

**Supplement to the
Style and Procedures Manual**
(For summary offence tickets procedures)

November 2011

**Prepared by the
Registry of Regulations
Nova Scotia Department of Justice**
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About this Supplement

This supplement provides information and instructions about summary offence tickets – how they can be useful for enforcing Nova Scotia’s laws and the process for designating offences so that tickets can be used. The supplement was developed in consultation with solicitors from the Department of Justice, and the Registry would like to acknowledge the valuable contributions provided by Nadine Smillie, Cathleen O’Grady, James Gregg, and Andrew Weatherbee.

Also included at the end of this supplement is a replacement for Appendix A – Regulations Submission Checklist, updated to better reflect current procedures.

The supplement will be integrated into the next edition of the *Style and Procedures Manual* and all cross references to the manual are to the January 2005 edition.

Rachel Jones,
Registrar of Regulations
November, 2011

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SOTs—What are they and how do you create them?

Summary Offence
Tickets Regulations
and SOT Booklet

Purpose of the summary offence ticket

The purpose of the summary offence ticket (“SOT”) is to provide an alternative to a long form information under the *Summary Proceedings Act*. A SOT may be used for any offence designated by regulation to lay an information and notify the defendant. These include offences in statutes, regulations and municipal bylaws.

A person issued a SOT is provided with

- immediate notice that they are charged with an offence
- the exact circumstances of the offence
- for adults – the due date by which they must pay the out-of-court-settlement (“OCS”) amount or notify the court of their intent to appear for trial or a sentencing hearing, and
 - the OCS amount that they may pay and plead guilty rather than go to court
- for youths – the time and place for arraignment by a youth court judge (OCS amount is left blank)

Note: Youth who are 16 or 17 years old are considered adults when charged with offences under the *Motor Vehicle Act* or the *Motor Vehicle Inspection Regulations*.

Except for parking-infracton tickets, SOTs must be served personally. A SOT can only be served by a police officer, peace officer or a special constable (including a bylaw enforcement officer appointed as a special constable).

Summary offence ticket or long form – pros and cons

The advantage of the SOT is that it combines several of the processes required for a long form information into one and can be served on the

spot. It is not as useful for complex charges involving multiple offences and sources of evidence.

The following table outlines some of the pros and cons of each:

Summary Offence Ticket		Long Form Information/Summons	
Pros	Cons	Pros	Cons
user-friendly form combines Info and Summons and can be filled out on spot by officer	only designed for charging individuals, service on corporations not addressed on SOT may need to come back to serve anyway such as if offence not observed	one info = one trial, used for: <ul style="list-style-type: none"> • continuous and 'between dates' offences • multiple offences • multiple defendants • corporate defendants 	Info and Summons require separate processes and forms not user-friendly and need computer or typewriter to fill out
simplified Crown Sheet and officers notes on back of SOT	Crown Sheet required if more room needed	designed to handle complex matters	separate Crown Sheet must be prepared
no JP appearance required by officer	officer needs to train themselves to consider test as informant (no JP)	swearing Information before JP helps officer to focus on grounds for a charge	officer must swear oath before JP on Information and Summons
out-of-court settlement option for adult defendants	out-of-court settlement amount may be low and SOT not designed to speak to penalty, even after a trial usually same penalty as on SOT	Crown can always speak to sentence	Crown always needs to speak to sentence
standardized and DOJ-approved wording for offences provided in SOT schedules	only available for offences designated in SOT regs	available for all offences	need to draft wording for the charge(s)

Summary Offence Ticket		Long Form Information/Summons	
Pros	Cons	Pros	Cons
	no arraignment date set for adult defendants, so must track status of offence		arraignment date arranged by officer before serving summons
adult defendants not required to attend Court – convicted in absence	conviction entered in absence may be struck out and defendant can re-activate matter (no limitation period) requiring an officer to continue to be prepared for trial	individual defendant can be required to attend Court through a warrant to appear AND <i>ex parte</i> trial cannot be struck out – must be appealed within appeal period	no convictions in absence of defendant AND Crown needs to present evidence for a conviction (if defendant doesn't appear may result in an arrest warrant for individual or an <i>ex parte</i> trial for a corporate or individual defendant

Deciding whether to designate an offence as a SOT offence

To issue a SOT for an offence, the offence **must** be designated under the *Summary Offence Tickets Regulations* (“SOT Regulations”).

To be able to issue SOT – offence must be designated

You should consider all of the following when deciding whether to designate an offence provision as one for which a SOT can be issued:

- is there actually an offence created by the provision?
- will the offence be enforceable as described in the provision?
- will the provision change in the near future or will it be changed frequently?
(There is a time delay in adding or removing offences from the *SOT Regulations* and in making changes to the level of fine.)
- is it a single offence on a single date?
(Recurring offences will require a new ticket for every day for which a

fine is to be collected.)

- is the offence better suited to a ticket or a long form information?
(See: [Summary offence ticket or long form – pros and cons](#))

How to designate an offence – amending the *SOT Regulations*

Ministerial regulations do not usually have to be reviewed by the Registry before they are made. The *SOT Regulations* are an exception and *must* be approved by the Registry before being sent to the Minister of Justice for signature.

SOT Regulations must be reviewed and approved by Registry

Documents required

To amend the *SOT Regulations*, all of the following documents need to be prepared:

	Document	Prepared by
Accompanying documents		
1	memorandum to Minister of Justice	DOJ solicitor
2	briefing note	DOJ solicitor
3	request for SOT schedule order	client department
Amendment		
4	Minister's Order (2 originals)*	DOJ solicitor
5	schedule of amendments (2 originals)*	DOJ solicitor
Registry of Regulations		
6	submission checklist (see Appendix A of the Manual)	DOJ solicitor
7	certificate of filing*	DOJ solicitor

(*All ministerial orders must be filed in duplicate and accompanied by a certificate of filing when filed with the Registry. See [Regulations made or approved by a minister](#) on Page 7 of the Manual.)

Templates for all of these documents are available to DOJ solicitors. For routine SOT orders, a communications plan from the Department of Justice will probably not be necessary. Amendments to anything other than the schedules to the regulations will require a communications plan, as these are purely DOJ amendments.

Attorney General's order

Designating an offence must be done by ministerial regulation under S. 8(3) or 8A(8) of the *Summary Proceedings Act*. This means an order of the Attorney General (Minister of Justice) is required to amend the *SOT Regulations*.

In consultation with the client department, the DOJ solicitor responsible for the Act or regulations in which the offence provisions are set out prepares this ministerial order.

Ss. 8(3) and 8A(8) of the Act provide for designating offences only. To include the OCS amount in the regulations, the order must also include a clause providing for the OCS amount under S. 8(6) of the Act. This part of the order is important to cover off situations in which the penalty changes or the penalty is other than the minimum amount.

Form of order:**Order**

**Made under Section[s] 8 [and 8A] of Chapter 450
of the Revised Statutes of Nova Scotia, 1989,
the *Summary Proceedings Act***

I, *, Minister of Justice and Attorney General of Nova Scotia, pursuant to Section[s] 8 [and 8A, if parking infraction tickets also affected] of Chapter 450 of the Revised Statutes of Nova Scotia, 1989, the *Summary Proceedings Act*, hereby

- (a) amend Schedule ___ to the *Summary Offence Tickets Regulations*, N.S. Reg. 281/2011, made by order of the Minister of Justice dated October 4, 2011, to designate certain offences under the [insert title of Act or regulations] as summary offence ticket offences, in the manner set forth in the attached Schedule "A"; and
- (b) order and direct that the penalty to be entered on a summons in respect of an offence set out in amendments to the schedules to the *Summary Offence Tickets Regulations*, N.S. Reg. 281/2011, as set forth in the attached Schedule "A", is the amount of the out-of-court settlement set out opposite the description for the offence, and includes the charge provided for in, and in accordance with,

<p>Sections 8 and 9 of the Act.</p> <p>This Order is effective on and after _____, 20__.</p> <p>Dated and made _____, 20__, at Halifax Regional Municipality, Province of Nova Scotia.</p> <hr/> <p>Honourable * Minister of Justice and Attorney General</p>

Designating offence provisions from new G in C regulations

Usually offences are designated because new G in C regulations (or amendments to regulations) that contain offences are being made and the client department would like to be able to issue tickets for these new offences. If this is the case, then both of the following documents must be prepared:

- an R&R from the minister of the client department, to make the regulations containing the offences (Offence Regulation R&R)
- an order from the Minister of Justice containing the designated offences and penalty amounts (SOT order).

The 2 documents should be prepared at the same time and reviewed as a package by the DOJ solicitor and the Registry in accordance with the DOJ review process for proposed regulations. This ensures that:

- the amendments to the *SOT Regulations* are not delayed and the offences can be enforced by way of a SOT without delay
- the 2 documents will be logged into the Registry's electronic tracking database together, ensuring any changes to one will prompt changes to the other
- the language of the offence regulations can be adjusted to make the designation easier to draft and enforce by way of a SOT

[See Part 2 – Review Process for Proposed Regulations](#)

- all amendments to the *SOT Regulations* from all departments can be coordinated.

Once approved, the SOT order will be held by the DOJ solicitor so that it can be forwarded to the Minister of Justice and filed with the Registry as soon as the Offence Regulation R&R is made into an order in council and filed as a regulation. To ensure that any new schedules added to the *SOT Regulations* are numbered consecutively, no number will be assigned to a new schedule until the order in council is received by the Registry – who will notify the solicitor and supply the correct number.

(Reminder: All ministerial orders must be accompanied by a certificate of filing when filed with the Registry. See [Regulations made or approved by a minister](#) on Page 7 of the Manual.)

Note: The client department should ensure that the briefing note and communications plan they prepare for the Offence Regulations R&R explains that amendments to the *SOT Regulations* have been prepared for the Minister of Justice’s signature and will be made and filed once the order in council is made.

Designating offences from existing regulations or Act

If the offences to be designated are not contained in new (i.e. not yet made) regulations, then only the SOT order needs to be prepared. (There will be no Offence Regulations R&R.)

These types of SOT orders do not need to be held after they are approved unless there is some other triggering event that must happen before the order can be made – such as proclamation of a new or amending statute.

Designating offences from municipal bylaws

S. 8 of the *Summary Proceedings Act* also permits offences contained in municipal bylaws to be designated as SOT offences. These designations and the process for preparing the SOT order for the Minister of Justice are coordinated by the DOJ solicitor assigned responsibility for municipal affairs.

Schedule numbers assigned by Registry.

No numbers assigned to new schedules until Offence Regulation R&R is made into O.I.C. and filed with Registry.

Note: Designating offences in existing regulations or Act requires SOT order only.

A copy of the current bylaw for the offences designated must be provided to the DOJ solicitor, and to the Registry of Regulations when submitted for review and approval.

These types of SOT orders do not need to be held after they are approved and can proceed to the Minister.

Omnibus R&Rs for minor technical amendments

Minor, technical amendments to the *SOT Regulations* that are required each year will be dealt with in 1 or 2 omnibus SOT orders prepared by an assigned DOJ solicitor. Amendments to the *SOT Regulations* that do not affect the schedules are prepared according to the usual process for amending regulations as set out in this Manual.

Designated offences – what is included in the designation?

Four columns of schedule table

All of the following need to be included for each designated offence, and are set out in the form of a table:

- column 1: **item #** – the designated offences under a single Act, regulation or bylaw are numbered consecutively (Note: The item # is omitted in the [SOT Booklet](#).)
- column 2: **description of offence** – a clear and concise synopsis of the offence (see examples of wording)
- column 3: **provision number** – the provision that creates the offence
- column 4: **out-of-court settlement amount** (“OCS amount”) – calculated as shown on page 10 of this supplement, and verified by the DOJ solicitor

Form of schedule – example

The following table shows what a SOT schedule should look like – both for new schedules and amendments to schedules. There are templates available from the Registry that have standardized text alignments, and row and column widths and margins set.

Templates for schedules are available from the Registry

New schedule

Schedule {#} {*} Act/Regulations made under {*} Act		
Offence	Section	Out of Court Settlement
{Title of Regulations}		
{Heading or bylaw title}		
1	{description of offence}	S. #
2		\$0.00 OR category
3		

Amendment to schedule

1	Schedule 5 to the <i>Summary Offence Tickets Regulations</i> , N.S. Reg. 281/2011, made by Order of the Minister of Justice dated October 4, 2011, is amended by adding the following item immediately after item 40:		
41	Owner of off-highway vehicle being present at time of offence committed by operator of off-highway vehicle	21(2)	\$399.91
2	The regulations are further amended by repealing the heading “Bear Hunting Regulations” and items 1 to 3 under that heading in Schedule 15A and substituting the following heading and items:		
Bear Harvesting Regulations			
1	Non-resident snaring for bear	4(4)	\$457.41
2	Hunting bear without valid Bear Hunting Licence and valid Firearm Hunting Certificate or Bowhunter Hunting Certificate (specify)	4(7)	\$227.41

Out-of-court-settlement amount

The OCS amount is made up of all of the following:

- the **fine** or **penalty**, which is the minimum penalty amount set by law, unless another amount is set by the Attorney General under S. 8(5) of the *Summary Proceedings Act*
- the **charge** retained by the Province for processing the ticket, as set out in S. 8(6) of the *Summary Proceedings Act* (currently (Nov. 2011) set at \$112.41 and \$33.62 for parking offences)
- a **victim-fine surcharge** set by regulation under the *Victims' Rights and Services Act* (currently (Nov. 2011) set at 15% of the fine amount)

For example, an OCS amount for a fine of \$200 is calculated as follows:

$$\begin{array}{r} \$200 + (15\% \times \$200 = \$30) + \$112.41 = \$342.41 \\ \text{(fine) + (victim-fine surcharge) + (statutory charge) = OCS} \end{array}$$

A convenient reference chart of offence amounts and fines can be found in [Appendix J](#).

See [Appendix J – Out of Court Settlement Amount Chart for SOTs](#)

S. 4B of the *Summary Proceedings Act* also sets out categories of offences with set fine amounts. Currently the *Motor Vehicle Act* is the only statute that categorizes its offences. This is why the OCS amount column for an offence under the *Motor Vehicle Act* contains a category letter rather than a dollar amount. The corresponding OCS amount for each category is set out in the table in S. 6 of the *SOT Regulations*.

Describing the offence

Once you have decided that an offence has been created by a provision, you have to prescribe the wording for describing the designated offence on the ticket. The wording must be clear enough for the person who is issued the ticket to understand what it is they are being ticketed for and short enough to fit easily on the ticket.

S. 4 of the *SOT Regulations* provides that an offence may be described on a ticket by 1 of the following:

- the words set out in the applicable Schedule, opposite the number of the Section providing for the offence
- the words of the enactment
- a concise expression that sufficiently describes the offence to the accused.

To encourage uniformity and ensure that tickets proceed smoothly through the court system, the instructions in the [SOT Booklet](#) specify that the words authorized in the regulations should be used. This means it is even more important to pay close attention to the wording used when drafting the schedules.

Tickets use the words set out in the SOT Regulations

Keeping in mind that the wording will be placed on the ticket, pay attention to all of the following:

- make sure the description of the offence reflects the current wording of the provision
- keep it short and use the simplest words possible, so long as the meaning is not altered (e.g. use “longer than” to replace “a period of time exceeding”)
- omit unnecessary words, such as
 - redundant synonyms – pick one that represents all (e.g. use “garbage” instead of “litter, garbage, refuse, waste”)
 - articles of speech (“a”, “an”, “any”, “the” etc.)
- watch out for conditional phrases – replace with a description of the action that has occurred
- use “(specify)” to indicate a choice of wording for the ticket or where the enforcement officer must fill in anything extra

Tips for wording used to designate offence

Omit unnecessary words

If a string of alternate words in a provision mean the same thing, keep only 1 of them. Pick the one with the broadest meaning.

example: write: “Bringing garbage into park”
 don’t write: “Bringing or transporting waste, refuse or garbage into park”

Omit articles, such as “a”, “an”, “the” etc. for brevity:

example: write: “Operating or causing to be operated A-train double on highway other than maximum weight road”
 don’t write: “Operating or causing to be operated an A-train double on any highway other than a maximum weight road”

Do not include “except...”, “unless...”, “if...” phrases

Do not include “except”, “unless...”, “if...” or “when...” phrases from the offence provision. For the offence to have occurred, either the condition or circumstance has been met or the exception does not apply.

example: write: “Wilfully driving vehicle on bridge at speed slower than 30 km/hr at (specify time between 6 a.m. and 9 a.m. or 3 p.m. and 6 p.m.) on (specify day other than Saturday, Sunday or holiday)”
 don’t write: “**Unless** directed by Traffic Officer or by traffic signal, wilfully driving or operating vehicle upon bridge at speed slower than 30 km/hr on any day that is not Saturday, Sunday or public holiday in HRM between 6 am and 9 am or between 3 pm and 6 pm”

If it is necessary to refer to a circumstance in the description, restate it to reflect what actually occurred.

example: write: “Using Emergency Telecommunications Facility for communication unrelated to accident or emergency”

don't write: "Using Emergency Telecommunications Facility **except for** communication relating to accident or emergency"

write: "Failing to cease installation or construction of system after change in conditions during installation or construction"

don't write: "Failing to cease installation or construction of system **when there is a change** in conditions during installation or construction of system"

"And" vs. "or"

When "and" is used in an offence description, it signals that all of the elements are necessary and the enforcement officer does not have to choose which one applies.

In the following example, the requirement in the regulation is to provide "true, accurate and complete" information—all the elements are necessary and failing to do any one of them is a violation of the regulation. A person would not be charged with just 1 of the 3. It doesn't matter which element the person has failed to comply with for the offence to occur, and the officer would not be expected to have to decide among them.

example: write: "Failing to provide Registrar with true, accurate and complete information..."

don't write: "Failing to provide Registrar with true, accurate or complete information..."

Using "or" in an offence description signals that an enforcement officer must choose 1 of the elements. When "or" appears in an offence description, it signals that one of the alternatives should be specified by the enforcement officer and the "(specify)" instruction should be added.

In the following example, it is assumed that "garbage", "unwanted material" and "unwanted liquid" have distinct meanings, and the enforcement officer is instructed to specify which one fits the situation.

example: write: “Failing to dispose of all garbage, unwanted material or unwanted liquid (specify) in receptacles provided...”

don’t write: “Failing to dispose of all garbage, refuse or unwanted material or liquid in receptacles provided...”

(Note: The rewrite also ensures there is no ambiguity as to whether the adjective “unwanted” is applies to “liquid” as well as “material”.)

Specify who commits the offence, unless clear from context

Both of the descriptions in the following examples identify the owner of a mobile home park as the subject of the ticket. In the 1st example it might not be immediately obvious that snow removal is the owner’s responsibility, so the owner should be specified. (Note that “owning the mobile home park” is not part of the offence.)

example: write: “Owner failing to provide for removal of snow from roadways in mobile home park”

don’t write: “Owning mobile home park and failing to provide for removal of snow from the roadways within mobile home park”

In this 2nd example, no one but the owner could be responsible, so “owner” is omitted.

example: write: “Having major collector street in mobile home park with right-of-way of less than 66 ft.”

don’t write: Owning mobile home park in which major collector street does not have minimum right-of-way of 66 feet

Watch out for unintended ambiguity created by stating the offender. In the following example, the owner commits the offence, but it’s by owning a dog that runs at large.

example: write: “Owning dog that runs at large”
 don’t write: “Owner of dog running at large”

(Note: It’s not the owner who is running at large.)

Cite the correct provision for the offence

The provision that creates the offence should be cited in the Section column of the SOT schedule. But determining which provision actually creates the offence can sometimes be difficult.

The following example is from the HRM Animal Bylaw A-300. Clause 7(1)(c) prohibits a dog from defecating on property other than its owner’s “without the owner immediately removing the defecation”. Since the dog can’t be ticketed, subsection 7(1) should not be cited in the Section column. Subsection 7(3) of the bylaw provides that “Any owner of a dog which dog engages in any of the prohibited activities or fails to comply with any of the duties in subsection (1) shall be guilty of an offence...”. Although it still seems to make the dog responsible for complying with 7(1), it does state that the owner is guilty of an offence, so 7(3) should be cited in the Section column and a reference to 7(1)(c) is used in the offence description.

example: write: “Failing to immediately remove dog defecation as required by clause 7(1)(c)”
 (7(3) in the Section column)
 don’t write: “Failing to immediately remove dog defecation”
 (7(1)(c) in the Section column)

Offences with multiple elements

Sometimes you can use a broad, general description of an offence to cover off a longer and more complex provision without compromising clarity or precision. But be careful when dealing with an offence that has multiple specifications or requirements. If you draft the description too broadly, it may not be clear what the actual offence is – to the person issued the ticket or the person issuing it.

Ask yourself if it is reasonable to expect an enforcement officer to choose the correct provision and fill in the specifics of the offence. In the following example, subsection 9(1) of the regulations requires that

“all of the following” be included in a system or design, followed by a list of 8 clauses. Originally, the person writing the ticket would have had to choose the applicable clause for the "Section" column and insert the missing information specific to the clause in the description of the offence. It was much clearer, and easier for an officer, to break the subsection up into separate offences for each clause.

example: write: “Failing to include location of any well or other source of water supply on lot or adjoining lots in system selection or design”
(9(1)(a) in the Section column, then create other designations for remaining clauses)

don’t write: “Failing to include information in system selection or design (specify)”
(9(1) in the Section column)

Separating the provision into many designations also creates the opportunity to provide for multiple tickets under that provision. If this is not something that is desirable, then the pros and cons of placing the offence in a single designation should be assessed.

SOT Booklet

The Registry prepares and publishes the DOJ *Summary Offence Ticket Booklet*.

The booklet is used by enforcement officers to assist them in preparing and issuing summary offence tickets and includes instructions on the ticket and all the schedules and OCS amounts set out in the *SOT Regulations*.

Changes to the booklet schedules are prepared as soon as the *SOT Regulations* have been consolidated with the latest amendments. The booklet is published online in PDF on the Registry’s website at: www.gov.ns.ca/just/regulations/sots.

Appendix J – Out of Court Settlement Amount Chart for SOTs

These new out of court settlement amounts are based on amendments to the *Summary Proceedings Act* in Sections 50-52 of the *Financial Measures (2015) Act*, S.N.S. 2015, c. 6, effective **August 1, 2015**.

Parking-infraction charge = **\$36.60**
 Non parking-infraction charge = **\$122.50**

Start with a base penalty amount. Then, use this chart to find the OCS amount that corresponds to the base fine for the offence. (Note: if the base fine is not listed, it doesn't mean that you cannot use it, just that there are no SOTs currently in use for that amount; however, **do not** set an OCS amount that does not correspond to an even dollar amount for the base fine.)

Non-Parking Infraction Amounts		
Base fine	+Victim Fine Surcharge of 15%	Out of court settlement amount
\$10	\$11.50	\$134.00
\$15	\$17.25	\$139.75
\$20	\$23.00	\$145.50
\$25	\$28.75	\$151.25
\$35	\$40.25	\$162.75
\$40	\$46.00	\$168.50
\$50	\$57.50	\$180.00
\$75	\$86.25	\$208.75
\$80	\$92.00	\$214.50
\$100	\$115.00	\$237.50
\$150	\$172.50	\$295.00
\$165	\$189.75	\$312.25
\$170	\$195.50	\$318.00
\$175	\$201.25	\$323.75
\$200	\$230.00	\$352.50
\$215	\$247.25	\$369.75
\$250	\$287.50	\$410.00
\$279	\$320.85	\$443.35
\$300	\$345.00	\$467.50

Non-Parking Infraction Amounts		
Base fine	+Victim Fine Surcharge of 15%	Out of court settlement amount
\$330	\$379.50	\$502.00
\$340	\$391.00	\$513.50
\$350	\$402.50	\$525.00
\$400	\$460.00	\$582.50
\$425	\$488.75	\$611.25
\$500	\$575.00	\$697.50
\$585	\$672.75	\$795.25
\$600	\$690.00	\$812.50
\$605	\$695.75	\$818.25
\$700	\$805.00	\$927.50
\$700	\$805.00	\$927.50
\$750	\$862.50	\$985.00
\$800	\$920.00	\$1,042.50
\$900	\$1,035.00	\$1,157.50
\$1000	\$1,150.00	\$1,272.50
\$1200	\$1,380.00	\$1,502.50
\$1300	\$1,495.00	\$1,617.50
\$1500	\$1,725.00	\$1,847.50
\$2000	\$2,300.00	\$2,422.50
\$2500	\$2,875.00	\$2,997.50
\$4000	\$4,600.00	\$4,722.50
\$5000	\$5,750.00	\$5,872.50
\$10,000	\$11,500.00	\$11,622.50

Parking Infraction Amounts	
Base fine	Out of court settlement amount
\$10	\$46.60
\$15	\$51.60
\$25	\$61.60
\$50	\$86.60
\$100	\$136.60
\$200	\$236.60
\$400	\$436.60

Note: No victim fine surcharge on Parking Infraction Tickets (s. 8 of *SOT Regulations*).

