

Request for Review by the Screening Officer Administrative Penalty System

Under the Municipality's Administrative Penalty System (APS), individuals have the right to challenge a Penalty Notice through a structured dispute resolution process. The first stage of this process is the Screening Review, which allows the matter to be reviewed by a Screening Officer. If the individual is not satisfied with the outcome of the Screening Review, they may advance to the second stage by submitting a Request for Review to be heard by a Hearing Officer.

Deadline to Submit

A Person has 15 days from the date the Penalty Notice was issued to request a Screening Review

Penalty Notice Number* Found on the top of your penalty notice.

Penalty Notice Date

Applicant Information (Full Name)

Applicant Information:

- ☐ I am the person named on the Penalty Notice
- ☐ I am an authorized agent acting on behalf of the person named on the Penalty Notice (If acting as an agent, you must complete and attach the Authorization to Act as an Agent Form.)

Address (City, Town, Province, Postal Code)

Telephone Number

Vehicle Licence Plate Number (if applicable)

Email

Are you the registered owner of the licence plate?

- ☐ Yes
- ☐ No (If no, please complete the Authorization to Act as an Agent Form)
- ☐ Not Applicable

Please provide information to assist the Screening Officer in reviewing your dispute

Photographs and other documentation can be attached to this form

Instructions for Applicants:

How to Request a Screening Review

Submit this form no later than fifteen (15) days from the date the Penalty Notice was issued in any of the following ways:

- a) In Person at the Municipal Office located at 33011 Hwy 62, Maynooth, ON
- b) By mail: Box 130, 33011 Hwy 62, Maynooth, ON K0L2S0
- c) By email to aps@hastingshighlands.ca

If you do not attend the Screening Review at the scheduled time, an administrative fee of \$75.00 will be added to the amount of the Penalty Notice.

Personal information collected on this form is collected under the authority of the *Municipal Act*, 2001 and will be used for the purposes of administering the Municipality's APS Bylaw. Questions about the collection of personal information should be directed to the Municipal Clerk clerk@hastingshighlands.ca or (613) 338-2811 ext. 277.