
**PLANNING & DEVELOPMENT DEPARTMENT
MEMORANDUM**

TO: Mayor and Council

FROM: Tiana Dominick, Enforcement Officer
Brian Treble, Director of Planning and Building

DATE: September 23, 2021

SUBJECT: Addition of Open Air Fire By-law Fines into the Non-Parking
Administrative Monetary Penalty By-law 2021-84

It was recently brought to the Enforcement Officer's attention that report WLFD-10-2021 regarding "Open-Air Fires By-law," was presented to the Administration/Finance/Fire Committee on June 21, 2021 resulting in the Open-Air Fires By-law 2021-58 being subsequently passed on June 28, 2021. Upon further review, it was revealed that the Open-Air Fires By-law uses Non-Parking AMPS as its penalty administration; however, the Non-Parking AMPS By-law remains in the process of being adopted by the Township of West Lincoln and was not enacted at that time.

Report PD-108-2021 was presented at the Planning/Building/Environmental Committee meeting on September 13, 2021 regarding approval of a new by-law, Non-Parking Administrative Penalty By-law (AMPS) which outlined a number of Township by-laws that would be enforced through the AMPS by-law. Due to the miscommunication noted above, the Open Air Fires By-law was not noted as one that would be incorporated into the Non-Parking AMPS by-law.

This memo is to inform Council that per the adoption of the Open Air Fires By-law 2021-58 which notes the Non-Parking AMPS by-law as its enforcement mechanism, this by-law is now being included with By-law 2021-84 Non-Parking Administrative Penalty By-law.

Sincerely,



Brian Treble, MCIP, RPP
Director of Planning and Building