

TOWN OF ALTONA
BY-LAW 1765/2018

Being a by-law to provide for an administrative penalty scheme for parking and general by-law enforcement.

WHEREAS section 3(1) of *The Municipal By-law Enforcement Act* C.C.S.M. c. M245 ("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 parking may only be enforced by issuing penalty notices under that Act and may not be enforced by a proceeding under *The Provincial Offences Act* C.C.S.M. c. P160;

AND WHEREAS Council for the Town of Altona 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 Town of Altona enacts as follows:

PART I
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 and may be referred to as the "MBEA Enabling By-law".

2. The following definitions apply to this by-law:

"Act" means the *Municipal By-law Enforcement Act*

"Town" means the Town of Altona

"Council" means the Council of the Town of Altona

"Municipal By-law Enforcement Regulation" means the Regulation to the Act

"Screening Officer" – means a person appointed by a resolution of Council to be a Screening Officer within the meaning of the Act.

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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 and the associated administrative penalties.

Schedule B: Form 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.

PART II
BY-LAW CONTRAVENTIONS AND PENALTIES

4. The by-law contraventions described in Schedule A are hereby designated as by-law contraventions that may be dealt with by a penalty notice.
5. The administrative penalties (including discounted amounts) described in Schedule A for each contravention are hereby set.
6. 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.
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 fourteen (14) days after delivery of the penalty notice; and
 - b. no request is made for review by a screening officer.
8. If, at the end of the period for responding to a penalty notice under section 6 of this by-law, a person to whom a penalty notice was delivered has not responded, the Town must deliver a final notice to the person in the form set out in Schedule C. A person to whom a final notice is delivered must, within

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30 days after delivery, pay the administrative penalty or request a review by a screening officer, and after which no further review of the penalty notice is permitted.

9. The Town must deliver a penalty notice and a final notice in accordance with section 35 of this by-law. The delivery of other notices or documents by the Town, a screening officer, or an adjudicator must be in accordance with section 36 of this by-law. The effective date of delivery of any notice is determined in accordance with section 37 of this by-law. Periods within which affected persons must make payments or request a review or adjudication are determined under section 38 of this by-law.

PART III
PENALTY NOTICE

10. A penalty notice shall be in the form set out in Schedule B.
11. A penalty notice must set out the following:
 - a. the alleged by-law contravention in sufficient detail that the person who receives the notice would be able to identify the by-law and to respond to the alleged contravention;
 - b. the amount of the administrative penalty, the amount of any early payment discount, and the consequences of failing to respond to the penalty notice;
 - c. how to pay the administrative penalty or request a review by a screening officer and the applicable time limits;
 - d. any other information required by the Regulations

PART IV
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.

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14. A screening officer who is not an employee of the Town must be paid remuneration and expenses as set out in Schedule D.

PART V
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 and must be 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 by written submission, by 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, 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, time, and means of review, 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.

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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 Town; 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 37 of this by-law) of the decision of the screening officer, unless the person requests adjudication under section 28 of this by-law.

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**PART VI
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. identify 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 7 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 25 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.

**PART VII
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;

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- 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 36 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, time, or means of the 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 Town.
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 19.d.iii. of this bylaw or may reduce the amount of the administrative penalty if satisfied that exceptional circumstances exist,

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in which case the reduced penalty is immediately due and payable to the Town.

**PART VIII
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; and
 - 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; and
 - d. register a lien in the Personal Property Registry pursuant to section 24 of the Act.

**PART IX
DISCLOSURE OF INFORMATION**

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

**PART X
NOTICES AND TIME PERIODS**

35. A penalty notice or final notice shall be delivered to the affected person as follows:
- a. by personal delivery;

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- b. if the penalty notice is in respect of the parking of a vehicle, by leaving the penalty notice on the vehicle;
 - c. by mailing a copy of the penalty notice by regular mail,
 - i. if the penalty notice is for a contravention involving a vehicle, 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, which may be an address indicated in the records of the Registrar of Motor Vehicles, or
 - iii. if the person named in the penalty notice is a corporation, to the corporation's registered office;
 - d. in a manner prescribed by the Regulation.
36. 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 Town), 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;

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- iii. by delivering it personally to someone who appears to be in charge at a place where the corporation carries on business;
 - d. if the person has used e-mail to communicate with the screening officer or adjudicator, by sending it to the e-mail address provided by or shown in the communication from the person;
 - e. otherwise as permitted by the Act and the Regulation.
37. A penalty notice or final notice delivered under section 35 or a notice or other document is delivered under section 36, delivery is deemed to be effected as follows:
- a. A notice delivered personally is deemed to have been given or delivered on the day it was delivered;
 - b. A notice mailed is deemed to have been given or delivered to the person 7 days after the day it was mailed;
 - c. A notice, other than a penalty notice or a final notice, sent by email is deemed to have been given or delivered the same day, unless sent after 5 pm, in which case it is deemed to have been given or delivered the next business day.
38. 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.

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**PART XI
AMENDMENTS TO OTHER MUNICIPAL BY-LAWS
TRANSITIONAL**

39. This by-law shall come into force on the date adopted by Council.
40. 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* or *The Provincial Offences Act*, as applicable.

DONE AND PASSED by Council of the Town of Altona, in open meeting, duly assembled, this **11th** day of **September**, 2018.

<<<original signed>>>

Mayor

<<<original signed>>>

Chief Administrative Officer

READ a first time this **21st** day of **August**, A.D. 2018.
READ a second time this **11th** day of **September**, A.D. 2018.
READ a third time this **11th** day of **September**, A.D. 2018.

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "A"**

**TOWN OF ALTONA
FINES FOR PARKING AND RELATED OFFENCES**

Provision of By-Law No. 1784/2020	Contravention	Administrative Penalty (\$)	Discounted Amount (\$)
Section 2.3	Obstructing during maintenance hours	\$100.00	\$50.00
Section 3.1	Parking where prohibited	\$100.00	\$50.00
Section 3.2	Obstructing entrance to lane or drive	\$100.00	\$50.00
Section 3.3	Parking within 3 meters of intersection	\$100.00	\$50.00
Section 3.4	Parking within 3 meters of a fire hydrant	\$100.00	\$50.00
Section 3.5	Parking within 100 meters of fire or emergency scene	\$100.00	\$50.00
Section 3.6	Parking a vehicle with a gross vehicle weight rating of 6,804 kilograms or more	\$100.00	\$50.00
Section 3.7	Parking for 48 consecutive hours or more	\$100.00	\$50.00
Section 3.8	Parking a trailer, recreational trailer or motorhome	\$100.00	\$50.00
Section 3.9	Parking a semi-trailer or part thereof on a Town owned parking lot	\$100.00	\$50.00
Section 3.10	Obstructing sidewalk or pathway	\$100.00	\$50.00

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "A" (CONTINUED)**

**TOWN OF ALTONA
FINES FOR PARKING AND RELATED OFFENCES (CONTINUED)**

Provision of By-Law No. 1784/2020	Contravention	Administrative Penalty (\$)	Discounted Amount (\$)
Section 3.11	Parking in a designated parking space	\$100.00	\$50.00
Section 3.14	Parking facing wrong direction	\$100.00	\$50.00
Section 3.14	Parking too far from curb	\$100.00	\$50.00
Section 3.15	Parking within 2 metres of a crosswalk	\$100.00	\$50.00
Section 4.1	Obstructing snow removal equipment	\$100.00	\$50.00
Section 4.2	Depositing snow from private properties onto cleared public road, street or lane	\$100.00	\$50.00
Section 5.2	Parallel parking where not permitted	\$100.00	\$50.00
Section 6.1	Parking in a street	\$100.00	\$50.00
Section 6.2	Obstructing traffic when not loading or unloading	\$100.00	\$50.00
Section 7.1	Depositing materials onto a public road, street, lane or ditch	\$100.00	\$50.00
Section 7.2	Leaving an unattended wire, cable or cord across a sidewalk, boulevard or street	\$100.00	\$50.00

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "A" (CONTINUED)**

**TOWN OF ALTONA
FINES FOR PARKING AND RELATED OFFENCES (CONTINUED)**

Provision of By-Law No. 1784/2020	Contravention	Administrative Penalty (\$)	Discounted Amount (\$)
Section 7.2	Leaving an unattended wire, cable or cord across a sidewalk, boulevard or street	\$100.00	\$50.00
Section 8.1	Using an engine retarder braking system	\$100.00	\$50.00
Section 9.1	Failing to comply with traffic regulations on private and public parking lots	\$100.00	\$50.00

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "A"**

**TOWN OF ALTONA
FINES FOR FIRE PREVENTION AND RELATED OFFENCES**

Provision of By-Law No. 1832/2025	Contravention	Administrative Penalty (\$)	Discounted Amount (\$)
4	Failure to install working Smoke Alarms	\$500	\$250
4	Failure to install working Smoke Alarms on each floor level	\$500	\$250
4	Failure to install working carbon monoxide detector	\$500	\$250
4	Failure to install working carbon monoxide detector	\$500	\$250
4	Failure to maintain exits	\$500	\$250
10	Address not posted	\$500	\$250
10	Address not visible	\$500	\$250
11	Interference with a fire hydrant	\$500	\$250
11	Use of a fire hydrant without authorization	\$500	\$250
12	Moving, tampering, damaging or discharging a fire prevention, fire suppression or rescue apparatus without authorization	\$500	\$250
16	Occupant load sign not posted	\$500	\$250
16	Occupant load exceeded	\$500	\$250

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "A" (CONTINUED)**

**TOWN OF ALTONA
FINES FOR FIRE PREVENTION AND RELATED OFFENCES (CONTINUED)**

Provision of By-Law No. 1832/2025	Contravention	Administrative Penalty (\$)	Discounted Amount (\$)
16	Exit Lighting/Exit Signs/Emergency Lighting not maintained	\$500	\$250
16	Pump not inspected/tested/maintained	\$500	\$250
16	Exit not provided	\$500	\$250
16	Exit obstructed	\$500	\$250
16	Exit has snow and ice accumulations	\$500	\$250
16	Failure to maintain Fire Department access	\$500	\$250
16	Fire separation not maintained	\$500	\$250
16	Fire safety plan not developed	\$500	\$250
16	Fire safety plan box not installed	\$500	\$250
16	Fire Department connections obstructed	\$500	\$250
17(a)	Failure to provide access to inspect	\$500	\$250
17(b)	Failure to carry out requirements of remedial orders	\$500	\$250

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "A" (CONTINUED)**

**TOWN OF ALTONA
FINES FOR FIRE PREVENTION AND RELATED OFFENCES (CONTINUED)**

Provision of By-Law No. 1832/2025	Contravention	Administrative Penalty (\$)	Discounted Amount (\$)
19(a)	Open air fire without a burning permit	\$500	\$250
20(a)	Open air fire without a burning permit requiring an Incident Response	\$1,000	\$500
20(b)	Unattended fire	\$500	\$250
21	Failure to comply with burning permit	\$500	\$250
22	Failure to properly store containers or remove fire hazard	\$500	\$250
23	Portable extinguishers not installed	\$500	\$250
23	Portable extinguishers not maintained	\$500	\$250
24	Standpipe & hose not inspected/tested/maintained	\$500	\$250
25	Housekeeping practices not implemented	\$500	\$250
26	Lockbox not installed	\$500	\$250
26	Lockbox keys not provided	\$500	\$250
28	Failure to maintain Fire Watch	\$500	\$250
29	Fire alarm system altered, removed or service discontinued without authorization	\$1,000	\$500
29	Storage of combustible waste in excess of the amounts specified in the Code	\$1,000	\$500

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "A" (CONTINUED)**

**TOWN OF ALTONA
FINES FOR FIRE PREVENTION AND RELATED OFFENCES (CONTINUED)**

Provision of By-Law No. 1832/2025	Contravention	Administrative Penalty (\$)	Discounted Amount (\$)
30	Service personnel not trained or certified in accordance with the applicable standards	\$500	\$250
30	Portable fire extinguishers not serviced or maintained in accordance with the applicable standard	\$500	\$250
30	Service agency not certified in accordance with the applicable standards	\$500	\$250
30	Failure of service personnel to supply training documentation prior to undertaking work	\$500	\$250
31(a)	False Alarm		
	1 st false alarm in a 12-month period	\$0	\$0
	2 nd false alarm in a 12-month period	\$250	\$150
	3 rd false alarm in a 12-month period	\$500	\$250

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "A" (CONTINUED)**

**TOWN OF ALTONA
FINES FOR VEHICLE FOR HIRE RELATED OFFENCES**

Provision of By-Law No. 1797/2021	Contravention	Administrative Penalty (\$)	Discounted Amount (\$)
Section 15	More than allowed number of drivers operating	\$500.00	\$250.00
Section 16 (c)	Taxi failing to provide all forms of payment	\$500.00	\$250.00
Section 16 (f) (i)	Failure to display current fare schedule	\$500.00	\$250.00
Section 16 (f) (ii)	Failure to display complaint process	\$500.00	\$250.00
Section 16 (f) (iii)	Failure to display process to claim property left in taxi	\$500.00	\$250.00
Section 16 (g)	Failure to have a certified meter in accordance with by-law	\$1,000.00	\$500.00
Section 16 (h)	External light inoperable in accordance with by-law	\$500.00	\$250.00
Section 16 (j)	Failure to take the most economical route	\$1,000.00	\$500.00
Section 16 (k)	Charging more than the fare schedule allows	\$1,000.00	\$500.00
Section 17 (a)	Limousine accepting a fare from being hailed	\$500.00	\$250.00
Section 17 (c)	Limousine failing to provide all forms of payment	\$500.00	\$250.00

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "A" (CONTINUED)**

**TOWN OF ALTONA
FINES FOR VEHICLE FOR HIRE RELATED OFFENCES (CONTINUED)**

Provision of By-Law No. 1797/2021	Contravention	Administrative Penalty (\$)	Discounted Amount (\$)
Section 15	More than allowed number of drivers operating	\$500.00	\$250.00
Section 16 (c)	Taxi failing to provide all forms of payment	\$500.00	\$250.00
Section 16 (f) (i)	Failure to display current fare schedule	\$500.00	\$250.00
Section 16 (f) (ii)	Failure to display complaint process	\$500.00	\$250.00
Section 16 (f) (iii)	Failure to display process to claim property left in taxi	\$500.00	\$250.00
Section 16 (g)	Failure to have a certified meter in accordance with by-law	\$1,000.00	\$500.00
Section 16 (h)	External light inoperable in accordance with by-law	\$500.00	\$250.00
Section 16 (j)	Failure to take the most economical route	\$1,000.00	\$500.00
Section 16 (k)	Charging more than the fare schedule allows	\$1,000.00	\$500.00
Section 17 (a)	Limousine accepting a fare from being hailed	\$500.00	\$250.00
Section 17 (c)	Limousine failing to provide all forms of payment	\$500.00	\$250.00

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "A" (CONTINUED)**

**TOWN OF ALTONA
FINES FOR VEHICLE FOR HIRE RELATED OFFENCES (CONTINUED)**

Provision of By-Law No. 1797/2021	Contravention	Administrative Penalty (\$)	Discounted Amount (\$)
Section 17 (e)	Limousine failing to provide upfront pricing	\$500.00	\$250.00
Section 18 (a)	PTP accepting fare from being hailed	\$500.00	\$250.00
Section 18 (b)	PTP accepting fare from taxi ranks	\$500.00	\$250.00
Section 18 (c)	Failure to comply with PTP App conditions of hire	\$500.00	\$250.00

TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE “A” (CONTINUED)

TOWN OF ALTONA
FINES FOR PUBLIC CONSUMPTION OF CANNABIS, SMOKING OR VAPING

Provision of By-Law No. 1830/2025	Contravention	Administrative Penalty (\$)	Discounted Amount (\$)
8	Smoke, vape or consume cannabis where prohibited		
	i. First offence	\$200	\$100
	ii. Second offence	\$300	\$200
	iii. Third and subsequent offence	\$400	\$300
9	Failing to ensure that no person smokes, vapes or consumes cannabis on an outdoor patio.		
	i. First offence	\$200	\$100
	ii. Second offence	\$300	\$200
	iii. Third and subsequent offence	\$400	\$300
11	Smoke or vape in a Town-owned building		
	i. First offence	\$200	\$100
	ii. Second offence	\$300	\$200
	iii. Third and subsequent offence	\$400	\$300

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "A" (CONTINUED)**

**TOWN OF ALTONA
FINES FOR NOISE CONTRAVENTIONS**

Provision of By-Law No. 1831/2025	Contravention	Administrative Penalty (\$)	Discounted Amount (\$)
Allow or create a noise nuisance by:			
4.	an animal owned, in possession of, or harboured by a person	\$200	\$100
4. b.	the operation of any power or manual equipment, machinery device or motor vehicle	\$200	\$100
4. c. i.	the operation of a powered model vehicle when not permitted	\$200	\$100
4. c. ii.	the operation of any mechanical powered device used outdoors when not permitted	\$200	\$100
4. d.	the operation or playing of a device that produces, reproduces or amplifies sound in a residential district	\$200	\$100
4. e.	shouting or amplifying sound	\$200	\$100
4. f.	repairing, rebuilding or testing a motor vehicle or motorized recreational vehicle when not permitted	\$200	\$100

TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "B"

TOWN OF ALTONA
PENALTY NOTICE FORM FOR PARKING CONTRAVENTIONS

TOWN OF ALTONA
PENALTY NOTICE /
AVIS DE PÉNALITÉ



The undersigned, being a peace officer, has reasonable and probable grounds to believe and does believe that at Altona, Manitoba on:

Le (la) soussigné(e), agent(e) de la paix, déclare avoir des motifs raisonnables de croire et croit qu'à Altona, au Manitoba, à l'heure et à la date ci-dessous:

No

YEAR / ANNÉE	MONTH / MOIS	DAY / JOUR	TIME / HEURE
NAME / NOM		OWNER / PROPRIÉTAIRE <input type="checkbox"/> DRIVER / CONDUCTEUR <input type="checkbox"/>	
ADDRESS / ADRESSE			
DRIVER'S LICENSE / PERMIS DE CONDUIRE			
DATE OF BIRTH / DATE DE NAISSANCE		PHONE / TÉLÉPHONE	
PLATE / PLAQUE	MAKE / MODÈLE	COLOR / COULEUR	
LOCATION / ENDROIT			

did unlawfully commit the following infraction contrary to:
a commis l'infraction suivante contrairement au règlement municipal no.:

Town of Altona By-Law #: _____
Règlement municipal no.: _____

Section no. _____
Article _____

Contravention Summary
Résumé de la contravention

Fine \$ _____ Early Payment \$ _____
Amende _____ Paiement anticipé _____

Signed on the date of violation at Altona, Manitoba.
Signé à la date de l'infraction à Altona, au Manitoba.

OFFICER NAME (PRINTED) / NOM D'AGENT(E) _____ NO. _____

SIGNATURE _____

Early Payment Amount applies only if paid within 14 days after delivery of notice.
Le montant du Paiement anticipé ne s'applique que si l'amende est payée dans les 14 jours suivant la livraison de l'avis.

INCLUDE THIS NOTICE WITH YOUR PAYMENT.
JOINDRE LE PRÉSENT AVIS AU PAIEMENT.

PAYMENT DEFAULTED / DÉFAUT DE PAIEMENT

FINE PAID / AMENDE PAYÉE

PAYMENT OF FINE

Make your cheque or money order payable to: **Town of Altona**

and mail to: **Box 1630, Altona, Manitoba, R0G 0B0**

or pay in person at: **111 Centre Ave E, Altona, Manitoba**
between 8:30 am and 5:00 pm
Monday through Friday

PLEASE DO NOT FORWARD CASH BY MAIL

You may request a review of the penalty by a screening officer in writing within 30 days after delivery of the penalty notice. Requests can be mailed to the address above or sent by e-mail to screening.officer@altona.ca. 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.

For more information on requesting a review, please refer to the Town of Altona website at:

[www.altona.ca/government/resources/penalty notices](http://www.altona.ca/government/resources/penalty%20notices)

WARNING: Failure to respond will result in further action being taken under the Town's Bylaw 1765/2018.

The Early Payment Amount only applies if the fine is paid within 14 days after delivery of notice.

PAIEMENT DE L'AMENDE

Faire le chèque ou le mandat-poste à l'ordre de: **Town of Altona**

et envoyer à: **Boîte 1630, Altona, Manitoba, R0G 0B0**

ou payer au: **111 ave Centre E, Altona, Manitoba**
entre 8h30 et 17h00
du lundi au vendredi

S'IL VOUS PLAÎT NE PAYEZ PAS EN ESPÈCES PAR COURRIER

Vous pouvez demander une révision de la pénalité par écrit par un agent de contrôle dans les 30 jours suivant la livraison de l'avis de pénalité. Les demandes peuvent être postées à l'adresse ci-dessus ou envoyées par courriel à screening.officer@altona.ca. La demande doit inclure un numéro de téléphone et / ou une adresse électronique, avec une indication des moyens de communication préférés avec l'agent de contrôle pour faire les arrangements nécessaires pour la révision.

Pour plus de renseignements sur la demande d'une révision, veuillez consulter le site web de la ville d'Altona à:

[www.altona.ca/government/resources/penalty notices](http://www.altona.ca/government/resources/penalty%20notices)

AVERTISSEMENT: Si vous ne répondez pas, d'autres mesures seront prises en vertu du règlement municipal 1765/2018 sur l'application de la loi.

Le montant du paiement anticipé ne s'applique que si l'amende est payée dans les 14 jours suivant la livraison de l'avis.

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "C"**

**TOWN OF ALTONA
FINAL NOTICE FORM**

Penalty notice number	
Date of issue	
Location	
Violation	
Amount of penalty	

Within 30 days of delivery of this notice, you may:

- a) Pay the administrative penalty set out above; or
- b) Request a review by a screening officer.

Failure to take action within the 30 day period will result in the administrative penalty being immediately due and payable to the Town of Altona, after which the Town of Altona may commence collection proceedings as set out in By-Law No. 1765/2018.

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "D"**

**TOWN OF ALTONA
SCREENING OFFICER REMUNERATION AND EXPENSES**

An employee of the Town of Altona will be appointed as Screening Officer.

Screening Officers appointed outside of the Town of Altona employ will be paid \$15.00 to \$20.00 per hour for services rendered.

**TOWN OF ALTONA
BY-LAW 1765/2018
SCHEDULE "E"**

**TOWN OF ALTONA
ELIGIBLE BY-LAW CONTRAVENTIONS**

By-law contraventions that may be dealt with by a compliance agreement:

None.