

MUNICIPALITY OF RHINELAND

By-law No. 2018-05

BEING a by-law of the Municipality of Rhineland authorizing the establishment of designated officer positions.

WHEREAS Section 130 of *The Municipal Act*, L.M. 1996, c.58 states as follows:

Establishment of Designated Officer Positions

130 A council may, by by-law, establish one or more positions to carry out the powers, duties and functions of a designated officer under a by-law of this or any other Act, and may give each such positions any title the council considers appropriate.

NOW THEREFORE the Council of the Municipality of Rhineland in open session assembled enacts as follows:

1. THAT the positions of "Chief Administrative Officer", Assistant Chief Administrative Officer", "Public Works Director", "By-Law Enforcement Officer", "Building Inspector", "Animal Control Officer", "Weed Inspector" and "Development Officer", "Screening Officer" be established as designated officer positions of the Municipality of Rhineland.
2. THAT the appointment of the persons to the designated officer positions shall be authorized by resolution of Council.

That this by-law shall become effective upon receiving third reading.

DONE AND PASSED in Council assembled at the Municipality of Rhineland in Altona, in the Province of Manitoba, this 14th day of February, 2018 A.D.



Reeve



Chief Administrative Officer

Read a first time this 31st day of January, 2018, A.D.

Read a second time this 14th day of February, 2018 A.D.

Read a third time this 14th day of February, 2018 A.D.

THE MUNICIPALITY OF RHINELAND

BY-LAW 2018-04

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 (“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 Summary Convictions Act;

AND WHEREAS Council for the Municipality of Rhineland 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 of Rhineland 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:
 - “Act” means the Municipal By-Law Enforcement Act
 - “Municipality” means the Municipality of Rhineland
 - “Council” means the Council of the Municipality of Rhineland
 - “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.
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. - None

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 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 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.
9. 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.

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 information required by the regulations.

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 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 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 37 of this by-law) of the decision of the screening officer, unless the person requests adjudication under Section 28 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,
 - 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 20d.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;
 - d. register a lien in the Personal Property Registry pursuant to Section 24 of the Act

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. A penalty or final notice shall be delivered to the affected person as follows:
- a. by personal delivery;
 - 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 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; 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 Municipality), the notice or other document may be given
- a. 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 or delivering a copy to an officer or director of the corporation;
 - ii. by mailing a copy by regular mail to the corporation's registered office;
 - 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 email 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 affected 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 seven 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 2 days after the day it was sent.

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.

AMENDMENTS TO OTHER MUNICIPAL BY-LAWS

TRANSITIONAL

39. This by-law shall come into force on February 14, 2018 2018.
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.

DONE AND PASSED by Council of the Municipality of Rhineland, in open meeting, duly assembled, this 14th day of February, 2018.



Reeve Don Wiebe



Chief Administrative Officer Michael Rempel

Read a first time this 31st day of January, 2018 A.D.

Read a second time this 14th day of February, 2018 A.D.

Read a third time this 14th day of February, 2018 A.D.