

Memorandum to Council

Legal and Enforcement Services

Enforcement Services Division



To: Mayor and Members of Council

CC: Roger Saunders – Commissioner, Planning and Development
Peter Angelo – Director, Engineering
Tara Painchaud – Sr. Manager, Transportation Services

**Acknowledged by M. Gaskell,
Chief Administrative Officer**

From: Francesco Santaguida – Commissioner, Legal and Enforcement Services/Town Solicitor

Date: April 29, 2024

File #: LS 04-24; By-law #8056-24;
By-law #8059-24

Subject: Extension of time to implement the new Administrative Penalty System By-law # 8056-24 (the “APS By-law”) and new Traffic By-law # 8059-24 (the “Traffic By-law”)

Enforcement Services has been working diligently to implement the new Administrative Penalty System (“**APS**”) for parking offences in the Town. There are a few outstanding administrative and technical tasks that staff are required to work through before the APS can be implemented.

These tasks include:

1. Acquiring new notices of offence (i.e., tickets) to reflect the APS,
2. Issuing an Expression of Interest for a Hearings Officer, and,
3. Executing an Authorized Requester Information Services Agreement (the “**ARIS Agreement**”) through the Ministry of Transportation.

Tasks 1 and 2 are underway, and we expect them to be completed by mid-May.

Task 3 may take additional time, as the ARIS Agreement is provided by the Ministry of Transportation, and the Town does not control when it will be executed. Town staff have

been in contact with Ministry staff and are working towards execution of the ARIS Agreement.

As a result, the Town Solicitor recommends that Council adopt the by-law to which this memorandum is attached to extend the time for the implementation of the new APS By-law and new Traffic By-law. The amending by-law allows for the coming into force and implementation of the new APS By-law and new Traffic By-law to be tied to the execution of the ARIS Agreement. Under the amending by-law, the Traffic and APS By-laws would come into force nine (9) days after a Council Information Index Memorandum from the Commissioner, Legal and Enforcement Services/Town Solicitor advising that the ARIS Agreement has been fully executed.

Nine (9) days after the memorandum will allow for the Traffic By-law and APS By-law to come into force at 12:00 a.m. on a Monday morning, which would help minimize disruption for residents, businesses, and operations. Importantly, it will also allow staff to communicate the change to APS to residents, businesses, and the public generally in advance of the by-laws coming into force.