



## **Requesting a Screening Review of an Administrative Penalty**

The Village of Burk's Falls offers the convenience of scheduling an appointment with the Screening Officer to review your Penalty Notice under the Administrative Monetary Penalty System Bylaw (No. 24-2022).

Please read the information below carefully and in its entirety before submitting your request for a Screening Review.

### **Screening Officer**

The Screening Officer is an impartial municipal employee who is empowered to review administrative penalties. Upon review, the screening officer may:

- Affirm the penalty.
- Reduce the amount of the penalty.
- Provide an extension of time to pay the penalty.
- Cancel the penalty.

When a request for a Screening Review is received, the Screening Officer will contact you to arrange a date and time for the Review.

### **Eligibility for a Screening Request**

Anyone who has received a penalty notice may request a Screening Review **within thirty (30) days** of the date of service indicated on the notice.

### **Failure to Appear**

Failure to appear at the time and date of your Screening Review will result in an affirmation of the penalty and the following fees being applied.

- \$50.00 Non-Appearance Fee
- \$15.00 Late Payment Fee (if the screening occurred past the original due and payable date of the penalty notice)

Non-payment of the penalty and fees will result in the amounts being added to property taxes or a Certificate of Default registered against you. For parking infractions, a failure to pay will result in permit denial by the Ministry of Transportation.

You can still pay your Penalty Notice up to and including the day and time of your Screening Review. This will result in the cancellation of your screening.



## Request for Screening Review of Administrative Penalty

### Penalty Notice Recipient

Name (First and Last)		
Address		
City/Town/Municipality	Province	Postal Code
Phone Number	Email Address	

### Penalty Notice Information

Penalty Notice Number	Date of Offence	Name on Penalty Notice
Location Where the Offence Occurred		
Offence Description, Bylaw, and Section Number		

### Reason for Screening

You must provide a reason for your screening request. Please indicate below the nature of your request below and use the provided space to detail your reason(s) to the Screening Officer. If you wish to provide images or other documentation for the Screening Officer to consider, you may attach them with this request, or bring them to your scheduled in-person Screening Review. For those requesting extensions to pay or reductions of the Penalty Amount, you must provide proof of financial hardship.

- ☐ I want to dispute the facts of the offence as indicated on the Penalty Notice.
- ☐ I am requesting an extension of the time to pay the Penalty Amount.
- ☐ I am requesting a reduction of the Penalty Amount.

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Attachments included (select one): **YES / NO**

### Declaration of Requestor

I represent and declare that:

- I am the person named on the Penalty Notice
- I acknowledge that if I fail to appear and to remain at my scheduled in-person Screening Review until my matter has been presented to the satisfaction of the Screening Officer, I will be deemed to have abandoned my request for a Screening Review, that the Administrative Penalty will be affirmed, and that I will be assessed those fees which are applicable as provided for in Bylaw No. 24-2022.
- I have read and understand the conditions of this application.

Signature	Date
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### Submission Instructions

Please submit a complete copy of this form to the Village of Burk's Falls by:

- Mailing the form to:  
The Village of Burks Falls, 172 Ontario Street, P.O. Box 160, Burks Falls, ON, P0A 1C0
- Emailing the Form to [treasurer@burksfalls.ca](mailto:treasurer@burksfalls.ca)
- Submitting the form in person at the Municipal Office at 172 Ontario Street, Burk's Falls, ON, P0A 1C0