



The Corporation of the Township of Georgian Bay

99 Lone Pine Road, Port Severn,
ON L0K 1S0
Phone (705) 538-2337 Ext. 251
Fax (705) 538-1850

E-mail • amps@gbtownship.ca
Web • www.gbtownship.ca

How to Prepare for your Hearing Review

Virtual Etiquette

Please note recording, publishing, broadcasting, reproducing, photographing, or otherwise disseminating the video, audio, or any photograph of any remote hearing is prohibited.

The Township of Georgian Bay has a Respect in the Workplace policy 001-2019 and would like to emphasize the importance of maintaining a respectful and professional environment during the meeting. Should any participant engage in the use of vulgar language or verbal abuse towards staff, we reserve the right to disconnect the offending party from the meeting in order to maintain decorum and respect among all participants. The Hearing Appeal will still be conducted in your absence if you must be removed from the meeting.

Evidence

When you attend the Hearing appeal, please be sure to send all documents virtually 14 days in advance by email to amps@gbtownship.ca. For example: a death certificate, police report, medical note, photographs, condominium letter/lease or accessible parking permit. If you are in financial hardship and require additional time to pay, please send in financial documents to support your claim.

If you are sending someone to act on your behalf, you must complete an **AMPS Authorization to Act as an Agent Form**. This form can be completed and printed from our website. The completed and signed form must be sent prior to the hearing appeal.

Disclosure

If you wish to request disclosure of documents pertaining to your penalty notice prior to your hearing appeal, you may do so no later than 30 days prior to the date specified on this notice by filling out the form located on the Township website.



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Hearing Appeal Procedure

- After you join Zoom, you will be placed in a “waiting room”
- You will remain on mute until such time the Hearing Officer calls on you to speak.
- Township staff will be called upon first to present their evidence, and then you will be provided an opportunity to state your case and present any evidence that you may have submitted to Township staff.
 - Tip: Advise the Hearing Officer of the evidence you would like to reference by providing a description (for example, “the picture of my car”).
- If it is not your turn to speak, or the Hearing Officer has not called on you to speak, you will remain on mute.
- The Hearing Officer may ask clarifying questions.
- During a Hearing Review, the Hearing Officer may:
 1. Cancel or reduce the administrative penalty (including Administrative Fees);
 2. Affirm the administrative penalty (including Administrative Fees);
 3. Extend the time for payment of the administrative penalty (including Administrative Fees).

The Hearing Officer is not bound to the decision of the Screening Officer.
The decision of the Hearing Officer is final.

Need assistance?

The Township is committed to accessibility and equal access, and if you require accommodation, you should inform the Township as soon as possible. If you require a translator, you will need to provide your own translator. Please advise the Township of your accommodation needs so that appropriate arrangements can be made prior to your appointment. If you require assistance with Zoom, have questions or wish to submit evidence, contact the By-law Department at 705-538-2337 ext. 251 or by e-mail at amps@gbtownship.ca