

SCHEDULE A — ADMINISTRATIVE MONETARY PENALTIES (AMPS) – BUSINESS LICENSING BY-LAW (Updated)

This Schedule lists designated administrative penalties under the City's AMPS By-law.

Code	By-law Section	Contravention	Set Penalty (\$)	Early Payment (\$)	Late / Escalations (\$)
BL-001	Licence Required	Operate a business listed in classes without a valid licence	400	320	Late: 450; Esc1: 500; Esc2: 600
BL-002	Licence Required	Operate a second place of business without separate licence	300	240	Late: 350; Esc1: 400; Esc2: 500
BL-003	Exemptions	Operate a business under exempt category without complying with its governing by-law	250	200	Late: 300; Esc1: 350; Esc2: 450
BL-004	Compliance with applicable laws	Fail to comply with applicable municipal/provincial/federal law related to licensed business	300	240	Late: 350; Esc1: 400; Esc2: 500
BL-005	Licence is City Property	Transfer/assign/sell or otherwise deal with a licence contrary to by-law	400	320	Late: 450; Esc1: 500; Esc2: 600
BL-006	Obstruction Prohibited	Hinder or obstruct an inspector or authorized person	500	400	Late: 550; Esc1: 600; Esc2: 700
BL-007	Operating Name	Advertise or operate under a name other than the name on the licence without approval	250	200	Late: 300; Esc1: 350; Esc2: 450
BL-008	Application – New or Renewal	Provide incomplete application after written notice (continued deficiency)	150	120	Late: 200; Esc1: 250; Esc2: 350
BL-009	General Requirements	Permit nuisance/noise/disturbance associated with licensed	250	200	Late: 300; Esc1: 350; Esc2: 450

business

BL-010	General Requirements	Obstruct highway or public place without authorization	350	280	Late: 400; Esc1: 450; Esc2: 550
BL-011	Insurance	Fail to provide/maintain required insurance	400	320	Late: 450; Esc1: 500; Esc2: 600
BL-012	Non-Discrimination / Service Animals	Refuse service or impede a person accompanied by a service animal	400	320	Late: 450; Esc1: 500; Esc2: 600
BL-013	Additional Fees (Cost Recovery)	Fail to pay additional cost - recovery fee by due date	200	160	Late: 250; Esc1: 300; Esc2: 400
BL-014	Inspection Authorized	Fail to permit inspection at reasonable time	400	320	Late: 450; Esc1: 500; Esc2: 600
BL-015	Posting of Licence	Fail to display licence prominently at fixed premises	200	160	Late: 250; Esc1: 300; Esc2: 400
BL-016	Carrying / Producing Licence	Fail to carry/produce licence upon request (mobile/no fixed premises)	200	160	Late: 250; Esc1: 300; Esc2: 400
BL-017	Refusal to Grant or Renew	Operate while application refused/renewal denied	500	400	Late: 550; Esc1: 600; Esc2: 700
BL-018	Suspension or Revocation	Operate while licence suspended/revoked/cancelled or in breach of condition	600	480	Late: 650; Esc1: 700; Esc2: 800
BL-019	Immediate Suspension	Continue operations contrary to immediate danger suspension notice	700	560	Late: 750; Esc1: 800; Esc2: 900
BL-020	Duty to Notify	Fail to notify Clerk of ownership/name/location/class change within 7 days	200	160	Late: 250; Esc1: 300; Esc2: 400

BL-021	Zoning Verification	Operate/use premises contrary to zoning verification requirement	500	400	Late: 550; Esc1: 600; Esc2: 700
BL-022	Form of Licence	Alter or deface a licence	250	200	Late: 300; Esc1: 350; Esc2: 450
BL-023	Licence Records	Fail to maintain/produce records required under City policy when requested	250	200	Late: 300; Esc1: 350; Esc2: 450
BL-024	False Information	Make false or misleading statement in application or required document	500	400	Late: 550; Esc1: 600; Esc2: 700
BL-999	General	Any contravention of this By-law for which a specific penalty is not otherwise provided in this Schedule.	250	200	Late: 300; Esc1: 350; Esc2: 450

Catch-All Provision: Where a person contravenes any provision of this By-law for which no specific administrative penalty is listed in this Schedule, the default penalty BL-999 applies.