

**To:** Metrolinx Board of Directors

**From:** Martin Gallagher  
*Chief Operating (GO & UP) and Safety Officer*

**Date:** February 15, 2024

**Re:** **Changes to Administrative Fees for Fare-Related Offences**

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## **Executive Summary**

In September 2022, the Board of Directors provided approval to introduce the new graduated fee structure enabling Revenue Protection Officers (RPOs) and Customer Protective Officers (CPOs) to issue escalating fees corresponding to the number of previous fare-related offences (e.g., \$35, \$50 or \$100) through the issuance of a Notice of Violation.

Since implementation in October 2022, the graduated fee structure has been a clear success with both real and perceived increases in fare recovery, equity, and fairness.

A total value of \$1,885,890 in fees have been issued since implementation, with \$1,378,890 (or 73.07 per cent) recovered as of October 31, 2023. This is a significant increase from 2020/21 (32.65 per cent), 2021/22 (46.08 per cent), and prior years despite a higher total value of fees dispatched.

The recovery rate for fees issued between October 2022 and October 2023 improved by 77 per cent when compared to the past four comparable periods from 2018 to 2022 (Table 3 in Appendix A). The number of days to receive payment also decreased by 72 per cent.

Revenue Protection Officers (RPOs) have reported improvements in interactions with passengers, and more willingness to pay immediately given lowered fees for first and second offences, which were previously set at a fixed amount (\$100). Moreover, RPOs have reported experiences of reduced friction during the inspection phase and identified more opportunities to educate passengers as well. This enhanced equitable fee system is evidently less punitive and has enabled new opportunities for fare recovery and interactive, educational discussions with customers, particularly first-time offenders

While the graduated fee structure has demonstrated success since its launch in October 2022, additional opportunities for continuous improvement in recovery and hearings have been identified and are proposed below:

- 1. Increase Recovery Rate for Fare-Related Fees:** The current recovery rate for the graduated fee structure is approximately 73 per cent. Metrolinx Customer Protective Services Compliance and Revenue Protection Services are seeking to increase the recovery rate through the introduction of a Late Payment fee proposed at \$25. The Late Payment fee would be additional to any fare-related fees affixed to a Notice of Violation not paid within the initial 15 days of its issuance.
- 2. Deter No-Shows for Scheduled Hearings:** Metrolinx is seeking approval to increase the current non-attendance fee from \$30 to \$100 for customers failing to attend a scheduled hearing officer appointment. This additional fee aligns with jurisdictional practices and coincides with the amount charged by other municipal administrative monetary penalty

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programs. The intent of this fee increase is to encourage customers to attend their scheduled hearings, which they have requested, and deter no-shows. No-shows undermine the operations of Metrolinx by having staff attend and/or prepare documentation for a hearing that cannot proceed due to absenteeism, as well as incur costs associated with engaging a hearing officer.

The proposed Late Payment fee and updated No-Show fee enable Metrolinx to recover lost revenue while ensuring a fair and consistent approach for passengers who do not pay their fare.

**Operations GO & UP are seeking approval to amend Metrolinx By-law No. 7 to adopt the proposed changes.**

## **Recommendation**

### **RESOLVED:**

**THAT**, as further described in the Chief Operating and Safety Officer's report dated February 15, 2024, (the "Report"), the Board approves amendments to By-law No. 7 to establish a Late Payment Fee for fare-related offences, as well as an increase to the additional fee for failure to attend a hearing officer appointment;

**AND THAT** amended By-law No. 7 attached to the Report as Appendix B is enacted, effective as of April 1<sup>st</sup>, 2024;

**AND THAT** the current By-law No. 7 be repealed and replaced with the revised By-law No. 7 attached as Appendix B to this Report, effective as of April 1<sup>st</sup>, 2024;

**AND THAT** the Board Chair and Corporate Secretary are authorized to sign the By-law.

## **Background**

The Board of Directors provided approval in September 2022 to introduce the new graduated fee structure granting Revenue Protection Officers and Customer Protective Officers the capability to issue escalating fees corresponding to the number or level of offence.

The implementation of the new graduated fee structure saw the recovery rate for fees issued between October 2022 and October 2023 improve by 77 per cent when compared to the past four comparable periods from 2018 to 2022 (Table 3 in Appendix A). The number of days to receive payment also decreased by 72 per cent since launch.

Given the success of this initiative, there is opportunity to continue to improve recovery rates with a proposed late payment fee for fare-related offences to incentivize on-time payment of fees issued through Notices of Violation.

With the graduated fee structure, first-time offenders are issued a \$35 administrative fee. For second offences, a \$50 administrative fee is applied, while a \$100 administrative fee is issued for third offences. Passengers with four or more offences are automatically served a Provincial Offence Notice (PON) with a set penalty of \$200.

Customers have 15 days to voluntarily pay or dispute their fee. Most fees (~74 per cent) are paid within 15 days after issuance of the infraction. The remaining ~26 per cent of fees are either disputed or remain unpaid, resulting in additional administration and labour to enforce through internal and third-party collection efforts and lost revenue for Metrolinx. Similarly, the enhancements to administrative fees will also aid in offsetting the costs incurred through administrative burdens associated with late payments, non-payments, and no-shows for hearings.

### Late Payment Fee for Fare-Related Offences

Operations GO & UP is seeking an amendment to By-law No. 7 to charge customers an additional \$25 Late Payment fee for Notices of Violations not paid within 15 days.

This amendment would be within the authority of the Board under Ontario Regulation 282/10, which sets out the authority for Metrolinx to charge additional fees:

*11. (1) Subject to subsection (2), the Corporation may charge additional fees, in the amounts specified in the administrative fee by-law, as follows:*

*1. If an administrative fee is not paid within 15 days after the date that it becomes due and payable to the Corporation,*

This fee will be added onto the existing escalating fee amount after 15 days has passed. The \$25 fee proposal falls within the acceptable additional administrative fee range upon consultation with legal counsel. Late payment fees are common among Ontario municipalities in their administrative monetary penalty systems ; the City of Vaughan and the City of Oshawa have a similar \$25 fee which is charged after 15 days.

**Table 1 - Late Payment Fee for Failure to Show Valid Ticket**

Item	Description of Contravention	Section of By-law No. 2 That Has Been Designated	Existing Fee Structure		NEW	
			Amount of Fee		Late Payment Fee If Not Paid within 15 days	Maximum Administrative Penalty
1	Fail to show valid ticket when directed	Section 2.19	First offence:	\$35.00	\$25.00	\$60.00
			Second offence:	\$50.00	\$25.00	\$75.00
			Third offence:	\$100.00	\$25.00	\$125.00
			Four or more offences:	Provincial Offence Notice (PON) or summons	N/A	Provincial Offence Notice (PON), summons

### Increased Administrative Fee - Failure to Attend Hearing Officer Appointment

Ontario Regulation 282/10, which governs Administrative Fees, provides the authority under Section 11. (1) 2 that the Corporation may charge an additional fee with respect to the failure of a person appearing at the time and place scheduled for a hearing by a hearing officer.

Metrolinx's administrative hearings are adjudicated by a hearing officer. Metrolinx has two hearing officers on its roster who have been appointed by Metrolinx's Customer Advisory Program pursuant to Metrolinx By-law No. 7. The hearing officers are contracted through a Professional Services Agreement with Metrolinx and are paid approximately \$500 per diem per hearing day to chair administrative hearings and adjudicate the fare-related dispute. On average, there are approximately 21 hearings scheduled on a hearing day.

Since the implementation of the graduated fee structure, Metrolinx received a total of 220 requests (between October 2022 to October 2023) from customers seeking an administrative hearing before a hearing officer. Approximately 4 per cent of these patrons failed to attend their scheduled hearing. Administrative hearings are not mandatory, but rather applicant-driven for those customers choosing to dispute their ticket.

A review of additional fees from other municipal administrative monetary penalty systems showed that the current fee charged by Metrolinx is well below the industry standard and does not cover business costs. The industry average to charge a person(s) failing to attend a hearing is \$96, while Metrolinx currently charges \$30.

As Metrolinx must secure a hearing officer in advance of a hearing date pursuant to a Professional Services Agreement thereby incurring costs noted above, Metrolinx is seeking to increase fees charged for individuals failing to attend a scheduled hearing from \$30 to \$100, which will align with industry standards and more importantly, encourage customers to attend their scheduled hearings.

**Table 2 - Increased Fee for Failure to Attend Hearing Officer Appointment**

Item	Description of Contravention	Section of By-law No. 2 That Has Been Designated	Amount of Fee
10	Fail to attend hearing officer appointment	Additional fee added administratively	<b>CURRENT: \$30</b> <b>PROPOSED: \$100 (+\$70)</b>

**Exceptions: Ensuring Equity and Fairness**

**Late Payment Fee**

The new Late Payment fee will be equitable and fair to all customers. In-person and payment accommodations will be available to support 'unbanked' customers who wish to pay their fee(s) early, but do not have access to a debit card or credit card. Furthermore, Metrolinx will continue its practice to not issue Notice of Violation offences to vulnerable individuals. Instead, Metrolinx will continue its practice to extend, reduce, or cancel Notice of Violation issuances for warranted cases, which represent ~1.07 per cent of all fees issued since the graduated fee structure came into effect.

These proposed enhancements to the graduated fee structure are being developed with an inclusive lens. The intent is to prevent and remove any discrimination or biases in the design, application, training, community outreach and accountability mechanisms of the program to ensure fair and equitable treatment of all our passengers.

**Non-Attendance Fee**

Although a non-attendance fee would be applied to any matter where a customer failed to attend a scheduled hearing, hearing officers have the discretion to waive the additional fee where the circumstances warrant it (e.g., setting aside an ex parte decision, extreme financial hardship).

**Implementation**

Metrolinx is required to give 30-days public notice of any change(s) to the administrative fees specified in the Administrative Fee By-law before the change can come into full force and effect [O. Reg 282/10, s. 12 (1)]. Notice of amendments made to Schedule "A" of By-law No. 7, will be posted on the GO Transit and UP Express public websites on the date upon which they are approved by the Board.

Technological infrastructure and enforcement documentation (ticket stock) will be updated accordingly, and Metrolinx Customer Protective Services and other relevant business units will receive appropriate training to ensure operational readiness once the amended by-law comes into full force and effect on April 1, 2024. More specifically, Metrolinx Customer Protective Services and other relevant business units will receive regular, ongoing human rights-focused training, developed in consultation with affected groups, on racial profiling, unconscious biases, and related topics. This is to ensure all passengers are treated in a fair and equitable manner under the new graduated fee structure.

**Conclusion**

Metrolinx takes its duties seriously as they relate to the safety, efficiency, and protection of transportation corridors under the *Metrolinx Act, 2006*, and is committed to continuously improving service delivery and enhancing customer satisfaction. The proposed Late Payment fee and increased fee for failing to attend a hearing appointment will enable our organization to address fare violations in a more expeditious and cost-effective manner, while also protecting the integrity of our fare system. This new approach will also provide officers with greater opportunities to educate passengers on the various ways to purchase their fare as well as the consequences for failing to do so.

Respectfully submitted,

Martin Gallagher  
Chief Operating (GO & UP) and Safety Officer

**Attachments**

Appendix A

- Table 3 – Recovery Rate and Time-to-Pay

- Table 4 - Graduated Fee Breakdown
- Table 5 - Snapshot of Year-Over-Year Average Days to Pay

Appendix B - Schedule "A" to By-law No. 7 Metrolinx Administrative Fees

**Appendix A**
**Table 3 - Recovery Rate and Time-to-Pay**

<b>PRE-GRADUATED FEE IMPLEMENTATION KPIs</b>						
<b>Period</b>	<b>NOVs Issued</b>	<b>Total Value of Fees</b>	<b>Paid</b>	<b>Remaining Balance</b>	<b>Recovery Rate</b>	<b>Avg Days to Pay</b>
Oct 2018 - Oct 2019	41,903	\$4,190,100	\$1,972,315	\$911,113	47.03%	59.46
Oct 2019 - Oct 2020	30,843	\$3,083,700	\$1,219,068	\$790,045	39.47%	57.19
Oct 2020 - Oct 2021	15,514	\$1,551,300	\$507,184	\$633,492	32.65%	58.14
Oct 2021 - Oct 2022	5,086	\$361,150	\$166,724	\$150,053	46.08%	39
<b>AVERAGE</b>					<b>41.31%</b>	<b>53.45</b>
<b>POST-GRADUATED FEE IMPLEMENTATION KPIs</b>						
<b>Period</b>	<b>NOVs Issued</b>	<b>Total Value of Fees</b>	<b>Paid</b>	<b>Remaining Balance</b>	<b>Recovery Rate</b>	<b>Avg Days to Pay</b>
Oct 2022 - Oct 2023	51,678	\$1,885,890	\$1,378,890	\$653,715	73.07%	15.22
<b>AVERAGE</b>					<b>73.07%</b>	<b>15.22</b>

**Table 4 - Graduated Fee Breakdown**

	<b>NOVs Issued</b>	<b>Total Value of Fees</b>	<b>Paid</b>	<b>Remaining Balance</b>	<b>Recovery Rate</b>	<b>Avg Days to Pay</b>
<b>\$35</b>	48,554	\$1,699,390	\$1,280,777	\$558,190	75.33%	15.06
<b>\$50</b>	2,518	\$125,900	\$73,705	\$62,255	58.50%	17.64
<b>\$100</b>	606	\$60,600	\$23,595	\$33,656	38.75%	19.80

**Table 5 - Snapshot of Year-Over-Year Average Days to Pay**

<b>Year-Over-Year Average Days to Pay</b>				
<b>FY18/19</b>	<b>FY19/20</b>	<b>FY20/21</b>	<b>FY21/22</b>	<b>FY22/23</b>
59.46 days	57.19 days	58.14 days	39 days	15.22 days

**Appendix B****BY-LAW NO. 7****METROLINX**  
(the “Corporation”)

A by-law establishing an alternative dispute resolution program for contravention of certain parking and fare by-laws

BE IT ENACTED as a by-law of the Corporation as follows:

**1. DEFINITIONS**

- 1.1 In this by-law and in all other by-laws of the Corporation, unless the context otherwise requires:
- (a) Words defined in the *Metrolinx Act, 2006* shall have the meaning assigned to them for purposes of the *Metrolinx Act, 2006*;
  - (b) “Hearing Officer” means a person appointed by the Corporation to conduct hearings under this by-law;
  - (c) “Officer” means an officer designated by the Corporation for the purposes of enforcing the by-laws of the Corporation.
  - (d) “Person” means the person who is named in the administrative fee notice, the registered owner of a motor vehicle in the case of a parking contravention, or any person acting as an agent for that person.
  - (e) “Screening Officer” means an employee of the Corporation who is appointed for the purposes of screening administrative fees under this by-law.

**2. DESIGNATED BY-LAWS TO WHICH THE SYSTEM OF ADMINISTRATIVE FEES APPLIES**

**The following sections of Metrolinx By-law No. 2 are hereby designated for the purposes of a system of administrative fees:**

*Designated sections*

- 2.1 The following offences under Metrolinx By-law No. 2 for contraventions in respect of the payment of fares by passengers or respecting the stopping, standing or parking of vehicles are hereby designated as contraventions to which the system of administrative fees applies:
- (a) 2.19 – fail to show a valid ticket when directed
  - (b) 3.17(a) – park vehicle contrary to parking control sign
  - (c) 4.2 – park vehicle not incidental to use of the transit system



- (d) 4.3 – park vehicle over 48 hours
- (e) 4.5 – park vehicle excessive weight
- (f) 4.6 – park, stand or stop vehicle outside designated area
- (g) 4.8 – park vehicle occupy more than one space

**Notice, Reviews and Hearings**

- Notice*
- 2.2 Any notice pursuant to this By-law may be given in any of the following ways and is effective:
- On the date on which a copy is delivered to the person to whom it is addressed;
  - On the seventh day after a copy is sent by regular mail to the person's last known address;
  - Upon the conclusion of the transmission of a copy by facsimile transmission to the person's last known facsimile transmission number; or
  - Upon the sending of a copy by e-mail transmission to the person's last known e-mail address.
- Notice of violation*
- 2.3 Any notice alleging a contravention of a provision of a designated by-law shall clearly set out the date and time at which the contravention occurred and any other information necessary for a thorough understanding of the circumstances of the alleged contravention. The notice shall include but not be limited to:
- (a) Name, date of birth and address of the person who committed the contravention or registered owner information in the case of a vehicle;
  - (b) The nature of the allegation;
  - (c) The amount of the administrative fee required to be paid including, any information relating to payment options and the consequences of failure to pay;
  - (d) The process and timelines for requesting a review before a Screening Officer regarding the imposition of the fee.
- Request for review by a Screening Officer*
- 2.4 Any person who receives a fee notice under this By-law may request a review of the administrative fee by a Screening Officer in accordance with this section:
- (a) The person's right to request a review expires on the 15<sup>th</sup> day after the notice of violation is given to the person;
  - (b) The person's right to request that a Screening Officer extend the time to request a review expires on the 15<sup>th</sup> day after a notice of non-payment is given to the person at which time the administrative fee shall be deemed to be affirmed.
  - (c) The Screening Officer may extend the time to request a review where the person demonstrates to the screening officer extenuating circumstances that reasonably warrants the extension of time.
- Screening Officer Powers*
- 2.5 On a review of an administrative fee, the Screening Officer may cancel, affirm, vary or extend the time to pay the fee based on the following grounds:
- (a) Where the person establishes, on a balance of probabilities, that the person did not

commit the act described in the violation notice; or

- (b) The cancellation, reduction or extension of the amount or time to pay is necessary to relieve undue hardship; or
- (c) The cancellation, reduction or extension of the amount of the fee or the time in which to pay is consistent with ensuring the integrity of the proof of payment fare system or compliance with parking regulations.

*Procedures for review*

- 2.6 The Screening Officer shall conduct reviews in an expeditious and cost effective manner while ensuring procedural fairness and equity. Reviews by a Screening Officer may be conducted in person, in writing, or electronically.

*Notice of Review Meeting*

- 2.7 In the event that a date and time is required to be established to conduct a review, the person shall be given at least 7 days' notice of the date, time and place of the scheduled meeting with a Screening Officer.

*Decisions in writing*

- 2.8 Decisions of a review by a Screening Officer shall be provided in writing.

*Hearings*

- 2.9 A person who receives notice of the Screening Officer's decision may request a review of the Screening Officer's decision by a Hearing Officer within 15 days of receiving notification of the Screening Officer's decision:

- (a) The Hearing Officer after considering all submissions may amend, vary, cancel, reduce, or extend the time for payment of the administrative fee on the following grounds:
  - (i) Where the person establishes, on a balance of probabilities, that the person did not commit the act described in the violation notice; or
  - (ii) The cancellation, reduction or extension of the amount or time to pay is necessary to relieve undue hardship; or
  - (iii) The amendment, variation, cancellation, reduction of the amount or the time to pay is consistent with ensuring the integrity of the proof of payment fare system or compliance with parking regulations.

*Extension of time*

- 2.10 A Hearing Officer has the authority to extend time limits prescribed by this by-law whether or not the prescribed time period has expired if:

- (a) The person requesting the extension demonstrates to the Hearing Officer extenuating circumstances that warrant the extension of time; or
- (b) In the opinion of the Hearing Officer the extension of time is necessary to ensure procedural fairness.

*Notice of hearing*

- 2.11 A person shall be given at least seven (7) days' notice of the date, time and place of the hearing before a Hearing Officer.

*Representatives*

- 2.12 Before making a decision under section 2.9 or 2.10 the Hearing Officer shall conduct a hearing where both the person and the Corporation are given an opportunity to be heard.

*Procedures for hearings*

- 2.13 The Hearing Officer shall conduct hearing in an expeditious and cost effective manner while ensuring procedural fairness and equity. Hearings by a Hearing Officer may be

conducted in person, in writing, or electronically.

*Decisions in writing*

2.14 All decisions of a Hearing Officer shall be provided in writing.

2.15 All hearings conducted by a Hearing Officer shall be in accordance with the *Statutory Powers Procedures Act*, R.S.O. 1990, c. S. 22, as amended.

*Decision final*

2.16 Any decision of a Hearing Officer is final.

*Refund*

2.17 Where a person has paid an administrative fee that is subsequently cancelled or reduced, the Corporation shall refund the amount cancelled or reduced.

*Failure to attend*

2.18 Where a person fails to attend a meeting with a Screening Officer or a hearing in front of a Hearing Officer, the administrative fee shall be affirmed.

2.19 Where a person fails to a hearing they shall be required to pay additional fees as prescribed in Schedule “A”.

*Debt to the Corporation*

2.20 An administrative fee becomes a debt due to the Corporation of each person to whom the administrative fee notice was given when:

(a) the amount of the fee is reduced, varied or for which time for payment has been extended by a Screening Officer or Hearing Officer; or

(b) the time in which to pay the administrative fee has expired; or

(c) the person fails to attend at a scheduled meeting with a Screening Officer; or

(d) the person fails to attend at a scheduled hearing with a Hearing Officer.

*Additional Fees*

2.21 The Corporation reserves the right to add additional fees as permitted by the *Metrolinx Act, 2006* or any regulation made under the Act.

*Officer not to receive payment*

2.22 An officer issuing a notice of violation shall not receive payment for any administrative fee.

### **Schedule of Administrative Fees for Contraventions**

*List of fee amounts*

2.23 The amount of fee to be paid for each contravention is as prescribed in Schedule “A” appended to this by-law.

*Additional Fees*

2.24 The amount for any additional fees to be collected and the purpose for which they are added is as prescribed in Schedule “A” appended to this by-law.

*Effective Date*

2.25 This By-law becomes effective once the Administrative Fees Regulation made under the *Metrolinx Act, 2006* comes into effect.

*30 day Notice*

2.26 The Corporation shall give public notice of any change to the amount(s) of an administrative fee at least 30 days before implementation of the change of such fee.

### **3. APPOINTMENT OF HEARING OFFICERS**

- Customer Service  
Advisory  
Committee* 3.1 The Vice President, Customer Service shall recommend eligible candidates for appointment to the Customer Service Advisory Committee, which recommendation shall give preference to eligible candidates:
- (a) with knowledge of and experience in administrative law; and
  - (b) of good character.
- Appointment, etc.* 3.2 The Customer Service Advisory Committee will interview the recommended eligible candidates, evaluate candidates based on pre-determined criteria including compliance with conflict of interest guidelines, and recommend successful candidates for Metrolinx's appointment or renewal.
- Number of  
Hearing Officers* 3.3 The Customer Service Advisory Committee shall recommend the appointment of that number of Hearing Officers as required by the Corporation from time to time.
- Term* 3.4 Each Hearing Officer shall serve at the pleasure of the Corporation and each appointment shall be effective until terminated in accordance with the terms of an agreement between the Hearing Officer and the Corporation, or in the absence of such provision, on thirty days' notice by the Corporation.

The foregoing by-law is hereby consented to and passed as a by-law of the Corporation by the Members of the Board of Directors the 8th day of September 2022 pursuant to Subsection 21(1) of the Metrolinx Act, 2006, effective the 10th day of October, 2022.

## Schedule "A" to By-law No. 7

## Metrolinx

## Administrative Fees

<b>Item</b>	<b>Description of contravention</b>	<b>Section of By-law No. 2 that has been designated</b>	<b>Amount of Fee</b>
<del>1</del>	<del>Fail to show valid ticket when directed</del>	<del>Section 2.19</del>	<del>First Offence: \$35.00</del> <del>Second Offence: \$50.00</del> <del>Third Offence: \$100.00</del> <del>Four or more offences: Provincial Offence Notice (PON) or summons</del>
<del>2</del>	<del>Park vehicle not incidental to use of transit system</del>	<del>Section 4.2</del>	<del>\$25.00</del>
<del>3</del>	<del>Park vehicle over 48 hours</del>	<del>Section 4.3</del>	<del>\$25.00</del>
<del>4</del>	<del>Park vehicle excessive weight</del>	<del>Section 4.5</del>	<del>\$25.00</del>
<del>5</del>	<del>Park vehicle outside designated area</del>	<del>Section 4.6</del>	<del>\$25.00</del>
<del>6</del>	<del>Stand vehicle outside designated area</del>	<del>Section 4.6</del>	<del>\$25.00</del>
<del>7</del>	<del>Stop vehicle outside designated area</del>	<del>Section 4.6</del>	<del>\$25.00</del>
<del>8</del>	<del>Park vehicle occupy more than one space</del>	<del>Section 4.8</del>	<del>\$25.00</del>
<del>9</del>	<del>Park vehicle contrary to parking control sign</del>	<del>Section 3.17(a)</del>	<del>\$25.00</del>
<del>10</del>	<del>Fail to attend Hearing Officer appointment</del>	<del>Additional Fee added administratively</del>	<del>\$30.00</del>
<del>11</del>	<del>Dishonoured Payment</del>	<del>Additional Fee added administratively</del>	<del>\$30.00</del>
<del>12</del>	<del>A fee in respect of collection costs if the Corporation uses a collection agency to collect Administrative Fees and Additional Fees</del>	<del>Additional Fee added administratively</del>	<del>\$20.00</del>

Item	Description of contravention	Section of By-law No. 2 that has been designated	Amount of Fee	Late Payment Fee if <u>not</u> Paid within 15 Days	Maximum Administrative Penalty
13.	Fail to show valid ticket when directed	Section 2.19	First Offence: \$35.00	\$25.00	\$60.00
			Second Offence: \$50.00	\$25.00	\$75.00
			Third Offence: \$100.00	\$25.00	\$125.00
			Four or more offences: Provincial Offence Notice (PON) or summons	N/A	Provincial Offence Notice (PON), summons
14.	Park vehicle not incidental to use of transit system	Section 4.2	\$25.00		
15.	Park vehicle over 48 hours	Section 4.3	\$25.00		
16.	Park vehicle — excessive weight	Section 4.5	\$25.00		
17.	Park vehicle outside designated area	Section 4.6	\$25.00		
18.	Stand vehicle outside designated area	Section 4.6	\$25.00		
19.	Stop vehicle outside designated area	Section 4.6	\$25.00		
20.	Park vehicle occupy more than one space	Section 4.8	\$25.00		
21.	Park vehicle contrary to parking control sign	Section 3.17(a)	\$25.00		
22.	Fail to attend Hearing Officer appointment	Additional Fee added administratively	\$100.00		
23.	Dishonoured Payment	Additional Fee added administratively	\$30.00		
24.	A fee in respect of collection costs if the Corporation uses a collection agency to collect Administrative Fees and Additional Fees	Additional Fee added administratively	\$20.00		