

Committee of the Whole (1) Report

DATE: Wednesday, June 4, 2025

WARD(S): ALL

TITLE: TECHNICAL AMENDMENTS - ADMINISTRATIVE PENALTIES, FORTIFICATION, FEES AND CHARGES, PHOTOGRAPHY, PROPERTY STANDARDS AND VARIOUS OTHER BY-LAWS

FROM:

Gus Michaels, Deputy City Manager, Community Services

ACTION: DECISION

Purpose

This report brings forward various administrative amendments to help ensure the City of Vaughan (City) by-laws continue to be relevant, transparent and accessible. This update includes amendments to the Administrative Penalties, Fortification, Fees and Charges, Photography, Property Standards, Fire Burn, Municipal Accommodation Tax (Hotel and Short Term Rental), and Water by-laws.

Report Highlights

- The recommended amendments support the Council-approved By-law Strategy to ensure that the City's regulatory by-laws continue to be relevant, meeting both current and future needs.
- Amendments include updates to by-law names, clarified definitions, and corrected section references, as well as adding language that provides for administrative fees that apply to hearings.

Recommendations

1. THAT Council authorize by-law amendments to the Administrative Penalties By-law 240-2024, Fees and Charges By-law 251-2024, Fortification By-law 085-2024, Photography By-law 169-2020, Property Standards By-law 231-2011, Fire Burn Permit By-law 157-2023, Municipal Accommodation Tax, Short-Term Rental By-law 183-2019, Municipal Accommodation Tax (Hotel) By-law 029-2019, and Water By-law 024-2024, substantially in accordance with Table 1, in a form satisfactory to the Office of the City Solicitor.

Background

In support of the [Council-approved By-law Strategy](#), staff are proposing amendments to various by-laws to ensure that City by-laws continue to be relevant, transparent and accessible.

Staff recommendations include updates of by-law names, numbering, section numbers, aligning by-laws with policies, and the addition of language that provide for fees to be charged for non-parking and non-automated speed enforcement hearings.

This report seeks the approval of the following proposed by-law amendments:

- **Administrative Penalties By-law:** To update the by-law to state that a fee may be charged to request hearings for areas other than Parking and Automated Speed Enforcement, to align the by-law with the Screening and Hearing Officer Decisions For Administrative Penalty System (APS) Appeals Policy, and to update incorrect by-law and section references.
- **Fees and Charges By-law:** To update the term “Administrative Monetary Penalties By-law” to the by-law name which replaced it, the “Administrative Penalties By-law”, and replace the term “Municipal Enforcement Officer” with “Municipal By-law Enforcement Officer”.
- **Water By-law:** To update section references in Schedule “A”.
- **Duplicates, by-law references, definitions and by-law interpretation clauses:** To delete and/or replace redundant provisions in the Fortification, Property Standards, and Photography by-laws, as well as update some by-law references, definitions and interpretation provisions in the Fire Burn, and Municipal Accommodation Tax by-laws.

Previous Reports/Authority

[Council-approved By-law Strategy](#), Item 3, Report No. 3, adopted on June 24, 2014.
[ADMINISTRATIVE PENALTY SYSTEM \(APS\) POLICIES & PROCEDURES](#), Item 9, Report No. 6, adopted on February 25, 2025.

By-laws being amended in the report, as listed in the [By-law Library](#):

- [Administrative Penalties By-law 240-2024](#)
- [Fire Burn Permit By-law 157-2023](#)
- [Fees and Charges By-law 251-2024](#)
- [Fortification By-law 085-2024](#)
- [Municipal Accommodation Tax, Hotel By-law 029-2019](#)
- [Municipal Accommodation Tax, Short-Term Rentals By-law 183-2019](#)

- [Photography By-law 169-2020](#)
- [Property Standards By-law 231-2011](#)
- [Water Usage 024-2024](#)

Analysis and Options

The table below details the amendments being recommended and describes the current state and the related challenges or issues, listing the recommendations from staff, and providing the rationale for the recommendations. All amendments will be detailed in the by-laws that will be sent to council for approval separately.

Table 1 - Recommendations

| No | Current State | Recommendations | Impact |
|----|--|---|--|
| 1 | The Fees and Charges By-law makes reference to the repealed Administrative Monetary Penalties By-law 063-2019, that has been replaced with the new Administrative Penalties By-law 240-2024. | To update the Fees and Charges By-law to correct any references to administrative monetary penalties, “AMPS” and the old Administrative Monetary Penalties By-law 063-2019, to reflect the new Administrative Penalties By-law 240-2024 and the terminology used in that by-law. | To ensure by-law references are up to date. |
| 2 | The Administrative Penalties By-law does not state that persons who request a non-parking or non-speeding related hearing are subject to a fee. This information is stated in the Fees and Charges By-law. | To replace subsection 5.0(1)(e) in the Administrative Penalties By-law, to state that, a Contravener may request a review of the Screening Officer’s decision by a Hearing Officer, for which a fee may be payable in accordance with the Fees and Charges By-law. | To help ensure people are aware of the costs associated with hearings. |
| 3 | At present, the Administrative Penalties By-law states that if a person does not attend a hearing, the penalty will be “affirmed”, i.e., the person will be required to pay the penalty, in addition to a fee for not attending. | Staff recommend that section 5.0(5) be replaced to be consistent with the Council-approved policy, Screening and Hearing Officer Decisions For Administrative Penalty System (APS) Appeals Policy (05.C.05), which sets out that screening or hearing officers can make a decision in the contravener’s absence and apply any applicable administrative fees for failing to attend. | To allow the screening and hearing officers to make a decision based on the information provided even if the contravener is not present. |

| No | Current State | Recommendations | Impact |
|----|---|---|---|
| 4 | The Administrative Penalties By-law references the incorrect section number for the Filming By-law. | To amend the Administrative Penalties By-law, Schedule 1 – Designated By-laws, Filming By-law line, to change “Part 7.0” to “Part 9.0”. | To provide up-to-date by-law information. |
| 5 | The Administrative Penalties By-law references the incorrect by-law number for the Fire Burn Permit By-law. | To amend the Administrative Penalties By-law, Schedule 1 – Designated By-laws, to change “155-2023” to “157-2023”. | To provide up-to-date by-law information. |
| 6 | The Administrative Penalties By-law references the incorrect by-law number for the Nuisance By-law, and by-law section. | To amend the Administrative Penalties By-law, Schedule 1 – Designated By-laws, to change “195-2000” to “124-2024”, and “Part III” to “Part 7.0”. | To provide up-to-date by-law information. |
| 7 | The Administrative Penalties By-law references the incorrect section number for the Special Events By-law. | To amend the Administrative Penalties By-law, Schedule 1 – Designated By-laws, Special Events By-law line, to change “Part 10.1” to “Part 11”. | To provide up-to-date by-law information. |
| 8 | The Administrative Penalties By-law references the incorrect by-law number for the Waste Collection By-law, and by-law section. | To amend the Administrative Penalties By-law, Schedule 1 – Designated By-laws, to change “135-2017” to “121-2024”, and “Part 12.1” to “Part 13.0”. | To provide up-to-date by-law information. |
| 9 | The Administrative Penalties By-law references the incorrect by-law number for the Site Alteration By-law. | To amend the Administrative Penalties By-law, Schedule 1 – Designated By-laws, to change “032-2024” to “031-2024”. | To provide up-to-date by-law information. |
| 10 | The Administrative Penalties By-law references a by-law that is no longer in effect, the COVID-19 Emergency Measures By-law 037-2020. | To amend the Administrative Penalties By-law, Schedule 1 – Designated By-laws, to delete the row which references the COVID-19 Emergency Measures By-law. | To provide up-to-date by-law information. |
| 11 | The Administrative Penalties By-law references the incorrect by-law number for the Water By-law. | To amend the Administrative Penalties By-law, Schedule 1 – Designated By-laws, to change “106-2022” to “024-2024”. | To provide up-to-date by-law information. |

| No | Current State | Recommendations | Impact |
|----|--|---|--|
| 12 | The Administrative Penalties By-law references the incorrect by-law number for the Sewer Use By-law. | To amend the Administrative Penalties By-laws, Schedule 1 – Designated By-laws, to change “130-2022” to “025-2024”. | To provide up-to-date by-law information. |
| 13 | The Administrative Penalties By-law references the Encroachment By-law, which was repealed and replaced by the Road Allowance By-law. | To amend the Administrative Penalties By-law, Schedule 1 – Designated By-laws, by replacing the row for the Encroachment By-law, with a row that has the following information: 126-2024, Road Allowance By-law and Part 12.0. | To provide up-to-date by-law information. |
| 14 | In the Water By-law, Schedule A has two incorrect references: (a) 6.0(18) should be 6.0(25); and (b) 9.0(3) should be 9.0(3)(a). | To change the Schedule A reference to change 6.0(18) to 6.0(25), and 9.0(3) to 9.0(3)(a). | To ensure section references are specific to the infraction. |
| 15 | In the Property Standards By-law, there are two definitions of the term “sign”. | To remove the following definition of sign: “Sign” means any advertising device or notice and means any visual medium including its structure and other component parts, which is used or is capable of being used to attract attention to a specific subject matter, other than itself, for identification, information, or advertising purposes; | To contribute to the accuracy and comprehension of City by-laws. |
| 16 | In the Fortification and Photography by-laws, there are some redundant provisions (both in terms of the numbering of the provisions and the substance of those provisions) and outdated definitions. | To remove any redundant provisions and define, and update a reference to the fence by-law in the Fortification By-law. | To contribute to the accuracy and comprehension of City by-laws. |
| 17 | Various by-laws require updates to reflect current procedures and by-law interpretation, such as that applications can now be made online, as opposed to just in-person, or that activities must | To update various by-laws to reflect current procedures and by-law interpretation, including the Fire Burn and Municipal Accommodation Tax by-laws. | To help ensure the public has access to up-to-date information about City procedures and the resources for |

| No | Current State | Recommendations | Impact |
|----|---|--|---|
| | be compliant with permit requirements. | | interpreting City by-laws. |
| 18 | <p>Definitions used in City by-laws require updating periodically, such as when by-laws are repealed and replaced, defined terms are updated, and relevant provincial acts and regulations change. Examples of definitions that require updating include:</p> <ul style="list-style-type: none"> • “municipal by-law enforcement officer”, a term to replace ‘enforcement officer’, ‘municipal law enforcement officer’ or other similar terms, now referencing the Community Safety and Policing Act, the Act that has replaced the Police Services Act; • the “Administrative Monetary Penalty By-law” is now the “Administrative Penalty By-law”, with “administrative monetary penalties” becoming “administrative penalties”, in line with provincial laws; and • the Vaughan User Fee By-law has been replaced by the Fees and Charges By-law. | Update terms and definitions in the Fire Burn, Municipal Accommodation Tax, Hotel Accommodation, and Municipal Accommodation Tax, Short-Term Rental by-laws. | To help ensure by-laws have accurate, up-to-date definitions and references, including to help ensure the role of municipal by-law enforcement officers is clear across all City by-laws. |

Financial Impact

There is no anticipated financial impact anticipated as a result of the recommendations of this report.

Operational Impact

This report was prepared in consultation with Environmental Services and the Office of the City Solicitor. There are no anticipated operational impacts as a result of the recommendation of this report.

Broader Regional Impacts/Considerations

There is no anticipated broader regional impact.

Conclusion

The recommendations of this report seek to contribute to the relevance and clarity of City by-laws, in line with City Council's Strategic Priority to contribute to community safety and well-being through the continued implementation of the By-law Strategy.

For more information, please contact: Susan Kelly, Director and Chief Licensing Officer, By-Law and Compliance, Licensing and Permit Services, ext. 8952.

Attachments

There are no attachments.

Prepared by

Carol Ramchuram, Regulatory Policy Analyst, ext. 8783