

MUNICIPALITY OF CENTRAL MANITOULIN

ADMINISTRATIVE MONETARY SYSTEM BY-LAW 2026-11

(Repeals Municipality of Central Manitoulin's By-law 2023-13)

BEING A BY-LAW TO IMPLEMENT AN ADMINISTRATIVE MONETARY PENALTY SYSTEM IN THE MUNICIPALITY OF CENTRAL MANITOULIN

WHEREAS the Municipality of Central Manitoulin is authorized under section 434.1 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, to establish a system of administrative penalties for contraventions of municipal By-laws;

AND WHEREAS section 102.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a Municipality may require a person to pay an Administrative Monetary 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 section 391 of the Municipal Act, 2001 enables the Municipality to pass By-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;

AND WHEREAS section 434.2 of the Municipal Act, 2001, S.O. 2001, c. 25, provides that an Administrative Monetary Penalty imposed by the Municipality on a person constitutes a debt of the person to the Municipality;

AND WHEREAS sections 23.2, 23.3 and 23.5 of the Municipal Act, 2001 authorizes the Municipality to delegate its administrative and hearing powers; and,

AND WHEREAS the Council for the Municipality considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for the designated Municipal By-laws, or portions of the designated Municipal By-laws;

NOW THEREFORE THE COUNCIL OF THE MUNICIPALITY OF CENTRAL MANITOULIN ENACTS AS FOLLOWS:

1. DEFINITIONS:

In this By-law:

- 1.1. **“Administrative Fee”** means any fee specified in this By-law as prescribed in the Municipality's Fees and Charges By-law;
- 1.2. **“Administrative Penalty”** means an administrative penalty established by this By-law or set out in the attached Schedule(s) for a contravention of a Designated By-law;
- 1.3. **“AMPS”** means Administrative Monetary Penalty System;
- 1.4. **“Clerk”** means the Municipal Clerk, their delegate, or anyone designated by the Clerk to perform duties pursuant to the Administrative Monetary Penalty System;
- 1.5. **“Council”** means the Council of the Municipality of Central Manitoulin;
- 1.6. **“Day”** means any calendar day;
- 1.7. **“Designated By-law”** means a By-law, or a part or provision of a By-law, that is designated under this or any other By-law, and is listed in the attached Schedule 'A' to which the AMPS applies;
- 1.8. **“Hearing Non-Appearance Fee”** means an Administrative Fee established by the Municipality from time to time in respect of a Person's failure to appear at the time and place scheduled for a review before a Hearing Officer as prescribed in the Municipality's Fees and Charges By-law;
- 1.9. **“Hearing Decision”** means a notice that contains a decision made by a Hearing Officer;
- 1.10. **“Hearing Officer”** means a person appointed by Council to perform the duties of a Hearing Officer for the purposes of this By-law;

- 1.11. **“Holiday”** means a Saturday, Sunday, any statutory holiday in the Province of Ontario or any Day the offices of the Municipality are officially closed for business;
- 1.12. **“Late Payment Fee”** means an Administrative Fee established by the Municipality 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 prescribed in the Municipality’s Fees and Charges By-law;
- 1.13. **“Municipality”** means the Municipality of Central Manitoulin;
- 1.14. **“NSF Fee”** means an Administrative Fee established by the Municipality from time to time in respect of payment by negotiable instrument received by the Municipality from a Person for payment of any Administrative Penalty or Administrative Fee, for which there are insufficient funds available in the account on which the instrument was drawn, as prescribed in the Municipality’s Fees and Related Charges By-law;
- 1.15. **“Officer”** means a Municipal By-law Enforcement Officer, Police Officer, Fire Chief or designate appointed by the municipality to administer and enforce this By-law;
- 1.16. **“Penalty Notice”** means a notice given to a Person pursuant to section 3 of this By-law;
- 1.17. **“Penalty Notice Date”** means the date of the contravention specified on the Penalty Notice, in accordance with section 3.3 of this By-law;
- 1.18. **“Penalty Notice Number”** means the reference number specified on the Penalty Notice that is unique to that Penalty Notice, in accordance with section 3.3 of this By-law;
- 1.19. **“Person”** includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof;
- 1.20. **“Power of Decision”** means a power or right, conferred by or under this By-law and the Administrative Penalty By-law, to make a decision deciding or prescribing the legal rights, powers, privileges, immunities, duties or liabilities of any Person:
 - (a) in the case of a Screening Officer, in respect of a request to review an Administrative Penalty; and
 - (b) in the case of a Hearings Officer, in respect of an appeal of a Screening Decision.
- 1.21. **“Regulation”** means Ontario Regulation 333/07 under the Municipal Act as amended;
- 1.22. **“Request for Review by Hearing Officer”** means the request which may be made in accordance with section 5 of this By-law for the review of a Screening Decision;
- 1.23. **“Request for Review by Screening Officer”** means the request made in accordance with section 4 of this By-law for the review of a Penalty Notice;
- 1.24. **“Review by Hearing Officer”** and **“Hearing”** means the process set out in section 5 of this By-law;
- 1.25. **“Review by Screening Officer”** and **“Screening Review”** means the process set out in section 4 of this By-law;
- 1.26. **“Screening Decision”** means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 4.7 of this By-law;
- 1.27. **“Screening Non-appearance Fee”** means an Administrative Fee as prescribed in the Municipality’s Fees and Charges By-law in respect of a Person’s failure to appear at the time and place scheduled for a review before a Screening Officer;
- 1.28. **“Screening Officer”** means a person appointed by Council to perform the duties of a Screening Officer for the purposes of this By-law;
- 1.29. **“Vehicle”** includes a motor vehicle, automobile, bicycle, motorcycle, boat, motor vehicle trailer, traction engine, farm tractor, road building machine and any vehicle propelled or driven by any kind of power including muscular power and such additional definitions as set out in the *Highway Traffic Act as amended*.

2. APPLICABILITY AND SCOPE

- 2.1. This By-law applies to, and only to, Designated By-laws included in Schedule ‘A’.
- 2.2. Each Designated By-law permitting the issuance of Administrative Monetary Penalties shall set out short form wordings and the corresponding Administrative Monetary Penalty amounts to be applied for any contravention of such respective Designated By-law.

3. PENALTY NOTICES

- 3.1. Every Person in contravention of a Designated By-law shall upon issuance of a Penalty Notice be liable to pay the Municipality an Administrative Penalty in the amount specified in the attached Schedule 'A' to this By-law.
- 3.2. An Officer who has reason to believe that a Person has contravened any Designated By-law may issue a Penalty Notice as soon as reasonably practicable.
- 3.3. A Penalty Notice shall include the following information:
 - (a) the Penalty Notice Date;
 - (b) a Penalty Notice Number;
 - (c) the date on which the Administrative Penalty is due and payable, fifteen (15) days from service of the Penalty Notice;
 - (d) the identification number and signature of the Officer;
 - (e) the name of the person penalized;
 - (f) the contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
 - (g) the amount of the Administrative Penalty;
 - (h) the vehicle licence plate number or vehicle identification number, if applicable;
 - (i) the option(s) available to dispute the Penalty Notice with a Screening Officer and Hearing Officer;
 - (i) such additional information as the Clerk determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty;
 - (j) a statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Municipality unless cancelled pursuant to Screening Review or Hearing process; and
 - (k) method of service of the Penalty.
- 3.4. In addition to the service methods provided in section 6 "Service of Documents" of this By-law, an Officer may serve the Penalty Notice on a Person by delivering it personally to the Person contravening the By-law at the time of the offence.
- 3.5. No Officer may accept payment of an Administrative Penalty or Administrative Fee.
- 3.6. A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Municipality any applicable Administrative Fee(s).

4. REVIEW BY SCREENING OFFICER

- 4.1. A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative Penalty is due and payable, and in accordance with the process set out in Section 3.3. c), and in accordance with the process set out in Section 4.4.
- 4.2. If a Person has not requested a Review by a Screening Officer on or before the date on which the Administrative Penalty is due and payable, the Person may request an extension of time to request a Screening Review to a date that is no later than forty-five (45) days after the Penalty Notice Date, in accordance with the process set out in Section 4.4.
- 4.3. A Person's right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before forty-five (45) days after the Penalty Notice Date, at which time:
 - (a) the Person shall be deemed to have waived the right to request a Screening Review or request an extension of time for a Screening Review; and,
 - (b) the Administrative Penalty shall be deemed to be confirmed on the sixteenth (16th) day following the Penalty Notice Date; and,
 - (c) the Administrative Penalty shall not be subject to any further review, including a review by any Court.

- 4.4. A Person's Request for a Review by a Screening Officer or request for an extension of time to request a Review by a Screening Officer shall be exercised by a submission to the Municipality by email, mail, fax transmission or in person, using the Request for a Review Form, attached hereto as Schedule "B", and in accordance with the directions set out in the Penalty Notice.
- (a) Requests for a Review by a Screening Officer that are not in the prescribed format shall be deemed to be invalid.
- 4.5. A Request for Review by Screening Officer or a request for an extension of time to request a Screening Review shall only be scheduled by the Clerk, if the Person makes the request on or before the dates established by Sections 4.1 or 4.2 of this Bylaw.
- 4.6. On a request for an extension of time to request a Screening Review, the request may only be granted where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.
- 4.7. Where an extension of time to request a Screening Review is not granted by the Clerk, the Administrative Penalty and any applicable Administrative Fee(s) are deemed to be confirmed. Notice of this decision will be provided in accordance with Section 6.
- 4.8. Where an extension of time to request a Screening Review is granted by the Clerk, or when a review by a Screening Officer has been requested in accordance with this Section, confirmation of said extension or receipt of said request shall be provided in accordance with Section 6.
- 4.9. Where the Person requests to meet in-person with the Screening Officer in accordance with this By-law, the Person shall be provided no fewer than seven (7) calendar days notice of the date, time and place of the Screening Officer Review.
- 4.10. The Review by a Screening Officer shall proceed by way of written screening. At the Screening Officer's discretion, an in-person, telephone or virtual appointment with the Person requesting a review may be required before making a decision.
- 4.11. Where the Person requests to meet in-person with the Screening Officer in accordance with this By-law and the Person fails to appear at the time and place scheduled for a Screening Review, or fails to remain at such place until the Screening Officer has made a Screening Decision respecting the Administrative Penalty, or where the Person fails to provide requested documentation in accordance with a request by a Screening Officer, then:
- (a) the Person shall be deemed to have abandoned the request for the review;
- (b) the Administrative Penalty shall be deemed to be final;
- (c) the Administrative Penalty shall not be subject to any further review by a Hearing Officer or review by any Court; and
- (d) the Person shall pay to the Municipality a Screening Non-Appearance Fee and any other applicable Administrative Fee(s).
- 4.12. On a Review of an Administrative Penalty, the Screening Officer may:
- (a) affirm the Administrative Penalty; or
- (b) cancel, reduce or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
- (i) where the Person establishes on the balance of probabilities that they did not contravene the Designated By-law(s) as described in the Penalty Notice; or
- (ii) where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.
- 4.13. After a Review by a Screening Officer, the Screening Officer shall deliver a Screening Decision to the Person, in accordance with Section 6 of this By-law.
- 4.14. A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law.

5. REVIEW BY HEARING OFFICER

- 5.1. A Person may Request a Review by Hearing Officer during the Screening Review.

- 5.2. If a Person has not made a Request for Review by Hearing Officer at the time of the Screening Review, the Person may make a Request for Review by Hearing Officer before the due and payable date for the Administrative Penalty listed on the Screening Decision.
- 5.3. The Person's right to Request for Review by Hearing Officer expires if it has not been exercised on or before the due and payable date for the Administrative Penalty listed on the Screening Decision, at which time:
 - (a) the Person shall be deemed to have waived the right to Request for Review by Hearing Officer;
 - (b) the Screening Decision and the Administrative Penalty and any Administrative Fee(s), if applicable, as modified in the Screening Decision, shall be deemed to be confirmed; and
 - (c) the Screening Decision and Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 5.4. A Person's Request for a Review by Hearing Officer shall be exercised by a submission to the Municipality by email, mail, fax transmission or in person, using the Request for a Review Form, attached hereto as Schedule "B", and in accordance with the directions set out in the Penalty Notice.
 - (a) Requests for a Review by a Hearing Officer that are not in the prescribed format shall be deemed to be invalid.
- 5.5. A Request for Review by Hearing Officer shall only be scheduled by the Clerk or delegate if the Person makes the request within the time limits set out in sections 5.1 or 5.2 of this By-law.
- 5.6. Where a Person fails to appear at the time and place scheduled for a Hearing:
 - (a) the Person shall be deemed to have abandoned the Hearing for review of a Screening Decision;
 - (b) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;
 - (c) the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and
 - (d) the Person shall pay to the Municipality a Hearing Non-appearance Fee, Late Payment Fee and any other applicable Administrative Fee(s).
- 5.7. On a review of a Screening Decision, the Hearing Officer may:
 - (a) confirm the Screening Decision; or
 - (b) cancel, reduce, increase or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - (i) where the Person establishes on a balance of probabilities that they did not contravene the Designated By-law(s) as described in the Penalty Notice; or
 - (ii) where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.
- 5.8. A Hearing Officer shall not make any decision respecting a review of a Screening Decision unless the Hearing Officer has given the Person and a representative of the Municipality an opportunity to be heard at the time and place scheduled for the Hearing.
- 5.9. All Hearings by a Hearing Officer shall be conducted in accordance with the Statutory Powers and Procedures Act, R.S.O. 1990, c. S.22, as amended.
- 5.10. The Parties to a Review by a Hearing Officer shall be the Person seeking review and the Municipality, who may attend through the Clerk, a Screening Officer, an Officer, the Municipal Solicitor, or a delegate of any of the above persons.
- 5.11. A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or By-law or the constitutional applicability or operability of any statute, regulation or By-law.
- 5.12. After a Hearing is complete, the Hearing Officer shall deliver to the Person a Hearing Decision, in accordance with Section 6 of this By-law.

5.13. The decision of a Hearing Officer is final.

6. SERVICE OF DOCUMENTS

6.1. The service of any document, notice or decision, including a Penalty Notice, pursuant to this By-law, when served in any of the following ways, is deemed effective:

- (a) immediately, when a copy is delivered to the Person to whom it is addressed;
- (b) on the seventh (7th) day following the date a copy is sent by registered mail to the Person's last known address;
- (c) immediately upon the conclusion and sent confirmation of a copy by facsimile transmission to the Person's last known facsimile transmission number; or
- (d) immediately upon sending a copy by electronic mail (i.e. e-mail) to the Person's last known electronic mail address.
- (e) immediately when posted at Person's last known address or on a vehicle registered to the Person's name.

6.2. For the purposes of subsections 6.1 (b), (c), (d) and (e) of this By-law, a Person's last known address, facsimile number, and electronic mail address includes an address, facsimile number and electronic mail address provided by the Person to the Municipality as may be required by a form, practice or policy under this By-law.

7. ESTABLISHING AND APPOINTMENT OF SCREENING AND HEARING OFFICERS

7.1. The position of Screening Officer is established for the purpose of exercising the Power of Decision in the review of an Administrative Monetary Penalty in accordance with this By-law and the Regulation.

7.2. The following are not eligible for appointment as a Screening Officer:

- (a) a member of Council;
- (b) an Officer;
- (c) a relative of a person referenced in section 7.2(a) and 7.2(b).

7.3. The position of Hearing Officer is established for the purpose of exercising the Power of Decision in the review of a Screening Decision in accordance with this By-law and the Regulation.

7.4. The following are not eligible for appointment as a Hearing Officer:

- (a) a member of Council;
- (b) an employee of the Municipality;
- (c) an Officer;
- (d) a relative or a person referenced in section 7.4(a), 7.4(b) and 7.4(c);
- (e) a person indebted to the Municipality other than:
 - (i) in respect of current real property taxes; or
 - (ii) pursuant to an agreement with the Municipality, the terms with which the person is in compliance.

7.5. A Screening Officer and a Hearings Officer shall be appointed by Council on the recommendation of the Chief Administrative Officer which recommendation shall give preference to an eligible candidate:

- (a) with knowledge of and experience in administrative law; and
- (b) with good communications and interpersonal skills.

7.6. A Screening Officer and a Hearings Officer shall hold office for the term or remainder of the term of Council that appointed the Screening Officer and Hearings Officer and thereafter until a successor is appointed.

7.7. A Screening Officer and a Hearings Officer shall be remunerated at the rate from time to time established by Council.

7.8. No person shall attempt, directly or indirectly, to communicate with or influence a Screening Officer or a Hearings Officer respecting the determination of an issue respecting a Power of Decision in a proceeding that is or will be pending before the Screening Officer or Hearings Officer except a Person who is entitled to be heard in the proceeding or the Person's lawyer, licensed representative or authorized agent and only by that Person or the Person's lawyer,

licensed representative or authorized agent during the screening or hearing of the proceeding in which the issue arises.

- 7.9. Section 7.8 does not prevent a Screening Officer or Hearings Officer from seeking and receiving legal advice.
- 7.10. Sections 7.6 and 7.7, do not apply to a Screening Officer that is an employee of the Municipality.
- 7.11. A deputy Screening Officer or Hearings Officer may be appointed to cover session in absence of a Screening Officer or Hearings Officer.

8. ADMINISTRATION OF THE BY-LAW

- 8.1. The Clerk, their delegate, or anyone designated by the Clerk shall administer this By-law and establish any additional practices, policies and procedures necessary to implement this By-law and may amend such practices, policies and procedures from time to time as they deem necessary, without amendment to this By-law.
- 8.2. The Clerk, their delegate, or anyone designated by the Clerk shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may amend such forms and notices from time to time as they deem necessary, without amendment to this By-law.
- 8.3. An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Municipality owed by the Person.
 - (a) Pursuant to subsections 398 (1) and (2) of the Municipal Act, where an Administrative Penalty, including any Administrative Fees(s) remain unpaid after the final date on which it is payable as specified in the Penalty Notice, the Administrative Penalty, including any Administrative Fees(s) shall be deemed to be unpaid taxes and the outstanding amount shall be added to the tax roll and collected in the same manner as municipal taxes.
- 8.4. Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable; the Person shall pay to the Municipality a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).
- 8.5. Where a Person makes payments to the Municipality of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Municipality the NSF Fee set out in the Municipality's Fees By-law.
- 8.6. Where an Administrative Penalty is cancelled by a Screening Officer or Hearing Officer, any Administrative Fee(s) are also cancelled.
- 8.7. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
- 8.8. A Person claiming financial hardship under this By-law may be asked to provide documented proof of the financial hardship to the Clerk, their delegate, or anyone designated by the Clerk, the Screening Officer or the Hearing Officer, as applicable.
- 8.9. An officer may at any time, within their discretion, charge an offending person under the Provincial Offences Act by way of issuing a ticket under the Part 1 or Part 3 of the POA Ontario court system.
- 8.10. Any schedule attached to this By-law forms part of this By-law.

9. SEVERABILITY

- 9.1. Should a court of competent jurisdiction declare a part or whole of any provision of this By-Law to be invalid or of no force and effect, the provision or part is deemed severable from this By-Law, and it is the intention of Council that the remainder survive and be applied and enforced in accordance with its terms to the extent possible under law.

10. INTERPRETATION

10.1. The provisions in Part VI of the Legislation Act, 2006, S.O. 2006, c.21, Schedule F, shall apply to this By-law

11. SCHEDULES

11.1 Schedules “A”, “B” & “C” shall be deemed to form part of this by-law.

12. SHORT TITLE

12.1 The short title of this By-law shall be “AMPS By-law”.

13. ADMINISTRATION

13.1 This By-Law shall be referred to as the Administrative Monetary System By-law.

13.2 This By-Law repeals Municipality of Central Manitoulin’s By-law 2023-13.

13.3 This By-Law shall come into force and effect on the day of its passing.

Read a first time this 19th day of February, 2026.

Read a second and third time and finally passed on this 28th day of May, 2026.

Mayor – Richard Stephens

CAO/Clerk – Denise Deforge

I, _____, Clerk of the Municipality of Central Manitoulin, do hereby certify that this is a true copy of By-law 2026-11 as passed in open Council on the ____ day of _____, 2026.

Clerk

**MUNICIPALITY OF CENTRAL MANITOULIN
ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE “A”
DESIGNATED BY-LAWS, SHORT FORM WORDING
AND ADMINISTRATIVE PENALTIES**

1. For the purposes of Section 2 of this By-law, Column 1 in the following tables lists the provisions in the Designated By-law identified in the Schedule, as amended.
2. Column 2 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 1.
3. Column 3 in the following tables sets out the Administrative Penalty amount that is payable for contraventions of the designated provisions listed in Column 1.

LIST OF DESIGNATED BY-LAWS		
APPENDIX	BY-LAW	DATE ADDED
1	Animal Control By-law 2022-12	March 7, 2023
2	Beaches and Boat Launches By-law 2021-07	March 7, 2023
3	License Mobile Vendors By-law 2020-08	March 7, 2023
4	Noise By-law 2020-13	March 7, 2023
5	Open-Air Burning By-law 2020-14	March 7, 2023
6	Backyard Chicken By-law 2024-07	July 15, 2024
7	Recreational Trailer By-law 2023-07	August 6, 2024
8	Erect a Traffic Control sign Tracey Rd. By-law 2024-10	January 28, 2026
9	Entrance Permit System By-law 2024-14	January 28, 2026
10	No Parking Monument Rd N. By-law 2024-28	January 28, 2026
11	No Parking At Point Simcoe Rd & Munro St. By-law 2024-29	January 28, 2026
12	No Parking Beyond 671 Huron Dr. By-law 2024-30	January 28, 2026
13	Short Term Accommodation By-law 2024-34	January 28, 2026
14	Waste Management By-law 2026-07	January 28, 2026
15	Recreational Trailer By-law 2026-14	May 7, 2026

**MUNICIPALITY OF CENTRAL MANITOULIN
ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE "A"
Appendix 1**

Designated By-law Provisions for Animal Control By-law 2022-12

BEING A BY-LAW for the licensing and requiring the registration of dogs and for the control and keeping of dogs within The Municipality of Central Manitoulin.			
Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1	Failure to procure a licence	Section 4	\$100.00
2	Kept more than the allotted dogs per household	Section 5	\$125.00
3	Failure to affix the dog licence	Section 9 (1)	\$100.00
4	Misuse of dog licence	Section 9 (2)	\$100.00
5	Failure to notify change of ownership	Section 10 (2)	\$50.00
6	Failure to register a kennel	Section 13 (1)	\$500.00
7	Fail to comply with the standards for kennels	Section 13 (2)	\$300.00
8	Owner/Operator fail to attend kennel every 12 hours	Section 13 (8)	\$200.00
9	Fail to prohibit a dog from running at large	Section 14 (1)	\$50.00
10	Fail to clean up and dispose of dog excrement	Section 15	\$300.00
11	Fail to keep dog in good health	Section 18	\$100.00
12	Fail to provide outside closure	Section 19 (1)	\$300.00
13	Keep dog on improper chain or rope	Section 20	\$50.00
14	Failure to prohibit a dog from disturbing peace, quiet comfort or repose of any person	Section 22	\$50.00
15	Fail to leash dangerous or potentially dangerous dog	Section 25 (1)	\$300.00
16	Fail to muzzle or leash dog as ordered	Section 26 (1)	\$150.00
17	Failure to notify of change of address	Section 26 (3)	\$50.00
18	Fail to notify about a dangerous or potentially dangerous dog at large	Section 27	\$300.00

19	Forcible retrieval of dog from Officer, vehicle or pound	Section 28 (1)	\$100.00
20	Fail to have dog immunized against rabies	Section 30	\$100.00
21	Permitting a dog to bite, attack and/or chase a person	Section 31	\$250.00
22	Permitting a dog to bite, attack and/or chase an animal	Section 31	\$250.00
23	Cause, permit or allow an animal to be confined in a vehicle	Section 32	\$300.00
24	Hinder or Obstruct an officer	Section 35	\$300.00

**MUNICIPALITY OF CENTRAL MANITOULIN ADMINISTRATIVE
MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE “A”
Appendix 2**

Designated By-law Provisions for Beaches and Boat Launches By-law 2021-07

BEING A BY-LAW TO REGULATE BEACHES AND BOAT LAUNCHES WITHIN THE MUNICIPALITY OF CENTRAL MANITOULIN.			
Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Deposit litter on the Beach/Boat Launch or Adjacent Parking Lots	2.1	\$300.00
2	Use/possess glass containers/bottles on the Beach/Boat Launch or Adjacent Parking Lots	2.2	\$300.00
3	Swim in Boat Launch area	2.3	\$100.00
4	Permit washing on the Beach/Boat Launch or Adjacent Parking Lots	2.4	\$200.00
5	Permit overnight camping/parking on the Beach/Boat Launch or Adjacent Parking Lots	2.5	\$300.00
6	Use temporary structure greater than 30 sq.ft.	2.6	\$200.00
7	Permit or cause an animal to be on the beach	2.7	\$200.00
8	Create or cause public nuisance	2.8	\$200.00
9	Interfere with public enjoyment	2.9	\$200.00
10	Create or cause public safety issue	2.10	\$300.00
11	Disobey an authorized sign	2.11	\$200.00
12	Set a fire on the Beach/Boat Launch or Adjacent Parking Lots	2.12	\$300.00
13	Use cooking device on the Beach/Boat Launch or Adjacent Parking Lots	2.13	\$200.00
14	Use generator or other such device on the Beach/Boat Launch or Adjacent Parking Lots	2.14	\$200.00
15	Operate motor vehicle on beach	2.15	\$300.00
16	Cut/damage/remove dune grass, plants or trees	2.16	\$300.00
17	Moor/operate vessel/boat in designated swim area	2.17	\$300.00
18	Discharge fireworks on the Beach/Boat Launch or Adjacent Parking Lots	2.18	\$200.00
19	Hinder or Obstruct Officer	3.3	\$500.00

**MUNICIPALITY OF CENTRAL MANITOULIN
ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE "A"
Appendix 3**

Designated By-law Provisions for License Mobile Vendors By-law 2020-08

Being a By-law to License Mobile Vendors			
ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Fine
1	Failure to obtain license	Section 1.	\$ 200.00
2	Operate between 8:00 p.m. and 8:00 a.m.	Section 6.	\$ 300.00
3	Operate on property without consent	Section 7.	\$ 200.00
4	Failure to procure Certificate from Medical Officer of Health	Section 8.	\$ 200.00
5	Failure to procure Certificate for Propane Compliance	Section 9.	\$ 200.00
6	Failure to display license	Section 10.	\$ 100.00
7	Fail to notify change of address	Section 16.	\$ 100.00
8	Obstruct or attempt to obstruct an Officer	Section 18.	\$ 500.00

**MUNICIPALITY OF CENTRAL MANITOULIN
ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE “A”
Appendix 4**

Designated By-law Provisions for Noise By-law 2020-13

Prohibit and Regulate Noise By-Law			
Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Cause/Permit Noise- racing a motorized conveyance	2.1.1	\$125.00
2	Cause/Permit Noise- squealing motor vehicle tires	2.1.2	\$125.00
3	Cause/Permit Noise- operate motor vehicle without effective muffler	2.1.3	\$125.00
4	Cause/Permit Noise- operate motorized equipment without effective muffler	2.1.3	\$125.00
5	Cause/Permit Noise- operate pneumatic device without effective exhaust/muffler	2.1.3	\$125.00
6	Cause/Permit Noise- operate combustion engine without effective exhaust/muffler	2.1.3	\$125.00
7	Cause/Permit Noise- operate vehicle causing noise	2.1.4	\$125.00
8	Cause/Permit Noise- operate vehicle and trailer causing noise	2.1.4	\$125.00
9	Cause/Permit Noise- operate loudspeaker or electro-mechanical transducer	2.1.5	\$125.00
10	Cause/Permit Noise- playing musical or other sound producing instrument	2.1.5	\$125.00
11	Permit Noise- noise caused by domestic animal	2.1.6	\$125.00
12	Cause/Permit Noise- detonation of fireworks or explosive devices	2.1.7	\$125.00
13	Cause/Permit Noise- operate combustion engine associated with model or toy during prohibited times	2.2.1	\$125.00
14	Cause/Permit Noise- handling of materials during prohibited times	2.2.2	\$125.00
15	Cause/Permit Noise- singing, shouting, hooting or whistling during prohibited times	2.2.3	\$125.00
16	Cause/Permit Noise- operate motorized conveyance during prohibited times	2.2.4	\$125.00
17	Cause/Permit Noise- operate tool for domestic purposes during prohibited times	2.2.5	\$125.00
18	Cause/Permit Noise- construction work during prohibited times	2.2.6	\$125.00
19	Cause/Permit Noise- operate generator during prohibited times	2.2.7	\$125.00
20	Cause/Permit Noise- operate engine in excess of five minutes during prohibited times	2.2.8	\$125.00
21	Breach condition or exemption granted by Council	6.3.2	\$125.00
22	Hinder or obstruct Officer	8.3	\$500.00

**MUNICIPALITY OF CENTRAL MANITOULIN
ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE “A”
Appendix 5**

Designated By-law Provisions for Open Air Burning By-law 2020-14

BEING A BY-LAW TO PROVIDE FOR THE REGULATION OF OPEN-AIR BURNING AND PRECAUTIONS TO BE TAKEN WHILE BURNING			
Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Set fire in unsafe conditions.	2.1	\$200.00
2	Set fire within 8 metres of structures or combustible objects	2.2	\$200.00
3	Set fire in Burn Barrel in non-designated area	2.3	\$200.00
4	Set fire without Burn Permit	2.4	\$300.00
5	Burn prohibited materials	2.5	\$200.00
6	Set fire between 6:00 AM - 6:00 PM	2.6	\$200.00
7	Fail to have a competent adult person in charge/control	2.7	\$200.00
8	Leave or abandon unextinguished fire	2.8	\$300.00
9	Fire control tools or extinguisher not readily available	2.9	\$200.00
10	Causing reduced visibility on a highway	2.10.1	\$300.00
11	Causing a fire that spreads	2.10.2	\$300.00
12	Causing a fire that impacts neighbours adversely	2.10.3	\$300.00
13	Set fire during Municipal Fire Ban	2.11	\$500.00
14	Set fire in Restricted Fire Zone	2.12	\$500.00
15	Set fire on highway or asphalt	2.13.1.1	\$300.00
16	Set unauthorized fire on Municipality property	2.13.1.2	\$300.00
17	Set fire in a Prohibited Area	2.14	\$300.00
18	Permit oversize Campfire	5.3	\$200.00
19	Hinder or Obstruct Officer	6.3	\$500.00

**MUNICIPALITY OF CENTRAL MANITOULIN ADMINISTRATIVE MONETARY PENALTY
SYSTEM BY-LAW 2026-11**

**SCHEDULE “A”
Appendix 6**

Designated By-law Provisions for Keeping of Backyard Chickens By-law 2024-07

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1.	Allow or Permit the keeping of more than six (6) hens.	2.1	\$100.00
2.	Allow or Permit the keeping of a rooster or roosters.	2.2	\$200.00
3.	Fail to provide coop that protect from weather, predators and rodents.	2.3	\$200.00
4.	Fail to keep coop and runs in a clean condition free of obnoxious odours.	2.3	\$250.00
5.	Fail to provide sufficient box, perch area and/or outdoor run.	2.4	\$200.00
6.	Fail to keep chicken(s) in coop between 9pm and 6am.	2.6	\$200.00
7.	Fail to keep chickens from disturbing neighbouring residents.	2.6	\$200.00
8.	Allow or permit chicken(s) to run at large.	2.7	\$200.00
9.	Allow or permit the sale of eggs, manure, or other products associated with the keeping of chickens.	2.8	\$350.00
10.	Fail to provide adequate food, water, medical care and ventilation for hens.	2.9	\$200.00
11.	Fail to follow legislation for slaughter of chickens including sale, delivery, distribution or transportation of meat.	2.10	\$500.00
12.	Hinder or obstruct an officer performing their duty.	4.7	\$500.00

Municipality of Central Manitoulin

PART 1 Provincial Offences Act

Schedule "A"

Appendix 7

Recreational Trailer or Recreational Vehicle Licence By-Law #2023-07

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1	Permit use of Recreational Trailer or Recreational Vehicle without valid licence	2.1	\$500.00
2	Allow a Recreational Trailer or Recreational Vehicle on property without a licence	2.2	\$500.00
3	Add prohibited permanent connections or additions to recreational trailers or vehicles	2.3	\$500.00
4	Permit prohibited accessory structures	2.4	\$500.00
5	Locate more than one (1) Recreational Trailer or Recreational Vehicle per property	2.6	\$500.00
6	Permit a Recreational Trailer or Recreational Vehicle on vacant land in a Prohibited Area	2.7	\$500.00
7	Fail to remove Recreational Trailer or Recreational Vehicle from property after license expiration	2.8	\$500.00
8	Fail to display license conspicuously on Recreational Trailer or Recreational Vehicle	4.4	\$300.00
9	Fail to provide entrance to property	4.5	\$300.00
10	Failure to display emergency number sign	4.6	\$300.00
11	Fail to comply with an order	5.4	\$500.00
12	Hinder or obstruct an Officer	5.9	\$500.00

“Note: The penalty provision for the offences indicated above is section 5.2 of this By-Law No. 2023-07 of which a certified copy has been filed”.

**MUNICIPALITY OF CENTRAL MANITOULIN ADMINISTRATIVE
MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE “A”
Appendix 8**

**ERECT A TRAFFIC CONTROL SIGN IN A SPECIFIC AREA OF THE
MUNICIPALITY TRACEY ROAD BY-LAW 2024-10**

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Park at or beyond Tracy Road East approximately 928 metres east of Monument Rd. and 88 metres east of Deerfoot Trail.	2	\$100.00

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Hinder or obstruct an officer performing their duty.	4.2	\$250.00

**MUNICIPALITY OF CENTRAL MANITOULIN ADMINISTRATIVE
MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE “A”
Appendix 9**

**Being a By-law to implement an entrance permit system in the Municipality of
Central Manitoulin By-law 2024-14**

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1	Create an entrance on property without first obtaining the approval from the Municipality of Central Manitoulin.	5.1	\$500.00
2	Cause or permit construction of entrance pillars on municipal highways, roads, streets or right-of -ways.	5.2	\$250.00
3	Hinder or obstruct or attempt to hinder or obstruct an officer who is exercising a power or performing a duty.	6.2	\$500.00

**MUNICIPALITY OF CENTRAL MANITOULIN ADMINISTRATIVE
MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE “A”
Appendix 10**

**ERECT A TRAFFIC CONTROL SIGN IN A SPECIFIC AREA OF THE
MUNICIPALITY MONUMENT RD N. AT STANLEY PARK TENT &
TRAILER BY-LAW 2024-28**

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Park on either side of the Monument Road North, adjacent to Stanley Park Tent and Trailer from 700 metres North of Tracy Road to 1000 metres North of Tracy Road	2	\$100.00

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Hinder or obstruct an officer performing their duty.	4.2	\$500.00

**MUNICIPALITY OF CENTRAL MANITOULIN ADMINISTRATIVE
MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE “A”
Appendix 11**

**No Parking At Point Simcoe Road & Munro Street
By-law 2024-29**

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Hinder or obstruct an officer performing their duty.	4.2	\$500.00

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Park at or beyond the intersection of Point Simcoe Road and Munro Street.	2	\$100.00

**MUNICIPALITY OF CENTRAL MANITOULIN ADMINISTRATIVE
MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE “A”
Appendix 12**

No Parking Beyond 671 Huron Drive By-law 2024-30

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Hinder or obstruct an officer performing their duty.	4.2	\$500.00

Item	Short Form Wording	Provision creating or defining offence	Set Fine
1	Park at or beyond 671 Lake Huron Drive on the Municipal Road Allowance.	2	\$100.00

**MUNICIPALITY OF CENTRAL MANITOULIN ADMINISTRATIVE
MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE “A”
Appendix 13**

Short Term Accommodation By-law 2024-34

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1.	Advertising, facilitating or brokering a short-term rental without a valid license.	Sec. 3.4	\$500.00
2.	Advertising a short-term rental without a registration number.	Sec. 3.14	\$500.00
3.	Refusing to serve a person on the basis that they are accompanied by a service animal.	Sec. 3.15	\$500.00
4.	Failing to notify the Municipality of a change in licensing or registration information.	Sec. 3.16	\$500.00
5.	Failing to provide emergency contact information to a guest.	Sec. 3.17	\$400.00
6.	Failing to provide information regarding 9-1-1 service to a guest.	Sec. 3.17	\$400.00
7.	Failing to provide a diagram of exits from the building.	Sec. 3.17	\$400.00
8.	Operating more than one short term unit per property.	Sec. 3.18	\$300.00
9.	Fail to register a short-term rental	Sec. 3.19	\$400.00
10.	Fail to keep complete transaction record for 3 years	Sec. 8.6	\$300.00
11.	Failing to provide transaction records within 30 days of a request from the Municipality	Sec. 8.6	\$300.00
12.	Hinder or obstruct an officer	Sec. 9.9	\$500.00

**MUNICIPALITY OF CENTRAL MANITOULIN ADMINISTRATIVE
MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE “A”
Appendix 14**

Waste Management By-law 2026-07

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1	Loan, share, copy, scan, photograph and/or provide to a renter a Waste Transfer Identification User Card.	5.6	\$300.00
2	Trespass on a Municipality of Central Manitoulin waste transfer site.	6.1	\$200.00
3	Deposit at the waste transfer sites without proof of the right to access.	6.2	\$100.00
4	Scavenge at the Municipal waste transfer site.	6.6	\$50.00
5	Use of firearms or other weapons on the Municipal waste transfer site.	6.8	\$500.00
6	Fail to come to a complete stop in a motor vehicle to await direction from attendant.	6.9 a)	\$200.00
7	Fail to obey directions of the Municipal waste transfer site Attendant.	6.9 b)	\$200.00
8	Fail to unload waste in a safe manner.	6.9 c)	\$200.00
9	Act in any kind of abusive behaviour, yell, threaten or refuse to leave the waste transfer site, when dealing with the Attendant at any Municipal waste transfer site.	6.12	\$500.00
10	Dump or dispose of waste of any kind on Municipal land.	7.1	\$300.00
11	Deposit waste from residences, businesses or institutions located outside the Municipality of Central Manitoulin.	7.3	\$250.00
12	Deposit prohibited waste at Municipal waste transfer site.	7.4	\$300.00
13	Deposit Waste at the gate or entrance to any Municipal waste transfer site.	7.5	\$300.00
14	Deposit Waste Prohibited by the Attendant.	7.6	\$300.00
15	Fail to keep the land that is contiguous with their lot line and adjacent roadway, free of waste, recyclable materials, and non-collectable waste.	9.3	\$200.00
16	Direct or permit anyone to deposit garbage, non-collectible waste, trash, yard material upon any street within the Municipality of Central Manitoulin.	9.4	\$200.00
17	Pick up, disturb, remove, or scatter any waste or recyclable material placed for collection by a householder.	9.5	\$200.00
18	Deposit or permit to be deposited any waste, non-collectable waste, or recyclable material on the property of another person.	9.6	\$300.00
19	Please or cause to be placed any waste, non-collectable waste, or recyclable material on any street within the Municipality which may cause an obstruction to vehicles or pedestrians.	9.7	\$300.00
20	Fail to keep property free from accumulation of waste, non-collectable waste, and recyclable	9.8	\$100.00

	material.		
21	Place waste or recyclable material in a receptacle that does not comply with this by-law.	9.9	\$100.00
22	Place non collectable waste at a collection point or at the edge of a roadway for collection.	9.10	\$100.00
23	Placement of material, substance, or object likely to be injurious to health or safety of any person.	9.11	\$500.00
24	Placement of construction, industrial and/or demolition waste out for curbside pick up.	9.12	\$300.00
25	Hinder or obstruct an Officer.	12.9	\$500.00

**MUNICIPALITY OF CENTRAL MANITOULIN ADMINISTRATIVE
MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE “A”
Appendix 15**

Recreational Trailer By-law

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1	Permit use of Recreational Trailer or Recreational Vehicle without valid licence	2.1	\$500.00
2	Allow a Recreational Trailer or Recreational Vehicle on property without a licence	2.2	\$500.00
3	Add prohibited permanent connections or additions to recreational trailers or vehicles	2.3	\$500.00
4	Permit prohibited accessory structures	2.4	\$500.00
5	Locate more than one (1) Recreational Trailer or Recreational Vehicle per property	2.6	\$500.00
6	Permit a Recreational Trailer or Recreational Vehicle on vacant land in a Prohibited Area	2.7	\$500.00
7	Fail to remove Recreational Trailer or Recreational Vehicle from property after license expiration	2.8	\$500.00
8	Fail to display license conspicuously on Recreational Trailer or Recreational Vehicle	4.4	\$300.00
9	Fail to provide entrance to property	4.5	\$300.00
10	Failure to display emergency number sign	4.6	\$300.00
11	Fail to comply with an order	5.4	\$500.00
12	Hinder or obstruct an Officer	5.9	\$500.00

I have read and understand the conditions of this application.	
Signature	Date
Instructions for Submitting Request for Review Form	
Please submit your completed form to the Municipality of Central Manitoulin by: Regular letter mail to: 6020 Hwy 542 P.O. Box 420 Mindemoya, ON. P0P 1S0 Email scanned copy to: ddeforge@centralmanitoulin.ca Facsimile (Fax) to: 705-377-5585 In person at: 6020 Hwy 542, Mindemoya, ON. P0P 1S0	
OFFICE USE ONLY	
Application Received Date:	
Decision Date:	

**MUNICIPALITY OF CENTRAL MANITOULIN
ADMINISTRATIVE MONETARY PENALTY SYSTEM BY-LAW 2026-11**

**SCHEDULE “C”
ADMINISTRATIVE MONETARY PENALTY SYSTEM POLICY**

POLICY STATEMENT:

This policy addresses the methods and procedures by which Council, staff and any other representatives of the Municipality of Central Manitoulin will follow while using the Administrative Monetary Penalty System.

This policy will guide:

1. Consistency and coherence in the use of an Administrative Monetary Penalty System (AMPS) within the overall program design of AMPS for the Municipality;
2. Appropriate and effective use of AMPS within the Municipality’s graduated enforcement approach; and
3. Effective management of the AMPS regime.

This policy is to ensure all financial control and reporting responsibilities related to the Administrative Monetary Penalty System (AMPS) shall follow the existing corporate policies and procedures related to Code of Conduct, Conflict of Interest, financial management/reporting and political interference in the administration of the system.

ACCOUNTABILITY:

If anyone attempts to influence a Screening Officer, Hearing Officer or Municipal employee engaged in the administration of the AMPS program, the Screening Officer, Hearing Officer or Municipal employee, as the case may be, shall report the incident to the CAO or designate as soon as possible. No action will be taken against a Screening Officer or Hearing Officer for making any such report in good faith.

PROCEDURE:

A Penalty Notice may include, if applicable and obtainable:

1. The vehicle licence plate number or vehicle identification number;
2. The Penalty Notice Date;
3. A Penalty Notice Number;
4. The date on which the Administrative Penalty is due and payable;
5. The identification number and signature of the Officer;
6. The name of the person penalized;
7. The contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
8. The amount of the Administrative Penalty;
9. The option(s) available to dispute the Penalty Notice with a Screening Officer and Hearing Officer: and
10. A statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Municipality unless cancelled pursuant to Screening Review or Hearing process.
11. Any additional information such as, the process by which a Person may exercise the right to request a Screening Review/Hearing Review of the Administrative Penalty Notice.

12. Method of service of the Penalty.

When a person is issued a Penalty Notice, they have the following options:

Option 1: Plea of Guilty – Voluntary Payment of Total Payable by mail, telephone or in person. A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay any applicable Administrative Fee(s).

Option 2: Make a request, within time limits for a review in writing by a Screening Officer. The accused or their legal representation and any witnesses may request to meet in-person with a Screening Officer at the Municipal Office. If the accused lives more than 50 km from the Municipal Office or has any other extenuating circumstances for why they cannot attend the Municipal Office in person, they may also meet with the Screening Officer by telephone or electronically.

If the accused is not satisfied with the Screening Officer's decision, the accused or their legal representation may request a meeting with the Hearing Officer in person at the Screening Review **or** in writing by mail or email to the Clerk before the penalty is due and payable on a date given by the Screening Officer. The Hearing Officer's decision is final.

A Person's Request for Review by a Screening/Hearing Officer or request for an extension of time shall be submitted through the use of the Request for Review Form.

A person has 15 days from the day they receive the penalty notice to choose one of the before mentioned options.

Any time limit that would otherwise expire on the Weekend or a Holiday is extended to the next day that is not a Weekend or a Holiday.

***These above-mentioned options and information shall be clearly marked on every Penalty Notice.**