13(5) – General Rules

One (1) hour in total shall be allocated for this section of the agenda and each individual person shall only be provided with **five (5) minutes** to address their issue (some exceptions apply). A response may not be provided and the matter may be referred to staff.

Chair to inquire if there are any members of the public present who wish to address any items on the Corporate Services Committee agenda.

7. COMMUNICATIONS

There are no communications

8. STAFF REPORTS

8.1 ITEM CS11-26

4

Director, Corporate Services/CFO (Katelyn Repovs) and Manager, Finance/Deputy Treasurer (Steve Emslie)

Re: Information Report T-04-2026 - 2025 Statement of Remuneration and Expenses for Members of Council and Persons Serving on Any Bodies

RECOMMENDATION:

1. That, Information Report T-04-2026, titled “2025 Statement of Remuneration and Expenses for Members of Council and Persons Serving on Any Bodies”, dated March 9, 2026, be received.

8.2 ITEM CS12-26

9

Director, Legal and Legislative Services (Jessica Dyson)

Re: Recommendation Report LLS-03-2026 - Proposed Consolidated Administrative Monetary Penalty System (AMPS) By-law

RECOMMENDATION:

1. That, Recommendation Report LLS-03-2026, titled “Proposed Consolidated Administrative Monetary Penalty System (AMPS) By-law”, dated March 9, 2026, be received; and,
2. That, the draft Administrative Monetary Penalties System (AMPS) By-law as found as Schedule “A” to this report be approved.

9. OTHER BUSINESS

9.1 ITEM CS13-26

Members of Committee

Re: Verbal Updates from Members of Boards and Committees - If required

9.2 ITEM CS14-26

Members of Council

Re: Other Business Items of an Informative Nature

10. NEW BUSINESS

NOTE: Only for items that require immediate attention/direction and must first approve a motion to introduce a new item of business. (Motion Required)

11. CONFIDENTIAL MATTERS

There are no confidential matters.

12. DISCLOSURE OF CONFIDENTIAL MATTERS

13. ADJOURNMENT

The Chair declared the meeting adjourned at the hour of [time]

DATE: March 9, 2026

REPORT NO: T-04-2026

SUBJECT: **2025 Statement of Remuneration and Expenses for Members of Council and Persons Serving on Any Bodies**

CONTACT: Katelyn Repovs, CPA, CA Director of Corporate Services/CFO
Steve Emslie, CPA, CA Manager of Finance/Deputy Treasurer

OVERVIEW:

- On an annual basis, Section 284 of the Municipal Act requires the Treasurer to provide a summary of remuneration and expenses paid to Members of Council and persons serving on any bodies. This summary statement shall be provided on or before March 31 of each year.
- The attached **Schedule A** shows remuneration and expenses paid for the year ended December 31, 2025.

RECOMMENDATION:

- 1) That, Information Report T-04-2026, titled “2025 Statement of Remuneration and Expenses for Members of Council and Persons Serving on Any Bodies”, dated March 9, 2026, be received.

ALIGNMENT TO STRATEGIC PLAN:

Theme # 4

- ADVANCE organizational capacity and effectiveness

BACKGROUND:

Section 284(1) of the Municipal Act, 2001 requires that:

“The Treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to:

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of Council;
- (b) each member of council in respect of his or her services as an officer or employee of

- the municipality or other body described in clause (a); and
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.”

Therefore, each year, the Township must prepare a Statement of Remuneration and Expenses, for the preceding year, outlining items paid to the Members of Council and municipal appointments to boards and other bodies, such as the Committee of Adjustment and the West Lincoln Public Library Board.

Section 284(2) of the Municipal Act requires that the statement shall identify the by-law under which the remuneration and/or expenses are authorized. The remuneration and expenses of Members of Council are authorized by By-Law 2023-19, the Council Expense Policy (POL-T-02-2022), and the annual budget. By-Law 2018-108 authorizes the remuneration and expenses of members for the Committee of Adjustment. Finally, the Public Libraries Act Section 18 authorizes reimbursement to members for proper travelling and other expenses incurred in carrying out their duties.

CURRENT SITUATION:

Schedule A to this report provides a statement of the amounts paid to Members of Council, members of the Committee of Adjustment, and members of the West Lincoln Public Library Board.

Members of Council receive an annual salary that is established through by-law, with annual provisions for cost-of-living adjustments. All such remuneration is taxable and subject to statutory deductions as required by applicable legislation. The Mayor role also receives remuneration from the Region of Niagara, however this additional amount is paid directly by the Region, therefore is not included on the attached Schedule.

Mandatory Employee Related Costs represent the Township’s costs towards statutory benefits that an employer must make in relation to salary/wages, such as CPP (Canada Pension Plan) and EHT (Employee Health Tax), as well as OMERS pension plan. Enrolment in the Township’s Group Benefit plan is optional. Variations in these costs amongst Members with the same salary relates to CPP and pension plan eligibility, along with optional group benefit plan enrolment.

Through the annual budget process, Members of Council are allocated a protocol budget for expenses to be used for municipal business. While expenses from this budget are discretionary, they must comply with applicable policies and be properly supported with documentation. Such expenses are subject to final authorization and review by the CAO.

The Township has no information about the remuneration or expenses, if any, paid to Members of Council by any local board or body, other than the Township. Further, the Township has no information about the remuneration or expenses, if any, paid to local board members appointed by the Township by any local board or body, other than the

Township.

FINANCIAL IMPLICATIONS:

The amounts recorded on **Schedule A** are within the appropriate 2025 budget. There are no financial implications in accepting this report for information.

INTER-DEPARTMENTAL COMMENTS:

This report was reviewed by the CAO and the Legal and Legislative Services department.

CONCLUSION:

Schedule A provides a statement of the 2025 remuneration and expenses of Members of Council and Committee of Adjustment. All Council and Committee expenses have been made in accordance with applicable By-Laws. Reporting on these items meets the requirements under Section 284 of the Municipal Act. Council is asked to receive this report for information purposes.

ATTACHMENTS:

1. **Schedule A** – Statement of Remuneration and Expenses

Prepared & Submitted by:

Steve Emslie, CPA, CA
Manager of Finance/Deputy Treasurer

Reviewed by:

Katelyn Repovs, CPA, CA
Director of Corporate Services/CFO

Approved by:

Truper McBride
CAO

Township of West Lincoln
Statement of Remuneration and Expenses for Members of Council and Persons Serving on any Bodies
For the Year Ended December 31, 2025

T-04-2026
Schedule A

Member of Council	Remuneration/Expenses Category	2025
		\$
Mayor Ganann	Salary	50,790
	Mandatory Employee Related Costs	990
	Cell Phone Reimbursement	578
	Conferences/Training	3,888
	Meetings	1,068
	Mileage Reimbursement	638
	Office Supplies	582
	58,535	
Councillor Bradaric	Salary	32,419
	Mandatory Employee Related Costs	5,289
	Group Benefits	7,369
	Total	45,077
Councillor Chechalk	Salary	32,419
	Mandatory Employee Related Costs	632
	Group Benefits	2,799
	Conferences/Training	3,126
	Meetings	149
	Mileage Reimbursement	760
	Office Supplies	110
	Total	39,995
Councillor Maychak	Salary	32,419
	Mandatory Employee Related Costs	2,361
	Group Benefits	7,369
	Cell Phone Reimbursement	226
	Advertising	1,177
	Conferences/Training	2,622
	Meetings	45
	Office Supplies	100
Total	46,319	
Councillor Rehner	Salary	32,419
	Mandatory Employee Related Costs	632
	Group Benefits	7,260
	Cell Phone/Internet Reimbursement	2,881
	Conferences/Training	1,108
	Mileage Reimbursement	740
	Office Supplies	180
	Total	45,221
Councillor Reilly	Salary	32,419
	Mandatory Employee Related Costs	5,317
	Group Benefits	7,369
	Cell Phone/Internet Reimbursement	943
	Conferences/Training	2,150
	Per Diem for Conference Attendance	360
	Advertising	607
	Furniture/Equipment	324
	Mileage Reimbursement	873
	Meetings	45
	Office Supplies	100
Total	50,508	
Councillor Trombetta	Salary	32,419
	Mandatory Employee Related Costs	5,289
	Group Benefits	7,369
	Cell Phone/Internet Reimbursement	2,556
	Advertising	812
	Meetings	105
	Office Supplies	655
	Total	49,206

Township of West Lincoln
Statement of Remuneration and Expenses for Members of Council and Persons Serving on any Bodies
For the Year Ended December 31, 2025

T-04-2026
Schedule A

Member of Committee of Adjustment	Expenses Category	2025
		\$
M. Cook	Meeting Fee	280
	Mandatory Employee Related Costs	5
	Mileage Reimbursement	22
	Total	308
B. Baarda	Meeting Fee	490
	Mandatory Employee Related Costs	10
	Mileage Reimbursement	126
	Total	626
P. Forsberg	Meeting Fee	565
	Mandatory Employee Related Costs	11
	Mileage Reimbursement	312
	Total	888
D. Coon-Petersen	Meeting Fee	515
	Mandatory Employee Related Costs	10
	Total	525
	K. Willis	Meeting Fee
Mandatory Employee Related Costs		7
Total		377
Member of the West Lincoln Library Board	Expenses Category	2025
		\$
D. Kurth	Conferences/Training	661
	Total	661

Mandatory Employee Related Costs represents payments that an employer must make in relation to salary/wages. These may include Canada Pension Plan Contributions, Employer Health Tax and OMERS Pension Plan Contributions

DATE: March 9, 2026

REPORT NO: LLS-03-2026

SUBJECT: **LLS-03-2026 - Proposed Consolidated Administrative Monetary Penalty System (AMPS) By-law**

CONTACT: Jessica Dyson, Director, Legal and Legislative Services

OVERVIEW:

- This report seeks Council’s approval of a consolidated Administrative Monetary Penalty System (AMPS) By-law that includes updated legislative authorities under the *Fire Protection and Prevention Act, 1997*, and modernizes and streamlines the Township’s established enforcement framework.
- Builds on the Township’s established AMPS program that has been in place since 2014, while enhancing administrative efficiencies to maintain structured review and appeal rights.
- The proposed AMPS By-law sees the implementation of the tiered penalty system for habitual offenders. The tiers will see penalties increase for offences under non-parking By-laws that are authorized by legislation.

RECOMMENDATION:

1. That, Recommendation Report LLS-03-2026, titled “Proposed Consolidated Administrative Monetary Penalty System (AMPS) By-law”, dated March 9, 2026, be received; and,
2. That, the draft Administrative Monetary Penalties System (AMPS) By-law as found as Schedule “A” to this report be approved.

ALIGNMENT TO STRATEGIC PLAN:

Theme #4

- **Advance** – organizational capacity and effectiveness

BACKGROUND:

The Township has utilized the Administrative Monetary Penalty System (AMPS) as part of its enforcement framework since 2014. Council's initial adoption of AMPS at that time marked a shift toward a more modern, administrative approach to regulatory enforcement. Since implementation, AMPS has formed a stable and established component of the Township's enforcement model.

The Township currently administers two separate AMPS by-laws: one governing parking-related offences and one governing non-parking municipal by-law contraventions. These by-laws establish a local administrative process for issuing penalty notices, conducting screening reviews, and hearing appeals without proceeding through the Provincial Offences Act (POA) court system.

AMPS was introduced by the Province to provide municipalities with a more efficient and flexible alternative to the traditional POA model for certain regulatory offences. Under the POA system, matters proceed through the court process, which can involve significant delays, court scheduling constraints, prosecutor resources, and higher administrative costs. In contrast, administrative penalties enables local administrative resolution of matters in a more timely manner, reduces pressure on the provincial court system, lowers overall enforcement and prosecution costs and provides predictable timelines for review and resolution.

Importantly, AMPS also creates greater opportunity for voluntary compliance. Since the process is administrative rather than court-based, individuals are often more willing to engage early, request screening, provide context, and resolve matters without escalation. The availability of discretionary reduction, cancellation, or payment extensions (where appropriate) further supports a compliance-focused approach rather than a strictly punitive one.

CURRENT SITUATION:

Recent amendments to provincial legislation, including updates under *the Fire Protection and Prevention Act, 1997*, now permit municipalities to implement administrative penalties for prescribed contraventions under these statutes. With the addition of these legislative changes and newly available authorities, administration identified the opportunity to modernize and consolidate the Township's existing AMPS framework into a single by-law. This approach improves administrative clarity, reduces duplication, and ensures that the Township's enforcement tools remain aligned with current provincial authority.

With respect to the *Fire Protection and Prevention Act, 1997* (FPPA), enforcement authority for prescribed Fire Code administrative penalties remains limited to those individuals authorized under the Act and applicable regulations. Any issuance of Fire Code-related administrative penalties would be undertaken solely by appointed Fire Chief or designated fire prevention officers, in accordance with provincial regulatory requirements. The consolidated by-law does not expand enforcement authority beyond that established under the FPPA.

Council should note that certain proposed amendments to the *Building Code Act, 1992* and associated regulations enabling expanded administrative penalties have not yet come into force and are currently awaiting Royal Assent and proclamation. While the consolidated AMPS by-law references these authorities, any Building Code administrative penalties would only be implemented once the applicable legislative provisions are formally in force. Inclusion at this time ensures the Township's by-law framework is prepared for future amendment and activation, subject to Council direction and provincial enactment.

The proposed AMPS By-law attached as Schedule 'A' combines all AMPS processes found under the Administrative Penalties Respecting the Stopping, Standing and Parking of Vehicles (2014-67) and the Administrative Penalties for Non-parking Offences (2021-84) into one consolidated bylaw. This consolidated bylaw, also introduces the implementation of a tiered penalty system for habitual offenders.

The tiers will see penalties increase for offences under non-parking By-laws where an individual has violated the same offence within 6 or 12 months, while maintaining an individual right to dispute and appeal those penalties.

Since the adoption of administrative penalties, the Township's AMPS framework has demonstrated improved efficiency in resolving designated contraventions while maintaining procedural fairness through independent Screening and Hearing Officers.

If an individual receives a penalty notice under AMPS, the individual has the option of paying the penalty or disputing a penalty notice by requesting a review by a Screening Officer. After reviewing the penalty notice and evidence from both sides, the Screening Officer may affirm the penalty, grant an extension of time for payment, cancel or reduce the penalty. If the individual is not satisfied with Screening Officer's decision, the matter can subsequently be appealed to a Hearing Officer to make the final and binding decision.

If approved, administration intends to use a communications strategy that would help notify members of the public regarding the new by-law.

If approved, administration will take the following steps to notify members of the public regarding the new by-law.

Communications tactics:

- Public notice
- Social media post
- Newspaper ad
- Follow-up social media posts as part of general By-law educational campaign

FINANCIAL IMPLICATIONS:

There is no financial impact to approving the proposed AMPS By-law. The AMPS program is intended to support compliance rather than generate revenue. However, administrative penalties offset enforcement and administrative costs.

The Township currently has a dispute resolution process in place and would not add any additional costs to the Township.

INTER-DEPARTMENTAL COMMENTS:

The proposed by-law has been reviewed and vetted through the Township’s legal counsel to ensure compliance with applicable provincial legislation and regulations, including the *Municipal Act, 2001*, the *Fire Protection and Prevention Act, 1997* and any future legislative authority from the *Building Code Act, 1992*.

This report has been circulated to the Fire Chief, Director of Finance/CFO and the Chief Administrative Officer for review and comment.

CONCLUSION:

The proposed Consolidated Administrative Monetary Penalty System (AMPS) By-law represents a logical evolution of the Township’s enforcement framework, building upon a program that has been successfully in place since 2014. The consolidation improves administrative clarity, aligns municipal enforcement tools with recent provincial legislative amendments, and maintains a structured and fair review and appeal process.

Administration is confident that the consolidated approach enhances operational efficiency while maintaining procedural fairness and transparency. Accordingly, staff recommend that Council receive this report and approve the draft Consolidated AMPS By-law attached as Schedule “A”.

ATTACHMENTS:

1. Schedule A – Draft Administrative Monetary Penalty System (AMPS) By-law

Prepared by:

Tim Carr,
Municipal Law Enforcement Officer

Prepared & Submitted by:

Jessica Dyson
Director, Legal and Legislative Services

Approved by:

Truper McBride
CAO

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

BY-LAW NUMBER 2026-XXX

BEING A BY-LAW TO ESTABLISH AN ADMINISTRATIVE PENALTY SYSTEM

WHEREAS The *Municipal Act, 2001*, Section 102.1, authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any by-laws respecting the parking, standing or stopping of vehicles.

AND WHEREAS The *Municipal Act, 2001*, Section 434.1, authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the *Municipal Act, 2001*.

AND WHEREAS The *Building Code Act, 1992*, Section 15.4.1, authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with the municipality's property standards by-law or with a property standards order.

AND WHEREAS The *Building Code Act, 1992*, Section 15.13.1, authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with prescribed provisions of the *Building Code Act*.

AND WHEREAS The *Building Code Act, 1992*, Section 18.1, authorizes a municipality to require a person to pay an administrative penalty if an inspector is satisfied that the person has failed to comply with prescribed provisions of the Building Code.

AND WHEREAS The *Fire Protection and Prevention Act, 1997*, Section 30.2, authorizes the Fire Chief and any member of the fire prevention bureau established by the Township to require a person to pay an administrative penalty if an authorized person is satisfied that a person has contravened a prescribed provision of the Fire Code.

AND WHEREAS Council intends by this By-law to establish the system, pursuant to which administrative penalty notices are given and may be reviewed and appealed, pursuant to the applicable legislation and regulation, including O. Reg. 333/07 and 260/25 (Administrative Penalties).

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

1.0 SHORT TITLE

- 1.1 This By-Law may be referred to as the "Administrative Monetary Penalty System (AMPS) By-law".

2.0 INTERPRETATION

- 2.1 Unless otherwise stated:
 - a) a reference to any statute or regulation refers to a statute or regulation of Ontario as it may be amended or replaced from time to time;
 - b) a reference to a by-law refers to a by-law of the Township as it may be amended or replaced from time to time; and
 - c) a reference to a section, paragraph, clause, subclause or schedule is a reference to this By-law's section, paragraph, clause, subclause or schedule.
- 2.2 The table of contents and headings in this By-law are for convenience only and do not form part of this By-law.
- 2.3 If any part of this By-law is determined to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.

- 2.4 This By-law does not limit the Township's right to enforce a Designated By-law or an order by all legal means.
- 2.5 In this By-law:
- a) "Administrative Fee" means any fee specified in this By-law and listed in the Fees and Charges By-law and may be amended by Council from time to time.
 - b) "Administrative Penalty" means an administrative penalty established by this By-law or a Designated By-law, and includes a Fire Penalty.
 - c) "Building Code Order" means an order made pursuant to Sections 15.13.1 or 18.1 of the *Building Code Act, 1992*.
 - d) "By-law" means this by-law and any schedule to this by-law as they may from time to time be amended.
 - e) "CAO" means the Township's Chief Administrative Officer.
 - f) "Township" means The Corporation of the Township of West Lincoln or the geographic area of the Township of West Lincoln as the context requires.
 - g) "Township Clerk" means the appointed municipal Clerk of the Corporation of the Township of West Lincoln or designate.
 - h) "Council" means the Township's Council.
 - i) "Designated By-law" means each by-law that is designated by the Township as a by-law to which this By-law applies, and as listed in the Schedules attached to this By-law.
 - j) "Director" means the department head responsible for Township municipal law enforcement or his or her designate.
 - k) "Escalated Administrative Penalty" means an Administrative Penalty established by this By-law or a Designated By-law.
 - l) "Fee — Appeal No-Show" means an administrative fee from time to time established by this By-law in respect of a Person's failure to appear at the time and in the manner scheduled for a hearing before a Hearing Officer.
 - m) "Fee — Late Payment" means an administrative fee from time to time established by this By-law in respect of a Person's failure to pay an Administrative Penalty or Administrative Fee by the date on which it is due and payable.
 - n) "Fee — MTO Plate Denial" means an administrative fee from time to time established by this By-law for notifying the Registrar of Motor Vehicles for the purposes of plate permit denial.
 - o) "Fee — MTO Plate Search" means an administrative fee from time to time established by this By-law for searching the records of the Ontario Ministry of Transportation.
 - p) "Fee – NSF" means an administrative fee from time to time established by this By-law for addressing the provision of an account which has insufficient funds.
 - q) "Fee — Screening No-Show" means an administrative fee from time to time established by this By-law in respect of a Person's failure to appear at the time and in the manner scheduled for a review by a Screening Officer.
 - r) "Fire Code Order" means an order made pursuant to Subsection 30.2(2) of the *Fire Prevention and Protection Act, 1997*.
 - s) "Fire Penalty" means an administrative penalty established by this By-law and includes, as the context requires, Fire Penalty – First Time, Fire Penalty – Second Time, and Fire Penalty – Subsequent Time.
 - t) "Fire Penalty – First Time" means the amount of administrative penalty set the first time a Person contravenes a prescribed section of the Fire Code, pursuant to O. Reg. 260/25.

- u) "Fire Penalty – Second Time" means the amount of administrative penalty set the second time a Person contravenes a prescribed section of the Fire Code, pursuant to O. Reg. 260/25.
- v) "Fire Penalty – Subsequent Time" means the amount of administrative penalty set the third or subsequent time a Person contravenes a prescribed section of the Fire Code, pursuant to O. Reg. 260/25.
- w) "Hearing Officer" means each hearing officer from time to time appointed pursuant to the Township's Screening and Hearing Officer By-law.
- x) "Officer" means:
 - i) the Director;
 - ii) each person from time to time appointed as a municipal law enforcement officer to enforce a Township by-law;
 - iii) each person from time to time appointed as a Chief Building Official or building inspector to enforce the Building Code;
 - iv) each assistant to the Fire Marshal employed by the Township; and
 - v) a police officer employed by Niagara Regional Police Service, the Ontario Provincial Police or the Royal Canadian Mounted Police.
- y) "Penalty Notice" means a notice given to a Person pursuant to this By-law.
- z) "Penalty Notice Date" means the date specified on the Penalty Notice.
- aa) "Penalty Notice Number" means the number specified on the Penalty Notice.
- bb) "Person" includes an individual, partnership, association, firm or corporation and, where a Penalty Notice has been given to more than one Person, includes each such Person.
- cc) "Property Standards Order" means an order made pursuant to Subsection 15.2(2) of the *Building Code Act, 1992*, as deemed confirmed or as confirmed or modified by the Township's Property Standards Committee, or by a judge of the Superior Court of Justice pursuant to Section 15.3 of the *Building Code Act, 1992*.
- dd) "Screening Decision" means a decision made by a Screening Officer.
- ee) "Screening Decision Date" means the date on which a Screening Decision is made pursuant to this By-law.
- ff) "Screening Officer" means each person from time to time performing the functions of a Screening Officer pursuant to this By-law.

3.0 PENALTY NOTICE

- 3.1 Each Person who contravenes a provision of a Designated By-law, Property Standards Order, or Fire Code Order, or an Order under the Building Code, upon issuance of a Penalty Notice, is liable to pay to the Township an Administrative Penalty in the amount specified in this By-law for each day or part of a day on which the contravention occurs or continues.
- 3.2 An Officer who has reason to believe that a Person has contravened any provision of a Designated By-law, Property Standards Order, or Fire Code Order, or an Order under the Building Code, may give to the Person a Penalty Notice.
- 3.3 The Director may, before 4:00 pm of the tenth (10th) day after the Penalty Notice Date, cancel the Penalty Notice if the Director determines that the Penalty Notice was issued in error.
- 3.4 The Penalty Notice must be given to the Person as soon as is reasonably practicable and must include the following information:
 - a) the date of the Penalty Notice;
 - b) a reference number that is unique to that Penalty Notice;
 - c) particulars of the contravention (e.g., date, location);
 - d) the amount of the Administrative Penalty;

- e) such information as the Director determines is appropriate respecting the process by which the person may exercise the Person's right to request a review of the Administrative Penalty; and
 - f) a statement advising that an Administrative Penalty will, unless cancelled or reduced pursuant to the review and appeal processes, constitute a debt of the Person to the Township.
- 3.5 A Person who is given a Penalty Notice respecting an Administrative Penalty as indicated in Schedules "A" and "B" of this bylaw, and who does not pay to the Township the amount of the Administrative Penalty within fifteen (15) days of the Penalty Notice Date must pay to the Township a Fee — Late Payment.
- 3.6 A Person who is given a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer.

4.0 REVIEW BY SCREENING OFFICER

- 4.1 The following applies to reviews of an Administrative Penalty by a Screening Officer:
- a) The Person's right to appeal any Penalty Notices as indicated in Schedules "A" and "B" expires if it has not been exercised in the manner prescribed in paragraph (c) before 4:00 p.m. on the fifteenth (15th) day after the penalty notice is issued.
 - b) The Person's right to appeal any Fire Penalty Notices expires if it has not been exercised in the manner prescribed in paragraph (c) before 4:00 p.m. on the thirtieth (30th) day after the penalty notice is issued.
 - c) A Person's right to request an extension of the time to request a review of a Penalty Notice as indicated in Schedules "A" and "B" expires if it has not been exercised in the manner prescribed in paragraph (d) before 4:00 p.m. on the thirtieth (30th) day after the Penalty Notice Date, and for a Fire Penalty expires if it has not been exercised in the manner prescribed in paragraph (d) before 4:00 p.m. on the forty-second (42nd) day after the Penalty Notice Date, at which time the Penalty Notice shall be deemed confirmed and the Administrative Penalty shall be payable.
 - i) the Person is deemed to have waived the right to request a review;
 - ii) the Administrative Penalty is deemed to be affirmed; and
 - iii) the Administrative Penalty and each Administrative Fee are not subject to review, including review by any Court.
 - d) A Person's rights to request a review and to request an extension of time to request a review, are exercised by giving to the Township written notice of the request to review (referred to as a *Request for Screening Form* which is available for download from the Township's website) that includes:
 - i) the Penalty Notice Number;
 - ii) the Person's name, mailing address and e-mail address;
 - iii) in the case of a request to extend the time to request a review, the reasons, if any, for having failed to exercise the right to request a review within the time limited by paragraph a);
 - iv) particulars of all grounds upon which the request to review is based; and
 - v) the Person's election to:
 - (1) meet with a Screening Officer electronically for the review;
 - (2) meet with a Screening Officer in person for the review;
 - or
 - (3) to have the review undertaken by a Screening Officer without meeting the Screening Officer.
 - e) The Director may establish standards and procedures that reasonably enables a Person and a Screening Officer to meet electronically for the purposes of this By-law.

- f) If the Penalty Notice has been given to more than one Person and any Person's election pursuant to Clause 4.1(c)(v) is not the same as another Person's election, all such Persons will be deemed to have elected to meet with a Screening Officer in person for the review.
- g) The Person's right to a review is limited to the particulars provided pursuant to Clause (c)(iv).
- h) Where the Person elects to meet electronically or in person with a Screening Officer, the Person must attend for the review pursuant to the notice and remain in or at the meeting until the Screening Officer has made a Screening Decision, failing which:
 - i) the Person is deemed to have abandoned the request for the review;
 - ii) the Administrative Penalty is deemed to be affirmed;
 - iii) the Person must pay to the Township a Fee - Screening No-Show; and
 - iv) the Administrative Penalty and each Administrative Fee are not subject to review, including review by any Court.
- i) Subject to paragraphs b), the Screening Officer may:
 - i) confirm the Administrative Penalty and any Administrative Fees;
 - ii) extend the time to request a review; and may
 - iii) cancel, reduce or extend the time for payment of the Administrative Penalty and any Administrative Fees where the Screening Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law, and that:
 - (1) there is reason to doubt that the person contravened the Designated By-law, the Property Standards Order, or Fire Code Order, or Building Code Order;
 - (2) the Person took all reasonable steps to prevent the contravention; or that
 - (3) the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship.
- j) The Screening Decision must be given to the Person.
- k) The Person may appeal to a Hearing Officer against the Screening Decision pursuant to Section 5.

5.0 APPEAL TO HEARING OFFICER

5.1 The following applies to appeals to a Hearing Officer against Screening Decisions:

- a) The right to appeal is limited to the following:
 - i) the Person who has been given a Screening Decision; and
 - ii) the Director.
- b) The Person's right to appeal any Penalty Notices as indicated in Schedules "A" and "B" expires if it has not been exercised in the manner prescribed in paragraph (d) before 4:00 p.m. on the fifteenth (15th) day after the Screening Decision Date.
- c) The Person's right to appeal any Fire Penalty Notices expires if it has not been exercised in the manner prescribed in paragraph (d) before 4:00 p.m. on the thirtieth (30th) day after the Screening Decision Date.
- d) A Person's right to request an extension of the time of a Screening Decision for penalties indicated in Schedules "A" and "B", expires if it has not been exercised in the manner prescribed in paragraph (e) before 4:00 p.m. on the thirtieth (30th) day after the Screening Decision Date, and for a Fire Penalty expires if it has not been exercised in the manner prescribed in paragraph (e) before 4:00 p.m. on the forty-second (42nd)

day after the Screening Decision Date, at which time the Penalty Notice shall be deemed confirmed and the Administrative Penalty shall be payable.:

- i) the Person is deemed to have waived the right to appeal;
 - ii) the Screening Decision, and the Administrative Penalty and any Administrative Fees as they may have been affected by the Screening Decision, are deemed to be affirmed; and
 - iii) the Screening Decision, and the Administrative Penalty and any Administrative Fees as they may have been affected by the Screening Decision, are not subject to review, including review by any Court.
- e) A right to appeal and the right to request an extension of time to appeal are exercised by giving to the Township written notice of the appeal (referred to as a *Request for Hearing Form* which is available for download from the Township's website) that includes:
- i) the Penalty Notice Number;
 - ii) the Person's name, mailing address and e-mail address;
 - iii) in the case of a request to extend the time to appeal, the reasons, if any, for having failed to exercise the right to appeal within the time limited by paragraph (b);
 - iv) particulars of all grounds directly related to the Screening Decision upon which the appeal is made; and
 - v) the Person's election for the appeal to be heard by the Hearing Officer
 - (1) electronically; or
 - (2) in person.
- f) The Person's right of appeal is limited to:
- i) grounds directly related to the Screening Decision; and to
 - ii) the particulars provided pursuant to Clause (d)(iv).
- g) The Person must be given no fewer than seven (7) days' notice of the date, time, and either the place or the particulars of the electronic means by which the person will attend the electronic hearing of the appeal.
- h) The Person must attend the hearing of the appeal pursuant to the notice and remain in or at the hearing of the appeal, failing which:
- i) the Person is deemed to have abandoned the appeal;
 - ii) the Screening Decision, and the Administrative Penalty and Administrative Fees as they may have been affected by the Screening Decision, are deemed to be affirmed;
 - iii) the Screening Decision, and the Administrative Penalty and Administrative Fees, as they may have been affected by the Screening Decision are not subject to review, including review by any Court; and
 - iv) the Person must pay to the Township a Fee - Appeal No-Show.
- i) A Hearing Officer may not make any decision respecting an appeal unless the Hearing Officer has given each of the Person(s), Director and the Officer who gave the Penalty Notice an opportunity to be heard at the time and place scheduled for the hearing of the appeal.
- j) Subject to paragraphs (c) and (g), a Hearing Officer may:
- i) extend the time to request an appeal; and may
 - ii) make any decision that the Screening Officer could have made pursuant to this By-law.
- k) The decision of a Hearing Officer is final and not subject to review, including review by any Court.

6.0 METHODS OF GIVING NOTICE

- 6.1 Subject to Section 6.3, any notice or document respecting this By-law may be given to a Person in writing in any of the following ways and is effective:
- a) when a copy is placed on or affixed in any manner to a Person's vehicle;
 - b) when a copy is delivered to the Person to whom it is addressed;
 - c) on the fifth (5th) day after a copy is sent by registered mail or by regular lettermail to the Person's last known address; or
 - d) on the day after a copy is sent by e-mail transmission to the Person's last known e-mail address.
- 6.2 For the purposes of Section 6.1, a Person's last known address and last known e-mail address are deemed to include those provided by the Person pursuant to Clauses 4.1(c)(ii) and 5.1(d)(ii).
- 6.3 Any notice or document respecting this By-law to be given to the Township must be in writing, must be given in any of the following ways and is effective:
- a) when a copy is delivered to the Township Clerk at the Township's municipal office at 318 Canborough Street during regular business hours;
 - b) on the fifth (5th) day after a copy is sent by registered mail or by regular lettermail to "Attention: Municipal Law Enforcement Division, Township of West Lincoln, 318 Canborough Street, Smithville, Ontario, L0R 2A0"; or
 - c) upon the sending of the notice or document or a copy thereof by e-mail transmission to ampsappeals@westlincoln.ca

7.0 FINANCIAL ADMINISTRATION

- 7.1 An Officer who gives a Penalty Notice must not accept payment of the Administrative Penalty respecting that Penalty Notice.
- 7.2 An Administrative Penalty that is affirmed or reduced, or in respect of which the time for payment has been extended, pursuant to this By-law, is due, payable and constitutes a debt to the Township of each Person to whom or to which the Penalty Notice was given.
- 7.3 Where a Person has paid an Administrative Penalty or an Administrative Fee that is then cancelled or reduced pursuant to this By-law, the Township must refund the amount cancelled or reduced.
- 7.4 Where an Administrative Penalty as indicated in Schedule "A" or "B" of this bylaw, or any Administrative Fee respecting that Administrative Penalty, are not paid within fifteen (15) days, after the date that they become due and payable, each Person to whom the Penalty Notice was given must pay to the Township a Fee - Late Payment. For greater certainty, the Fee – Late Payment does not apply if payment is made in accordance with a payment plan approved by a Screening Officer or Hearing Officer.
- 7.5 Where a Fire Penalty Notice, or any Administrative Fee respecting that Fire Penalty, are not paid within thirty (30) days, after the date that they become due and payable, each Person to whom the Penalty Notice was given must pay to the Township a Fee - Late Payment. For greater certainty, the Fee – Late Payment does not apply if payment is made in accordance with a payment plan approved by a Screening Officer or Hearing Officer.
- 7.6 Where a Person provides a payment to the Township for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument has drawn, shall pay to the Township a Fee – NSF.
- 7.7 Where a Parking Administrative Penalty or any Administrative Fee respecting that Parking Administrative Penalty are not paid within thirty (30) days after the date that they become due and payable, each Person to whom the Parking Administrative Penalty Notice was given must pay to the Township a Fee — MTO Plate Denial.
- 7.8 Where an Administrative Penalty or Administrative Fee remains unpaid after the day it becomes due and payable, those amounts shall be added to the tax roll for any property in the Township for which all of the owners are responsible for

paying those amounts, and collected in the same manner as municipal taxes, pursuant to s. 434.2(2) of the *Municipal Act, 2001*.

- 7.9 Where a person commits a contravention for which an Administrative Penalty is imposed, the penalty shall be determined in accordance with the following escalation framework, by reference to the applicable penalty amount set out in Schedule "A" to this by-law:
- a) First Offence: the applicable penalty prescribed in Schedule "A" for a first offence.
 - b) Second Offence (within six (6) months): if the same person or property commits a further confirmed contravention of the same provision within six (6) months of the date of the first offence, the applicable penalty prescribed in Schedule "A" for a second offence may apply.
 - c) Third and Subsequent Offences (within one (1) year): if the same person or property commits a further confirmed contravention of the same provision within one (1) year of the date of the second offence, or any additional contraventions thereafter within one (1) year of the most recent confirmed contravention, the applicable penalty prescribed in Schedule "A" for a third or subsequent offence may apply.

8.0 COMPLAINTS AND COMMENTS

- 8.1 Complaints and comments respecting the administration of the Township's system of administrative penalties may be given to the Director. The Director will consider each such complaint or comment in relation to the Director's consideration of potential improvements to the Township's system of administrative penalties.
- 8.2 The Director shall administer this By-law and establish any practices, policies and procedures necessary to implement this By-law, including amending such practices, policies, and procedures from time to time as the Director deems necessary.

9.0 GENERAL

- 9.1 No proceeding for damages or otherwise may be commenced against the Township, a member of Council or an officer, employee or agent of the Township or a person acting under the instructions of the officer, employee or agent for any act done in good faith in the performance or intended performance of a duty or authority under this By-law or for any alleged neglect or default in the performance in good faith of the duty or authority.
- 9.2 That By-law 2014-67 and 2021-84 be and are hereby repealed.

10.0 EFFECTIVE DATE

- 10.1 This By-law is in effect on the day on which it is passed.

**READ A FIRST, SECOND AND THIRD TIME,
AND FINALLY PASSED THIS ____ DAY
OF MARCH 2026.**

CHERYL GANANN, MAYOR

JUSTIN PAYLOVE, CLERK

DRAFT

**SCHEDULE "A"
TO BY-LAW 2026-XX**

DESIGNATED BY-LAWS PROVISIONS

The following By-laws are listed as designated By-laws as defined in the AMPS By-law:

By-law Title	By-law Number	Schedule
Site Alteration	2016-41	A-1
Entrance and Boulevard	2022-31	A-2
Clean Yards	2019-38	A-3
Swimming Pool	2017-48	A-4
Signs	2020-54	A-5
Open Air Burning	2021-58	A-6
Noise	2013-50	A-7
Property Standards	98-105	A-8
Fence	2017-129	A-9
Obstruction, Encumbering, Injuring or Fouling of Township Roads	1978-13	A-10
Parks and Facilities	2008-34	A-11
Public Nuisance	2013-51	A-12
Fire Route	97-2030	A-13

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Site Alteration By-law
Schedule "A-1"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
Part IV, Section 4.	Cause, permit, perform or carry out Site Alteration without permit	\$500	\$1000	\$2000
Part IV, Section 5.	Fail to comply with plans, conditions or provisions of Site Alteration permit	\$500	\$1000	\$2000
Part IV, Section 6.	Modify Site Alteration permit without approval	\$500	\$1000	\$2000
Part IV, Section 7.	Operate a Commercial Fill Operation within the Township	\$800	\$1600	\$3200
Part IV, Section 10	Interfere with / obstruct an Officer in performance of their duty <i>As amended by By-law 2025-19</i>	\$500	\$1000	\$2000

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Entrance and Boulevard By-law
Schedule "A-2"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.1	Construct or reconstruct a driveway or entrance without a permit.	\$500	\$1000	\$2000
2.2	Construct or replace a culvert without a permit.	\$500	\$1000	\$2000
2.3	Alter a boulevard without a permit	\$250	\$500	\$1000
2.4	Fail to maintain a boulevard.	\$250	\$500	\$1000
2.5	Damage, construct or reconstruct a sidewalk, curb, apron driveway or boulevard without the written permission of the Director.	\$500	\$1000	\$2000
3	Fail to comply with an Order to comply.	\$500	\$1000	\$2000
5 (c)	Obstruct or hinder an Officer.	\$500	\$1000	\$2000

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Clean Yards
Schedule "A-3"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.1.1	Fail to maintain vegetation-exceed size allowance	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – create hazard	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – obstruct view	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – impact traffic	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – interfere with sign	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – interfere with utility	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – encroach on public property	\$250	\$500	\$1000
2.1.2	Fail to maintain vegetation – overhang public property	\$250	\$500	\$1000
2.1.3	Fail to remove weeds	\$250	\$500	\$1000
2.2.1	Fail to maintain property free of standing water	\$250	\$500	\$1000
2.2.2	Fail to contain drainage and prevent improper discharge	\$250	\$500	\$1000

2.2.3	Fail to maintain watercourse free of obstruction	\$250	\$500	\$1000
2.3.1	Fail to maintain property free of fill	\$250	\$500	\$1000
2.4.1	Fail to maintain property free of movable concrete barriers	\$250	\$500	\$1000
2.6.1	Littering	\$250	\$500	\$1000
2.7.1	Fail to maintain property free of refuse / waste	\$250	\$500	\$1000
2.7.7	Fail to suitably place refuse / waste for disposal	\$250	\$500	\$1000
2.7.9	Fail to screen inoperative motor vehicles / vehicles / vehicle parts for an agricultural operation	\$250	\$500	\$1000
2.9	Fail to maintain property free of motor vehicle salvage	\$250	\$500	\$1000
3.1.1	Interfere with / obstruct an Officer in performance of their duty amended by by-law 2025-19	\$250	\$500	\$1000

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TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Swimming Pool By-law
Schedule "A-4"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.1.1	Erect swimming pool without required permit	\$300	\$600	\$1200
2.2.1	Placement of water prior to approval	\$300	\$600	\$1200
2.2.2	Placement of water prior to approval – seasonal swimming pool	\$300	\$600	\$1200
3.1.1	Failure to provide back flow prevention	\$300	\$600	\$1200
3.1.2	Discharge drainage to unapproved outlet	\$300	\$600	\$1200
4.1.1	Fail to provide swimming pool enclosure	\$300	\$600	\$1200
4.4.1	Failure to provide temporary enclosure	\$300	\$600	\$1200
4.5.1	Failure to maintain swimming pool enclosure	\$300	\$600	\$1200
4.5.4	Failure to maintain swimming pool / hot tub in good working order	\$300	\$600	\$1200
4.5.5	Failure to prevent the presence of standing water	\$300	\$600	\$1200
5.3.3	Interfere with / obstruct an Officer in performance of their duty as amended by By-law 2025-19	\$300	\$600	\$1200

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Sign By-law
Schedule "A-5"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.1.1	Placement of prohibited sign	\$250	\$500	\$1000
2.1.2	Affix, erect, display or cause to be affixed, erected or displayed a sign without a permit	\$250	\$500	\$1000
2.1.3	Placement of sign in road allowance	\$250	\$500	\$1000
2.1.4	Placement of sign on utility pole	\$250	\$500	\$1000
2.1.5	Placement of sign overhanging onto sidewalk	\$250	\$500	\$1000
2.1.6	Placement of sign too close to roadway	\$250	\$500	\$1000
2.1.7	Placement of sign – damage municipal property	\$250	\$500	\$1000
2.1.8	Placement of sign on vehicle / trailer	\$250	\$500	\$1000
3.2.1	Fail to comply – setback – ground sign	\$250	\$500	\$1000
3.2.2	Fail to comply – size – ground sign	\$250	\$500	\$1000
3.2.3	Fail to comply – quantity – ground sign	\$250	\$500	\$1000
3.3.2	Fail to comply – setback	\$250	\$500	\$1000

	– portable ground sign			
3.3.2	Fail to comply – size – portable ground sign	\$250	\$500	\$1000
3.3.7	Erect / display sign after permit expired	\$250	\$500	\$1000
3.4.1	Fail to comply – setback – pole sign	\$250	\$500	\$1000
3.4.2	Fail to comply – size – pole sign	\$250	\$500	\$1000
3.4.3	Fail to comply – quantity – pole sign	\$250	\$500	\$1000
3.5.1	Fail to comply – setback – roof sign	\$250	\$500	\$1000
3.5.2	Fail to comply – size – roof sign	\$250	\$500	\$1000
3.6.1	Fail to comply – size – wall / fascia sign	\$250	\$500	\$1000
3.6.2	Fail to comply – quantity – wall / fascia sign	\$250	\$500	\$1000
3.7.2	Fail to comply – quantity – billboard	\$250	\$500	\$1000
3.7.3	Fail to comply – size – billboard	\$250	\$500	\$1000
3.7.3	Fail to comply – set back – billboard	\$250	\$500	\$1000
3.8.2	Fail to comply – quantity – inflatable sign	\$250	\$500	\$1000
3.8.3	Fail to comply – setback – inflatable sign	\$250	\$500	\$1000
3.8.8	Fail to secure inflatable sign	\$250	\$500	\$1000
3.10.4	Fail to comply – setback – sidewalk sign	\$250	\$500	\$1000
3.18.1	Fail to comply – size – window sign	\$250	\$500	\$1000
3.20.1	Fail to maintain sign / advertising device	\$250	\$500	\$1000
4.1.1	Interfere with / obstruct an Officer in performance of their duty as amended by By-law 2025-19	\$350	\$700	\$1400

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Open-Air Fires By-law
Schedule "A-6"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
Section 42	Set or maintain an Open-air Fire without a permit	\$500	\$1000	\$2000
Section 43	Owner of property allow an Open-air Fire without permit	\$500	\$1000	\$2000
Section 44 (a)	Set, maintain or allow a fire on a highway, road allowance, or public property	\$350	\$700	\$1400
Section 44 (b)	Set, maintain or allow a fire that is not confined to a Fire Pit or Outdoor Fireplace, including an unconfined grass fire	\$350	\$700	\$1400
Section 44 (c)	Set, maintain or allow a fire that causes smoke to travel across a public road or highway	\$350	\$700	\$1400
Section 44 (d)	Set, maintain or allow a fire where smoke, odour, ashes or embers invade neighbouring property creating a Nuisance	\$350	\$700	\$1400

Section 44 (f)	Set, maintain or allow a fire that spreads beyond a Fire Pit or Outdoor Fireplace	\$350	\$700	\$1400
Section 44 (g)	Set, maintain or allow a fire during rainy or foggy weather, smog alert, or air quality advisory	\$350	\$700	\$1400
Section 44 (h)	Fail to supervise a fire by a competent person 18 years of age or older	\$350	\$700	\$1400
Section 44 (j)	Fail to ensure a fire is extinguished before leaving the site	\$350	\$700	\$1400
Section 44 (k)	Set, maintain or allow a fire at a time other than allowed by regulation	\$350	\$700	\$1400
Section 44 (l)	Set, maintain or allow a fire of greater size than allowed by regulation	\$350	\$700	\$1400
Section 44 (m)	Fail to maintain minimum distance from a fire to an adjacent property or roadway	\$350	\$700	\$1400
Section 44 (n)	Fail to maintain minimum distance required by regulation from a fire to a building, structure	\$350	\$700	\$1400
Section 44 (o)	Set, maintain or allow a fire during a fire ban	\$1000	\$2000	\$4000
Section 44 (p)	Set, maintain or allow a fire involving prohibited materials	\$550	\$1100	\$2200
Section 44 (q)	Set, maintain or allow a fire within 75 metres of a Sensitive Receptor location	\$550	\$1100	\$2200
Section 46	Ignite or release an ignited flying lantern	\$550	\$1100	\$2200
Section 62	Make a false Open-air Fire complaint	\$350	\$700	\$1400

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Noise By-law
Schedule "A-7"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
Section 3 (a)	Persistent barking, calling, or whining of domestic pets or animals.	\$300	\$600	\$1200
Section 3 (b)	Squealing of motor vehicle tires.	\$300	\$600	\$1200
Section 3 (c)	Improper use of horn, whistle, alarm bell or similar.	\$300	\$600	\$1200
Section 3 (d)	Detonation of explosives.	\$500	\$1000	\$2000
Section 3 (e)	Operation of service equipment that is not in proper working order.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 1	Discharge of firearms in an urban area	\$500	\$1000	\$2000
Section 4 Ref. Schedule "A" Category 2	Load, unload or delivery of items in an urban area outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 3	Improper operation of bird scaring devices	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 4	Selling or advertising by shouting, outcry, or	\$300	\$600	\$1200

	amplification outside permitted hours.			
Section 4 Ref. Schedule "A" Category 4 (i), (ii) and (iii)	Operation of a motorized model or toy outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 4	Operation of construction equipment outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 4	Operation of waste lift or compactor outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 5	Operation of loudspeakers or transducers outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 5	Improper operation of pressure relief valves, or similar outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 5	Yelling, shouting, hooting, whistling or singing outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 5	Operation of tools outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 5	Operation of movement facilitating devices or equipment outside permitted hours.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 6	Emitting of sound due to motor vehicle racing.	\$300	\$600	\$1200
Section 4 Ref. Schedule "A" Category 7	Emitting of sound resulting from motor vehicle revving	\$300	\$600	\$1200
Section 8 (c)	Interfere with / obstruct an Officer in performance of their duty <i>Amended by By-law 2025-19</i>	\$400	\$800	\$1600

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Property Standards By-law
Schedule "A-8"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.2.1	Fail to maintain residential foundation walls in good repair / structurally sound condition	\$350	\$700	\$1400
2.3.1	Fail to maintain residential dwelling in structurally sound condition	\$350	\$700	\$1400
2.3.2	Fail to maintain / repair materials affected by dry rotting and / or deterioration	\$350	\$700	\$1400
2.4.1	Fail to maintain floor / exterior wall / roof / porch of dwelling to prevent collapse or injury	\$350	\$700	\$1400
2.5.1	Fail to maintain exterior surfaces	\$350	\$700	\$1400
2.5.2	Fail to secure or replace improperly secured materials or objects	\$350	\$700	\$1400
2.6.1	Fail to maintain roof in watertight condition	\$350	\$700	\$1400
2.6.2	Fail to install and / or maintain eaves troughs and downspouts	\$350	\$700	\$1400
2.8.1	Fail to maintain windows, exterior doors, basement or cellar hatchways	\$350	\$700	\$1400
2.9.1	Fail to maintain every inside / outside stair, porch, balcony / landing	\$350	\$700	\$1400

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.16.1	Fail to provide adequate supply of potable running water	\$500	\$1000	\$2000
2.16.3	Fail to supply hot running water to a temperature of 120 degrees Fahrenheit	\$500	\$1000	\$2000
2.21.2	Fail to maintain heating system in a good working condition	\$600	\$1200	\$2400
2.27.3	Fail to maintain front / side / rear yard from unsightly objects	\$350	\$700	\$1400
2.28.3	Fail to discharge roof drainage / sump pump discharge to adequate outlet	\$350	\$700	\$1400
2.30.1	Fail to maintain accessory building(s) / fences in good repair	\$350	\$700	\$1400
4.1.1	Fail to keep vacant land free from rubbish / debris	\$350	\$700	\$1400

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TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Fence By-law
Schedule "A-9"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
4.1.1	Erect fence on municipal road allowance of Township property	\$250	\$500	\$1000
4.1.2	Erect prohibited fence or privacy screen	\$250	\$500	\$1000
4.1.3	Erect fence or privacy screen using sheet metal-residential zone	\$250	\$500	\$1000
4.1.4	Erect/keep fence not in good repair	\$250	\$500	\$1000
4.2.1	Erect electric fence	\$400	\$800	\$1600
4.3.1	Erect barbed wire fence	\$400	\$800	\$1600
4.4.1	Erect fence or privacy screen made of vehicle tires	\$250	\$500	\$1000
4.4.2	Maintain a fence or privacy screen made of vehicle tires	\$250	\$500	\$1000
5.1.4	Hinder an officer	\$250	\$500	\$1000
5.2.1	Failure to comply with an order	\$250	\$500	\$1000

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Prohibiting the Obstruction, Encumbering,
Injuring or Fouling of Township Roads By-law
Schedule "A-10"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2. (a)	Obstruct, encumber, injure or foul any township road, drain, ditch or culvert.	\$400	\$800	\$1600

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Regulation of Parks and Facilities By-law
Schedule "A-11"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
3 (a)	Race animal in a park	\$300	\$600	\$1200
3 (a)	Ride a horse in a park	\$300	\$600	\$1200
4 (a)	Have bows and arrows in a park	\$300	\$600	\$1200
4 (a)	Discharge arrows in a park	\$300	\$600	\$1200
4 (b)	Operate motorized vehicle in a park	\$300	\$600	\$1200
4 (c)	Operate model (airplane/helicopter/rocket/boat) in undesignated place	\$300	\$600	\$1200
4 (d)	Have a firearm, fireworks, axes or air guns (including bb guns and paint ball guns) in a park	\$350	\$700	\$1400
4 (d)	Discharge firearms, fireworks, or air guns in a park	\$500	\$1000	\$2000
4 (e)	Pay golf, drive a golf ball, use golf clubs or other equipment or drive a golf cart in a park	\$300	\$600	\$1200
5 (a)(i)	(remain/enter) park between dusk and dawn	\$200	\$400	\$800
5 (a)(iii)	Enter (prohibited/restricted) place	\$300	\$600	\$1200
6(a)(i)(a)	(sell/offer for sale/expose for sale/advertise for sale) in a park (food/drink) without permit/written approval	\$300	\$600	\$1200

6(a)(i)(b)	(sell/offer for sale/expose for sale/advertise for sale) in a park (good/wares/merchandise) without permit/written approval	\$300	\$600	\$1200
6(a)(i)(c)	(sell/offer for sale/expose for sale/advertise for sale) in a park (art/skill/services) without permit/written approval	\$300	\$600	\$1200
6(a)(ii)	(practice/carry on/conduct/solicit) for any (trade/calling/business/occupation) without permit/written approval	\$300	\$600	\$1200
6(a)(iii)	(Convene/conduct) a (parade/procession) without permit/written approval	\$300	\$600	\$1200
6(a)(iv)	(Convene/conduct/hold) a public meeting without permit/written approval	\$300	\$600	\$1200
6(a)(vi)	(organize/arrange) (event/gathering) of more than 100 persons without permit/written approval	\$300	\$600	\$1200
6(a)(vii)	Light an open fire in a park without permit/ written approval	\$500	\$1000	\$2000
6(a)(viii)	Camp in a park without permit/written approval	\$300	\$600	\$1200
6(a)(viii)	Construct (tent/shelter) in a park without permit/written approval	\$300	\$600	\$1200
6(a)(ix)	Play team sport without written approval/permit	\$300	\$600	\$1200
7(a)(i)	(cause/permit) planting a (tree/hedge/shrub/garden) on township property	\$300	\$600	\$1200
7(a)(i)	(cause/permit) construction of a (fence/shed/retaining wall/structure) on township property	\$300	\$600	\$1200
7(a)(i)	(cause/permit) keeping of compost heap on township property	\$300	\$600	\$1200
7(a)(i)	(cause/permit) placing of (string/wire/chain/rope) on township property	\$300	\$600	\$1200
8(a)(i)	Cut/break/injure/deface/disturb a (tree/shrub/bush/flower/plant/grass/wood/soil/sand rock/gravel)	\$300	\$600	\$1200
8(b)	Climb on any (tree/bush/rock/structure/building/cage/pen/monument/equipment)	\$100	\$600	\$1200
8(c)	Build a structure	\$300	\$600	\$1200
8(e)(i)	(disturb/molest/injure/wounded/attempt to kill/hunt/trap/kill an (animal/bird) in a park	\$500	\$1000	\$2000

8(e)(ii)	(touch/interfere with/remove/injure) a (birds nest/egg/young birds)	\$300	\$600	\$1200
8(f)(i)	(leave/deposit) (paper/bottles/broken glass/cans/rags/garbage/refuse/debris) in a park	\$300	\$600	\$1200
8(f)(ii)	(deposit/leave) (paint/grease/oil/offal/dangerous matter) in a park	\$300	\$600	\$1200
9(a)(i)	(swim/bathe/wade/enter) waters of a (fountain/pond/lake/stream) in a park	\$300	\$600	\$1200
9(a)(ii)	Use (bridge/walk bridge) as a diving platform in a park	\$300	\$600	\$1200

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TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Public Nuisance By-law
Schedule "A-12"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
2.1	Urinate, defecate, vomit or spit in a public place	\$300	\$600	\$1200
2.2	Knock over or attempt to knock over a Canada Post mailbox, Canada Post relay box, newspaper box, or garbage container lawfully located on a highway	\$300	\$600	\$1200
2.3	Loiter in a public place	\$250	\$500	\$1000
2.4	Participate in a fight in any public place	\$300	\$600	\$1200
2.5	Mark or apply graffiti on any public place, including signs or private property	\$500	\$1000	\$2000
2.6	Leave, throw or deposit any bottles, glasses, or material on public or private property	\$300	\$600	\$1200
2.8	Refuse to identify themselves when requested to do so by a police officer or municipal by-law enforcement officer	\$300	\$600	\$1200

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**Fire Route By-law
Schedule "A-13"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty Tier 1") sets out the Administrative Monetary Penalty amounts that are payable for a first (1st) contravention of the designated provision listed in Column 1 by a person(s).
4. Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) or contravention of the same designated provision listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
5. Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd) and each subsequent contravention of the same designated provision listed in Column 1 by the same person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) contravention of the designated provision in Column 1.

Column 1 Designated Provision	Column 2 Short Form Wording	Column 3 Administrative Penalty Tier 1	Column 4 Administrative Penalty Tier 2	Column 5 Administrative Penalty Tier 3
4 (a)	Obstruct, encumber, injure or foul up a designated fire route	\$200.00	\$400.00	\$800.00
4 (b)	interfere with, deface or remove an unauthorized sign	\$200.00	\$400.00	\$800.00

**SCHEDULE "B"
TO BY-LAW 2026-XX**

DESIGNATED BY-LAWS PROVISIONS

The following By-laws are listed as designated By-laws as defined in the AMPS By-law:

By-law Title	By-law Number	Schedule
Traffic & Parking By-law	89-2000	B-1
Fire Route	97-2030	B-2
Accessible	97-2020	B-3
Private Property Parking	2024-22	B-4

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TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**TRAFFIC BY-LAW NO. 89-2000
Schedule "B-1"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty") sets out the Administrative Monetary Penalty amounts that are payable for a contravention of the designated provision listed in Column 1 by a person(s).

Column 1 Designated Provisions	Column 2 Short Form Wording	Column 3 Administrative Penalty
201.01	(Stop/stand/park) facing wrong way	\$30.00
201.02	(Stop/stand/park) too far from edge of road	\$30.00
201.03	(Stop/stand/park) too far from edge of shoulder	\$30.00
201.04	(Stop/stand/park) facing wrong way on left side of one-way highway	\$30.00
201.05	(Stop/stand/park) too far from left edge of a one-way highway	\$30.00
201.06	(Stop/stand/park) too far from the left shoulder edge of one-way highway	\$30.00
201.07	(Stop/stand/park) contrary to designated angle	\$30.00
201.08	(Stop/stand/park) not within designated space	\$30.00
201.09	Double (stopping/standing/parking)	\$40.00
202.01	Park on (shoulder/boulevard) where prohibited	\$30.00
202.02	Park repeatedly (at/near) one location	\$30.00
202.03	Park/Stop/Stand Large Motor vehicle	\$75.00
203.01.01	Stop on sidewalk	\$50.00
203.01.02	Stop in intersection or crosswalk	\$50.00
203.01.03	Stop so as to impede traffic	\$50.00
203.01.04	Stop in/near tunnel or bridge	\$50.00
203.01.05	Stop on/adjacent to median	\$50.00
203.01.06	Stop on outer boulevard	\$50.00

203.02.01	Stop near/at school crossing or crosswalk where prohibited by sign	\$50.00
203.02.02	Stop near/at railway crossing where prohibited by sign.	\$50.00
203.02.03	Stop near school or playground where prohibited by sign	\$50.00
203.02.04	Stop within 15m of intersection where prohibited by sign	\$50.00
203.02.05	Stop within 60m of intersection controlled by traffic signal where prohibited by sign	\$50.00
203.03	Stop where prohibited by sign	\$50.00
204.01	Stand near designated bus stop	\$40.00
204.02	Stand where prohibited by sign	\$40.00
205.01.01	Park within 10m of intersection	\$30.00
205.01.02	Park within 3m of fire hydrant	\$60.00
205.01.03	Park on an inner boulevard	\$25.00
205.01.04	Park on driveway too close to roadway	\$25.00
205.01.05	Park within 1.5m of driveway	\$25.00
205.01.06	Park obstructing driveway	\$25.00
205.01.07	Park so as to block vehicle	\$25.00
205.01.08	Park for sale/display	\$25.00
205.01.09	Park for servicing	\$25.00
205.01.10	Park for longer than 12 hours	\$25.00
205.01.11	Park at location prohibited by Township Engineer where prohibited by sign	\$50.00
205.01.12	Park as to interfere with snow removal from highway	\$75.00
205.01.12	Park as to interfere with street cleaning measures	\$50.00
205.01.12	Park as to interfere with the movement of traffic	\$50.00
205.02.02	Park near intersection where prohibited by sign	\$25.00
205.02.03	Park near signaled intersection where prohibited by sign	\$25.00
205.02.04	Park near entrance of public building where prohibited by sign	\$25.00

205.02.05	Park near driveway where prohibited by sign	\$25.00
205.02.06	Park on narrow roadway where prohibited by sign	\$25.00
205.02.07	Park near cross-walk where prohibited by sign	\$25.00
205.02.08	Park so as to interfere with funeral procession where prohibited by sign	\$25.00
205.02.09	Park within turning circle or basin of cul- de-sac where prohibited by sign	\$25.00
205.02.10	Park within 15m of the termination of dead end roadway where prohibited by sign	\$25.00
205.02.11	Park where parking temporarily prohibited	\$40.00
205.03	Park where prohibited by sign	\$30.00
205.04	Park (trailer/commercial vehicle) where prohibited by sign	\$30.00
207.01	Park over time limit where prohibited by sign	\$25.00
209.01.01	Park not adjacent to meter	\$20.00
209.01.02	Park at meter -wrong wheels adjacent	\$20.00
209.01.03	Angle park at meter - wrong direction	\$20.00
209.02	Park outside metered space	\$20.00
209.03	Park (at covered meter/in occupied meter space)	\$20.00
209.06.01	Park overtime limit-metered zone	\$20.00
209.06.02	Park at expired meter	\$20.00
301.02	Park where prohibited - public vehicle parking zone	\$20.00
301.03	Stand where prohibited - public vehicle bus stop	\$30.00
301.01	Stop vending vehicle - obstructing traffic	\$40.00
303.03	Stop a mobile canteen where prohibited	\$40.00
304.01	Stand at taxi stand	\$30.00
305.01	Stop to (load/unload) where prohibited	\$40.00
305.02	Stop in loading zone	\$50.00

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**FIRE ROUTE BY-LAW 97-2030
Schedule "B-2"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty") sets out the Administrative Monetary Penalty amounts that are payable for a contravention of the designated provision listed in Column 1 by a person(s).

Column 1 Designated Provisions	Column 2 Short Form Wording	Column 3 Administrative Penalty
5	Park in designated fire route	\$90.00

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TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**ACCESSIBLE PARKING BY-LAW 97-2020
Schedule "B-3"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty") sets out the Administrative Monetary Penalty amounts that are payable for a contravention of the designated provision listed in Column 1 by a person(s).

Column 1 Designated Provisions	Column 2 Short Form Wording	Column 3 Administrative Penalty
3.1.1	Unauthorized Vehicle in Accessible Parking	\$300.00

DRAFT

TOWNSHIP OF WEST LINCOLN

**ADMINISTRATIVE MONETARY PENALTY SYSTEM
(AMPS) BY-LAW**

**PRIVATE PROPERTY PARKING BY-LAW 2024-22
Schedule "B-4"**

1. Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 ("Administrative Penalty") sets out the Administrative Monetary Penalty amounts that are payable for a contravention of the designated provision listed in Column 1 by a person(s).

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