



By-law No. XX-2024 - Administrative Monetary Penalty System By-law

Consolidated Version *Revised and Verified* ____, 2024

Revision History:	Passed On:

Consolidated for Convenience Only

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The Corporation of the Township of Woolwich

By-law No. XX-2024

A By-law to regulate and enforce designated Township By-law's with the Administrative Monetary Penalty System

Whereas sections 102.1 and 434.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Municipal Act, 2001") and O. Reg. 333/07, as amended, authorize municipalities to establish an administrative monetary penalty system requiring a person to pay an administrative penalty for a contravention of any designated by-law; and

Whereas section 15.4.1 of the *Building Code Act, 1992*, S.O. 1992, c. 23 (the "Building Code Act, 1992") authorizes municipalities to require a person, subject to such conditions as a municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with the municipal property standards by-law, or an order pursuant to such by-law; and

Whereas the purpose of the system of administrative penalties established by the municipality shall be to assist the municipality in promoting compliance with its designated by-laws; and

Whereas the Council of The Corporation of the Township of Woolwich considers it desirable to provide for a system of administrative penalties and administrative fees for the designated Township by-laws, or portions of the designated Township by-laws set out herein;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF WOOLWICH HEREBY ENACTS AS FOLLOWS:

Part I. Short Title, Purpose and Scope

Short Title

1. This by-law shall be known as the "Administrative Monetary Penalty System By-law".

Purpose

2. This by-law has been enacted to set out an administrative monetary penalty system to enforce Designated By-laws for the Township.

Scope

3. This by-law shall apply to:
 - a. Designated By-laws included in Schedule "A" of this by-law; and
 - b. Designated By-laws included in Schedule "B" of this by-law.

Part II. Interpretation

Headings

4. The division of this by-law into parts and the insertion of headings are for convenient reference only and shall not affect interpretation of the by-law.

References to Applicable Law

5. All references to applicable law are ambulatory and apply as amended from time to time.

Definitions

6. For the purposes of this by-law:

“Administrative Fee” means any fee(s) specified in Schedule “C” of this by-law;

“Administrative Penalty” means an administrative penalty as set out in Schedules “A” and “B” of this by-law;

“CAO” means the chief administrative officer of the Township, as appointed pursuant to the Municipal Act, 2001, S.O. 2001, c. 25, or his/her designate;

“Designated By-law” means a Township by-law, or a part or provision of a Township by-law, to which this Administrative Penalty By-law applies, as designated under this by-law and listed in the attached Schedules “A” and “B”;

“Director” means the department head responsible for the Enforcement Services division of the Township, or his/her designate or successor;

“Effective Date of Service” means the date on which service of a Penalty Notice is deemed to be effective in accordance with this by-law;

“Hearing Decision” means the decision of a Hearing Officer, as set out in section 6 of this by-law;

“Hearing Non-Appearance Fee” means an Administrative Fee established by the Township from time to time in respect of a Person’s failure to appear at the time and place scheduled for a hearing before a Hearing Officer, as listed in Schedule “C” of this by-law;

“Hearing Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a hearing officer in accordance with this by-law;

“Holiday” means a Saturday, Sunday and any statutory holiday in the Province of Ontario or any day on which the offices of the Township are officially closed for business;

“Late Payment Fee” means an Administrative Fee established by the Township from time to time in respect of a Person’s failure to pay an Administrative Penalty within the time prescribed in this by-law, as listed in Schedule “C”;

“MTO Search Fee” means an Administrative Fee established by the Township from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, for the purposes of this by-law, as listed in Schedule “C”;

“NSF Fee” means a fee established by the Township, as set out in the Township’s Fees and Charges By-law, in respect of any payment to the Township from a Person, for which there are insufficient funds available or the transaction is declined;

“Officer” means a person appointed by the Township as a Municipal Law Enforcement Officer and any police officer;

“Owner” means the Person(s) whose name(s) appears on the permit for the vehicle as provided by the Ontario Ministry of Transportation, and if the vehicle permit consists of a vehicle portion and a plate portion and different Persons are named on each portion, the Person(s) whose names appears on the plate portion;

“Penalty Notice” means a notice as described in section 8 or 9 of this by-law;

“Penalty Notice Date” means the date of the contravention;

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

“Person” includes an individual, sole proprietorship, partnership, limited partnership, trust or corporation, or an individual in his or her capacity as a trustee, executor, administrator or other authorized agent;

“Plate Denial Fee” means an Administrative Fee established by the Township from time to time, in relation to plate denial, as listed in Schedule “C”;

“Provincial Offences Act” means the Provincial Offences Act, R.S.O., 1990, c. P. 33;

“Regulation” means O. Reg. 333/07, made under the Municipal Act, 2001;

“Screening and Hearing Officer By-law” means the Screening and Hearing Officer By-law of the Township;

“Screening Decision” means the decision of a Screening Officer, as set out in section 18 of this by-law;

“Screening Non-Appearance Fee” means an Administrative Fee established by the Township from time to time in respect of a Person’s failure to appear at the time and place scheduled for a screening with a Screening Officer, as listed in Schedule “C” of this by-law;

“Screening Officer” means any person appointed by the Township from time to time pursuant to the Screening and Hearing Officer By-law, to perform the functions of a screening officer pursuant to this by-law;

“Statutory Powers Procedure Act” means the Statutory Powers Procedure Act, R.S.O. 1990, c. S. 22;

“Township” means the Township of Woolwich and a reference to Woolwich is a reference to the geographical area of the Township of Woolwich or to the Corporation of the Township of Woolwich as the context requires;

Part III. General Provisions

Application of this By-law

7. The Township’s By-laws, or portions of Township By-laws, listed in the attached Schedule “A” of this by-law shall be Designated By-laws for the purposes of section 102.1 of the Municipal Act, 2001 and paragraph 3(1)(b) of the Regulation.

8. The Township's By-laws, or portions of Township By-laws, listed in the attached Schedule "B" of this by-law shall be Designated By-laws for the purposes of section 434.1 of the Municipal Act, 2001 or section 15.4.1 of the Building Code Act, 1992, as applicable.
9. The attached Schedules "A" and "B" of this by-law set out the Administrative Penalty and include short form wording to be used on Penalty Notices, for the contraventions of Designated By-laws.
10. The attached Schedule "C" of this by-law sets out the Administrative Fees imposed for purposes of this by-law.
11. The Administrative Penalties designated in Schedules "A" and "B" of this by-law, may be dealt with by a Penalty Notice.

Penalty Notice

12. If a vehicle has been left parked, standing or stopped in contravention of a Designated By-law in Schedule "A" of this by-law, the Owner of the vehicle shall, upon issuance of a Penalty Notice in accordance with this by-law, be liable to pay to the Township an Administrative Penalty in the amount specified in Schedule "A", and shall be liable to pay to the Township any Administrative Fees in accordance with this by-law.
13. If a Person is found in contravention of a Designated By-law in Schedule "B" of this by-law, the Person shall, upon issuance of a Penalty Notice in accordance with this by-law, be liable to pay to the Township an Administrative Penalty in the amount specified in Schedule "B" and shall be liable to pay to the Township any Administrative Fees in accordance with this by-law.
14. An Officer who has reason to believe that a Person has contravened a Designated By-law may issue a Penalty Notice in accordance with this By-law.
15. Where a Penalty Notice has been issued for a contravention of a designated provision set out in Schedule "A" of this by-law, the Early Penalty Amount, as set out in Schedule "A" to this by-law shall apply if it is paid within fifteen (15) calendar days from the Effective Date of Service of the Penalty Notice.
16. A Penalty Notice issued pursuant to Schedule "A" shall include the following information:
 - a. the Penalty Notice Date;
 - b. the Penalty Notice Number;
 - c. the license and/or vehicle registration number;
 - d. the description of the vehicle;
 - e. the short form wording for the contravention as indicated in Schedule "A";
 - f. the amount of the Administrative Penalty as indicated in Schedule "A";
 - g. the time for payment of the Administrative Penalty, including the time for payment of the Early Penalty Amount as indicated in Schedule "A";
 - h. information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;

- i. a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and
 - j. the name of the Officer issuing the Penalty Notice.
17. The Penalty Notice issued pursuant to Schedule “B” shall include the following information:
- a. the Penalty Notice Date;
 - b. the Penalty Notice Number;
 - c. the name and address of the Person alleged to have contravened a by-law;
 - d. the date of birth and/or other official identification of the Person where provided;
 - e. the short form wording for the contravention as indicated in Schedule “B”;
 - f. the amount of the Administrative Penalty as indicated in Schedule “B”;
 - g. information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;
 - h. a statement advising that an Administrative Penalty will constitute a debt of the Owner or Person to the Township; and
 - i. the name of the Officer issuing the Penalty Notice.

Review by Screening Officer

18. A Person who is served a Penalty Notice may, within 30 calendar days after the Effective Date of Service, request, in accordance with section 20 of this by-law, that the Administrative Penalty be reviewed by a Screening Officer.
19. A Person who is served a Penalty Notice may, in accordance with section 20 of this by-law, request that the Screening Officer extend the time to request a review to sixty (60) calendar days after the Effective Date of Service.
20. A request for a review, or for an extension of time to request a review, shall be in the form and manner as determined by the Director from time to time, and shall include the Penalty Notice Number and the Person’s contact information. Where a request is made by a Person who is not the Owner, the Person shall submit with the request an authorized agent/representative form, in the form as determined by the Director from time to time. Incomplete forms or forms not submitted in the form and manner as determined by the Director may not be accepted or processed, at the discretion of the Director.
21. The Screening Officer may only extend the time to request a review of the Administrative Penalty when the Person requesting the extension demonstrates, on a balance of probabilities, extenuating circumstances that warrant the extension of time. The Screening Officer will consider the request for extension before reviewing the Administrative Penalty.
22. Where an extension of time to request a review of an Administrative Penalty is not granted by the Screening Officer and no request is made to have the Administrative Penalty reviewed in accordance with section 18 of this by-law, the Administrative Penalty and any applicable Administrative Fees shall be deemed to be affirmed and shall not be subject to review.

23. Where neither a review nor an extension of time for review are requested in accordance with this by-law, or where the Person fails to request a review within any extended period of time granted by the Screening Officer:
- a. the Person(s) served with the Penalty Notice shall be deemed to have waived the right to a screening and a hearing in relation to such notice;
 - b. the Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and
 - c. the Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.
24. On a review of an Administrative Penalty, the Screening Officer may affirm the Administrative Penalty, including any applicable Administrative Fees, or the Screening Officer may cancel or reduce the Administrative Penalty or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:
- a. where the Screening Officer is satisfied, on a balance of probabilities, that a contravention of a Designated By-law was not proven as set out in the Penalty Notice; or
 - b. where the Screening Officer is satisfied, on a balance of probabilities, that the cancellation, reduction or extension of the time for payment of the Administrative Penalty, including any applicable Administrative Fees, is necessary to reduce any undue hardship.
25. The Person that requested a review, or an extension to the time to request a review, by the Screening Officer shall be served with a copy of the Screening Decision within fifteen (15) calendar days after the review of the request is conducted by the Screening Officer, in accordance with section 35 of this by-law.

Review by Hearing Officer

26. Any Person subject to a Screening Decision may request a review of the Screening Decision by a Hearing Officer, in accordance with section 28 of this by-law, within thirty (30) calendar days after the date on which the Screening Decision was issued.
27. A Person subject to a Screening Decision may, in accordance with section 28 of this by-law, request that the Hearing Officer extend the time to request a review of the Screening Decision to sixty (60) calendar days after the date on which the Screening Decision was issued.
28. A request for a review by the Hearing Officer, or for an extension of time to request a review before the Hearing Officer, shall be in the form and manner as determined by the Director from time to time, and shall include the Penalty Notice Number and the Person's contact information. Where a request is made by a Person who is not the Owner, the Person shall submit with the request an authorized agent/representative form, in the form as determined by the Director from time to time. Incomplete forms or forms not submitted in accordance with the form and manner as determined by the Director may not be accepted or processed, at the discretion of the Director.
29. The Hearing Officer may only extend the time to request a review of the Screening Decision where the Person requesting the extension demonstrates, on a balance of probabilities, extenuating

circumstances that warrant the extension of time. The Hearing Officer will consider the request for extension before reviewing the Screening Decision.

30. Where an extension of time for a hearing review is not granted by the Hearing Officer and no request is made to have the Screening Decision reviewed in accordance with section 26 of this by-law, the Screening Decision shall be deemed to be affirmed and shall not be subject to review.
31. Where neither a hearing review nor an extension of time for a hearing review are requested in accordance with this by-law, or where the Person fails to request a hearing review within any extended period of time granted by the Hearing Officer:
 - a. the Person(s) served with the Penalty Notice shall be deemed to have waived the right to a hearing review in relation to such notice;
 - b. the Screening Decision shall be deemed to be affirmed; and
 - c. the Screening Decision shall not be subject to review.
32. A Person requesting a review by the Hearing Officer in accordance with this by-law shall be given at least thirty (30) calendar days' notice of the date, time and place for the review by the Hearing Officer.

Service of Documents

33. Service of a Penalty Notice pursuant to section 12 of this by-law in any of the following ways, with respect to a contravening vehicle, is deemed effective by:
 - a. affixing it to the vehicle in a conspicuous place at the time of the contravention;
 - b. delivering it personally to the operator of the vehicle or the person having care and control of the vehicle at the time of the contravention;
 - c. mailing it by regular mail to the Owner of the vehicle at the address as set out on the ownership as soon as reasonably practicable after the contravention; or
 - d. delivering it to an occupant at the address of the Owner of the vehicle as set out on the ownership, who appears to be at least sixteen (16) years of age, as soon as reasonably practicable after the contravention.
34. Service of a Penalty Notice pursuant to section 13 of this by-law in any of the following ways is deemed effective by:
 - a. delivering it personally to the Person named in the Penalty Notice at the time of the contravention;
 - b. mailing it by regular mail to the Person named in the Penalty Notice at his/her last known address, as soon as reasonably practicable after the contravention; or
 - c. delivering it to an occupant, who appears to be at least sixteen (16) years of age, at the last known address of the Person named in the Penalty Notice, as soon as reasonably practicable after the contravention.

35. Service of any document other than a Penalty Notice may be made by:
- a. delivering it personally;
 - b. delivering it to an occupant, who appears to be at least sixteen (16) years of age, at the last known address of the Owner or the Person to whom the documents apply;
 - c. delivering it by regular mail to the last known address of the Owner or the Person to whom the documents apply; or
 - d. by email, to the email address provided by the Owner or Person to whom the documents apply.
36. For purposes of this by-law, with respect to any matters subject to a by-law designated under section 102.1 of the Municipal Act, 2001, the last known address of the Owner shall be the address as set out on the vehicle ownership or, where an updated address has been provided in writing by the Owner to the Township at the time of service, such updated address.
37. Any Penalty Notice or document sent in writing by regular mail, as set out in this by-law, is deemed to have been served on the fifth (5th) calendar day after the date of mailing.
38. Any Penalty Notice affixed to the vehicle to which it applies, or any Penalty Notice or document delivered personally in accordance with this by-law, is deemed to have been served on the date and time of such delivery.
39. Service on a Person who is not the Owner, in accordance with this by-law, including service of a Penalty Notice, Screening Decision or Hearing Decision by handing it to the Person, shall be deemed to be service on the Owner.
40. Any document served by email, as set out in this by-law, shall be deemed to have been served on the day of transmission.

Administration

41. The Director shall administer this by-law and is delegated the power to:
- a. designate locations within the Township, and times, for conducting reviews and hearings under this by-law; and
 - b. prescribe all forms, notices, including the Penalty Notice, guidelines, practices, processes and procedures, necessary to implement this by-law and the administrative penalty system, and to amend the same from time to time as the Director deems necessary.
42. The CAO is delegated the power to establish and implement any policies necessary to implement this by-law and the administrative penalty system at the Township, and may amend the same from time to time, as the CAO deems necessary.
43. For the purposes of subsection 23.2(4) of the Municipal Act, 2001, Council has determined that any powers delegated pursuant to this by-law are minor in nature.

Penalty Payment and Administrative Fees

44. A Penalty Notice that is paid prior to a review by Screening Officer shall be deemed as final and will not be subject to screening, unless there is an error on the face of the Penalty Notice as determined by the Director.
45. Unless otherwise stated in this by-law, upon issuance of a Penalty Notice pursuant to section 12 or 13 of this by-law, the Administrative Penalty set out in such notice shall be due and payable to the Township thirty (30) calendar days from the Effective Date of Service of the Penalty Notice.
46. Notwithstanding section 45 of this by-law, where an Administrative Penalty, including any Administrative Fees, is (are) affirmed, or reduced by a Screening Officer or a Hearing Officer, the Administrative Penalty and any Administrative Fees shall be due and payable on the date specified in the Screening Decision or Hearing Decision, as the case may be, or if no such date is specified, thirty (30) days after service of the Screening Decision or the Hearing Decision.
47. Notwithstanding section 45 of this by-law, where a Person makes a request for an extension of time for payment, and the request is granted, the date on which the Administrative Penalty is due and payable shall be the date established in accordance with such extension of time.
48. Where an Administrative Penalty, with respect to a Penalty Notice issued pursuant to section 12 of this by-law, is not paid on or before the date it is due and payable, the Township may request the vehicle ownership information from the Ministry of Transportation for Ontario. When such vehicle ownership information is requested and received, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, the Owner of the vehicle subject to the Penalty Notice shall be liable to pay to the Township the MTO Search Fee, as set out in Schedule "C" to this by-law.
49. Where an Administrative Penalty is not paid within fifteen (15) calendar days after it becomes due and payable, the Township may:
 - a. notify the Registrar of Motor Vehicles of the default and the Registrar shall not validate the permit of a Person named in the default notice nor issue a new permit to that Person, in respect of the vehicle to which the Administrative Penalty and Administrative Fees apply, until the penalty and any applicable fees are paid, in which case the Owner of the vehicle in respect of which the Penalty Notice was issued shall, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, pay to the Township a Plate Denial Fee; and/or,
 - b. pursue any other collection mechanisms available to the Township pursuant to the Regulation or at law.
50. Where a person provides a method of payment to the Township for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, the Owner shall, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, be liable to pay to the Township an NSF Fee.
51. All amounts due and payable to the Township pursuant to this by-law constitute a debt to the Township.

52. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any related Administrative Fee is also cancelled.
53. Where a Person has paid an Administrative Penalty or an Administrative Fee that is cancelled or reduced pursuant to this by-law, the Township shall refund the amount cancelled or reduced.
54. Where the Person served with a Penalty Notice issued pursuant to section 12 of this by-law, or issued a Screening Decision, is not the Owner, the Owner may exercise any right that such Person may exercise under this by-law.
55. No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.
56. Payment of any Administrative Penalty or Administrative Fee must be received on or before the date on which it is due and payable, or any extended due date in accordance with this by-law and will not be credited until received by the Township.
57. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

Enforcement and Offences

58. Any Officer may enforce this by-law.
59. No Person shall:
 - a. make a false, misleading or fraudulent statement in relation to a Penalty Notice, or on any form submitted to the Township in relation to a Penalty Notice; or
 - b. obstruct an Officer exercising any authority under this by-law.
60. No Person shall attempt, directly or indirectly, to communicate with a Screening Officer or Hearing Officer for the purpose of influencing or interfering, financially, politically or otherwise with, the Screening Officer or Hearing Officer respecting a Penalty Notice and/or respecting a power of decision in a proceeding that is or will be pending before a Screening Officer or Hearing Officer, except:
 - a. a Person who is entitled to be heard in the proceeding or the Person's lawyer, licensed paralegal or authorized representative; and
 - b. only by that Person or the Person's lawyer, licensed paralegal or authorized representative during the hearing of the proceeding in which the issues arise.
61. Any Person who contravenes section 51 or 52 of this by-law is guilty of an offence and, upon conviction, is liable to a fine as provided for in the Provincial Offences Act.
62. If a corporation has contravened section 51 or 52 of this by-law, every director and officer who knowingly concurred in such a contravention is guilty of an offence.

Part IV. Conflict and Transition

Conflict

63. In the event the provisions of this by-law are inconsistent with the provisions of the Municipal Act, 2001, its regulations or any other Act, the provisions of the Act or regulation shall prevail.

Terms Severable

64. The terms and provisions of this by-law shall be severable, and should any term or provision be found by a court of competent jurisdiction to be legally unenforceable, in operative or invalid, the remainder of the by-law shall continue to be in full force and effect.

Enactment

65. This by-law shall come into full force and effect on the date it is passed at which time all by-laws, policies and resolutions that are inconsistent with the provisions of this by-law are hereby repealed insofar as it is necessary to give effect to the provisions of this by-law.

FINALLY PASSED AND ENACTED this 24th day of September 2024.

Mayor

Clerk

Schedule A - Parking Administrative Penalties

Designated By-law, Short Form Wordings and Administrative Penalties

1. The provisions of each by-law listed in Column 2 of the following tables are Designated By-laws.
2. Column 3 in the following tables sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
3. Column 4 in the following tables sets out the Administrative Penalty amount that is payable for a contravention of the designated provision listed in Column 2 for the matter(s) identified in Column 3.

Parking and Traffic Control By-law 70-2006				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 EARLY PENALTY AMOUNT	COLUMN 5 SET PENALTY AMOUNT
1	Part V 2(a)	Parked more than 0.15 metres from curb	\$25.00	\$35.00
2	Part V 2 (a)	Stopped more than 0.15 metres from curb	\$25.00	\$35.00
3	Part V 2(a)	Parked facing wrong direction	\$25.00	\$35.00
4	Part V 2(b)	Parked facing wrong direction on a one-way street	\$25.00	\$35.00
5	Part V 2(b)	Parked more than 0.15 metres from curb on one-way street	\$25.00	\$35.00
6	Part V 2(b)	Fail to park parallel to curb on one way street	\$25.00	\$35.00

7	Part V 2(d)	Parked on the abutting highway	\$25.00	\$35.00
8	Part V 2(e)	Parked in more than one space	\$25.00	\$35.00
9	Part V 3(a)(ii)	Parked on or over sidewalk	\$25.00	\$35.00
10	Part V 3(a)(ii)	Parked on boulevard	\$25.00	\$35.00
11	Part V 3(a)(iii)	Parked in intersection	\$25.00	\$35.00
12	Part V 3(a)(iv)	Parked within 3 metres of a fire hydrant	\$25.00	\$35.00
13	Part V 3(a)(v)	Parked within 15 metres of a railway crossing	\$25.00	\$35.00
14	Part V 3(a)(vi)	Parked within 9 metres of an intersecting roadway	\$25.00	\$35.00
15	Part V 3(a)(vii)	Parked within 15 metres of an intersection controlled by traffic control signal	\$25.00	\$35.00
16	Part V 3(a)(vii)	Parked within 15 metres of a roundabout	\$25.00	\$35.00
17	Part V 3(a)(viii)	Parked preventing ingress to or egress from driveway	\$25.00	\$35.00
18	Part V 3(a)(xviii)	Parked within a reserved lane	\$25.00	\$35.00
19	Part V 3(a)(xxi)	Parked heavy truck on highway	\$25.00	\$35.00
20	Part V 3(a)(xxii)	Parked trailer longer than 10 metres on highway	\$25.00	\$35.00

21	Part V 3(a)(xxiii)	Parked unlicensed vehicle on highway	\$25.00	\$35.00
22	Part V 3(a)(xxiv)	Parked vehicle on highway while leaking vehicular fluids	\$25.00	\$35.00
23	Part V 3(a)(ix)	Parked on highway obstruct entrance to or from private road	\$25.00	\$35.00
24	Part V 3 (a)(ix)	Parked on highway obstruct entrance to or from lane	\$25.00	\$35.00
25	Part V 3(a) (x)	Parked obstructing crosswalk	\$25.00	\$35.00
26	Part V 3(a)(xi)	Parked obstructing traffic	\$25.00	\$35.00
27	Part V 3 (a) (xii)	Parked so as to prevent removal of vehicle on highway	\$25.00	\$35.00
28	Part V 3(a)(xiii)	Parked longer than 24 consecutive hours	\$25.00	\$35.00
29	Part V 3(a) (xiv)	Parked on highway between 4:00 a.m. and 9:00 a.m. from Dec 1 - March 31	\$35.00	\$45.00
30	Part V 3(a)(xv)	Parked for repairing of vehicle	\$25.00	\$35.00
31	Part V 3(a)(xv)	Parked for washing of vehicle	\$25.00	\$35.00
32	Part V 3(a)(xv)	Parked for maintaining of vehicle	\$25.00	\$35.00
33	Part V 3(a) (xvi)	Parked for soliciting goods/services on highway	\$25.00	\$35.00

34	Part V 3(a)(xvi)	Parked for vending goods/services on highway	\$25.00	\$35.00
35	Part V 3(a) (xvi)	Parked for buying goods/services on highway	\$25.00	\$35.00
36	Part V 3(a) (xvi)	Parked for selling goods/services on highway	\$25.00	\$35.00
37	Part V 3(a)(xvii)	Parked within 15 metres of a designated bus stop	\$25.00	\$35.00
38	Part V 3(b)	Parked on highway during an emergency	\$25.00	\$35.00
39	Part V 3(a)(xix)	Parked bus on highway	\$25.00	\$35.00
40	Part V 3(a)(xx)	Parked school bus on highway	\$25.00	\$35.00
41	Part V 4(a)	Parked in a prohibited area	\$25.00	\$35.00
42	Part V 4(b)(xi)	Parked within 15 metres of an intersection	\$25.00	\$35.00
43	Part V 5(a)	Parked over time limit	\$25.00	\$35.00
44	Part V 7(a)	Stopped in school bus loading zone	\$40.00	\$50.00
45	Part V 7(b)	Stopped on median	\$40.00	\$50.00
46	Part V 7(b)	Stopped adjacent to median	\$40.00	\$50.00
47	Part V 7(c)	Stopped within 30 meters of a bridge	\$40.00	\$50.00

48	Part V 7(c)	Stopped within 30 metres of a tunnel	\$40.00	\$50.00
49	Part V 7(c)	Stopped within 30 metres of underpass	\$40.00	\$50.00
50	Part V 7(c)	Stopped within 30 metres of an elevated structure	\$40.00	\$50.00
51	Part V 7(d)	Stopped within a roundabout	\$40.00	\$50.00
52	Part V 8 (a)	Stopped in a no stopping zone	\$40.00	\$50.00
53	Part V 9	Stopped in loading zone	\$40.00	\$50.00
54	Part V 10	Stopped in taxicab stand	\$40.00	\$50.00
55	Part V 11	Parked in accessible space without permit	\$300.00	\$300.00
56	Part V 11	Stopped in accessible space without permit	\$300.00	\$300.00
57	Part V 12 (a)	Parked on highway during snow event	\$60.00	\$70.00
58	Part V 13 (a)	Parked on highway to interfere with clearing of snow or ice	\$40.00	\$50.00

Front Yard Parking 57-2014

COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT
1	2 (i)	Park vehicle in a front yard	\$75.00
2	2 (i)	Park vehicle in a side yard	\$75.00
3	2 (i)	Park vehicle in rear yard	\$75.00

Private and Municipal Lot Parking 71-2012			
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT
1	Section 2	Parked on private property without owners consent	\$40.00
2	Section 3(a)	Parked between 2:30 a.m. and 6:00 a.m.	\$40.00
3	Section 3(b)	Parked vehicle weighing greater than 3 tonnes	\$40.00
4	Section 3(c)	Parked in area other than parking space	\$40.00
5	Section 3(d)	Parked in more than one space	\$40.00
6	Section 3(e)	Parked/Stopped bus for loading/unloading passengers	\$40.00

7	Section 3(h)	Parked in area restricted to parking permits	\$40.00
8	Section 3(i)	Parked motor vehicle in area designated for horse-drawn vehicles	\$40.00
9	Section 3(k)	Parked in parking lot where prohibited by signage	\$40.00

Schedule B - Non-Parking Administrative Penalties

Designated By-law, Short Form Wordings and Administrative Penalties

1. The provisions of each by-law listed in Column 2 of the following tables are Designated By-laws.
2. Column 3 in the following tables sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
3. Column 4 in the following tables sets out the Administrative Penalty amount that is payable for a contravention of the designated provision listed in Column 2 for the matter(s) identified in Column 3.
4. The penalties shown in Column 5 in the following tables set out the Administrative Penalty Amount that is payable for contraventions of the designated provisions in cases where an officer determines that a Person named in a Penalty Notice has received a Penalty Notice previously for the same offence and such Penalty Notice has been confirmed

Clean Yards By-law 40-2017				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 3.1	Fail to keep property free and clear of waste material.	\$100.00	\$150.00
2	Section 3.1	Fail to keep property free and clear of domestic waste.	\$100.00	\$150.00
3	Section 3.1	Fail to keep property free and clear of industrial waste.	\$100.00	\$150.00
4	Section 3.2	Fail to keep land drained.	\$100.00	\$150.00
5	Section 3.2	Fail to keep land free from holes and excavations.	\$100.00	\$150.00

6	Section 3.4.3	Fail to keep grass and weeds cut no more than 20 centimetres.	\$100.00	\$150.00
7	Section 3.5	Use property or structure to store waste material.	\$100.00	\$150.00
8	Section 3.5	Use property or structure to store domestic waste.	\$100.00	\$150.00
9	Section 3.5	Use property or structure to store industrial waste.	\$100.00	\$150.00
10	Section 3.6	Throw, place or deposit waste material, domestic or industrial waste on any Township of Woolwich property.	\$100.00	\$150.00
11	Section 3.7	Use property or structure for storing vehicles for the purpose of wrecking or dismantling.	\$100.00	\$150.00
12	Section 3.8.1	Store inoperative vehicle.	\$100.00	\$150.00
13	Section 3.8.2	Store unlicensed vehicle.	\$100.00	\$150.00

Animal Control By-law 31-2018				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 7	Permit Dog to attack / bite a person / domestic animal	\$400.00	\$600.00
2	Section 8	Fail to remove Dog excrement	\$200.00	\$300.00
3	Section 9	Keep more than maximum number of dogs permitted	\$200.00	\$300.00
4	Section 10	Fail to licence Dog	\$200.00	\$300.00
5	Section 12	Provide false / misleading information on dog licence application	\$200.00	\$300.00
6	Section 13 (a)	Fail to produce evidence of modification	\$200.00	\$300.00
7	Section 13 (b)	Fail to produce evidence of breed	\$200.00	\$300.00
8	Section 13 (c)	Fail to produce evidence of rabies vaccination	\$200.00	\$300.00
9	Section 16	Unlawfully remove Dog tag	\$200.00	\$300.00
10	Section 17	Fail to replace Dog licence	\$200.00	\$300.00

11	Section 19	Allow Dog to run at large	\$200.00	\$300.00
12	Section 28	Fail to notify Officer of Dog location during investigation	\$200.00	\$300.00
13	Section 39	Operate kennel without Kennel Licence	\$400.00	\$600.00
14	Section 40 (a)	Fail to renew Kennel Licence	\$400.00	\$600.00
15	Section 40 (c)	Fail to install / maintain required fence	\$400.00	\$600.00
16	Section 42	Operate Kennel contrary to Agricultural Zoning regulations	\$400.00	\$600.00
17	Section 48	Fail to construct / maintain kennel standards	\$400.00	\$600.00
18	Section 50	Fail to maintain outdoor kennel standards	\$400.00	\$600.00
19	Section 51	Fail to maintain group housing kennel standards	\$400.00	\$600.00
20	Section 52	Fail to maintain breeding kennel standards	\$400.00	\$600.00
21	Section 54 (a)	Fail to provide acoustical study	\$400.00	\$600.00
22	Section 54 (b)	Fail to conduct follow-up acoustical study	\$400.00	\$600.00

23	Section 56	Fail to create / maintain / allow inspection of kennel records	\$400.00	\$600.00
24	Section 57 (a)	Fail to post licence in a conspicuous place	\$100.00	\$200.00
25	Section 57 (b)	Fail to permit an inspection	\$400.00	\$600.00
26	Section 58	Own / harbour / keep / sell Exotic Animal	\$400.00	\$600.00
27	Section 62	Hinder / obstruct person performing duty under By-law	\$400.00	\$600.00
28	Section 66	Failure to comply with order	\$400.00	\$600.00

Licensing By-law 08-2020				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 18 (a)	Operating a Business without a Licence	\$200.00	\$300.00
2	Section 18 (b) i.	Operating a Business at a location other than the location identified on the Licence	\$200.00	\$300.00

3	Section 18 (b) ii.	Operating a Business under any name other than the name(s) identified on the Licence	\$200.00	\$300.00
4	Section 18 (b) iv.	Operating a Business without complying with all conditions or restrictions placed on the Licence	\$200.00	\$300.00
5	Section 18 (c)	Transferring a Licence to another person or location other than person or location identified on the Licence	\$200.00	\$300.00
6	Section 18 (d)	Obtaining a Licence by providing mistaken, false or incorrect information	\$200.00	\$300.00
7	Section 18 (e)	Operating a Licenced Business from private property without written permission from the property owner	\$200.00	\$300.00
8	Schedule A Part I. s. 4 (a)	Operating a Food Truck within 8 metres from an intersection	\$200.00	\$300.00
9	Schedule A Part I. s. 4 (b)	Operating a Food Truck within 100 metres from another Refreshment Vehicle	\$200.00	\$300.00
10	Schedule A Part I. s. 4 (c)	Operating a Food Truck within 60 metres of the property line of an existing restaurant or food service business	\$200.00	\$300.00

11	Schedule A Part I. s. 4 (d)	Operating a Food Truck within 100 metres of an Elementary or Secondary School	\$200.00	\$300.00
12	Schedule A Part I. s. 4 (e)	Operating a Food Truck within 30 metres of a public park without authorization of a member of Senior Management	\$200.00	\$300.00
13	Schedule A Part I. s. 4 (f)	Operating a Food Truck from a boulevard, sidewalk or other municipal property without authorization of a member of Senior Management	\$200.00	\$300.00
14	Schedule A Part II. s. 11	Operating a Stationary Refreshment Vehicle in a zone other than Commercial or Industrial	\$200.00	\$300.00
15	Schedule A Part II. s. 14 (a)	Operating a Stationary Refreshment Vehicle within 8 metres of an intersection	\$200.00	\$300.00
16	Schedule A Part II. s. 14 (b)	Operating a Stationary Refreshment Vehicle within 100 metres of another Refreshment Vehicle	\$200.00	\$300.00
17	Schedule A Part II. s. 14 (c)	Operating a Stationary Refreshment Vehicle within 60 metres of an existing restaurant or food service business	\$200.00	\$300.00
18	Schedule A Part II. s. 14 (d)	Operating a Stationary Refreshment Vehicle within 100 metres of an Elementary or Secondary School	\$200.00	\$300.00

19	Schedule A Part II. s. 14 (e)	Operating a Stationary Refreshment Vehicle within 30 metres of a public park without authorization of Council	\$200.00	\$300.00
20	Schedule A Part II. s. 14 (f)	Operating a Stationary Refreshment Vehicle from a boulevard, sidewalk, park or other municipal property without authorization of Council	\$200.00	\$300.00
21	Schedule A Part II. s. 17	Operating a Stationary Refreshment Vehicle occupying more than 35 square metres	\$200.00	\$300.00
22	Schedule A Part III. s. 21	Operating a Food Cart occupying more than 10 square metres	\$200.00	\$300.00
23	Schedule A Part III. s. 23 (a)	Operating a Food Cart within 8 metres of an intersection	\$200.00	\$300.00
24	Schedule A Part III. s. 23 (b)	Operating a Food Cart within 100 metres of another Refreshment Vehicle	\$200.00	\$300.00
25	Schedule A Part III. s. 23 (c)	Operating a Food Cart within 60 metres of an existing restaurant or food service business	\$200.00	\$300.00
26	Schedule A Part III. s. 23 (d)	Operating a Food Cart within 100 metres of an Elementary or Secondary School	\$200.00	\$300.00

27	Schedule A Part III. s. 23 (e)	Operating a Food Cart within 30 metres of a public park without authorization of a member of Senior Management	\$200.00	\$300.00
28	Schedule A Part III. s. 23 (f)	Operating a Food Cart from any boulevard, sidewalk, park or other municipal property without authorization from a member of Senior Management	\$200.00	\$300.00
29	Schedule A Part III. s. 24	Selling Food Stuffs for sale from a horse-drawn Food Cart	\$200.00	\$300.00
30	Schedule B s. 2	Conducting Business as a Salesperson in a Zone other than Commercial, Industrial or Institutional	\$200.00	\$300.00
31	Schedule A s. 26 (a)	Conducting a fundraising barbeque from a location without permission from the private property owner	\$200.00	\$300.00
32	Schedule A s. 26 (b)	Conducting a fundraising barbeque without approval from Public Health	\$200.00	\$300.00
33	Schedule A s. 26 (c)	Conducting a fundraising barbeque without proof of compliance with TSSA requirements	\$200.00	\$300.00
34	Schedule B s. 6 (a)	Operating as a Street Musician at a location without written permission from the private property owner	\$200.00	\$300.00

35	Schedule D s. 1	Operating a Trailer Park without a Licence	\$200.00	\$300.00
36	Schedule D s. 3	Locate a Trailer in an unlicensed Trailer Park or on lands not Zoned to permit a Trailer	\$200.00	\$300.00

Noise By-law 47-2023				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 7	Emit, cause to be emitted, or permit the emission of sound at a prohibited time	\$200.00	\$300.00
2	Section 8	Emit or cause to be emitted or permit the emission of Unreasonable Noise	\$200.00	\$300.00
3	Section 16	Fail to comply with an order	\$400.00	\$600.00
4	Section 20	Hinder or obstruct or attempt to hinder or obstruct an Officer	\$400.00	\$600.00

Recreation By-law 44-2023				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 7	Engage in a prohibited activity in a recreation area	\$100.00	\$150.00
2	Section 8. a	Enter/remain in a park/recreation area when closed	\$100.00	\$150.00
3	Section 8. b	Operate a motor vehicle in a park/recreation area except on a roadway or authorized parking area	\$100.00	\$150.00
4	Section 8. e	Cause/permit animal to enter any splash pad or pool intended for human use	\$100.00	\$150.00
5	Section 8. p	Solicit funds in a park/recreation area	\$100.00	\$150.00
6	Section 8. v	Alter/foul any property in a park/recreation area	\$100.00	\$150.00
7	Section 10	Use a recreation area without payment of required fee	\$200.00	\$300.00
8	Section 17	Fail to comply with an Order	\$400.00	\$600.00
9	Section 19	Hinder or obstruct or attempt to hinder or obstruct an Officer	\$400.00	\$600.00

Traffic and Parking By-law 70-2006				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Part IV 4(a)	Deposit snow or ice on a roadway or shoulder	\$100.00	\$150.00

Boulevard Maintenance By-law 34-2024				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Part III 1	Interfere with highway or boulevard – no permit	\$200.00	\$300.00
2	Part III 2	Conduct work on a highway or boulevard – no permit	\$200.00	\$300.00
3	Part III 3	Make changes to portion of driveway located in boulevard – no permit	\$200.00	\$300.00
4	Part III 4	Cut, damage, construct or re-construct a sidewalk, curb, driveway apron or boulevard – no permit	\$200.00	\$300.00

5	Part III 5	Plant tree on boulevard – no permit	\$200.00	\$300.00
6	Part III 6	Install irrigation system on boulevard – no permit	\$200.00	\$300.00
7	Part III 7	Fail to comply with conditions of permit	\$200.00	\$300.00
8	Part III 8	Injure, damage, interfere with or encumber any tree, shrub, bush or hedge on boulevard or sidewalk	\$200.00	\$300.00
9	Part III 9	Leave unattended sports equipment on any highway, boulevard or sidewalk	\$200.00	\$300.00
10	Part III 10	Utilize sports equipment to interfere with the passage on any highway, boulevard or sidewalk	\$200.00	\$300.00
11	Part III 11	Discharge water causing excessive ponding, erosion or unsafe condition	\$200.00	\$300.00
12	Part III 12	Deposit snow on sidewalk or highway	\$200.00	\$300.00
13	Part III 13	Restrict sight lines of pedestrians, cyclists or drivers	\$200.00	\$300.00
14	Part III 14	Fail to maintain boulevard that abuts the owner's property	\$200.00	\$300.00
15	Part III 15	Allow boulevard grass and/or weeds to exceed 20cm in height	\$200.00	\$300.00

16	Part III 16	Permit protruding, sharp, dangerous items on boulevard	\$200.00	\$300.00
17	Part III 17	Impede snow removal, access to fire hydrant, post office boxes, or other installation belonging to the Township, Region, or any utility provider on boulevard or sidewalk.	\$200.00	\$300.00
18	Part III 18	Permit overflow of anything onto the highway, sidewalk or adjacent property	\$200.00	\$300.00
19	Part III 35	Fail to comply with an order	\$400.00	\$600.00

Fireworks By-law 15-2015

COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 3.1	Permit the sale of firecrackers	\$200.00	\$300.00
2	Section 3.2	Set off a firecracker	\$200.00	\$300.00
3	Section 4.1	Permit the sale or offer of any prohibited firework	\$200.00	\$300.00
4	Section 4.2	Permit the sale or offer of display fireworks or consumer fireworks – no permit	\$200.00	\$300.00

5	Section 4.3	Permit the sale of any fireworks during an unauthorized time	\$200.00	\$300.00
6	Section 4.4	Sell any firework to a person under eighteen years of age	\$200.00	\$300.00
7	Section 7.1	Set off any prohibited firework	\$200.00	\$300.00
8	Section 7.2	Hold a public fireworks display – no permit	\$200.00	\$300.00
9	Section 7.3	Set off any firework on any street, highway or public park	\$200.00	\$300.00
10	Section 7.5.1	Set of any firework within 500ft or 153 meters of a woodland	\$200.00	\$300.00
11	Section 7.5.2	Set of any firework within 500ft or 153 meters of a where explosives, gasoline, or other highly flammable substances are manufactured, sold or stored.	\$200.00	\$300.00
12	Section 7.5.3	Set of any firework within 500ft or 153 meters of a hospital, nursing home, retirement him, or home for the aged	\$200.00	\$300.00
13	Section 7.5.4	Set of any firework within 500ft or 153 meters of a church, childcare facility or public, separate, secondary or other school	\$200.00	\$300.00

Open Air Burn By-law 19-2013				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2.1	Failure to obtain burning permit	\$200.00	\$300.00
2	Section 2.5. a	Permit a fire to increase the likelihood of smoke or fire damage to property	\$200.00	\$300.00
3	Section 2.5. b	Permit a fire to increase the likelihood of odour or smoke to cause discomfort to persons	\$100.00	\$150.00
4	Section 2.5. c	Permit a fire to increase the likelihood of a spread of fire through grass or brush area beyond its intended limits	\$200.00	\$300.00
5	Section 2.5. d	Permit a fire to increase the likelihood of a decrease in visibility on any highway or road	\$200.00	\$300.00

Sidewalk Snow Removal By-law 55-2009				
COLUMN 1 ITEM	COLUMN 2 DESIGNATED PROVISION	COLUMN 3 SHORT FORM WORDING	COLUMN 4 SET PENALTY AMOUNT	COLUMN 5 PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1	Section 2.1	Failure to remove snow and ice within twenty-four hours from the sidewalks on the highways in front or, along side or at the rear of such building or land	\$200.00	\$300.00
2	Section 2.2	Failure to remove snow or ice within twenty-four hours from any sidewalk	\$200.00	\$300.00
3	Section 2.3	Failure to clear and remove snow and ice creating unsafe conditions	\$200.00	\$300.00
4	Section 5.1	Deposit snow from private property onto a sidewalk	\$200.00	\$300.00
5	Section 5.2	Deposit snow or ice in a manner that obstructs drainage to a catch-basin, fire hydrant or normal passage of motor vehicles	\$200.00	\$300.00
6	Section 5.3	Place or cause to be placed any snow or ice on sidewalk or highway	\$200.00	\$300.00

Schedule C - Administration Fees

ITEM	FEE
Screening Non-Appearance Fee	\$25
Hearing Non-Appearance Fee	\$50
Late Payment Fee (Parking By-laws)	\$25
Late Payment Fee (Non-parking By-laws)	25% of set penalty amount
MTO Search Fee	\$10
Plate Denial Fee (Parking By-laws)	\$25
Collections Fee	15% of total penalty amount

Note: the fees and charges as listed in this Schedule will be subject to applicable taxes, including Harmonized Sales Tax (H.S.T.) where applicable.