



**BY-LAW NO. 2026-0006**

A By-law to amend By-law 2025-0008 being a By-law to establish a System of Administrative Penalties (Regulatory – Non-Parking)

**WHEREAS** Sections 23.1, 23.2 and 23.5 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, hereinafter referred to as the “Municipal Act”, authorizes the municipality to delegate its administrative and hearing powers; and

**WHEREAS** Section 391 of the Municipal Act authorizes a municipality to pass by-laws imposing fees or charges for services or activities provided or done by or on behalf of it; and

**WHEREAS** Section 434.1 of the Municipal Act authorizes a municipality 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 municipality passed under the Municipal Act, in order to assist the municipality in promoting compliance with its by-laws; and

**WHEREAS** Section 434.1(3) of the Municipal Act provides that the amount of an administrative penalty established by a municipality shall not be punitive in nature and shall not exceed the amount reasonably required to promote compliance with a by-law; and

**WHEREAS** Section 434.2 of the Municipal Act provides that an administrative penalty imposed by a municipality on a person constitutes a debt of the person to the municipality and may be added to the tax roll of a property located in the municipality if not paid within fifteen (15) days after the date it becomes due and payable; and

**WHEREAS** Council is satisfied that the system of administrative penalties provided for herein, are not punitive in nature and are in amounts reasonably required to promote compliance with the by-laws of the municipality; and

**AND WHEREAS** on February 10, 2025 Council approved and adopted By-law 2025-0008 being a By-law to establish a System of Administrative Monetary Penalties (Regulatory – Non-Parking); and

**AND WHEREAS** on June 28, 2005, Council for the Town of Halton Hills approved and adopted By-law 2005-0067 to license, regulate, and govern businesses carried on within the Town of Halton Hills.

**NOW, THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF HALTON HILLS ENACTS AS FOLLOWS:**

1. By-law No. 2025-0008 be amended to include Schedule C. (attached to this by-law as Appendix A)

**BY-LAW** read and passed by the Council for the Town of Halton Hills this 26<sup>th</sup> day of January, 2026.

Originally Signed By:

\_\_\_\_\_  
MAYOR – ANN LAWLOR

Originally Signed By:

\_\_\_\_\_  
TOWN CLERK – VALERIE PETRYNIAK

## SCHEDULE C1

### DESIGNATED BY-LAWS AND ADMINISTRATIVE PENALTIES

1. For the purposes of Section 3.1 of this By-law:
  - (a) Column 1 in Table 1 lists the provisions in the **Town's** Business Licensing By-law 2005-0067, as amended, that are hereby designated for the purposes of Section 434.1 of the **Municipal Act**;
  - (b) Column 2 in Table 1 sets out the short form wording to be used in a **Penalty Notice** for the contravention of the designated provisions listed in Column 1;
  - (c) Column 3 in Table 1 sets out the **Administrative Penalty** amounts that are payable by a **person** excluding a **corporation** for a contravention of the designated provisions listed in Column 1 of the **Town's** Business Licensing By-law 2005-0067 (the "**Designated By-Law**"), as amended for each day that the contravention occurred or **continued**, as defined in the **AMPS By-law – Non-Parking**:
  - (d) For the purposes of determining whether a contravention is a First, Second or Subsequent Contravention under Column 3 of Table 1:
    - (i) where no **Penalty Notice** has been issued to a **person** under the **Designated By-Law**, the First Contravention penalties apply;
    - (ii) where one **Penalty Notice** has been previously issued to a **person** under the **Designated By-Law**, the Second Contravention penalties apply, regardless of which Designated Provision was contravened;
    - (iii) where two or more **Penalty Notices** have been previously issued to a **person** under the **Designated By-Law**, the Subsequent Contravention penalties apply, regardless of which Designated Provision was contravened;
    - (iv) where a **Penalty Notice** has been cancelled it shall not be considered a Penalty Notice for the purposes of this By-Law; and
  - (e) where a prior **Penalty Notice** was cancelled after the issuance of a subsequent **Penalty Notice**, and as a consequence a lower penalty would have been payable under Column 3 of Table 1, the penalty in the subsequent Penalty Notice may be administratively reduced to accord with rules in subsection (d).

**SCHEDULE C1 - TABLE 1**

	Column 1	Column 2	Column 3		
	Section of Designated Bylaw	Contraventions	Administrative Penalty per Contravention		
			First Penalty Notice (per day)	Second Penalty Notice (per day)	Subsequent Penalty Notices (per day)
1	Section 2.1	Amusement and Recreation – fail to obtain a license	\$300.00	\$400.00	\$500.00
2	Section 2.1	Food Services – fail to obtain a license	\$300.00	\$400.00	\$500.00
3	Section 2.1	Ground Passenger Transportation Service – fail to obtain a license	\$300.00	\$400.00	\$500.00
4	Section 2.1	Non-store Direct Sales – fail to obtain a license	\$300.00	\$400.00	\$500.00
5	Section 2.1	Personal Care Service Establishment – fail to obtain a license	\$300.00	\$400.00	\$500.00
6	Section 2.1	Retail Trade Establishment – fail to obtain a license	\$300.00	\$400.00	\$500.00
7	Section 2.1	Specialty Trade Contractor – fail to obtain a license	\$300.00	\$400.00	\$500.00
8	Section 2.1	Traveler’s Accommodation – fail to obtain a license	\$300.00	\$400.00	\$500.00
9	Section 2.1	Vehicle Service Establishment – fail to obtain a license	\$300.00	\$400.00	\$500.00
10	Section 2.8	Alter/Modify a license	\$300.00	\$400.00	\$500.00
11	Section 2.10	Unlawfully use another person’s license	\$300.00	\$400.00	\$500.00
12	Section 2.11	Fail to notify change of name/location of business/ownership of business	\$300.00	\$400.00	\$500.00
13	Section 2.13	Fail to display license	\$300.00	\$400.00	\$500.00
14	Section 2.14	Fail to produce license	\$300.00	\$400.00	\$500.00
15	Section 2.18	Licensee unlawfully advertise (promote) a business name other than the name endorsed on the license issued by the Town	\$300.00	\$400.00	\$500.00
16	Section 5.4	Obstruct (hinder) officer	\$300.00	\$400.00	\$500.00

## SCHEDULE C2

### DESIGNATED BY-LAWS AND ADMINISTRATIVE PENALTIES

1. For the purposes of Section 3.1 of this By-law:
  - (a) Column 1 in Table 2 lists the provisions in the **Town's** Business Licensing By-law 2005-0067, as amended, that are hereby designated for the purposes of Section 434.1 of the **Municipal Act**;
  - (b) Column 2 in Table 2 sets out the short form wording to be used in a **Penalty Notice** for the contravention of the designated provisions listed in Column 1;
  - (c) Column 3 in Table 2 sets out the **Administrative Penalty** amounts that are payable by a **person** that is a **corporation** for a contravention of the designated provisions listed in Column 1 of the **Town's** Business Licensing By-law 2005-0067 (the "**Designated By-Law**"), as amended for each day that the contravention occurred or **continued**, as defined in the **AMPS By-law – Non-Parking**:
  - (d) For the purposes of determining whether a contravention is a First, Second or Subsequent Contravention under Column 3 of Table 2:
    - (i) where no **Penalty Notice** has been issued to a **person** under the **Designated By-Law**, the First Contravention penalties apply;
    - (ii) where one **Penalty Notice** has been previously issued to a **person** under the **Designated By-Law**, the Second Contravention penalties apply, regardless of which Designated Provision was contravened;
    - (iii) where two or more **Penalty Notices** have been previously issued to a **person** under the **Designated By-Law**, the Subsequent Contravention penalties apply, regardless of which Designated Provision was contravened;
    - (iv) where a **Penalty Notice** has been cancelled it shall not be considered a Penalty Notice for the purposes of this By-Law; and
  - (e) where a prior **Penalty Notice** was cancelled after the issuance of a subsequent **Penalty Notice**, and as a consequence a lower penalty would have been payable under Column 3 of Table 2, the penalty in the subsequent Penalty Notice may be administratively reduced to accord with rules in subsection (d).

**SCHEDULE C2 - TABLE 1**

	Column 1	Column 2	Column 3		
	Section of Designated Bylaw	Contraventions	Administrative Penalty per Contravention		
			First Penalty Notice (per day)	Second Penalty Notice (per day)	Subsequent Penalty Notices (per day)
1	Section 2.1	Amusement and Recreation – fail to obtain a license	\$500.00	\$750.00	\$1000.00
2	Section 2.1	Food Services – fail to obtain a license	\$500.00	\$750.00	\$1000.00
3	Section 2.1	Ground Passenger Transportation Service – fail to obtain a license	\$500.00	\$750.00	\$1000.00
4	Section 2.1	Non-store Direct Sales – fail to obtain a license	\$500.00	\$750.00	\$1000.00
5	Section 2.1	Personal Care Service Establishment – fail to obtain a license	\$500.00	\$750.00	\$1000.00
6	Section 2.1	Retail Trade Establishment – fail to obtain a license	\$500.00	\$750.00	\$1000.00
7	Section 2.1	Specialty Trade Contractor – fail to obtain a license	\$500.00	\$750.00	\$1000.00
8	Section 2.1	Traveler’s Accommodation – fail to obtain a license	\$500.00	\$750.00	\$1000.00
9	Section 2.1	Vehicle Service Establishment – fail to obtain a license	\$500.00	\$750.00	\$1000.00
10	Section 2.8	Alter/Modify a license	\$500.00	\$750.00	\$1000.00
11	Section 2.10	Unlawfully use another person’s license	\$500.00	\$750.00	\$1000.00
12	Section 2.11	Fail to notify change of name/location of business/ownership of business	\$500.00	\$750.00	\$1000.00
13	Section 2.13	Fail to display license	\$500.00	\$750.00	\$1000.00
14	Section 2.14	Fail to produce license	\$500.00	\$750.00	\$1000.00
15	Section 2.18	Licensee unlawfully advertise (promote) a business name other than the name endorsed on the license issued by the Town	\$500.00	\$750.00	\$1000.00
16	Section 5.4	Obstruct (hinder) officer	\$300.00	\$400.00	\$500.00