

MEMORANDUM

To: Town of Pelham Council

From: Sarah Leach, Acting Town Clerk

Date: March 5, 2025

Subject: Administrative Penalty By-law – 2025 Update to Schedule A

Recommendation:

BE IT RESOLVED THAT Council receive memo 2025-0064 “Administrative Penalty By-law – 2025 Update to Schedule A,” for information;

AND THAT Council approve By-law 12-2025, in principle.

On December 18, 2024, Council approved updates to the Administrative Penalty Process By-law 68-2023, including the introduction of a penalty system for special events and vendors.

Subsequently, on February 19, 2025, the Special Event Permit By-law and Vendor Licensing By-law were repealed and replaced, necessitating updates to this schedule to reflect the new by-law numbers. Additionally, internal discussions led to a reassessment of the penalty structure, concluding that a tiered system with more substantial fines was required to effectively deter unpermitted and unlicensed activities.

Staff believe this tiered approach will serve as both a deterrent and a structured warning system for special event organizers and vendor operators, allowing time for corrective action without imposing an undue penalty. If initial notices from staff are disregarded, escalating penalties will be applied to reinforce compliance.

This By-law is included on the agenda for direct approval as spring event permitting is already underway.