

Zero Tolerance Enforcement Policy

Category:	Municipal Services
Policy Number:	LS-POL-03
Department:	Legislative Services
Document Type:	Policy
Approval by:	Council, approved by Council Resolution No. 275-2026
Program and Services:	Municipal Law Enforcement
Effective Date: July 6, 2026	Review Date: July 6, 2030

1. Policy Statement

The Town of Collingwood may designate specific by-law offences for zero tolerance enforcement where Council determines that enhanced compliance measures are necessary to support public safety, promote compliance, address recurring community impacts, or respond to continued non-compliance.

2. Purpose

The purpose of this policy is to establish a clear, consistent, transparent, and adaptable framework for applying zero tolerance enforcement to a specified by-law offence(s).

This policy is intended to:

- a. provide clear direction to staff regarding offences designated for zero tolerance enforcement;
- b. support consistent and defensible enforcement practices;
- c. promote compliance with Town by-laws;
- d. enhance public understanding of the Town's enforcement approach; and
- e. ensure that zero tolerance enforcement is applied only to an offence(s) approved for inclusion under this policy.

3. Definitions

For the purposes of this policy:

“Administrative Monetary Penalty Notice” or **“Penalty Notice”** means a notice issued under the Town's Administrative Monetary Penalty By-law requiring a person to

pay an administrative penalty for a by-law violation, with the option to request an internal review instead of going to court;

“Director” means the Director of Legislative Services or designate;

“Officer” means a Municipal Law Enforcement Officer or other person appointed or authorized by the Town to enforce municipal by-laws;

“Part I Offence Notice” means a ticket issued under Part I of the *Provincial Offences Act* requiring a person to pay a set fine or appear in court to dispute the charge; and

“Zero Tolerance Enforcement” means an enforcement approach whereby an Administrative Monetary Penalty Notice or Part I Offence Notice may be issued upon a first observed violation by an Officer, or a confirmed violation, without prior warning or progressive enforcement steps.

4. Scope

This policy applies to all Town employees involved in the administration of this policy and to Officers responsible for monitoring and enforcement of Town by-laws designated for zero tolerance enforcement under this policy.

This policy applies only to by-law offences identified in Schedule A.

5. Principles of the Policy

5.1. Consistency and Clarity

- i. Enforcement actions shall be applied consistently for offences designated under this policy.
- ii. The designation of offences within Schedule “A” provides clear direction to Town staff and transparency to the public regarding offences subject to zero tolerance enforcement.
- iii. Designated offences shall be communicated to the public through appropriate means, which may include website updates, social media posts, or other communication methods, where appropriate.

5.2. Accountability and Fairness

- i. Enforcement actions shall be supported by sufficient evidence.
- ii. Officers shall apply enforcement without bias and in accordance with applicable legislation, Town by-laws, and established procedures.
- iii. Individuals subject to enforcement shall retain any rights of review, appeal, or dispute available under applicable legislation or Town processes.

5.3. Strategic Application

- i. Zero tolerance enforcement shall be reserved for offences where Council has identified a significant public safety concern, recurring community impacts, persistent non-compliance, or a demonstrated need for enhanced deterrence.
- ii. The designation of an offence for zero tolerance enforcement shall consider the Town's ability to support consistent and effective enforcement.

6. Roles and Responsibilities

6.1. Council is responsible for:

- approving this policy;
- approving the addition, amendment, or removal of offences designated within Schedule "A" of this policy; and
- providing strategic direction regarding the use of zero tolerance enforcement.

6.2. The Director of Legislative Services is responsible for:

- providing oversight of this policy;
- ensuring alignment with legislative requirements and corporate policy direction; and
- making recommendations to Council regarding the application of zero tolerance enforcement where appropriate.

6.3. The Manager of By-law Services is responsible for:

- administering this policy;
- ensuring enforcement practices align with Council direction and operational capacity; and
- monitoring the effectiveness of designated zero tolerance enforcement initiatives.

6.4. The Supervisor of By-law Services is responsible for:

- implementing this policy;
- providing direction to Officers; and
- ensuring enforcement practices are consistent, reasonable, and defensible.

6.5. Officers are responsible for:

- enforcing designated offences in accordance with this policy;
- maintaining adequate documentation and evidence to support enforcement actions; and
- documenting circumstances where Office Discretion is exercised.

7. Policy

7.1. Designation of Offences (Schedule “A”)

- i. Specific offences subject to zero tolerance enforcement shall be identified in Schedule “A” attached to this policy.
- ii. Schedule “A” shall identify:
 - a. the applicable by-law;
 - b. the specific offence(s) subject to zero tolerance enforcement;
 - c. any geographic areas, timeframes, or conditions, where applicable.
- iii. In determining whether an offence should be designated for zero tolerance enforcement, Council may consider:
 - a. public safety risks;
 - b. recurring community impacts;
 - c. patterns of non-compliance;
 - d. the need for enhanced deterrence; and
 - e. the Town’s ability to support consistent and effective enforcement.
- iv. New by-laws or provisions shall not be added to Schedule “A” unless it has been determined that adequate resources are available to support consistent enforcement of those provisions.

7.2. Application of Zero Tolerance Enforcement

- i. For offences designated in Schedule “A”, an Officer shall issue a Part I Offence Notice or an Administrative Monetary Penalty Notice upon a first observed violation, or confirmed violation, where sufficient evidence exists, except where discretion is exercised in accordance with Section 7.3.
- ii. Warnings or educational measures are not required prior to enforcement action.
- iii. Nothing in this policy shall limit an Officer’s ability to pursue any other enforcement action authorized by legislation or Town by-laws.

7.3. Officer Discretion

- i. Officers may exercise limited discretion where:
 - a. there are compelling public interest or safety considerations;
 - b. enforcement would be clearly disproportionate in the circumstances; or
 - c. there is compelling operational reason that makes enforcement impracticable or inappropriate.
- ii. Any decision not to issue a Part I Offence Notice or a Penalty Notice under a zero tolerance designation shall be documented.

7.4. Amendment of Schedule “A”

- i. Schedule “A” may be amended from time to time without requiring amendment to the core policy (subject to Council approval or delegated authority).
- ii. The inclusion of an offence within Schedule “A” triggers the application of this policy to that offence.

8. References and Related Documents

- Town of Collingwood By-law Enforcement Policy (2019)
- Town of Collingwood Administrative Monetary Penalty By-law
- *Provincial Offences Act*, R.S.O. 1990, c. P.33

9. Consequences of Non-Compliance

Failure by Town employees to comply with this policy may result in inconsistent enforcement practices and may undermine the effectiveness of designated zero tolerance enforcement initiatives.

Instances of non-compliance may be reviewed by management and addressed through standard administrative or disciplinary processes in accordance with applicable Town policies and procedures.

10. Review Cycle

This policy shall be reviewed every four (4) years, or as required, to reflect changes in legislation, Council direction, operational requirements, or Town priorities.

11. Revision History

July, 6, 2026 – Approved – New Document (Approved by Council Resolution No. 275-2026), Author: A. Harrod, Manager, By-law Services

Schedule “A” – Designated Zero Tolerance Offences

Item 1	
Category	Details
By-law	Responsible Pet Ownership By-law (By-law 2012-016, as amended)
Offence	Allow Dog to Run at Large (Section 10.1)
Application	All public areas within the Town of Collingwood where leashing is required under the by-law
Enforcement Approach	Zero Tolerance – Penalty Notice issued upon first observed or confirmed offence
Duration	July 7, 2026 – June 30, 2027