

## THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

### BY-LAW No. 2026-52

Being A By-Law to establish an Administrative Monetary Penalty System (AMPS) for the Municipality of South Dundas and to repeal By-Law No. 2021-33 and By-Law No. 2025-70 and 2025-80.

**WHEREAS** Section 102.1 of the *Municipal Act, 2001*, c.25. as amended, (the "Municipal Act") and Ontario Regulation 333/07 (the "Regulation") authorize The Corporation of the Municipality of South Dundas (the "Municipality") 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 Municipality to require a person, subject to such conditions as the Municipality considers appropriate, to pay an administrative penalty if the Municipality is satisfied that the person has failed to comply with a By-law of the Municipality;

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

**AND WHEREAS** the Council of the Municipality is of the opinion that the delegations of legislative power under this By-law to the Municipal Clerk, to Hearings 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;

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

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

**AND WHEREAS** the Council of the Municipality considers it desirable and necessary to provide for a system of administrative penalties and administrative fees for the designated Municipality's By-laws, or portions of the designated Municipality's By-laws.

**NOW THEREFORE** The Corporation of the Council of the Municipality of South Dundas enacts as follows:

### Part 1 – SHORT TITLE

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

### Part 2 - DEFINITIONS

2. For the purposes of this By-law, the following definitions shall apply:

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

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“**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 Clerk of the Municipality of South Dundas, or any person designated by them;

“**Council**” means the Council of the Municipality of South Dundas;

“**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 Planning, Building and Enforcement, or designate;

“**Extension Period**” means a period from time to time established by the Municipality;

“**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 Hearings Officer, and listed in Schedule “B”;

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

“**Hearings Officer**” means a person appointed by Council who performs the functions of a Hearings Officer in accordance with Part 7 of this By-law, and pursuant to the Municipality’s Screening and Hearings Officer By-law No. 2021-27;

“**Holiday**” means a Saturday, Sunday, any statutory holiday in the Province of Ontario, or any Day the offices of the Municipality 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), or related authority, and listed in Schedule “B”;

“**Municipality/Corporation**” means the Corporation of The Municipality of South Dundas;

“**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 Municipality 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”;

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“**Officer**” means each a Provincial Offences Officer of the Municipality or other person appointed by or under the authority of a Municipal By-law to enforce Municipal By-laws;

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

“**Penalty Notice Date**” means the date of the contravention specified on the Penalty Notice in accordance with Subsection 4.1 of this By-law;

“**Penalty Notice Number**” means the number specified on the Penalty Notice pursuant to Subsection 4.1 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 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 Hearings Officer**” means the request which may be made in accordance with Part 7 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 Part 6 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 Hearings Officer, attached hereto as Schedule “C”;

“**Review by a Hearings Officer**” and “**Hearing**” mean the process set out in Part 7 of this By-law;

“**Review by a Screening Officer**” and “**Screening**” means the process set out in Part 6 of this By-law;

“**Screening Decision**” means a notice which contains the decision of a Screening Officer, delivered in accordance with Subsection 6.12 of this By-law; and

“**Screening Officer**” means a person appointed by Council who performs the functions of a Screening Officer in accordance with Part 6 of this By-law, and pursuant to the Municipality’s Screening and Hearings Officer By-law No. 2021-34.

**Part 3 – APPLICATION OF THIS BY-LAW**

3. The By-laws, or portions of Municipal By-laws, listed in Schedule “A” of this By-law shall be Designated By-laws for the purposes of Sections 102.1 and 434.1(1) of the Municipal Act, sections 15.4.1(1) of the Building Code Act, and paragraph 3(1)(b) of the Regulation. The attached Schedules sets out the Administrative Penalty and may include short form language to be used on Penalty Notices, for the contraventions of Designated By-laws.

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- 3.1 Schedule "B" of this By-law shall set out Administrative Fees imposed for the purposes of this By-law.
- 3.2 The *Provincial Offences Act*, as amended, does not apply to a contravention of a Designated By-law.

**PART 4 – PENALTY NOTICE**

4. Every Person who contravenes a provision of a Designated By-law shall, upon issuance of a Penalty Notice, be liable to pay the Municipality an Administrative Penalty in the amount specified in the attached Schedule "A" to this By-law.
- 4.1 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.
- 4.2 Where a contravention of a Designated By-law continues for more than one day, the Officer may issue a separate Penalty Notice for each day or part of a day on which the contravention continues, and each such Penalty Notice shall be deemed to be for a separate contravention for which a separate Administrative Penalty shall be payable.
- 4.3 A Penalty Notice shall include the following information, as applicable:
- i. The Penalty Notice Date;
  - ii. A Penalty Notice Number;
  - iii. The date on which the Administrative Penalty is due and payable, fifteen (15) days from service of the Penalty Notice;
  - iv. The contravention wording as listed in the attached Schedules, or other particulars reasonable sufficient to indicate the contravention;
  - v. The amount of the Administrative Penalty;
  - vi. 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,
  - vii. A statement advising that an unpaid Administrative Penalty, including any applicable Administrative Fee(s), will constitute a debt of the Person to the Municipality unless cancelled pursuant to Screening Review of Hearing process.
- 4.4 In addition to the service methods provided in Part 8 "Service of Documents" of this By-law, an Officer may serve the Penalty Notice of a Person by:
- i. Affixing it to the vehicle in a conspicuous place at the time of a parking or traffic-related contravention; or,
  - ii. Delivering it personally to the Person,
    - a) 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
    - b) For all other contraventions, within thirty (30) days of the contravention.
- 4.5 No Officer may accept payment of an Administrative Penalty or Administrative Fee.
- 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 Municipality any applicable Administrative Fee(s) as specified in the attached Schedule "B" to this By-law.

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**Part 5 – VOLUNTARY PAYMENT OF PENALTY NOTICE**

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

**Part 6 – REVIEW BY A SCREENING OFFICER**

6. 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 Subsection 4.3 iii, and in accordance with the process set out in Subsection 6.3.
- 6.1 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, in accordance with the process set out in Subsection 6.3.
- 6.2 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:
  - i. 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;
  - ii. The Administrative Penalty shall be deemed to be confirmed; and
  - iii. The Administrative Penalty shall not be subject to any further review, including a review by any Court.
- 6.3 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 “C”, and in accordance with the directions included therein.
- 6.4 Requests for a Review by a Screening Officer that are not in the prescribed format shall be deemed to be invalid.
- 6.4 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 Subsection 8.4 of this By-law.
- 6.5 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 Part 6 or Subsection 6.1 of this By-law.
- 6.6 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.
- 6.7 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

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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 Part 8.

- 6.8 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 Part 8.
- 6.9 On a Review by a Screening Officer of an Administrative Penalty, the Municipality will direct that the Review by a Screening Officer to proceed by way of a written screening unless, in the Municipality's discretion, an in-person or telephone appointment is required.
- 6.10 Where a Person fails to provide requested documentation in accordance with a request by a Screening Officer:
  - i. The Person shall be deemed to have abandoned the request for a Review by a Screening Officer of the Administrative Penalty;
  - ii. The Administrative Penalty as set out in the Penalty Notice shall be deemed to be confirmed;
  - iii. The Administrative Penalty shall not be subject to any further review, including a review by any Court; and
  - iv. The Person shall pay to the Municipality the Administrative Penalty, and any other applicable Administrative Fee(s).
- 6.11 On a Review by a Screening Officer of an Administrative Penalty, the Screening Officer may:
  - i. 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,
  - ii. 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:
    - iii. Defective form or substance on the Penalty Notice;
    - iv. Service of the Penalty Notice did not occur in accordance with Part 8.
- 6.12 After a Review by Screening Officer, the Screening Officer shall issue a Screening Decision to the Person, delivered in accordance with Part 8 of this By-law.
- 6.13 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.

**Part 7 – REVIEW BY A HEARINGS OFFICER**

7. A Person may Request for a Review by Hearings Officer within thirty (30) days of issuance of a Screening Decision in accordance with By-law No. 2021-34, as amended from time to time (the "Screening and Hearings Officer By-law").
- 7.1 If a Person has not requested a Review by Hearings 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 Hearings

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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 Subsection 7.3.

7.2 A Person's right to request an extension of time to Request for a Review by a Hearings Officer expires, if it has not been exercised, on or before forty-five (45) days after the Screening Decision date, at which time:

- i. The Person shall be deemed to have waived the right to request a Review by a Hearings Officer or request an extension of time for a Review by a Hearings Officer;
- ii. The Screening Decision shall be deemed to be confirmed; and,
- iii. The Administrative Penalty shall not be subject to any further review, including a review by any Court.

7.3 A Person's Request for a Review by a Hearings Officer or request for an extension of time to request a Review by a Hearings Officer is exercised by a submission by email, mail, or fax transmission, using the Request for Review Form, attached hereto as Schedule "C", and in accordance with the directions included therein.

- i. Requests for a Review by a Hearings Officer that are not in the prescribed format shall be deemed to be invalid.

7.4 A Request for a Review by a Hearings Officer or request for an extension of time to request a Review by a Hearings Officer shall be served in accordance with the provisions of Subsection 8.4 of this By-law.

7.5 A Request for a Review by a Hearings Officer or a request for an extension of time to request a Review by a Hearings Officer shall only be scheduled by the Director if the Person makes the request on or before the dates established by Part 7 or Subsection 7.1 of this By-law.

7.6 The Director may grant a request to extend the time to request a Review by Hearings 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 Part 8 of this By-law.

7.7 Where an extension of time to request a Review by Hearings Officer is granted by the Director, or when a Review by Hearings Officer has been requested in accordance with this Section, a Notice of a Hearing will be provided in accordance with Part 8 of this By-law.

7.8 Where a Person fails to appear at the time and place scheduled for a Hearing:

- i. The Person shall be deemed to have abandoned the Request for a Review by a Hearings Officer;
- ii. The Screening Decision and the Administrative Penalty and any Administrative Fee(s) shall be deemed to be confirmed;
- iii. 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,
- iv. The Person shall pay to the Municipality a Hearing Non-appearance Fee, Late Payment Fee, MTO Fee if applicable and any other applicable Administrative Fee(s).

7.9 A Review by a Hearings Officer *de novo* shall be conducted in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as

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amended, and Screening and Hearings Officer By-law 2021-34, as amended from time to time.

- 7.10 The parties to a Review by a Hearings Officer shall be the Person seeking review and the Municipality, who may attend through the Director, a Screening Officer, an Officer, the Municipal Solicitor, or a delegate of any of the above persons.
- 7.11 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.
- 7.12 Upon the conclusion of a Review by a Hearings Officer, the Hearings Officer may:
  - i. Confirm the Screening Decision; or
  - ii. Cancel, reduce the penalty and/or extend the time for payment of the Administrative Penalty, including any Administrative Fee(s), on the following grounds:
    - iii. Where the Person establishes on a balance of probabilities that the Designated By-law(s) as described in the Penalty Notice was not contravened.
- 7.13 A Hearings 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.
- 7.14 After a Review by a Hearings Officer is complete, the Hearings Officer shall issue a Hearing Decision to the Person and deliver it in accordance with the Hearings Officer By-law.
- 7.15 The decision of a Hearings Officer is final.

**Part 8 – SERVICE OF DOCUMENTS**

8. 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:
  - i. 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;
  - ii. On the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the Person's last known address;
  - iii. Immediately upon the conclusion of a copy by facsimile transmission to the Person's last known facsimile transmission number; or
  - iv. Immediately upon sending a copy by electronic mail (i.e., email) to the Person's last known electronic mail address.
- 8.1 For the purposes of Subsections 8.2, 8.3, and 8.4 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 Municipality as may be required by a form, practice, or policy under this By-law.
- 8.2 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 Municipality as part of a proceeding under this By-law or sent electronically to an email address that was provided by the Person,

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there is a presumption that the notice or document is given or delivered to the Person.

8.3 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 Subsection 6.1 or a Request for a Review by a Hearings Officer pursuant to Subsection 7.3.

i. 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.

8.4 Where this By-law requires service by a Person on the Municipality, service shall be addressed to the Director, and shall be deemed effective:

- i. Immediately, when a copy is delivered by personal service to the Director at the location prescribed on the applicable form or notice;
- ii. On the seventh (7th) Day following the date a copy is sent by registered mail or by regular mail to the location prescribed on the applicable form or notice; or
- iii. 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.

**Part 9 – ADMINISTRATION**

9. 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.

9.1 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.

9.2 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 Hearings Officer.

9.3 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 Municipality a Late Payment Fee, in addition to the Administrative Penalty and any applicable Administrative Fee(s).

9.4 Where a Person makes payments to the Municipality of any Administrative Penalty, Administrative Fee(s), or Late Payment Fee(s), by negotiable instrument or credit card, for which there are insufficient funds available in the account on which the instrument was drawn, the Person shall pay to the Municipality the NSF Fee as set out in Schedule B, attached to this By-law.

9.5 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 Municipality owed by the Person.

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- 9.6 Where an Administrative Penalty, and any applicable Administrative Fee(s) or Late Payment Fee(s), are not paid by the date on which they are due and payable, the Municipality shall enforce the payment of such fees in accordance with the applicable legislation and regulations, including but not limited to the ability to 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 Municipality.
- 9.7 Where an Administrative Penalty is cancelled by a Screening Officer or Hearings Officer, any Administrative Fee(s) are also cancelled.
- 9.8 An Authorized Representative is permitted to appear on behalf of a Person at a Review by a Hearings Officer, or to communicate with the Municipality on behalf of a Person in accordance with a written authorization satisfactory to the Director.
- 9.9 Any time limit that would otherwise expire on a Holiday is extended to the next day that is not a Holiday.
- 9.10 Any Schedule attached to this By-law forms part of this By-law.

**Part 10 – SEVERABILITY**

10. 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.

**Part 11 – INTERPRETATION**

11. The provisions in Part VI of the *Legislation Act*, 2006, S.O. 2006, c.21, Schedule F, shall apply to this By-law.
- 11.1 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.

**Part 12 – EFFECTIVE DATE**

12. This By-law shall come into full force and effect on the date of passing.
13. And By-Law No. 2021-33 and By-Law No. 2025-70 be repealed in its entirety.

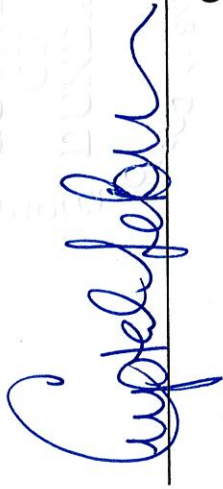
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READ and passed in open Council, signed and sealed this 10<sup>th</sup> day of June, 2026.



A handwritten signature in black ink, appearing to read "Sam Bevan", is written over a horizontal line.

MAYOR



A handwritten signature in blue ink, appearing to read "Cynthia Johnson", is written over a horizontal line.

CLERK

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**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 Bylaw (AMPS):

<b>Designated By-Law</b>	<b>Appendix</b>	<b>By-Law Number</b>
Traffic By-Law	I	2015-30
Property Standards	II	2022-20
Clean Yards	III	2026-36
Nuisance	IV	2016-20
Animal Control	V	2025-34
Park Use	VI	2026-06

- Column 1 sets out the Designated Bylaws.
- Column 2 sets out the Appendix Number.
- Column 3 sets out the Bylaw Number, as amended in the Designated Bylaws.

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**SCHEDULE "B"**

**Administrative Fees**

ITEM	FEE
MTO Search Fee	\$10.00
Late Payment Fee	\$25.00
NSF Fee	\$50.00
Hearing Non-appearance Fee	\$100.00
Plate Denial Request Fee	\$25.00
Note: Fees listed in Schedule "B" to this By-law will be subject to Harmonized Sales Tax (H.S.T.) where applicable.	





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**APPENDIX I  
Set Penalty Schedule  
TRAFFIC BY-LAW NO. 2015-30, as amended**

- Column 1: Short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 2.
- Column 2: the following table lists the provisions in the Traffic By-law No. 2015-30, as amended that are hereby designated for the purposes of Schedule “A” of the Regulation.
- Column 3: the following table sets out the Administrative Penalty amounts that are payable for contraventions of the designated provisions listed in Column 2.

Item	Short Form Wording	Provision Creating or Defining of Offence	Set Fine
1	Park recreational vehicle in Municipal parking lot	Subsection 4.4	\$60.00
2	Park more than 15cm from curb	Subsection 5.1.1	\$30.00
3	Park left wheels to curb	Subsection 5.1.2	\$30.00
4	Park vehicle outside designed spot	Subsection 5.2(a)	\$30.00
5	Park more than one vehicle in parking spot	Subsection 5.2(b)	\$30.00
6	Park in prohibited area in Municipal parking lot	Subsection 5.3	\$30.00
7	Park within 9m radius of intersection centre point	Subsection 6.1	\$30.00
8	Park within 3m of fire hydrant	Subsection 6.2	\$60.00
9	Park within 1.5m of lane or driveway	Subsection 6.3	\$30.00
10	Park obstruct driveway	Subsection 6.4	\$30.00
11	Park obstruct previously parked vehicle	Subsection 6.5	\$30.00
12	Park vehicle on highway for sale	Subsection 6.6	\$30.00
13	Park vehicle on highway for repair	Subsection 6.7	\$30.00
14	Park interfere with snow removal	Subsection 6.9	\$75.00
15	Park interfere with highway cleaning	Subsection 6.10	\$75.00
16	Vending vehicle obstruct traffic	Subsection 6.12	\$40.00
17	Park Heavy vehicle on a highway	Subsection 6.13	\$150.00
18	Park obstruct traffic	Subsection 6.14	\$40.00
19	Park prohibited area	Subsection 7.1	\$40.00
20	Park in Fire access route	Subsection 7.2.2	\$100.00

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21	Stop on sidewalk or footpath	Subsection 8.2.1	\$40.00
22	Stop in intersection or crosswalk	Subsection 8.2.2	\$40.00
23	Stop opposite excavation	Subsection 8.2.3	\$40.00
24	Stop roadside of parked vehicle	Subsection 8.2.4	\$40.00
25	Stop on bridge	Subsection 8.2.5	\$40.00
33	Stop within 30m of approach of railway	Subsection 8.2.6	\$40.00
27	Stop within 30m leaving railway	Subsection 8.2.7	\$40.00
28	Stop between 7:00am to 5:00pm in school zone	Subsection 8.2.8	\$40.00
29	Stop in no stopping zone	Subsection 9.1	\$40.00
30	Stop in school bus loading zone	Subsection 10.1	\$40.00
31	Stop or park in accessible parking zone – No Permit	Subsection 11.2	\$300.00
32	Park in accessible space – No Permit	Subsection 12.1	\$300.00
33	Obstructing an officer	Subsection 16.3	\$120.00

Note: the general penalty provision for the offences listed above, in Schedule "A" Section 13 of By-Law No. 2015-30, a certified copy of which has been filed, and Section 61 of the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33.

**Municipality of South Dundas  
By-Law 2026-52, as amended**

APPENDIX II  
Set Penalty Schedule  
By Law No. 2022-20

Standards for Maintenance and Occupancy of Property, as amended.

Item	Short Form Wording	Provision Creating or Defining of Offence	Set Fine
1	Failed to eliminate unsafe conditions.	3.2	\$400.00
2	Failed to maintain all plumbing, cooking, refrigerating appliances, and storage facilities in a clean and sanitary condition.	3.3(a)	\$300.00
3	Failed to keep exits from the dwelling clean and unobstructed.	3.3(b)	\$300.00
4	Failed to maintain dwelling unit in a clean and sanitary condition.	3.3(c)	\$300.00
5	Failed to make repairs in good workmanlike manner.	3.6	\$300.00
6	Failed to maintain every part of property in a structurally sound condition.	4.1	\$400.00
7	Failed to have exterior surfaces of buildings, structures made of materials which resist deterioration.	4.2	\$350.00
8	Failed to keep exterior walls, chimneys, roof and other parts of the building free from loose materials.	4.3	\$350.00
9	Failed to discharge sanitary sewage into Municipal sanitary sewer or on-site sewage system.	5.1	\$450.00
10	Permit a roof drainage or discharge from a sump pump or pool to discharge on sidewalk, stairs, neighbouring property or street.	5.2	\$350.00
11	Failed to discharge storm sewage so as to eliminate recurrent standing water and surface ponding.	5.3	\$350.00
12	Discharge storm sewage on the property into basement on the property adjoining properties' basement or c	5.3	\$350.00
13	Failed to maintain eavestroughs and downspouts watertight and free from leaks.	5.4(a)	\$300.00
14	Failed to maintain eavestroughs and downspouts in a good working order free from obstructions.	5.4(b)	\$300.00
15	Failed to secure eavestroughs and downspouts in a stable condition.	5.4(c)	\$300.00
16	Permit eavestroughs and downspouts to drain onto a neighbouring property.	5.4(d)	\$300.00
17	Failed to keep catch basin in good repair and free of debris and obstructions	5.5.	\$300.00
18	Failed to protect a vacant building against the risk of accident or intentional damage to the property or other properties.	6.1	\$350.00
19	Failed to keep vacant building clear of garbage rubbish and debris.	6.4	\$350.00
20	Failed to have all water, electrical and gas services turned off in vacant building.	6.4	\$350.00
21	Failed to protect the building from further damage, accident or other danger.	7.1	\$350.00
22	Failed to remove surface that has smoke damage or other defacement.	7.2	\$300.00
23	Failed to keep fire damaged building clear of all garbage, refuse and debris.	8.1	\$350.00
24	Failed to have all water, electrical and gas services turned off in fire damaged building.	8.1	\$350.00

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25	Failed to remove damaged or partly burned materials from the premise.	8.2	\$300.00
26	Failed to fill foundation within 60 days.	8.3	\$350.00
27	Failed to maintain exterior wall of a building or structure in good repair.	9.1	\$350.00
28	Failed to maintain exterior wall to prevent the entry of vermin and birds.	9.2	\$300.00
29	Failed to maintain exterior walls and their components free of vandalism or other damage.	9.3	\$300.00
30	Failed to maintain exterior walls and their components free of posters for an event that has already occurred.	9.4	\$250.00
31	Failed to maintain poster where the message is not readable due to damage or deterioration.	9.4	\$250.00
32	Failed to have roof and all of its components weather-tight.	10.1	\$350.00
33	Failed to repair or replace damaged roofing materials or components.	10.2	\$300.00
34	Failed to maintain a roof, fascia board, soffit, cornice and flashing to prevent leakage.	10.3	\$350.00
35	Failed to remove ice or snow from roof.	10.4	\$350.00
36	Failed to keep roof clean and free of rubbish or debris.	10.5(a)	\$350.00
37	Failed to keep roof clean and free of objects or conditions that may create a health or accident hazard.	10.5(b)	\$350.00
38	Failed to fit exterior openings with doors or windows.	11.1	\$400.00
39	Failed to maintain windows, doors, skylights or basement cellar hatchways in good repair	11.2	\$300.00
40	Failed to have suitable hardware on a window or entrance door.	11.3	\$250.00
41	Failed to maintain foundation in good repair.	12.1	\$350.00
42	Failed to maintain interior or exterior stairs, landings, balconies, porches or any means of access free of holes, cracks and defects.	13.1	\$350.00
43	Failed to maintain a handrail in good repair	13.2	\$300.00
44	Failed to maintain walls, ceilings and floor.	14.1	\$350.00
45	Failed to maintain all floors reasonably smooth and level.	14.2	\$300.00
46	Failed to maintain floor finishing so as to be impervious to water and readily cleanable.	14.3	\$300.00
47	Failed to maintain all plumbing, drainpipes, water pipes and fixtures in a good working order and free from leaks and defects.	15.1	\$350.00
48	Failed to protect water pipes from freezing.	15.2	\$350.00
49	Failed to provide through piping hot and cold potable water.	15.3(a)	\$400.00
50	Failed to provide through piping cold water connected to every toilet and hose bib.	15.3(b)	\$300.00
51	Failed to provide dwelling with approved supply of potable water.	15.4	\$350.00
52	Failed to provide fixture that is readily cleanable and free from cracks or other defects.	15.5	\$300.00
53	Allow a pump or back up pump to be connected to a Municipal water or sewage system.	15.6	\$350.00
54	Connect a private water source and a municipal water system.	15.7	\$350.00
55	Failed to have a heating system capable of supplying sufficient heat to maintain a temperature of not less than 22 degrees Celsius	16.1	\$350.00
56	Failed to operate and maintain heating system in good working order.	16.2(a)	\$350.00
57	Failed to operate and maintain the heating system free from unsafe conditions.	16.2(b)	\$350.00

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58	Equip dwelling unit with portable heating equipment as the primary source of heat	16.3	\$350.00
59	Failed to maintain and keep free from defects the fireplace, chimney, smoke pipe, flue and vent.	16.4	\$350.00
60	Failed to maintain electrical wiring, fixtures, switches, receptable and appliances in good working order.	17.2	\$350.00
61	Use extension cords as a permanent solution to inadequate receptable locations.	17.3	\$300.00
62	Failed to have and maintain adequate interior and exterior lighting fixtures.	18.1	\$250.00
63	Failed to provide every bathroom, kitchen, laundry room, furnace room, basement, cellar and storage room with a permanent light fixture.	18.2	\$250.00
64	Permit lighting to be directed, placed or shone onto neighbouring property.	18.3	\$250.00
65	Failed to maintain the surfaces of steps, walks, driveways, parking area.	19.2	\$350.00
66	Failed to adequately illuminate surfaced paths, building entrances and driveways.	19.3	\$350.00
67	Failed to keep fences, barriers, retaining walls and signs in good repair.	20.1(a)	\$350.00
68	Failed to keep fences, barriers, retaining walls and signs reasonably plumb.	20.1(b)	\$300.00
69	Failed to keep fences, barriers, retaining walls and signs free from hazards.	20.1(c)	\$300.00
70	Failed to remove unsightly marking, stains or other defacements on fences, screens or other enclosures.	20.2	\$300.00
71	Failed to maintain sign face and structure.	20.3	\$300.00
72	Failed to provide dwelling with a kitchen sink, a water closet and hand wash basin and a bathtub or shower.	21.1	\$350.00
73	Failed to have every bathroom accessible from within the dwelling and provided with a door capable of being locked.	21.2	\$300.00
74	Permit a water closet to be located within a habitable room.	21.3	\$300.00
75	Failed to provide entrance from common passageway to shared bathroom or kitchen facility.	21.4	\$300.00
76	Failed to have and maintain an opening for natural ventilation.	22.1	\$300.00
77	Failed to maintain mechanical ventilation.	22.2	\$300.00
78	Failed to keep accessory building in good repair.	23.1	\$350.00
79	Permit an accessory building to be used as an out-house or pit privy.	23.2	\$350.00
80	Permit a shipping container, trailer and other such equipment to be used as accessory buildings.	23.3	\$300.00
81	Failed to provide sufficient receptacles or commercial containers to contain all garbage, rubbish and debris.	25.1	\$250.00
82	Permit plastic bags to be stored outdoors.	25.3	\$200.00
83	Failed to remove garbage, rubbish and debris in accordance with Municipality regulations.	25.4	\$250.00
84	Removed an order posted by an Officer.	26.1(a)	\$350.00
85	Failed to comply with an order.	26.1(b)	\$350.00
86	Failed to maintain safe access to property.	26.1(c)	\$350.00
87	Failed to maintain fence.	26.1(d)	\$350.00
88	Failed to maintain building.	26.1(e)	\$350.00
89	Occupied or allowed occupancy of a building which fails to meet human habitation and occupancy standards..	26.1(f)	\$350.00
90	Fail to produce documents or things as relevant to the property or any part thereof.	28.1(d)	\$450.00
91	Fail to provide tests and samples when requested.	28.1(g)	\$450.00

**Municipality of South Dundas  
By-Law 2026-52, as amended**

**APPENDIX III**

Set Penalty Schedule  
By Law No. 2025-79 "Clean Yards", as amended

Item	Short Form Wording	Provision Creating or Defining of Offence	Set Fine
1	Fail to maintain yard clean and free from all refuse or debris.	3(a)	\$250.00
2	Fail to maintain adjacent boulevard clean and free from all refuse and debris.	3(b)	\$150.00
3	Threw, placed, deposited, or permitted any refuse or debris on any property within municipality.	3.2	\$350.00
4	Fail to store waste in container.	3.3(a)	\$200.00
5	Waste container not made of watertight construction.	3.3(a)(i)	\$75.00
6	Waste container not provided with tight-fitting cover.	3.3(a)(ii)	\$75.00
7	Waste container not maintained in good condition.	3.3(a)(iii)	\$75.00
8	Waste container not kept closed, rinsed and cleaned.	3.3(a)(iv)	\$75.00
9	Waste container located in front yard or not against a building or structure.	3.3(a)(v)	\$75.00
10	Store or accumulate waste for more than 14 days.	3.3(b)	\$250.00
11	Using yard or structure to store derelict vehicles or vehicle parts for purposes of wrecking and salvaging.	3.4	\$350.00
12	Fail to ensure grass, weeds, and vegetation are kept from becoming overgrown.	4.1(a)	\$250.00
13	Fail to ensure grass, weeds, and vegetation on adjacent boulevard are kept from becoming overgrown.	4.1(b)	\$150.00
14	Fail to keep hedges and trees adjacent to public sidewalk, walkway, or roadway cut and trimmed.	4.2	\$250.00
15	Permitting use of compost for persons other than the owner or occupant of the property.	5.1(a)	\$200.00
16	Permitting unacceptable material in the compost.	5.1(b)	\$75.00
17	Permitting compost to be larger than 1 square metre in area or 1.2 metres in height	5.1(c)	\$75.00
18	Permitting compost to be located in a front yard or within 1 metre from property line.	5.1(d)	\$75.00
19	Fail to enclose compost in suitable materials or a container designed for composting.	5.1(e)	\$75.00
20	Fail to cover compost with yard waste, soil, or humus.	5.1(f)	\$75.00
21	Fail to maintain compost to prevent vermin or nuisance.	5.1(g)	\$75.00
22	Fail to secure or seal any well, cistern, cesspool, privy, pit, or excavation.	6.1	\$350.00
23	Fail to keep property clear of any objects or conditions that create or might a hazard	6.2	\$250.00
24	Hinder or obstruct an officer or person exercising powers or performing a duty.	7.2	\$500.00
25	Fail to comply with an order.	11.1	\$250.00

**Municipality of South Dundas  
By-Law 2026-52, as amended**

**APPENDIX IV**

Set Penalty Schedule  
By Law No. 2016-20  
Nuisance By-Law, as Amended

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

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24	Failing to leave the premises after having been directed to do so.	Section 14 (3)	\$250.00
25	Obstructing or interfering with an officer in the performance of their duty.	Section 15	\$250.00
26	Causing or Permitting any unusual noise, or noise likely to disturb inhabitants	Section 3	\$250.00

**Municipality of South Dundas  
By-Law 2026-52, as amended**

**APPENDIX V**

Set Penalty Schedule  
By Law No. 2025-34  
Animal Control By-Law, as Amended

Item	Short Form Wording	Provision Creating or Defining of Offence	Set Fine
1	Fail to provide dog with valid identification.	2.1	\$350.00
2	Fail to obtain Kennel License.	2.3	\$350.00
3	Removed identification tag from the dog.	2.4	\$350.00
4	Fail to use tether of 3m or less.	2.5	\$350.00
5	Fail to use tether of appropriate strength for dog.	2.7	\$350.00
6	Fail to appropriately tether dog.	2.8	\$350.00
7	Permit dog to run at large	2.10	\$350.00
8	Permit dog to trespass on Private Property.	2.11	\$350.00
9	Fail to accompany dog within leash free dog park.	2.18	\$350.00
10	Fail to keep less than 2 dogs in your care at a leash free dog park.	2.19	\$350.00
11	Fail to accompany child within leash free dog park.	2.20	\$350.00
12	Permit dog who poses danger to persons and dogs to enter leash free dog park.	2.21(a)	\$350.00
13	Permit dog who displays aggressive behavior in leash free dog park.	2.21(b)	\$350.00
14	Permit dangerous dog in leash free dog park.	2.21(c)	\$350.00
15	Permit dog who has been convicted of an offence related to dog conduct, in leash free dog park.	2.21(d)	\$350.00
16	Fail to immediately remove aggressive dog from leash free dog park.	2.22(a)(i)	\$350.00
17	Fail to remove dog from leash free dog park following request from officers or town designate.	2.22(a)(ii)	\$350.00
18	Fail to immediately remove excrement.	2.22(c)	\$350.00
19	Fail to keep dog tethered while entering leash free dog park.	2.23	\$350.00
20	Permit any animal other than a dog within a leash free dog park.	2.24	\$350.00
21	Permit dog to bark consistently and persistently	2.25	\$350.00
22	Encourage dog to bark consistently and persistently.	2.26	\$350.00

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23	Fail to immediately remove excrement from public property.	2.27	\$250.00
24	Fail to remove excrement within 3 days.	2.28(a)	\$350.00
25	Fail to remove excrement within 7 days..	2.28(b)	\$350.00
26	Fail to ensure doghouse is located in rear or side yard.	2.29(a)	\$350.00
27	Fail to ensure doghouse is at least 2m from lot line.	2.29(b)	\$350.00
28	Allow dog to bite, attack, or cause injury.	3.1(a)	\$350.00
29	Allow dog to behave in an aggressive manner.	3.1(b)	\$350.00
30	Fail to ensure dangerous dog is safely restrained on owner's lot.	3.6(a)	\$350.00
31	Fail to equip dangerous dog with muzzle	3.6(b)(i)	\$350.00
32	Fail to have dangerous dog under control of person over 18 years of age.	3.6(b)(ii)	\$350.00
33	Enter and use leash free dog park with a dangerous dog.	3.6(c)	\$350.00
34	Fail to place dog in quarantine for ten (10) days.	4.1	\$350.00
35	Keep more than four (4) dogs without a kennel license.	5.2	\$350.00
36	Keep more than fifteen (15) dogs without council approval.	5.3	\$350.00
37	Fail to immediately remove dead dog from kennel.	5.8	\$350.00
38	Obstructing an Officer.	7.9	\$500.00
39	Fail to comply with an Order.	7.16	\$350.00

**Municipality of South Dundas  
By-Law 2026-52, as amended**

**APPENDIX VI  
Set Penalty Schedule  
By Law No. 2026-06  
Park Use By-Law**

Item	Short Form Wording	Provision Creating or Defining of Offence	Set Fine
1	Obstructed, hindered, or interfered with an Officer.	6.2	\$500
2	Damage, disturb, or remove a plant, rock, or sand from a public park.	10.1	\$350
3	Damage, disturb, or remove a structure, fixture, or article in a public park.	10.2	\$350
4	Let loose an animal in a public park.	10.3	\$350
5	Operate a motor vehicle in a public park.	10.4	\$350
6	Swim, bathe, wade, or pollute any fountain, pond, lake, stream, or watercourse.	10.5	\$350
7	Set or permit kindling of fire within a public park.	10.6	\$350
8	Set off or discharge a firearm in a public park.	10.7	\$350
9	Set off or discharge fireworks in a public park.	10.8	\$350
10	Display, sell, or offer goods, services, activities, or literature in a public park.	10.9	\$350
11	Post signs or distribute advertising in a public park.	10.10	\$350
12	Disturb, harm, or kill a bird or animal in a public park.	10.11	\$350
13	Feed or deposit food for animals in a public park.	10.12	\$350
14	Stop, stand, or park a vehicle for hire or solicit passengers, in a public park.	10.13	\$350
15	Engage in riotous, threatening, indecent, or abusive conduct in a public park.	10.14	\$350
16	Create a nuisance in a public park.	10.15	\$350
17	Provide, possess, consume, serve, sell, or offer alcoholic beverages in a public park.	10.16	\$350
18	Strike, hit, or propel a golf ball in a public park.	10.17	\$350
19	Operate a bicycle in a public park.	10.18	\$350
20	Operate or use a sound amplification device in a public park.	10.19	\$350
21	Permit, cause, or allow fishing from land, dock, or pier where prohibited.	11.8	\$350
22	Store, leave, or deposit fishing equipment in a way that may injure a person or animal.	11.9	\$350
23	Launch or place a boat or marine apparatus where prohibited.	11.10	\$350
24	Dock, moor, or attach a boat or marine apparatus where prohibited.	11.11	\$350
25	Disturb, move, or damage a lifesaving or emergency	11.12	\$350

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	equipment, devices, or signs.		
26	Allow an animal in a beach area of a public park.	11.13	\$350
27	Operate, permit, or cause to operate a barbecue or cooking appliance in a Waterfront Park.	11.14	\$350
28	No person shall dispose of or deposit community barbecue coals in a waste container.	11.15(a)	\$350
29	Use a tent or sunshade in a beach area.	11.16	\$350