

Proposed Amendments to the Administrative Monetary Penalties By-law

1. Amend section 4.0(4) and 4.0(5), which speak to service of penalty notices, by clarifying when service is deemed to have occurred.
2. Add section 5.0(6.1) to clarify that an authorized agent may appear or communicate on a contravener's behalf as long as it is done in a manner satisfactory to the Director.
3. Amend section 5.0(7) to simplify the language of the section, without changing meaning or intent.
4. Add section 5.0(7.1) to clarify that a contravener seeking relief under the by-law's hardship provisions must provide proof of such circumstances and that the Screening Officer, in order to permit the submission of such proof, may adjourn and reserve his or her decision.
5. Add section 6.0(5.1) to mirror the authorized agent provisions of 5.0(6.1).
6. Amend 6.0(6) to clarify that the Hearing Officer may cancel, affirm or vary the decision of the Screening Officer.
7. Replace section 8.0(9) with two new section: section 8.0(9), which is to speak to reduced penalty notices not paid on time reverting back to the original amount; and section 8.0(10), which is to speak to affirmed penalty notices becoming debts to the City and the City having the recourse to file a certificate of default in court in order to enforce payment.
8. Add Part 9.1 – Administrative Matters, which shall include sections to:
 - (a) clarify how due dates for making payments and requesting disputes are determined;
 - (b) clarify fees for dishonoured payments; and
 - (c) establish the rules around due dates when such dates do not fall on a business day.