

**BY-LAW NO. 19-18**

**BEING A BY-LAW OF THE RURAL MUNICIPALITY OF SPRINGFIELD  
TO PROVIDE FOR AN ADMINISTRATIVE PENALTY SCHEME FOR BYLAWS  
TO BE ENFORCED WITHIN THE BYLAW ENFORCEMENT ACT OF  
MANITOBA, C.C.S.M. c. M245**

**WHEREAS** section 3(1) of the Municipal By-law Enforcement Act ("Act") provides that a municipality may require that administrative penalties be paid in respect of the contravention of its by-laws;

**AND WHEREAS** the Act provides that municipal by-laws respecting contraventions of their by-laws using an administrative penalty scheme that does not involve court proceedings and allows for issuing penalty notices under that Act and not to be enforced by a proceeding under the Summary Convictions Act;

**AND WHEREAS** Council for the Rural Municipality of Springfield (the "Municipality") deems it advisable in the public interest to provide for an administrative penalty scheme as an additional means of encouraging compliance with its by-laws;

**NOW THEREFORE** Council of the Municipality enacts as follows:

**PURPOSE AND INTERPRETATION**

1. The purpose of this by-law is to establish an administrative penalty scheme for the enforcement of parking and other by-law contraventions and an adjudication scheme to review screening officer decisions.
2. The following definitions apply to this by-law:
  - a. **"Council"** shall mean the council for the Rural Municipality of Springfield
  - b. **"Municipality"** shall mean the Rural Municipality of Springfield
3. This by-law contains the following Schedules:
  - Schedule "A": By-law contraventions that may be dealt with by a penalty notice under the Act.
  - Schedule "B": Forms of penalty notices for parking contraventions and other by-law contraventions.
  - Schedule "C": Form of final notice.
  - Schedule "D": Screening officer remuneration and expenses.
  - Schedule "E": By-law contraventions that may be dealt with by a compliance agreement.
4. That Council from time to time, by resolution, may amend the schedules attached to this by-law.

### **BY-LAW CONTRAVENTIONS AND PENALTIES**

5. The by-law contraventions described in Schedule "A" are hereby designated as by-law contraventions that may be dealt with by a penalty notice.
6. The administrative penalties (including discounted amounts) described in Schedule "A" for each contravention are hereby set.
7. The discounted amount as shown in Schedule "A" for the by-law contravention to which it relates may be paid as an administrative penalty if:
  - a. payment is made within 14 days after delivery of the penalty notice, and
  - b. no request is made for review by a screening officer.
8. A penalty notice shall be in the form set out in Schedule "B".
9. The period within which a person must pay the administrative penalty or request a review by a screening officer is hereby set at 30 days after delivery of the penalty notice.
10. If, at the end of the period for responding to a penalty notice under section 8 of this by-law, a person to whom a penalty notice was delivered has not responded, the Municipality must deliver a final notice to the person in the form of Schedule "C". A person to whom a final notice is delivered must, within 30 days after delivery, pay the administrative penalty or request a review by a screening officer.
11. The Municipality must deliver penalty notices and final notices in the manner provided for in sections 9 and 22 of the Act and section 3 of the Municipal By-law Enforcement Regulation, and the date of delivery shall be determined in accordance with those sections. The giving of other notices or documents by the Municipality, a screening officer or an adjudicator is governed by sections 34 to 36 of this by-law. Periods within which affected persons must make payments or request a review or adjudication are determined under section 36 of this by-law.

### **SCREENING OFFICER**

12. Council shall by resolution appoint one or more screening officers.
13. A member of council or of a council committee is not eligible to be appointed as a screening officer.
14. A screening officer who is not an employee of the Municipality must be paid remuneration and expenses as set out in Schedule "D".

### **REVIEW BY SCREENING OFFICER**

15. A request for review by a screening officer must be made in the manner set out in the penalty notice. When in writing the request must include a telephone number and/or email address, with an indication of the preferred means of communication with the screening officer to make arrangements for the review.

16. In the case of contraventions described in Schedule "E", a request for review may include an indication that the person is prepared to enter into a compliance agreement.

17. Within 14 days after receiving the request, the screening officer must attempt to contact a person who has requested a review to arrange a mutually convenient date, time and means of reviewing the request. The means of the review may be written submission, on the telephone or in person, at the option of the person who has made the request.

18. If

- a. the screening officer is unable to contact a person who has requested a review, or
- b. the person without reasonable cause does not agree to a date and time or means of review,

the screening officer must set a date and time for the review in person or by telephone. If the person fails to participate or appear the screening officer must review the penalty notice based on the information provided by the person in the request.

19. If having agreed to a date and time or means of review the person fails to participate in it, the screening officer must review the penalty notice based on the information provided by the person in the request.

20. On a review of a penalty notice, the screening officer may:

- a. confirm the administrative penalty;
- b. reduce the amount of the administrative penalty if satisfied that exceptional circumstances exist;
- c. in the case of a contravention described in Schedule "E", enter into a compliance agreement with the person on behalf of the Municipality; or
- d. cancel the penalty notice if, in the screening officer's opinion,
  - i. the contravention did not occur as alleged,
  - ii. the penalty notice does not comply with section 6(2) of the Act, or
  - iii. in the case of a parking contravention the vehicle owner can show
    1. the vehicle was stolen or otherwise being used without the owner's permission at the time of the contravention,
    2. the contravention was the result of a medical emergency or was necessary in order to address immediate health or safety concerns, or
    3. both that the contravention was a result of a mechanical problem and that the problem reasonably prevented the person in control of the vehicle at the time of the contravention from complying with the by-law despite exercising due diligence in attempting to comply.

21. The screening officer must make a decision in writing within 14 days after the review. After making the decision, the screening officer must give the affected person notice of the decision.

22. If the screening officer confirms or reduces the amount of the administrative penalty, the amount is due and payable within 14 days after receipt (or deemed receipt under section 35 of this by-law) of the decision of the screening officer, unless the person requests adjudication under section 27 of this by-law.

### **COMPLIANCE AGREEMENT**

23. The by-law contraventions described in Schedule "E" are hereby designated as by-law contraventions that may be dealt with by a compliance agreement.
24. A compliance agreement must:
- a. describe the action to be taken to bring the person into compliance with the by-law,
  - b. state a date no later than 60 days after the date of the agreement by which the action must be completed, and
  - c. provide for inspection for the purpose of determining compliance with the agreement.
25. If the screening officer believes that a person who has entered into a compliance agreement has failed to comply with its terms, the screening officer may end the compliance agreement and give the person notice of that fact by regular mail. The notice is deemed to be received within seven days after the day it was mailed.
26. When a screening officer ends a compliance agreement, the person who entered into it may, within 14 days after receiving the notice under section 24 of this by-law
- a. pay the administrative penalty set out in the penalty notice; or
  - b. request that the screening officer submit for adjudication the issue of whether the person complied with the terms of the agreement.

### **ADJUDICATION SCHEME**

27. An adjudication scheme described in sections 14 to 21 of the Act is hereby established to allow a person to whom a penalty notice has been issued to:
- a. request a review of a screening officer's decision to confirm or reduce the administrative penalty set out in the penalty notice;
  - b. request a determination of a dispute as whether the terms of a compliance agreement were complied with.
28. Within 14 days after receipt (or deemed receipt under section 35 of this by-law) of the screening officer's decision, the person may request a review of the screening officer's decision by an adjudicator by notice in writing to the screening officer mailed or delivered to the municipal office accompanied by a \$25 adjudication fee.
29. Upon receipt of a request for adjudication and the payment of the adjudication fee, the screening officer must submit the request to the chief adjudicator appointed under the Act.

30. The selected adjudicator must attempt to contact a person who has requested a review to arrange a mutually convenient date, time and means of reviewing the request. The person may be heard
- a. by telephone or in writing, including by fax or e-mail; or
  - b. through the use of a video or audio link or other available electronic means.
31. If
- a. the adjudicator is unable to contact a person who has requested a review,
  - b. the person without reasonable cause does not agree to a date and time or means of hearing, or
  - c. the person fails to appear or otherwise participate in the hearing,
- the adjudicator must order that the amount of the administrative penalty set by the screening officer or in the case of the ending of a compliance agreement, the administrative penalty set out in the penalty notice, is immediately due and payable to the Municipality.
32. In addition to the powers of the adjudicator in making a decision set out in section 19(2) of the Act, the adjudicator may cancel the penalty notice on the grounds set out in section 19d.iii of this bylaw and may reduce the amount of the administrative penalty if satisfied that exceptional circumstances exist, in which case the reduced penalty is immediately due and payable to the Municipality.

#### **CHIEF ADMINISTRATIVE OFFICER'S AUTHORITY**

33. The Chief Administrative Officer is authorized to do the following:
- a. pay invoices
    - i. of the screening officer for remuneration and expenses under Schedule "D";
    - ii. for the costs and administration of the adjudication scheme under section 21(1) of the Act;
    - iii. for the remuneration and expenses of adjudicators;
  - b. refund an adjudication fee ordered to be refunded by an adjudicator.
  - c. issue a certificate in respect of an unpaid penalty under section 23(1) of the Act and file the certificate in the Court of Queen's Bench.

#### **DISCLOSURE OF INFORMATION**

34. Upon receipt of an adjudicator's decision, the Chief Administrative Officer must make the decision available to the public.



### NOTICES AND TIME PERIODS

35. Where a notice or other document (other than a penalty or final notice) referred to in this by-law is required to be given to a person (other than to the Municipality), the notice or other document may be given
- a. by delivering it personally to the person;
  - b. by mailing a copy by regular mail or delivering a copy
    - i. if the notice or document relates to a parking contravention, to the address of the vehicle owner indicated in the records of the Registrar of Motor Vehicles;
    - ii. to the last known address of the person named in the penalty notice; or
  - c. if the person is a corporation,
    - i. by mailing a copy by regular mail to the corporation's registered office;
    - ii. by mailing a copy by regular mail or delivering a copy to an officer or director of the corporation;
    - iii. by delivering it personally to someone who appears to be in charge at a place where the corporation carries on business; or
  - d. if the person has used e-mail in communication, by sending it to the e-mail address provided by or shown in the communication from the person.
36. A notice or other document given under section 34 that is
- a. delivered personally is deemed to have been given or delivered on the day it was delivered;
  - b. mailed is deemed to have been given or delivered to the person seven days after the day it was mailed;
  - c. sent by email is deemed to have been given or delivered two days after the day it was sent.
37. In determining the time within which a person must make a payment or request review or adjudication,
- a. the time does not include the first day of the period;
  - b. a period that would otherwise expire on a holiday is extended to include the next day that is not a holiday;
  - c. a period that would otherwise expire on a day when the municipal office is not open is extended to include the next day the municipal office is open.

**AMENDMENTS TO OTHER MUNICIPAL BY-LAWS**

38. The enforcement and administrative penalty provisions in all other Municipal By-laws are hereby superseded to the extent necessary to give effect to the provisions of this By-law.

**TRANSITIONAL**

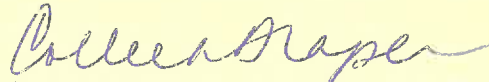
39. Prosecutions of designated by-law contraventions that were started before this by-law comes into force shall continue under the procedures of the former by-laws and the Summary Convictions Act.

DONE AND PASSED by Council of the Rural Municipality of Springfield, in open meeting, duly assembled, this 2<sup>nd</sup> day of June, 2020.

RURAL MUNICIPALITY OF SPRINGFIELD



Tiffany Fell  
Mayor



Colleen Draper  
Chief Administrative Officer:

Read a First time this 6<sup>th</sup> day of August, 2019.  
Read a Second time this 2<sup>nd</sup> day of June, 2020.  
Read a Third time this 2<sup>nd</sup> day of June, 2020.

## Schedule "A" to By-law 19-18

The contraventions that may be dealt with by a penalty notice under this By-law include:

Offence No.	Contradiction	Penalty
<b>08-21 Weeping Tile</b>		
101	No person shall make or permit to exist any direct or indirect connection which allows the discharge from a weeping tile system or any other form of land drainage to enter a public wastewater sewer.	\$500.00 all offences
<b>13-09 Care and Maintenance of Boulevards</b>		
102	No person shall break, dig up, or remove or in any way injure or deface the trees, shrubs, plants or turf located on a boulevard.	\$250.00 all offences
103	No person shall throw or deposit any waste, refuse, or substance of any kind, upon any boulevard, drains or municipal right of ways.	
104	No person shall install, place or deposit anything on a boulevard which would obstruct or hinder traffic on any street or cause damage to the boulevard or prove offensive or detrimental to the proper management of boulevards except as provided in section 7.	
105	No person shall store, place or deposit on any boulevard any building materials without first obtaining permission from the Director and any person obtaining such permission shall be held responsible for any damage which may occur to any tree, shrub, or plant, or to any lawn area.	
106	No person shall store, place or deposit on any boulevard any building materials without first obtaining permission from the Director and any person obtaining such permission shall be held responsible for any damage which may occur to any tree, shrub, or plant, or to any lawn area.	
107	No person shall deface, destroy or mutilate any notices posted by order of the Municipality within a boulevard.	
108	No person shall display or distribute advertising matter of any kind on any boulevard without permission of the Municipality.	
109	No person shall use any boulevard for business purposes, and no business of any kind shall be carried out except such as may from time to time be approved by the Municipality.	
110	No person shall cause a vehicle to be parked in such a manner as to encroach upon or damage a tree, shrub, plant or the turf on any boulevard.	
111	No person shall operate a motor vehicle on, across, or along any boulevard at any place other than a designated, authorized route or crossing unless written permission has been obtained from the Director.	
112	No person shall ride a horse on, across or along any boulevard.	
113	No person shall plant any tree, sapling, shrub or plant of any kind on any boulevard, without first obtaining the written permission of the Director.	



- 114 No person shall remove, destroy, cut, deface, trim any tree, shrub, sapling, or plant or sod on any boulevard except as expressly authorized by the Director.
- 115 No tree, shrub, or sapling growing on a boulevard shall be destroyed or removed, except as ordered by the Director for reasons of disease, hazard or emergency.
- 116 No person, whether licensed or otherwise, shall move any building along the right of way in such a way as to damage any tree, shrub, sapling, plant or turf on any boulevard. In case of any possibility of damage a permit shall be obtained and funds deposited with the Director to cover estimated damages.
- 117 No vehicle shall drive across a boulevard in order to deliver or remove any furniture, household goods or other like chattels unless first obtaining the written permission of the Director.
- 118 No person shall make an excavation into the surface of any boulevard without first obtaining the necessary permit from the Director.

**13-11 Regulation of Wells**

- 119 Drilling new well or modifying or deepening existing well when property has a municipal water source fronting or on its boundary. \$500.00 all offences

**15-10 Traffic and Parking**

		Early Discount (14 days)	After 14 days
120	No person shall drive a vehicle on any street or portion of street that is barricaded or otherwise indicated as being closed to vehicular traffic.	\$60.00	\$100.00
121	No person shall park, stop, or stand a vehicle over, upon or on any portion of the government road allowances described in Appendix "A" to By-Law 15-10 except: <ul style="list-style-type: none"><li>(i) for the purpose of loading or unloading passengers or freight provided that such loading or unloading does not exceed a total of fifteen (15) minutes and the vehicle is actually being loaded or unloaded.</li><li>(ii) for the purpose of attending a place of worship or a cemetery, for the express purpose of paying respect, provided always that said attendance at a place of worship or cemetery does not exceed a duration of two hours.</li><li>(iii) when ordered to do so by a person having authority or a posted traffic control device.</li></ul>	\$60.00	\$100.00
122	Except when necessary to comply with the directions of a peace officer or traffic control device, no person shall stop, stand or park a vehicle: <ul style="list-style-type: none"><li>(1) on or across a sidewalk;</li><li>(2) in front of a driveway;</li><li>(5) on a crosswalk;</li><li>(6) within three (3) metres of the approach side of a crosswalk;</li><li>(9) except when a traffic authority otherwise permits, or on a one-way roadway when not forbidden by the traffic authority, a driver shall not stop, stand or park a vehicle other than on the right side of a highway and with the right-hand wheels</li></ul>	\$60.00	\$100.00

parallel to that side, and where there is a curb, within 450 millimetres of the curb.

123	Except when necessary to comply with the directions of a peace officer or traffic control device, no person shall stop, stand or park a vehicle:  (3) within an intersection or within three (3) metres thereof; (7) in such manner that constitutes an obstruction or hazard on the highway; (8) on the roadway side of a vehicle stopped or parked at the edge or curb of a street.	\$50.00	\$100.00
124	Except when necessary to comply with the directions of a peace officer or traffic control device, no person shall stop, stand or park a vehicle:  (4) within three (3) metres from the point on the curb or edge of the roadway immediately opposite a fire hydrant.	\$100.00	\$200.00
125	No person shall drive a vehicle onto or along a boulevard or park or stop a vehicle on a Boulevard or public Right-of-Way.	\$60.00	\$100.00
126	Where a traffic control device is placed or maintained to prohibit the stopping or parking of vehicles at any time or during the hours stated on the sign on the street or any portion thereof, no person shall stop or park a vehicle or cause or permit a vehicle to remain stationary on the street or portion thereof to which the device relates, in contravention of the device.	\$60.00	\$100.00
27	Where a traffic control device is placed or maintained to limit the period of time during which vehicles may be parked or stopped on the street or any portion thereof, no person shall stop or park a vehicle or cause or permit a vehicle to remain stationary on the street or portion thereof to which the device relates for a period longer than authorized by the device.	\$60.00	\$100.00
128	Except when necessary to comply with the law, or the directions of a peace officer, or traffic control device, no person shall stop, stand or park a vehicle within nine metres upon the approach to any flashing beacon, stop or arrêt sign or traffic control signal situated at the side of a roadway.	\$60.00	\$100.00
129	No person may park any of the following vehicles on a street for more than one hour:  (a) a truck weighing more than 3,000kg (6,600lbs); (b) a truck tractor; (c) a trailer; (d) a motor home; (e) a bus or other vehicle, having more than 4 tires; (f) a bus or other vehicle originally having more than 4 tires which has been modified to have only 4 tires; or (g) a vehicle that exceeds 6.7m (22 feet) in length.	\$60.00	\$100.00
130	No person shall park a vehicle at any time upon the inner or shortest side of the roadway in any bay where there exists a single road of 12 metres or less in width, excepting when otherwise required by other provisions in respect of particular streets or portions of streets.	\$60.00	\$100.00

31	No person shall hold, take part in, or be a member of a parade unless: (a) the parade is under the direction or control of a marshal or organizer, and (b) the parade has been duly permitted by the Chief of Police, in accordance with provisions of a Special Permit under the appropriate By-Law . (c) the person has been accepted as a participant by the parade marshal or organizer.	\$60.00	\$100.00
132	The Public Works Director may restrict the maximum weight of vehicles operated on those roads that do not have concrete pavement to the extent and for such period of time as is reasonably required to protect the roads from damage and deterioration during spring thaw conditions. No person may operate a vehicle on a road in contravention of a restriction made by the Director.	\$13.20 for each fifty kilogram, or fraction thereof, by which the actual gross weight of the vehicle or axle assembly exceeds the maximum gross weight, in addition to costs.	

**15-12 False Alarms**

133	No Person shall, by use of Alarm System or by any other means of notification, make or cause to be made any False Alarms intentionally or due to negligence or faulty equipment.	1 <sup>st</sup> offence – written warning 2 <sup>nd</sup> offence – Final written warning 3 <sup>rd</sup> and subsequent offence(s) - \$250.00	
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**18-03 Animal Control**

		Minimum	Maximum
134	Unregistered dog or urban cat over 6 mos. of age (if warranted, a microchip will be implanted upon release at owner's expense)	\$100.00	\$200.00
135	Give false information when applying for registration	\$150.00	\$300.00
136	Animal running at large – <b>Registered</b>	\$0.00	\$50.00
137	Animal running at large – unregistered	\$75.00	\$200.00
138	Allow animal to attack, chase, harass or threaten a person or animal	\$500.00	\$1000.00
139	Entice an animal to run at large	\$250.00	\$500.00
140	Tease, throw items or poke an animal in an enclosure		
141	Leave an animal improperly unattended while tethered in a public place or leave an animal unattended in a vehicle for such length of time as to endanger its life		
142	Allow the animal to travel outside the passenger compartment of a moving vehicle without being properly restrained or enclosed		
143	Permit animal(s) to chase, bark or bite any domestic animal or person or vehicle in a public place		
144	Permit their animal to disturb or annoy the quiet of others by insistent howling, barking or other loud noise(s). (As per Noise By-law)		
145	Cause injury or death to a person or domestic animal		

- 146 Allow dog in prohibited area
- 147 Failure to remove dog and cat feces from private or public property
- 148 Allow premises to become offensive or affect the health or comfort of other persons by reason of filthy conditions, offensive odors

**19-11 Noise**

- 149 No person shall make or continue or cause or permit to make any noise or sound which:
    - a) Is such that it does, or is likely to annoy, inconvenience or disturb persons;
    - b) Cause the loss of enjoyment of the normal use of one's property;
    - c) Interfere with the normal conduct of business.
- |   |           |
|---|-----------|
| First Offence   | \$100.00  |
| Second Offence  | \$500.00  |
| Third and each subsequent<br>offence within twelve<br>months of first offence | \$1000.00 |

**Schedule "B" to By-law 19-18  
PENALTY NOTICE INFORMATION**

Penalty Notice Number: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

Location: \_\_\_\_\_

Violation: \_\_\_\_\_

**SCREENING OFFICER'S DECISION:**

*(Screening Officer to check one box)*

- The administrative penalty in the amount of \$ \_\_\_\_\_ is confirmed and is due \_\_\_\_\_.
- The administrative penalty is reduced to \$ \_\_\_\_\_ and is due \_\_\_\_\_.
- The penalty notice is cancelled.
- The penalty notice is stayed pending completion of the terms of a compliance agreement.

\_\_\_\_\_  
Screening Officer's Signature

**RIGHT TO ADJUDICATION**

You have a right to have this decision reviewed by an independent adjudicator. If you wish to request adjudication you must do so by completing a Request for Adjudication form and filing it in the Municipal Office at 100 Springfield Centre Drive by the date specified on the form. A fee of \$25.00 is required to file a Request for Adjudication. This fee will be refunded to you if the adjudicator determines you were successful on the adjudication.



**Schedule "C" to By-law 19-18  
FORM OF FINAL NOTICE**

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[To]

\_\_\_\_\_  
[Address]

\_\_\_\_\_  
[City]

\_\_\_\_\_  
[Province]

\_\_\_\_\_  
[Postal Code]

Re: **FINAL NOTICE**

Violation of the Rural Municipality of Springfield By-law No. [insert by-law number],  
[insert by-law name]

**CONTRAVENTION**

This Final Notice is issued to you that as a result of your failure to comply with the  
Penalty Notice issued to you for violation of the Rural Municipality of Springfield By-law  
No. [insert by-law number], [insert by-law name]

\_\_\_\_\_  
[insert a brief description of the violation and of the section(s) of the By-law violated]

As a result, you have until \_\_\_\_\_ ("Deadline")  
[month, day, year]

to EITHER:

1. Pay the penalty of \$ \_\_\_\_\_; OR
2. Request a review by a screening officer.

**PAYMENT:** Payment must be made by cash, debit or certified cheque.

**REQUEST FOR REVIEW:** A request for review by a screening officer must be made in writing to the Chief Administrative Officer either by Canada Post or email. If you request a review, the screening officer will review the circumstances that resulted in the Penalty Notice, as well as the information you and the by-law enforcement officer provide. After the review, the screening officer may confirm or reduce the penalty amount, cancel the Penalty Notice, or enter into a compliance agreement with you that will bring yourself into compliance with the By-law.

**FAILURE TO RESPOND:** If you have not paid the penalty or requested a review by the Deadline, the penalty amount will be due and payable immediately. Failure to pay will result in the Municipality taking collection proceedings against you to collect the penalty amount.

Signed by:

\_\_\_\_\_  
By-law Enforcement Officer

Schedule "D" to By-law 19-18

**SCREENING OFFICER RENUMERATION AND EXPENSES**

**Screening Officer**

Hourly rate: \$60.00

Transportation costs: Current allowance as per CRA guidelines



3. The recipient will allow a Rural Municipality of Springfield By-law Enforcement Officer reasonable access to the premises between the hours of 8:30 am – 4:30 pm, Monday to Friday, for the purpose of inspecting progress in relation to the timeline contemplated in paragraph 2 [alternatively, include specific times when inspections will occur].
4. The By-law Enforcement Officer shall prepare a report at the completion of the compliance period indicating whether the By-law Enforcement Officer is of the opinion that the anticipated state of compliance has been achieved.
5. Upon completion of the timeline outlined above, the screening officer shall review the report, make a determination as to whether the recipient has complied with the terms of this agreement, and notify the recipient of that determination by regular letter mail to the following address:

\_\_\_\_\_

[insert address]

6. If the notice prepared by the screening officer indicates that the recipient has not complied with the terms of this agreement, the notice must include that the recipient, within 14 days of receipt of the notice, must either:
  - a. pay the full administrative penalty as required by the penalty notice; or
  - b. request that the determination be reviewed by an adjudicator by completing and returning an Adjudication Request Form and paying the \$25 adjudication fee.
7. The recipient agrees that, pursuant to *The Municipal By-law Enforcement Act*, an adjudicator has the authority to determine whether the recipient has complied with the terms of the agreement but not to vary, delete, or otherwise modify the terms of this agreement.

\_\_\_\_\_

Name:

\_\_\_\_\_

Name: Screening Officer Name