

The Corporation of the City of Guelph

By-law Number (2025) – XXXXX

A By-law to establish an Administrative Penalty System for Contraventions Detected Using Camera Systems in the City of Guelph.

Whereas Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25 (“*Municipal Act, 2001*”), authorizes municipalities to enact by-laws respecting highways, including traffic on highways;

And whereas Section 205.1 of the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended (“*Highway Traffic Act*”) authorizes a municipality to use an automated speed enforcement system in a community safety zone designated by by-law passed under Subsection 214.1 (1) of the *Highway Traffic Act* where the prescribed rate of speed is less than 80 kilometres per hour; or in a school zone designated by by-law passed under clause 128 (5) (a) of the *Highway Traffic Act*;

And whereas Section 205.15 of the *Highway Traffic Act* authorizes a municipality to use a photograph obtained through the use of a red light camera system as evidence in relation to an offence under Subsection 144(18) of the *Highway Traffic Act*;

And whereas Section 21.1 of the *Highway Traffic Act* authorizes municipalities to establish an administrative penalty system to promote compliance with the *Highway Traffic Act* and its regulations;

And whereas O. Reg. 355/22 enacted under the *Highway Traffic Act* authorizes the use of administrative penalties for vehicle-based contraventions detected using camera systems;

And whereas O. Reg. 355/22 enacted under the *Highway Traffic Act* authorizes municipalities to pass by-laws imposing fees or charges under section 391 of the *Municipal Act, 2001* in respect of services related to an administrative penalty imposed under section 21.1 of the *Highway Traffic Act*;

And whereas the Council of The Corporation of the City of Guelph considers it desirable to provide for a system of administrative penalties and administrative fees for designated sections of the *Highway Traffic Act*;

The Council of The Corporation of the City of Guelph hereby enacts as follows:

1. **Title**
 - 1.1 This By-law shall be known and cited as the “Administrative Penalty By-law for Contraventions Detected Using Camera Systems”.
2. **Definitions**
 - 2.1 Where words and phrases used in this by-law are not defined herein but are defined in the *Highway Traffic Act* with respect to any matters subject to a by-law designated under Section 102.1 of the *Municipal Act, 2001*, the definitions in the *Highway Traffic Act* shall apply.
 - 2.2 In this by-law, the following words have the following meanings:

“**Administrative Fee**” means any fee set out in the Regulation that may be added to an Administrative Penalty in a Penalty Order and/or any fee(s) specified in Schedule “B” of this by-law, as may be amended from time to time;

“**Administrative Penalty**” means the administrative penalty established by this by-law pursuant to the Regulation for a contravention of or failure to comply with a Designated HTA Provision, and where applicable, includes any Administrative Penalty that is varied in accordance with this by-law and/or the Regulation;

“**City**” means The Corporation of the City of Guelph and/or the geographical limits of the City of Guelph, depending on the context of the provision in which the term appears;

“Designated HTA Provision” means a section of the HTA, or a part or provision of a section of the HTA, to which an Administrative Penalty applies under this by-law as set out in the attached Schedule “A”;

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

“General Manager” means the General Manager of Legal and Court Services of the City / City Solicitor, or their designate or successor;

“Highway Traffic Act” or **“HTA”** means the *Highway Traffic Act*, R.S.O. 1990, c. H. 8, as amended from time to time or any successor thereof;

“Hearing Decision” means the decision of a Hearing Officer;

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

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

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

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

“MTO” means the Ontario Ministry of Transportation, as renamed or reconstituted from time to time;

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

“Municipal Act, 2001” means *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time or any successor thereof;

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

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

“Owner” in relation to a motor vehicle, has the same meaning as set out in the Regulation;

“Penalty Order” means an order made under Subsection 21.1(2) of the *Highway Traffic Act* and the Regulation, which shall include the information as prescribed in the Regulation as well as any additional information deemed necessary by the General Manager;

“Penalty Order Date” means the date of the contravention specified in the Penalty Order in accordance with the Regulation;

“Penalty Order Number” means the reference number specified on the Penalty Order that is unique to that Penalty Order in accordance with the Regulation;

“Plate Denial Fee” means an Administrative Fee established by the City from time to time, in respect of notifying the Registrar of Motor Vehicles for the purpose of plate permit denial, as listed in Schedule “B”;

“Provincial Offences Act” means the *Provincial Offences Act*, R.S.O., 1990, c. P. 33, as amended from time to time, or any successor thereof;

“Regulation” means O. Reg. 355/22 Administrative Penalties for Contraventions Detected Using Camera Systems, made under the *Highway Traffic Act*, as amended from time to time, or any successor thereof;

“Screening and Hearing Officer By-law” means the Screening and Hearing Officer By-law of the City, as amended from time to time, or any successor thereof;

“Screening Decision” means the decision of a Screening Officer;

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

“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, as amended from time to time, or any successor thereof; and

“Victim Component” means the amount to be added to the Administrative Penalty and credited to the victims’ justice fund in accordance with the Regulation., as listed in Schedule “B”.

3. **Application of this By-law**

- 3.1 The Designated HTA Provisions listed in the attached Schedule “A” of this by-law shall be Designated HTA Provisions to which Administrative Penalties apply pursuant to this by-law. Schedule “A” to this by-law also sets out the short form language to be used on Penalty Orders for contraventions of or failures to comply with Designated HTA Provisions.
- 3.2 The Administrative Penalty amount for contraventions of a Designated HTA Provision shall be calculated in accordance with the Regulation.
- 3.3 The attached Schedule “B” of this by-law sets out the Administrative Fees imposed for purposes of this by-law.

4. **Penalty Order**

- 4.1 An Officer who is satisfied that an Owner has contravened a Designated HTA Provision may issue a Penalty Order in accordance with this by-law and the Regulation within the time period prescribed in the Regulation for the purpose of Subsection 21.1(5) of the *Highway Traffic Act*.
- 4.2 Every Owner who contravenes a Designated HTA Provision shall, when given a Penalty Order, be liable to pay the Administrative Penalty plus any Administrative Fees and the Victim Component set out in the Penalty Order within thirty (30) days of the Deemed Date of Service.
- 4.3 A Penalty Order shall be in a form approved by the General Manager and shall include the following information:
 - (a) the Penalty Order Date and the location of the contravention;
 - (b) the Penalty Order Number;
 - (c) the short form wording for the contravention;
 - (d) an identification of the motor vehicle that is involved in the contravention;
 - (e) the amount of the Administrative Penalty;
 - (f) a statement that the Owner must, no later than thirty (30) days after the Deemed Date of Service, pay the Administrative Penalty unless they request a review of the Penalty Order in accordance the Regulation;
 - (g) a statement that the Owner may, no later than thirty (30) days after the Deemed Date of Service, request a review of the Penalty Order in accordance with the Regulation;

- (h) information respecting the process by which the Owner may pay the Administrative Penalty or request a review of the Administrative Penalty;
 - (i) a statement advising that an unpaid Administrative Penalty, in addition to any NSF Fees, will constitute a debt of the Owner to the City or the MTO, as applicable;
 - (j) any other information as prescribed in the Regulation.
- 4.4 A Penalty Order must be issued within the period that ends twenty-three (23) days after the day on which the contravention occurred.
5. **Review by Screening Officer**
- 5.1 An Owner who is served a Penalty Order may, within 30 calendar days after the Deemed Date of Service, commence the first stage of an appeal by requesting a review of the Penalty Order by a Screening Officer in accordance with the provisions of this by-law and the Regulation.
- 5.2 An Owner who is served a Penalty Order may, in accordance with Subsection 5.3, request that the Screening Officer extend the time to request a review to sixty (60) calendar days after the Deemed Date of Service. The Screening Officer will consider the request for extension before reviewing the Administrative Penalty.
- 5.3 A request for a review, or a request for an extension of time to request a review, shall be in the form and manner as determined by the General Manager from time to time, and shall include the Penalty Order Number and the person's contact information. Where a request is made by a person who is not the Owner, the person shall submit with the request an authorized agent/representative form in the form as determined by the General Manager from time to time. Incomplete forms or forms not submitted in the form and manner as determined by the General Manager may not be accepted or processed, at the discretion of the General Manager.
- 5.4 If a Screening Officer considers it fair and appropriate in the circumstances, the officer may extend the 30-day period to commence an appeal and the extension may be made even after the 30-day period has expired.
- 5.5 Where neither a review nor an extension of time for review are requested in accordance with this by-law, or where the Owner fails to request a review within any extended period of time granted by the Screening Officer:
- (a) the Owner served with the Penalty Order shall be deemed to have waived the right to a screening and a hearing in relation to such notice;
 - (b) the Administrative Penalty, and any applicable Administrative Fees, shall be deemed to be affirmed; and
 - (c) the Administrative Penalty, and any applicable Administrative Fees, shall not be subject to review.
- 5.6 A review by the Screening Officer shall be conducted in accordance with section 12 of the Regulation, this by-law and the applicable guidelines and procedures established by the City from time to time.
- 5.7 In making a determination respecting a Penalty Order, the Screening Officer may consider the following information, if available:
- (a) Photographs or images taken by the camera system or enforcement system, as applicable.
 - (b) Statements, including certified statements, made by the authorized person who imposed the Penalty Order.
 - (c) Documents, including certified documents, setting out the name and address of the person who is subject to the order, a description of the permit and the number plate of the motor vehicle.
 - (d) Statements by the appellant made either in writing or in the manner in which the appeal is conducted.

- (e) Statements by or on behalf of the municipality in which the contravention that is the subject of the penalty order occurred, made either in writing or in the manner in which the appeal is conducted.
 - (f) Any other information, materials or submissions that the screening officer or hearing officer considers to be credible or trustworthy in the circumstances.
- 5.8 The Screening Officer may confirm, vary or set aside the Penalty Order and shall do so as soon as practical after the review is complete. In deciding whether to confirm, vary or set aside a Penalty Order, a Screening Officer shall determine whether it was reasonable for the Officer to impose the Penalty Order.
- 5.9 If the Screening Officer decides to vary the amount of an Administrative Penalty, they shall vary the among in accordance with the rules in section 14(2) of the Regulation.
- 5.10 The Screening Officer shall send a copy of the decision to the person by mail, courier or electronic means as soon as practical after the decision is made.
- 6. Review by Hearing Officer**
- 6.1 An Owner may commence the second stage of an appeal by requesting a review of the Screening Decision within thirty (30) days of the date of the issuance of the Screening Decision in accordance with the provisions of this by-law and the Regulation.
- 6.2 An Owner subject to a Screening Decision may, in accordance with Subsection 6.3, request that the Hearing Officer extend the time to request a review of the Screening Decision to sixty (60) calendar days after the date on which the Screening Decision was issued.
- 6.3 A request for a review by the Hearing Officer, or for an extension of time to request a review before the Hearing Officer, shall be in the form and manner as determined by the General Manager from time to time, and shall include the Penalty Order Number and the person's contact information. Where a request is made by a person who is not the Owner, the person shall submit with the request an authorized agent/representative form in the form as determined by the General Manager from time to time. Incomplete forms or forms not submitted in accordance with the form and manner as determined by the General Manager may not be accepted or processed, at the discretion of the General Manager.
- 6.4 If a Hearing Officer considers it fair and appropriate in the circumstances, the officer may extend the 30-day period to request a review of the Screening Decision and the extension may be made even after the 30-day period has expired.
- 6.5 Where an extension of time for a hearing review is not granted by the Hearing Officer and no request is made to have the Screening Decision reviewed in accordance with Subsection 6.1, the Screening Decision shall be deemed to be affirmed, and shall not be subject to review.
- 6.6 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 Owner fails to request a hearing review within any extended period of time granted by the Hearing Officer:
- (a) the Owner served with the Penalty Order shall be deemed to have waived the right to a hearing review in relation to such notice;
 - (b) the Screening Decision shall be deemed to be affirmed; and
 - (c) the Screening Decision shall not be subject to review.
- 6.7 A person requesting a review by the Hearing Officer in accordance with this by-law shall be given at least thirty (30) calendar days' notice of the date, time and place for the review by the Hearing Officer.

- 6.8 On a review of the Screening Decision, the Hearing Officer may confirm, vary or set aside the Screening Decision. In deciding whether to confirm, vary or set aside a Penalty Order, a Hearing Officer shall determine whether the decision of the Screening Officer was reasonable.
- 6.9 A Hearing Officer shall not make any decision respecting a review of the Screening Decision unless the Hearing Officer has given the person subject to the Screening Decision and the City an opportunity to be heard.
- 6.10 A review by the Hearing Officer shall be conducted in accordance with section 12 of the Regulation, this by-law, and the applicable guidelines and procedures established by the City from time to time. The hearing shall be subject to the *Statutory Powers Procedure Act*.
- 6.11 In making a determination respecting a Screening Decision, the Hearing Officer may consider the following information, if available:
- (g) Photographs or images taken by the camera system or enforcement system, as applicable.
 - (h) Statements, including certified statements, made by the authorized person who imposed the Penalty Order.
 - (i) Documents, including certified documents, setting out the name and address of the person who is subject to the order, a description of the permit and the number plate of the motor vehicle.
 - (j) Statements by the appellant made either in writing or in the manner in which the appeal is conducted.
 - (k) Statements by or on behalf of the municipality in which the contravention that is the subject of the penalty order occurred, made either in writing or in the manner in which the appeal is conducted.
 - (l) Any other information, materials or submissions that the screening officer or hearing officer considers to be credible or trustworthy in the circumstances.
- 6.12 In addition to anything else that is admissible at a hearing as evidence in accordance with the *Statutory Powers Procedure Act*, the materials referred to in Subsection 6.11 are admissible as evidence as proof of the facts contained therein, in the absence of evidence to the contrary.
- 6.13 If evidence referred to in Subsection 6.11 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.
- 6.14 Where notice of review 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 Owner shall be deemed to have abandoned the hearing;
 - (b) the Screening Decision shall be deemed to be affirmed; and
 - (c) the Owner shall pay to the City a Hearing Non-Appearance Fee, in addition to any other fees payable pursuant to this by-law.
- 6.15 The person that requested the hearing, and any person and Owner subject to the related Penalty Order if different from the person that requested the hearing, shall be served with a copy of the Hearing Decision within fifteen (15) calendar days of the hearing review.

7. Decisions

- 7.1 A Screening Officer or Hearing Officer, as the case may be, does not have jurisdiction 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.

- 7.2 If a Screening Officer or Hearing Officer, as the case may be, decides to vary the amount of an Administrative Penalty, they shall vary the amount in accordance with the Regulation.
- 7.3 If, before a final decision is made in respect of an appeal, a Screening Officer or Hearing Officer, as the case may be, becomes aware that, contrary to subsection 21.1(4) of the *Highway Traffic Act*, the person who is subject to the Penalty Order is charged with an offence under the HTA in respect of the same contravention, the officer shall set aside the Penalty Order.
- 7.4 The decision of a Hearing Officer is final.

8. Service of Documents

- 8.1 The service of a Penalty Order and any decision of a Screening Officer and Hearing Officer shall be governed by the Regulation, as applicable.
- 8.2 Service of any document pursuant to this by-law other than a Penalty Order or Decision may be made by:
- (a) immediately, by delivering it personally to the person to whom it is addressed or to an occupant, who appears to be at least sixteen (16) years of age, at the last known address of the person to whom the documents apply;
 - (b) on the seventh (7th) calendar day after the date a copy is sent by regular mail or by registered mail to the last known address of the person to whom the documents apply; or
 - (c) immediately, upon sending a copy by electronic mail to the email address last provided by the person to whom the documents apply.
- 8.3 For the purposes of Subsections 8.2 (a), (b) and (c) of this by-law, a person's last known address and electronic mail address includes an address and electronic mail address provided by the person to the City as may be required by a form, practice, or policy under this by-law.

9. Penalty Payment and Administrative Fees

- 9.1 An Administrative Penalty is due and payable within thirty (30) days after the Deemed Service Date unless an appeal has been commenced by request for review of a Penalty Order, an extension of time to request a review of a Penalty Order has been granted, in accordance with this by-law.
- 9.2 Notwithstanding Subsection 9.1, where a person makes a request for an extension of time for payment, and the request is granted, the date on which the Administrative Penalty is due and payable shall be the date established in accordance with such extension of time.
- 9.3 If an appeal of a Penalty Order does not result in the Penalty Order being set aside, the person who is subject to the Penalty Order shall pay the Administrative Penalty within 30 days after,
- (a) the date of the Screening Decision, if no request for a review of the Screening Decision was made in accordance with Section 6 of this by-law; or
 - (b) the date of the decision by the Hearing Officer, if a request for review was made under Section 7 of this by-law.
- 9.4 Where an Administrative Penalty and any Administrative Fees is/are affirmed, or reduced by a Screening Officer or a Hearing Officer, the Administrative Penalty and any Administrative Fees shall be due and payable on the date specified in the Screening Decision or Hearing Decision, as the case may be, or if no such date is specified, thirty (30) days after service of the Screening Decision or the Hearing Decision.
- 9.5 If a Screening Officer or Hearing Officer, as the case may be, considers it fair and appropriate in the circumstances, the officer may approve a plan of periodic payments that extends beyond the deadline for payment. An approval of a plan of periodic payments may be conditional on the payment of a

specified amount of the Administrative Penalty being made on or before a specified date. A plan of periodic payments may be approved even after the deadline for payment has expired.

- 9.6 Once an Administrative Penalty and any Administrative Fees are paid, the Penalty Order is deemed confirmed and is not eligible for review by a Screening Officer or Hearing Officer.
- 9.7 Where an Administrative Penalty with respect to a Penalty Order is not paid on or before the date it is due and payable, in addition to the Administrative Penalty and any other fees that may be payable pursuant to this by-law, the Owner of the vehicle subject to the Penalty Order shall be liable to pay to the City the MTO Search Fee.
- 9.8 Where an Administrative Penalty is not paid after it becomes due and payable, in addition to the Administrative Penalty and any Administrative Fees that may be payable pursuant to this by-law the person subject to the Penalty Order shall be liable to pay to the City the Late Payment Fee.
- 9.9 If an Administrative Penalty is not paid within the 30-day period, or within any period of extension for payment, or in accordance with a plan of periodic payments approved by the officer, the City may notify the MTO in accordance with section 21(1) of the Regulation.
- 9.10 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 the Administrative Penalty and any other fees that may be payable pursuant to this by-law, be liable to pay to the City an NSF Fee.
- 9.11 All amounts due and payable to the City pursuant to this by-law constitute a debt to the City.
- 9.12 Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any related Administrative Fee is also cancelled.
- 9.13 No Officer may accept payment in respect of an Administrative Penalty or Administrative Fee.
- 9.14 Payment of any Administrative Penalty or Administrative Fee must be received on or before the date on which it is due and payable, or any extended due date in accordance with this by-law, and will not be credited until received by the City.
- 9.15 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.

10. Offences

- 10.1 No person shall:
 - (a) make a false, misleading or fraudulent statement in relation to a Penalty Order, or on any form submitted to the City in relation to a Penalty Order; or
 - (b) obstruct an Officer, Screening Officer or Hearing Officer exercising any authority under this by-law.
- 10.2 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 Order 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) an Owner who is entitled to be heard in the proceeding or the Owner's lawyer, licensed paralegal or authorized representative; and
 - (b) only by that Owner or the Owner's lawyer, licensed paralegal or authorized representative during the hearing of the proceeding in which the issues arise.

10.3 Any person who contravenes Subsection 10.1 or Subsection 10.2 is guilty of an offence and, upon conviction, is liable to a fine as provided for in the *Provincial Offences Act*.

11. Administration

11.1 The General Manager shall administer this by-law and is delegated the power to:

- (a) designate locations within the City, and times, for conducting reviews and hearings under this by-law; and
- (b) prescribe all forms, notices, including the Penalty Order, guidelines, practices, processes and procedures, necessary to implement this by-law and the administrative penalty system, and to amend the same from time to time as the General Manager deems necessary.

11.2 The General Manager is delegated the power to establish and implement any policies necessary to implement this by-law and the administrative penalty system at the City, and may amend the same from time to time, as the General Manager deems necessary.

11.3 For the purposes of Subsection 23.2(4) of the *Municipal Act, 2001*, Council has determined that any powers delegated pursuant to this by-law are minor in nature.

12. Interpretation

12.1 Nothing in this by-law prevents a Screening Officer or a Hearing Officer from seeking or receiving legal advice.

12.2 Unless otherwise specified, references in this by-law to parts, sections, subsections, clauses and schedules are references to parts, sections, subsections clauses, and schedules in this by-law.

12.3 The part and section headings contained throughout this document are for reference purposes only and do not form a part of this by-law. This by-law is to be interpreted without reference to such headings.

12.4 References in this by-law to any statute or statutory provisions include references to that statute or statutory provision as it may from time to time be amended, extended, or re-enacted.

12.5 This by-law shall be read with all changes in gender or number as the context requires.

12.6 References in this by-law to items in the plural include the singular, and references to the singular include the plural, as applicable.

12.7 The words "include", "includes", "including" are not to be read or interpreted as limiting the words, phrases, or descriptions that precede it.

12.8 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.

12.9 Where any matter relating to a Penalty Order or contravention of a Designated HTA Provision is not expressly provided for herein, such matter shall be determined in accordance with section 21.1 of the HTA, the Regulation and, where applicable, by analogy to similar provisions hereof and in accordance with the general principles underlying section 21.1 of the HTA, the Regulation, and this by-law.

12.10 Where any provision of this by-law or any guideline, process, policy or procedure established to implement this by-law conflicts with the Regulation, the Regulation shall prevail.

13. **Effective Date**

13.1 This By-law shall come into force and effect on the **X** day of **XXXX**, 202**X**.

Passed this **X** day of **XXXX**, 2025.

Cam Guthrie, Mayor

Stephen O’Brien, City Clerk

Schedule “A”

Designated HTA Provisions, Short Form Wordings, and Administrative Penalties

The provisions of the HTA set out in the following table are Designated HTA Provisions and:

Column 1 in the following table sets out the specific Designated HTA Provisions, as may be amended or replaced from time to time.

Column 2 in the following table sets out the short form wording to be used in a Penalty Order for a contravention of the corresponding Designated HTA Provision set out in Column 1.

Column 3 in the following table sets out how the Administrative Penalty amount that is payable for a contravention of the corresponding Designated HTA Provision will be calculated.

COLUMN 1 Designated HTA Provision	COLUMN 2 Short Form Wording	COLUMN 3 Calculation of Administrative Penalty Amount	COLUMN 4 Victim Component
128(1)	Speeding	In accordance with Section 6 of O.Reg. 355/22 under the <i>Highway Traffic Act</i> .	In accordance with Section 6(2) of O.Reg. 355/22 under the <i>Highway Traffic Act</i> .
144(18)	Red Light – Fail to Stop	In accordance with Section 6 of O.Reg. 355/22 under the <i>Highway Traffic Act</i> .	In accordance with Section 6(3) of O.Reg. 355/22 under the <i>Highway Traffic Act</i> .

**Schedule “B”
Administrative Fees**

Item	Fee
Screening Non-Appearance Fee	\$60.00
Hearing Non-Appearance Fee	\$60.00
Late Payment Fee	\$20.00
MTO Search Fee	\$8.25
Plate Denial Fee	\$20.00

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