

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
Submitted by:	Kevin Feagan, Manager, By-Law Enforcement/Licensing, kfeagan@cobourg.ca	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	September 26, 2022		
Report No.:	Legislative Services-054-22		
Submit comments to Council			

Subject/Title: Administrative Monetary Penalty System

RECOMMENDATION:

THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council approve the recommendations as recommended by Staff as follows:

- a) That Council authorize the preparation of various By-laws to be presented at a Regular Council Meeting the pass by-laws pursuant to the Municipal Act, 2001 as required to enact the Alternative Monetary Penalty System for the Town.
 - i. Appendix A, Administrative Penalty System By-law;
 - ii. Appendix B, Hearing Officer By-law;
 - iii. Appendix C, Enforcement By-law;
 - iv. Appendix D, By-law to amend User Fees By-law; and
 - v. Appendix E, By-law to amend Parking By-law;
- b) THAT the Director of Legislative Services be delegated to appoint a Hearing Officer as an adjudicator for disputes that are unable to be resolved through the Screening process.
- c) That each Hearing Officer be compensated on an as-needed basis at the rate of: i) \$350 for hearings, individually or collectively, exceeding 3.5 hours on any day; and ii) \$275 for hearings, individually or collectively, not exceeding 3.5 hours on any day; and
- d) That the Mayor and Clerk be authorized to execute inter-municipal service agreements with Ontario municipalities on terms acceptable to the Director of Legislative Services/Municipal Clerk and in forms acceptable to the Town's Solicitor pursuant to which the Town of Cobourg may administer those municipalities' administrative monetary penalty systems.

The recommendations outlined in this report support the Town's mission for a commitment to open and accountable governance having programs which provide efficient and effective corporate and community services for its residents and visitors, as well as improving Customer Service within the By-law Enforcement Department.

2. PUBLIC ENGAGEMENT

A comprehensive communications plan is in review and consultation with the Town's Communications Department for a roll out strategy will be determined shortly and shared with Council.

3. PURPOSE

The purpose of this report is to present Council with next steps regarding the implementation of the Administrative Monetary Penalty System ("AMPS"), which includes the associated recommend by-laws to establish a parking administrative monetary penalty (AMP) system for the Town of Cobourg.

4. ORIGIN AND LEGISLATION

On January 1, 2007, Bill 130, the *Municipal Statute Law Amendment Act, 2006*, further amended the *Municipal Act, 2001* including in relation to licensing and enforcement. One of the changes was to specifically permit systems of AMPs for licensing by-laws and for parking by-laws. Section 102.1 of the *Municipal Act, 2001* authorizes a municipality to establish a system of parking AMPs, subject to Ontario Regulation 333/07 (Parking Regulation). The Parking Regulation prescribes minimum requirements for a system of municipal parking AMPs. Since January 1, 2007, several Ontario municipalities have implemented AMP systems.

On May 30, 2017, Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2016* received Royal Assent. Among its amendments was the addition of a new section 434.1 to the *Municipal Act, 2001* expressly authorizing municipalities to establish AMP systems for failure to comply with any *Municipal Act, 2001* by-law.

On December 14, 2017, Bill 177, *Stronger, Fairer Ontario Act (Budget Measures)*, 2017 received Royal Assent. It included amendments to the *Building Code Act, 1992* (Building Code Act) to establish AMP systems for the enforcement of property standards by-laws and property standards orders.

5. BACKGROUND

On the February 22, 2022 Regular Council Meeting, Municipal Council passed the following Resolution to receive further information regarding the Administrative Monetary Penalty System (AMPS).

THEREFORE BE IT RESOLVED THAT Council direct Staff to implement the recommendations of the enclosed report; and

FURTHER THAT Council approve the rate increases for 2022, 2023 and 2024; and,

FURTHER THAT Council direct Staff to bring forward a Staff Report on the next steps to implementing a Town of Cobourg Administrative Monetary Penalty System to be used for parking matter disputes within the Town of Cobourg.

This Staff Report is a follow-up to the Council Resolution.

Statutory Authority and Rationale for Administrative Monetary Penalty (AMP) Systems

Traditional enforcement of municipal by-laws includes proceedings in the Ontario Court of Justice pursuant to the *Provincial Offences Act (POA)* and proceedings in the Superior Court of Justice seeking injunctive and other relief.

Across Ontario Municipalities' ability to receive expedient enforcement finality of their by-laws has been challenged in several ways:

- Superior Court proceedings consume significant resources and, generally, are reserved for the most egregious of contraventions.
- POA prosecutions similarly consume significant resources requiring the services of a lawyer or a licensed paralegal as a prosecutor who is required to prove beyond a reasonable doubt each element of an offence in a quasi-criminal proceeding before a Justice of the Peace or a judge of the Ontario Court of Justice, sometimes requiring several appearances before these judicial officers before the prosecutions are determined.
- POA prosecutions can be hampered by the lack of judicial and other resources in the Ontario Court of Justice sometimes resulting in significant delays. Delay in prosecutions hinders their effectiveness as a means of encouraging compliance and, if the delay is significant, can compromise their outcome.

In its August, 2011 report, *Modernization of the Provincial Offences Act* (<https://www.lco-cdo.org/wp-content/uploads/2011/10/POA-Final-Report.pdf>), the Law Commission of Ontario (LCO) considered how AMP systems may contribute to a more effective and efficient use of court resources:

“Given the volume of minor Part I and II [parking] offences heard by the Ontario Court of Justice, the cost of administering POA courts, and the increasing use of AMP systems in Canada and elsewhere, one must ask whether Ontario’s POA regime should rely more heavily on AMPS as an alternative to the court process. Another key consideration is whether respect for our judicial system is promoted when court resources are used to hear very minor offences.”

One of LCO's recommendations was that Part II of the POA (parking prosecutions) be repealed and that municipalities be compelled to establish parking AMP systems. LCO's report was submitted to the Ministry of the Attorney General. While Part II of the POA has, to date, not been repealed, the LCO report's analysis and its recommendation underscore the importance of parking AMP systems in particular as an appropriate alternative to POA prosecutions.

Why Expand AMPS?

There are a number of reasons the Town should expand its AMPS to additional by-law and licensing matters including:

- **Expediency and Convenience** - AMPS provides a fair, efficient and convenient alternative to the traditional court process of administering and adjudicating minor by-law offences. In the POA court system, cases are organized and addressed on a docket basis with multiple cases scheduled at one time. Through AMPS, individuals are provided specific appointments. This is advantageous from both the resident and Town perspective as less time is spent waiting for specific cases to be called. Officer time required to defend tickets is significantly reduced because hearings are held at Town offices on an appointment basis and several hearings for the same Officer can be scheduled sequentially.
- **Improved Compliance** – AMPS is advocated as an effective means for promoting voluntary compliance with community standards through deterrent penalties. Improved enforcement through AMPS results because decisions are made more quickly and therefore the deterrent nature of fines has a more immediate impact. Further, while POA fines/tickets are punitive, AMPS fines are set at a level that is intended to deter non-compliant behavior. This difference in the approach to fines can be more effective, particularly when the violation is minor in nature and where delayed adjudication might encourage continued non-compliance. Additionally, expansion of AMPS to address minor offences frees court time and allows the courts to focus on, and deal effectively with, more complex and serious matters.
- **Fiscal Efficiency** – AMPS does not require the significant capital and operating investments of the traditional court system. It operates with fewer staff and significantly less administrative overhead. AMPS also includes a fee structure that facilitates recovery of a portion of operating costs and typically results in efficiencies that realize the collection of a greater amount of fine revenue.

6. ANALYSIS

AMPS is an alternate system to the lengthy and costly provincial courts process that is currently in place. AMPS provides an objective, and efficient process where

penalty notices are issued, managed, and reviewed internally. Staff recommend the implementation of AMPS to provide cost effective, streamlined and customer centric process for disputing and resolving parking tickets and to be expanded to other regulatory By-laws across the Town of Cobourg.

Benefits to the Town of Cobourg with respect to implementation of an AMPS program are expected to include and are not limited to:

- **Improved customer service:** with an AMPS program, regulatory matters can be resolved on-line, at the Town of Cobourg, and no longer require courts, justice of the peace, the officer that issued the charge etc.
- **Efficiencies:** POA trials are often months delayed and further delays due to court backlogs, and through an AMPS these wait time may be significantly reduced.
- **Cost Savings:** to be recognized in time, currently the courts process parking tickets after a certain point in time and keep certain administrative fees. With AMPS, administrative fees applied for the services would be maintained by the municipality.

The proposed by-laws comprising Appendices “A” to “D” to this report will establish a system that enables the use of AMPs as an additional tool to encourage compliance with various Town by-laws. Future reports will recommend amendments to specific bylaws to establish AMPs for those by-laws.

The proposed by-law to amend the Parking By-law (Appendix E) would establish parking AMPs to replace POA prosecutions for contraventions of the Parking By-law.

A key feature of the proposed AMP system is that individuals to whom a penalty notice is given will have an opportunity to have the penalty notice reviewed by a Screening Officer and another opportunity to have the Screening Officer’s decision reviewed on an appeal to a Hearing Officer, each of whom has the jurisdiction to cancel, vary or extend the time for payment of the penalty notice and any related administrative fees.

The Parking Regulation under the Municipal Act, 20221, establishes minimum standards for parking AMP systems. The following sections of this report overview the proposed AMP system in relation to those standards.

Monetary Limit

The Parking Regulation originally imposed a cap of \$100 for a parking AMP but was amended to delete that cap. The Parking Regulation now requires only that a parking AMP not be “punitive” in nature and must not exceed the amount reasonably required to promote compliance with a parking by-law.

The proposed by-law to amend the Parking By-law (Appendix E) establishes each AMP at the same rate as currently established by set fine order for POA

prosecutions under the Parking By-law and satisfies the Parking Regulation's requirements respecting monetary limits.

Standards for the Administration of an AMP System

The Parking Regulation requires a municipality to develop standards relating to the administration of a parking AMP system. The following subsections overview certain standards and how they are addressed in the proposed AMP system.

1. Prevention of Political Interference

The Parking Regulation requires a parking AMP system to include policies and procedures to prevent political interference in the administration of the system. This requirement is consistent with the Town's obligations between the Town and the Province respecting the Town's administration of the POA Courts. The requirement is also consistent with individual Councillors' obligations under the Council Code of Conduct.

This requirement is addressed in the Hearing Officer By-law (Appendix B) and the Enforcement By-law (Appendix C) as more specifically summarized under those headings below.

2. Prevention of Conflicts of Interest

The Parking Regulation requires a municipal parking AMP system to include guidelines to define what constitutes a conflict of interest in relation to the administration of the system, to prevent such conflicts of interest and to redress such conflicts should they occur. The Hearing Officer By-law (Appendix B) and Enforcement By-law (Appendix C) also include a number of measures to prevent and redress conflicts of interest, as more particularly summarized under those headings below.

3. Financial Management

The Parking Regulation requires a parking AMP system to include policies and procedures regarding financial management. The proposed AMP system addresses this requirement as follows:

- A person who does not pay a parking AMP within fifteen (15) days of its date must pay an administrative fee for the Town's search of the records of the Ontario Ministry of Transportation: (Appendix A: 6.I) and 11).
- There is no fee for requesting a review of a parking AMP by a Screening Officer or for appealing to a Hearing Officer against a decision of the Screening Officer.

- A person's obligation to pay a parking AMP and any administrative fees is subject to the person's right to a review by a Screening Officer and to an appeal to a Hearing Officer: (Appendix A: 12 and 13.l))
- A person who requests a review of a parking AMP, elects to meet with a Screening Officer and then does not attend or remain at the meeting with the Screening Officer must pay an administrative fee: (Appendix A: 6.m) and 13.i)iii)).
- A person who exercises a right of appeal to a Hearing Officer and then does not attend or remain at the hearing of the appeal must pay an administrative fee: (Appendix A: 6.i) and 14.h)iv)).
- The Town must refund the amount of any parking AMP or administrative fee that is cancelled or reduced on review or appeal: (Appendix A: 20).
- A parking AMP (as it may be reduced on review or appeal) constitutes a debt to the Town: (Appendix A: 19).
- A person who does not pay a parking AMP or any administrative fee within fifteen (15) days of their due date must pay a late payment fee: (Appendix A: 6.j) and 21).
- A person who does not pay a parking AMP or any administrative fee within 30 days of their due date must pay a fee for the Town's notification to the Registrar of Motor Vehicles: (Appendix A: 6.k) and 22).
- Appendix D is the form of by-law that would amend the User Fees By-law to include the administrative fees related to the proposed AMP system.

4. Complaints

The Parking Regulation requires a municipal parking AMP system to include procedures for the filing and processing of complaints made by the public with respect to the administration of the system.

The proposed AMP system contemplates that complaints and comments respecting the administration of the AMP system are given to the Town's Manager, By-law Enforcement Services, and then considered by the Director, Legislative Services, in relation to potential improvements to the AMP system (Appendix A: 23).

Procedural Requirements

The Parking Regulation requires a parking AMP system to include certain procedural requirements. The following subsections overview the required procedures and how they are addressed in the proposed AMP system.

1. Notice

The owner of the vehicle must be provided with reasonable notice that a parking AMP is payable. The proposed AMP system addresses the notice requirement as follows:

- A penalty notice must be given to the person as soon as is practicable: (Appendix A: 7, 8 and 10).
- The penalty notice must include certain information including respecting the process by which a person may request that the AMP be reviewed and stating that the AMP will, unless cancelled or reduced pursuant to the review or appeal processes, constitute a debt of the person to the Town: (Appendix A: 10).
- Specific methods of giving notice to the person are prescribed: (Appendix A: 15 and 16).

2. Payment

The Parking Regulation requires that the individual issuing a parking AMP penalty notice may not accept payment of the parking AMP: (See Appendix A: 18).

3. First Level Review of Penalty

The Parking Regulation requires that a person receiving a parking AMP penalty notice have a right to request a review of the AMP by a “screening officer” appointed by the municipality. The screening officer may cancel, affirm or vary the AMP, including any administrative fee, on grounds set out in the municipal by-law.

The proposed parking AMP system addresses these requirements as follows:

- A person who is given a penalty notice may request that the AMP be reviewed by a “Screening Officer”: (Appendix A: 6.z) and 12).
- The review process is set out in detail (Appendix A: 13).
- The person may elect to (1) meet electronically with the Screening Officer, (2) meet with the Screening Officer in person, or (3) have the review undertaken by the Screening Officer without a meeting: (Appendix A: 13.c)v)).
- The Screening Officer may cancel, reduce or extend the time for payment of the AMP and any administrative fee where; (1) there is reason to doubt that a contravention occurred, (2) the person took all reasonable steps to prevent the contravention, or (3) the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship: (Appendix A: 13.j)iii)).

4. Second Level Review by Hearing Officer

The Parking Regulation requires that a person who receives notice of the screening officer's decision must be given a right to a review of that decision by a "hearing officer" appointed by the municipality. This right to a review includes a right to be heard by the hearing officer. The hearing officer may cancel, affirm or vary the decision of the screening officer, on grounds set out in the municipal by-law.

The proposed parking AMP system addresses these requirements as follows:

- A person who is given a "Screening Decision" may appeal to a Hearing Officer: (Appendix A: 6.x) and 13.l)).
- The appeal process is set out in detail: (Appendix A: 14).
- The person may elect for the appeal to be heard by the Hearing Officer (1) electronically or, (2) in person: (Appendix A: 14.d)v)).
- The Hearing Officer may cancel, reduce or extend the time for payment of the AMP and any administrative fee where; (1) there is reason to doubt that a contravention occurred (2) the person took all reasonable steps to prevent the contravention, or (3) the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship: (Appendix A: 13.j)iii) and 14.j)).

5. Procedural Requirements re Hearing Officer

The Parking Regulation requires the hearing officer's appointment to be consistent with conflict-of-interest guidelines referred to above. This requirement is more specifically addressed under the heading, "Hearing Officer By-law", below. The Parking Regulation also requires the hearing officer to conduct hearings in an impartial manner and pursuant to the *Statutory Powers Procedure Act* and provides that the decision of a hearing officer is final. The proposed parking AMP system meets these requirements: (Appendix B: 17 and Appendix A: 14.k)).

6. Extensions of Time

The Parking Regulation requires a parking AMP system to establish procedures to permit a person to obtain extensions of time for requesting a review by a screening officer, for requesting a review by a hearing officer and for paying an AMP. The procedures must also provide for the suspension of enforcement mechanisms where an extension has been granted.

The proposed parking AMP system addresses these requirements as follows:

- Where a person's right to a review of an AMP has expired, the person may request the Screening Officer to extend the time to request a review and the

Screening Officer has the jurisdiction to grant an extension: (Appendix A: 13.b), c) and j)ii)).

- Where a person's right to appeal to a Hearing Officer against a Screening Decision has expired, the person may request the Hearing Officer to extend the time to appeal and the Hearing Officer has the jurisdiction to grant an extension: (Appendix A: 14.c), d) and j)ii)).
- A person's obligation to pay an AMP and related administrative fees does not arise until the person's rights respecting a review by a Screening Officer or an appeal by a Hearing Officer have expired or, alternatively, have been exercised within the time limited for doing so and determined by the Screening Officer or the Hearing Officer. Accordingly, any enforcement of an obligation to pay is correspondingly delayed and, ultimately, dependent on the outcome of a review or appeal, as applicable.

7. Hardship

The Parking Regulation requires a parking AMP system to establish procedures to permit persons to be excused from paying all or part of an AMP and related administrative fees in circumstances of "undue hardship". As noted above, the proposed parking AMP system confers on each of the Screening Officer and the Hearing Officer the jurisdiction to cancel, reduce or extend the time for payment of an AMP in certain circumstances including to "relieve undue financial hardship": (Appendix A: 13.j)iii)(3) and 14.j)ii)). - Hearing Officer By-law

As noted, the Parking Regulation requires a municipality to develop standards relating to the administration of the system of parking AMPs including "policies and procedures to prevent political interference in the administration of the system" and "guidelines to define what constitutes a conflict of interest in relation to the administration of the system, to prevent such conflicts of interest and to redress such conflicts should they occur".

The following subsections overview how the required standards and guidelines are addressed by the proposed Hearing Officer By-law (Appendix B):

1. Qualifications

The Hearing Officer appointment is being recommended to be delegated to the Director of Legislative Services with a recommendation to the CAO in consultation with the Town Solicitor which recommendation gives preference to an eligible candidate who is of "good character" and who "has knowledge of and experience in administrative law": (Appendix B: 7).

2. Conflicts of Interest

Town employees, Councillors and their respective parents, spouses and children are ineligible for appointment as a Hearing Officer. Debtors of the Town (other than in

respect of current real property taxes or pursuant to an agreement in good standing) are also ineligible: (Appendix B: 8).

3. Independence of Hearing Officer

It is an offence for a person who attempts, directly or indirectly, to communicate with or influence a Hearing Officer respecting the determination of an issue in a proceeding that is or will be pending before the Hearing Officer, except a person who is entitled to be heard in the proceeding and only by that person during the hearing of the proceeding in which the issue arises: (Appendix B: 18).

Enforcement By-law

The proposed Enforcement By-law also addresses the Parking Regulation's requirement for standards related to political interference and guidelines respecting conflicts of interest by prescribing standards for investigations and enforcement as follows:

- Investigations and enforcement must be undertaken “with regard to the evidence, with a view to compliance with Municipal Standards by the most efficient and effective means and independently of political or other external influences” and “diligently, fairly, and in a manner consistent with the public interest...”: (Appendix C: 11 and 12).
- Each Officer must not accept a fee, gift or personal benefit, except compensation authorized by law, which is connected directly or indirectly with the performance of their duties: (Appendix C: 14).
- Each Officer must disclose to the Officer's supervisor any attempt at improper influence or interference, financial, political or otherwise, respecting the Officer's performance of the Officer's duties: (Appendix C: 15, 16 and 17).
- Each Officer must disclose to the Officer's supervisor any actual or reasonably perceived conflict of interest: (Appendix C: 18).
- Officers who make these required disclosures and those to whom they are made or referred are protected: (Appendix C: 19). Similar standards are prescribed for POA prosecutions: (Appendix C: 20-28).

Parking By-law

As noted, the proposed by-law to amend the Parking By-law (Appendix E) would establish parking AMPs to replace POA prosecutions for contraventions of the Parking By-law. It is proposed that, at this time, the parking AMPs be set at the same rate as currently is established by set fine order for POA prosecutions of the Parking By-law.

The Parking Regulation provides that the POA does not apply to the contravention of a parking by-law when the parking by-law has been “designated” by a municipality as

a by-law to which a system of parking AMPs applies. As a practical matter, that means that a municipality must be prepared to “go live” with its parking AMP system on the first day on which the designation is effective, because, on that date, the municipality may no longer rely on the POA to enforce the parking by-law. Accordingly, it is proposed that the authority to determine the effective date of the amendments to the Parking By-law be delegated to the Town Clerk in consultation with the CAO to facilitate an orderly implementation of the parking AMP system: (Appendix E: 2, 3). The Town is recommending that the implementation happen in the first quarter of 2023.

Inter-Municipal Service Agreements

Recommendation d) seeks Council’s authority for inter-municipal service agreements with other municipalities pursuant to which the Town may administer those municipalities’ AMP systems. The Town is well positioned in several ways to consider mutually beneficial terms on which the Town’s proposed AMP system may also serve the needs of neighbouring Townships and other municipalities. These agreements would help to provide additional revenue to help offset the costs of By-law Enforcement within the Town of Cobourg.

NEXT STEPS — TIMELINE AND IMPLEMENTATION

September 26, 2022 Council receives, considers reports and bylaws and considers approval. If approved next steps would include:

- Preparation of a Communications plan (updating website, etc.)
- Preparation of Policies, templates, and forms
- Retaining of a Hearing Officer - Recruitment of hearing officer(s)
- Training (of staff, screening, and hearing officers)
- Transition to AMPS starting Q1 of 2023 — tickets issued before that date to continue in POA system
- Future update on implementation by way of briefing notes/internal memos and financial report.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

The proposed parking AMP system will be implemented with current staff resources and within existing budgets for technology requirements.

It is proposed that Hearing Officers would be remunerated on an as-needed basis at \$350 for any day of hearings exceeding 3.5 hours and at \$275 for any day of hearings not exceeding 3.5 hours. Generally, a parking AMP appeal will be determined on the first appearance before the Hearing Officer. An average of one day of hearings per month is anticipated for parking AMP appeals.

The proposed Hearing Officer remuneration rates are comparable to those established by other municipalities. By contrast, presently for Provincial Offences Act (POA) parking prosecutions, the cost for a Justice of the Peace of the Ontario

Court of Justice is \$300 per hour. Further, a POA parking prosecution may include several Court appearances before the matter is determined. Accordingly, a municipal AMP system is a more cost effective and efficient alternative than traditional POA prosecutions. A single day in court for attendance of the Town's own prosecutor is \$2,000.00, including trial preparation and travel costs.

The proposed parking AMP system includes proposed administrative fees which are overviewed in the section below entitled "Standards for the Administration of an AMP System" and are set out in Appendix D.

Recommendation d) contemplates inter-municipal service agreements for which the Town would be compensated for other municipalities' use of the Town's AMP system.

The AMPS model is projected to increase revenue based on the early, set, and late payment accruals. Ticket disputes will also generate revenue from administrative fees. The Hearing Officer position will be accounted for and cost recovery will occur directly through the AMPS program.

8. CONCLUSION

Municipalities have had the jurisdiction to establish municipal AMP systems for almost 14 years. Municipal AMP systems are an additional tool to more efficiently and effectively encourage compliance with municipal standards in circumstances where a quasi-criminal POA prosecution may be more than what is required. Parking AMP systems are particularly efficient and effective in contrast to POA prosecutions.

The proposed parking AMP system meets or exceeds all requirements of the Parking Regulation

Staff will explore the opportunity for inter-municipal service agreements with other municipalities pursuant to which the Town may administer those municipalities' AMP systems on mutually beneficial terms.

The Administrative Monetary Penalty System ("AMPS") is an alternative to the Provincial Offences Act process of administering and adjudicating tickets to enforce by-law offences. Expansion of the Town's AMPS to by-laws beyond parking is recommended because AMPS provides for improved compliance, expediency and convenience in adjudication of by-law matters, and fiscal efficiency.

Report Approval Details

Document Title:	Administrative Monetary Penalties - Legislative Services-054-22.docx
Attachments:	<ul style="list-style-type: none">- Appendix A, Administrative Penalty System By-law.docx- Appendix B, Hearing Officer By-law.docx- Appendix C, Enforcement By-law.docx- Appendix D, Amendment to User Fee and Charges By-law.docx- Schedule A to Appendix D Amendment to User Fee and Charges (Proposed Fees).docx- Appendix E, Amendment to Designate Parking By-law.docx
Final Approval Date:	Sep 12, 2022

This report and all of its attachments were approved and signed as outlined below:

Brent Larmer, Municipal Clerk / Director of Legislative Services - Sep 11, 2022 - 2:21 PM

Tracey Vaughan, Chief Administrative Officer - Sep 12, 2022 - 11:03 AM