



**THE CORPORATION OF THE CITY OF MISSISSAUGA
LICENSING ADMINISTRATIVE PENALTY
BY-LAW 135-14**

(amended by 153-15, 288-15, 108-17, 193-17, 185-18)

WHEREAS sections 8, 9 and 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (“*Municipal Act, 2001*”) authorize The Corporation of the City of Mississauga to pass by-laws necessary or desirable for municipal purposes;

AND WHEREAS section 151(1)(g) of the *Municipal Act, 2001* provides that a municipality may 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 any part of a system of business licences established by the municipality;

AND WHEREAS section 151(5) of the *Municipal Act, 2001* provides that subsections 151(1)-(4) apply with necessary modifications to a system of licences with respect to any activity, matter or thing for which a by-law may be passed under sections 9, 10 and 11 as if it were a system of licences with respect to a business;

AND WHEREAS section 391 of the *Municipal Act, 2001* authorizes a municipality to pass by-laws imposing fees or charges for costs payable by it for services or activities, and services or activities provided or done by or on behalf of the municipality;

AND WHEREAS the City of Mississauga will designate the City’s licensing by-laws, or portions of those by-laws, to be applicable to the administrative penalty system established through this By-law;

AND WHEREAS the City of Mississauga considers it desirable to enforce and seek compliance with the designated by-laws, or portions of those by-laws, through the administrative penalty system;

NOW THEREFORE the Council of the Corporation of the City of Mississauga ENACTS as follows:

PART I - SHORT TITLE

1. This By-law may be referred to as the "Licensing Administrative Penalty By-law".

PART II - DEFINITIONS

2. For the purposes of this By-law:

“**Administrative Fee**” means any fee specified in this by-law and listed in Schedule “A”;

"Administrative Penalty" means a monetary penalty as set out in Schedule "B" to this By-law for a contravention of a Designated By-law;

"By-law" means this by-law and any schedule to this by-law as they may be amended from time to time;

"City" means The Corporation of the City of Mississauga;

"Clerk" means the Clerk for the City, or his or her delegate;

"Contravenor" means a Person who fails to comply with a Designated By-law;

"Council" means the elected Council of the City;

"Day" means calendar day;

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

"Hearing Decision" means a notice that contains the decision of a Hearing Officer;

"Hearing Non-appearance Fee" means an Administrative Fee from time to time established by Council 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 "A";

"Hearing Officer" means a person from time to time appointed by Council pursuant to the Screening and Hearing Officer By-law;

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

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

"NSF Fee" means an Administrative Fee from time to time established by Council in respect of a demand for payment received by the City from a Person for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn; and listed in Schedule "A";

"Officer" means each of:

- (a) a Municipal Law Enforcement Officer or other person appointed by or under the authority of a City by-law to enforce a Designated By-law, and
- (b) a police officer employed by Peel Regional Police, the Ontario Provincial Police or the Royal Canadian Mounted Police.

"Penalty Notice" means a notice given to a Person pursuant to section 5 of this By-law;

"Penalty Notice Date" means the date of the contravention specified on the Penalty Notice pursuant to subsection 6(a);

"Penalty Notice Number" means the number specified on the Penalty Notice pursuant to subsection 6(c);

"Person" refers to the Contravenor of the Designated By-law and includes a corporation, partnership or limited partnership;

"Request for Screening" means the form which may be filed by a Person under section 11 of this By-law;

"Request for Hearing" means the form which may be filed by a Person under section 19 of this By-law;

"Screening Decision" means a notice which contains the decision of a Screening Officer;

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

"Screening Officer" means a person from time to time appointed pursuant to the Screening and Hearing Officer By-law. (185-18)

PART III - DESIGNATED BY-LAWS

3. City by-laws, or portions of City by-laws, that are listed in Schedule "B" to this By-law shall be Designated By-laws and the provisions of this By-law shall apply to any contravention of a Designated By-law. The schedule shall set out the short form wording to be used for the contraventions of Designated By-laws and also set out the Administrative Penalties imposed for the contraventions.

PART IV - PENALTY NOTICE

4. Every Person who contravenes a Designated By-law shall, upon issuance of a Penalty Notice, be liable to pay to the City an Administrative Penalty in the amount specified in Schedule "B" to this By-law.
5. An Officer who has reason to believe that a Person has contravened any provision in a Designated By-law may issue a Penalty Notice addressed to the Person.
6. A Penalty Notice shall be served on the Person to whom or to which it is addressed as soon as is reasonably practicable and shall include the following information:

- (a) the Penalty Notice Date;

- (b) the name of the Contravenor;
 - (c) a number that is unique to the Penalty Notice;
 - (d) the contravention wording listed from a Designated By-law which describes the particulars of the contravention;
 - (e) the amount of the Administrative Penalty;
 - (f) such information as the Clerk determines is appropriate respecting the process by which the Person may exercise the Person's right to request a review of the Administrative Penalty;
 - (g) a statement advising that an Administrative Penalty, including any Administrative Fee, will, unless cancelled or reduced pursuant to a review, constitute a debt of the Person to the City; and
 - (h) the name of the Officer.
7. (1) Service of any document or notice, including a Penalty Notice, respecting this By-law may be given in any of the following ways and is effective:
- (a) when a copy is delivered to the Person to whom it is addressed;
 - (b) on the fifth day after a copy is sent by registered mail or by regular letter mail to the Person's last known address;
 - (c) upon the conclusion of the transmission of a copy by facsimile transmission to the Person's last known facsimile transmission number; or
 - (d) upon the sending a copy by e-mail transmission to the Person's last known e-mail address.
- (2) For the purposes of subsections 7(1)(a), (b), (c) and (d), a Person's last known address, facsimile number and e-mail address may include an address, facsimile number and e-mail provided by the Person to the City as may be required by a form, practice or policy developed under this By-law.
8. No Officer may accept payment of an Administrative Penalty.

PART V - REVIEW BY A SCREENING OFFICER

9. 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 within 15 days after the Penalty Notice Date.
10. If the Person served with the Penalty Notice has not requested a review within the time limit set out in section 9, the Person may request that the Screening Officer extend the time to request a review within 45 days after the Penalty Notice Date. The Person's right to request an extension of time expires if it has not been exercised within 45 days after the Penalty Notice Date at which time:

- (a) the Person shall be deemed to have waived the right to request a review;
 - (b) the Administrative Penalty shall be deemed to be affirmed on the 16th day after the Penalty Notice Date; and
 - (c) the Administrative Penalty shall not be subject to any further review, including review by any Court.
11. A Person's right to request a review or to request an extension of time to request a review are exercised by:
- (a) electronically submitting a Request for Screening form available at the City's web page as set out in the Penalty Notice and scheduling the time and place for the review; or
 - (b) attending in person at the location listed in the Penalty Notice to complete a Request for Screening form and scheduling the time and place for review.
12. A review or a request for an extension of time to request a review shall only be scheduled by the City if the Person has exercised his or her right to request a review or an extension of time to request a review within the time limits set out in sections 9 and 10.
13. Where the Person fails to attend at the time and place scheduled for a review:
- (a) the Person shall be deemed to have abandoned the request for a review of the Administrative Penalty;
 - (b) the Administrative Penalty as set out in the Penalty Notice shall be deemed to be affirmed on the 16th day after the Penalty Notice Date and is not subject to any further review, including by any Court; and
 - (c) the Person shall pay to the City a Screening Non-appearance Fee.
14. (1) For the purposes of section 10, the Screening Officer may only extend the time to request a review of an Administrative Penalty where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.
- (2) Where an extension of time is not granted by the Screening Officer the Administrative Penalty is deemed to be affirmed.
15. On a review of the Administrative Penalty, the Screening Officer may affirm the Administrative Penalty, or the Screening Officer may cancel, vary, or extend the time for payment of the Administrative Penalty, including any Administrative Fee, on the following grounds:
- (a) where the Person establishes on a balance of probabilities, that the Person did not contravene the designated by-law as described in the Penalty Notice; or

- (b) where the Person establishes on a balance of probabilities that the reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee, is necessary to relieve any undue hardship.
16. After a review has been held, the Screening Officer shall deliver a Screening Decision to the Person.

PART VI - REVIEW BY A HEARING OFFICER

17. A Person who receives a Screening Decision may request a review of the Screening Decision by a Hearing Officer and shall do so within 15 days after the Screening Decision has been delivered to the Person.
18. If a Person has not requested a review within the time limit set out in section 17, a Person may request that the Hearing Officer extend the time to request a review within 30 days of the Screening Decision being delivered to the Person. A Person's right to request an extension of time expires if it has not been exercised within 30 days after the Screening Decision has been delivered at which time:
- (a) the Person shall be deemed to have waived the right to request a hearing;
 - (b) the Screening Decision and the Administrative Penalty, if applicable as modified in the Screening Decision, shall be deemed to be affirmed; and
 - (c) the Screening Decision and the Administrative Penalty shall not be subject to any further review, including review by any Court.
19. A Person's right to request a review of a Screening Decision or to request an extension of time to request the review are exercised by attending in person or by representative at the Ontario Court of Justice, Provincial Offences Court located at 950 Burnhamthorpe Rd. W, Mississauga and filing a completed Request for Hearing form.
20. A review or a request for an extension of time to request a review shall only be scheduled by the City if the Person has exercised his or her right to request a review or an extension of time to request a review within the time limits set out in sections 17 or 18.
21. Where a Person fails to attend at the time and place scheduled for a review by the Hearing Officer:
- (a) the Person shall be deemed to have abandoned the request for a review of the Screening Decision;
 - (b) the Screening Decision and the Administrative Penalty, if applicable as modified in the Screening Decision, shall be deemed to be final and are not subject to any further review, including by any Court;
 - (c) the Administrative Penalty, if applicable as modified in the Screening Decision, is deemed to be affirmed on the date the Screening Decision was delivered to the Person; and
 - (d) the Person shall pay to the City a Hearing Non-Appearance Fee.

22. (1) For the purposes of section 18, the Hearing Officer may only extend the time to request a review of a Screening Decision where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.
22. (2) Where an extension of time is not granted by the Hearing Officer the Screening Decision and Administrative Penalty, if applicable as modified in the Screening Decision, are deemed to be affirmed.
23. A Hearing Officer shall not make any decision respecting a review of a Screening Decision unless the Hearing Officer has given the Person and the City an opportunity to be heard at the time and place scheduled for the hearing of the review.
24. On a review of a Screening Decision, the Hearing Officer may affirm the Screening Decision, or the Hearing Officer may cancel, vary or extend the time for payment of the Administrative Penalty, including any Administrative Fee, on the following grounds:
 - (a) where the Person establishes a balance of probabilities, that the Person did not contravene the Designated By-law as described in the Penalty Notice; or
 - (b) where the Person establishes on a balance of probabilities, that the reduction or extension of time for payment of the Administrative Penalty including any Administrative Fee, is necessary to relieve any undue hardship.
25. All hearings conducted by the Hearing Officer shall be in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended.
26. After a hearing is complete, the Hearing Officer shall issue to the Person a Hearing Decision.
27. Any decision by a Hearing Officer is final.
28. Neither a Screening Officer nor a Hearing Officer has 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.

PART VII - ADMINISTRATION OF THE BY-LAW

29. The Clerk shall administer the By-law and establish any practices, policies and procedures necessary to implement the By-law and may amend such practices, policies and procedures from time to time as the Clerk deems necessary.
30. The Clerk shall prescribe all forms and notices, including the Penalty Notice, necessary to implement the By-law and may amend such forms and notices from time to time as the Clerk deems necessary.

PART IX - GENERAL PROVISIONS

31. An Administrative Penalty, including any Administrative Fees, that is affirmed or reduced or in respect of which the time for payment has been extended is due and payable and constitutes a debt to the City owed by the Person to whom the Penalty Notice was given.
32. Where an Administrative Penalty is not paid within 15 days after it becomes due and payable, the Person to whom the Penalty Notice was issued shall pay to the City a Late Payment Fee.
33. Where a Person provides a demand for 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 Person shall pay to the City a NSF Fee.
34. Where an Administrative Penalty is cancelled by a Screening Officer or a Hearing Officer, any Administrative Fee is also cancelled.
35. Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
36. Any schedule attached to this By-law forms part of this By-law.

PART X - VALIDITY

37. This By-law shall come into force on June 11, 2014.
38. If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-law to be invalid, or to be of no force and effect, it is the intention of the Council in enacting this By-law, that each and every other provision of this By-law authorized by law, be applied and enforced in accordance with its terms to the extent possible according to law.

ENACTED and PASSED this 11TH day of June, 2014.

Signed by: Hazel McCallion, Mayor and Crystal Greer, City Clerk

SCHEDULE "A"

**CITY OF MISSISSAUGA LICENSING ADMINISTRATIVE PENALTY
BY-LAW ADMINISTRATIVE FEES**

<u>ITEM</u>	<u>FEE</u>
Hearing Non-appearance Fee	\$100.00
Late Payment Fee	\$25.00
NSF Fee	\$40.00
Screening Non-appearance Fee	\$50.00

Note:

The fees and charges as listed in this Schedule "A" to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.

SCHEDULE “B”

**CITY OF MISSISSAUGA LICENSING ADMINISTRATIVE PENALTY BY-LAW
DESIGNATED BY-LAW PROVISIONS**

(153-15, 288-15, 108-17, 193-17)

ANIMAL CARE AND CONTROL BY-LAW 98-04, AS AMENDED

1. For the purposes of section 3 of this By-law, Column 1 in the following table lists the provisions in the Animal Care and Control By-law 98-04, as amended that are hereby designated.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 4.

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
1	3(1)	Fail to obtain a licence for the dog or cat	\$100.00
2	3(2)(a)	Fail to affix a City of Mississauga licence tag to the collar of the dog or cat at all times	\$100.00
3	3(2)(c)	Fail to advise the Animal Services Section within thirty (30) working days of the death of the Dog or Cat	\$100.00
4	3(2)(d)	Fail to provide the Animal Services Section with the new address and telephone number of the owner within thirty (30) working days of moving the Cat or Dog	\$100.00
5	7	Provide any false information in obtaining or renewing a dog or cat licence	\$100.00

TOW TRUCK LICENSING BY-LAW 521-04, AS AMENDED

1. For the purposes of section 3 of this By-law, Column 1 in the following table lists the provisions in the Tow Truck Licensing By-law 521-04, as amended that are hereby designated.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
1.0	Section 31(2)	Stop/park within 200 metres of a Collision location	\$205.00
1.1	Section 2(2)	Fail to apply for replacement Owners Plate when Owners Plate is defaced/destroyed/lost	\$75.00
2	Section 3(1)	Operating as Tow Truck Owner without licence	\$300.00
3	Section 3(2)	Drive/act as driver of Tow Truck without licence	\$205.00
4	Section 5	Publish/caused to be published representation of being licensed when not	\$300.00
5	Section 17(1)	Fail to notify Licensing Section within seven days of any change in information	\$75.00
6	Section 17(2)	Fail to notify Licensing Section within seven days of change of name/business name	\$75.00
7	Section 24(1)	Fail to return revoked/suspended Licence/Owner's Plate to Licensing Section	\$205.00
8	Section 24(2)	Refuse to deliver revoked/suspended Licence/Owner's Plate to Licence Manager	\$75.00
9	Section 24(2)	Obstruct/prevent Licence Manager from obtaining revoked/suspended Licence/Owner's Plate	\$205.00
10	Section 26(1)	Fail to submit Tow Truck for inspection at when required by Licence Manager	\$205.00
11	Section 26(2)	Operate/permit to be operated mechanically defective Tow Truck until reinspected/approved by Ministry of Transportation/inspecting authority	\$205.00
12	Section 26(3)	Fail to remove/return Owner's Plate to Licence Manager when Tow Truck deemed dangerous/unsafe	\$205.00
13	Section 26(4)	Fail to remove/return Owner's Plate to Licence Manager when unable to obtain Safety Standard Certificate for Tow Truck	\$205.00
14	Section 26(4)	Operate Tow Truck without obtaining/producing Safety Standard Certificate to Licence Manager	\$205.00
15	Section 27	Fail to produce Tow Truck Owner's Licence when requested	\$75.00
16	Section 27	Fail to produce Tow Truck driver's Licence when requested	\$75.00
17	Section 27	Fail to produce photograph card when requested	\$75.00
18	Section 27	Fail to produce documents when requested	\$75.00
19	Section 28(1)	Fail to take due care of all Vehicles/property delivered/entrusted for towing	\$205.00
20	Section 28(2)	Fail to comply with all reasonable instructions from the Hirer	\$300.00

21	Section 28(3)	Fail to be civil and behave courteously	\$205.00
22	Section 28(4)(a)	Fail to keep permanent daily record of work performed showing name/address of Hirer	\$205.00
23	Section 28(4)(b)	Fail to keep permanent daily record of work performed showing description of Vehicle towed/conveyed including Provincial Motor Vehicle Permit number	\$205.00
24	Section 28(4)(c)	Fail to keep permanent daily record of. work performed showing the rate charged	\$205.00
25	Section 28(4)(d)	Fail to keep permanent daily record of work performed showing the total fee collected	\$205.00
26	Section 28(5)	Fail to keep Tow Truck/equipment clean/in good repair	\$205.00
27	Section 28(5)	Fail to keep Tow Truck free from exterior body damage/well maintained exterior paint finish	\$75.00
28	Section 28(6)	Fail to present itemized bill for services to the Hirer	\$205.00
29	Section 29(1)(a)	Operate/permit to be operated a Tow Truck without winching/hoisting device sufficient to safely lift Vehicle	\$205.00
30	Section 29(1)(b)	Operate/permit to be operated a Tow Truck not equipped with wheel lift/Underlift maintained in manner to ensure the safe lifting/ conveying of Vehicle	\$205.00
31	Section 29(1)(c)	Operate/permit to be operated a Tow Truck not equipped with one device for securing the steering wheel of Vehicle	\$75.00
32	Section 29(1)(d)	Operate/permit to be operated a Tow Truck not equipped with two dry chemical fire extinguishers having effective total rating equivalent to at least 4-B C/at least weighting 2.27 kg	\$75.00
33	Section 29(1)(e)	Operate/permit to be operated a Tow Truck not equipped with a minimum of two tow safety chains have minimum length of 2.7432 metres/each with links of at least 7.9375mm steel	\$75.00
34	Section 29(1)(f)	Operate/permit to be operated a Tow Truck not equipped with four (4) safety pylons	\$75.00
35	Section 29(1)(g)	Operate/permit to be operated a Tow Truck not equipped with an intermittent amber warning light system	\$75.00
36	Section 29(1)(h)	Operate/permit to be operated a Tow Truck not equipped with a broom	\$75.00
37	Section 29(1)(i)	Operate/permit to be operated a Tow Truck not equipped with shovel	\$75.00
38	Section 29(1)(j)	Operate/permit to be operated a Tow Truck not equipped with first aid kit	\$75.00
39	Section 29(1)(k)	Operate/permit to be operated a Tow Truck not equipped with crowbar/prybar at least 152.4 cm (60 inches) in length	\$75.00

40	Section 29(1)(1)	Operate/permit to be operated a Tow Truck not equipped with at least two wheel blocks	\$75.00
41	Section 29(l)(m)	Operate/permit to be operated a Tow Truck not equipped with flares/ reflector kits	\$75.00
42	Section 29(l)(n)	Operate/permit to be operated a Tow Truck not equipped with wheel wrenches	\$75.00
43	Section 29(1)(o)	Operate/permit to be operated a Tow Truck not equipped with light bar for rear extension carrier	\$75.00
44	Section 29(1)(q)	Operate/permit to be operated a Tow Truck not equipped with Dolly	\$205.00
45	Section 29(2)(a)	Interfere with contract for hiring Tow Truck	\$205.00
46	Section 29(2)(b)	Induce to employ/hire Tow Truck by making false representation	\$205.00
47	Section 29(2)(c)	Use/permit to be used unsafe/defective Tow Truck	\$205.00
48	Section 29(2)(d)	Demand/request payment for services other than in accordance with applicable schedule of rates	\$300.00
49	Section 29(2)(e)	Demand/request/receive Drop Fee	\$300.00
50	Section 29(2)(g)	Suggest/recommend to Hirer particular salvage yard/body shop/ storage yard/public garage/building/place unless requested by Hirer	\$205.00
51	Section 29(2)(h)(i)	Permit a person to be a passenger in a Tow Truck that is not the Hirer of the Tow	\$205.00
52	Section 29(2)(h)(ii)	Solicit a tow/Engage in any form of towing/have Tow Truck within 200 meters of the scene of a Collision	\$205.00
53	Section 29(2)(h)(ii)	Cause/permit passenger to solicit a tow/take any actions to engage in any form of towing when passenger is either the spouse/son/daughter/parent/similar relation in law of the Tow Truck Driver	\$205.00
54	Section 29(2)(h)(iii)	Permit a person to be a passenger in a Tow Truck that has not filed an application with the Licensing Section for a Tow Truck Driver's License to receive instructions on Driver training	\$205.00
55	Section 29(2)(i)	Operate/permit to be operated a Tow Truck with Gross Vehicle Weight Rating less than 4,536kg (10,000 lbs)	\$205.00
56	Section 29(2)(j)	Operate/perm.it to be operated a Tow Truck without Wrecker Body	\$205.00
57	Section 29(2)(k)	Operate/permit to be operated a Tow Truck without Owner's Plate	\$205.00
58	Section 29(2)(l)	Operate/permit to be operated a Tow Truck without the Licence Renewal Sticker attached to the Owner's Plate	\$205.00
59	Section 30(1)	Fail to tow/convey Vehicle by the most direct route to the destination requested by Hirer	\$205.00

60	Section 30(2)	Fail to clean up debris/fragments of glass/Vehicle parts/other materials from any highway/roadway	\$75.00
61	Section 30(3)	Fail to be properly dressed/neat/clean in personal appearance	\$75.00
62	Section 30(4)(a)	Fail to retain Permission to Tow a Vehicle Form for at least ninety (90) days from the tow	\$205.00
63	Section 30(4)(a)	Fail to make Permission to Tow a Vehicle Form available for inspection upon request	\$75.00
64	Section 31(1)	Commence to tow/convey/move/hook/lift/connect Vehicle to Tow Truck unless requested by Hirer/peace officer/municipal fire department/ Person authorized by law to direct the removal of Vehicle from private/public property	\$300.00
65	Section 31(1)(a)	Commence to tow/convey/move any Vehicle to the Tow Truck without the completed Permission to Tow a Vehicle Form being signed and dated by the Hirer and providing a copy thereof to the Hirer	\$205.00
66	Section 31(1)(a)	Commence to hook/lift/connect the Vehicle to the Tow Truck without the completed Permission to Tow a Vehicle Form being signed and dated by the Hirer and providing a copy thereof to the Hirer	\$205.00
67	Section 31(3)	Allow/direct an agent to ask/seek out Hirer where the actions of the Driver/agent constitutes a Nuisance	\$300.00
68	Section 31(4)	Tow/convey/move Vehicle outside Municipal Boundary unless requested by Owner/operator of Vehicle/peace officer/municipal fire department	\$300.00
69	Section 31(5)	Drive/act as Driver when Tow Truck owner/lessee is unlicensed	\$205.00
70	Section 31(6)	Drive/act as Driver without first providing Licence Manager with letter of Owner's consent	\$75.00
71	Section 33(1)	Fail to notify Licence Manager when possession/control of Tow Truck given to another Person	\$75.00
72	Section 33(2)	Fail to charge flat rate for Collision Towing	\$300.00
73	Section 33(3)	Fail to file with Licence Manager schedule of rates	\$205.00
74	Section 33(4)	Fail to charge rates as set out in schedules of rates	\$205.00
75	Section 33(5)	Fail to keep schedule of rates in Tow Truck	\$75.00
76	Section 33(5)	Fail to show to Hirer schedules of rates	\$205.00
77	Section 33(7)	Fail to retain copies of advertising matter for sixty (60) days	\$205.00
78	Section 33(7)	Fail to produce copies of advertising matter when requested	\$205.00

79	Section 33(8)	Fail to have attached/painted the name/telephone number of business on both sides of the body of the Tow Truck	\$205.00
80	Section 33(9)	Use unlicensed Tow Truck Driver	\$205.00
81	Section 33(10)	Fail to have affixed to Tow Truck Owner's Plate	\$205.00
82	Section 33(11)	Fail to notify Licence Manager of agreement/arrangement to transfer possession/control of Tow Truck	\$205.00
83	Section 33(12)	Fail to give notice of sale/disposition of Tow Truck to Licence Manager	\$205.00
84	Section 34(1)	Permit Owner's Plate to be affixed to unlicensed Tow Truck	\$205.00
85	Section 34(2)	Alter/amend schedule of rates without notice to Licence Manager	\$205.00
86	Section 36	Tow Truck Owner/Driver charge Hirer in excess of charges indicated in the schedule of rates filed with Licence Manager	\$300.00
87	Section 38(1)	Fail to produce current Motor Vehicle Permit/Motor Vehicle Liability Insurance Card before use of newly acquired Tow Truck	\$205.00
88	Section 38(3)	Fail to submit newly acquired Tow Truck for inspection by Licensing Section without 24 hours of replacement	\$205.00
89	Section 38(4)(i)	Fail to file with Ontario Ministry of Transportation Vehicle Inspection report with Licensing Section	\$205.00
90	Section 38(4)(ii)	Fail to file Safety Standard Certificate with Licensing Section	\$205.00

PUBLIC VEHICLE LICENSING BY-LAW 420-04, AS AMENDED

1. For the purposes of section 3 of this By-law, Column 1 in the following table lists the provisions in the Public Vehicle Licensing By-law 420-04, as amended that are hereby designated.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
1	Section 2(1)	Own an Airport Municipal Transportation Vehicle without licence	\$300.00
2	Section 2(1)	Operate an Airport Municipal Transportation Vehicle without licence	\$205.00
3	Section 2(2)	Own an Airport Public Transportation Vehicle without licence	\$300.00
4	Section 2(2)	Operate an Airport Public Transportation Vehicle without licence	\$205.00

5	Section 2(3)	Act as a Broker without licence	\$300.00
6	Section 2(4)	Own a Limousine without licence	\$375.00
7	Section 2(4)	Operate a Limousine without licence	\$205.00
8	Section 2(5)	Own Accessible Airport Public Transportation Vehicle without licence	\$300.00
9	Section 2(5)	Operate Accessible Airport Public Transportation Vehicle without licence	\$205.00
10	Section 2(6)	Own Special Accessible Taxicab without licence	\$300.00
11	Section 2(6)	Operate Special Accessible Taxicab without licence	\$205.00
12	Section 2(7)	Own a Taxicab without licence	\$300.00
13	Section 2(7)	Operate a Taxicab without licence	\$205.00
14	Section 20(2)	Refuse to deliver up/ obstruct/prevent Licence Manager from obtaining revoked/suspended Licence/owner's plate/Licence Sticker	\$205.00
15	Section 21(3)	Fail to produce Licence/owner documentation as requested for inspection	\$205.00
16	Section 22(2)	Fail to submit Vehicle for inspection when required by Licence Manager	\$205.00
17	Section 23	Fail to carry Licence while operating Vehicle	\$205.00
18	Section 23	Fail to surrender Licence to Inspector for inspection upon demand	\$205.00
19	Section 24(1)	Carry on business in name other than that set out on Licence	\$300.00
20	Section 29	Licensed Owner- Fail to file with Licence Manager insurance renewal policy or certificate of insurance	\$205.00
21	Section 33	Hinder/obstruct/attempt to hinder/obstruct an Inspector/Licence Manager exercising a power/performing a duty under By-law 420-04	\$205.00
22	Schedule 3 Section 3(1)	Airport Municipal Transportation Vehicle Driver-Hold himself out as being available for hire in public place	\$205.00
23	Schedule 3 Section 3(2)	Airport Municipal Transportation Vehicle Driver-Fail to use current Greater Toronto Airport Authority GTA Taxi Tariffs to calculate fares for Trips commencing within City	\$205.00
24	Schedule 3 Section 3(3)	Airport Municipal Transportation Vehicle Driver-Pick up Fare within sixty (60) metres of designated Taxicab Stand	\$205.00
25	Schedule 3 Section 3(4)	Airport Municipal Transportation Vehicle Driver-Pick up Fare not prearranged	\$205.00
26	Schedule 3 Section 3(4)	Airport Municipal Transportation Vehicle Driver-Pick up Fare not conveying to Lester B. Pearson International Airport	\$205.00
27	Schedule 3 Section 3(5)	Airport Municipal Transportation Vehicle Driver-Operate Airport Municipal Transportation Vehicle when Airport Driver's Card cancelled/suspended by Greater Toronto Airport Authority	\$300.00

28	Schedule 3 Section 3(10)	Airport Municipal Transportation Vehicle Driver- Fail to be properly dressed/well groomed/neat/clean in personal appearance	\$75.00
29	Schedule 3 Section 3(11)	Airport Municipal Transportation Vehicle Driver- Fail to be civil and behave courteously	\$205.00
30	Schedule 3 Section 3(12)	Airport Municipal Transportation Vehicle Driver- Fail to give Passenger receipt on authorized form when requested/whenever there is a dispute over the Fare	\$75.00
31	Schedule 3 Section 3(17)(a)	Airport Municipal Transportation Vehicle Driver- Fail to keep daily Trip Sheet showing the name of the Driver/the date/the Airport Municipal Transportation Vehicle Owner's Plate Number	\$75.00
32	Schedule 3 Section 3(17)(b)	Airport Municipal Transportation Vehicle Driver- Fail to keep daily Trip Sheet showing the location/time of the beginning and end of every Trip	\$75.00
33	Schedule 3 Section 3(17)(c)	Airport Municipal Transportation Vehicle Driver- Fail to keep daily Trip Sheet showing the amount of Fare collected for each Trip	\$75.00
34	Schedule 3 Section 3(18)	Airport Municipal Transportation Vehicle Driver- Fail to retain Trip Sheets for 12 months	\$75.00
35	Schedule 3 Section 3(18)	Airport Municipal Transportation Vehicle Driver- Fail to make daily trip sheet available for inspection at the request on an inspector/Licence Manager	\$75.00
36	Schedule 3 Section 3(19)	Airport Municipal Transportation Vehicle Driver- Fail to keep in his Airport Municipal Transportation Vehicle a current street guide approved by the Licence Manager	\$75.00
37	Schedule 3 Section 3(21)	Airport Municipal Transportation Vehicle Driver- Smoke in the Airport Municipal Transportation Vehicle	\$205.00
38	Schedule 3 Section 4(2)	Airport Municipal Transportation Vehicle Driver- Drive a vehicle with any object placed in/hung on/attached in such a manner as will obstruct the Driver's view of the highway	\$75.00
39	Schedule 3 Section 4(3)	Airport Municipal Transportation Vehicle Driver- Take/consume/possess alcohol/ Drugs/intoxicants while in charge of Vehicle	\$300.00
40	Schedule 3 Section 4(5)	Airport Municipal Transportation Vehicle Driver- Drive a vehicle whose owner is not a licensed Owner	\$205.00
41	Schedule 3 Section 4(6)	Airport Municipal Transportation Vehicle Driver- Permit a Passenger to stand in the Vehicle while the Vehicle is in motion	\$75.00
42	Schedule 3 Section 4(11)	Airport Municipal Transportation Vehicle Driver- Refuse to serve a Passenger with a Service Animal	\$300.00

43	Schedule 3 Section 4(13)	Airport Municipal Transportation Vehicle Driver- Speak in obscene/foul/boisterous /racist/loud/threatening/abusive manner while Operating an Airport Municipal Transportation Vehicle	\$205.00
44	Schedule 3 Section 6	Airport Municipal Transportation Vehicle Plate Owner- Permit the display of any sign/emblem/decals/ornament/advertisement on/in Airport Municipal Transportation Vehicle not approved by Licence Manager	\$75.00
45	Schedule 3 Section 6	Airport Municipal Transportation Vehicle Driver- Display any sign/emblem/decals/ ornament/advertisement on/in Airport Municipal Transportation Vehicle not approved by Licence Manager	\$75.00
46	Schedule 3 Section 9	Airport Municipal Transportation Vehicle Driver/plate Owner- Operate an unregistered Vehicle/permit an unregistered Vehicle to be operated	\$300.00
47	Schedule 3 Section 12(3)	Airport Municipal Transportation Vehicle Owner- Employ/use the services of unlicensed Airport Municipal Transportation Vehicle Driver	\$300.00
48	Schedule 3 Section 12(4)	Airport Municipal Transportation Vehicle Owner- Fail to repair reported mechanical defect in a Vehicle	\$300.00
49	Schedule 3 Section 12(5)	Airport Municipal Transportation Vehicle Owner- Fail to provide the Licensing Section with the name of the licensed Driver operating his Vehicle within (3) business days of the time when the licensed Driver commenced To Operate the Vehicle	\$205.00
50	Schedule 3 Section 13(l)(b)	Airport Municipal Transportation Vehicle Owner- Install/use Taxicab Meter device in Airport Municipal Transportation Vehicle	\$300.00
51	Schedule 3 Section 13(1)(c)	Airport Municipal Transportation Vehicle Owner- Operate/permit to be operated an Airport Municipal Transportation vehicle when Airport Permit cancelled/suspended	\$300.00
52	Schedule 3 Section 14(5)	Airport Municipal Transportation Vehicle not equipped with functioning air conditioning/heater	\$75.00
53	Schedule 3 Section 14(6)	Airport Municipal Transportation Vehicle equipped with tinted glass	\$75.00
54	Schedule 3 Section 14(7)	Airport Municipal Transportation Vehicle interior not clean/dry/in good repair	\$75.00
55	Schedule 3 Section 14(8)	Airport Municipal Transportation Vehicle exterior not clean/in good repair/free from exterior damage/well maintained exterior paint finish	\$75.00
56	Schedule 3 Section 14(9)	Airport Municipal Transportation Vehicle not equipped with an extra tire/wheel/jack ready for use	\$75.00

57	Schedule 3 Section 14(10)	Airport Municipal Transportation Vehicle without identical wheel coverings/design	\$75.00
58	Schedule 3 Section 14(11)	Airport Municipal Transportation Vehicle without a seat belt cutting tool in good repair/easily accessible to the Driver	\$75.00
59	Schedule 3 Section 14(12)	Airport Municipal Transportation Vehicle without Fender Numbers	\$75.00
60	Schedule 3 Section 14(13)	Airport Municipal Transportation Vehicle without Roof Light identifying vehicle as an AMTV	\$75.00
61	Schedule 3 Section 14(14)	Airport Municipal Transportation Vehicle without Owner's Plate affixed to the rear of the vehicle in a place approved by the Licence Manager	\$75.00
62	Schedule 3 Section 14(15)	Airport Municipal Transportation Vehicle Owner/Driver- Fail to keep/maintain in the Vehicle a Maintenance Log	\$75.00
63	Schedule 3 Section 14(16)	Airport Municipal Transportation Vehicle Owner/Driver without Licence Renewal Sticker affixed to the bottom right corner of the Owner's Plate	\$75.00
64	Schedule 3 Section 15(1)	Airport Municipal Transportation Vehicle Driver/Owner- Put name/address/telephone number/identification not of himself or affiliated Airport Municipal Transportation Vehicle Broker on Vehicle/Roof Light	\$75.00
65	Schedule 3 Section 15(2)	Airport Municipal Transportation Vehicle Driver/Owner- Use/permit to be used any emblem/decal/roof sign which are the same shape/colour/distinctive emblem/decal/ roof sign being used by any not Affiliated Airport Municipal Transportation Vehicle	\$75.00
66	Schedule 3 Section 15(3)	Airport Municipal Transportation Vehicle Driver/Owner- Operate/permit to be operated his Airport Municipal Transportation Vehicle in affiliation with Airport Municipal Transportation Vehicle Broker not licensed under By-law 420-04	\$300.00
67	Schedule 3 Section 15(4)	Airport Municipal Transportation Vehicle Driver/Owner- Use/permit to be used a two-way radio/monitoring device in Airport Municipal Transportation Vehicle to transmit/receive frequency of a not Affiliated Broker	\$300.00
68	Schedule 3 Section 15(5)	Airport Municipal Transportation Driver/Owner- Affiliated with more than one licensed Airport Municipal Transportation Vehicle Broker at a time	\$300.00
69	Schedule 3 Section 18(2)	Airport Municipal Transportation Vehicle Owner- Fail to attend at an inspection appointment with Vehicle	\$205.00

70	Schedule 4 Section 3(1)	Airport Public Transportation Vehicle Driver-Fail to be dressed in uniform approved by Owner/Licence Manager	\$75.00
71	Schedule 4 Section 3(2)	Airport Public Transportation Vehicle Driver-Hold himself out as being available for hire in public place	\$205.00
72	Schedule 4 Section 3(3)	Airport Public Transportation Vehicle Driver-Fail to use current Greater Toronto Airport Authority GTA Limousine Tariffs to calculate Fare	\$205.00
73	Schedule 4 Section 3(4)	Airport Public Transportation Vehicle Driver-Pick up pre-arranged Fare within sixty (60) metres of designated Taxicab Stand	\$205.00
74	Schedule 4 Section 3(6)	Airport Public Transportation Vehicle Driver-Operate an Airport Public Transportation Vehicle when Airport Driver's Card has been suspended/cancelled	\$300.00
75	Schedule 4 Section 3(12)	Airport Public Transportation Vehicle Driver-Fail to be civil and behave courteously	\$205.00
76	Schedule 4 Section 3(13)	Airport Public Transportation Vehicle Driver-Fail to give Passenger receipt when requested/whenever there is a dispute over the Fare	\$75.00
77	Schedule 4 Section 3(18)(a)	Airport Public Transportation Vehicle Driver-Fail to keep daily Trip Sheet showing the name of the Driver/the date/the Airport Public Transportation Vehicle Owner's Plate number	\$75.00
78	Schedule 4 Section 3(18)(b)	Airport Public Transportation Vehicle Driver-Fail to keep a daily Trip Sheet showing the location/time of the beginning and end of every Trip	\$75.00
79	Schedule 4 Section 3(18)(c)	Airport Public Transportation Vehicle Driver-Fail to keep a daily Trip Sheet showing the amount of Fare collected for each Trip	\$75.00
80	Schedule 4 Section 3(19)	Airport Public Transportation Vehicle Driver-Fail to retain Trip Sheets for 12 months	\$75.00
81	Schedule 4 Section 3(19)	Airport Public Transportation Vehicle Driver-Fail to make daily trip sheet available for inspection at the request of an inspector/Licence Manager	\$75.00
82	Schedule 4 Section 3(20)	Airport Public Transportation Vehicle Driver-Fail to keep in his Airport Public Transportation Vehicle a current street guide approved by the Licence Manager	\$75.00
83	Schedule 4 Section 3(22)	Airport Public Transportation Vehicle Driver-Smoke in an Airport Public Transportation Vehicle	\$205.00
84	Schedule 4 Section 4(2)	Airport Public Transportation Vehicle Driver-Drive Vehicle with object placed in/hung on/ attached in such a manner as will obstruct the Driver's view of the highway	\$75.00

85	Schedule 4 Section 4(3)	Airport Public Transportation Vehicle Driver- Take/consume/possess alcohol/Drugs /intoxicants while in charge of Vehicle	\$300.00
86	Schedule 4 Section 4(5)	Airport Public Transportation Vehicle Driver- Drive a vehicle whose owner is not a licensed owner	\$75.00
87	Schedule 4 Section 4(6)	Airport Public Transportation Vehicle Driver- Permit Passenger to stand in the Vehicle while the Vehicle is in motion	\$75.00
88	Schedule 4 Section 4(11)	Airport Public Transportation Vehicle Driver- Refuse to serve a Passenger with a Service Animal	\$300.00
89	Schedule 4 Section 4(13)	Airport Public Transportation Vehicle Driver- Speak in obscene/foul/boisterous/racist/loud/ threatening/abusive manner while Operating an Airport Public Transportation Vehicle	\$205.00
90	Schedule 4 Section 6	Airport Public Transportation Vehicle Driver- Display/permit the display of any sign/emblem/ decal/ornament/advertisement on/in Airport Public Transportation Vehicle not approved by Licence Manager	\$75.00
91	Schedule 4 Section 11	Airport Public Transportation Vehicle Driver/Plate Owner- Operate/permit unregistered Vehicle to be operated	\$300.00
92	Schedule 4 Section 12(1)	Airport Public Transportation Vehicle Owner- Employ/use the services of an unlicensed Airport Public Transportation Vehicle Driver	\$300.00
93	Schedule 4 Section 12(2)	Airport Public Transportation Vehicle Owner- Fail to repair reported mechanical defect in a Vehicle	\$300.00
94	Schedule 4 Section 12(3)	Airport Public Transportation Vehicle Owner- Fail to provide the Licensing Section with the name of the licensed Driver operating his Vehicle within 72 hours of the time when the licensed Driver commenced To Operate the vehicle	\$205.00
95	Schedule 4 Section 13(1)	Airport Public Transportation Vehicle Owner- Install/use Taxi Meter device in Airport Public Transportation Vehicle	\$300.00
96	Schedule 4 Section 13(2)	Airport Public Transportation Vehicle Owner- Operate/permit to be operated Airport Public Transportation Vehicle if Airport Permit cancelled/suspended	\$300.00
97	Schedule 4 Section 14(5)	Airport Public Transportation Vehicle not equipped with functioning air conditioning/heater	\$75.00
98	Schedule 4 Section 14(6)	Airport Public Transportation Vehicle equipped with tinted glass	\$75.00
99	Schedule 4 Section 14(7)	Airport Public Transportation Vehicle interior not clean/dry/in good repair	\$75.00

100	Schedule 4 Section 14(8)	Airport Public Transportation Vehicle exterior not clean/in good repair/free from exterior damage/well maintained exterior paint finish	\$75.00
101	Schedule 4 Section 14(9)	Airport Public Transportation Vehicle not equipped with an extra tire/ wheel and jack ready for use	\$75.00
102	Schedule 4 Section 14(10)	Airport Public Transportation Vehicle without identical wheel coverings/wheel design	\$75.00
103	Schedule 4 Section 14(11)	Airport Public Transportation Vehicle without seat belt cutting tool in good repair/easily accessible to the Driver	\$75.00
104	Schedule 4 Section 14(12)	Airport Public Transportation Vehicle without Licence Sticker affixed on the Vehicle in location approved by the Licence Manager	\$75.00
105	Schedule 4 Section 14(13)	Airport Public Transportation Vehicle Owner/Driver- Fail to keep/maintain in the Vehicle a Maintenance Log	\$75.00
106	Schedule 4 Section 14(14)	Airport Public Transportation Vehicle Owner/Driver- Fail to affix the Licence Renewal Sticker to the GTAA Plate	\$75.00
107	Schedule 4 Section 16(1)	Accessible Airport Public Transportation Vehicle Owner- Fail to ensure Accessible Vehicle equipped with dry chemical fire extinguisher with effective total rating equivalent to at least 4-BC/weighting at least 2.27 kg/in_good state of repair	\$75.00
108	Schedule 4 Section 17(2)	Airport Public Transportation Vehicle Driver/Owner- Use/permit to be used any emblem/decals/markings which are the same shape/colour/distinctive emblem/decals being used by any Airport Public Transportation Vehicle with whom not Affiliated	\$75.00
109	Schedule 4 Section 17(3)	Airport Public Transportation Vehicle Driver/Owner- Operate/permit to be operated his Airport Public Transportation Vehicle in affiliation with unlicensed Airport Public Transportation Vehicle Broker	\$300.00
110	Schedule 4 Section 17(5)	Airport Public Transportation Vehicle Driver/Owner- Affiliated with more than one licensed Airport Public Transportation Vehicle Broker at a time	\$300.00
111	Schedule 4 Section 20(2)	Airport Public Transportation Vehicle Owner-Fail to attend an inspection appointment with Vehicle	\$205.00
112	Schedule 5 Section 3(4)	Broker- Fail to keep the record of each Vehicle Dispatched	\$300.00
113	Schedule 5 Section 3(4)	Broker- Fail to keep the record of the time/date of order	\$300.00
114	Schedule 5 Section 3(4)	Broker-Fail to keep the record of pickup location	\$300.00

115	Schedule 5 Section 3(5)	Broker- Fail to supply the Licensing Section with a copy of the Broker's Federal Radio Licence call sign and frequency number	\$300.00
116	Schedule 5 Section 3(8)	Broker- Fail to dispatch a Vehicle to any person requesting service within the City	\$300.00
117	Schedule 5 Section 3(11)	Broker- Dispatch calls to any Vehicle if the licensed Owner/Driver has contravened By-law 420-04	\$205.00
118	Schedule 5 Section 7(1)	Airport Municipal Transportation Vehicle Broker- Charge tariff/enter into agreement to charge tariff not in accordance with the Greater Toronto Airport Authority GTA Taxi Tariffs	\$300.00
119	Schedule 5 Section 8(1)	Airport Municipal Transportation Vehicle Broker -Charge tariff/enter into agreement to charge tariff not in accordance with the Greater Toronto Airport Authority GTA Limousine Tariffs	\$300.00
120	Schedule 5 Section 9(1)(a)	Taxicab Broker- Accept/Dispatch/direct Orders to a Taxicab where the service is illegal under any municipal by-law/provincial/federal statute	\$300.00
121	Schedule 5 Section 9(1)(b)	Taxicab Broker- Accept/Dispatch/direct Orders to a Taxicab where Fare is less than permissible tariffs	\$300.00
122	Schedule 5 Section 9(5)	Taxicab Broker- Charge/enter into agreement to charge inappropriate tariff	\$300.00
123	Schedule 5 Section 9(6)	Taxicab Broker- Dispatch to any person unlisted Vehicle	\$75.00
124	Schedule 6 Section 4	Limousine Owner/D1iver- Operate/permit to be operated an unregistered Vehicle	\$300.00
125	Schedule 6 Section 6(1)	Limousine Owner- Fail to employ/use the services of licensed Limousine Drivers	\$300.00
126	Schedule 6 Section 6(2)	Limousine Owner- Fail to repair reported mechanical defect in the Vehicle	\$300.00
127	Schedule 6 Section 6(3)	Limousine Owner- Fail to provide the Licensing Section with the name of the licensed Driver operating his Vehicle within 72 hours of the time when the licensed Driver commenced To Operate the Vehicle	\$205.00
128	Schedule 6 Section 7(1)	Limousine Owner- Enter into lease agreement pertaining to Owner's Limousine Licence	\$300.00
129	Schedule 6 Section 7(2)	Limousine Owner- Install/use Taxi Meter device in Limousine	\$300.00
130	Schedule 6 Section 8(2)	Limousine Owner/Driver- Use Vehicle not equipped with air conditioning/heating	\$75.00
131	Schedule 6 Section 8(7)	Limousine interior not clean/in good repair	\$75.00
132	Schedule 6 Section 8(8)	Limousine exterior not clean/in good repair and free from exterior damage	\$75.00
133	Schedule 6 Section 8(9)	Limousine not equipped with extra tire/wheel/jack ready for use	\$75.00
134	Schedule 6 Section 8(10)	Limousine without identical wheel coverings/design	\$75.00

135	Schedule 6 Section 8(11)	Limousine without a seat belt cutting tool in good repair/easily accessible to Driver	\$75.00
136	Schedule 6 Section 8(12)	Limousine Owner/Driver- Fail to affix Owner's Plate on Vehicle in location approved by Licence Manager	\$75.00
137	Schedule 6 Section 8(13)	Limousine Owner/Driver- Fail to keep/maintain Maintenance Log in the Vehicle	\$75.00
138	Schedule 6 Section 8(14)	Limousine Owner/Driver- Fail to affix Licence Renewal Sticker to Owner's Plate	\$75.00
139	Schedule 6 Section 11(1)	Limousine Driver- Fail to be dressed in uniform approved by owner/Licence Manager	\$75.00
140	Schedule 6 Section 11(2)	Limousine Driver- Hold himself out as being available for hire in public place	\$205.00
141	Schedule 6 Section 11(3)	Limousine Driver- Fail to use current schedule of hourly rated filed at Licensing Section to calculate Fare	\$205.00
142	Schedule 6 Section 11(4)	Limousine Driver- Pick up pre-arranged Fare within 60 metres of designated Taxicab Stand	\$205.00
143	Schedule 6 Section 11(5)	Limousine Driver- Pick up Fare that is not prearranged	\$205.00
144	Schedule 6 Section 11(10)	Limousine Driver- Fail to be properly dressed/ well groomed/neat/clean in personal appearance	\$75.00
145	Schedule 6 Section 11(11)	Limousine Driver- Fail to be civil and behave courteously	\$205.00
146	Schedule 6 Section 11(12)	Limousine Driver- Fail to give Passenger a receipt on authorized form when requested/ whenever there is a dispute over the Fare	\$75.00
147	Schedule 6 Section 11(17)(a)	Limousine Driver- Fail to keep a daily Trip Sheet showing the name of the Driver/the date/the Limousine Owner's Plate number	\$75.00
148	Schedule 6 Section 11(17)(b)	Limousine Driver- Fail to keep a daily Trip Sheet showing the location/time of the beginning and end of every Trip	\$75.00
149	Schedule 6 Section 11(17)(c)	Limousine Driver- Fail to keep a daily Trip Sheet showing the amount of the Fare collected for each Trip	\$75.00
150	Schedule 6 Section 11(18)	Limousine Driver- Fail to retain Trip Sheets for 12 months	\$75.00
151	Schedule 6 Section 11(18)	Limousine Driver- Fail to make daily Trip Sheets available for inspection at the request of an inspector/Licence Manager	\$75.00
152	Schedule 6 Section 11(19)	Limousine Driver- Fail to keep in his Limousine a current street guide approved by the Licence Manager	\$75.00
153	Schedule 6 Section 12(2)	Limousine Driver- Drive Vehicle with luggage/object placed in/hung on/attached in such a manner as will obstruct the Driver's view of the highway	\$75.00
154	Schedule 6 Section 12(3)	Limousine Driver-Take/consume/possess alcohol/Drugs/intoxicants while in charge of Vehicle	\$300.00

155	Schedule 6 Section 12(5)	Limousine Driver- Drive Vehicle whose owner is not a licensed Owner	\$205.00
156	Schedule 6 Section 12(6)	Limousine Driver- Permit Passenger to stand in Vehicle while Vehicle in motion	\$75.00
157	Schedule 6 Section 12(11)	Limousine Driver- Refuse to serve a Passenger with a Service Animal	\$300.00
158	Schedule 6 Section 12(12)	Limousine Driver-Smoke in the Limousine	\$205.00
159	Schedule 6 Section 12(13)	Limousine Driver- Speak in obscene/foul/boisterous/racist/loud/threatening/ abusive manner while Operating a Limousine	\$205.00
160	Schedule 6 Section 14	Limousine Owner/Driver- Display/permit the display of any sign/emblem/decals/ornament/advertisement on/in Limousine not approved by Licence Manager	\$75.00
161	Schedule 6 Section 15(1)	Limousine Owner/Driver- Put name/address /telephone number/identification on the Limousine not of himself or affiliated Limousine Broker	\$75.00
162	Schedule 6 Section 15(2)	Limousine Owner- Permit to be used any emblem/decals/roof sign which are the same shape/colour/distinctive emblem/decals/roof sign being used by any not Affiliated Limousine Broker	\$75.00
163	Schedule 6 Section 15(2)	Limousine Driver- Use any emblem/decals/roof sign which are the same shape/colour/distinctive emblem/decals/roof sign being used by any not Affiliated Limousine Broker	\$75.00
164	Schedule 6 Section 15(2)	Limousine Owner/Driver Operate/permit to be operated his Limousine in affiliation with unlicensed Limousine Broker	\$300.00
165	Schedule 6 Section 15(5)	Limousine Owner/Driver- Affiliated with more than one licensed Limousine Broker at a time	\$300.00
166	Schedule 7 Section 5	Taxicab Driver/Special Accessible Taxicab Owner-Operate/permit to be operated unregistered vehicle	\$300.00
167	Schedule 7 Section 6(1)	Special Accessible Taxicab Owner- Employ/use the services of unlicensed Taxicab Driver	\$300.00
168	Schedule 7 Section 6(2)	Special Accessible Taxicab Owner- Fail to repair reported Mechanical Defect in vehicle	\$300.00
169	Schedule 7 Section 6(3)	Special Accessible Taxicab Owner- Fail to provide the Licensing Section/Taxicab Broker with the name of the licensed Driver operating his vehicle within 72 hours of the time when the licensed Driver commenced To Operate the vehicle	\$205.00
170	Schedule 7 Section 6(4)	Special Accessible Taxicab Owner- Fail to keep accurate records of Trips made for Disabled/Non-Disabled Passengers	\$75.00

171	Schedule 7 Section 7(1)(b)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle without useable baggage storage capacity to accommodate a wheel chair/walker to aid the disabled	\$300.00
172	Schedule 7 Section 7(1)(c)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle without approved wheelchair tie downs	\$300.00
173	Schedule 7 Section 7(1)(d)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle without a first aid kit	\$75.00
174	Schedule 7 Section 7(1)(e)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle without dry chemical fire extinguisher with effective total rating to at least 4-B C/weighting at least 2.27 kg	\$75.00
175	Schedule 7 Section 7(1)(f)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle not equipped with operable air-conditioning /heating	\$75.00
176	Schedule 7 Section 7(1)(g)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle without Tint Free windows	\$75.00
177	Schedule 7 Section 7(1)(h)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle that is not clean/dry/in good repair as to its interior	\$75.00
178	Schedule 7 Section 7(1)(i)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle that is not clean/in good repair as to its exterior	\$75.00
179	Schedule 7 Section 7(1)(i)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle that is not free from exterior damage/well maintained exterior paint finish	\$75.00
180	Schedule 7 Section 7(1)(j)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle that is not equipped with an extra tire/wheel/jack ready for use	\$75.00
181	Schedule 7 Section 7(1)(k)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle without identical wheel coverings/design	\$75.00
182	Schedule 7 Section 7(1)(l)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle without a seatbelt cutting tool in good repair/easily accessible to the Driver	\$75.00
183	Schedule 7 Section 7(1)(m)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle without a tariff card which bears the plate number affixed to the rear Passenger window	\$75.00

184	Schedule 7 Section 7(1)(m)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle without a tariff card affixed that is plainly readable by Passengers	\$75.00
185	Schedule 7 Section 7(1)(n)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle without a no smoking signage affixed to rear passenger window	\$75.00
186	Schedule 7 Section 7(1)(o)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle with a tariff card other than that obtained from the Licensing Section	\$75.00
187	Schedule 7 Section 7(1)(p)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle without displaying/maintaining in good/legible condition a true copy of the Taxicab Passenger Rights and Responsibilities in an area of the Special Accessible Taxicab approved by the Licence manager	\$75.00
188	Schedule 7 Section 7(1)(q)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle without a Taxicab Meter	\$205.00
189	Schedule 7 Section 7(1)(q)(i)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle with Taxicab Meter not illuminated between dusk and dawn	\$75.00
190	Schedule 7 Section 7(1)(q)(ii)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle with Taxicab Meter in a position not clearly visible to the Passengers in the Special Accessible Taxicab	\$75.00
191	Schedule 7 Section 7(1)(q)(iv)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle with an unsealed Taxicab Meter	\$75.00
192	Schedule 7 Section 7(1)(q)(vi)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle with Taxicab Meter not in good working condition	\$75.00
193	Schedule 7 Section 7(1)(s)	Driver/Special Accessible Taxicab Owner-Operate/permit to be operated a Vehicle not equipped with ramp capable of allowing persons using wheelchair to enter Vehicle without exiting wheelchair	\$300.00
194	Schedule 7 Section 7(2)(b)	Taxicab Driver/Special Accessible Taxicab Owner- Fail to keep in the Vehicle Owner's Licence permit issued under By-law 420-04	\$75.00
195	Schedule 7 Section 7(3)(a)	Taxicab Driver/Special Accessible Taxicab Owner- Fail to have affixed to the outside of the Taxicab the Owner's Plate at a location and manner approved by the Licence Manager	\$75.00

196	Schedule 7 Section 7(3)(b)	Taxicab Driver/Special Accessible Taxicab Owner- Fail to have affixed to the outside of the Taxicab the Fender Numbers	\$75.00
197	Schedule 7 Section 7(3)(c)	Taxicab Driver/Special Accessible Taxicab Owner- Fail to have affixed to the outside of the Taxicab the Roof Light	\$75.00
198	Schedule 7 Section 7(3)(d)	Taxicab Driver/Special Accessible Taxicab Owner- Fail to have affixed the Brokerage name/phone number in lettering approximately three (3) inches (7.5cm) in height on the side of Vehicle	\$75.00
199	Schedule 7 Section 7(3)(e)	Taxicab Driver/Special Accessible Taxicab Owner- Fail to have affixed Licence Renewal Sticker to the Owner's Plate on outside of the Taxicab	\$75.00
200	Schedule 7 Section 7(4)	Special Accessible Taxicab Driver/Owner- Fail to keep/maintain a Maintenance Log for the Vehicle	\$75.00
201	Schedule 7 Section 13	Special Accessible Taxicab Owner- Display /permit the display of any sign/emblem/ Decal/ornament/advertisement on/in Special Accessible Taxicab not approved by Licence Manager	\$75.00
202	Schedule 7 Section 15(2)	Special Accessible Taxicab Owner- Fail to attend an inspection appointment with Vehicle	\$205.00
203	Schedule 8 Section 3(4)	Driver- Fail to have photograph and name affixed in a place approved by the Licence Manager	\$75.00
204	Schedule 8 Section 3(4)	Driver- Fail to have photograph and name affixed in a place that is clearly displayed to and readable by Passengers	\$75.00
205	Schedule 8 Section 3(5)	Driver- Fail to be well-groomed/neat/clean in personal appearance	\$75.00
206	Schedule 8 Section 3(6)	Driver- Fail to be civil and behave courteously	\$205.00
207	Schedule 8 Section 3(7)	Driver- Fail to give Passenger receipt when requested/whenever there is a dispute over the Fare	\$75.00
208	Schedule 8 Section 3(8)	Driver- Fail to serve the first person requiring the. service of his vehicle	\$75.00
209	Schedule 8 Section 3(10)	Driver- Fail to take due care of property delivered/entrusted to him for conveyance of safekeeping	\$75.00
210	Schedule 8 Section 3(11)	Driver- Fail to take the shortest possible route to the destination desired	\$75.00
211	Schedule 8 Section 3(13)(a)	Driver- Fail to keep a daily Trip Sheet showing the name of the Driver/the date/the Taxicab Owner's Plate number	\$75.00
212	Schedule 8 Section 3(13)(b)	Driver- Fail to keep a daily Trip Sheet showing the location/time of the beginning and end of every Trip	\$75.00

213	Schedule 8 Section 3(13)(c)	Driver- Fail to keep a daily Trip Sheet showing the amount of the Fare collected for each Trip	\$75.00
214	Schedule 8 Section 3(14)	Driver- Fail to retain Trip Sheets for 12 months	\$75.00
215	Schedule 8 Section 3(14)	Driver-Fail to make daily Trip Sheets available for inspection at the request of an inspector/Licence Manager	\$75.00
216	Schedule 8 Section 3(18)	Driver- Fail to keep in his Taxicab a current street guide approved by the Licence Manager	\$75.00
217	Schedule 8 Section 4(1)	Accessible Driver- Fail to record the results of the daily inspection of the Vehicle in a log book on a daily basis	\$75.00
218	Schedule 8 Section 4(1)	Accessible Driver- Fail to ensure that the log book remains with the licensed Vehicle at all times	\$75.00
219	Schedule 8 Section 4(2)	Accessible Driver- Fail to produce log book for inspection upon request of the Licence Manager	\$75.00
220	Schedule 8 Section 5(2)	Taxicab Driver- Drive a vehicle with any object placed in/ hung on/attached in such a manner as will obstruct the Driver's view of the highway	\$75.00
221	Schedule 8 Section 5(3)	Taxicab Driver- Take/consume/possess alcohol/Drugs/ intoxicants while in charge of vehicle	\$300.00
222	Schedule 8 Section 5(4)	Taxicab Driver-take on additional passenger after the vehicle has departed with one or more passengers	\$205.00
223	Schedule 8 Section 5(5)	Taxicab Driver- Drive vehicle whose owner is not a licensed owner	\$205.00
224	Schedule 8 Section 5(6)	Taxicab Driver- Permit a Passenger to stand in the vehicle while the vehicle is in motion	\$75.00
225	Schedule 8 Section 5(13)	Taxicab Driver- Refuse to serve a Passenger with a Service Animal	\$300.00
226	Schedule 8 Section 5(14)	Taxicab Driver- Smoke in a Taxicab	\$205.00
227	Schedule 8 Section 11(1)	Driver- Fail to properly affix to the vehicle the Owner's Plate, Roof Light and Fender Numbers prior to entering a Taxi Stand	\$75.00
228	Schedule 8 Section 11(1)	Driver- Fail to have properly affixed to the vehicle the Owner's Plate/Roof Light/Fender Numbers prior to ente1ing the moving line at the Airport vehicle compound holding area	\$75.00
229	Schedule 8 Section 11(2)	Driver- Fail to enter a Taxicab Stand at the end of line on the stand	\$75.00
230	Schedule 8 Section 11(3)(a)	Driver- Obstruct/interfere with the normal use of the Taxicab Stand/public place while waiting there	\$75.00
231	Schedule 8 Section 11(3)(a)	Driver- Interfere with surrounding traffic patterns while waiting at a Taxicab Stand/public place	\$75.00

232	Schedule 8 Section 11(3)(b)	Driver- Make loud noise/disturbance while waiting at a Taxicab Stand/public place	\$75.00
233	Schedule 8 Section 11(3)(c)	Driver- Fail to be sufficiently close to his Taxicab to have it under observation while waiting at a Taxicab Stand/public place	\$75.00
234	Schedule 8 Section 11(3)(d)	Driver- Wash a Taxicab while waiting at a Taxicab Stand/public place	\$75.00
235	Schedule 8 Section 11(3)(e)	Driver- Make repairs to a Taxicab while waiting at a Taxicab stand/public place	\$75.00
236	Schedule 8 Section 11(4)	Driver- Pick up Passenger within sixty (60) metres of a Taxicab Stand	\$75.00
237	Schedule 8 Section 13	Driver/Plate Owner- Display/permit the display of a sign/emblem/ decal/ornament/ advertisement on/in Taxicab not approved by Licence Manager	\$75.00
238	Schedule 8 Section 39	Driver/Plate Owner- Operate/permit an unregistered vehicle	\$300.00
239	Schedule 8 Section 40(1)	Taxicab owner- Employ/ use the services of unlicensed Taxicab Driver	\$300.00
240	Schedule 8 Section 40(2)	Taxicab owner- Fail to repair reported Mechanical Defect in vehicle	\$300.00
241	Schedule 8 Section 40(3)	Taxicab owner- Fail to provide Licensing Section with name of licensed Driver operating his vehicle within 72 hours of the time when the licensed Driver commenced To Operate the vehicle	\$205.00
242	Schedule 8 Section 41(1)(e)	Driver/Plate Owner - Operate/permit to be operated a Vehicle not equipped with operable air-conditioning/heating	\$75.00
243	Schedule 8 Section 41(1)(f)	Driver/Plate Owner- Operate/permit to be operated a Vehicle not having Tint Free windows	\$75.00
244	Schedule 8 Section 41(1)(g)	Driver/Plate Owner- Operate/permit to be operated a Vehicle that is not clean/dry/in good repair as to its interior	\$75.00
245	Schedule 8 Section 41(1)(h)	Driver/Plate Owner- Operate/permit to be operated a Vehicle that is not clean/in good repair as to its exterior	\$75.00
246	Schedule 8 Section 41(1)(h)	Driver/Plate Owner- Operate/permit to be operated a Vehicle not free from exterior damage/well maintained exterior paint finish	\$75.00
247	Schedule 8 Section 41(1)(i)	Driver/Plate Owner- Operate/permit to be operated a Vehicle not equipped with an extra tire/wheel/jack	\$75.00
248	Schedule 8 Section 41(1)(j)	Driver/Plate Owner- Operate/permit to be operated a Vehicle without identical wheel coverings/design	\$75.00
249	Schedule 8 Section 41(1)(k)	Driver/Plate Owner- Operate/permit to be operated a Vehicle without, a seat belt cutting tool in good repair/easily accessible to the Driver	\$75.00

250	Schedule 8 Section 41(1)(l)	Driver/Plate Owner- Operate/permit to be operated a Vehicle without a tariff card that bears the plate number affixed to the rear Passenger window	\$75.00
251	Schedule 8 Section 41(1)(l)	Driver/Plate Owner- Operate/permit to be operated a Vehicle without a tariff card affixed that is plainly readable by Passengers	\$75.00
252	Schedule 8 Section 41(1)(m)	Driver/Plate Owner- Operate/permit to be operated a Vehicle without a no smoking signage affixed to the rear passenger window	\$75.00
253	Schedule 8 Section 41(1)(n)	Driver/Plate Owner- Operate/permit to be operated a Vehicle with a tariff card other than that obtained from the Licensing Section	\$75.00
254	Schedule 8 Section 41(1)(o)	Driver/Plate Owner- Operate/permit to be operated a Vehicle without a true copy of the Passenger Rights and Responsibilities in good/legible condition	\$75.00
255	Schedule 8 Section 41(1)(o)	Driver/Plate Owner- Operate/permit to be operated a Vehicle without displaying a true copy of the Taxicab Passenger Rights and Responsibilities in an area of the Taxicab approved by the Licence Manager	\$75.00
256	Schedule 8 Section 41(1)(p)	Driver/Plate Owner- Operate/permit to be operated a Vehicle without a Taxicab Meter	\$205.00
257	Schedule 8 Section 41(1)(p)(i)	Driver/Plate Owner- Operate/permit to be operated a Vehicle with a Taxicab Meter not illuminated between dusk and dawn	\$75.00
258	Schedule 8 Section 41(1)(p)(ii)	Driver/Plate Owner- Operate/permit to be operated a Vehicle with a Taxicab Meter in a position not clearly visible to the Passengers in the Taxicab	\$75.00
259	Schedule 8 Section 41(1)(p)(iv)	Driver/Plate Owner- Operate/permit to be operated a Vehicle with an unsealed Taxicab Meter	\$75.00
260	Schedule 8 Section 41(1)(p)(vi)	Driver/Plate Owner- Operate/permit to be operated a Vehicle with a Taxicab Meter not in good working condition	\$75.00
261	Schedule 8 Section 41(1)(r)	Driver/Plate Owner-Operate/permit to be operated a Vehicle not equipped with a fully operational security camera	\$205.00
262	Schedule 8 Section 41(2)(b)	Driver/Plate Owner- Fail to keep in the Vehicle a copy of the current Owner's Licence permit	\$75.00
263	Schedule 8 Section 41(3)(a)	Driver/Plate Owner- Fail to have affixed to the outside of the Taxicab the owner's plate at a location and manner approved by the Licence Manager	\$75.00
264	Schedule 8 Section 41(3)(b)	Driver/Plate Owner- Fail to have. affixed to the outside of the Taxicab the Fender Numbers	\$75.00

265	Schedule 8 Section 41(3)(c)	Driver/Plate Owner- Fail to have affixed to the outside of the Taxicab a Roof Light	\$75.00
266	Schedule 8 Section 41(3)(d)	Driver/Plate Owner- Fail to have affixed to the outside of the Taxicab the Licence Renewal Sticker at the bottom right corner of the Owner's Plate	\$75.00
267	Schedule 8 Section 41(5)	Driver/Plate Owner- Fail to keep/maintain in the vehicle a Maintenance Log	\$75.00
268	Schedule 8 Section 49(2)	Owner-Fail to attend an inspection appointment with vehicle	\$205.00

BUSINESS LICENSING BY-LAW 1-06, AS AMENDED

1. For the purposes of section 3 of this By-law, Column 1 in the following table lists the provisions in the Business Licensing By-law 1-06, as amended that are hereby designated.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
1	2(1)(a)	Own or operate an Amusement Arcade Class A without a license	\$125.00
2	2(1)(a)	Own or operate an Amusement Arcade Class B without a license	\$125.00
3	2(1)(b)	Act as an Auctioneer without a license	\$125.00
4	2(1)(c)	Own or operate an Automobile Service Station without a license	\$125.00
5	2(1)(d)	Own or operate a Billiard Hall Class A without a license	\$125.00
6	2(1)(d)	Own or operate a Billiard Hall Class B without a license	\$125.00
7	2(1)(e)	Own or operate a breeding or boarding kennel	\$125.00
8	2(1)(f)	Act as a Building Renovator without a license	\$125.00
9	2(1)(g)	Own or operate a Carnival without a license	\$125.00
10	2(1)(h)	Own or operate a Circus without a license	\$125.00
11	2(1)(i)	Act as a Drain Contractor without a license	\$125.00
12	2(1)(i)	Act as a Drain Layer without a license	\$125.00
13	2(1)(j)	Act as a Driveway Paving Contractor without a license	\$125.00
14	2(1)(l)	Act as a Heating Contractor without a license	\$125.00
15	2(1)(l)	Act as a Master Heating Installer without a license	\$125.00
16	2(1)(n)	Own or operate a Night Club without a license	\$125.00
17	2(1)(o)	Own or operate a Parking Lot without a license	\$125.00

18	2(1)(p)	Carry on the business of a Pawnbroker without a license	\$125.00
19	2(1)(q)	Own or operate a Pet Shop without a license	\$125.00
20	2(1)(r)	Act as a Plumbing Contractor without a license	\$125.00
21	2(1)(r)	Act as a Master Plumber without a license	\$125.00
22	2(1)(s)	Own or operate a Public Hall without a license	\$125.00
23	2(1)(t)	Own or operate a Restaurant or Retail Food Premise without a license	\$125.00
24	2(1)(u)	Own or operate a salvage yard without a license	\$125.00
25	2(1)(v)	Act as a Second-hand Goods Employee without a license	\$125.00
26	2(1)(w)	Own a Second-hand Goods Shop without a license	\$125.00
27	2(1)(y)	Keep a store or shop where tobacco, cigars or cigarettes are sold by retail without a license	\$125.00
28	2(1)(z)	Sell by retail any Fireworks from inside a building or part thereof without a license	\$125.00
29	2(1)(aa)	Own or operate a Vehicle Pound Facility without a license	\$125.00
30	2(1)(bb)	Own or operate a Tanning Facility without a license	\$125.00
31	2(1)(cc)	Own or operate a Personal Services Setting without a license	\$125.00
32	17(2)	Fail to produce documents upon inspection	\$125.00
33	18	Obstruct Inspection	\$125.00
34	19(1)	Owner-fail to display license	\$125.00
35	19(2)	Licensee –fail to carry license	\$125.00
36	19(2)	Licensee –fail to produce license	\$125.00
37	20(1)	Licensee- carry on business in a name other than the name set out on the license	\$125.00
38	20(2)	Licensee – Fail to notify Licensing Unit of information change	\$125.00
39	20(3)	Corporate Licensee-Fail to notify Licensing Unit of information change	\$125.00

ADULT ENTERTAINMENT ESTABLISHMENT LICENSING BY-LAW 507-05, AS AMENDED

1. For the purposes of section 3 of this By-law, Column 1 in the following table lists the provisions in the Adult Entertainment Establishment Licensing By-law 507-05, as amended that are hereby designated.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
1	2(1)	Owner-operate Adult Entertainment Establishment without a license	\$1,000.00
2	2(2)	Act as an Attendant without a license	\$500.00
3	19(2)	Fail to produce documents upon inspection	\$250.00
4	20	Obstruct Inspection	\$500.00
5	21(1)	Owner-fail to display license	\$250.00
6	21(1)	Owner-fail to produce license upon request	\$250.00
7	21(2)	Attendant-fail to carry license	\$250.00
8	21(2)	Attendant-fail to produce license upon request	\$250.00
9	22(1)	Licensee-carry on business in a name other than the name set out on the license	\$500.00
10	22(2)	Licensee - Fail to notify Licensing Unit of information change	\$500.00
11	22(3)	Corporate Licensee-Fail to notify Licensing Unit of information change	\$500.00
12	Schedule 4 Section 4(1)	Owner-fail to ensure Entertainer completes a registration form	\$500.00
13	Schedule 4 Section 4(4)	Owner-fail to provide valid registration form for Entertainer(s)	\$500.00
14	Schedule 4 Section 5(6)	Owner-permit entertainer to perform any service which is not clearly visible from the Main Stage	\$500.00
15	Schedule 4 Section 8(10)	Owner-fail to keep premises in a clean and sanitary condition	\$500.00

TRANSPORTATION NETWORK COMPANY PILOT PROJECT LICENSING BY-LAW 0093-2017, AS AMENDED

1. For the purposes of section 3 of this By-law, Column 1 in the following table lists the provisions in Transportation Network Company Pilot Project Licensing By-law 0093-2017, as amended that are hereby designated.
2. Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
3. Column 3 in the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.

ITEM	COLUMN 1 Designated Provisions	COLUMN 2 Short Form Wording	COLUMN 3 Administrative Penalty
1	4.(1)	Operating as a TNC without obtaining a licence	\$300.00
2	4.(1)	Owning a TNC without obtaining a licence	\$300.00
3	4.(2)	Represent being licensed when not	\$300.00
4	4.(3)	Fail to comply with a term or condition of a licence	\$205.00
5	4.(4)	Operate a TNC while the licence is under suspension	\$300.00
6	14.	Fail to return a licence within 24 hours of being served written notice by the Licence Manager	\$205.00
7	20.(1)	Fail to notify the Licence Manager within 3 days of change of name/address or information on the licence	\$75.00
8	20.(2)	Fail to notify the Licensing section within 3 days of a change of name/business name	\$125.00
9	22.	Fail to produce licence/permit/invoices/vouchers or like documents upon inspection	\$75.00
10	23.	Obstruct/prevent Officer from inspecting or withhold/destroy/conceal or refuse to furnish information or thing for the purposes of inspecting	\$300.00
11	Schedule "B" Section 1.(3)	TNC - Permit a Driver to operate TNC without a Safety Standard Certificate	\$300.00
12	Schedule "B" Section 1.(4)	TNC - Permit a Driver to operate TNC without proper automobile insurance standards	\$300.00
13	Schedule "B" Section 2.(1)	TNC Driver - Fail to securely affix TNC identifier	\$125.00
14	Schedule "B" Section 2.(2)	TNC Driver - Accept transportation services without the use of the TNC App	\$300.00

15	Schedule "B" Section 2.(3)	TNC Driver - Accept transportation services by way of hail request	\$300.00
16	Schedule "B" Section 2.(4)	TNC Driver - Fail to have proper Safety Standard Certificate at all times	\$125.00
17	Schedule "B" Section 4.(1)	TNC - Fail to provide written notice to the Licence Manager within 10 days of cancellation or alteration of automobile insurance for TNC Driver	\$300.00
18	Schedule "B" Section 4.(2)	TNC - Fail to provide written notice to the Licence Manager within 10 days of cancellation or alteration of commercial general liability insurance for TNC	\$300.00
19	Schedule "B" Section 6.(1)	TNC - Obstruct Licence Manager in the use of either passenger or driver accounts associated with the TNC App	\$500.00
20	Schedule "B" Section 6.(2)	TNC - Permit, encourage or condone the acceptance of hails or the solicitation of passengers by TNC Drivers	\$500.00
21	Schedule "B" Section 7.(2)	TNC Driver - Commence trip prior to passenger providing electronic acceptance of fare	\$75.00
22	Schedule "B" Section 7.(3)	TNC Driver - Fail to charge the accepted fare	\$125.00
23	Schedule "B" Section 8	TNC - Fail to ensure that its TNC App has a functioning GPS	\$500.00
24	Schedule "B" Section 9.(1)	TNC - Fail to provide passenger prior to trip commencing with TNC Vehicle make and model	\$125.00
25	Schedule "B" Section 9.(2)	TNC - Fail to provide passenger prior to trip commencing with TNC Driver's first name	\$125.00
26	Schedule "B" Section 9.(3)	TNC - Fail to provide passenger prior to trip commencing with TNC Vehicle Ontario licence plate number	\$125.00
27	Schedule "B" Section 9.(4)	TNC - Fail to provide passenger prior to trip commencing with photograph of TNC Driver	\$125.00
28	Schedule "B" Section 10.(1)	TNC - Fail to provide passenger at conclusion of trip with the fare charged	\$125.00
29	Schedule "B" Section 10.(2)	TNC - Fail to provide passenger at conclusion of trip with the date and end time of the trip	\$125.00

30	Schedule "B" Section 10.(3)	TNC - Fail to provide passenger at conclusion of trip with the start and end locations of the trip	\$125.00
31	Schedule "B" Section 10.(4)	TNC - Fail to provide passenger at conclusion of trip with the TNC Driver's first name and TNC Vehicle Ontario licence plate number	\$125.00
32	Schedule "B" Section 11.	TNC - Fail to maintain a list of every affiliated TNC Driver in an approved format	\$250.00
33	Schedule "B" Section 12.	TNC - Fail to maintain information for all trips completed by affiliated TNC Drivers	\$250.00
34	Schedule "B" Section 13.	TNC - Fail to maintain information for all trips that cannot be completed/ accessible vehicle required	\$250.00
35	Schedule "B" Section 14.	TNC - Fail to maintain records for three years	\$250.00
36	Schedule "B" Section 15.(1)	TNC - Fail to provide the Licence Manager with information within 30 days of request	\$250.00
37	Schedule "B" Section 15.(2)	TNC - Fail to provide the Licence Manager with information within 7 days of request	\$250.00
38	Schedule "B" Section 16.(1)	TNC - Fail to remove/deny access of a TNC Driver from a TNC App	\$500.00
39	Schedule "B" Section 16.(2)	TNC - Fail to remove/deny access of a TNC Driver from a TNC App	\$500.00
40	Schedule "B" Section 18.(1)	TNC - Permit TNC Driver to operate vehicle older than seven years old	\$75.00
41	Schedule "B" Section 18.(2)	TNC - Permit TNC Driver to operate vehicle without four doors	\$125.00
42	Schedule "B" Section 18.(3)	TNC - Permit TNC Driver to operate without displaying TNC identifier	\$125.00
43	Schedule "B" Section 18.(4)	TNC - Permit TNC Driver to operate TNC Vehicle without a proper Safety Standard Certificate	\$125.00
44	Schedule "B" Section 18.(5)	TNC - Permit TNC Driver to operate TNC Vehicle where the interior or exterior is not in good repair or clean	\$75.00
45	Schedule "B" Section 18(6)(a)	TNC - Permit TNC Driver to operate TNC Vehicle not equipped with snow/all weather tires	\$125.00

46	Schedule "B" Section 18.(6)(b)	TNC - Permit TNC Driver to operate TNC Vehicle equipped with defective air-conditioning or heating system	\$125.00
47	Schedule "B" Section 18.(6)(c)	TNC - Permit TNC Driver to operate TNC Vehicle with obstructed/non accessible seat belts	\$125.00
48	Schedule "B" Section 19	TNC - Fail to ensure TNC Vehicle operated by affiliated TNC Driver inspected at approved facility and issued Safety Standard Certificate	\$300.00