

SCHEDULE A

BY-LAW NUMBER 2024-001

OF THE

CORPORATION OF THE CITY OF KITCHENER

(Being a by-law to establish an Administrative Penalty System for Violations of Non-Parking By-laws within the City of Kitchener)

WHEREAS section 434.1 of the *Municipal Act, 2001* authorizes the City to require a Person, subject to such conditions as the municipality considers appropriate, to pay an Administrative Penalty if the municipality is satisfied that the Person has failed to comply with a by-law of the City;

AND WHEREAS subsection 434.2(2) of the *Municipal Act* provides that if an administrative penalty imposed under section 434.1 is not paid within 15 days after the day that it becomes due and payable, the treasurer of a local municipality may, and upon the request of its upper-tier municipality, if any, shall, add the administrative penalty to the tax roll for any property in the local municipality for which all of the owners are responsible for paying the administrative penalty, and collect it in the same manner as municipal taxes”

AND WHEREAS section 15.4.1 of the *Building Code Act, 1992*, authorizes the City to require a Person, subject to such conditions as the municipality considers appropriate, to pay an Administrative Penalty if the municipality is satisfied that the Person has failed to comply with a by-law passed under section 15.1 of the *Building Code Act, 1992*; or an order of an officer under subsection 15.2 (2) as deemed confirmed or as confirmed or modified by the committee or a judge under section 15.3 of the *Building Code Act, 1992*;

AND WHEREAS Sections 23.2, 23.3 and 23.5 of the *Municipal Act, 2001* authorize the City to delegate its administrative and hearing powers;

AND WHEREAS section 391 of the *Municipal Act, 2001* authorizes the City to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it;

AND WHEREAS the Council for the City considers it desirable and necessary to provide for a system of Administrative Penalties and Administrative Fees for the non-parking designated City by-laws set out herein;

NOW THEREFORE the Council of the Corporation of the City of Kitchener enacts as follows:

1.0 Interpretation and Definitions

- 1.1 This By-law shall be called the Administrative Penalty By-law for Non-Parking By-laws;
- 1.2 The provisions in Part VI of the *Legislation Act, 2006*, S.O. 2006, c.21, Sched. F, shall apply to this By-law.
- 1.3 A reference to any legislation, by-law, or any provision thereof in this By-law shall include reference to any amendment to, modification or re-enactment thereof, any legislative provision substituted therefor, any regulation made thereunder, and any successor legislation or by-law.
- 1.4 Where words and phrases used in this by-law are not defined herein but are defined in the *Highway Traffic Act, R.S.O. 1990, c. H. 8*, the definitions in the *Highway Traffic Act* shall apply.
- 1.5 For the purpose of this By-law:

Administrative Penalty – means an administrative penalty as set out in Schedule “A” of this By-law, for a contravention of a Designated By-law;

City – means the Corporation of the City of Kitchener and includes the geographical area within the City;

Clerk – means the City Clerk, or anyone designated by the City Clerk to perform the Clerk’s duties pursuant to this By-law;

Court - means any court of law of the Province of Ontario, including but not limited to the Ontario Court of Justice, the Superior Court of Justice, and the Court of Appeal for Ontario;

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’;

Director – means the Director of By-law Enforcement of the City (or any successor job title) or anyone designated by the Director of By-law Enforcement to perform the Director of By-Law Enforcement’s duties pursuant to this By-law;

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;

Fees (types of fees):

Administrative Fee – means any fee(s) specified in Schedule “B” of this By-law,

as amended;

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

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

Screening Non-Appearence Fee - means an Administrative Fee established by the City from time to time, as listed in Schedule “B” in respect of a Person’s failure to appear at the time and place scheduled for a review by a Screening Officer;

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

Collection Fee – means an Administrative Fee established by the City from time to time, as listed in Schedule “B” in respect to recovering the costs associated with the recovery of the initial penalty and any other fees applied after it has been determined that non-payment has occurred.

Hearing Decision – means a notice that contains the decision of a Hearing Officer;

Hearing Officer – means any person appointed by the City 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 and pursuant to the City’s Screening and Hearing Policy;

Hearing Officer Appeal Form - means the form attached to the Screening Decision that may be filed by a Person under 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 City are officially closed for business;

Officer – means a person appointed/authorized by the City to enforce a Designated By-law, or a police officer employed by the Waterloo Regional Police Service;

Penalty Notice – means a notice as described in 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, pursuant to By-law;

Person – means the person indicated on the Penalty Notice issued in accordance with section 3.1 of this By-law, and includes an individual or corporation, or an authorized representative thereof;

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* and any regulation enacted with respect to section 434.1 of the *Municipal Act, 2001*;

Screening and Hearing Officer By-law – means By-law No. ____ of the City, as amended, from time to time, or any successor thereof;

Screening Decision – means a notice which contains the decision of a Screening Officer;

Screening Officer – means any person appointed by the City 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.

2.0 Administration

The Director may:

- 2.1 Designate areas within the City, or at another location, as approved, and determine times, for conducting reviews and hearings under this By-law;
- 2.2 Prescribe all forms, notices, including the Penalty Notice, guidelines, processes, policies, and procedures, necessary to implement the By-law and the administrative penalty system, and to amend such forms, notices, guidelines, policies, procedures, and processes from time to time as the Director deems necessary without amendment to this by-law; and
- 2.3 Amend the Administrative Fees, as may be necessary to reflect changes in fees imposed by the Province of Ontario in relation to the administration of the administrative penalty system.

3.0 Penalty Notice

- 3.1 If a Person is found in contravention of a designated By-Law in Schedule "A", the Person shall, upon issuance of a Penalty Notice in accordance with this By-Law, be liable to pay to the City an Administrative Penalty in the amount specified in Schedule "A", and shall be liable to pay to the City any Administrative Fees in accordance with this By-Law.
- 3.2 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.
- 3.3 The Penalty Notice shall include the following information:
- a) The Penalty Notice Date;
 - b) The Penalty Notice Number;
 - c) The short form wording for the contravention;
 - d) The amount of the Administrative Penalty;
 - e) The time for payment of the Administrative Penalty, which shall be thirty (30) calendar days from the Effective Date of Service;
 - f) Information respecting the process by which the person may pay the Administrative Penalty or request a review of the Administrative Penalty;
 - g) A statement advising that an Administrative Penalty will constitute a debt of the Person, to the City; and
 - h) The name and identification number of the Officer issuing the Penalty Notice.

3.4 Amount Due – Timing

The amount due for a Penalty Notice issued pursuant to Section 3.1 is:

- a) The Set Penalty Amount set out in Schedule "A" for the related contravention if payment is received within thirty (30) calendar days from the Effective Date of Service of the Penalty Notice in accordance with this By-law; plus
- b) The Late Payment set out in Schedule "B" for the related contravention if payment is received after thirty (30) calendar days from the Effective Date of Service of the Penalty Notice in accordance with this By-law.

3.5 How to Request a Review

A person's right to request a review with a Screening Officer, or to request an extension of time to request a review, are exercised by giving to the City written notice (prescribed forms) of the request to review that includes:

- a) The Penalty Notice Number;
 - b) The Person's mailing address and, if applicable, telephone number, and e-mail;
 - c) In the case of a request to extend time to request a review, the reasons, if any, for having failed to exercise the right to request a review within thirty (30) days from the date the Penalty Notice was served;
 - d) The Person's preference to: meet in-person with the Screening Officer for the review; or have the review undertaken by the Screening Officer in writing or by telephone.
- 3.6 Written notice for a request to review shall be provided by completing the Screening Officer Review Form and delivering it to the City in accordance with the service provisions set out in Section 7.9
- 3.7 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.
- 3.8 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 Officer Review, or fails to remain at such place until the Screening Officer has made a Screening Decision respecting the Administrative Penalty, 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 further review by a Hearing Officer or review by any Court; and
 - d) The Person shall pay to the City a Fee – Screening Non-Appearance.

4.0 Escalating Penalties

- 4.1 If a Person is found in contravention of a designated By-Law in Schedule "A", where an officer determines that such Person has previously received a Penalty Notice for the same or similar contravention, and the Penalty Notice has been confirmed, the Person shall, upon issuance of a Penalty Notice in accordance with this By-Law, be liable to pay to the City an Administrative Penalty in the amount specified in Column 5 of Schedule "A", and shall be liable to pay to the City any Administrative Fees in accordance with this By-Law.

5.0 Review by Screening Officer

- 5.1 A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer within thirty (30) calendar days of the Effective Date of Service and shall do so on or before the date on which the Administrative Penalty is due and payable and further by using the prescribed form.

Request to extend/review Penalty Notice – Screening Officer

5.2 If a Person has not requested a Screening Review on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Screening Officer extend the time to deliver a Request to a Review form for a period up to thirty (30) days after the Penalty Notice due date.

Decision by Screening Officer – 15 Calendar Days

5.3 Every Person who has attended a review by the Screening Officer shall be served with a copy of the Screening Decision within 15 calendar days of the screening review.

General Rules in Review or Extend Time to Review

5.4 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.

5.5 Where an extension of time to request a review is not granted by the Screening Officer, the Administrative Penalty and any applicable Administrative Fees shall be deemed to be affirmed and shall not be subject to review.

5.6 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 shall be deemed to have waived the right to a Screening and a Hearing;
- 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.

5.7 On a review of an Administrative Penalty, the Screening Officer may in the Screening Decision:

- a) Affirm the Administrative Penalty (including any applicable Administrative Fees, or the Screening Officer)
- b) Cancel, reduce, or extend the time for payment of the Administrative Penalty (including any applicable Administrative Fees), on the following grounds:
 - i. Where the Screening Officer is satisfied, on a balance of probabilities, that the person identified in the Penalty Notice was not responsible for the contravention of the Designated By-law as set out in the Penalty Notice.
 - ii. 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.

5.8 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.

6.0 Review by Hearing Officer

6.1 If a Person has not requested a Hearing Review on or before the date on which the Administrative Penalty is due and payable, the Screening Decision shall be deemed final unless the Person request within thirty (30) calendar days after the Screening Decision was served that the Hearing Officer extend the time to appeal.

6.2 A Person's right to appeal the Screening Decision to a Hearing Officer, or request an extension of time to appeal, are exercised by giving to the City written notice of the request to appeal that includes:

- a) The Penalty Notice Number;
- b) The Person's mailing address and, if applicable, telephone number, and email;
- c) In the case of a request to extend time to appeal, the reasons, if any, for having failed to exercise the right to appeal within thirty (30) days from the date the Screening Decision was served; and
- d) The reasons for which the appeal has been requested.

6.3 Written notice of the request to appeal or to request an extension of time to appeal is provided by completing the Hearing Officer Appeal Form and delivering it to the City.

6.4 The Person shall be given at least thirty (30) calendar day's notice of date, time, and place of the hearing of the appeal by the Hearing Officer.

6.5 If the Person fails to appear at the time and place scheduled for the hearing of the appeal:

- a) The Person shall be deemed to have abandoned the appeal;
- b) The Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be final and shall not be subject to any further review, including review by any Court; and
- c) The Person shall pay to the City a Fee – Hearing Non-Appearance.

6.6 The Hearing Officer shall not make a determination with respect to a review of the Screening Decision where a Person appears unless he or she has given the Person an opportunity to be heard.

6.7 On an appeal of the Screening Decision, the Hearing Officer may:

- a) Affirm or deny the request to extend the time to appeal;

- b) Affirm the Administrative Penalty;
- c) Cancel the Administrative Penalty;
- d) Reduce the Administrative Penalty; or
- e) Extend the time for payment, including any Administrative Fees.

6.8 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.

6.9 Where an extension of time for a hearing review is not granted by the Hearing Officer, the Screening Decision shall be deemed to be affirmed, and shall not be subject to review.

6.10 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 shall be deemed to have waived the right to a hearing review;
- b) The Screening Decision shall be deemed to be affirmed; and
- c) The Screening Decision shall not be subject to review.

6.11 On a review of the Screening Decision, the Hearing Officer may affirm the Screening Decision, or the Hearing Officer may cancel, reduce, or extend the time for payment of the Administrative Penalty, including any applicable Administrative Fees, on the following grounds:

- a) 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.
- b) A Hearing Officer shall not make any decision respecting a review of the Screening Decision unless the Hearing Officer has given the person, and the City an opportunity to be heard.

6.12 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.

6.13 A Hearing Office shall not make any decision respecting a review of the Screening Decision unless the Hearing Officer has given the person, and the City an opportunity to be heard.

6.14 The hearing shall be subject to the *Statutory Powers Procedure Act*.

- 6.15 The Hearing Officer may consider and rely on a certified statement of an Officer, including but not limited to, certified photographs taken by an Officer. For this purpose, the Penalty Notice, signed by the Officer, shall constitute a certified statement of the Officer.
- 6.16 In addition to anything else that is admissible as evidence in accordance with the *Statutory Powers Procedure Act*, the materials referred to in Section 6.15 are admissible as evidence as proof of the facts contained therein, in the absence of evidence to the contrary.
- 6.17 If evidence referred to in Section 6.15 is being admitted at a hearing, the Hearing Officer shall not adjourn the hearing for the purpose of having the Officer attend to give evidence unless the Hearing Officer is satisfied that the oral evidence of the Officer is necessary to ensure a fair hearing.
- 6.18 The Person requesting the hearing shall be served with a copy of the Hearing Decision within 15 calendar days of the hearing review.
- 6.19 The decision of a Hearing Officer is final.
- 6.20 Where notice has been given in accordance with this By-law, and the Person fails to appear at the time and place scheduled for a review by the Hearing Officer:
- a) The Person shall be deemed to have abandoned the hearing;
 - b) The Screening Decision shall be deemed to be affirmed; and
 - c) The Person shall pay to the City a Hearing Non-Appearance Fee, in addition to any other fees payable pursuant to this By-law

7.0 Service of Penalty Notice

- 7.1 Service of a Penalty Notice, as referenced in section 3.1, in any of the following ways is deemed effective:
- 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;
 - c) Delivering it personally to an occupant at the last known address of the Person named in the Penalty Notice, who appears to be a least sixteen (16) years of age, as soon as reasonably practicable after the contravention.
- 7.2 Service of any document other than a Penalty Notice may be made by:
- a) delivering it personally to the Person who requested the screening or hearing review, in the case of a Screening Decision or Hearing Decision; or

- b) for any document, including a Screening Decision or Hearing Decision:
 - i) Delivering it by hand to an occupant at the last known address of the Person named in the Penalty Notice, who appears to be at least 16 years of age; or
 - ii) Delivering it by regular mail to the Person named in the Penalty Notice, at their last known address.
 - iii) Delivering it by email to the Person named in the Penalty Notice, at an email address provided to the City by the Person

7.3 For purposes of this By-Law, the last known address of the Person, shall be the address as provided by the Person at the time that the Penalty Notice was issued or, where an updated address has been provided in writing by the Person to the Municipal Enforcement Services Division of the City at the time of service, such updated address.

7.4 Any Penalty Notice or document sent in writing to the Person named in the Penalty Notice, 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.

7.5 Service of a document on the City may be made by:

- a) Sending it by regular or registered mail to the City of Kitchener's Municipal Enforcement Services Division;
- b) By completing the prescribed online form.
- c) By delivering it personally to the City of Kitchener's Municipal Enforcement Division.

8.0 General Provisions

8.1 A Penalty Notice that is paid prior to a screening review 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.

8.2 Unless otherwise stated in this By-law, an Administrative Penalty is due and payable within thirty (30) calendar days following the Effective Date of Service.

8.3 Where an Administrative Penalty, including any Administrative Fees, is 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.

8.4 Where an Administrative Penalty issued pursuant to Section 3.1, is not paid within thirty (30) calendar days of the Effective Date of Service, the person named in the penalty notice shall pay to the City, in addition to any other fees, a Late Fee.

8.5 Where an Administrative Penalty issued pursuant to Section 3.1 is not paid on or before it becomes due and payable in accordance with a Screening Decision or Hearing Decision, the person named in the Penalty Notice shall pay to the City, in addition to any

other fees, a Late Fee.

- 8.6 Where an Administrative Penalty issued pursuant to section 3.1, including any Administrative Fees, are not paid within sixty (60) calendar days after they become due and payable, the City may pursue any other collection mechanisms available to the City pursuant to the Regulation or at law and a Collection Fee, as indicated in Schedule "B" may apply.
- 8.7 Where a person provides a method of payment to the City 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 any other fees, be liable to pay to the City an NSF Fee.
- 8.8 All amounts due and payable to the City pursuant to this By-law constitute a debt to the City.
- 8.9 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 the extension of time, and:
- a) The Penalty Notice will not be subject to the Late Payment Fee until the time for payment has expired, and then in accordance with the provisions herein; and
 - b) The enforcement mechanisms available to the City shall be suspended until the extension of time has expired, and then shall apply in accordance with the provisions herein.
- 8.10 Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any Administrative Fee is also cancelled.
- 8.11 Where a Person has paid an Administrative Penalty or an Administrative Fee that is cancelled or reduced by a Screening Officer or Hearing Officer, the City shall refund the amount cancelled or reduced.
- 8.12 Where the Person served with a Penalty Notice issued pursuant to Section 3.1 a) or issued a Screening Decision is not the Owner, the Owner may exercise any right that such Person may exercise under this By-law.
- 8.13 No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.
- 8.14 Payments of an Administrative Penalty or Administrative Fee must be received by the date on which they are due and payable, or any extended due date in accordance with this By-law, and will not be credited until received by the City.
- 8.15 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
- 8.16 Should any provision, or any part of a provision, of this By-law, be declared invalid, or to be of no force and effect, by a court of competent jurisdiction, it is the intent

of Council that such a provision, or part of a provision, be severed from this By-law and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

9.0 Offences

9.1 Any Person, who:

- a) Makes a false, misleading, or fraudulent statement in relation to a Penalty Notice, or on any form submitted to the City in relation to a Penalty Notice; or
- b) Obstructs an Officer exercising any authority under this By-law, is guilty of an offence and, upon conviction, is subject to a penalty in accordance with the *Provincial Offences Act*.

9.2 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 arises.

9.3 Nothing in this Section prevents a Screening Officer or a Hearing Officer from seeking or receiving legal advice.

9.4 Any Person who contravenes 9.2 of this By-law is guilty of an offence and, upon conviction, is subject to a penalty in accordance with the *Provincial Offences Act*.

10.0 Schedules and Effective Date

10.1 The following schedules attached form part of this By-law:

- a) Schedule 'A' – Designated By-laws
- b) Schedule 'B' – Administrative Fees

10.2 Effective Date

This By-law shall come into force and effect on the day of 2024.

PASSED at the Council Chambers in the City of Kitchener this day
of , A.D. 2024.

Mayor

Clerk

**SCHEDULE “A”
ADMINISTRATIVE MONETARY PENALTY SYSTEM**

DESIGNATED BY-LAWS, 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. Column 5 in the following tables sets out the Administrative Penalty amount that is payable where an officer determines that a Person named in a Penalty Notice has received a Penalty Notice previously for the same or similar offence and such Penalty Notice has been confirmed.

Chapter 270 (Parks), as amended, of the City of Kitchener Municipal Code				
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.	270.3.1(a)	(Driving/riding/towing) a (motor vehicle /trailer/bicycle/carriage/wagon/vehicle/c onveyance) in a (park/natural park)	\$300	\$450
2.	270.3.1(b)	Operating a motorized vehicle upon a (roadway/path/trail) in a (park/natural park) for (walking/cycling/hiking)	\$300	\$450
3.	270.3.1(b)	(walking/riding) a (horse/animal) upon a (roadway/path/trail) in a (park/natural park) which is designated as a community (trail/path) for (walking/cycling/hiking)	\$300	\$450
4.	270.3.1©	(walking/riding/driving) upon (ground prepared for seeding/newly seeded ground/newly sodded ground/ground	\$300	\$450

		under repair/lawn where prohibitory signs are posted) in a (park/natural park)		
5.	270.3.1(e)	(shooting an arrow/practising archery/operating a power model aircraft) in a (park/natural park)	\$300	\$450
6.	270.3.1(f)	(playing golf/practising golf/striking a golf ball) in a (park/natural park)	\$300	\$450
7.	270.3.1(g)	(distributing/displaying) (a commercial circular/an advertisement) in a (park/natural park)	\$300	\$450
8.	270.3.1(g)	(posting/stencilling/affixing) a (notice/bill/paper) to a (tree/bush/shrub/fence/building/structure) in a (park/natural park)	\$300	\$450
9.	270.3.1(h)	(selling/keeping for sale) (goods/wares/merchandise/confectionary/tobacco/refreshments) in a (park/natural park)	\$300	\$450
10.	270.3.1(i)	(leaving/depositing)(ashes/bottle(s)/can(s)/garbage/waste) in a (park/natural park)	\$300	\$450
11.	270.3.1(j)	Permitting as (owner/person having control) of an animal to allow said animal to run unleashed in a (park/natural park)	\$300	\$450
12.	270.3.1(j)	Permitting as (owner/person having control) of an animal to allow said animal to swim in (water/water adjoining) a (park/natural park)	\$300	\$450
13.	270.3.1(l)	(hunting/fishing/killing)(an animal/a fish/a bird) in a (park/natural park)	\$400	\$600
14.	270.3.1(l)	Attempting to kill (an animal/a fish/a bird) in a (park/natural park)	\$400	\$600
15.	270.3.1(m)	(destroying/damaging/disturbing) the (nest/den) of (bird/an animal) in a (park/natural park)	\$400	\$600
16.	270.3.1(n)	Trapping an animal in a (park/natural park)	\$400	\$600
17.	270.3.1(o)	Developing a garden intended for personal use in (park/natural park)	\$300	\$450
18.	270.3.1(o)	(erecting/placing/constructing) a (shed/trailer/vehicle/structure/fixture) intended for personal used in a (park/natural area)	\$300	\$450
19.	270.3.1(p)	Feeding a bird in a (park/natural park), namely a (duck/goose/swan/gull)	\$200	\$350
20.	270.3.1(q)	(enter/venture/walk/run/be) in the protected area	\$300	\$450
21.	270.3.1(r)	Failing to obey a sign in a posted area	\$300	\$450
22.	270.4.1(a)	Performing for a reward (an art/a skill/a service) in a park	\$300	\$450
23.	270.4.1(b)	(digging/tearing up)(pavement/a sidewalk/a crosswalk/a grass plot/a roadway) in a park	\$400	\$600

24.	270.4.1©	Cutting/destroying/damaging/remove) a (tree/flower/shrub/flowerbed) in a park	\$300	\$450
25.	270.4.1(d)	Operating (an amplifying system/a loudspeaker/a radio) in a park	\$300	\$450
26.	270.4.1€	(light/build/use/maintain) or (remain in close proximity to) a fire in a park	\$400	\$600
27.	270.4.1(f)	(mooring/breaching) a boat in a park	\$300	\$450
28.	270.4.1(g)	(placing/maintaining/allowing to remain) a coin-operated (machine/game) in a park	\$300	\$450
29.	270.4.1(h)	(erecting/constructing/building) a (tent/shelter/building) in a park	\$300	\$450
30.	270.4.1(h)	Causing to be (erected/constructed/built) a (tent/shelter/building) in a park	\$300	\$450
31.	270.4.1(i)	(bringing onto park lands/travelling over park lands with)(equipment/vehicles/construction materials)	\$400	\$600
32.	270.4.1(j)	Being in possession of a (firearm/air powered gun/crossbow/long bow) in a park	\$400	\$600
33.	270.4.1(k)	(cut/destroy/damage) a plant in a park	\$300	\$450
34.	270.4.2	Being in a park between the hours of 11:00pm and 6:00am	\$300	\$450
35.	270.4.3	Entering into a premier sportsfield without authorization	\$400	\$600
36.	270.4.4	Remaining in a premier sportsfield outside of the authorized time	\$400	\$600
37.	270.5.1(f)	(entering/bathing in)(water in/water adjoining) a park where not permitted	\$400	\$600

Chapter 408 (Animal Regulations), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	408.2.6	Being the owner of an animal, you did permit said animal to trespass on private property	\$300	\$450
2.	408.2.11	Permitting to be (kept/harboured) a prohibited pet	\$300	\$450
3.	408.2.12(a)	Failing, as owner, to register a restricted animal	\$300	\$450
4.	408.2.12(b)	Failing, as owner, to confine and control the restricted animal on the premises of the owner	\$300	\$450
5.	408.2.12(c)	Failing, as owner, to (control and leash/contain) a restricted animal when not confined	\$300	\$450
6.	408.2.12(g)	Failing, as owner, to advise the Poundkeeper that the restricted animal (was running at large/bit an animal/attacked an animal/attacked a dog/attacked a person)	\$300	\$450
7.	408.3.1	Permitting to be kept (pigeons/rabbits) in an enclosure not in compliance with the requirements	\$300	\$450
8.	408.3.4	Permitting to be kept (pigeons/more than six rabbits) on a lot within the City of Kitchener	\$300	\$450

Chapter 420 (Dog Designations) as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	420.4.1(a)	Failing, as owner, to ensure that designated dog is kept on lands and premises of owner confined within the dwelling	\$300	\$450
2.	420.4.1 (b)	Failing, as owner, to ensure that designated dog is kept on lands and premises of owner confined in an outdoor pen that is both secure and provide humane shelter	\$300	\$450
3.	420.4.1 (c)	Failing, as owner, to ensure that designated dog is kept on lands and premises of owner confined in an area with a secure and adequate fence	\$300	\$450
4.	420.4.2	Failing, as owner, to ensure that the designated dog is kept caged, penned, or under the control of a person of at least sixteen years of age when any child under the age of fourteen is in the owner's dwelling	\$300	\$450
5.	420.4.5	Failing, as the owner, to ensure that the designated dog is kept under effective control of a person of at least 16 years of age when off the owner's property	\$300	\$450
6.	420.4.5	Failing, as the owner, to ensure that the designated dog is kept under leash and that the leash does not exceed 1.8 metres (6 feet) when off the owner's property	\$400	\$600
7.	420.4.6	Failing, as the owner, to ensure that the designated dog is wearing a securely attached muzzle while off the owner's property	\$400	\$600
8.	420.4.7	Failing, as the owner, to display warning sign or signs at the entrance to owner's dwelling and at any other place directed to do so on the property	\$300	\$450
9.	420.5.1	Failing, as owner, to ensure all conditions, including leashing and muzzling, pertaining to the dog are complied with in any City Off-Leash Park	\$400	\$600

10.	420.5.2	Failing, as owner, to provide a new address and telephone within two working days of moving the designated dog	\$300	\$450
11.	420.5.3	Failing, as owner, to provide the name, address, and telephone number of the new owner within two working days of selling or giving away the designated dog	\$300	\$450
12.	420.5.5	Failing, as owner, to advise the animal service provider that the designated dog was running at large or has bitten/attacked any person or animal	\$400	\$600
13.	420.5.8	Failing, as owner, to ensure that a City dog licence is obtain for the designated dog	\$300	\$450
14.	420.5.9	Failing, as owner, to ensure designated dog, wears tags provided by the animal service provider	\$300	\$450
15.	420.6.1	Failing, as owner, to ensure that restricted dog is kept in accordance with all applicable requirements of the Dog Owners' Liability Act	\$300	\$450
16.	420.11.1	Failing, as owner, to ensure that a dog that is potentially dangerous, dangerous, restricted, or prohibited wears a muzzle at all times when off the property	\$400	\$600
17.	420.11.2	Failing, as owner, to comply with all condition of the previous confirmed designation until the new designation is confirmed	\$300	\$450
18.	420.11.3	Failing, as owner, to comply with the terms of the confirmed designation of a designated dog	\$300	\$450
19.	420.11.5	Permitting to be kept or harbouring a prohibited dog	\$400	\$600
20.	420.11.5.1(a)	No person shall fail to surrender a prohibited dog when directed to do so in accordance with Article 420.7.1.	\$400	\$600
21	420.11.5.1(b)	No person shall fail to provide satisfactory proof that a prohibited dog has been removed from the City, in accordance with Article 420.7.1.	\$400	\$600

Chapter 421 (Responsible Dog Ownership), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	421.2.1	As owner, did fail to license dog	\$300	\$450
2.	421.7.1	As owner, did keep dog in a manner that adversely impacts neighbouring properties or residents	\$300	\$450
3.	421.7.2	As owner, did fail to keep the dog tag fixed on the dog	\$100	\$200
4.	421.7.3	As owner, did allow dog to run at large	\$300	\$450
5.	421.7.4	As owner, did fail to contain dog on property of the owner	\$300	\$450
6.	421.7.11	As owner, did fail to comply with regulations posted at off-leash park	\$300	\$450
7.	421.7.13	As owner, did fail to remove excrement of dog forthwith	\$300	\$450
8.	421.7.14	As owner, did permit dog to fight with, bite, or attack another dog	\$300	\$450
9.	421.7.14	As owner, did permit dog to attack, a domestic (animal/bird)	\$300	\$450
10.	421.7.15	As owner, did permit dog to attack, bite, or cause injury to a person	\$400	\$600
11.	421.8.2	As owner, did fail to take action necessary to relieve dog of distress	\$400	\$600
12.	421.8.3	As owner, did fail to provide adequate shelter for dog kept out of doors	\$400	\$600
13.	421.8.6	Did permit dog to be confined in a vehicle in manner likely to cause dog distress	\$400	\$600

Chapter 450 (Noise), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	450.2.1	Making noise likely to disturb the inhabitants	\$400	\$600
2.	450.2.1	Causing to be made noise likely to disturb the inhabitants	\$400	\$600
3.	450.2.1	Permitting to be made noise likely to disturb the inhabitants	\$400	\$600

Chapter 467 (Nuisance), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	467.2.1	(cause/create/permit) a nuisance in a public place	\$400	\$600
2.	467.2.2	(Throw/drop/place/deposit) garbage on property	\$300	\$450
3.	467.2.3	(Disturb/remove/scatter) (collectable waste/recyclable waste) placed for waste collection	\$300	\$450
4.	467.2.4	(Disturb/remove/scatter) material placed in a garbage can or receptacle on land owned, managed or maintained by the City	\$300	\$450
5.	467.2.5	(Block/interfere/impede) passage of pedestrians on a sidewalk	\$300	\$450

Chapter 475 (Management of Shopping Carts), as amended, of the City of Kitchener Municipal Code

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.	475.2.1 (a)	failed to take reasonable and effective measures to prevent the shopping carts from causing a nuisance	\$400	\$600
2.	475.2.1 (b)	Failed to take reasonable and effective measures to prevent shopping carts being taken from the property	\$300	\$450
3.	475.2.1 (d)	Failed to ensure that any shopping cart that has left the property is retrieved within twenty-four (24) hours of receiving a notice or complaint about the location of the shopping cart	\$300	\$450
4.	475.2.2	Failed to ensure collection of shopping carts within the lesser of three (3) business hours or twenty-four (24) hours where the shopping cart is in a location that impedes traffic or pedestrians or causes an unsafe condition	\$300	\$450

Chapter 508 (Alternative Massage Centres), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	508.2.5	(operate/permit to be operated) alternative massage centre without a valid license	\$300	\$450
2.	508.2.11	As licensee, failed to ensure license number was included in business ad	\$150	\$250
3.	508.2.12	As operator, failed to keep principal access to business unlocked during operating hours	\$150	\$250
4.	508.2.13	As licensee, failed to ensure no (locks/locking mechanisms) were on massage room door	\$150	\$250
5.	508.2.18	As licensee, failed to keep list of (services/fees) conspicuously posted in the business	\$150	\$250
6.	508.2.21	As operator, permitted alternative massage centre to be open after permitted hours	\$150	\$250
7.	508.2.31	As operator, failed to keep valid licence conspicuously posted in the business	\$150	\$250

Chapter 630 (Fences), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	630.2.1	Erecting or constructing a fence that does not comply with section _____	\$300	\$450
2.	630.2.1	Permitting to be (erected or constructed) a fence that does not comply with section _____	\$300	\$450
3.	630.8.1	(erecting or constructing) a barbed wire fence	\$300	\$450
4.	630.8.1	Permitting to be (erected or constructed) a barbed wire fence	\$300	\$450
5.	630.9.1	(erecting or constructing) an electric fence	\$300	\$450
6.	630.9.1	Permitting to be (erected or constructed) an electric fence	\$300	\$450
7.	630.10.1	(erecting or constructing) a fence on the property of the City of Kitchener	\$300	\$450
8.	630.10.1	Permitting to be (erected or constructed) a fence on the property of the City of Kitchener	\$300	\$450
9.	630.11.1	(owning or having or maintaining) a swimming pool that is not (fenced or enclosed) in accordance with section _____	\$300	\$450

Chapter 637 (Graffiti), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	637.3.1	(place/cause/permit) graffiti to be place on any property	\$400	\$600
2.	637.3.2	As an owner, failed to keep the property free of graffiti	\$300	\$450
3.	637.3.7	(hinder/obstruct/attempt to hinder) any persons who is exercising their power	\$300	\$450

Chapter 640 (Heat in Rented Dwellings), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	640.2.1	Failing as landlord to provide adequate and suitable heat	\$300	\$450

Chapter 650 (Lot Maintenance), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	650.2.1	Failing, as owner, to keep the land filled up	\$250	\$400
2.	650.2.1	Failing, as owner, to keep the land drained	\$250	\$400
3.	650.2.1	Failing, as owner, to keep the land clean	\$250	\$400
4.	650.2.1	Failing, as owner, to keep the land cleared	\$250	\$400
5.	650.2.2	Failing, as owner, to fill in any excavation	\$300	\$450
6.	650.2.4	Failing, as owner, to drain the land where accumulated water exceeds one foot depth	\$300	\$450
7.	650.3.1	Throwing waste material on private property	\$300	\$450
8.	650.3.1	Dumping waste material on private property	\$300	\$450
9.	650.3.1	Throwing waste material on property of the City	\$400	\$600
10.	650.3.1	Dumping waste material on property of the City	\$400	\$600
11.	650.3.2	Failing, as owner, to keep the land free and clear of waste material	\$300	\$450
12.	650.3.3	Using land for dumping of waste material	\$300	\$450
13.	650.3.3	Using land for disposing of waste material	\$300	\$450
14.	650.3.3	Using a structure for dumping of waste material	\$300	\$450
15.	650.3.3	Using a structure for disposing of waste material	\$300	\$450
16.	650.3.6	Failing, as owner, to provide, use and maintain containers for storing and disposing of collectable refuse	\$300	\$450
17.	650.3.7	Failing, as owner, to keep external garbage container covered tightly	\$300	\$450
18.	650.3.8	Failing, as owner, to maintain external garbage container in a sanitary condition and in good repair	\$300	\$450

19.	650.3.8	Failing, as owner, to maintain external garbage container in a sanitary condition	\$300	\$450
20.	650.3.8	Failing, as owner, to maintain external garbage enclosure and container in a sanitary condition	\$300	\$450
21.	650.3.9	Using land for storing used motor vehicles for the purpose of wrecking them	\$400	\$600
22.	650.3.9	Using land for storing used motor vehicles for the purpose of dismantling them	\$400	\$600
23.	650.3.9	Using land for storing used motor vehicles for the purpose of salvaging parts	\$400	\$600
24.	650.3.9	Using a structure for storing used motor vehicles for the purpose of wrecking them	\$400	\$600
25.	650.3.9	Using a structure for storing used motor vehicles for the purpose of dismantling them	\$400	\$600
26.	650.3.9	Using a structure for storing used motor vehicles for the purpose of salvaging parts	\$400	\$600

**Chapter 665 (Standards of Maintenance and Occupancy of Property), as amended, of the City of
Kitchener Municipal Code**

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	665.4.6	Fail to comply with a final and binding Order	\$300	\$500

Chapter 680 (Signs), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	680.3.11	(erect/display) sign without the property owner's consent	\$300	\$450
2.	680.3.11	(cause/permit) sign to be (erected/displayed) without the property owner's consent	\$300	\$450
3.	680.15.3	Fail to permanently affix the sign owner's name to the portable sign's frame in a readily identifiable location	\$250	\$400
4.	680.16.6	(erect/display) poster sign on a (city highway/city walkway/street light standard/hydro utility pole) not in accordance with regulations	\$300	\$450
5.	680.16.6	(cause/permit) poster sign to be (erected/displayed) not in accordance with regulations	\$300	\$450
6.	680.16.6(h)	As sign owner, did fail to remove poster sign within required time	\$300	\$450
7.	680.18.2	(place/permit) a real estate sign on property other than the subject property	\$300	\$450
8.	680.18.2	(cause/permit) to be placed a real estate sign on property other than the subject property	\$300	\$450
9.	680.24.1	(erect/display/alter/relocate) sign without a permit	\$300	\$450

**Chapter 687 (Snow and Ice Removal from Roofs and Sidewalks), as amended, of the City of
Kitchener Municipal Code**

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	687.5.1	Failing, as (owner or occupant) of a building on a premises adjoining a highway, to remove snow and ice from its roof	\$	
2.	687.3.1(a)	Failing, as (owner or occupant) of a property to remove snow from the sidewalks (in front of or alongside or at the rear of) such building		
3.	687.3.1(b)	Failing, as (owner or occupant) of a property to maintain the sidewalk to be free and clear of snow on an ongoing basis (in front of or alongside or at the rear of) such building		
4.	687.4.1(a)	Failing, as (owner or occupant) of a property to remove ice from the sidewalks (in front of or alongside, or at the rear of) such building		
5.	687.4.1(b)	Failing, as (owner or occupant) of a property to maintain sidewalk to be free and clear of ice on an ongoing basis (in front of or alongside, or at the rear of) such building		
6.	687.6.1	(Moving or placing)(snow or ice) onto a sidewalk		

Chapter 690 (Trees), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	690.3.1 (a)	(deface/cut/pollard/injure/cause compaction/destroy) or damage any tree or part thereof	\$300	\$450
2.	690.3.1 (b)	(damage/destroy/remove) any supporting posts, stake or guard attached to or around a tree	\$250	\$400
3.	690.3.1 (c)	(cut down/root up/remove) any tree or part therefore, whereas living or dead	\$300	\$450
4.	690.3.2	Failed to ensure that no animal, fence, wire, bill, or notice was (fasten/tied/attached) to any tree or to any post, stake or guard which supports a tree	\$250	\$400
5.	690.4.2	Failing to ensure that adequate steps for the protection of any trees on City property within 20 feet of (construction/alteration/demolition) were taken	\$250	\$400
6.	690.4.3	Failed to ensure that no building materials of any kind were attached to, leaned against or buried around a tree and no signs were attached to a tree	\$300	\$400
7.	690.4.4	Failed to ensure grade around any tree was not raised or lowered so as to endanger its life.	\$300	\$450
8.	690.4.4	Failed to avoid any damage to the roots or branches of any tree.	\$300	\$450
9.	690.5.1	Planted any tree on City property without the permission of the Department	\$300	\$450

Chapter 691 (Trees – Protection-Destruction-Injury), as amended, of the City of Kitchener Municipal Code

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.	691.2.2	As owner or occupant of land, failed to ensure that land is kept free from any pest.	\$300	\$450

Chapter 694 (Vacant Building Secured), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	694.3.1	Failing as owner, to ensure that a vacant building is secured against unauthorized entry.	\$300	\$450
2.	694.3.4	Failing, as owner, to secure a building within two business days of receiving a hand-delivered order, or five business days of receiving a posted order	\$300	\$450
3.	694.3.7	As owner, failed to secure the building to the satisfaction of the City by the deadline set out in the order.	\$300	\$450
4.	694.4.2	As owner, failed to ensure that that a building damaged by fire is secured against unauthorized entry within twenty-four (24) hours of release of relevant property	\$300	\$450
5.	694.6.2	Failed to ensure a vacant building or building damaged by fire is boarded or required to be boarded, the boarding materials shall be (installed/maintained) in good repair	\$300	\$450

Chapter 711 (Open Air Burning), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	711.2.3	Fail to extinguish fire forthwith upon direction of an officer	\$400	\$600
2.	711.3.4	Conduct outdoor burning at a location for which a fire ban issued by the Fire Chief is in effect	\$500	\$750
3.	711.3.5	Conduct outdoor burning at a locatin for which a fire ban due to smog conditions is in effect	\$500	\$750
4.	711.4.1	(conducting/as owner, permitting to be conducted) a recreational fire which causes a nuisance	\$400	\$600
5.	711.4.2	(conducting/as owner, permitting to be conducted) a recreational fire less than 5 metres from a (building/structure/property line/tree/hedge/fence/roadway/overhead wired/combustible article)	\$400	\$600
6.	711.4.3	(conducting/as owner, permitting to be conducted) a recreational fire at a time other than between 6:00pm and 11:00pm	\$400	\$600
7.	711.4.4	(conducting/as owner, permitting to be conducted) a recreational fire burning prohibited materials	\$400	\$600
8.	711.4.5	(conducting/as owner, permitting to be conducted) a recreational fire without proper means of extinguishment available	\$400	\$600
9.	711.4.10	(conducting/as owner, permitting to be conducted) a fire in an outdoor fire pit without the required non-combustible barrier	\$400	\$600
10.	711.4.11	As owner failing to ensure that no outdoor (fire pit/fireplace/appliance) is installed or left in a location where outdoor burning is prohibited	\$400	\$600
11.	711.5.1	(operating as owner/permitting to be operated) a smoke house that creates a nuisance	\$400	\$600
12.	711.6.1	Conduct open air burning without a permit	\$400	\$600

13.	711.6.2	As owner, permit open air burning without a permit	\$400	\$600
14.	711.7.1	Having two or more previous convictions under the by-law for offences at this location did (conduct outdoor burning/operate a smoke house) within five years of the date of last conviction	\$750	\$1000

Chapter 739 (Fireworks and Fire Crackers), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	739.2.1	(permit/offer) for sale or sell any Firecrackers or Sky Lantern	\$300	\$450
2.	739.2.2	(set off/launch) any Firecracker or Sky Lantern	\$400	\$600
3.	739.3.1	Permit the sale of Fireworks on any day or days during the year except	\$300	\$450
4.	739.4.1	Fireworks set off on private property outside of the permitted days (Victoria Day, Canada Day, Diwali)	\$400	\$600
5.	739.4.1	Fireworks set off on private property set off past the permitted time	\$400	\$600
6.	739.4.2	Fireworks were set off on any street, highway or land under the jurisdiction of the Corporation without consent of the Corporation	\$300	\$450
7.	739.4.3	Fireworks set off within 150 meters of (woodlands/place where explosives, gasoline, or other flammable or combustible substances/hospital, nursing home retirement home or home for aged; any church, childcare facility or public separate or secondary school)	\$400	\$600
8.	739.4.4	Fireworks set off within 10 metres of any other person	\$400	\$600
9.	739.4.5	Fireworks set off within 10 meters of any building, tent, canvas shelter, or motor home	\$400	\$600
10.	739.4.6	Fireworks set off in an area containing dead undergrowth or dry grass	\$400	\$600
11.	739.5.1	Failed to obtain a permit to hold a Firework Display	\$300	\$450

Chapter 820(Vehicles Tracking or Spilling Soil onto Public Streets and Construction Vehicles), as amended, of The City of Kitchener Municipal Code

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.	820.2.1	As construction site (owner/occupier) failed to prevent (building material/waste/soil) from being (spilled/tracked) onto the public street by vehicle during course of (erection/alteration/repair/demolition) of building on site	\$400	\$600
2.	820.2.4	As property (owner/occupant) failed to ensure a vehicle carrying soil (to/from) property does not (spill/track) soil onto public street	\$400	\$600
3.	820.2.5	As vehicle (owner/driver) failed to ensure vehicle carrying soil (to/from) property does not (spill/track) soil onto public street	\$400	\$600
4.	820.2.6	As property (owner/occupant) failed to ensure vehicle leaving property does not track excessive quantity of soil onto public street	\$400	\$600
5.	820.2.7	As vehicle (owner/driver) failed to ensure vehicle does not track excessive amounts of soil onto public streets from abutting property	\$400	\$600

Chapter 827 (Excavations within Highways), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	827.3.1	Excavated upon any highway without permit	\$300	\$450
2.	827.5.1 (a)	Failed to provide detours or alternate routes	\$300	\$450
3.	824.5.1 (b)	Failed to provide barricades, flashers, warning and detour signs, traffic control personnel and other protective and safety devices	\$300	\$450

**Chapter 842 (Hedges and Other Objects Traffic Hazards), as amended, of the City of Kitchener
Municipal Code**

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	842.2.1	Erecting an object over 1 metre high in a corner visibility triangle	\$300	\$450
2.	842.2.1	Constructing an object over 1 metre high in a corner visibility triangle	\$300	\$450
3.	842.2.1	Situating an object over 1 metre high in a corner visibility triangle	\$300	\$450
4.	842.2.1	Permitting to be erected an object over 1 metre high in a corner visibility triangle	\$300	\$450
5.	842.2.1	Permitting to be constructed an object over 1 metre high in a corner visibility triangle	\$300	\$450
6.	842.2.1	Permitting to be situated an object over 1 metre high in a corner visibility triangle	\$300	\$450
7.	842.2.2	Planting a hedge over 1 metre high in a driveway visibility triangle	\$300	\$450
8.	842.2.2	Maintaining a hedge over 1 metre in a driveway visibility triangle	\$300	\$450
9.	842.2.2	Permitting to be planted a hedge over 1 metre high in a driveway visibility triangle	\$300	\$450
10.	842.2.2	Permitting to be maintained a hedge over 1 metre high in a driveway visibility triangle	\$300	\$450
11.	842.2.3(a)	Erecting an object that obstructs (pedestrian/vehicular) traffic on a highway	\$300	\$450
12.	842.2.3(a)	Constructing an object that obstructs (pedestrian/vehicular) traffic on a highway	\$300	\$450
13.	842.2.3(a)	Situating an object that obstructs (pedestrian/vehicular) traffic on a highway	\$300	\$450
14.	842.2.3(a)	Permitting to be erected an object that obstructs (pedestrian/vehicular) traffic on a highway	\$300	\$450

15.	842.2.3(a)	Permitting to be constructed an object that obstructs (pedestrian/vehicular) traffic on a highway	\$300	\$450
16.	842.2.3(a)	Permitting to be situated an object that obstructs (pedestrian/vehicular) traffic on a highway	\$300	\$450
17.	842.2.3(b)	Erecting an object that obscures clear visibility of approaching (pedestrian/vehicular) traffic on a highway	\$300	\$450
18.	842.2.3(b)	Constructing an object that obscures clear visibility of approaching (pedestrian/vehicular) traffic on a highway	\$300	\$450
19.	842.2.3(b)	Situating an object that obscures clear visibility of approaching (pedestrian/vehicular) traffic on a highway	\$300	\$450
20.	842.2.3(b)	Permitting to be erected an object that obscures clear visibility of approaching (pedestrian/vehicular) traffic on a highway	\$300	\$450
21.	842.2.3(b)	Permitting to be constructed an object that obscures clear visibility of approaching (pedestrian/vehicular) traffic on a highway	\$300	\$450
22.	842.2.3(b)	Permitting to be situated an object that obscures clear visibility of approaching (pedestrian/vehicular) traffic on a highway	\$300	\$450

Chapter 890 (Work Permit – Work on Roadways), as amended, of the City of Kitchener Municipal Code

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	890.2.1	Did undertake road work without required work permit	\$500	\$750
2.	890.9.1(a)	Failing to produce a work permit upon authorized demand while undertaking road work	\$300	\$450
3.	890.9.1.(d)	Failing to notify Director as required where road work (requires change to traffic control signal/requires City to prohibit parking/requires reservation or use of parking spaces/may interfere with a traffic signal loop)	\$300	\$450
4.	890.9.1(e)	Failing to notify Director as required where road work requires a City road closure	\$300	\$450
5.	890.9.1(g)	Failing to apply and remove temporary pavement markings in a work zone in accordance with City of Kitchener standards	\$399	\$450
6.	890.9.1(h)	Failing to conduct road work expeditiously	\$300	\$450
7.	890.9.1(i)	Failing to conduct road work in a manner that avoids interference with or damage to existing infrastructure	\$300	\$450
8.	890.9.1(j)	Failing to conduct road work in a manner that maintains access to all properties with affected access	\$300	\$450
9.	890.9.1(j)	Conducting road work without (consulting with/making work schedule known to) property owners adjacent to road work	\$300	\$450
10.	890.9.1(k)	Failing to conduct road work in a manner that avoids damage to property adjacent to the work zone	\$300	\$450
11.	890.9.1(l)	Failing to conduct road work in a manner that avoids injuring or damaging a tree as required by City of Kitchener standards	\$300	\$450

12.	890.9.1(m)	While undertaking road work did place material on a roadway or sidewalk where it creates a hazard to pedestrians or vehicles	\$300	\$450
13.	890.9.1(n)	While conducting road work did fail to (work in accordance with sidewalk closures identified in the Work Permit/maintain safe and convenient passage for pedestrians through or around the Work Zone)	\$300	\$450
14.	890.9.1(o)	Allowing material to obstruct the free passage of water through a drain, gutter, ditch or watercourse while conducting road work	\$300	\$450
15.	890.9.1(p)	Failing to obtain required locates while conducting road work	\$300	\$450
16.	890.9.1(q)	Failing to ascertain whether environmental contamination exists in work zone before commencing road work	\$300	\$450
17.	890.9.1®	(did allow/did fail to take action to contain) unnecessary dust or other unnecessary or unreasonable annoyance to the public while conducting road work	\$300	\$450
18.	890.9.1(s)	Fail to comply with direction to immediately clean a haul route that becomes dirty while conducting road work	\$300	\$450
19.	890.9.1(t)	Fail to ensure equipment or construction materials are properly secured in a work zone while conducting road work	\$300	\$450
20.	890.9.1(u)	Fail to comply with direction of Director to provide as-built drawings of the road work within 90 days of its completion	\$300	\$450
21.	890.9.1(v)	While conducting road work, did fail to provide additional information or documentation relating to the road work required by the Director	\$300	\$450
22.	890.10.2(a)	Failing to restore infrastructure to City of Kitchener standards expeditiously upon completion of road work	\$300	\$450
23.	890.10.2(b)	Failing to leave work zone in neat, clean and safe condition free from nuisance after completing road work	\$300	\$450
24.	890.11.1	Having performed road work did fail to maintain infrastructure in accordance with City of Kitchener standards for warranty period	\$300	\$450

25.	890.11.2	Having performed road work did fail to maintain utility structure in a safe and clean condition	\$300	\$450
26.	890.11.2	Having performed road work did fail to maintain appurtenances to meet tolerances in City of Kitchener standards	\$300	\$450

**Chapter 895 (Boulevard Beautification and Maintenance), as amended, of the City of Kitchener
Municipal Code**

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ITEM	DESIGNATED PROVISION	SHORT FORM WORDING	SET PENALTY AMOUNT	PENALTY AMOUNT FOR SECOND AND SUBSEQUENT CONTRAVENTIONS
1.	895.4.1 (a)	Failing as (owner/occupant) to maintain the boulevard abutting the property by permitting grass and weeds to a height to exceed more than 8 inches (20.32cm)	\$250	\$400
2.	895.4.1 (b)	Failing as (owner/occupant) to maintain the boulevard abutting the property by permitting herbaceous plants, bushes, and shrubs to exceed a height of no more than 30 inches (76.2 cm)	\$250	\$400
3.	895.4.1 (c)	Failing as (owner/occupant) to maintain the boulevard abutting the property by permitting the encroachment, that other than a boulevard tree, of grass, weeds, herbaceous plants, bushes, shrubs, or other objects onto or grow over the sidewalk or roadway	\$250	\$400
4.	895.4.1 (d)	Failing as (owner/occupant) to maintain the boulevard abutting the property by permitting that grass, weeds, shrubs, bushes, plants other than a boulevard tree, or other objects to exceed 8 inches (20.32 cm) in height within 60 inches (152.4 cm) of any fire hydrant	\$250	\$400
5.	895.4.1 (e)	Failing as (owner/occupant) to maintain the boulevard abutting the property by impeding access to a fire hydrant	\$300	\$450
6.	895.4.1 (f)	Failing as (owner/occupant) to maintain the boulevard abutting the property by impeding access, other than a boulevard tree, or interfering with the proper use or functioning of any infrastructure	\$300	\$450

7.	895.4.1 (g)	Failing as (owner/occupant) to maintain the boulevard abutting the property by permitting grass, weeds, shrubs, bushes, or plants other than a boulevard tree to exceed 8 inches (20.32 cm) in height within 17.72 inches (45 cm) of a sidewalk	\$250	\$400
8.	895.4.1 (h)	Failing as (owner/occupant) to maintain the boulevard abutting the property by not keeping it free of brush, noxious weeds, and invasive plants	\$250	\$400
9.	895.4.1 (i)	Failing as (owner/occupant) to maintain the boulevard abutting the property by permitting it to be in untidy condition and with litter, debris or an accumulation of leaves	\$250	\$400
10	895.5.1 (a)	Failing as (owner/occupant) to ensure that any hard surface on the boulevard is permeable to allow for passage of water through the underlying soil	\$300	\$450
11	895.5.1 (b)	Failing as (owner/occupant) to ensure that any hard surface on the boulevard is flush and level with the surface of any abutting sidewalk so that trip hazard is not created	\$300	\$450
12	895.5.1 (c)	Failing as (owner/occupant) to ensure that any hard surface on the boulevard is placed so it does not exceed the prior ground elevation at the location of the hard surface;	\$300	\$450
13	895.5.1 (d)	Failing as (owner/occupant) to ensure that any hard surface on the boulevard is not installed in a manner that directs water to a sidewalk, causes pooling or ponding or water on a sidewalk, or otherwise causes a pedestrian slip hazard	\$300	\$450
14	895.5.1 (e)	Failing as (owner/occupant) to ensure that any hard surface on the boulevard is not installed in a manner that interferes with water drainage or stormwater management	\$300	\$450
15	895.5.1 (f)	Failing as (owner/occupant) to ensure that any hard surface on the boulevard is not installed within 39.37 inches (100 cm) of the base of any boulevard tree except if used as a tree border	\$300	\$450
16	895.5.1 (g)	Failing as (owner/occupant) to ensure that any hard surface on the boulevard is not placed within any ditch or in a	\$300	\$450

		manner that interferes with ditches, swales, or drainage structures		
17	895.6.1 (a)	Injure of a boulevard tree	\$300	\$450
18	895.6.1 (b)	injure or cut the roots of a boulevard tree	\$300	\$450
19	895.6.1 (c)	cut down, prune or trim a boulevard tree	\$300	\$450
20	895.6.1 (d)	use any pesticide or herbicide anywhere on a boulevard including on a boulevard tree or plant	\$300	\$450
21	895.6.1 (e)	dig, excavate, or plant anything other than grass within 39.37 inches (1 metre) of a boulevard tree	\$300	\$450
22	895.6.1 (f)	dig by any method other than hand -digging within the dripline of the boulevard tree	\$300	\$450
23	895.6.1 (g)	place anything in direct contact with the trunk of a boulevard tree above the existing grade of a boulevard	\$300	\$450
24	895.6.1 (h)	place any soil, mulch, stones, rock, or other object directly against the trunk of a boulevard tree above the existing grade of a boulevard	\$300	\$450
25	895.6.1 (i)	plant a tree on a boulevard without authorization of the City	\$300	\$450
26	895.6.2 (a)	(owner/occupant) permits a boulevard tree to be injured	\$300	\$450
27	895.6.2 (b)	(owner/occupant) permit the injury or cutting of roots of a boulevard tree	\$300	\$450
28	895.6.2 (c)	(owner/occupant) permit a boulevard tree to be cut down, pruned, or trimmed	\$300	\$450
29	895.6.2 (d)	(owner/occupant) permit use of any pesticide or herbicide anywhere including on a boulevard tree or plant	\$300	\$450
30	895.6.2 (e)	(owner/occupant) permit any person to dig, excavate, or plant anything other than grass within 39.37 inches (1 metre) of a boulevard tree	\$300	\$450
31	895.6.2 (f)	(owner/occupant) permit digging by any method other than hand -digging within the dripline of the boulevard tree	\$300	\$450
32	895.6.2 (g)	(owner/occupant) place or permit anything to remain in direct contact with the trunk of a boulevard tree above the existing grade of a boulevard;	\$300	\$450
33	895.6.2 (h)	(owner/occupant) place, or permit any soil, mulch, stones, rock, or other	\$300	\$450

		object directly against the trunk of a boulevard tree above the existing grade of a boulevard		
34	895.6.2 (i)	(owner/occupant) permit a tree to be planted without authorization of the City	\$300	\$450
35	895.7.1 (a)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard anything that is protruding, sharp, or dangerous	\$300	\$450
36	895.7.1 (b)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard anything that restricts a sightline of pedestrians, cyclists, or drivers of vehicles to an intersection, driveway, sidewalk, walkway, travel lane, or traffic control device or sign	\$300	\$450
37	895.7.1 (c)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard anything that inhibits or obstructs snow removal operations or is likely to cause damage to a snow plow	\$300	\$450
38	895.7.1 (d)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard where on -street parking is permitted adjacent to a boulevard, anything that interferes with the ability of a person to exit or open the doors of a motor vehicle parked beside the boulevard	\$300	\$450
39	895.7.1 (e)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard electrical wiring or any other electrical system	\$300	\$450
40	895.7.1 (f)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard a sprinkler system, plumbing pipe, or other plumbing system	\$300	\$450
41	895.7.1 (g)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard a fence	\$300	\$450
42	895.7.1 (h)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard any loose stone smaller than 2" in diameter	\$300	\$450
43	895.7.1 (i)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard any loose stone or rock larger than 4" in diameter	\$300	\$450

44	895.7.1 (j)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard anything that is likely to overflow on to the street, sidewalk, roadway, or another person' s adjacent property	\$300	\$450
45	895.7.1 (k)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard anything that voids a warranty on grass or sod installation following a road reconstruction	\$300	\$450
46	895.7.1 (l)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard anything which alone or in combination with any other thing or things prevents or fails to allow sufficient space for the proper placement of waste for collection	\$300	\$450
47	895.7.1 (m)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard landscaping of any type that fills in or interferes with ditches, swales, or drainage structures	\$300	\$450
48	895.7.1 (n)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard landscaping or objects of any type that interfere with or prevent access to infrastructure	\$300	\$450
49	895.7.1 (o)	(owner/occupant) places, permit to placed, or permit to remain on the boulevard any vegetable or plant intended or commonly used for human consumption.	\$250	\$400
50	895.8.2 (a)	(Owner/occupant) permits to be placed, or permits to remain anything other than grass, herbaceous plants, wood chips, mulch, inorganic material, or a hard surface that is level and flush with the sidewalk	\$250	\$400
51	895.8.2 (b)	Owner/occupant) permits to be placed, or permits to remain any loose stones	\$250	\$400
52	895.8.2 (c)	Owner/occupant) permits to be placed, or permits to remain anything that is likely to cause injury to a cyclist or pedestrian riding or falling into that area	\$300	\$400
53	895.9.1	(dig/excavate) on a boulevard in a manner that (interferes/damages/likely to damage) buried infrastructure, or without	\$300	\$400

		having obtained property locates of buried infrastructure		
54	895.10.1	(damage/construct/cut/reconstruct) a sidewalk or curb without permission of the City	\$400	\$600
55	895.10.2	(plant/install) any material or item in an island or centre median on any road without the prior written approval of the City	\$300	\$400
56	895.10.4	Alter an area of a boulevard without written approval of the City	\$400	\$600

SCHEDULE "B"
ADMINISTRATIVE FEES

ITEM	FEE
Screening Non-Appearance Fee	\$100
Hearing Non-Appearance Fee	\$100
Late Payment Fee	25% of Penalty
Collection Fee	15% of total Penalty and Fees

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