

THE CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY
BY-LAW No. 20-2023

**Being a By-law to establish an Administrative Monetary Penalty
System in the Township of North Glengarry.**

WHEREAS Section 102.1 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, (the "Municipal Act") and Ontario Regulation 333/07 (the "Regulation") authorize The Corporation of the Township of North Glengarry (the "Township") to require a person to pay an administrative penalty for a contravention of any by-law respecting the parking, standing or stopping of vehicles;

AND WHEREAS Section 434.1 of the *Municipal Act* authorizes the Township to require a person, subject to such conditions as the Township considers appropriate, to pay an administrative penalty if the Township is satisfied that the person has failed to comply with a by-law of the Township;

AND WHEREAS Sections 23.2, 23.3 and 23.5 of the *Municipal Act* authorize the Township to delegate its administrative and hearing powers;

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

AND WHEREAS the *Municipal Act, 2001* further authorizes the Township, amongst other things, to delegate its authority, to impose fees or charges on persons for services or activities provided or done by or on behalf of it, to provide for inspections and inspection orders, and to make orders to discontinue activity or to do work;

AND WHEREAS Section 15.4.1(1) of the *Ontario Building Code Act, 1992*, S.O. 1992, c. 23 as amended, authorizes the Township to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a By-law of the municipality; and

AND WHEREAS Section 15 of the *Police Services Act, R.S.O.1990, c.P15* of the police services Act, R.S.O.1990, c.P.15 as amended, the Council of the municipality may appoint Municipal Law Enforcement Officers who shall be Peace Officers for the purpose of enforcing by-laws of the municipality.

AND WHEREAS the Council of the Township considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for the designated Township by-laws, or portions of the designated Township by-laws;

AND WHEREAS the Council of the Township is of the opinion that the delegations of legislative power under this By-law to the Director, the Clerk, to Hearing Officers and to Screening Officers are of a minor nature having regard to the number of people, the size of the geographic area, and the time period affected by the exercise of such delegated power;

NOW THEREFORE The Corporation of the Township of North Glengarry enacts as follows:

1.0 SHORT TITLE

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

2.0 DEFINITIONS

2.1 In this By-law:

“Administrative Fee” means any fee specified in this By-law or set out in Schedule “B”;

“Administrative Penalty” means an administrative penalty established by this By-law or set out in the attached Schedule “A” for a contravention of a Designated By-law;

“AMPS” means Administrative Monetary Penalty System;

“Authorized Representative” means someone appearing on behalf of a Person in accordance with a written authorization provided upon request to the Director, and who is not required to be licensed by any professional body;

“Clerk” means the Township Clerk, or any person designated by them;

“Council” means Council of the Corporation of the Township of North Glengarry;

“Day” means any calendar day;

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

“Director” means the Director of Building, By-Law & Planning or designate;

“Extension Period” means a period from time to time established by the Director and set down in a Corporate Policy;

“Hearing Non-appearance Fee” means an Administrative Fee established by Council from time to time in respect of a Person’s failure to appear at the time and place scheduled for a review before a Hearing Officer, and listed in Schedule “B”;

“Hearing Decision” means a notice that contains a decision made by a Hearing Officer;

“Hearing Officer” means a person appointed by Council who performs the functions of a Hearing Officer in accordance with Section 7.0 of this By-law, and pursuant to the Township’s Screening and Hearing Officer By-law No. XX-2023;

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

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

“MTO Search Fee” means an Administrative Fee established by Council from time to time for any search of the records of, or any inquiry to, the Ontario Ministry of Transportation (MTO), related authority, and listed in Schedule “B”;

“NSF Fee” means an Administrative Fee established by Council from time to time in respect of payment by negotiable instrument or credit card received by the Township 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 is listed in Schedule “B”;

“Officer” means an officer of the municipality responsible, or appointed, for enforcement of by-laws or a police officer or a peace officer appointed under the police Services Act;

“Penalty Notice” means a notice given to a Person pursuant to Section 4 of this By-law;

“Penalty Notice Date” means the date of the contravention specified on the Penalty Notice in accordance with Section 4 of this By-law;

“Penalty Notice Number” means the number specified on the Penalty Notice pursuant to Subsection 4 of this By-law;

“Person” includes an individual or a business name, sole proprietorship, corporation, partnership, or limited partnership, or an authorized representative thereof, and, in relation to vehicle, parking or traffic-related contraventions, whose name appears on the vehicle permit as provided by the Ontario Ministry of Transportation. If the vehicle permit consists of a vehicle portion and license plate portion, and different persons are named on each portion, the person whose name appears on the license plate portion, as provided by the Ontario Ministry of Transportation, is the person for the purposes of this By-law;

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

“Regulation” means Ontario Regulation 333/07 under the Municipal Act;

“Request for a Review by a Hearing Officer” means the request which may be made in accordance with Section 7.0 of this By-law for the review of a Screening Decision;

“Request for a Review by a Screening Officer” means the request which may be made in accordance with Section 6.0 of this By-law for the review of a Penalty Notice;

“Request for Review Form” means the prescribed form to be used to request a Review by a Screening or Hearing Officer, attached hereto as Schedule “C”;

“Review by a Hearing Officer” and **“Hearing”** mean the process set out in Section 7.0 of this By-law;

“Review by a Screening Officer” and **“Screening”** means the process set out in Section 6.0 of this By-law;

“Second Offence Set Penalty” means the second offence set penalty set out in Schedule “B” Column 5 for the related contravention if the same violation is repeated by the same person within one (1) calendar year of the previous Penalty Notice being issued in accordance with this By-law;

“Screening Decision” means a notice which contains the decision of a Screening Officer, delivered in accordance with Section 6.13 of this By-law;

“Screening Officer” means a person appointed by Council who performs the functions of a Screening Officer in accordance with Section 6.0 of this By-law, and pursuant to the Township’s Screening and Hearing Officer By-law No. 20-2023;

“Third Offence Set Penalty” mean the third offence set penalty set out in Schedule “B” Column 6 for the related contravention if the same violation is repeated by the same person within one (1) calendar year of the previous Penalty Notice being issue in accordance with this By-law; and

“Township” or “Municipality” means the Corporation of The Township of North Glengarry.

3.0 APPLICATION OF THIS BY-LAW

- 3.1 The Township By-laws, or portions of Township By-laws, listed in Schedule “A” of this By-law shall be Designated By-laws for the purposes of sections 102.1 and 151 of the *Municipal Act* and paragraph 3(1)(b) of the Regulation. The attached Schedule “A” sets out the Administrative Penalty and may include short form language to be used on Penalty Notices, for the contraventions of Designated By-laws.
- 3.2 Schedule “B” of this By-law shall set out Administrative Fees imposed for the purposes of this By-law.
- 3.3 The *Provincial Offences Act, R.S.O. 1990. C.P.33*, as amended, does not apply to a contravention of the Designated By-law for the purpose of this By-law.

4.0 PENALTY NOTICE

- 4.1 Every Person who contravenes a provision of a Designated By-law shall, upon issuance of a Penalty Notice, be liable to pay the Township an Administrative Penalty in the amount specified in the attached Schedule “B” to this By-law.
- 4.2 An Officer who has reason to believe that a Person has contravened any Designated By-law may issue a Penalty Notice as soon as reasonably practicable.
- 4.3 A Penalty Notice shall include the following information, as applicable:
 - 4.3.1 The Penalty Notice date;
 - 4.3.2 A Penalty Notice number;
 - 4.3.3 The date on which the Administrative Penalty is due and payable;
 - 4.3.4 The identification number and signature of the Officer;
 - 4.3.5 The contravention wording as listed in the attached Schedules, or other particulars reasonably sufficient to indicate the contravention;
 - 4.3.6 The amount of the Administrative Penalty;
 - 4.3.7 Such additional information as the Director determines is appropriate, respecting the process by which a Person may exercise the right to request a Screening Review of the Administrative Penalty; and
 - 4.3.8 A statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Township unless cancelled pursuant to Screening Review of Hearing process
- 4.4 The amount due for a Penalty Notice is:
 - 4.4.1 The set penalty amount date on which the Administrative Penalty is due and payable, fifteen (15) days from service of the Penalty Notice;
 - 4.4.2 The second offence Administrative Penalty set out in Schedule “B” for the related contravention if the same violation is repeated by the same person within one (1) calendar year of the previous Penalty Notice being issued in accordance with this By-law; or

- 4.4.3 The third offence Administrative Penalty set out in Schedule "B" for the related contravention if the same violation is repeated by the same person, three (3) or more times, within one (1) calendar year of the previous Penalty Notice being issued in accordance with this By-law.
- 4.5 In addition to the service methods provided in Section 8.0 "Service of Documents" of this By-law, an Officer must serve the Penalty Notice:
 - 4.5.1 When relating to a parking or traffic-related contravention, the Person having care and control of the vehicle at the time of the contravention, within seven (7) days of the contravention; or
 - 4.5.2 For all other contraventions, within thirty (30) days of the contravention.
- 4.6 A Person who is served with a Penalty Notice and who does not pay the amount of the Administrative Penalty on or before the date on which the Administrative Notice is due and payable, shall also pay the Township any applicable Administrative Fee(s) as specified in the attached Schedule "B" to this By-law

5.0 VOLUNTARY PAYMENT OF PENALTY NOTICE

- 5.1 Where a Penalty Notice has been paid, the Penalty Notice shall not be subject to any further review.
- 5.2 A Penalty Notice shall be deemed to have been paid when the amount and all fees prescribed in Schedule "B" have been paid.

6.0 REVIEW BY SCREENING OFFICER

- 6.1 A Person who is served with a Penalty Notice may request that the Administrative Penalty be reviewed by a Screening Officer and shall do so on or before the date on which the Administrative Penalty is due and payable, as defined in Section 4.3.3, and in accordance with the process set out in Section 6.4.
- 6.2 If a Person has not requested a Review by a Screening Officer on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Director extend the time to request a Screening Review to a date that is no later than forty-five (45) days after the Penalty Notice Date, as defined in Section 4.3.3, and in accordance with the process set out in Section 6.4.
- 6.3 A Person's right to request an extension of time for a Screening Review expires, if it has not been exercised, on or before forty-five (45) days after the Penalty Notice Date, at which time:
 - 6.3.1 The Person shall be deemed to have waived the right to request a Review by a Screening Officer or request an extension of time for a Screening Review;
 - 6.3.2 The Administrative Penalty shall be deemed to be confirmed; and
 - 6.3.3 The Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 6.4 A Person's Request for a Review by Screening Officer or request for an extension of time to request a Review by a Screening Officer shall be exercised by a submission by email, mail or fax transmission, using the Request for Review Form, attached hereto as Schedule "D" or Schedule "E" and in accordance with the directions included therein.

- 6.4.1 Requests for a Review by a Screening Officer that are not in the prescribed format shall be deemed to be invalid.
- 6.5 A Request for Review by a Screening Officer or request for an extension of time to request a Review by a Screening Officer shall be served in accordance with the provisions of Section 8.5 of this By-law.
- 6.6 A Request for Review by a Screening Officer or a request for an extension of time to request a Review by a Screening Officer shall only be scheduled by the Director if the Person makes the request on or before the dates established by Sections 6.1 or 6.2 of this By-law.
- 6.7 The Director may grant a request to extend the time to request a Review by a Screening Officer where the Person demonstrates, to the satisfaction of the Director in their sole discretion, that the existence of extenuating circumstances prevented the filing of the request within the prescribed timeline.
- 6.8 Where an extension of time to request a Review by a Screening Officer is not granted by the Director, the Administrative Penalty and any applicable Administrative Fee(s) shall be deemed to be confirmed. Notice of this decision will be provided by the Director to the Person in accordance with Section 8.0.
- 6.9 Where an extension of time to request a Review by a Screening Officer is granted by the Director, or when a Review by a Screening Officer has been requested in accordance with this Section, confirmation of said extension or receipt of said request shall be provided in accordance with Section 8.0.
- 6.10 On a Review by a Screening Officer of an Administrative Penalty, the Township will direct that the Review by a Screening Officer to proceed by way of a written screening unless, in the Township's discretion, an in-person or telephone appointment is required.
- 6.11 Where a Person fails to provide requested documentation in accordance with a request by a Screening Officer:
- 6.11.1 The Person shall be deemed to have abandoned the request for a Review by a Screening Officer of the Administrative Penalty;
 - 6.11.2 The Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed;
 - 6.11.3 The Administrative Penalty shall not be subject to any further review, including a review by any Court; and
 - 6.11.4 The Person shall pay to the Township the Administrative Penalty, and any other applicable Administrative Fee(s).
- 6.12 On a Review by a Screening Officer of an Administrative Penalty, the Screening Officer may:
- 6.12.1 Affirm the Administrative Penalty if the Person has not established on a balance of probabilities that the Designated By-law(s) was not contravened as described in the Penalty Notice; or
 - 6.12.2 Cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), where, in the sole discretion of the Screening Officer, doing so would maintain the general intent and purpose of the Designated By-law, and/or any of the following circumstances exist:

- 6.12.2.1 Defective form or substance on the Penalty Notice;
 - 6.12.2.2 Service of the Penalty Notice did not occur in accordance with Section 8.0; or
 - 6.12.2.3 Undue financial hardship.
- 6.13 After a Review by the Screening Officer, the Screening Officer shall issue a Screening Decision to the Person, delivered in accordance with Section 8.0 of this By-law.
- 6.14 A Screening Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.
- 6.15 A Person's Request for a Review by a Screening Officer shall take place within 45 days upon receipt of the Request for Review form.

7.0 REVIEW BY HEARING OFFICER

- 7.1 A Person may Request for a Review by a Hearing Officer within thirty (30) days of issuance of a Screening Decision.
- 7.2 If a Person has not requested a Review by Hearing Officer on or before the date on which the Administrative Penalty is due and payable, the Person may request that the Director extend the time to Request for a Review by Hearing Officer to a date that is no later than forty-five (45) days after the Screening Decision date, in accordance with the process set out in Section 7.4.
- 7.3 A Person's right to request an extension of time to Request for a Review by a Hearing Officer expires, if it has not been exercised, on or before forty-five (45) days after the Screening Decision date, at which time:
- 7.3.1 The Person shall be deemed to have waived the right to request a Review by a Hearing Officer or request an extension of time for a Review by a Hearing Officer;
 - 7.3.2 The Screening Decision shall be deemed to confirmed; and
 - 7.3.3 The Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 7.4 A Person's Request for a Review by a Hearing Officer or request for an extension of time to request a Review by a Hearing Officer is exercised by a submission by email, mail or fax transmission, using the Request for Review Form, attached hereto as Schedule "D", or Schedule "F", and in accordance with the directions included therein.
- 7.4.1 Requests for a Review by a Hearing Officer that are not in the prescribed format shall be deemed to be invalid.
- 7.5 A Request for a Review by a Hearing Officer or request for an extension of time to request a Review by a Hearing Officer shall be served in accordance with the provisions of Section 8.5 of this By-law.
- 7.6 A Request for a Review by a Hearing Officer or a request for an extension of time to request a Review by a Hearing Officer shall only be scheduled by the Director if the Person makes the request on or before the dates established by Sections 7.1 or 7.2 of this By-law.
- 7.7 The Director may grant a request to extend the time to request a Review by Hearing Officer only where the Person demonstrates, to the satisfaction of the Director in his/her sole discretion, that they were not served in accordance with Section 8.0 of the By-law. by Hearing Officer has been requested in accordance with this Section, a Notice of a Hearing will be provided in accordance with Section 8.0 of this By-law.

- 7.8 Where an extension of time to request a Review by Hearing Officer is granted by the Director, or when a Review by Hearing Officer has been requested in accordance with this Section, a Notice of a Hearing will be provided in accordance with Section 8.0 of this By-law.
- 7.9 Where a Person fails to appear at the time and place scheduled for a Hearing:
- 7.9.1 The Person shall be deemed to have abandoned the Request for a Review by a Hearing Officer;
 - 7.9.2 The Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;
 - 7.9.3 The Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall not be subject to any further review, including a review by any Court; and
 - 7.9.4 The Person shall pay to the Township a Hearing Non-appearance Fee, Late Payment Fee, MTO Fee if applicable, and any other applicable Administrative Fee(s).
- 7.10 A Review by a Hearing Officer shall be conducted in accordance with the *Statutory Powers and Procedures Act, R.S.O. 1990, c. S.22*, as amended.
- 7.11 The parties to a Review by a Hearing Officer shall be the Person seeking review and the Township, who may attend through the Director, a Screening Officer, an Officer, the Township Solicitor, or a delegate of any of the above persons.
- 7.12 Any information contained in the Penalty Notice is admissible in evidence as proof of the facts certified in it, in the absence of evidence to the contrary. If a Person wishes to challenge the facts contained in the Penalty Notice, they shall mark the Request for Review Form accordingly.
- 7.13 Upon the conclusion of a Review by a Hearing Officer, the Hearing Officer may:
- 7.13.1 Confirm the Screening Decision; or
 - 7.13.2 Cancel, reduce the penalty and/or extended the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
 - 7.13.2.1 Where the Person establishes on a balance of probabilities that the Designated By-law(s) as described in the Penalty Notice was not contravened; or
 - 7.13.2.2 Where the Person establishes on a balance of probabilities that the cancellation, reduction or extension of time for payment of the Administrative Penalty, including any Administrative Fee(s), is necessary to relieve any undue financial hardship.
- 7.14 A Hearing Officer has no authority to consider questions relating to the validity of a statute, regulation or by-law or the constitutional applicability or operability of any statute, regulation or by-law.
- 7.15 After a Review by a Hearing Officer is complete, the Hearing Officer shall issue a Hearing Decision to the Person, and deliver it in accordance with the Hearing Officer By-law.

7.16 The decision of a Hearing Officer is final.

7.17 A Person's Request for a Review by a Hearing Officer shall take place within 45 days upon receipt of the Request for Review form.

8.0 SERVICE OF DOCUMENTS

8.1 Any notice or decision, including a Penalty Notice, made pursuant to this By-law, when served in any of the following ways, is deemed effective:

8.1.1 Immediately, when a copy is delivered by personal service to the Person to whom it is addressed or, in the case of a Penalty Notice relating to a parking or traffic-related contravention, by affixing it to the vehicle in a conspicuous place at the time of the contravention;

8.1.2 On the fifth (5th) day following the date a copy is sent by registered mail to the Person's last known address;

8.1.3 Immediately upon the conclusion of a copy by facsimile transmission to the Person's last known facsimile transmission number; or

8.1.4 Immediately upon sending a copy by electronic mail (i.e. email) to the Person's last known electronic mail address.

8.2 For the purposes of subsections 8.1.2, 8.1.3 and 8.1.4 of this By-law, a Person's last known address, facsimile number, and electronic mail address includes an address, facsimile number and electronic mail address provided by the Person to the Township.

8.3 If a notice document that is to be given or delivered to a Person under this By-law is mailed to the Person at the Person's last known address appearing on the records of the Township as part of a proceeding under this By-law, or sent electronically to an email address that was provided by the Person, there is a presumption that the notice or document is given or delivered to the Person.

8.4 A Person shall keep their contact information for service current by providing any change in address, facsimile, or electronic mail address to the Director, immediately. Failure to comply with this section shall be considered by the Director when a person makes a request for an extension of time to Request a Review by a Screening Officer pursuant to Section 6.2 or a Request for a Review by a Hearing Officer pursuant to Section 7.4.

8.4.1 Absent extenuating circumstances, the Director shall not grant an extension of time on the basis that a Person did not receive notice where that Person has failed to keep their contact information up to date as required by this part.

8.5 Where this By-law requires service by a Person at the Township, service shall be addressed to the Director, and shall be deemed effective:

8.5.1 Immediately, when a copy is delivered by personal service to the Director at the location prescribed on the applicable form or notice;

8.5.2 On the fifth (5th) day following the date a copy is sent by registered mail to the location prescribed on the applicable form or notice; or

8.5.3 Immediately, with respect to electronic mail or upon the conclusion of a copy by facsimile transmission to the facsimile number listed on the applicable form or notice.

9.0 ADMINISTRATION

- 9.1 The Director shall administer this By-law and establish any additional practices, policies and procedures necessary to implement this By-law and may amend such practices, policies and procedures from time to time as the Director deems necessary, without amendment to this By-law.
- 9.2 The Director shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may amend such forms and notices from time to time as the Director deems necessary, without amendment to this By-law.
- 9.3 Any Administrative Fee(s) prescribed within Schedule "B" of this By-law shall be added to and be deemed part of the penalty amount unless otherwise rescinded by the Hearing Officer or the Screening Officer.
- 9.4 Where an Administrative Penalty is not paid by the date on which the Administrative Penalty is due and payable, the Person shall pay to the Township a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).
- 9.5 Where a Person makes payments to the Township of any Administrative Penalty, Administrative Fee(s) or Late Payment Fee(s), by negotiable instrument, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Township the NSF Fee set out in the Township's Fee By-law.
- 9.6 An Administrative Penalty, including any Administrative Fee(s), that is confirmed or reduced, or in respect of which the time for payment has been extended, remaining unpaid after the date when it is due and payable, constitutes a debt to the Township owed by the Person.
- 9.7 Where an Administrative Penalty, including any applicable Administrative Fee(s) or Late Payment Fee(s), are not paid within fifteen (15) days after it becomes due and payable, the Township may notify the Registrar of Motor Vehicles, resulting in plate denial. At the time that plate denial is requested a plate denial fee will be added in accordance with Schedule "B" of this By-law and shall be added to the total debt owed to the Township.
- 9.8 Where an Administrative Penalty, including any applicable Administrative Fee(s) or Late Payment Fee(s), are not paid within fifteen (15) days after it becomes due and payable shall be deemed to be unpaid taxes and may be collected in the same manner as taxes in accordance with Section 434.2 of the Municipal Act, 2001.
- 9.9 Where an Administrative Penalty is cancelled by a Screening Officer or Hearing Officer, any Administrative Fee(s) are also cancelled.
- 9.10 An Authorized Representative is permitted to appear on behalf of a Person at a Review by a Hearing Officer, or to communicate with the Township on behalf of a Person in accordance with a written authorization satisfactory to the Director.
- 9.11 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
- 9.12 A Person claiming financial hardship under this By-law shall provide documented proof of the financial hardship to the Director, the Screening Officer or the Hearing Officer, as applicable.
- 9.13 Any Schedule attached to this By-law forms part of this By-law.

10.0 SEVERABILITY

- 10.1 Should any provision, or any part of a provision, of this By-law be declared invalid, or to be of no force and effect by a court of competent jurisdiction, it is the intent of Council that such a provision, or part of a provision, shall be severed from this By-law, and every other provision of this By-law shall be applied and enforced in accordance with its terms to the extent possible according to law.

11.0 ENTRY ON LAND & INSPECTIONS

- 11.1 An officer, peace officer or any other person appointed for the purpose of enforcing this By-law,
 - 11.1.1 has the power to enter upon and examine any lands, yards, vacant lots, grounds at any reasonable time or times, and
 - 11.1.2 may be accompanied by such other person or persons as they deem necessary to properly perform their duties under this By-law.
- 11.2 Notwithstanding Section 11.1, no person, including an officer, shall exercise a power of entry under this By-law to enter a place or part of a place that is actually being used as a dwelling unless:
 - 11.2.1 the occupier of the dwelling, having been informed that the right of entry may be refused, consents to the entry; or
 - 11.2.2 if the occupier refuses to consent, an order is issued pursuant to the Municipal Act, 2001 or a warrant is obtained from the court.
- 11.3 A person exercising a power of entry on behalf of the Township, under this By-law must on request, display or produce proper identification.
- 11.4 No person shall hinder, interfere with, or otherwise obstruct, either directly or indirectly, any officer, peace officer or any person appointed for the purpose of enforcing this By-law, including any person who may be accompanying such persons, in the lawful exercise of any powers or duties under this By-law.
- 11.5 Any person who provides false information to an Officer shall be deemed to have hindered or obstructed the Officer in the execution of their duties.

12.0 INTERPRETATION

- 12.1 The provisions in Part VI of the *Legislation Act*, 2006, S.O. 2006, c.21, Schedule "F", shall apply to this By-law.
- 12.2 Where words and phrases used in this By-law are defined in the Highway Traffic Act, but not defined in this By-law, the definitions in the Highway Traffic Act shall apply to such words and phrases.

13.0 EFFECTIVE DATE

- 13.1 This By-law shall come into force and effect on June 26, 2023.

14.0 MINOR CORRECTIONS

- 14.1 The Clerk of the Township of North Glengarry is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatical, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

READ a first, second, third time and enacted in Open Council, this 26th day of June, 2023.



CAO/Clerk / Deputy Clerk



Mayor / Deputy Mayor

I hereby certify this to be a true copy of By-law No. 20-2023 and that such by-law is in full force and effect.

Date Certified



CAO/Clerk / Deputy Clerk

BY-LAW No. 20-2023

Schedule "A"

Administrative Monetary Penalty System Designated By-law Provisions

The following By-laws shall be considered Designated By-laws as defined in the Administrative Monetary Penalty System By-law No. 20-2023 (AMPS):

Designated By-law	Appendix	By-law Number
Parking Enforcement By-law	1	13-2014
Clean Yards By-Law	2	19-2019
Nuisance By-law	3	20-2016
Animal at Large By-law	4	38-2009
Keeping of Dogs By-law	5	44-2008
Pound Keeper By-law	6	18-2019
Littering By-law	7	18-2014
Swimming Pool By-law	8	06-2014
Clear Cutting By-law	9	43-2021
Open Air Burning By-law	10	36-2021
Property Standards By-law	11	42-2008
Column 1	Column 2	Column 3

1. **Column 1 sets out the Designated By-laws.**
2. **Column 2 sets out the Appendix number.**
3. **Column 3 sets out the By-law Number, as amended.**
4. **For the purposes of Section 3 of this By-law, Column 3 in the following appendix lists the provisions in the Designated By-law identified in the Schedule, as amended.**
5. **Column 2 in the following appendix sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 3.**
6. **Column 4, 5 and 6 in the following appendix set out the Administrative Penalties for the Set Penalty Amounts in accordance with Section 4.4 of this By-law that is payable for contraventions of the designated provisions listed in Column 3.**

BY-LAW No. 20-2023

Schedule "B"

Administrative Monetary Penalties

Appendix 1: Parking By-law 13-2014, as amended

ITEM	Short Form Wording	Section	Administrative Penalty 1 st Offence	Administrative Penalty 2nd Offence	Administrative Penalty 3rd Offence
1	Parking disabled space - no permit	2.1 (d)	\$300.00	\$300.00	\$300.00
2	Parked-more than 15cm from curb	3.1 (a)	\$40.00	\$40.00	\$40.00
3	Parked facing wrong way	3.1 (a)	\$40.00	\$40.00	\$40.00
4	Parked on sidewalk	3.2 (a)	\$40.00	\$40.00	\$40.00
5	Parked obstructing driveway	3.2 (b)	\$40.00	\$40.00	\$40.00
6	Parked within 9m of an intersection	3.2 (c)	\$40.00	\$40.00	\$40.00
7	Parked within 3 meters fire hydrant	3.2 (d)	\$40.00	\$40.00	\$40.00
8	Parked on a crosswalk	3.2 (e)	\$40.00	\$40.00	\$40.00
9	Parked within 6m of a crosswalk	3.2 (f)	\$40.00	\$40.00	\$40.00
10	Parked on private property without consent	3.2 (g)	\$40.00	\$40.00	\$40.00
11	Parked on a bridge	3.2 (h)	\$40.00	\$40.00	\$35.00
12	Parked obstructing traffic	3.2 (i)	\$40.00	\$40.00	\$40.00
13	Parked blocking a parked vehicle	3.2 (j)	\$40.00	\$40.00	\$40.00
14	Parked on TWP property without consent	3.2 (k)	\$40.00	\$40.00	\$40.00
15	Parked on a boulevard	3.2 (l)	\$30.00	\$30.00	\$30.00
16	Parked exceeding 24 hours	3.2 (m)	\$40.00	\$40.00	\$40.00
17	Parked No Parking Area - Signed	3.3	\$40.00	\$40.00	\$40.00
18	Parked Fire Access Route	3.3 (a)	\$40.00	\$40.00	\$40.00
19	Parked in cul-de-sac turnaround	3.3 (c)	\$30.00	\$30.00	\$30.00
20	Parked within 15 meters of end of highway	3.3 (d)	\$30.00	\$30.00	\$30.00
21	Parked on public lane	3.3 (e)	\$40.00	\$40.00	\$40.00
22	Parked within 50m of intersection	3.3 (g)	\$30.00	\$30.00	\$30.00
23	Parked within 50m of railway crossing	3.3 (h)	\$30.00	\$30.00	\$30.00
24	Parked disobey sign	3.4	\$40.00	\$40.00	\$40.00
25	Parked Emergency circumstances	3.5(4)	\$60.00	\$60.00	\$60.00
26	Stopped on a crosswalk	3.8(h)	\$40.00	\$40.00	\$40.00
27	Stopped within 3m of fire hydrant	3.8(a)	\$40.00	\$40.00	\$40.00
28	Stopped within 50m of an intersection Highway	3.9 (a)	\$30.00	\$30.00	\$30.00
29	Stopped abutting school property	3.9 (b)	\$30.00	\$30.00	\$30.00
30	Stopped abutting park/playground	3.9(c)	\$30.00	\$30.00	\$30.00
31	Stopped in front of fire hall	3.9 (d)	\$40.00	\$40.00	\$40.00
32	Parked Winter prohibited hours	3.11(1)	\$40.00	\$40.00	\$40.00
33	Parked - snow removal	3.11(2)	\$60.00	\$60.00	\$60.00

Appendix 2: Clean Yards By-Law 19-2019

Item	SHORT FORM WORDING	Section	Administrative Penalty 1 st Offence	Administrative Penalty 2 nd Offence	Administrative Penalty 3 rd Offence
1.	Fail to keep land clear of garbage/ refuse/ debris/ domestic waste/industrial waste	3.1 (a)	\$120.00	\$180.00	\$270.00
2.	Fail to keep land clear of objects or conditions potentially creating health, fire or accident hazard	3.1 (a)	\$200.00	\$300.00	\$450.00
3.	Fail to keep land clear of infestation	3.1 (b)	\$200.00	\$300.00	\$450.00
4.	Fail to trim or cut weeds/grass more than 20 cm (7.8 inches) in height	3.1 (c)	\$80.00	\$120.00	\$200.00
5.	Cause or permit a hazardous unfenced/unprotected pit/excavation or declivity	3.2 (a)	\$200.00	\$300.00	\$450.00
6.	Permit unprotected well that may cause an accident or injury	3.2 (b)	\$200.00	\$300.00	\$450.00
7.	Fail to keep swimming pool/hot tub/wading pool/artificial pool in good repair/working condition	3.2 (c)	\$200.00	\$300.00	\$450.00
8.	Fail to keep land free of hazardous holes and excavation	3.2(d)	\$200.00	\$300.00	\$450.00
9.	Fail to keep the surfaces of steps, walks, driveways, parking spaces and similar areas maintained	3.3	\$120.00	\$180.00	\$270.00
10.	deposit or cause to be deposited snow or ice upon any Highway or sidewalk	3.4	\$80.00	\$120.00	\$180.00
11.	Fail to maintain hedges, planting trees or other landscaping, in a living condition	4.1	\$80.00	\$120.00	\$180.00
12.	Fail to trim or cut vegetation	4.2	\$120.00	\$180.00	\$270.00
13.	Fail to provide suitable groundcover to prevent erosion of the soil	4.3	\$200.00	\$300.00	\$450.00
14.	Improper grading causing ponding of water	4.4	\$200.00	\$300.00	\$450.00
15.	Fail to maintain the yard compatible with the adjoining properties	4.5	\$200.00	\$300.00	\$450.00
16.	Fail to maintain in good repair areas used for vehicular traffic	4.6	\$200.00	\$300.00	\$450.00
17.	Failure to prevent recurrent ponding	4.7(a)	\$200.00	\$300.00	\$450.00
18.	Failure to prevent water from entering a building	4.7(b)	\$200.00	\$300.00	\$450.00
19.	Allowing improper discharge of water	4.7(c)	\$200.00	\$300.00	\$450.00
20.	Fail to keep property clear and clean	5.1	\$200.00	\$300.00	\$450.00
21.	Use the yard of any property within Township for depositing waste	5.2	\$200.00	\$300.00	\$450.00
22.	Fail to put waste in container	5.5 (a)	\$80.00	\$120.00	\$180.00
23.	Store or accumulate waste for more than 10 days	5.5 (b)	\$80.00	\$120.00	\$180.00
24.	Permit composting other than as allowed	6.1	\$80.00	\$120.00	\$180.00
25.	Permit storage of derelict motor vehicles	7.1 (a)	\$120.00	\$180.00	\$270.00
26.	Permit storage of unlicensed motor vehicles	7.1 (b)	\$80.00	\$120.00	\$180.00
27.	Permit storage of vehicle parts/components	7.1 (c)	\$80.00	\$120.00	\$180.00
28.	Permit storage of wrecked/ dismantled/ discarded/ inoperative/ abandoned vehicles/ machinery/trailers/ boats	7.1 (d)	\$120.00	\$180.00	270.00
29.	Fail to remove self-locking or self-latching devices on appliances	8.1	\$120.00	\$180.00	\$270.00
30.	Store a non-working refrigerator on porch/ deck or in rear yard	8.2 (a)	\$120.00	\$180.00	\$270.00
31.	Store a refrigerator on porch/ deck or in rear yard without locking device	8.2 (b)	\$200.00	\$300.00	\$450.00
32.	Fail to remove all doors from refrigerators, freezers or similar appliances out on the roadways for disposal	8.3	\$200.00	\$300.00	\$450.00
33.	Permitting wood storage in front yard	9.2	\$80.00	\$120.00	\$180.00
34.	Wood storage in rear yard more than 15% of the area	9.3	\$200.00	\$300.00	\$450.00
35.	Improper storage of firewood	9.4(a,b,c,d)	\$200.00	\$300.00	\$450.00
36.	Cause or permit graffiti to be placed on property	10.1	\$120.00	\$180.00	\$270.00
37.	Fail to keep property free of graffiti	10.2	\$120.00	\$180.00	\$270.00

38.	Obstruct/hinder/interfere with an officer or agent in lawful exercise of powers or duties	12.4	\$350.00	\$350.00	\$350.00
39.	Fail to comply with an order issued under this By-law	14.2	\$350.00	\$350.00	\$350.00

Appendix 3: Nuisance By-Law 20-2016

Item	Short Form Wording	Section	Administrative Penalty 1 st Offence	Administrative Penalty 2 nd Offence	Administrative Penalty 3 rd Offence
1.	Disorderly conduct	Sec 4 Schedule 1-1(a)	\$250.00	\$375.00	\$562.50
2.	Public drunkenness or public intoxication	4 Schedule 1-1(b)	\$250.00	\$375.00	\$562.50
3.	The deposit of refuse on public or private property	Sec 4 Schedule 1-1(c)	\$250.00	\$375.00	\$562.50
4.	Damage/Graffiti of public or private property	Sec 4 Schedule 1-1(d)	\$250.00	\$375.00	\$562.50
5.	Damage/Graffiti of public or private property	Sec 4 Schedule 1-1(e)	\$250.00	\$375.00	\$562.50
6.	Obstructing/Interfering the free flow of traffic	Sec 4 Schedule 1-1(f)	\$250.00	\$375.00	\$562.50
7.	Public disturbances/ fighting	Sec 4 Schedule 1-1(a)	\$250.00	\$375.00	\$562.50
8.	Unlawfully racing a motor vehicle	Sec 4 Schedule 1-1(h)	\$250.00	\$375.00	\$562.50
9.	Operation of a motor vehicle so as to squeal tires, etc.	Sec 4 Schedule 1-1(i)	\$250.00	\$375.00	\$562.50
10.	Causing or permitting noise from mechanical equipment that is not properly maintained.	Sec 4 Schedule 1-1(j)	\$250.00	\$375.00	\$562.50
11.	Improper or unsafe use of Fireworks	Sec 4 Schedule 1-1(k)	\$175.00	\$375.00	\$562.50
12.	urinating or defecating in a public place	Sec 4 Schedule 1-2	\$350.00	\$375.00	\$562.50
13.	Knock over or attempt to knock over a mailbox, picnic table, garbage container, etc.	Sec 4 Schedule 1-3	\$175.00	\$375.00	\$562.50
14.	Discharging firearms within Villages and Hamlets	Sec 4 Schedule 1-4	\$250.00	\$375.00	\$562.50
15.	Causing or permitting noise from a vehicle horn or other warning device, sirens etc.	Sec 4 Schedule 1-5	\$250.00	\$375.00	\$562.50
16.	Causing or permitting noise from any radio, television, loud speaker, etc. during prohibited times	Sec 5 Schedule 2-1	\$250.00	\$375.00	\$562.50
17.	Yelling, shouting, hooting, whistling or singing during prohibited times	Sec 5 Schedule 2-2	\$250.00	\$375.00	\$562.50
18.	Detonation of Fire Works or Explosives during prohibited times	Sec 5 Schedule 2-3	\$250.00	\$375.00	\$562.50
19.	Operation of any construction equipment/ activity during prohibited times	Sec 5 Schedule 2-4	\$250.00	\$375.00	\$562.50
20.	Operation of domestic equipment, lawnmower, chainsaw, etc. during prohibited times	Sec 5 Schedule 2-5	\$250.00	\$375.00	\$562.50
21.	Operation of personal motorized vehicle on ones property during prohibited times	Sec 5 Schedule 2-6	\$250.00	\$375.00	\$562.50
22.	Operation for amusement a combustion engine during prohibited times	Sec 5 Schedule 2-7	\$250.00	\$375.00	\$562.50
23.	Loading, unloading and material handling during prohibited times	Sec 5 Schedule 2-8	\$250.00	\$375.00	\$562.50
24.	Failing to leave the premises after having been directed to do so.	Section 14(3)	\$250.00	\$375.00	\$562.50
25.	Obstructing or interfering with an officer in the performance of their duty	Sec 15	\$250.00	\$375.00	\$562.50

Appendix 4: Animal at Large By-Law 38-2009

Item	Short Form Wording	Section	Administrative Penalty 1st Offence	Administrative Penalty 2nd Offence	Administrative Penalty 3rd Offence
1	Permitting an Animal to be at large or to trespass	Section 5	\$200.00	\$300.00	\$450.00

Appendix 5: Licensing, regulating and keeping of Dogs By-Law 44-2008

Item	Short Form Wording	Section	Administrative Penalty 1 st Offence	Administrative Penalty 2 nd Offence	Administrative Penalty 3 rd Offence
1	Failure to apply for a Dog Licence within 3 months of gaining possession of a dog	2(a)	\$80.00	\$120.00	\$180.00
2	Failure to renew expired Dog licence	2(b)	\$80.00	\$120.00	\$180.00
3	Failure to keep dog tag securely fixed on dog	2(c)	\$80.00	\$120.00	\$180.00
4	Failure to obtain replacement for lost dog tag	2(d)	\$80.00	\$120.00	\$180.00
5	Failure to ensure current immunization against rabies	2(e)	\$250.00	\$375.00	\$562.50
6	Failure to notify of change of information, sale or death	3(d)	\$80.00	\$120.00	\$180.00
7	Operate kennel without a licence	4(a)	\$350.00	\$350.00	\$350.00
8	Failure to comply with a compliance order	4(o)	\$350.00	\$350.00	\$350.00
9	Keeping more than 4 dogs	5(a)	\$100.00	\$150.00	\$225.00
10	Failure to maintain sanitary kennel	5(b)	\$350.00	\$350.00	\$350.00
11	Failure to remove feces from kennel daily	5(c)	\$100.00	\$150.00	\$225.00
12	Failure to promptly remove dead dog from kennel	5(d)	\$250.00	\$375.00	\$562.50
13	Keeping dog in improperly constructed or maintained cage	5(e)	\$80.00	\$120.00	\$180.00
14	Allowing dog to use improperly constructed or maintained dog run	5(f)	\$250.00	\$375.00	\$562.50
15	Housing dog in inadequate room or cage	5(g)	\$250.00	\$375.00	\$562.50
16	Failure to clean dog cage in kennel daily	5(h)	\$250.00	\$375.00	\$562.50
17	Use improper fencing materials in kennel	5(i)	\$250.00	\$375.00	\$562.50
18	Failure to provide clean living environment	7(a)(l)	\$100.00	\$150.00	\$225.00
19	Failure to provide care, food, water, shelter and activity	7(a)(2)	\$250.00	\$375.00	\$562.50
20	Keeping dog under conditions that disturb enjoyment, comfort or convenience of person or endanger health of dog	7(b)	\$100.00	\$150.00	\$225.00
21	Housing dog in overly small cage	7(c)	\$250.00	\$375.00	\$562.50
22	Housing dog in inappropriately constructed or maintained cage	7(d)	\$100.00	\$150.00	\$225.00
23	Improper tethering of dog	7(e)	\$80.00	\$120.00	\$180.00
24	Using hazardous tethering practices	7(f)	\$250.00	\$375.00	\$562.50
25	Allowing dog fight	7(g)	\$250.00	\$375.00	\$562.50
26	Improper disposal of dead animal	7(h)	\$250.00	\$375.00	\$562.50
27	Failure to remove feces from others' premises	8(a)	\$80.00	\$120.00	\$180.00
28	Improper disposal of feces	8(b)	\$80.00	\$120.00	\$180.00
29	Cause disturbance by failing to remove feces from own premises	8(c)	\$80.00	\$120.00	\$180.00
30	Allow dog to run at large	9(a)	\$80.00	\$120.00	\$180.00
31	Failure to keep dog inside building or cage or tethered in built-up area	9(b)	\$100.00	\$150.00	\$225.00
32	Failure to keep dog leashed	9(c)	\$250.00	\$375.00	\$562.50
33	Allowing dog to disturb the peace by making noise	10(a)	\$80.00	\$120.00	\$180.00
34	Allowing dog to damage property or cause nuisance	10(b)	\$100.00	\$150.00	\$225.00
35	Allowing dog to bite or attack	12(a)	\$250.00	\$375.00	\$562.50
36	Failure to tether and muzzle, or to cage, vicious dog	12(b)	\$250.00	\$375.00	\$562.50
37	Failure to keep vicious dog under control of person over 16 in public	12(c)(l)	\$250.00	\$375.00	\$562.50
38	Failure to keep vicious dog on leash shorter than 2 meters in public	12(c)(2)	\$250.00	\$375.00	\$562.50
39	Failure to keep vicious dog muzzled in public	12(c)(3)	\$250.00	\$375.00	\$562.50
40	Keeping vicious dog in kennel	12(d)	\$250.00	\$375.00	\$562.50

41	Failure to notify of change of address or change of owner of vicious dog	12(t)	\$250.00	\$375.00	\$562.50
42	Failure to post sign <u>warning</u> of vicious dog	12(o)	\$80.00	\$120.00	\$180.00
43	Failure to notify Animal Control Officer of vicious dog	12(h)	\$80.00	\$120.00	\$180.00

Appendix 6: Poundkeeper By-Law 18-2018

ITEM	Short Form wording	Section	Administrative Penalty 1st Offence	Administrative Penalty 2nd Offence	Administrative Penalty 3rd Offence
1.	Permit an animal to run at large	4.1	\$100.00	\$150.00	\$225.00
2.	Fail to take immediate measures to prohibit animal(s) from running at large	4.2	\$200.00	\$300.00	\$450.00
3.	Fail to provide proper measures to contain an animal	4.3	\$200.00	\$300.00	\$450.00
4.	Fail to keep enclosures in good repair	4.4	\$200.00	\$300.00	\$450.00
5.	Obstruct/hinder/interfere with an officer or agent in lawful exercise of powers or duties	8.4	\$350.00	\$350.00	\$350.00

Appendix 7: Prohibit the throwing, placing, or depositing of debris on private property or municipal property By-Law 18-2014

Item	Short Form Wording	Section	Administrative Penalty 1 st Offence	Administrative Penalty 2 nd Offence	Administrative Penalty 3 rd Offence
1	Deposit debris on private property without authority	S.3	\$200.00	\$300.00	\$450.00
2	Deposit debris on Township property without authority	S.4	\$200.00	\$300.00	\$450.00
3	Owner fail to remove debris from property	S.5	\$200.00	\$300.00	\$450.00
-4	Place debris in receptacle without consent	S.6	\$50.00	\$75.00	\$112.50
5.	Place residential/institutional/business debris in Township receptacle without consent	S.7	\$50.00	\$75.00	\$112.50
6	Permit debris to be blown/transferred to land/street/watercourse	S.8	\$50.00	\$75.00	\$112.50

Appendix 8: Regulate the requirements for swimming pools By-Law 06-2016

Item	Short Form Wording	Section	Administrative Penalty 1 st Offence	Administrative Penalty 2 nd Offence	Administrative Penalty 3 rd Offence
1.	Install a pool without a permit	8.1(a)	\$100.00	\$150.00	\$225.00
2.	Cause the installation of a pool without a permit	8.1(b)	\$200.00	\$300.00	\$450.00
3.	Occupy a pool or permit it to be occupied without approval	8.1(c)	\$250.00	\$375.00	\$562.50
4.	Fail to construct or maintain pool enclosure	8.1(d)	\$200.00	\$300.00	\$450.00
5.	Permit water to be placed in pool without enclosure	8.1 (e)	\$300.00	\$450.00	\$675.00
6.	Fail to provide temporary fencing	8.1(f)	\$200.00	\$300.00	\$450.00
7.	Fail to totally enclose pool area with fence	8.1 (g)	\$200.00	\$300.00	\$450.00
8.	Height of pool exceeds 2 meters	8.1(h)	\$200.00	\$300.00	\$450.00
9.	Fail to respect minimum depth of pool at location of diving platform	8.1(i)	\$200.00	\$300.00	\$450.00
10.	Fail to respect minimum depth of pool at location of slide	8.1(j)	\$200.00	\$300.00	\$450.00
11.	Fail to respect maximum height of slide	8.1(k)	\$200.00	\$300.00	\$450.00
12.	Permit above-ground pool to have slide or diving platform	8.1(l)	\$200.00	\$300.00	\$450.00
13.	Fail to install device to prevent climbing of ladder	8.1(m)	\$150.00	\$225.00	\$337.50
14.	Fail to locate pool 1.5meters from septic tank	8.1(n)	\$250.00	\$375.00	\$562.50
15.	Fail to locate pool 5 meters from septic bed	8.1(o)	\$250.00	\$375.00	\$562.50
16.	Fail to provide prescribed hardware on access door	8.1 (p)	\$150.00	\$225.00	\$337.50
17.	Fail to lock gate while pool was unsupervised	8.1(q)	\$150.00	\$225.00	\$337.50
18.	Obstruct the visibility of or remove a notice	8.2(a)	\$200.00	\$300.00	\$450.00
19.	Obstruct an inspector	8.2(b)	\$350.00	\$350.00	\$350.00

Appendix 9: Clear Cutting By-Law 43-2021

Item	Short Form Wording	Section	Administrative Penalty 1st Offence	Administrative Penalty 2nd Offence	Administrative Penalty 3rd Offence
1.	Harvesting woodlands without a permit	4.1	\$1000.00	\$1500.00	\$2250.00
2.	Fail to comply with an order	4.2 (a)	\$2500.00	\$3750.00	\$5500.00
3.	Remove or deface any order	4.2 (b)	\$500.00	\$500.00	\$500.00

Appendix 10: Open Air Burning By-Law 36-2021

Item	Short Form Wording	Section	Administrative Penalty 1 st Offence	Administrative Penalty 2 nd Offence	Administrative Penalty 3 rd Offence
1.	Burning or permit to burn with wind velocity greater than 15km/h	2.4	\$200.00	\$300.00	\$450.00
2.	Burning or permit to burn during a dry period	2.6	\$400.00	\$600.00	\$900.00
3.	Burning or permit to burn petroleum products, plastics, rubber or any other material that causes excessive smoke or noxious fumes	2.7	\$400.00	\$600.00	\$900.00
4.	Burning or permit to burn buildings or machinery	2.8	\$400.00	\$600.00	\$900.00
5.	Burning or permit to burn on any type of road allowance or where it interferes with traffic	2.10	\$250.00	\$375.00	\$562.50
6.	Leaving a fire without fully extinguishing it	2.11	\$200.00	\$300.00	\$450.00
7.	Permit a fire to have an adverse affect	2.12	350.00	\$525.00	\$787.50
8.	Burning or permit to burn household garbage	2.7	\$200.00	\$300.00	\$450.00
9.	Having an open air fire in a commercial, industrial or wrecking yard zoned properties	2.13	\$400.00	\$600.00	\$900.00
10.	Failing to comply with the conditions of the permit	8.3	\$150.00	\$225.00	\$337.50
11.	Fail or refuse to produce permit	2.19	\$150.00	\$225.00	\$337.50
12.	Fail to supervise fire continuously	2.5	\$150.00	\$225.00	\$337.50
13.	Burning or permit to burn other material than those for which a permit was issued	3.1 e 4.1 d 5.1 f	\$150.00	\$225.00	\$337.50
14.	Burning or permit to burn without a permit (Recreational fire)	2.2 (a)	\$100.00	\$150.00	\$225.00
15.	Burning or permit to burn without a permit (Brush fire)	2.2(b)	\$200.00	\$300.00	\$450.00
16.	Burning or permit to burn without a permit (Farm and Agricultural fires)	2.22 (c)	\$1000.00	\$1500.00	\$2250.00
15.	Burning or permit to burn within 75 meters of any building, structures, standing timber or any flammable or combustible material	5.1 a	\$350.00	\$525.00	\$787.50
16.	Burning or permit to bum a pile exceeding 6 cubic meters.	5.1c	\$400.00	\$600.00	\$900.00
17.	Failing to have 15 meters between burn piles	5.1d	\$400.00	\$600.00	\$900.00
18.	Burning or permit to burn windrows	5.1e	\$400.00	\$600.00	\$900.00
19.	Burning or permit to burn a fire within 200 meters adjacent to a residence	5.1b	\$400.00	\$600.00	\$900.00
20.	Burning or permit to burn within 50 meters of a dwelling or 5 meters within a property line	4.1 a,b	\$300.00	\$450.00	\$675.00
21.	Burning or permit to burn within 15 meters from a forest, woodland or building	4.1c	\$300.00	\$450.00	\$675.00
22.	Burning or permit to burn during a prohibited time.	2.18	\$300.00	\$450.00	\$675.00

23.	Burning or permit to burn a pile exceeding 2 cubic meters	4.1 e	\$300.00	\$450.00	\$675.00
24.	Failing to burn one pile at a time	4.1 f	\$300.00	\$450.00	\$675.00
25.	Failing to comply with the conditions for recreational open air burning	Part 3	\$100.00	\$150.00	\$225.00
26.	Obstruct an officer	8.1	\$500.00	\$500.00	\$500.00
27.	Fail to comply with an order to extinguish	8.3	\$500.00	\$500.00	\$500.00
28.	Fail to identify upon request	2.21 b	\$500.00	\$500.00	\$500.00
29.	Give false or incorrect information	2.21 C	\$250.00	\$250.00	\$250.00

Appendix 11: Property Standards By-Law 42-2008

Item	Short Form Wording	Section	Administrative Penalty 1 st Offence	Administrative Penalty 2 nd Offence	Administrative Penalty 3 rd Offence
1	Keeping property under hazardous conditions	3/a)	\$300.00	\$450.00	\$675.00
2	Failure to keep dwelling unit clean and sanitary	3(b)(1)	\$200.00	\$300.00	\$450.00
3	Failure to keep exits from dwelling unit clear of obstructions	3(b)(2)	\$200.00	\$300.00	\$450.00
4	Failure to maintain or repair property in a good and workmanlike manner	3(c)	\$200.00	\$300.00	\$450.00
5	Failure to keep yard or vacant land free of rubbish or other debris	4(a)	\$300.00	\$450.00	\$675.00
6	Failure to keep yard or vacant land free of health, fire or safety hazards	4(b)	\$300.00	\$450.00	\$675.00
7	Failure to keep yard or vacant land free of wrecked, dismantled, discarded or abandoned machinery, vehicles, trailers or boats	4(c)	\$300.00	\$450.00	\$675.00
8	Failure to keep yard or vacant land free from noxious weeds	4(d)	\$200.00	\$300.00	\$450.00
9	Failure to keep yard or vacant land free from dilapidated, collapsed or partially constructed structures	4(e)	\$200.00	\$300.00	\$450.00
10	Failure to keep yard or vacant land free from vermin	4(f)	\$200.00	\$300.00	\$450.00
11	Failure to keep yard or vacant land free from dead, decayed or damaged trees	4(g)	\$200.00	\$300.00	\$450.00
12	Failure to maintain yard to prevent storm water from forming ponds	5(a)	\$300.00	\$450.00	\$675.00
13	Failure to maintain yard to prevent soil erosion or instability	5(b)	\$300.00	\$450.00	\$675.00
14	Failure to maintain yard to keep surface water run-off from entering buildings	5(c)	\$300.00	\$450.00	\$675.00
15	Failure to maintain yard to prevent unsightly appearance	5(d)	\$300.00	\$450.00	\$675.00
16	Failure to maintain yard free of ruts and holes	5(e)	\$200.00	\$300.00	\$450.00
17	Failure to maintain yard to provide for safe passage	5(f)	\$300.00	\$450.00	\$675.00
18	Failure to maintain yard to prevent nuisance to users of other Properties	5(g)	\$300.00	\$450.00	\$675.00
19	Discharge sewage other than to approved sewage system	6(a)	\$350.00	\$525.00	\$787.50
20	Discharge sewage onto surface of the ground	6/h)	\$350.00	\$525.00	\$787.50
21	Failure to drain roof drainage, storm water or discharges from swimming pools and sump pumps to prevent ponding or water entry into buildings	6(c)(1)	\$300.00	\$450.00	\$675.00
22	Allowing roof drainage, storm water or discharges from swimming pools and sump pumps to be discharged on walkways, stairways or neighboring properties	6(c)(2)	\$200.00	\$300.00	\$450.00
23	Failure to maintain surfaced paths, walkways, patios, steps, ramps, building entrances, driveways, and parking areas free for hole or settlements that could cause injury or accident	7(a)	\$200.00	\$300.00	\$450.00
24	Failure to maintain surfaced paths, walkways, patios, steps, ramps, building entrances, driveways, and parking areas to provide safe passage in inclement weather	7(b)	\$200.00	\$300.00	\$450.00
25	Failure to maintain surfaced paths, walkways, patios, steps, ramps, building entrances, driveways, and parking areas sufficiently illuminated at night	7(c)	\$200.00	\$300.00	\$450.00
26	Failure to construct or maintain accessory building with suitable and uniform materials	8(a)	\$200.00	\$300.00	\$450.00
27	Failure to keep accessory building structurally sound	8(b)	\$300.00	\$450.00	\$675.00

28	Failure to protect accessory building from the elements	8(c)	\$200.00	\$300.00	\$450.00
29	Failure to keep elevating devices in good repair and safe condition	9	\$300.00	\$450.00	\$675.00
30	Failure to maintain structurally sound building	10 (a)	\$200.00	\$300.00	\$450.00
31	Failure to keep exterior building components free of loose or improperly secured materials	10 (b)	\$200.00	\$300.00	\$450.00
32	Failure to maintain structurally sound foundation	11	\$300.00	\$450.00	\$675.00
33	Failure to maintain exterior walls of residential building	12(a)	\$300.00	\$450.00	\$675.00
34	Failure to prevent deterioration of exterior building surfaces due to vermin or weather	12(b)	\$300.00	\$450.00	\$675.00
35	Failure to maintain all exterior surfaces of residential property with adequate weather protection	12(c)	\$200.00	\$300.00	\$450.00
36	Failure to ensure that appropriate materials used for visible exterior surfaces	12(d)	\$300.00	\$450.00	\$675.00
37	Failure to remove or obliterate stains and other defacement from exterior surfaces of residential property	12(e)	\$200.00	\$300.00	\$450.00
38	Failure to keep stairs, ramps, porches, balconies, and landings free of hazardous defects	13(a)	\$300.00	\$450.00	\$675.00
39	Failure to install and maintain guard on ramp or stairway	13(b)	\$300.00	\$450.00	\$675.00
40	Failure to install and maintain guard on landing, Porch, or balcony	13(c)	\$300.00	\$450.00	\$675.00
41	Failure to keep vacant building clear of garbage, refuse, debris and hazardous objects or conditions	14(a)	\$300.00	\$450.00	\$675.00
42	Failure to disconnect utilities from vacant building	14(b)	\$300.00	\$450.00	\$675.00
43	Failure to board up vacant building	14(c)	\$300.00	\$450.00	\$675.00
44	Failure to maintain residential property in clean, sanitary, and safe condition	15(a)	\$350.00	\$525.00	\$787.50
45	Failure to maintain residential building or dwelling unit in clean, sanitary and safe condition	15(b)	\$200.00	\$300.00	\$450.00
46	Permitting storage of obstructions within a means of egress from a dwelling unit	15(c)	\$200.00	\$300.00	\$450.00
47	Failure to provide sufficient garbage receptacles for residential property	16(a)	\$200.00	\$300.00	\$450.00
48	Keeping unprotected bags of garbage outdoors	16(c)	\$100.00	\$150.00	\$225.00
49	Failure to wash and disinfect garbage chute, garbage disposal room, garbage storage area, garbage container or receptacle as necessary	16(d)(1)	\$200.00	\$300.00	\$450.00
50	Failure to make garbage chute, garbage disposal room, garbage storage area, garbage container or receptacle available to all occupants	16(d)(2)	\$200.00	\$300.00	\$450.00
51	Failure to maintain garbage chute, garbage disposal room, garbage storage area, garbage container or Receptacle in good repair	16(d)(3)	\$200.00	\$300.00	\$450.00
52	Failure to provide sufficiently large receptacle for multi-dwelling" building"	16(e)	\$300.00	\$450.00	\$675.00
53	Keeping outdoor receptacle in public view	16(f)	\$200.00	\$300.00	\$450.00
54	Failure to ensure regular removal of garbage from residential property	16(g)	\$100.00	\$150.00	\$225.00
55	Keeping improper compost heap on residential property	17	\$200.00	\$300.00	\$450.00
56	Failure to keep residential property free of vermin	18(a)	\$200.00	\$300.00	\$450.00
57	Failure to keep openings in residential building screened to exclude vermin	18(c)	\$200.00	\$300.00	\$450.00
58	Failure to install exterior windows and doors on residential building	19(a)	\$300.00	\$450.00	\$675.00
59	Failure to keep exterior windows and doors on residential building weatherproof and sealed to exclude vermin	19(b)	\$200.00	\$300.00	\$450.00

58	Failure to repair or replace decayed or deteriorated doors, doorframes, window frames, sashes, casings, or weather-stripping:	19(c)	\$200.00	\$300.00	\$450.00
59	Failure to equip openable exterior windows and doors with secure locks	19(d)	\$200.00	\$300.00	\$450.00
60	Failure to provide entrance doors in dwelling unit that are lockable from inside and outside	19(e)	\$200.00	\$300.00	\$450.00
61	Failure to properly maintain voice communications and remote unlocking system in multiple dwelling residential building	19(f)	\$350.00	\$525.00	\$787.50
62	Failure to ensure roof is water-tight	20(a)	\$200.00	\$300.00	\$450.00
63	Failure to keep roof free of loose, unsecured, or unsafe objects or materials	20(b)	\$200.00	\$300.00	\$450.00
64	Failure to keep roof free of hazardous accumulations of snow and ice	20(c)	\$200.00	\$300.00	\$450.00
65	Failure to properly maintain eaves troughs	20(d)	\$200.00	\$300.00	\$450.00
66	Failure to keep smokestacks, vent stacks, aerials, satellite dishes, lightning arrestors, or similar structures in good repair	20(e)	\$200.00	\$300.00	\$450.00
67	Failure to maintain floor, ceiling, or wall in dwelling unit free of holes, cracks, loose coverings, and other defects	21(a)	\$200.00	\$300.00	\$450.00
68	Failure to keep wall or ceiling around bathtub, or shower impervious to water and readily cleanable	21(b)	\$200.00	\$300.00	\$450.00

69	Failure to keep floor in dwelling unit level and in good repair	21(c)	\$200.00	\$300.00	\$450.00
70	Failure to keep impervious to water a floor in a room with a plumbing fixture	21(d)	\$200.00	\$300.00	\$450.00
71	Failure to equip kitchen in dwelling unit with proper sink and surrounding countertop	22(a)	\$200.00	\$300.00	\$450.00
72	Failure to equip kitchen in dwelling unit with sufficient cupboard or Pantry Space	22(b)	\$200.00	\$300.00	\$450.00
73	Failure to equip kitchen in dwelling unit with sufficient or proper work surface	22(c)	\$200.00	\$300.00	\$450.00
74	Failure to equip kitchen in dwelling unit with space and connections for cooking and refrigeration appliances	22(d)	\$200.00	\$300.00	\$450.00
75	Failure to equip dwelling unit with fully operational full bathroom	23(a)	\$300.00	\$450.00	\$675.00
76	Failure to equip room containing toilet, bathtub, or shower with lockable door	23(c)	\$200.00	\$300.00	\$450.00
77	Failure to ensure that shared toilet or bathroom is directly accessible from common element of building	23(d)	\$300.00	\$450.00	\$675.00
78	Failure to ensure adequate supply of running potable water in a dwelling unit	24(a)	\$200.00	\$300.00	\$450.00
79	Failure to keep plumbing, plumbing fixtures and connection to sewage lines free of leaks	24(b)	\$350.00	\$525.00	\$787.50
80	Failure to protect water pipes and fixtures from freezing	24(c)	\$200.00	\$300.00	\$450.00
81	Failure to connect waste pipes to sewage system through water seal traps	24(d)	\$350.00	\$525.00	\$787.50
82	Failure to ensure that plumbing fixtures impervious to water and easily cleaned	24(e)	\$200.00	\$300.00	\$450.00
83	Failure to connect wired dwelling to approved electrical supply	25(a)	\$350.00	\$525.00	\$787.50
84	Failure to maintain electrical wires, fixtures and appliances in good repair	25(b)	\$200.00	\$300.00	\$450.00
85	Failure to supply habitable room with sufficient electrical outlets	25(c)	\$200.00	\$300.00	\$450.00
86	Failure to ensure that extension cords not used on permanent basis in dwelling unit	25(d)	\$200.00	\$300.00	\$450.00
87	Failure to ensure that bathroom, powder room, kitchen, laundry, furnace room, basement, cellar, non-habitable work or storage room, hallway or stairwell has permanent light fixture	25(e)	\$200.00	\$300.00	\$450.00

88	Failure to provide sufficient lighting in dwelling unit	25(f)	\$200.00	\$300.00	\$450.00
89	Failure to provide heating system capable of maintaining 21°C in all rooms	26(a)	\$300.00	\$450.00	\$675.00
90	Failure to maintain heating system in good and safe working condition	26(b)	\$300.00	\$450.00	\$675.00
91	Failure to store heating system fuel safely	26(d)	\$350.00	\$525.00	\$787.50
92	Failure to properly vent combustion gases from heating appliance	26(e)	\$350.00	\$525.00	\$787.50
93	Failure to maintain and protect from elements a fire escape	27(a)	\$350.00	\$525.00	\$525.00
94	Failure to ensure that fire escape easily accessible from dwelling unit	27(b)	\$350.00	\$525.00	\$787.50
95	Failure to keep fire escape free of obstructions	27(c)	\$350.00	\$525.00	\$787.50

96	Failure to keep means of egress available from all points in a residential building	28(a)	\$350.00	\$525.00	\$525.00
97	Failure to keep means of egress available from all points in a dwelling unit	28(b)	\$350.00	\$525.00	\$525.00
98	Failure to keep 2 means of egress available from all dwelling units in a multi-dwelling building	28(c)	\$350.00	\$525.00	\$787.50
99	Failure to provide adequate exterior windows or skylights in a habitable room	29	\$200.00	\$300.00	\$450.00
100	Failure to provide adequate natural ventilation openings in a habitable room, bathroom or Powder room	30(a)	\$200.00	\$300.00	\$450.00
101	Failure to provide adequate natural ventilation openings in a basement, cellar, or unheated crawl space	30(b)	\$200.00	\$300.00	\$450.00
102	Permitting interruption of heat, electricity, gas, refrigeration or water to a rental dwelling unit	31	\$300.00	\$450.00	\$675.00
103	Permitting more than allowable number of permanent residents in a dwelling unit	32(a)	\$350.00	\$525.00	\$525.00
104	Permitting use of undersized room for sleeping	32(b)	\$350.00	\$525.00	\$525.00
105	Permitting warehousing or storage of materials and equipment in non-residential yard	33	\$350.00	\$525.00	\$525.00
106	Failure to provide sufficient illumination of non-residential property	35(a)	\$350.00	\$525.00	\$525.00
107	Failure to comply with an order of a Property Standards Officer	38(c)	\$350.00	\$525.00	\$525.00

BY-LAW No. 20-2023

Schedule "C"

Administrative Fees

ITEM	FEE AMMOUNT
MTO Search Fee	\$15.00
Late Payment Fee	\$25.00
NSF Fee	\$25.00
Hearing Non-appearance Fee	\$100.00
Plate Denial Request Fee	\$25.00
Service by Registered Mail Fee	\$15.00
Title Search Fee	\$50.00

Note that Fees listed in Schedule "C" to this By-law will be subject to Harmonized Sale Tax (H.S.T.) where applicable.

BY-LAW No. 20-2023
Schedule "D"
Request for a Review Form

REQUEST FOR A REVIEW BY A SCREENING OR HEARING OFFICER

Continued from page 1.	
Attachment(s) included (please check relevant box) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Statement of Penalty Notice Recipient	
I represent and warrant that: I am the registered owner of the vehicle (for Parking Penalty Notices only); or I am the person named on the Penalty Notice (for Non-Parking Penalty Notices Only); I acknowledge that if I fail to appear and to remain at my scheduled In-Person Hearing until my matter has been determined by the Hearing Officer, I will be deemed to have abandoned my request for a Hearing, the Administrative Penalty will be affirmed, and I will be liable for any additional Administrative Fees; and I have read and understand the conditions of this a location.	
Signature	Date
Instructions for Submitting Request for Review Form	
Please submit your completed form to the Township of North Glengarry by:	
a) Regular letter mail to: 3720 County Rd 34, RR 2, Alexandria, ON, K0C 1A0 b) Email scanned copy to: info@northglengarry.ca c) Facsimile (Fax) to: 613-525-1649 d) In person at: 3720 County Rd 34, Alexandria, ON, K0C 1A0	
INTERNAL USE ONLY Application Received Date:	
Decision Date:	
Date Owner Notified:	
Notification by: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In Person	
Officer's Name:	Signature:

Personal information contained on this form is collected and will be used for the purpose of administering the Township's AMPS By-law. Questions about this collection should be directed to the Township of North Glengarry 613-525-1116.

BY-LAW No. 20-2023

Schedule "E"

Request for Extension to Obtain a Screening Form

Applicants are responsible for the completion and content of this form

Penalty Notice Recipient		
Name (first and last)	Home Telephone	
Address	Other Telephone	
City	Fax Number	
Province	Postal Code	Email Address

Penalty Notice Information (Infraction) Please provide the information found on the Penalty Notice		
Penalty Notice No	Penalty Date	Plata Number or Nama on Penalty Notice
Location where the Infraction Occurred		
Offence	Section Number	

I was not able to request a screening within 15 days of the Penalty Date due to:		
<input type="checkbox"/> Personal Medical Emergency	<input type="checkbox"/> Travel Outside of the County on the following date:	<input type="checkbox"/> Other reasons specified below
Please note that extensions will not be granted where there is a contention that a ticket was not served Municipal Law Enforcement Officers are trained to take a photo of a ticket on the vehicle. Mailed Penalty Notices are deemed served 7 days aner Being sent By regular mail.		
Reason for Request for Extension you are required to provides specific reasons		
<ul style="list-style-type: none"> Please provide a tactual and detailed explanation of your reason(S) for your Extension request. It you Wish to support your Extension Request With other documentation, please attach them to this request This form will be provided to when it is either approved or denied. 		
Continued on next page.		

BY-LAW No. 20-2023

Schedule "E"

Request for Extension to Obtain a Screening Form

Statement of Penal Notice Recipient	
Represent and warrant that: <ul style="list-style-type: none">• I am the registered owner of the vehicle bearing the number plate specified in the Penalty NoticeOr:• I am a third party authorized in writing to act on behalf of the vehicle owner named in the Penalty Notice and will provide such written authorization to the screening officer.• I have read and understand the conditions of this application	
Signature	Date

Instructions for Submitting Request for Review Form
Please submit your completed form to the Township of North Glengarry: <ul style="list-style-type: none">a) <i>Regular letter mail to:</i> 3720 County Rd 34, RR 2, Alexandria, ON, K0C 1A0b) <i>Email scanned copy to:</i> info@northglengarry.cac) <i>Facsimile (Fax) to:</i> 613-525-1649d) <i>In person at:</i> 3720 County Rd 34, Alexandria, ON, K0C 1A0

INTERNAL USE ONLY	
Application Received Date:	
Decision Date:	
Date Owner Notified:	
Notification by: <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> In Person	
Officer's Name:	Signature:

Personal information contained on this form is collected and will be used for the purpose of administering the Township's AMPS By-law. Questions about this collection should be directed to the Township Of North Glengarry at 613-525-1116.

BY-LAW No. 20-2023

Schedule "F"

Request for Extension to Obtain a Hearing Form

Applicants are responsible for the completion and content of this form.

Penalty Notice Receipt		
Name (first and last)	Home Telephone	
Address	Other Telephone	
City	Fax Number	
Province	Postal Code	Email Address

Penalty Notice Information (Infraction) Please provide the information found on the penalty notice.		
Penalty Notice No.	Penalty Date	Plate Number or Name on Penalty Notice
Location where the infraction Occurred		
Offence	Section Number	

I was not able to request a Hearing within 30 days of the Penalty Date due to:		
<input type="checkbox"/> Personal Medical Emergency	<input type="checkbox"/> I Travel Outside of the County on the following date:	<input type="checkbox"/> Other reasons specified below
Please note that extensions will not be granted where there is a contention that a ticket was not served Municipal Law Enforcement Officers are trained to take a photo of a ticket on the vehicle. Mailed Penalty Notices are deemed served 7 days after being sent by regular mail.		
Reason for Request for Extension (you are required to provide specific reason(s)):		
<ul style="list-style-type: none"> Please provide a factual and detailed explanation of your reason(s) for your Extension request. If you wish to support your Extension Request with other documentation, please attach them to this request. This form will be provided to you when it is either approved or denied. 		
Continued on next page.		

BY-LAW No. 20-2023

Schedule "F"

Request for Extension to Obtain a Hearing Form

Statement of Penalty Notice Recipient

I represent and warrant that:

- I am the registered owner of the vehicle bearing the number plate specified in the Penalty Notice or;
- I am a third party authorized in writing to action behalf of the vehicle owner named in the Penalty Notice and I will provide such written authorization to the screening officer.
- I have read and understand the conditions of this application.

Signature

Date

Instructions for Submitting Request for Review Form

Please submit your completed form to the Township of North Glengarry by:

- a) Regular letter mail to: 3720 County Rd 34 RR 2, Alexandria, ON, K0C 1A0
- b) Email scanned copy to: info@northdundas.com
- c) Facsimile (Fax) : 613-525-1649
- d) In person at: 3720 County Rd 34, Alexandria, ON, K0C 1A0

INTERNAL USE ONLY

Application Received Date:

Decision Date:

Date Owner Notified:

Notification by: Email Mail Z Fax In Person

Officer's Name:

Signature:

Personal information contained on this form is collected and will be used for the purpose of administering the Township's AMPS By-law. Questions about this collection should be directed to the Township of North Glengarry at 613-525-1116.