

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NO. 2026-32**

**Being a By-law to Implement an Administrative Monetary Penalty System
in the Municipality of the Township of Bonfield**

Whereas section 434.1 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes municipalities to establish a system of administrative penalties for contraventions of municipal by-laws;

And Whereas section 102.1 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality may require a person to pay an Administrative Monetary Penalty if the municipality is satisfied that the person has failed to comply with any by-laws respecting the parking, standing or stopping of vehicles;

And Whereas section 391 of the Municipal Act, 2001 enables the Municipality to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;

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

And Whereas sections 23.2, 23.3 and 23.5 of the Municipal Act, 2001, S.O. 2001, C. 25, as amended authorizes the Municipality to delegate its administrative and hearing powers; and,

And Whereas section 15.4.1 (1) of the Building Code Act, 1992 S.O. 1992, c.23, as amended authorizes a municipality to pass a by-law that may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with, a by-law of the municipality passed under section 15.1 of the Building Code Act, 1992, as amended, or an order of an officer made under subsection 15.2 (2) or 15.3 of the Building Code Act, 1992, as amended; and;

And Whereas the Council for the Corporation of the Municipality of the Township of Bonfield considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for certain Municipal by-laws, or portions of certain Municipal by-laws;

Now Therefore the Council of The Corporation of The Township of Bonfield Enacts as Follows:

Definitions

In this By-law:

"Administrative Fee" means any fee specified in this By-law or set out in Schedule 'C';

"Administrative Penalty" means an administrative penalty established by this By-law or set out in the attached Schedule(s) for a contravention of a Designated By-law;

"A.M.P.S." means Administrative Monetary Penalty System;

"Clerk" means the Municipal Clerk, their delegate, or anyone designated by the Clerk to perform duties pursuant to the Administrative Monetary Penalty System;

"Council" means the Council of the Township of Bonfield;

"Day" means any calendar day;

"Designated By-law" means a by-law, or a part or provision of a by-law, that is designated under this or any other by-law, and is listed in the attached Schedule 'A' to which the AMPS applies;

"Hearing Non-Appearance Fee" means an Administrative Fee established by the Municipality from time to time in respect of a Person's failure to appear at the time and place scheduled for a review before a Hearing Officer and listed in Schedule 'C';

"Hearing Decision" means a notice that contains a decision made by a Hearing Officer, delivered in accordance with section 4.11 of this By-law;

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"Hearing Officer" shall mean a person who performs the duties of Hearing Officer as set out in section 4 of this by-law and meeting the requirements that a Hearing Officer cannot be a Member of Council or a Municipal Employee. The Hearing Officer shall have knowledge of and experience in administrative law including, but not limited to a lawyer, retired lawyer, para-legal, retired para-legal, retired police officer, retired municipal clerk or retired municipal deputy clerk;

"Holiday" means a Saturday, Sunday, any statutory holiday in the Province of Ontario or any Day the offices of the Municipality are officially closed for business;

"Late Payment Fee" means an Administrative Fee established by the Municipality from time to time in respect of a Person's failure to pay an Administrative Penalty within the time prescribed in this By-law and listed in Schedule 'C';

"MTO Fee" means an Administrative Fee established by Council from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation, or related authority, and listed in Schedule "C";

"Municipality" means the Corporation of the Township of Bonfield;

"NSF Fee" means an Administrative Fee established by the Municipality from time to time in respect of payment by negotiable instrument received by the Municipality from a Person for payment of any Administrative Penalty or Administrative Fee, for which there are insufficient funds available in the account on which the instrument was drawn, as listed in Schedule 'C';

"Officer" means a Municipal Law Enforcement Officer, Police Officer, Fire Chief, Fire Prevention Officer or a designate appointed by the municipality to enforce this by-law;

"Penalty Notice" means a notice given to a Person pursuant to section 2 of this By-law;

"Penalty Notice Date" means the date of the contravention specified on the Penalty Notice, in accordance with section 2.3 of this By-law;

"Penalty Notice Number" means the reference number specified on the Penalty unique to that Penalty Notice, in accordance with section 2.3 of this By-law;

"Person" includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof;

"Plate Denial Fee" means an Administrative Fee established by Council from time to time in respect of a Person's failure to pay within the time prescribed prior to a request for plate denial and listed in Schedule "C";

"Request for Review by Hearing Officer" means the request which may be made in accordance with section 4 of this By-law for the review of a Screening Decision;

"Request for Review by Screening Officer" means the request made in accordance with section 3 of this By-law for the review of a Penalty Notice;

"Review by Hearing Officer" and "Hearing" means the process set out in section 4 of this By-law;

"Review by Screening Officer" and "Screening Review" means the process set out in section 3 of this By-law;

"Screening Decision" means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 3.12 of this By-law;

"Screening Non-appearance Fee" means an Administrative Fee established by the Municipality from time to time in respect of a Person's failure to appear at the time and place scheduled for a review before a Screening Officer and listed in Schedule "C";

"Screening Officer" means a person from time to time appointed pursuant to this By-law who performs the duties of Screening Officer as set out in Section 3 and meeting the requirements established in the applicable police. A screening officer cannot be a member of council or a municipal staff member involved in enforcement or the supervision of officers;

"Vehicle" includes a motor vehicle, automobile, bicycle, motorcycle, boat, motor vehicle trailer, traction engine, farm tractor, road building machine and any vehicle drawn, propelled, or driven by any kind of power including muscular power and such additional definitions as set out in the

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Highway Traffic Act, R.S.O. 1990, as amended.

1. Applications of this By-law

- 1.1 The Municipal by-laws, or portions of Municipal by-laws, listed in the attached Schedule 'A' of this By-law shall be Designated By-laws for the purposes of sections 102.1 and 151 of the Municipal Act and paragraph 3(1)(b) of O. Reg 333/07. The attached Schedule 'B' sets out the Administrative Penalty and may include short form language to be used on Penalty Notices, for the contraventions of Designated By-laws.
- 1.2 Schedule 'C' of this By-law shall set out Administrative Fees imposed for the purposes of this By-law.
- 1.3 The Provincial Offences Act, R.S.O. 1990, as amended applies to all Designated By-laws except to a Designated By-law respecting the parking, standing or stopping of vehicles.
- 1.4 The Clerk is hereby authorized to make such minor corrections, revisions, and amendments of an administrative, clerical, grammatical, typographical, formatting, or housekeeping nature as may be required to finalize this By-law, provided that no such correction, revision, or amendment shall materially change the intent, purpose, substance, or effect of the By-law as enacted by Council.

2. Penalty Notices

- 2.1 Every Person in contravention of a Designated By-law shall upon issuance of a Penalty Notice be liable to pay the Municipality an Administrative Penalty in the amount specified in the attached Schedule 'B' to this By-law.
- 2.2 An Officer who has reason to believe that a Person has contravened any Designated By-law may issue a Penalty Notice upon notice thereof within thirty (30) days.
- 2.3 A Penalty Notice may include the following information:
 - a. the Penalty Notice Date; a Penalty Notice Number;
 - b. the date on which the Administrative Penalty is due and payable; the identification number and signature of the Officer;
 - c. the name of the person penalized;
 - d. the contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
 - e. the amount of the Administrative Penalty;
 - f. the vehicle license plate number or vehicle identification number
 - g. such additional information as the Clerk determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty; and
 - h. a statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Municipality unless cancelled pursuant to Screening Review or Hearing process.
- 2.4 In addition to the service methods provided in section 5 "Service of Documents" of this By-law, an Officer may serve the Penalty Notice on a Person by delivering it personally to the Person contravening the by-law at the time of the offence.
- 2.5 No person issuing a penalty notice may accept payment of an Administrative Penalty or Administrative Fee.
- 2.6 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Municipality any applicable Administrative Fee(s).

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2 Review by Screening Officer

- 3.1 A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative Penalty is due and payable, and in accordance with the process set out in Section 3.4.
- 3.2 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 request a Screening Review to a date that is no later than thirty (30) days after the Penalty Notice Date, in accordance with the process set out in Section 3.4.
- 3.3 A Person's right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before thirty (30) days after the Penalty Notice Date, at which time:
- a. the Person shall be deemed to have waived the right to request a Screening Review or request an extension of time for a Screening Review; and,
 - b. the Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed; and,
 - c. the Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 3.4 A Person's Request for Review by a Screening Officer or request for an extension of time to request a Screening Review is exercised by:
- a. a submission in writing to the Clerk or Designate of a Request for Review by a Screening Officer or request for an extension of time to request a Screening Review; or
 - b. calling the telephone number listed on the Penalty Notice to make a Request for Review by a Screening Officer or to request an extension of time to request a Screening Review.
- 3.5 A Request for Review by Screening Officer of an Administrative Penalty or a request for an extension of time to request a Screening Review shall include the Penalty Notice Number and the Person's contact information.
- 3.6 A Request for Review by Screening Officer or a request for an extension of time to request a Screening Review shall only be scheduled by the Clerk if the Person makes the request on or before the dates established by Sections 3.1 or 3.2 of this By-law.
- 3.7 On a request for an extension of time to request a Screening Review, the Clerk may only extend the time to request a Screening Review where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.
- 3.8 Where an extension of time to request a Screening Review is not granted by the Clerk, the Administrative Penalty and any applicable Administrative Fee(s) are deemed to be confirmed.
- 3.9 Where a Person fails to attend at the time and place scheduled for a Screening Review of an Administrative Penalty:
- a. the Person shall be deemed to have abandoned the request for a Screening Review of the Administrative Penalty;
 - b. the Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed; and
 - c. the Administrative Penalty shall not be subject to any further review, including a review by any Court; and
 - d. the Person shall pay to the Municipality a Screening Non-Appearance Fee and any other applicable Administrative Fee(s).

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3.10 On a review of an Administrative Penalty, the Screening Officer may

- a. affirm the Administrative Penalty; or
- b. cancel, reduce, or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - (i) where the Person establishes on the balance of probabilities that they did not contravene the Designated By-law(s) as described in the Penalty Notice; or
 - (ii) where the Person establishes on a balance of probabilities that the cancellation, reduction, or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.

3.11 On a Screening Review of an Administrative Penalty, before making a decision, a Screening Officer shall conduct an interview with the Person.

3.12 After a Review by a Screening Officer, the Screening Officer shall deliver a Screening Decision to the Person, in accordance with Section 5 of this By-law.

3.13 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.

4. Review of Hearing Officer

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

4.2 If a Person has not made a Request for Review by Hearing Officer at the time of the Screening Review, the Person may make a Request for Review by Hearing Officer before the due and payable date for the Administrative Penalty listed on the Screening Decision.

4.3 The Person's right to Request for Review by Hearing Officer expires if it has not been exercised on or before the due and payable date for the Administrative Penalty listed on the Screening Decision, at which time:

- a. the Person shall be deemed to have waived the right to Request for Review by Hearing Officer;
- b. the Screening Decision and the Administrative Penalty and any Administrative Fee(s), if applicable, as modified in the Screening Decision, shall be deemed to be confirmed; and
- c. the Screening Decision and Administrative Penalty shall not be subject to any further review, including a review by any Court.

4.4 A Person's Request for Review by Hearing Officer is exercised by:

- a. a submission in writing to the Township Clerk for a Request for Review by a Hearing Officer, or request for an extension of time to request a Hearing; or
- b. attending in person at the location listed on the Screening Decision to make Request for Review by a Hearing Officer or request an extension of time to request a Hearing; or
- c. calling the telephone number listed on the Screening Decision to make a Request for Review by Hearing Officer or request an extension of time to request a Hearing.

4.5 A Request for Review by Hearing Officer shall only be scheduled by the Clerk if the Person makes the request within the time limits set out in sections 4.2 or 4.3 of this By-law.

4.6 Where a Person fails to appear at the time and place scheduled for a Hearing:

- a. the Person shall be deemed to have abandoned the Hearing for review of a

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Screening Decision;

- b. the Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;
- c. the Screening Decision, the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and
- d. the Person shall pay to the Municipality a Hearing Non-appearance Fee, Late Payment Fee and any other applicable Administrative Fee(s).

4.7 On a review of a Screening Decision, the Hearing Officer may:

- a. confirm the Screening Decision; or
- b. cancel, reduce or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - (i) where the Person establishes on a balance of probabilities that they did not contravene the Designated By-law(s) as described in the Penalty Notice; or
 - (ii) where the Person establishes on a balance of probabilities that the cancellation, reduction, or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue hardship.

4.8 A Hearing Officer shall not make any decision respecting a review of a Screening Decision unless the Hearing Officer has given the Person and a representative of the Municipality an opportunity to be heard at the time and place scheduled for the Hearing.

4.9 All Hearings by a Hearing Officer shall be conducted in accordance with the Statutory Powers and Procedures Act, R.S.O. 1990, c. S.22, as amended.

4.10A 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.

4.11 After a Hearing is complete, the Hearing Officer shall deliver to the Person a Hearing Decision, in accordance with Section 5 of this By-law.

4.12 The decision of a Hearing Officer is final.

5. Service of Documents

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

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

5.2 For the purposes of subsections 5.1 (b) and (c) of this By-law, a Person's last known address or facsimile number includes an address or facsimile number provided by the Person to the Municipality as may be required by a form, practice or policy under this By-law.

6. Administration

6.1 The Clerk, their delegate, or anyone designated by the Clerk shall administer this By-law and establish any additional practices, policies and procedures necessary to

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implement this By-law and may amend such practices, policies and procedures from time to time as they deem necessary, without amendment to this By-law.

6.2 The Clerk, their delegate, or anyone designated by the Clerk shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may amend such forms and notices from time to time as they deem necessary, without amendment to this By-law.

6.3 An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Municipality owed by the Person.

(a) Pursuant to subsections 398 (1) and (2) of the *Municipal Act*, 2001, where an Administrative Penalty, including any Administrative Fee(s) remain unpaid after the final date on which it is payable as specified in the Penalty Notice, the Administrative Penalty, including any Administrative Fees(s) shall be deemed to be unpaid taxes and the outstanding amount shall be added to the tax roll and collected in the same manner as municipal taxes.

(i) Where a penalty notice has been issued to a tenant or occupant of a property and is to be added to the tax roll under this section, notice shall be given to the property owner thirty (30) days prior to the amount being added to the tax roll.

6.4 Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable; the Person shall pay to the Municipality a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).

6.5 Where a Person makes payments to the Municipality of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Municipality the NSF Fee set out in the Municipality's Fees By-law.

6.6 Where an Administrative Penalty is cancelled by a Screening Officer or Hearing Officer, any Administrative Fee(s) are also cancelled.

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

6.8 A Person claiming financial hardship under this By-law shall provide documented proof of the financial hardship to the Clerk, their delegate, or anyone designated by the Clerk, the Screening Officer or the Hearing Officer, as applicable.

6.9 Any schedule attached to this By-law forms part of this By-law.

6.10 Screening Officers shall be appointed by Council on the recommendation of the Clerk or their designate. Screening Officers shall be appointed by a by-law passed by Council based on the provisions of all applicable policies established by the Township.

6.11 Hearing Officers shall be appointed by Council on the recommendation of the Clerk or their designate. Hearing Officers shall be appointed by a by-law passed by Council based on the provisions of all applicable policies established by the Township and shall meet all conditions established therein.

7. Severability

7.1 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, shall 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.

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8. Interpretation

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

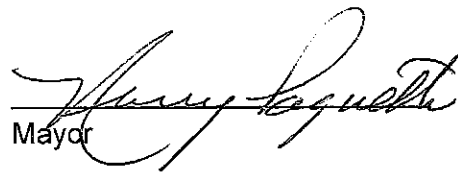
9. Short Title

9.1 This By-law may be referred to as the Administrative Monetary Penalty System By-law or as the AMPS By-law.

10. Effective Date

10.1 That this By-law shall come into effect on the day it was passed.

READ A FIRST, SECOND AND THIRD AND FINALLY PASSED THIS 23RD DAY OF JUNE 2026.



Mayor



Clerk

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Schedule “A”

**Being A By-law to Implement an Administrative Monetary Penalty System
in the Township of Bonfield**

Designated By-Laws

- a. By-law No. 2023-27 (Govern the Management of Waste and Recycling)
- b. By-law No. 2024-27 (Regulate Open Air Burning)
- c. By-law No. 2004-30 (Prescribe Standards for the Maintenance and Occupancy of Buildings and Property)
- d. By-law No. 2025-17 (Licence, Regulate and Govern Short Term Rentals)
- e. By-law No. 2025-16 (Licence, Regulate and Govern Travel Trailers)
- f. By-law No. 2025-36 (Regulate Animal Control and Responsible Pet Ownership)
- g. By-law No. 2012-49 and all related amending by-laws (Comprehensive Zoning By-law)
Provisions of Zoning by-law will become effective on the date that the Province of Ontario ratifies the Act permitting Zoning to be enforced through AMPS – Bill 119 as may be amended; the Clerk shall have the authority to prepare the short wording and apply a penalty in line with all other penalties at that time.)

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Schedule "B"

Administrative Monetary Penalties

By-law 2004-30 – Prescribe standards for the maintenance and occupancy of buildings and property.

Item	Short Form Wording	Provision Creating or defining Offence	Set Penalty
1	Fail to keep yard clean	3.1 a)	\$100.00
2	Store prohibited items in a yard	3.1 a)	\$100.00
3	Fail to cut grass causing unsightly appearance	3.1 d)	\$100.00
4	Fail to remove dead trees or branches	3.1 e)	\$100.00
5	Fail to maintain shrubs, edges causing unsightly appearance	3.1 e)	\$100.00
6	Fail to secure a well	3.1 f)	\$300.00
7	Fail to remove collapsed buildings, structures within 30 days	3.1 g)	\$300.00
8	Fail to remove damaged materials within 30 days	3.1 h)	\$100.00
9	Store wrecked, discarded, dismantled, vehicle, trailer for more than two weeks	3.1 i)	\$300.00
10	Store non-licensed vehicle, trailer on a residential property	3.1 i)	\$100.00
11	Store more than 6 vehicles at an Automobile Service Station	3.1 j)	\$300.00
12	Store vehicle more than 2 weeks at an Automobile Service Station	3.1j)	\$300.00
13	Fail to maintain yard free from dangerous holes or excavations	3.1k)	\$300.00
14	Fail to maintain fence	3.1 m)	\$100.00
15	Permit an unsafe fence to be erected	3.1 o)	\$100.00
16	Permit a fence to be erected obstructing view	3.1 o)	\$100.00
17	Fail to maintain a neat and sightly commercial or industrial property	3.1.2 c)	\$300.00
18	Fail to repair damaged or deteriorated structural members or materials of a building	3.1.2 f)	\$300.00
19	Fail to maintain soffit, fascia, windows, doors , siding, trim of a building	3.1.2 h)	\$300.00
20	Permit unauthorized signs, slogan, graffiti on exterior walls of a building	3.1.2 i)	\$100.00
21	Fail to maintain required guards, handrails, balustrades	3.1.2 j)	\$100.00
22	Fail to maintain exterior wall, components to prevent deterioration	3.1	\$300.00
23	Fail to maintain roof	3.11	\$300.00
24	Fail to maintain stairs, porches	3.14	\$300.00
25	Cause a means of egress to be obstructed	3.15 b)	\$100.00
26	Fail to provide working smoke alarm	3.15 c)	\$300.00
27	Fail to maintain a fire separation	3.16 b)	\$300.00
28	Fail to maintain floor	3.17 a)	\$300.00
29	Fail to maintain bathroom floor	3.17 b)	\$300.00
30	Causing a floor, wall, ceiling to be unclean, in an unsanitary condition	3.18	\$300.00
31	Cause or permit a building to be a fire or health hazard	3.18	\$300.00
32	Fail to provide potable water to a dwelling	3.19 a)	\$300.00
33	Fail to provide adequate hot and cold water to a dwelling	3.19 c)	\$300.00

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34	Fail to provide operating heating facility to a dwelling	3.23 a)	\$300.00
35	Fail to maintain 20 degrees Celsius in a dwelling	3.23 a)	\$300.00
36	Use, permit to use a non-habitable room in a building for habitable purpose	3.28 a)	\$300.00

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Schedule "B"

Administrative Monetary Penalties

By-Law 2023-27: Waste Management By-Law

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	Column 3 Set Penalty
1.	Unauthorized use of a Landfill Identification Card/Pass	Section 3.2	\$50.00
2.	Create a Nuisance	Section 4.11(b)	\$75.00
3.	Damage Waste Disposal Site Property	Section 4.10(d)	\$100.00
4.	Enter or exit undesignated access route, Access while landfill closed	Section 4.10(g) Section 6.2	\$100.00
5.	Scavenge, disturb, remove or scatter waste	Section 5.1	\$75.00
6.	Enter Waste Disposal Site When Closed	Section 6.2	\$150.00
7.	Dumping, throwing, dispose of waste in unauthorized location	Section 10.1	
8.	Dispose of Residential or Industrial, Commercial and Institutional Waste in Public Litter Bins	Section 7.2	\$100.00
9.	No disposal of Hazardous Waste in Landfill.	Schedule "H"	\$150.00
10.	Dispose of Prohibited Substance in Public Litter Bins	Section 7.3	\$150.00
11.	Dispose of Waste on a Highway	Section 10.1 (a)	\$100.00
12.	Dispose of Waste on Public Property	Section 10.1 (b)	\$100.00
13.	Dispose Waste at entrance of Waste Disposal Site	Section 10.1 (c)	\$100.00
14.	Hinder or obstruct an Officer performing a duty under this By-Law	Section 12.3	\$150.00

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Schedule “B”

Administrative Monetary Penalties

By-Law No. 2024-27 – Open Air Burning

ITEM	Column 1	Column 2	Column 3
	Short Form Wording	Provision creating or defining offence	Set Penalty
1.	Burn without a valid Permit	2.0	300.00
2.	Failure to supervise / control fire	2.1(f)	500.00
3.	Burn prohibited materials	2.1(b)	500.00
4.	Burn on Municipal Property	2.1(c)	500.00
5.	Burn within three (3) meters of a structure	2.1(d)	300.00
6.	Burn within three (3) meters of ignitable material	2.1(e)	300.00
7.	Burn Brush Fire in excess of 1.8 meters	2.6	300.00
8.	Burn Windrow Fire in excess of 15 meter	2.9	300.00
9.	Burn Campfire or Cooking Fire in excess of 1 meter	2.6	300.00
10.	Burn more than one pile/fire at a time	2.7	500.00
11.	Burn during a Fire Ban		750.00
12.	Burn outside permitted times in low or moderate rating	4.0.1	300.00
13.	Burn outside permitted times in high or extreme rating	4.0.1	500.00
14.	Failure to have adequate extinguishing equipment	2.4	300.00

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Schedule "B"

Administrative Monetary Penalties

By-law 2025-16 License, Regulate and Govern Travel Trailers and RVs

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Penalty
1	Placing or occupying a Trailer without a Licence	3.1	\$500.00
2	Placing or occupying a Trailer in an unauthorized zone	3.2	\$500.00
3	Placing or occupying Trailer in a Plan of Subdivision	3.4	\$500.00
4	Occupying Trailer between December 15 th and May 1st	3.5	\$500.00
5	Improper storage of a Trailer	3.8	\$300.00
6	Improper installation of accessory structure deck and/or exceeds size and/or is attached to Trailer	3.9	\$300.00
7	Having or constructing or erecting or allow the construction or erection of an enclosure, roof-over, permanent canopy, extension, sunroom addition, skirting	3.10	\$300.00
8	Placing more than one Trailer per conveyable parcel of land	3.11	\$300.00
9	Placing or occupying Trailer on land where owner did not provide permission	3.12	\$300.00
10	Placing or occupying a Trailer on Township Property	3.13	\$300.00
11	Improper installation, placement, and/or use of an accessory structure	3.14	\$300.00
12	Improper or no septic/greywater systems in place to serve Trailer	3.15	\$500.00
13	Use of a Trailer as a Short-term rental	3.16	\$500.00
14	Improper condition and/or cleanliness of property used for a Licenced Trailer	3.17	\$300.00
15	Obstructing of an Officer of the Township	6.3	\$300.00
16	Providing false information on a License application	6.10	\$500.00

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NO. 2026-32**

Schedule "B"

Administrative Monetary Penalties

By-law 2025-17 License, Regulate and Govern Short Term Rentals

ITEM	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	SET PENALTY
1	Operate short-term rental without valid licence	2.1.1	\$500.00
2	Advertise, operate or permit advertising without a licence	2.1.2	\$500.00
3	Publish or display representation of licence without a licence	2.1.3	\$500.00
4	Alter Licence	2.1.4	\$500.00
5	Operate commercial activity	2.1.5	\$500.00
6	Host special event	2.1.6	\$500.00
7	Provide false or incorrect information	2.1.7	\$500.00
8	Operate in contravention of a licence issued	2.1.8	\$500.00
9	Operate in contravention of approved site plan and floor plan	2.1.9	\$500.00
10	Rent a room not identified and approved with the application	2.1.10	\$500.00
11	Permit a camping trailer, travel trailer, tent, utility trailer or any mobile accommodation for purpose of a short-term rental.	2.1.11	\$500.00
12	Overcrowding	2.1.12	\$500.00
13	Violate the code of conduct	2.1.13	\$500.00
14	Remove information required pursuant to section 2.2.7 and 2.2.8	2.1.14	\$500.00
15	Operating more than 1 short-term rental per property	2.1.15	\$500.00
16	Fail to maintain insurance minimum (\$2,000,000.00)	2.2.3	\$500.00
17	Fail to provide parking	2.2.5	\$500.00
18	Fail to indicate parking	2.2.5	\$500.00
19	Permit parking on non-hard surface	2.2.6	\$500.00
20	Fail to post required information	2.2.7	\$500.00
21	Fail to include licence number on rental listing	2.2.9	\$500.00
22	Fail to respond within 60 minutes to an emergency or contravention.	2.2.9	\$500.00
23	Failure to maintain guest registry	2.2.14	\$500.00
24	Rented past number of consecutive days permitted	2.2.11	\$500.00
25	Rented past number of days per year	2.2.12	\$500.00

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NO. 2026-32**

Schedule "B"

Administrative Monetary Penalties

By-law 2025-36

ITEM	SHORT FORM WORDING	PROVISION CREATING OR DEFINING OFFENCE	SET Penalty
1	Fail to register Dog or Cat	Sec. 3.1	\$ 105.00
2	Fail to affix Dog or Cat tag	Sec. 3.3	\$ 105.00
3	Operate kennel without licence (purebred)	Sec. 4.1	\$ 105.00
4	Operate kennel without licence (boarding kennel)	Sec. 4.2	\$ 105.00
5	Fail to transfer kennel licence	Sec. 4.3	\$ 105.00
6	Operate new kennel without complying with Municipality's zoning by-law	Sec. 4.4	\$ 105.00
7	Keep more than permitted number of Dogs	Sec. 5.1	\$ 105.00
8	Keep more than permitted number of Cats	Sec. 5.1	\$105.00
9	Fail to restrain Dog or Cat	Sec. 6.1	\$ 105.00
10	Permit Dog or Cat to run at large on public-property within Township	Sec. 6.2	\$ 105.00
11	Allow Dog or Cat to run at large in park	Sec. 6.7 (a)	\$ 105.00
12	Allow Dog or Cat to enter beach/waterfront area, swimming area, etc.	Sec. 6.7 (b)	\$ 105.00
13	Fail to keep Dog or Cat on leash or chain while in park, beach/waterfront area, etc.	Sec. 6.7 (c)	\$ 105.00
14	Fail to pick up and dispose of excrement left by Dog or Cat while in park, beach / waterfront, etc.	Sec. 6.7(d)	\$ 150.00
15	Failure to provide animal an appropriate place to be kept	Sec. 6.12	\$ 205.00
16	Failure to locate structure to place animal in appropriate location	Sec. 6.13	\$ 205.00
17	Fail to muzzle Dangerous Dog	Sec. 7.1.2(a)	\$ 205.00
18	Fail to securely tether Dangerous Dog	Sec. 7.1.2(b)	\$ 205.00
19	Fail to keep Dangerous Dog contained on property	Sec. 7.1.2(c)	\$ 205.00
20	Fail to display Dangerous Dog on Property sign	Sec. 7.1.2(d)	\$ 205.00
21	Fail to keep Dangerous Dog on 2 meter leash and muzzled when off owner property	Sec. 7.1.3	\$ 205.00
22	Fail to notify of change of ownership of Dangerous Dog	Sec. 7.1.4(a)	\$ 205.00
23	Fail to notify if Dangerous Dog runs at large, attacks or bites person or animal	Sec. 7.1.4(b)	\$ 205.00
24	Fail to spay or neuter Dangerous Dog	Sec. 7.1.5(a)	\$ 205.00
25	Fail to microchip Dangerous Dog	Sec. 7.1.5(b)	\$ 205.00
26	Permit Dog to persistently bark/howl	Sec. 7.3.1(a)	\$ 105.00
27	Permit Dog to scatter garbage or interfere with waste collection	Sec. 7.3.1(b)	\$ 105.00

**THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NO. 2026-32**

28	Permit Dog to chase persons, vehicles or any other animal	Sec. 7.3.1(c)	\$ 105.00
29	Own keep or harbour livestock in a prohibited area	Sec. 8.1	\$150.00
30	Permit to livestock to run at large	Sec. 8.4	\$150.00
31	Fail to keep female animals in heat confined	Sec. 11.1	\$ 205.00
32	Interfere with, hinder or molest agent of Municipality in the performance of duties	Sec. 15.1	\$ 105.00
33	Fail to remove and dispose of excrement left by Dog or Cat	Sec. 17.1	\$ 150.00

THE CORPORATION OF THE TOWNSHIP OF BONFIELD
BY-LAW NO. 2026-32

Schedule “C”

Administrative Fees

ITEM	Administrative Fee	Amount
1	Late Payment Fee	\$25.00
2	MTO Plate Denial Fee	\$20.00
3	MTO Search Fee	\$10.00
4	Screening Non-Appearence Fee	\$50.00
5	Hearing Non-Appearence Fee	\$150.00