



**SUBJECT: Relocation of parking penalty rates**

**TO: Community Planning, Regulation & Mobility Cttee.**

**FROM: Transportation Services Department**

Report Number: TS-13-21

Wards Affected: All

File Numbers: 110-04-1

Date to Committee: November 9, 2021

Date to Council: November 23, 2021

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**Recommendation:**

Approve the amendments to By-law 39-2016, otherwise known as the “Parking and Idling By-law” and amendments to By-law 40-2016, otherwise known as the “Administrative Penalty By-law” to relocate the parking penalty amounts from By-law 39-2016 into By-law 40-2016 as outlined in Appendix A to transportation services department report TS-13-21, in a form satisfactory to the Executive Director of Legal Services and Corporation Counsel.

**PURPOSE:**

To remove the schedule which outlines the parking contraventions and associated penalty amounts from the Parking By-law 39-2016 and insert the schedule into the Administrative Penalty By-law 40-2016.

**Vision to Focus Alignment:**

- Deliver customer centric services with a focus on efficiency and technology transformation

## **Background and Discussion:**

Currently, anyone receiving a parking ticket within the City of Burlington is required to pay a base parking penalty amount with the potential for additional administrative fees should they fail to follow the dispute and/or payment process.

The penalty amounts, and administrative fees are currently located in two separate by-laws – penalties in the Parking By-law and fees in the Administrative Penalty By-law. This means anyone who receives a parking ticket and wants to understand the amounts they are charged would need to look at two documents.

Staff are recommending that all information related to fees and penalties be in one place. The Administrative Penalty By-law was chosen as that is the by-law referenced on the ticket and is the document which outlines the legal process for ticket dispute or payment.

## **Financial Matters:**

There is no financial impact resulting from this by-law amendment.

## **Climate Implications**

Not Applicable

## **Engagement Matters:**

Not Applicable.

## **Conclusion:**

The proposed by-law amendments will place all parking penalty and administrative fee amounts into one by-law making it easier for parking ticket recipients to find and understand.

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Respectfully Submitted,

Stephen Camm  
Supervisor of Parking Services

## **Appendices:**

- A. Draft By-law

**Report Approval:**

All reports are reviewed and/or approved by Department Director, the Chief Financial Officer and the Executive Director of Legal Services & Corporation Council.