



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 Screening Review

Every person who is issued a Penalty Notice has the right to dispute the Penalty Notice by requesting a Screening Review within 15 days of the issuance of the Penalty Notice. Written notice of your Screening Review appointment will be provided.

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 Screening Review, 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 screening review.

Screening Review Procedure

The Screening Officer will review and consider any material you submit before making a decision. During a Screening Review, the Screening Officer may:



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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).

You can request a review of the Screening Officer's decision by requesting a Hearing appeal at the conclusion of the Screening Review.

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